

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID# 999.0254.5543 Code 642453
March 25, 2021
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
6. Director's Report
7. HSELOF- *Head Start Early Learning Outcomes Framework*
8. Self-Assessment
9. Center Updates- What's Working and What's Not
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: Scheduled for April 15, 2021



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Head Start Policy Council Meeting

Minutes

March 25, 2021

6:00 pm

1. Meeting called to order at 6: 07pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Katisa Donaldson, Shaqula Martin, Shanedra Cummings, Reshawn Blake, Joseph Blue, and Melisa Miller

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

3. No Quorum was established.

4. Consent

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

Motion to approve the minutes for the Policy Council meeting for January and February was made by Katisa and seconded by Joseph. Vote taken and all in favor. Motion passes

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 26% and 25% respectively. Non-federal share match is at 15%. Due to COVID-19 we will be requesting a waiver for non-federal share. We are over benchmark budget in office supplies, contractual services, liability insurance, dues and subscriptions, client assistance, and equipment (Please see attached report for complete list). Reshawn asked for an explanation of the funds under non-federal share. Tim clarified.

Motion to approve the receipt of the financial report for November and December was made by Danielle and seconded by Katisa. Vote taken and all in favor. Motion passes.

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

- c. 2021 Selection Criteria- Darrel reviewed the 2021 Selection Criteria revised by the Selection Criteria Committee and asked the council for input. Darrel and Tim explained

this is used as a prioritizing tool during the enrollment process. Darrel explained the changes that were made and why they were necessary.

Motion to approve the 2021 Enrollment Selection Criteria was made by Danielle and seconded by Reshawn. Vote was taken and all in favor. Motion passes.

- d. 2020-2021 Head Start School Calendar- Kristin discussed the attached school calendar (see packet). Kristin discussed a need to change a few dates to make sure we are providing the correct amount of instruction hours. We do not follow Leon County Schools calendar verbatim. Leon and Jefferson Head Start calendar are usually the same; however, Franklin County's is slightly different. Reshawn had a question about funding in the summer. Tim explained we are not funded for the summer but are currently looking into creating a separately funded summer program.

Motion to approve the 2021-2022 Head Start Calendars were made by Danielle and seconded by Sheneidra. Vote taken and all in favor. Motion passes.

6. Director's Report

Tim reviewed the attached report (see attached). Tim discussed center closures in Jefferson County. He also discussed the end of the extended day services at Louise B. Royal. Tim informed the Policy Council that we are working with internet providers to assist our families who are in need of internet services.

7. Center Updates

Policy Council parents stated things are going well at the centers and there are no complaints. Parents provided kudos to the teachers for keeping the classrooms and centers clean. Sheneidra asked Tim to review the information about the funds in Franklin County for the renovations at the old Apalachicola High School. Tim stated hopefully at the beginning of the new school year Franklin will be in a new facility.

8. Office of Head Start Updates:

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

10. Other Business: No other Business at this time.

11. The meeting was adjourned 7: 11 p.m.

**Head Start Financial Statement Narrative
For the Four Months Ending January 31, 2021
Capital Area Community Action Agency**

As of January 31, 2021, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33-40%. At month end, the Year to Date Actual Revenue and Expenses are 35% and 33% respectively with a mostly restricted income of \$68,412.

Year to Date Non-Federal Share (NFS) Match reported totals \$168,036, which is 18% of the \$923,883 total match required for the grant period ending September 30, 2021.

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.

Office Supplies – is over the benchmark budget due a large number of Covid-related purchases.

Contractual Services – Health/Disabilities – is over benchmark budget due to an abundance of testing at the beginning of the school year.

Utilities – is over benchmark budget and is likely to go over budget by approximately \$30,000 without an amendment. Monthly costs to Head Start are over \$9,200.

Communications – is slightly over the benchmark budget due to repairs and a few split payments between the fiscal years. This should even out over the next few months without any repairs needed.

Repairs & Building Maintenance – Recurring – is slightly over benchmark budget due to mulch purchases and extra maintenance of facility floors.

Technology – is over benchmark budget due to the annual Childplus subscription and purchase of anti-virus software. This should come within an acceptable range over the next few months.

Dues and Subscriptions – is over budget due to a number of subscription expenses necessary in response to Covid.

**Head Start Financial Statement Narrative
For the Four Months Ending January 31, 2021
Capital Area Community Action Agency**

Client Assistance – is over benchmark budget due to a greater need for assistance these four months.

Equipment (\$5,000 or More) – is over the budget benchmark as a result of the server replacement. This unexpected expense will require a budget amendment .

Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Four Months Ending 1/31/2021

