

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID# 999.038.9957 Code 642453
May 20, 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. Exposure Control Plan
 - d. Immunization Policy
 - e. COVID-19 Leave Policy
6. Director's Report
7. Center Updates- What's Working and What's Not
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for June 17, 2021



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



Head Start Policy Council Meeting

Minutes

April 15, 2021

6:00 pm

1. Meeting called to order at 6: 15pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Sheneidra Cummings, Shaquila Martin, Reshawn Blake, Christina Montgomery, Mildred Richardson and Melissa Miller.

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

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by members of Policy Council. Members consent to accept the minutes as written. Minutes were accepted for March and April.

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 42% and 41% respectively. Non-federal share match is at 42%. Per Office of Head Start the amount needed for In-kind for this year has decreased. 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). Parent Activity funds are still available.

A motion to accept the fiscal report for March was made by Melissa Miller and seconded by Sheneidra Cummings. A motion to accept the fiscal report for April was made by Sheneidra Cummings and seconded by Christina Montgomery. Motion passed and approved.

- b. Personnel Actions- No personnel actions at this time.
- c. COLA- Tim discussed the Cost of Living Adjustment. This was supplemental funding provided by the Department of Health and Human Services. The amount available for salary increase is \$ 44, 585 that will provide a 1.22% base salary increase and the balance of funds approximately \$16,000 will be used to cover the increase in utility bills.

Lauren asked was the utility bill overage exactly \$16,000; Tim stated no it is more however the funds will be used to decrease the amount.

A motion to approve the COLA was made by Sheneidra Cummings and seconded by Christina Montgomery. Motion passed and approved.

- d. Exposure Control Plan- Kristen discussed the plan and procedure in the event we have blood or bodily fluid at the centers. The plan was sent to the Health Advisory Committee. Christina made suggestions on what may be needed to be included in the plan. Sheneidra Cummings asked would red trashcans and red bags for bodily fluid disposal be an additional cost. Tim and Kristen explained some of the procedures that health care facilities follow do not apply to our Head Start centers; if a situation occurred that required that type of attention, medical professionals would handle it. Kristen will provide a copy of the plan at the next meeting for the members to vote on the acceptance of the plan.

6. Director's Report

Tim reviewed the attached report (see attached). Sheneidra asked would Head Start still be moving into the new facility in August 2021. Tim stated that is still the plan. Tim discussed the COVID-19 leave policy, which the agency is in the process of transitioning from using Administrative leave, and will determine on a case-to-case basis. Tim will bring the Policy to the members next meeting for approval.

7. 2021 Head Start transitions- Darrel discussed the proposed plan for transition ceremonies, which is a drive thru ceremony. The proposed dates are May 24th for Leon County, 25th for Franklin County, and 26th for Jefferson County. Tim stated that a few parents have been asking about an in-person transition ceremony; however, some staff has concerns about sanitation issues. Tim asked for an approval on the issue.

A motion was made by Sheneidra Cummings to accept the 2021 Transition plan as described and was seconded by Christina Montgomery. Motion passed and approved.

8. Self- Assessment Update- Kristen updated the members on the progress of the Self- assessment. Kristen shared some of the topics identified in the self- assessment survey. We will now choose 3 areas to further investigate and concentrate improvement efforts. The members will receive an email regarding this.

9. 2021-2022 Menu Suggestions- Nichele shared with members our current USDA guidelines and menus and asked for input on items that should be removed or added to the menu for the upcoming school year. Sheneidra asked who cater the meals for the facilities. Tim stated we have cooks at each center with the exception of Franklin County who is catered by ABC schools. Re' Shaun asked is their leftover food at the end of the day and if so what is done with extra. Darrel explained that there is very little left over but children are provided second servings, however USDA states we cannot send food home with children. Tim stated as a policy council we could explore different options to help children who may be in need of food over the

weekend. Some of the suggestions included Avocado, squash, zucchini, Belvetta breakfast bars, granola, broccoli, and parfaits. All suggestions will be passed on to Barbara Evans and the nutritionist Lynn James.

