

Capital Area Community Action Agency

Head Start Policy Council Meeting

2813 South Meridian Street, Tallahassee

Zoom ID# 995.0254.5543 Code 642453

April 15, 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
 - c. COLA
 - d. Exposure Control Plan
6. Director's Report
 - a. COVID-19 Leave
7. 2021 Head Start Transitions
8. Self- Assessment Update
9. 2021-2022 Menu suggestions
10. Center Updates- What's Working and What's Not
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

Next Meeting: Scheduled for May 20, 2021



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



Head Start Policy Council Meeting

Minutes

March 25, 2021

6:00 pm

1. Meeting called to order at 6: 05pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Katisa Donaldson, Shaqula Martin, Reshawn Blake 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 members of Policy Council. Members consent to accept the minutes as written.
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 35% and 33% respectively. Non-federal share match is at 18%. Due to COVID-19 we will be requesting a waiver for non-federal share. We are over the budget benchmark in office supplies, contractual services, liability insurance, communications, client assistance, and equipment (Please see attached report for complete list).

No quorum was established. Financial report tabled until the next meeting.

- b. Personnel Actions- Mrs. Treadwell brought Shannon Perkins and Asha Edwards, proposed assistant teachers, and Nydia Hover, proposed teacher for South City before the Policy Council for approval for hire. All 3 candidates have Bachelor degrees. Ms. Blake asked for how is the interview and hiring process conducting and Mrs. Treadwell clarified the process.

No quorum was established. An email will be sent out to approve or deny the hiring of the candidates.

6. Director's Report

Tim reviewed the attached report (see attached). Tim discussed COLA and the Agency's intentions on how it will be allocated. An approval will be needed in the near future. We are still waiting on a response for the No Cost Extension that was submitted to HHS for approval.

7. HSELOF- Head Start Early Learning Outcomes Framework- Kristen reviewed the data from HSELOF. Some of the gains in certain domains are lower than expected however, 60% of our students so far are on track for Kindergarten. Kristen also explained how parents can interpret their STAR scores and how to access and use HATCH. Kristen will also explain the process for both on the parent meeting tomorrow.

8. Self- Assessment- Kristen gave a description of the self-assessment that is used to monitor our own progress and identify our needs. A survey was sent to teachers, office staff, the Board of Directors and Policy Council members for completion. If members are interested in serving on the committees they can let Nichele Rolle know.

9. Center Updates

Policy Council parents stated things are going well at the centers and there are no complaints. Tim explained the reasoning for the delayed start after Spring Break.

10. Office of Head Start Updates: Kristen discussed the attached memos and stated we are already meeting the service duration/ hours requirements. Tim previously discussed the funding memorandum.

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

12. Other Business: Danielle Graham was seated on the Board of Directors earlier in the month. Congratulations.

13. The meeting was adjourned 6:54 p.m.

**Head Start Financial Statement Narrative
For the Five Months Ending February 28, 2021
Capital Area Community Action Agency**

As of February 28, 2021, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42-50%. At month end, the Year to Date Actual Revenue and Expenses are 42% and 41% respectively with a mostly restricted income of \$73,742.

Year to Date Non-Federal Share (NFS) Match reported totals \$213,597, which is 42% of the \$512,345 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.

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.

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

Equipment (\$5,000 or More) – is at budget after the budget amendment. No other expenses are expected here for the remainder of the year.

Expendable Equipment – is currently over the benchmark budget due to the purchase of 3 new computers but should stay within budget for the year.

Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Five Months Ended 2/28/2021

			Total Budget		
			Total Budget	Current Year	Variance -
			- Original	Actual	Original %
Revenue					
Government Contracts - FEDERAL -	4000	3,731,943	1,564,391	(2,167,552)	42%
Government Contracts - STATE	4010	360,664	159,780	(200,884)	44%
Government Contracts - LOCAL	4020	55,000	27,014	(27,986)	49%
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	448	448	100%
Total Revenue		4,157,607	1,764,052	(2,393,555)	42%
Expenditures					
Salaries & Wages	6010	1,881,110	789,150	1,091,960	42%
Fringe	6110	545,145	228,790	316,355	42%
Staff Screenings	6180	2,876	317	2,559	11%
Indirect Costs	6210	440,607	185,016	255,591	42%
Travel - In Area	6310	4,327	938	3,389	22%
Office Supplies	6410	8,500	5,798	2,702	68%
Program Supplies	6415	29,185	12,129	17,056	42%
Classroom Supplies	6420	50,347	12,922	37,425	26%
Kitchen Supplies	6430	30,604	5,480	25,124	18%
Medical/Dental Supplies	6440	500	62	438	12%
Copies/Printing/Copier	6510	20,999	4,055	16,944	19%
Postage and Delivery Expense	6600	1,500	709	791	47%
Contractual Services/Professional	6710	70,085	1,424	68,661	2%
Contractual Services – Health/Disabilities	6715	178,013	79,954	98,059	45%
Rent/Space Cost	6810	216,826	91,610	125,216	42%
Utilities	6820	82,397	39,775	42,622	48%
General Liability and Property Insurance	6830	30,000	11,934	18,066	40%
Communications	6840	50,000	23,073	26,927	46%
Repairs & Bldg Maintenance- Recurring	6850	97,200	47,838	49,362	49%
Repairs & Bldg Maintenance -	6855	38,772	4,435	34,337	11%
Equipment Maintenance	6910	19,000	7,407	11,593	39%
Vehicle Expense	6920	31,500	10,101	21,399	32%
Equipment Lease	6930	10,600	1,862	8,738	18%
Technology	6940	15,023	12,849	2,175	86%
Fees, Licenses, and Permits	7010	2,750	346	2,405	13%
Dues/Subscriptions	7020	2,600	3,524	(924)	136%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	3,900	2,377	1,523	61%
Equipment (\$5,000 or more)	7310	7,696	7,696	0	100%
Expendable Equipment	7320	13,973	7,908	6,065	57%
Meetings/Workshops/Training	7420	500	0	500	0%
Training/Staff Development	7430	43,163	16,852	26,311	39%
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	73,980	143,631	34%
Total Expenditures		4,157,607	1,690,310	2,467,297	41%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>73,742</u>	<u>73,742</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending February 28, 2021

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		22,014			
Grants - Other Not for Profits		-			
In-Kind Revenue		178,531			
VPK/SR		13,052			
	512,345	213,597	42%	298,748	58%

Capital Area Community Action Agency
Vendor Activity
From 2/1/2021 Through 2/28/2021

FEB 2021 HDST CC Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6180	255	2/26/2021	44.66	#5810, VENITA TREADWELL, VISA, 2/26/2021, BKG SCREEN JGREEN
HANCOCK CC	1064	6180	256	2/26/2021	44.66	#4466, DARREL JAMES, VISA, 2/26/2021, BKG SCREEN, NEELY
HANCOCK CC	1064	6410	255	2/26/2021	75.00	#4466, DARREL JAMES, VISA, 2/26/2021, TABLE
HANCOCK CC	1064	6715	251	2/26/2021	50.00	#4466, DARREL JAMES, VISA, 2/26/2021, DENTAL EXAM,
HANCOCK CC	1064	6920	255	2/26/2021	38.00	#4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	2/26/2021	40.00	#4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	2/26/2021	40.02	#4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	2/26/2021	41.00	#4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	2/26/2021	16.33	#5810, VENITA TREADWELL, VISA, 2/26/2021, GAS HS VEHICLE
HANCOCK CC	1064	7010	251	2/26/2021	154.50	#4466, DARREL JAMES, VISA, 2/26/2021, FIRE INSPECTION FHS
HANCOCK CC	1064	7010	255	2/26/2021	35.00	#5810, VENITA TREADWELL, VISA, 2/26/2021, ANNUAL FEE
HANCOCK CC	1064	7010	255	2/26/2021	35.00	#6982, FATIMA ALEXANDER, VISA, 2/26/2021, ANNUAL FEE
HANCOCK CC	1064	7020	255	2/26/2021	199.90	#4466, DARREL JAMES, VISA, 2/26/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	255	2/26/2021	300.00	#7303, KRISTIN RESHARD, 2/26/2021, RIVHSA REGIS
LOWES	1064	6415	251	2/25/2021	12.34	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021
LOWES	1064	6415	252	2/25/2021	9.10	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021
LOWES	1064	6415	252	2/25/2021	12.34	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021
LOWES	1064	6415	255	2/25/2021	30.92	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021
LOWES	1064	6415	256	2/25/2021	2.45	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021
LOWES	1064	6415	258	2/25/2021	14.71	#82130109084241, SUPPLIES HS CENTERS, 2/25/2021

Transactio 1,195.93



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16320570 - 006781 - 0001 - 0001 - 2



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

***N0006781

MEMO STATEMENT

Account Number

Statement Date

02-26-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-28	01-26	24228991027017030986854	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	M35.00 ✓
02-01	01-29	24692161030100741542711	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.02 ✓
02-08	02-06	24492151038637758816384	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
02-12	02-10	24692161042100272391526	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
02-18	02-16	24692161048100219886780	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00 ✓
02-18	02-17	24210731049091526000011	8099	PANCARE DENTAL ST JOE PORT ST. JOE FL	M50.00 ✓
02-22	02-18	24692161050100522123777	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.00 ✓
02-24	02-23	24431061055400670000618	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
02-24	02-23	24431061054400558001465	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
02-24	02-23	24707801054027016426087	7399	EPCI - PC - CITY HALL PANAMA CITY FL	M154.50 ✓
02-25	02-24	24801971055726837446837	5021	EXECUTIVE OFFICE FURNITU TALLAHASSEE FL	M75.00 ✓