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	1,270,490	(2,425,041)	34%
Government Contracts - STATE	4010	360,664	136,780	(223,884)	38%
Government Contracts - LOCAL	4020	55,000	23,943	(31,057)	44%
Grants - Other Not-for-Profits	4100	0	12,420	12,420	100%
Grants - All Other Sources	4120	10,000	0	(10,000)	0%
Other Revenue	4995	0	206	206	100%
Total Revenue		4,121,195	1,443,838	(2,677,357)	35%
Expenditures					
Salaries & Wages	6010	1,881,110	635,326	1,245,784	34%
Fringe	6110	545,145	184,212	360,933	34%
Staff Screenings	6180	2,876	228	2,648	8%
Indirect Costs	6210	440,607	148,966	291,641	34%
Travel - In Area	6310	4,000	838	3,162	21%
Office Supplies	6410	8,500	5,015	3,485	59%
Program Supplies	6415	29,185	9,956	19,229	34%
Classroom Supplies	6420	50,347	10,888	39,459	22%
Kitchen Supplies	6430	30,604	4,514	26,090	15%
Medical/Dental Supplies	6440	500	62	438	12%
Copies/Printing/Copier	6510	20,999	3,427	17,572	16%
Postage and Delivery Expense	6600	1,500	534	966	36%
Contractual Services/Professional	6710	34,000	1,424	32,576	4%
Contractual Services – Health/Disabilities	6715	178,013	72,672	105,341	41%
Rent/Space Cost	6810	216,826	70,456	146,370	32%
Utilities	6820	82,397	33,857	48,540	41%
General Liability and Property Insurance	6830	30,000	10,447	19,553	35%
Communications	6840	50,000	20,093	29,907	40%
Repairs & Bldg Maintenance- Recurring	6850	97,200	39,493	57,707	41%
Repairs & Bldg Maintenance -	6855	38,772	3,568	35,204	9%
Equipment Maintenance	6910	19,000	5,838	13,162	31%
Vehicle Expense	6920	31,500	8,499	23,001	27%
Equipment Lease	6930	10,600	1,559	9,041	15%
Technology	6940	15,023	10,911	4,112	73%
Fees, Licenses, and Permits	7010	2,750	85	2,665	3%
Dues/Subscriptions	7020	2,600	3,324	(724)	128%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	3,900	1,792	2,108	46%
Equipment (\$5,000 or more)	7310	7,696	7,696	0	100%
Expendable Equipment	7320	13,973	5,152	8,821	37%
Meetings/Workshops/Training	7420	500	0	500	0%
Training/Staff Development	7430	43,163	16,552	26,611	38%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,598	0	4,598	0%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	58,044	159,567	27%
Total Expenditures		4,121,195	1,375,426	2,745,769	33%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>68,412</u>	<u>68,412</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending January 31, 2021

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		18,943			
Grants - Other Not for Profits		-			
In-Kind Revenue		137,887			
VPK/SR		11,207			
	923,883	168,036	18%	755,847	82%

CACAA Head Start Credit Card Expenses Jan 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6180	250	1/27/202	1.41	#5810, VENITA TREADWELL, VISA, 1/27/2021, BKG
HANCOCK CC	1064	6180	250	1/27/202	43.25	#5810, VENITA TREADWELL, VISA, 1/27/2021, BKG
HANCOCK CC	1064	6180	252	1/27/202	1.41	#4466, DARREL JAMES, VISA, 1/27/2021, BKG SCREEN - A.
HANCOCK CC	1064	6180	252	1/27/202	43.25	#4466, DARREL JAMES, VISA, 1/27/2021, BKG SCREEN - A.
HANCOCK CC	1064	6180	258	1/27/202	1.41	#5810, VENITA TREADWELL, VISA, 1/27/2021, BKG SCREEN,
HANCOCK CC	1064	6180	258	1/27/202	43.25	#5810, VENITA TREADWELL, VISA, 1/27/2021, BKG SCREEN,
HANCOCK CC	1064	6415	250	1/27/202	22.95	#4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	252	1/27/202	17.94	#4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	256	1/27/202	64.90	#4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6415	258	1/27/202	17.94	#4466, DARREL JAMES, VISA, 1/27/2021, PRG SUPPLIES
HANCOCK CC	1064	6420	252	1/27/202	29.99	#5810, VENITA TREADWELL, VISA, 1/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6420	256	1/27/202	17.10	#5810, VENITA TREADWELL, VISA, 1/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6430	250	1/27/202	12.97	#4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6430	252	1/27/202	12.97	#4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6430	256	1/27/202	46.89	#4466, DARREL JAMES, VISA, 1/27/2021, KTCH SUPPLIES
HANCOCK CC	1064	6440	256	1/27/202	62.23	#6982, FATIMA ALEXANDER, VISA, 1/27/2021, THERAPY BOOKS
HANCOCK CC	1064	6920	255	1/27/202	37.00	#4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	37.00	#4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	38.42	#4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	1/27/202	42.01	#4466, DARREL JAMES, VISA, 1/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	1/27/202	199.90	#4466, DARREL JAMES, VISA, 1/27/2021, ZOOM
LOWES	1064	6420	256	1/14/202	28.64	#82130109084241, HEAD START, JANUARY 2021,SUPPLIES
LOWES	1064	6850	255	1/14/202	222.66	#82130109084241, HEAD START, JANUARY 2021, RADON TESTS
Total				Total	1,045.49	



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



1630270-009196-0001-0001-2

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

**N0009196

MEMO STATEMENT

Account Number



Statement Date

01-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-06	01-05	24431061006400671002746	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-06	01-05	24431061005400559005259	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
01-13	01-11	24692161012100642616897	5200	THE HOME DEPOT 254 TALLAHASSEE FL	M293.60 ✓
01-15	01-14	24692161015100344841477	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M47.09 ✓
01-18	01-14	74943011015010185451980	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	M14.68cr ✓
01-18	01-14	74692161015100725353089	5200	THE HOME DEPOT 254 TALLAHASSEE FL	M278.92cr ✓
01-20	01-19	24431061020400675001472	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-20	01-19	24431061019400553002934	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

Handwritten signature and date: 2/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 430.01
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 293.60
		STATEMENT TOTAL 136.41
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16370270-005284-0001-0001-2

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0005264

MEMO STATEMENT

Account Number

Statement Date

01-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-22	01-22	24692161022100146946285	5192	BARNES&NOBLE.COM-BN 800-843-2665 NY	M62.23

*Ed
2/3/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 62.23
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 62.23
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
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16320270 - 0056861 - 0001 - 0001 - 2



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

**N0006861

MEMO STATEMENT

Account Number



Statement Date

01-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24445001004400148368177	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M123.73 ✓
01-06	01-05	24226381006400006872418	5411	WAL-MART #4427 TALLAHASSEE FL	M72.83 ✓
01-07	01-06	24492151007637850774280	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
01-11	01-07	24692161008100781149854	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01 ✓
01-18	01-14	24692161015100546660964	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
01-18	01-15	24692161016100271515671	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
01-25	01-21	24692161022100268139560	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.42 ✓
01-26	01-25	24431061026400671000381	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-26	01-25	24431061025400559000686	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
01-26	01-25	24137461026001185022777	5411	PUBLIX #1051 TALLAHASSEE FL	M57.98 ✓