10. Center Updates

Melissa Miller stated that the other rep from Mabry had a concern to bring to the meeting but is not on the meeting. Nichele will reach out to him and share the concern with the council. Christina Montgomery gave kudos to the staff at South City and expressed her daughter loves her classmates and staff. Sheneidra Cummings stated things are going well at her center and asked do the centers have Montessori type of toys and if not can we purchase some. Tim stated since the parents are not allowed in the centers at the moment we will attempt to provide an inventory of what toys are available in the classes. Shaquila Johnson stated everything is going well and her child was excited about picture day and learning new songs; she would like to give a kudos to the teachers in Jefferson County. Christina asked does Head Start have a teacher's appreciation day; Tim will follow up with Mrs. Treadwell and report back. Sheneidra asked would we still be doing the Summer program that was mentioned in previous meetings. Tim stated it has since become slightly more difficult due to staff and funding but will continue to update the council on the situation.

11. Office of Head Start Updates: Nichele discussed the Information Memorandum from Head Start regarding Fiscal and Administrative Flexibilities and encouraged members to review it if they have not already done so.
12. Chairperson's Report: No chairperson's report at this time.
13. Other Business: No other business at this time.
14. The meeting was adjourned 7: 32 p.m.

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

As of March 31, 2021, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50 – 60%. At month end, the Year to Date Actual Revenue and Expenses are 50% and 48% respectively with a mostly restricted income of \$68,181.

Year to Date Non-Federal Share (NFS) Match reported totals \$262,611 which is 51% 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.

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.

Meetings/Workshops/Training – is over budget due to corrections within CHSP. There was no budget here originally.

Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Six Months Ended 3/31/2021

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL -	4000	3,731,943	1,862,798	(1,869,145)	50%
Government Contracts - STATE	4010	360,664	178,681	(181,983)	50%
Government Contracts - LOCAL	4020	55,000	29,535	(25,465)	54%
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		<u>4,157,607</u>	<u>2,083,882</u>	<u>(2,073,725)</u>	50%
Expenditures					
Salaries & Wages	6010	1,881,110	942,043	939,067	50%
Fringe	6110	545,145	273,098	272,047	50%
Staff Screenings	6180	2,876	317	2,559	11%
Indirect Costs	6210	440,607	220,847	219,760	50%
Travel - In Area	6310	4,327	1,183	3,144	27%
Office Supplies	6410	8,500	6,733	1,767	79%
Program Supplies	6415	29,185	13,765	15,420	47%
Classroom Supplies	6420	50,347	14,167	36,180	28%
Kitchen Supplies	6430	30,604	7,145	23,459	23%
Medical/Dental Supplies	6440	500	134	366	27%
Copies/Printing/Copier	6510	20,999	5,326	15,673	25%
Postage and Delivery Expense	6600	1,500	884	616	59%
Contractual Services/Professional	6710	70,085	1,424	68,661	2%
Contractual Services – Health/Disabilities	6715	178,013	101,252	76,761	57%
Rent/Space Cost	6810	216,826	105,315	111,511	49%
Utilities	6820	82,397	46,053	36,344	56%
General Liability and Property Insurance	6830	30,000	13,421	16,579	45%
Communications	6840	50,000	27,801	22,199	56%
Repairs & Bldg Maintenance- Recurring	6850	97,200	60,660	36,540	62%
Repairs & Bldg Maintenance -	6855	38,772	5,115	33,657	13%
Equipment Maintenance	6910	19,000	8,867	10,133	47%
Vehicle Expense	6920	31,500	11,738	19,762	37%
Equipment Lease	6930	10,600	2,480	8,120	23%
Technology	6940	15,023	12,849	2,175	86%
Fees, Licenses, and Permits	7010	2,750	461	2,289	17%
Dues/Subscriptions	7020	2,600	3,724	(1,124)	143%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	3,900	1,827	2,073	47%
Equipment (\$5,000 or more)	7310	7,696	7,696	0	100%
Expendable Equipment	7320	13,973	9,386	4,587	67%
Meetings/Workshops/Training	7420	500	590	(90)	118%
Training/Staff Development	7430	43,163	17,563	25,600	41%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,598	987	3,611	21%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	90,849	126,762	42%
Total Expenditures		<u>4,157,607</u>	<u>2,015,701</u>	<u>2,141,906</u>	48%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>68,181</u>	<u>68,181</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		24,535			
Grants - Other Not for Profits		-			
In-Kind Revenue		225,024			
VPK/SR		13,052			
	512,345	262,611	51%	249,734	49%