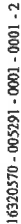
Handwritten signature and date 2/9/21

STATEMENT DATE 02-26-21		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	718.08
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	718.08
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	3,000.00



Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



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

***NO005291

MEMO STATEMENT

Account Number

Statement Date

02-26-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-24	02-24		0000	ANNUAL FEE	M35.00
02-24	02-23	24137481055001252223310	5411	PUBLIX #852 TALLAHASSEE FL	M130.00

7/9/22

STATEMENT DATE 02-26-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 165.00
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 165.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

02-26-21



16320570-008196-0001-0001-2



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

**N0008196

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-18	02-17	24011341048000030995152	7399	2021 ATCE FSTARR@RIVHSA GA	M300.00

Handwritten signature

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-26-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 300.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 300.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

02-26-21



16300370 - 009122 - 0001 - 0001 - 2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0009122

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-29	01-28	24431061029400674001417	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-29	01-28	24431061028400552002462	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
02-24	02-24		0000	ANNUAL FEE	M35.00
02-25	02-23	24692161055100941260437	5542	GATE 1194 Q80 TALLAHASSEE FL	M16.33 ✓

[Handwritten signature]

STATEMENT DATE 02-26-21		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	95.99
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	95.99
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	4,000.00



SAVE 5%¹ EVERY DAY

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FOR 60 DAYS*

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Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

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*Offer is automatic when a qualifying purchase is made on your Lowe's® Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

**Lowe's® Business
Card Account**

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity

Previous Balance	\$253.45
- Payments	\$253.45
- Other Credits	\$0.00
+ Purchases/Debits	\$81.86
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00

New Balance **\$81.86**

Credit Limit	\$11,000.00
Available Credit	\$10,918.00
Statement Closing Date	03/02/2021
Days in Billing Cycle	28

Payment Information

New Balance	\$81.86
Total Minimum Payment Due	\$29.00
Payment Due Date	03/28/2021

Promotion Expiration Notification

NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

Promotional Purchase Summary

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
01/14/2021	\$30.79	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
01/14/2021	\$222.66	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
02/25/2021	\$81.86	No Interest With Payment	\$0.00	\$0.00	\$81.86	05/02/2021

Handwritten signature and date 3/9/21

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT642, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

ACCOUNT # : [REDACTED]		CAPITAL AREA COMM ACTION	209211		
INVOICE # : 67675		LOWE'S BUSINESS ACCOUNT	P.O. # :		
TRANSACTION # : 0		DATE OF SALE : 210225	STORE # : 417		
		AUTHORIZATION : 000561	REGISTER # :		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000002855449	DU COPPERTOP 24CT AAA BAT	2.000	EA	\$15.46	\$30.92
000000000889875	PS CDLS 1-IN LF BLD 47-64	1.000	EA	\$14.71	\$14.71
000000000808966	6FT SWIFFER DUSTER 360 EX	1.000	EA	\$12.34	\$12.34
000000000294292	24-CT SWIFFER WETJET PAD	1.000	EA	\$12.34	\$12.34
000000000876709	2-CT SWIFFER WETJET CLEAN	1.000	EA	\$9.10	\$9.10
000000000020248	2-CU FT NO FLOAT CYPRESS	1.000	EA	\$2.45	\$2.45
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$81.86		TAX \$0.00		TOTAL INVOICE	\$81.86
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$81.86



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



Page: 1 of 1

Statements Dates
02/01/2021 - 02/28/2021

Account Number:

313 000000 001
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**

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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	
- SERVICE CHARGES	.00	.00	
+ INTEREST PAID	.00		
ENDING BALANCE	1,055.70		

● Balance By Date

Date	Balance	Date	Balance	Date	Balance
01/31	1,055.70				



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MAR 09 REC'D

ms

GC 3/11/21

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: April 14, 2021

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

Staffing

New staff have been hired. 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

Implementation of the Creative Curriculum continues to indicate positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students.

Enrollment

Staff continue to work with families to encourage attendance and educate families about safety steps being implemented. Automatically eligible students are being admitted. Recruitment and registration for next year is underway.

Federal and State Regulations

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



Menu Suggestions for 2021-22 School Year

We want your input!!!

It's time to plan the menus for next school term. Our Registered Dietician, Lynn James will be developing the menus.

Please review the current menu and make suggestions, if you'd like to see changes to the menu. If you are satisfied with the menu and have no suggestions, write "no suggestions" under the suggestions column.

We must ensure that all Child Care Food Program meal requirements are met. New Meal Pattern guidelines and requirements will be in effect October 1, 2017. We plan to have our menus in compliance when school starts in August.

We do not serve pork, hot dogs, popcorn, candy or chips. Juice can only be served once a day, fruits and vegetables should be served at least twice a week for breakfast and snack. Grain/Bread products must have enriched flour or meal or whole grains as the first ingredient listed on the package.