*gpc
2/3/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 653.53
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 653.53
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00
	Toll Free 1-800-448-8812	



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 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1

Statements Dates
 01/01/2021 - 01/31/2021

Account Number:

Images:
 0

***ZERO CHECKS* E0**

313 000000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

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 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS**

Checking Account Summary

PREVIOUS BALANCE	1,055.70	AVERAGE BALANCE	
+ 0 CREDITS	.00	1,055.70	
- 0 DEBITS	.00	YTD INTEREST PAID	.00
- SERVICE CHARGES	.00		
+ INTEREST PAID	.00		
ENDING BALANCE	1,055.70		

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
12/31	1,055.70				



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GC
2/9/21

FEB 10 2021

1118

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: March 16, 2021

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

Staffing

Interviewing teachers and substitute teachers. A 1.22% COLA has been granted to the Agency for Head Start staff - \$44,585. Seeking approval for budget plan.

Facilities

Maintenance of the facilities continues using contracted services. Franklin repairs will be made to new facility when no-cost extension is approved.

Curriculum

Coaching sessions continue with Teaching Strategies. Coaches continue to work with teachers based on CLASS observations.

Enrollment

Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations.



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Family and Community Engagement Manager

Monthly Monitoring Report – February 2021

Program Status

- Total number of enrollments for February of the **2020-21** school year:
 1. Franklin County Head Start - **19 of 20** families accepted
 2. Jefferson County Head Start - **33 of 37** families accepted
 3. Louise B. Royal Head Start - **40 of 42** families accepted
 4. Mabry Street Head Start - **53 of 56** families accepted
 5. South City Head Start - **105 of 123** families accepted
- **250 of 278** families were enrolled for Head Start for the month of January
 - **Community Action will serve 278 families for the 2020-21 school year, not our traditional 378 due to the Pandemic**

Policy Council

- 7 participants were in attendance for Policy Council

Family and Community Engagement Activities

- 2 staff meeting, 1 management meetings
- 5 Parent Meetings via Zoom
- 2 Family Advocate Trainings

Transportation

- 2003 Chevy van placed in shop for service

Children Health Requirements

Immunizations and Physical examinations	231 Immunizations 231 Physical Examinations
Established medical homes	245
Established dental homes and received dental exams	182 Dental Homes 42 Dental Exams
Hearing screenings	162
Vision screenings	209
Vision Referrals	0

- Filed January 2020 Child Care Food Program claim
- Monitored kitchens
- Monitored children health files
- Number of Breakfast: 3,243
- Number of Lunch: 3,264
- Number of Snack: 3,144
- Number of Children with Special Diets: 15

Volunteers / In-kind

- 7 volunteers were active for December
- 63 hours of In-Kind was reported for December

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Jefferson Head Start Center was closed for three weeks due to COVID related issues. One class at Mabry was closed due to COVID for four days. Although the centers were closed the children were involved with virtual and take home learning materials.
- **Funded Enrollment:** The management team has decided to stop enrolling new students in the program, effective January 29, 2021. Homeless and children in foster care will be enrolled into the program.
- **Extended Day:** Extended Day program at Louise B. Royal ended February 26, 2021.
- **Parent Engagement:** Five parent meetings with classroom Black History Performances were held via Zoom. Some parents also participated with the Policy Council.

Strengths

- Providing educational services to children when classrooms are closed
- Applications for the 2021 - 2022 Head Start is coming in
- Design of a summer VPK program is in the works

Areas of Concern

- The number of children dropping from the program
- The program's decision to not enroll for the remainder of this school year
- The program does not offer Extended Day Services at any location
- The uncertainty of how many slots will be provided next year
- Re-enrollment at some centers are going slow
- Attendance at all centers due to COVID

Capital Area
Community Action
Agency

TO: Nina Self, COO

FROM: Kristin Reshard, Quality Assurance Manager

DATE: March 6, 2021

SUBJECT: February 2021 Monthly Report Summary

Enrollment

The end of the month enrollment for February was 250. The program's funded enrollment is 378. As discussed in Office of Head Start CAMP: Session 1, the requirements for enrollment indicated in the HSPPS are currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current enrollment requirements. However, the program is not on track to meet the enrollment goal of 278. The program may want to consider monitoring and revising this goal.

Disability Services

The end of the month enrollment for students with individualized education plans (IEPs) was six percent (16/250). The requirement for disability services indicated in the HSPPS 1302.14 (b) is 10 percent of the funded enrollment. For 2020-2021, as discussed in Office of Head Start CAMP: Session 3, the disability enrollment requirement is currently reduced to ten percent of actual enrollment due to the COVID-19 pandemic. However, based on the current number of IEPs in Child Plus the program is not on track to reach ten percent of the funded (378) or our actual enrollment (257) unless the LEA works in partnership with us to speed up the processing of open concerns.

The Disability Service Manager and the Quality Assurance manager met with a representative from the local education authority (LEA). Due to the statutory time frames for services under the IDEA even students with complete paperwork with in the first two weeks of school could take until January or February to receive their IEPs. This process is further complicated by Head Start allowing 45 days for screenings, the use of outside consultants for dial testing, and the frequent changes in paperwork processing by the LEA.



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The current IEP status should be monitored closely this year as it looks like we may not meet the 10% by May 2021. The program should request permission from the Board and Policy Council to apply for a waiver.