March 2021 Head Start Credit Card Expenditures

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6420	251	3/29/2021	72.97 #6700, TIM CENTER, VISA, 3/29/2021, CLASSROOM, FHS
HANCOCK CC	1064	6410	255	3/29/2021	87.99 #4466, DAREL JAMES, VISA, 3/29/2021, OFFICE SUPPLIES
HANCOCK CC	1064	6920	255	3/29/2021	42.00 #4466, DAREL JAMES, VISA, 3/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/29/2021	42.01 #4466, DAREL JAMES, VISA, 3/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/29/2021	47.00 #4466, DAREL JAMES, VISA, 3/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/29/2021	57.40 #4466, DAREL JAMES, VISA, 3/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	3/29/2021	199.90 #4466, DAREL JAMES, VISA, 3/29/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	6440	255	3/29/2021	71.65 #8165, NICHELE RICHARDS ROLLE, VISA, 3/29/2021, HEALTH SUPP.
HANCOCK CC	1064	7450	000	3/29/2021	987.42 #7366, NINA SINGLETON SELF, VISA, 3/29/2021, INDEED JOB AD
HANCOCK CC	1064	6420	256	3/29/2021	11.35 #5810, VENITA TREADWELL, VISA, 3/29/2021, CLASSROOM SUPPLIES
HANCOCK CC	1064	6855	251	3/29/2021	59.97 #5810, VENITA TREADWELL, VISA, 3/29/2021, PADLOCKS, FRANK HS
HANCOCK CC	1064	6855	258	3/29/2021	275.00 #5810, VENITA TREADWELL, VISA, 3/29/2021, DOOR, JEFF HS
LOWES	1064	6415	250	3/29/2021	11.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	8.53 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	9.10 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	11.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	12.33 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	15.18 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	22.78 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	251	3/29/2021	32.08 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	252	3/29/2021	11.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	252	3/29/2021	11.56 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	252	3/29/2021	12.34 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	252	3/29/2021	40.84 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	255	3/29/2021	16.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	255	3/29/2021	34.14 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	256	3/29/2021	10.91 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	256	3/29/2021	11.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	258	3/29/2021	8.53 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6415	258	3/29/2021	11.38 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021
LOWES	1064	6420	256	3/29/2021	8.53 #8213010908424, HEAD START, SUPPLIES, 2/25/2021 - 3/29/2021

Total 2,254.79



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16320860-006491-0001-0001-2

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

***N0006493

MEMO STATEMENT

Account Number

Statement Date

03-29-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-26	24692161058100131226575	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00
03-04	03-02	24692161062100415353388	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.40
03-08	03-06	24492151065637083803939	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
03-12	03-10	24692161070100069987044	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
03-15	03-12	24164071072105006711710	5943	STAPLES 00110726 TALLAHASSEE FL	M87.99
03-29	03-26	24692161086100057384065	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01

4/1/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-29-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 476.30
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 476.30
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

03-29-21



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

**N0005872

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-11	03-10	24445001070400166834232	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M71.65 ✓

*Ed
4/10/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-29-21	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 71.65
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 71.65
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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MEMO STATEMENT