At least one grain serving per day is 100% wholegrain rich. Granola bars, cookies, graham crackers are no longer creditable food items. Breakfast cereal must be less than 6 gram of sugar.

For more information, please review the following websites:

https://www.fns.usda.gov/sites/default/files/.../CACFP_childadultmealstandards.pdf

<https://www.lsfnet.org/wp-content/uploads/.../Menu-Review-Checklist-10.2016.pdf>

Please review the menus, sign the "Menu Suggestions for the 2021-22" form and return it to me by **Friday, April 23, 2021.**

If you have any questions, feel free to call me at 201-2050, ext. 234.

Meal Pattern and Menu Checklist

Use this checklist to ensure that all CCFP meal requirements are met. All answers must be marked "Yes."

CHILD MEAL PATTERN REQUIREMENTS

I. Breakfast:	Yes	No
A. 3 components: Fluid Milk, Vegetables and/or Fruits, Grains		
B. Only ready-to-eat breakfast cereals (cold/hot) containing 6 g of sugar or less per dry oz are served (refer to the <i>Florida WIC-Approved Cereal List</i>).		
C. Meat/Meat alternates are used to meet entire grains requirement no more than three times/week.		
II. Lunch/Supper:	Yes	No
A. 5 components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains		
B. One vegetable and one fruit <i>or</i> two different vegetables are served (two fruits may not be served).		
III. Snack:	Yes	No
A. 2 different components: Fluid Milk, Meat/Meat Alternates, Vegetables, Fruits, Grains <i>Note: Juice must not be served when milk is the only other component.</i>		
B. Water does not appear on the menu as one of the two required components.		
IV. General Menu Requirements:	Yes	No
A. Fruit juice does not appear on the menu more than once a day.		
B. At least one grain serving per day, across all eating occasions, is 100% whole grain or whole grain-rich. <i>Menus must clearly identify the whole grain or whole grain-rich item (e.g. "WG bread" or "WGR crackers").</i>		
C. Grain-based desserts (e.g. granola bars, cookies) are not served as part of a reimbursable meal. <i>Grain-based desserts may be served as an "extra." Plain/honey graham and animal crackers are creditable.</i>		
D. Yogurt (milk or soy) contains no more than 23 g of total sugars per 6 oz (15 g/4 oz or 3.8 g/oz).		
E. Children age one receive unflavored whole milk (unless breastfed).		
F. Children ages 2 through five receive unflavored lowfat (1%) or unflavored fat-free (skim) milk.		
G. Flavored milk is not served to children under 6 years of age. <i>Flavored powder/liquid may not be added to milk (cow or soy) for children ages 1-5.</i>		
H. When flavored milk is served to children age 6 years and older, it is fat-free (skim) or lowfat (1%).		
I. The menu clearly identifies the types of milk served (fat content and unflavored or flavored).		
J. Commercially processed combination foods (served at <i>any</i> meal) have a CN label or manufacturer's Product Formulation Statement (PFS) stating the food component contribution. Self-prepared combination foods have a standardized recipe on file.		
K. Pre-packaged grain products must have enriched flour or meal or whole grains as the first ingredient listed on the package. <i>Sugar cannot be the first ingredient.</i>		
L. Meals do not include foods deep-fried on site. <i>Providers may purchase or receive pre-fried foods but must reheat them using an alternate method (baking or pan frying/sautéing).</i>		
M. CCFP funds are not used to purchase non-creditable food items (e.g.: grain-based desserts).		
N. Children with special dietary needs (not a disability): parents do not provide more than one component of the reimbursable meal. <i>Parents may supply only one component of the reimbursable meal for children with special dietary needs. The contractor must supply all other components.</i>		
O. Children with documented disabilities: <i>parents may supply one or more components of the reimbursable meal. The contractor must supply at least one component.</i>		
Reminders: <ul style="list-style-type: none"> • <i>During snack, juice must not be served when milk is the only other component.</i> • <i>Tofu is creditable as a meat/meat alternate.</i> 		

HEAD START MENUS

2020-2021 SCHOOL TERM

Dates of Use:

Week : 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	½ c Orange Juice 1/3 c Cheerios* ¾ c 1% Lowfat Milk	½ c Sliced Peaches 1/3 c Corn Flakes ¾ c 1% Lowfat Milk	½ c Orange Juice 1/3 c Rice Krispies ¾ c 1% Lowfat Milk	½ c Sliced Bananas 1/3 c Cheerios* ¾ c 1% Lowfat Milk	½ c Orange Wedges 1/3 c Corn Flakes ¾ c 1% Lowfat Milk
LUNCH	5 Baked Chicken Nuggets w/2 T Honey Mustard Sauce (pg 13) ¼ c Corn ¼ c Fruit Cocktail ¾ c 1% Lowfat Milk	1 Toasted Cheese WW Sandwich*(F-13) ¼ c Sweet Potato Fries ¼ c Sliced Bananas ¾ c 1% Lowfat Milk	½ c Beef & Spaghetti* Casserole (D-3) ¼ c Green Beans ½ sl WW Bread * ¼ c Pineapple Chunks ¾ c 1% Lowfat Milk	½ c Tuna Salad (F-11) ½ sl WW Bread * ¼ c Lettuce & Tomato Wedges ¼ c Sliced Peaches ¾ c 1% Lowfat Milk	1 ea Hamburger Patty ½ sl WW Bread * ¼ c Peas & Carrots ¼ c Applesauce ¾ c 1% Lowfat Milk
P.M. SNACK	4 Saltine Crackers w/ ½ oz Lowfat American Cheese	½ c Mandarin Oranges ¼ c Lowfat Yogurt	4 Ritz Crackers 2T Peanut Butter Dip +pg 158	½ c Orange Wedges 2 squares Graham Crackers (plain)	½ c Grape Juice ½ c Goldfish Crackers

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program
+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich

All 1% Lowfat milk is unflavored.

Bread Servings: 4 Saltine or Ritz Crackers = 10 gm or 0.4 oz; ½ c Goldfish Crackers = 0.5 oz; 2 Graham Crackers or ½ Bagel = 13 gm or 0.5 oz
½ c Orange Wedges = 1 Whole orange cut in ½'s

Mon: 5 Chicken Nuggets = 2.0 oz M/MA + 1.0 bread (CN)

Tues : 1 Toasted Cheese Sandwich = 2 oz Cheese (2 oz Meat/MA) + 2 sl bread

Wed : ½ c Beef & Spaghetti Casserole = 1 ½ oz Meat, ¼ c veg, ½ serving grain

Thurs: ½ c Tuna Salad = 2 oz Meat; Lettuce & Tomato Wedges = ¼ c tomato + ¼ c lettuce

Fri: 1 ea Hamburger Patty (= 3 oz) = 2.75 oz M/MA

* When juice or milk is not indicated with the p.m. snack, serve ½ c water. (Remember water is NOT considered a meal component).

* Donates meeting one daily serving requirement of 100% Whole Grains (WG) or Whole Grain-Rich (WGR) as per DOH guidelines; WW = 100% Whole Wheat.

Menus Approved By: Suzanne O'Connell, MEd, RD
Title: Head Start Consultant Dietitian

HEAD START MENUS 2020-2021 SCHOOL TERM

Week : II	Dates of Use:			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BREAKFAST	1/2 c Applesauce 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/3 c Cheerios* 3/4 c 1% Lowfat Milk	1/2 c Peaches 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk
LUNCH	1 portion Oven-Baked BBQ Chicken (D-29) 1/4 c Steamed Broccoli 1/2 sl WW Bread * 1/4 c sl Peaches 3/4 c 1% Lowfat Milk	1 c Cheese & Vegetable WW Pasta* + (pg 74) 1/2 c Tossed Salad w/ 1 T Salad Dressing 1/2 sl WW Bread * 1/4 c Fruit Cocktail 3/4 c 1% Lowfat Milk	3 sl Turkey + 1/2 oz Lowfat American Cheese on 1/3 Tortilla Wrap 1/2 c Carrot+Celery Sticks 1 T Lowfat Dressing 1/4 c Diced Pears 3/4 c 1% Lowfat Milk	1/2 c Shepherd's Pie + (pg 43) 1/4 c Cucumber & Tomato Salad 1/2 sl WW Bread * 3/4 c 1% Lowfat Milk
P.M. SNACK	1/2 c Orange Wedges 5 ea Animal Crackers (plain)	4 Saltine Crackers 2 T Peanut Butter Dip +pg 158	1/2 c Pineapple Chunks 1/4 c Lowfat Yogurt	1/2 c Orange Juice 6 ea Hard Pretzels

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program
+ (pg #) Refer to FL OCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich

All 1% Lowfat milk is unflavored.

Bread Servings: 6 ea Hard Pretzels, 4 Saltine or Ritz Crackers = 10 gm or 0.4 oz; 5 Animal Crackers = 13 gm or 0.5 oz
1/2 c Orange Wedges = 1 whole orange cut in 1/2's

Tues: 1 c Cheese & Vegetable Pasta (= 1 1/2 oz meat/alt; 1/4 c vegetables; 3/4 G/B); Tossed Salad = 1/4 c tomatoes + 1/4 c lettuce
Wed: 3 sl (= 2.1 oz) Turkey = 1.43 oz eq M/M/A; 12" Tortilla Wrap = 3.75 oz eq so 1/3 wrap = 1.25 oz eq

Thurs: Shepherd's Pie = 1 1/2 oz M/M/A + 3/8 c veg
Fri: 4 (= 4 oz) Fish Nuggets = 2 oz M/M/A + 1.5 servings bread (CN)

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).