Further, it should be noted when preparing the 2021-2022 budget the program may want to consider setting additional resources aside to assist the growing number of students entering the program with disability concerns. In the last two years we have seen ~≥20% of students with open concerns. Under the IDEA these students must be provided services/accommodations if needed.

Attendance

The end of the month attendance for January was 79.18 percent. The requirement for enrollment indicated in the HSPPS 1302.16 (b) is 85 percent. As discussed in Office of Head Start CAMP: Session 1, the attendance requirement is currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current requirements. However, it should be noted that attendance has historically trended down this time of year while enrollment remains steady. During the pandemic enrollment is increasing and attendance has started increasing.

DCF Inspections

The program had one DCF inspection at Louise B. Royal and received two non-compliance violations. The program has had to resubmit DCF playground plans used for grandfathering due to high DCF turnover.

School Readiness Outcomes

Baseline data was compared with winter assessment data. The majority of students are improving. The program would benefit from whole group intervention in alphabet principle, visual discrimination, and early numeracy. The new HATCH software seems to be assisting students in the aforementioned areas; however, many students still need more time on the computers. PSC will be downloading the software on classroom desktops to assist with more playtime. The Early Childhood Support specialist is also actively working to ensure all student documentation is moving to HATCH and can be monitored using the documentation report ensuring teachers have a qualitative and quantitative data when assessing students strengths and weakness.

Quality Counts

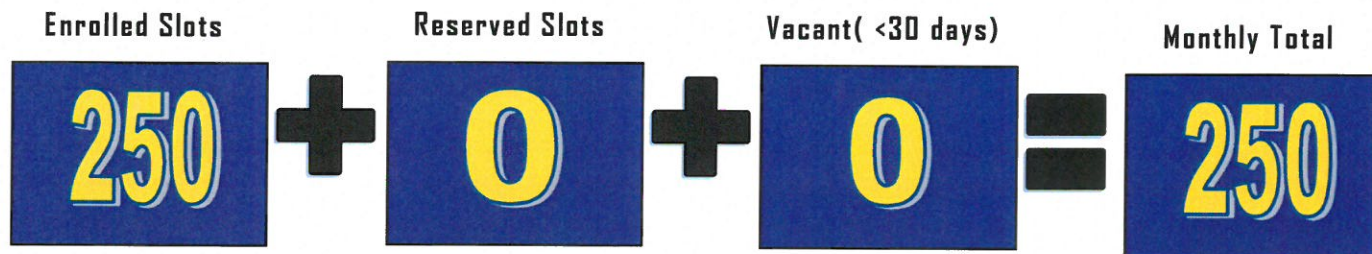
February 2021



Vital

Note: Students reported in Franklin and Jefferson Counties August 26, 2020 and August 29, 2020 in Leon County

Enrollment



Compliance

YES

Cumulative Enrollment

281

Note: Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278. (Reports 2001 & 2005)

Note: Spike in cumulative enrollment is due to how data is calculated in Child Plus (CP). CP 2001 will need to be run from the first day to present for an accurate count.

Disability Services

Compliance

NO

See Notes

Students with IEPs

16

In Child Plus

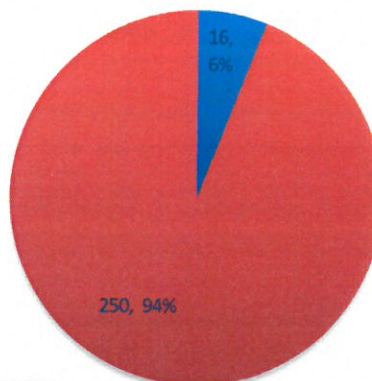
Students with Concerns

44

(Report 3540)

Regulations: 1302.14(b)
(1) & 640(d)(1)

% of Students with IEPs



NOTES:

- Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.
- Due to the COVID-19 pandemic the 10% is based on actual enrollment not funded enrollment. <http://tiny.cc/OHSCAMP2> start at 47 minutes 0 seconds
- The program is currently not in compliance and the program is not on tract to be in compliance by May 2021.

Attendance

Compliance

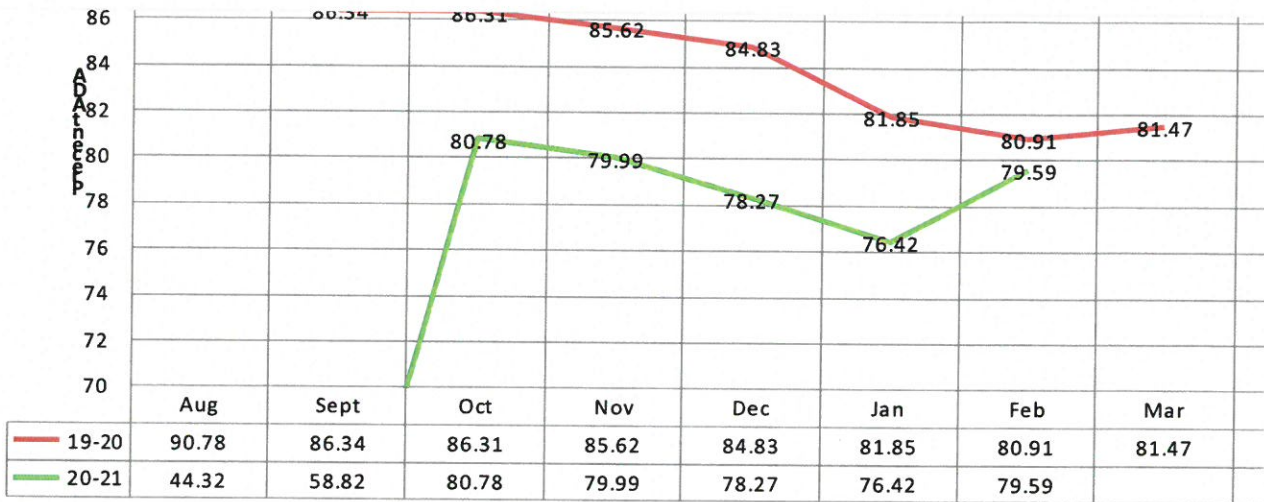
YES

Funded Attendance

69.61

Actual Attendance

79.59



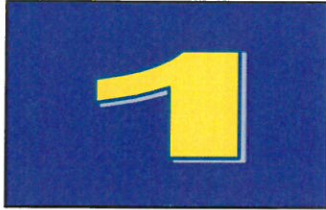
NOTES:

- According to OHS CAMP Session 2 Q&A, attendance is defined as each day a child receives services. Examples of eligible services for virtual are home visits and educational sessions. <http://tiny.cc/OHSCAMP2> start at 48 minutes 27 seconds
- Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278.
- Per OHS Camp Session 1, Programs will not be penalized for low attendance or variation during the 2020-2021 program year. However, it is critically important that programs track and analyze the cause of absences for all children regardless of what type of services they are receiving. <http://tiny.cc/OHSCAMP1> start at 18 minutes 30 seconds
- Due to local COVID transmission rates, the uncertainty of public education, and safety concerns parents are hesitant to send their young children to Head Start or any child care provider, according to local trends.

(Pulled March 6, 2021 beginning @ 2418 hours for February 1-28, 2021)

Depart of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 20-21 Violations



(DCF Inspection Reports)

Inspection Results February 2021:

- Franklin County Head Start – No Inspection
- Jefferson County Head Start– No Inspection. This site should be expecting an onsite annual inspection any day. License expires April 2021.
- Louise B. Royal Head Start– 02/18/2021– DCF inspector identified areas of noncompliance.

Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5

Supervision, Pages 16-17)- 04-01 Supervision of children in the [3 year old and 3 to 4 year old] group was inadequate in that [the children were not within sight and sound of the staff]. CCF Handbook, Section 2.4 (Section 5, numbers 1 - 17) (Section 5, numbers 1 - 17) [SR]

Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form

OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response,

Pages 32-34)- 23-12 Child care personnel failed to possess a current attendance record and parent contact information during a fire drill, emergency preparedness drill or an actual emergency. CCF Handbook Section 3.8.4, C and 3.8.5, A (Section 14.3, number 2) (Section 14.3, number 2) [SR]

- South City Head Start– No Inspection.
- Mabry Street Family Enrichment Center – This center should be expecting a routine inspection with in the next 60 days.

Notes:

- DCF is currently conducting limited in person inspections except for renewal applications and complaints. All centers that were not monitored will be monitored in-person when school opens.
- Influenza virus parent notification and distracted adult brochure will be monitored on the next inspection.
- Playground pictures and sketches resubmitted to DCF

Capital Area
Community Action
Agency

TO: Venita Treadwell

FROM: Kristin Reshard, Quality Assurance Manager

DATE: February 25, 2021

SUBJECT: Child Data in the Head Start Early Learning Outcomes Framework (HSELOF)

The role of the HSELOF in program planning and practice is mandated by the Head Start Act and by the Head Start Program Performance Standards.

Strengths

In the five broad areas of early learning identified by the HSELOF and referred to as central domains our 2020-2021 Head Start students preformed the best in the Perceptual, Motor, and Physical Development domain.

Weekness

Current students need the most support in the Cognition domain. The Cognition domain includes: reasoning, memory, problem solving and thinking skills to connect experiences and organize their world. Although not directly stated, the Cognition domain is where students' mathematical abilities are assessed. The TSG data is consistent with the Renaissance Star Early Literacy (STAR) data indicating the majority of students are struggling with early numeracy skills.

Opportunities

The current data raises the following questions and provides the opportunity for additional research and/ or program improvement.

- 1) Why are the current Head Start students demonstrating negative gains in fine motor skills and following directions?
- 2) Why are students meeting or exceeding expectation with regards to alphabet principle and visual discrimination of letters in TSG, but being grouped as in need of individualization by Hatch or scoring below 70% for those domains on the STAR?

Threat

There is a large amount of variability between internal data on early literacy and data captured by an outside observer or the Department of Education.



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www.CapitalAreaCommunityActionAgency.com



School Readiness Goals

Capital Area Community Action Agency School Readiness Goals in the Head Start Early Learning Outcome Framework