• Donates meeting one daily serving requirement of 100% Whole Grains (WG) or Whole Grain-Rich (WGR) as per DOH guidelines; WW = 100% Whole Wheat.

Menus Approved By: *Dynne O'Connell MA RD LDN*
Title: Head Start Consultant Dietitian

HEAD START MENUS

2020-2021 SCHOOL TERM

Week : III	Dates of Use:			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BREAKFAST	1/2 c Bananas 1/3 c Cheerios* 3/4 c 1% Lowfat Milk	1/2 c Mandarin Oranges 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/3 c Cheerios* 3/4 c 1% Lowfat Milk	1/2 c Apple Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk
LUNCH	1/2 c Chili + (pg 52) 1/4 c Brown Rice* 1/2 c Tossed Salad w/ 1 T Lowfat Dressing 3/4 c 1% Lowfat Milk	1 ea Grilled Chicken Patty (= 4 oz) on 1/2 sl WW Bread* 1/2 c Mashed Sweet Potatoes 1/4 c Green Peas 3/4 c 1% Lowfat Milk	3/8 c Blackeyed Peas 1/4 c Macaroni & Cheese 1/4 c Turnip Greens 1 sl Cornbread 1/4 c Applesauce 3/4 c 1% Lowfat Milk	Chicken & Yellow Rice+(pg20) 1/4 c Stir Fry Vegetables (1-10) 1/2 sl WW Bread* 1/4 c Mandarin Oranges 3/4 c 1% Lowfat Milk
P.M. SNACK	1/2 c Orange Juice 1/2 c Goldfish Crackers	1 Fresh Banana (=1/2 c) 1/2 oz Lowfat American Cheese	7 Tortilla Chips 1/2 c Salsa	1/2 c Carrot + Celery Sticks w/ 1 T Lowfat Dressing 4 Ritz Crackers

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program
+ (pg #) Refer to FL CCFP Cookbook (yellow cover)
All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich

Bread Servings: 7 Tortilla Chips = 13 gm or 0.5 oz; 1 sl Cornbread = 16 gm or 0.6 oz; 1/2 c Goldfish Crackers = 0.5 oz

1/2 c Orange Wedges = 1 whole orange cut in 1/4's
Mon.: 1/2 c Chili = 1 1/2 oz M/MA + 1/2 c veg; Tossed Salad = 1/4 c tomatoes + 1/4 c lettuce

Tues.: 1 ea Chicken Patty (= 4 oz) = 2.75 oz eq M/MA

Thurs.: Chicken + Yellow Rice = 1 piece chicken (= 1 1/2 oz M/MA) + 1/4 c rice mix (= 1/4 c veg, 1 grain)

Fri.: Lasagna = 1 1/2 oz M/MA, 1/8 c veg, 1/2 grain; 1/2 c Lettuce + Tomato = 1/4 c lettuce + 1/4 c tomatoes

* When juice or milk is not indicated with p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).

* Donates meeting one daily serving requirement of 100% Whole Grains (WG) or Whole Grain-Rich (WGR) as per DOH guidelines; WW = 100% Whole Wheat.

Menus Approved By: Deanna Janning, MS, RD, LDN
Title: Head Start Consultant Dietitian

HEAD START MENUS 2020-2021 SCHOOL TERM

Dates of Use:

Week: IV	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 c Pineapple Chunks 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/3 c Cheerios * 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk	1/2 c Sliced Bananas 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/3 c Cheerios * 3/4 c 1% Lowfat Milk
LUNCH	5 sl Turkey w/ 1 T Gravy 1/2 c Mashed Potatoes (1-9) 1/4 c Turnip Greens 1/2 sl WW Bread* 3/4 c 1% Lowfat Milk	2 ea Beef Soft Tacos (D-24) (w/ lettuce & tomatoes) 1/4 c Sliced Peaches 3/4 c 1% Lowfat Milk	1/2 c Chicken Salad (E-7) 1/2 sl WW Bread * 1/2 c Vegetable Soup + (=1/4 c veg); (pg 96) 1/4 c Pineapple Chunks 3/4 c 1% Lowfat Milk	3/8 c Red Beans w/ 1/4 c Brown Rice * 1/4 c Green Beans 1/4 c Mandarin Oranges 3/4 c 1% Lowfat Milk	1 portion Oven Baked Chicken (D-29) 1/4 c Mashed Sweet Potatoes 1/4 c Steamed Broccoli 1/2 sl WW Bread * 3/4 c 1% Lowfat Milk
P.M. SNACK	4 Ritz Crackers 1/2 oz Lowfat American Cheese	7 Tortilla Chips 1/2 c Salsa	1 Fresh Banana (=1/2 c) 2 squares Graham Crackers (plain)	1/2 c Grape Juice 5 ea Animal Crackers (plain)	6 ea Hard Pretzels 2 T Peanut Butter Dip + pg 158

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program
+ (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich

Bread Servings: 4 Ritz Crackers or 6 ea Hard Pretzels = 10 gm or 0.4 oz;
Tortilla Chips or 2 squares Graham Crackers = 13 gm or 0.5 oz

1/2 c Orange Wedges = 1 whole orange cut in 1/2's

Mon: 5 sl (= 3.5 oz) Turkey = 1.85 oz eq M/MA

Tues: 2 ea Beef Soft Tacos = 2 oz cooked meat, 1/2 c veg. + equivalent to 1 sl bread (=2 gram)

Wed: 1/2 c Chicken Salad = 2 oz Meat

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component)

*Donates meeting one daily serving requirement of 100% Whole Grains (WGR) or Whole Grain-Rich (WGR) as per DOH guidelines; WW = 100% Whole Wheat.

Menus Approved By: *Symone James MS, RD, LD*
Title: Head Start Consultant Dietitian

Family and Community Engagement Manager

Monthly Monitoring Report – March 2021

Program Status

- Total number of enrollments for **March** of the **2020-21** school year:
 1. Franklin County Head Start - **19 of 20** families accepted
 2. Jefferson County Head Start - **34 of 37** families accepted
 3. Louise B. Royal Head Start - **40 of 42** families accepted
 4. Mabry Street Head Start - **48 of 56** families accepted
 5. South City Head Start - **103 of 123** families accepted
- **244 of 278** families were enrolled for Head Start for the month of **March**
 - **Community Action will serve 278 families for the 2020-21 school year, not our traditional 378 due to the Pandemic**

Policy Council

- 5 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
- 4 Incredible Years classes for the month of March

Transportation

- None for the month

Children Health Requirements

Immunizations and Physical examinations	224 Immunizations 224 Physical Examinations
Established medical homes	256
Established dental homes and received dental exams	191 Dental Homes 47 Dental Exams
Hearing screenings	159
Vision screenings	209
Vision Referrals	0

- Filed February 2021 Child Care Food Program claim
- Monitored kitchens
- Monitored children health files
- Number of Breakfast: 2,851
- Number of Lunch: 2,885
- Number of Snack: 2,792
- Number of Children with Special Diets: 15

Volunteers / In-kind

- 5 volunteers were active for March
- 64 hours of In-Kind was reported for March

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** No Head Start Centers or classrooms had to be closed due to COVID-19 for the month of March.
- **Funded Enrollment:** Only homeless, children in foster care, and families receiving TANF and SSI will be enrolled into the program for the remainder of the school year. Applications are being received for the 2021 – 2022 school year. A radio commercial is being used to help with enrollment for the 2021 – 2022 school year.
- **Extended Day:** Extended Day is not being offered at this time. Management will decide if Extended Day will be offered next school term.
- **Parent Engagement:** Five parent meetings with classroom performances were held via Zoom. Some parents also participated with the Policy Council.

Strengths

- Maintaining open and safe classrooms for the entire month
- Applications for the 2021 - 2022 Head Start continue to come in
- New Orientation for new teaching staff
- Re-enrollment is now going well at all Head Start Centers

Areas of Concern

- 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



Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

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

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

Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities ACF-IM-HS-21-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-01
2. **Issuance Date:** 04/14/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2021

Information Memorandum

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

Subject: Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities

Information:

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) [ACF-IM-HS-20-03 Coronavirus Disease 2019 \(COVID-19\) Fiscal Flexibilities](#). It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. [IM-ACF-OA-2020-01](#) has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, [M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance](#) . It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03.

Flexibility with System for Award Management (SAM) registration/recertification. [45 CFR §75.205](#) ; [2 CFR §200.206](#)

OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2021, subject to adjustment at the discretion of OHS.

No-cost extensions on expiring awards. [45 CFR §75.308](#) ; [2 CFR §200.308](#)

Head Start grantees may request no-cost extensions on expiring awards if the requests do not exceed 11 months from the project period end date, inclusive of any previous extensions. Grantees should submit no-cost extension requests to their regional grants management officer as soon as possible to allow time for processing and issuance of a revised Notice of Award.

Approvals of no-cost extensions will also be considered for expiring awards when additional time is necessary to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area resulting from Designation Renewal System (DRS) competition, OHS defunding, or grantee relinquishment of an award.

Allowability of costs not normally chargeable to awards. [45 CFR §75.403](#) , [45 CFR §75.404](#) , [45 CFR §75.405](#) , [45 CFR Part 75 Subpart E – Cost Principles](#) ; [2 CFR §200.403](#) , [2 CFR §200.404](#) , [2 CFR §200.405](#) , [2 CFR Part 200 Subpart E – Cost Principles](#)

OHS recognizes delivery of Head Start and Early Head Start services, including family supports, during the COVID-19 pandemic is both challenging and complex, especially when many families are isolated and may have experienced job loss, eviction, and food insecurity. OHS understands costs that are necessary and reasonable for the performance of Head Start awards during this unprecedented time may be very different from allowable costs during normal operations. Conditions in local communities may also vary within a state and from state to state. Grantees are expected to exercise prudent judgment, knowledge of service populations, and community data to determine what expenses are necessary and reasonable to maintain comprehensive services and, as soon as feasible, to return to in-person, comprehensive services through reopening centers. Grantees should document the rationale that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.