Central Domains					
	Approaches to Learning	Social and Emotional Development	Language and Literacy	Cognition	Perceptual, Motor, and Physical Development
Preschooler Domains Winter 2020-2021 Assessment Period 2* (AP2*) Outcomes 11/01/2020-02/19/2021 C= number of percentage points changed between fall and winter NA**= Data not available	Goal: Children will learn to successfully navigate learning experiences by developing the ability to self-regulate in a variety of situations. 74% of students meet or exceeded expectations Objectives: Follow simple rules and routines with increasing independence (1b) Persists with a difficult or non-preferred activity and seeks help when needed (11b) Uses imagination in play and interactions with others to plan, initiate and complete learning activities (11a)	Goal: Children will gain a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success. 73% of students meet or exceeded expectations Objectives: Build positive social relationship with peers and adult in a cooperative manner (2a, 2c, 2d) Recognize and use words/expressions of emotion, learn strategies to manage feelings and control impulses with increase independence (1a)	Goal: Children will learn and develop both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness. 72% of students meet or exceeded expectations Objectives: Listen to, understands and uses increasingly complex language (1a, 1b, 9a, 9b, 9c) Utilizes print concepts to understand print (17b) Identify and name letters of the alphabet and their corresponding sounds (16a, b)	Goal: Children will develop reasoning, memory, problem solving and thinking skills to connect experiences and organize their world. 35% of students meet or exceeded expectations Objectives: Uses memory strategies and increased attention (12 a, b) Uses number concepts and operations (20a, b, c) Uses scientific inquiry skills by observing, predicting, comparing and classifying (24)**	Goal: Children will increase gross and fine motor skills and understand self-care skills to fully function and explore in their environment. 75% of students meet or exceeded expectations Objectives: Demonstrates increasing control and strengthen gross motor and small muscles manipulation skills (6) Takes care of own needs appropriately (1c) Demonstrates fine motor strength and coordination with increased success (7 b)
	Outcomes: 79% (139/177) of Head Start students meet or exceed expectations with regards to following simple rules and routines with increasing independence (1b). C=12 57% (85/148) of Head Start students meet or exceed expectations with regards to persisting with difficult or non-preferred activities and seeks help when needed (11b). C=24 85% (126/148) of Head Start students meet or exceed expectations with regards to showing flexibility and inventiveness in thinking (11a). C=20	Outcomes: 60% (100/167) of Head Start students meet or exceed expectations with regards to forming relationships with adults in class (2a). C=18 86% (127/148) of Head Start students meet or exceed expectations with regards to interacting with their peers (2c). C=17 59% (88/148) of Head Start students meet or exceed expectations with regards to making friends in class (2d). C=4 87% (154/177) of Head Start students meet or exceed expectations with regards to recognizing and using words/expressions of emotion use strategies to manage feelings and control impulses with increased independence (1a). C=32	Outcomes: 68% (100/148) of Head Start students meet or exceed expectations with regards to comprehending increasingly complex language (9a) C=21 72% (106/148) of Head Start students meet or exceed expectations with regards to following directions (8b). C=5 61% (92/148) of Head Start students meet or exceed expectations with regards to using an expanding expressive vocabulary by class (9a). C=9 70% (104/148) of Head Start students meet or exceed expectations with regards to speaking clearly (9b). C=22 74% (109/148) of Head Start students meet or exceed expectations with regards to using conversational grammar (9c). C=17 59% (88/148) of Head Start students meet or exceed expectations with regards to identifying and naming letters (16a). C=20 89% (132/149) of Head Start students meet or exceed expectations with regards to using letter sound knowledge (16b). C=2	Outcomes: 51% (78/148) of Head Start students meet or exceed expectations with regards to using memory strategies to recognize and recall (12a). C=2 59% (86/148) of Head Start students meet or exceed expectations with regards to make connections (12b). C=55 66% (95/148) of Head Start students meet or exceed expectations with regards to counting (20a). C=29 47% (70/148) of Head Start students meet or exceed expectations with regards to quantifying (20b). C=22 65% (96/148) of Head Start students meet or exceed expectations with regards to connecting numerals with their quantities (20c). C=28 18% (27/148) of Head Start students meet or exceed expectations with regards to using scientific inquiry skills by observing, predicting, comparing and classifying (24). C=NA**	Outcomes: 68% (100/148) of Head Start students meet or exceed expectations with regards to demonstrating gross motor manipulative skills (6). C= 21 79% (140/177) of Head Start students meet or exceed expectations with regards to taking care of their own needs appropriately (1c). C=18 77% (114/148) of Head Start students meet or exceed expectations with regards to demonstrating fine motor strength and coordination with increased success (7b).

Renaissance Star Early Literacy

2020-2021 Fall Winter Growth Summary

Renaissance Star Early Literacy (STAR) is currently the Florida Kindergarten Readiness Screener Selected by the state of Florida. The STAR assessment measures students kindergarten readiness in ten literacy sub-domains and one early numeracy domain. Scores from each domain range from 0 to 100. A score of 500 is considered kindergarten ready.

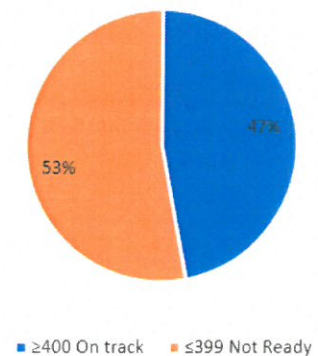
Four year old Head Start students are screened at a minimum of three times a year using the STAR assessment. Results from the STAR indicated how students are progressing towards school readiness. A score of less than 460 on the 2020-2021 winter assessment would indicate a student was in need of support and the skill set scores should be used by teachers to direct the students individualizations in math and/or literacy.

Fall Winter 2020-2021 Outcomes Summary

- 59% (57/96) four year old students had data in both fall and winter assessment periods.
- 20% (19) have a student growth percentile score at or above the Renaissance Star Early Literacy expected student growth percentile of 50 points.
- 11% (11) students experienced negative growth
- 21% (20) students are currently scoring a 460 (four years six months) or above.

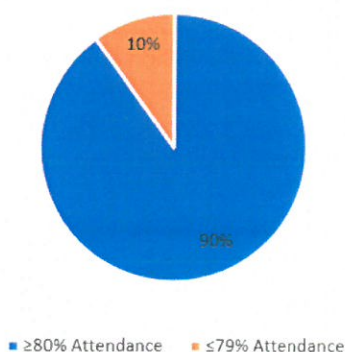
NOTE: 90% (18/20) of the students scoring on target for this point in the school year (460 or above) have 80% or above attendance.

Start Pre-K 4 On Track



Things to Consider

Students Scoring ≥460 ADA



- 53% (30) scored below 400 on their baseline assessment.
- 90% (27) of the students who came in below increased their knowledge.
- 33% (10) of the students who came in below increased 50 points or more in line with the expected student growth percentage.
- 20% (6) of the students who came in below 400 scored at or above the grade/age level target of 460 for winter.