Abbreviated non-competitive continuation requests. [45 CFR §75.309](#) ; [2 CFR §200.309](#)

OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2021. A grantee applying for a non-competitive continuation award during the noted period must complete the budget and schedule tables in the Head Start Enterprise System (HSES) and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Guidance around non-federal match waiver requests, governing body, and Policy Council approvals is covered in the **Waivers and other flexibilities** section of this IM. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.

Prior approval waiver requirements. [45 CFR §75.407](#) ; [2 CFR §200.407](#)

Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. All costs charged to federal awards must be consistent with federal cost policy guidelines and the terms of the award, except where specified in this IM. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements.

- *Prior approval for the purchase of equipment* ([45 CFR §75.308\(c\)\(1\)\(xi\)](#)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 1, 2021, and December 31, 2021.
- *Budget modifications* ([45 CFR §75.308\(e\)](#)). To allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to reopen closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 1, 2021, and December 31, 2021.
- *Procurement by noncompetitive proposals* ([45 CFR §75.329\(f\)\(2\)](#)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole-source purchasing between January 1, 2021, and December 31, 2021, to obtain goods and services needed for COVID-19 response and recovery.

Exemption of certain procurement requirements. [45 CFR §75.328](#) ; [2 CFR §200.319\(b\)](#)

As appropriate, OHS will waive the procurement requirements related to geographical preferences. Grantees must maintain appropriate records and documentation to support any charges against a federal award.

Extension of financial and other reporting. [45 CFR §75.328](#) , [45 CFR §75.342](#) , [45 CFR §75.342\(d\)\(1\)](#) ; [2 CFR §200.328](#) , [2 CFR §200.329](#) , [2 CFR §200.329\(e\)\(1\)](#)

OHS grantees may request to delay submission of financial, performance, and other reports up to three months beyond the normal due date. Grantees may continue to draw down federal funds without the timely submission of these reports. However, these reports must be submitted at the

end of the extension period. In addition, grantees must continue to submit open/closed center status reports and enrollment information without postponement.

Extension of closeout. [45 CFR §75.381](#) ; [2 CFR §200.344](#)

OHS grantees with project periods ending between April 1 and December 31, 2021, may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its regional grants management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.

OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Extension of single audit submission.

According to the [2020 Compliance Supplement Addendum](#) , federal awarding agencies must allow recipients and sub-recipients who received COVID-19 funding with original due dates from October 1, 2020, through June 30, 2021, an extension of their single audit submissions up to three months beyond the normal due date. The extension of single audit submission information applies as stated to Head Start grantees.

Flexibility related to Physical Inventories. [45 CFR §75.320\(d\)\(2\)](#) ; [2 CFR §200.313\(d\)\(2\)](#)

OHS grantees may request a delay of up to 12 months for the performance of a biennial physical inventory of equipment purchased under its federal award, slated to be completed between January 1, 2021, and December 31, 2021.

OHS will not entertain requests for extension of the completion of physical inventory or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a DRS competition, OHS defunding, or grantee relinquishment of an award.

Waivers and other flexibilities. [45 CFR §1303.4](#); [45 CFR §1303.5](#)

OHS will continue to ease administrative requirements for waiver requests and governing body approvals. The following provisions are applicable:

- Governing body approvals – At a minimum, a statement must be submitted confirming that governing body and Policy Council members available for contact have given their approval of continuation and post-award amendment applications.
- 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 the widespread impact of the coronavirus adversely impacts Head Start grantees. Until further guidance is issued, OHS will continue to approve requests for waivers of non-federal match in applications, including, but not limited to, continuation, COVID-19, and cost-of-living adjustment applications. To request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A. No separate waiver request is required. The issuance of a Notice of Award constitutes approval of the requested waiver. If a waiver of match is needed on a previously issued grant award, grantees must go through the formal waiver process.

- If at any time within a given project period, a grantee estimates development and administration costs will exceed 15% of total approved costs, the grantee may submit a waiver request of the requirement. Requests must be submitted via budget revision in the corresponding budget period, explain why costs exceed the limit, and describe what the grantee will do to reduce its development and administrative costs to comply with the 15% limit after the waiver period.

Unless a finite expiration date is noted, these fiscal flexibilities are applicable throughout the duration of the [public health emergency declaration](#).

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

/Dr. Bernadine Futrell/

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Information Memorandum:

[Updated Coronavirus Disease 2019 \(COVID-19\) Fiscal and Administrative Flexibilities](#) [PDF, 75KB]
Historical Document