Where Students Need Support

- 67% (38) of the students who have data in both assessment periods need support in alphabet principle as indicated by answering below 70% of the questions in that sub domain correctly
- 68% (39) of the students who have data in both assessment periods need support in visual discrimination as indicated by answering below 70% of the questions in that sub domain correctly
- 88% (50) of the students who have data in both assessment periods need support in early numeracy as indicated by answering below 70% of the questions in that sub domain correctly

Recommendations

- Add a math intervention
- Encourage Hatch usage to provide, support, monitor, and document math and literacy progress
- Determine why teacher documented outcomes differ from computer identified outcomes
- Support alignment of documentation results
- Work with PFCE team to continue to promote attendance greater than 80%

Summary

Current data indicates the majority of our four year old students are making progress towards school readiness. However it should be noted that student progress may not necessarily translate into readiness, depending on how far the student started behind. Although Community Action is not currently offering VPK, it is also worth noting that the VPK readiness rate does take into account improvement. The ability to measure improvement between assessment periods is an improvement for the Community Action Head Start program.

The FLKERS on captures/ considers a point in time snapshot of the child performance. We will continue to follow this cohort of students until the end of the school year paying particular focus to students with baseline assessment data in the fall. Since paired samples will be used to look at progress over time, the PFCE and Education team are working together to put a special focus on attendance during Spring 1 assessment period, 03/01/2021-03/12/2021.



FY 2021 Head Start Funding Increase

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-01

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

FY 2021 Head Start Funding Increase ACF-PI-HS-21-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-21-01
- 2. Issuance Date:** 02/19/2021
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2021; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement; Supplemental COVID-19 Funds

Program Instruction

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

Subject: FY 2021 Head Start Funding Increase

Instruction:

The Consolidated Appropriations Act, 2021 (P.L. 116-260), was signed into law on Dec. 27, 2020. The funding level for programs under the Head Start Act, including Early Head Start-Child Care Partnerships, is \$10,748,095,000, an increase of \$135 million over fiscal year (FY) 2020. This increase includes funding to provide a 1.22% cost-of-living adjustment (COLA) for all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees and \$10 million for Migrant and Seasonal grantee quality improvement funding. COLA and quality improvement funding announced in this instruction does not apply to new competitive expansion awards issued during FY 2021.

The Consolidated Appropriations Act also includes \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. This is in addition to the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. Funds are made available for the same purpose of preventing, preparing for, and responding to COVID-19. The Office of Head Start (OHS) will again distribute this funding proportionally to all grantees based on funded enrollment levels.

This Program Instruction (PI) provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

FY 2021 COLA

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive a COLA increase. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award.

Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2020. Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 1.22%. This includes salaries of current staff and the pay range of unfilled vacancies. Grantees must provide an equivalent increase to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salaries for education staff (e.g., classroom teachers, home visitors, and family child care providers) due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Sections [653](#) and [640\(j\)](#) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 1.22% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in [Personnel policies, 45 CFR §1302.90](#), each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

FY 2021 Quality Improvement Funds for Migrant and Seasonal Grantees

Each Migrant and Seasonal grantee will receive a proportionate amount of quality improvement funding based on the number of slots the grantee is funded to serve (approximately \$370 per slot).

There is flexibility in the use of quality improvement funds to meet Migrant and Seasonal grantees' most pressing needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. Programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. See [Attachment A](#) [PDF, 29KB] for the list of activities.

The Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcomes have been finalized for those Migrant and Seasonal grantees subject to competition for continued funding through the DRS.

Supplemental Funds to Continue Responding to COVID-19

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds to continue responding to COVID-19. Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment.

The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance. Examples of the types of activities include, but are not limited to, the following:

1. Mental health services, supports, crisis response, and intervention services
2. Additional classroom staff to meet social distancing requirements, employees or contracted staff to address anticipated health, mental health, and social service needs, or staff to serve as substitutes
3. Other personnel costs, including fringe benefits and expanded sick leave
4. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments, and other relevant agencies
5. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA), as well as refrigerators or supplies to support the delivery of meals to children served in a remote/virtual program model
6. Training and professional development for staff on infectious disease management, delivery of remote/virtual services, etc.
7. Transportation, including the hiring of bus drivers and the purchase of buses and other vehicles that could support the delivery of educational materials, supplies, and meals

8. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles
9. Renovations or other space modifications, such as room dividers
10. Additional weeks of Head Start or Early Head Start programming at the end of the 2020–2021 program year or during the summer to increase the time period children and families can receive services
11. Other actions that are necessary to maintain and resume the operation of programs, such as investing in technology infrastructure and upgrades, ventilation systems, or other emergency assistance

The application process for these supplemental funds will be forthcoming.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for FY 2021: COLA, quality improvement, and funding associated with COVID-19. To request a waiver of non-federal match, enter \$0 in Section C of your SF-424A in your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

Application Requirements

Grantees are required to request COLA funds, and quality improvement funds for Migrant and Seasonal grantees, through a grant application. OHS will soon issue a funding guidance letter to each grantee specifying its funding level and additional instructions on how to apply for these funds. OHS will also provide guidance on how to apply for COVID-19 supplemental funds. All applications must be submitted through the Head Start Enterprise System (HSES). Note that grantees will also be asked to report on the supplemental COVID funds in HSES when they report on their CARES Act spending plans, similar to the fall 2020 data collection.

Additional Information

Additional information and materials related to the pandemic are available on the [COVID-19 and the Head Start Community](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

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

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

Resources:

[Attachment A: Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act](#) [PDF, 29KB]

See PDF Version of Program Instruction:

[FY 2021 Head Start Funding Increase](#) [PDF, 63KB]

Historical Document



Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-02

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Head Start Center-Based Service Duration Requirement for 45 Percent of Slots ACF-PI-HS-21-02

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-21-02
- 2. Issuance Date:** 03/19/2021
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Head Start Program Performance Standards; HSPPS; Final Rule; Regulation; Head Start; Center-Based Program Option; Service Duration; 1,020 Annual Hours; Planned Class Operations; 45 percent

Program Instruction

To: All Head Start Grantees Operating the Center-Based Program Option

Subject: Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

Instruction:

By August 1, 2021, each Head Start program must provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45 percent of Head Start center-based funded enrollment or submit a request for a waiver of this requirement. In some instances, a program partnering with their local education agency (LEA) may need to align their program schedule with the LEA to support service delivery. This could include shared use of facilities space or transportation. In such instances, if the total number of annual hours is less than

1,020 or less than 8 months per year but aligns with the annual hours required by the LEA for grade one, these center-based slots are still considered to meet the requirement and count toward the 45 percent of slots without the need for a waiver. These requirements are outlined in the Head Start Program Performance Standards (HSPPS) at [45 CFR 1302.21\(c\)](#).

Some programs may not believe 1,020 annual hours for at least 45 percent of their Head Start center-based funded enrollment best meets the needs of their families and communities. These grantees are strongly encouraged to review all relevant program data and discuss options with their Regional Office. By August 1, 2021, such programs must submit a waiver request to operate an alternative program schedule for approval, consistent with the requirements in [45 CFR 1302.24\(a-c\)](#). More information on waiver requests is provided below.

Background

The Office of Head Start (OHS) established requirements in the 2016 HSPPS [final rule](#) for programs to provide longer service duration, which research links to stronger child outcomes. The provision in 45 CFR 1302.21(c)(2)(iv) [was lowered by the Secretary](#), based on an assessment of available funding, from 100 percent of a program's Head Start center-based slots that must operate for at least 1,020 annual hours to 45 percent. The implementation timeline established in 2016 for the longer duration requirements was intended to provide programs sufficient time to plan and implement program designs that best meet community and family needs while also ensuring children have greater access to increased learning time to prepare for kindergarten. Congress provided more than \$550 million in supplemental funding to Head Start grantees in fiscal years 2016 and 2018 to support this increase in service duration.

Importance of Longer Duration

Research supports the importance of longer preschool duration in achieving meaningful child outcomes and preparing children for success in school. Preschool programs providing fewer annual hours of service may not have as much time to adequately support strong early learning outcomes for children and provide necessary comprehensive services. The long summer break in many programs likely results in summer learning loss that undermines gains children make during the program year. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities.

Finally, children who have not had access to in-person learning due to the ongoing public health emergency may particularly benefit from more learning time in Head Start programs to help them arrive at kindergarten ready to succeed.

Implementation

Grantees have the flexibility to design programs with varying hours per day and days per year, as long as at least 45 percent of children in center-based slots receive at least 1,020 annual hours of planned class operations over the course of at least 8 months or, where appropriate, align with LEA calendars. As described above, slots operating in programs partnering with an LEA for Head Start

service delivery may operate for fewer than 1,020 annual hours of planned class operations or fewer than 8 months of service if this program schedule aligns with the annual hours required for first grade by the LEA and the alignment is necessary to maintain these partnerships.

The 45 percent calculation includes each grant's Head Start center-based funded enrollment and any slots for which a locally designed program option waiver has been approved for requirements not related to service duration, such as ratios or group size.

As August 1, 2021 approaches, programs are encouraged to review their Head Start center-based program designs to determine whether their program schedule (under normal operations) provides at least 1,020 annual hours over at least 8 months per year for at least 45 percent of their center-based enrollment or if action is needed to meet the requirement. Programs not yet meeting the 45 percent requirement should review their community needs assessment, self-assessment, and budget to develop their proposed approach. They are also encouraged to consult their Regional Office for guidance. Program design should reflect how services would be delivered during normal operations, rather than temporary service delivery plans during the Coronavirus Disease 2019 public health emergency.

Waiver Requests

Programs may request a waiver of the requirement to provide at least 1,020 annual hours for at least 8 months per year for 45 percent of their Head Start center-based funded enrollment to better meet the unique needs of their communities or to demonstrate or test alternative approaches for providing program services. Waiver requests must be submitted to the Regional Office through an annual funding application or change in scope amendment in the Head Start Enterprise System (HSES) by August 1, 2021. To be considered for approval, the waiver request must:

- Demonstrate that the proposed program design will deliver the full range of services consistent with [45 CFR 1302.20\(b\)](#) – [45 CFR 1302.24\(a\)](#)
- Demonstrate how the proposed program design is consistent with achieving program goals in [Program Management and Quality Improvement, 45 CFR Part 1302 Subpart J](#) – [45 CFR 1302.24\(a\)](#)
- Provide evidence that demonstrates the proposed program design effectively supports appropriate development and progress in children's early learning outcomes – [45 CFR 1302.24\(c\)\(4\)](#)
- Provide evidence that the proposed program design better meets the needs of parents than the service duration minimum of 45 percent of Head Start center-based slots operating for at least 1,020 annual hours over 8 months per year – [45 CFR 1302.24\(c\)\(5\)](#)
- Assess the effectiveness (or provide a plan to assess the effectiveness) of the proposed program design in supporting appropriate development and progress in children's early learning outcomes – [45 CFR 1302.24\(c\)\(5\)](#)

Waiver requests are subject to approval by OHS and may be revoked based on progress toward program goals ([45 CFR 1302.102](#)) and monitoring ([45 CFR 1304.2](#)).

Next Steps

We understand programs are focused on responding to the needs of children and families during the pandemic. However, we urge grantees to take the time to thoughtfully consider their future program design and the benefits of longer service duration. Benefits include promoting school readiness and stronger child and family outcomes, supporting the needs of parents, delivering the full range of services, and meeting program goals. Your Regional Office staff is available to provide direction, guidance, and training and technical assistance resources to support your program in delivering on the Head Start program's mission of preparing children and families for school and beyond.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Program Instruction:

[Head Start Center-Based Service Duration Requirement for 45 Percent of Slots](#) [PDF, 260KB]
Historical Document