Account Number

Statement Date

03-29-21



16320880-004446-0001-0001-2

TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0004446

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-25	24692161058100482184993	2741	HCC*SAGECHECKS&FORMS 800-617-3224 TX	M189.15 ✓
03-03	03-02	24226381062400003188793	5411	WAL-MART #4520 TALLAHASSEE FL	M750.00 ✓
03-05	03-04	24445001064400166233128	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M500.00 ✓
03-09	03-08	24226381068400004691963	5411	WAL-MART #4427 TALLAHASSEE FL	M250.00 ✓
03-12	03-11	24055231070207785000093	2741	AHA PROCESS INC 281-426-5300 TX	M378.41 ✓
03-12	03-11	24226381071091006134857	5411	WAL-MART #1223 TALLAHASSEE FL	M1,000.00 ✓
03-17	03-16	24943001075700879076837	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99 ✓
03-22	03-19	24011341078000058641808	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90 ✓
03-24	03-23	24040831082900018300964	5812	NEWK'S EATERY TALLAHASSEE TALLAHASSEE FL	M15.00 ✓
03-24	03-22	24692161082100748082660	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M61.02 ✓
03-24	03-23	24040831082900018300014	5812	NEWK'S EATERY TALLAHASSEE TALLAHASSEE FL	M69.88 ✓
03-24	03-23	24430991083400903103028	4816	DNH*GODADDY.COM HTTPS://WWW.G AZ	M143.88 ✓
03-26	03-24	24692161084100101948784	5942	AMZN MKTP US*AD1AK25M3 AMZN.COM/BILL WA	M72.97 ✓

Signature

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-29-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 3,745.20
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 3,745.20
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



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16320880 - 008789 - 0001 - 0001 - 2

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

**N0005789

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-08	03-05	24137461065001442801874	5411	PUBLIX #1427 TALLAHASSEE FL	M11.35
03-24	03-23	24291281083000000190722	5271	SEMINOLE MOBILE HOME SUPP 850-5765103 FL	M275.00
03-29	03-26	24431061086400183000124	5251	ACE HDWE APALACHICOLA FL	M59.97

*gc
4/1/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-29-21	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 346.32
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 346.32
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00




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16320880 - 004653 - 0001 - 0001 - 2


 NINA SINGLETON
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0004653

MEMO STATEMENT

Account Number

Statement Date

03-29-21

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-28	24692161060100372494664	5969	INDEED 203-564-2400 CT	M518.83
03-03	03-01	24692161061100661367745	5541	GATE 1194 Q80 TALLAHASSEE FL	M25.00
03-03	03-01	24692161061100661367752	5541	GATE 1194 Q80 TALLAHASSEE FL	M25.00
03-03	03-01	24692161061100661367760	5541	GATE 1194 Q80 TALLAHASSEE FL	M25.00
03-03	03-01	24692161061100351339004	5969	INDEED 203-564-2400 CT	M43.37
03-03	03-02	24204291061326024848735	5814	SUBWAY 3883 TALLAHASSEE FL	M48.93
03-04	03-02	24427331062710007140810	5814	CHICK-FIL-A #00872 TALLAHASSEE FL	M32.28
03-04	03-03	24204291062007644015850	5814	SUBWAY 3883 TALLAHASSEE FL	M46.93
03-09	03-08	24692161068100388612758	5969	INDEED 203-564-2400 CT	M506.22
03-11	03-09	24943001069964689305269	5812	PIZZA HUT 2987 850-942-2272 FL	M35.74
03-12	03-09	24943001070964689307759	5812	PIZZA HUT 2987 620-231-3390 FL	M30.24
03-17	03-16	24055221078400885000472	5814	LINDY'S CHICKEN TALLAHASSEE FL	M98.99
03-18	03-17	24137461077001347947349	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M8.00
03-18	03-17	24055221077400866000488	5814	LINDY'S CHICKEN TALLAHASSEE FL	M98.99
03-22	03-19	24692161079100490855159	5969	INDEED 203-564-2400 CT	M506.30
03-25	03-24	24431061083700788622827	9399	FDLE CCHINET 850-410-8181 FL	M25.00
03-25	03-24	24137461084001347427095	5411	PUBLIX #1051 TALLAHASSEE FL	M69.67
03-25	03-23	24427331083710007544339	5814	CHICK-FIL-A #00872 TALLAHASSEE FL	M72.30
03-25	03-24	24226381084091002504967	5300	SAMSClub #8120 TALLAHASSEE FL	M107.18
03-25	03-24	24445001084400167336405	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M500.00
03-26	03-24	24316051084548928040103	5542	SHELL OIL 57542530605 TALLAHASSEE FL	M15.00
03-26	03-24	24692161084100494172505	5541	GATE 1194 Q80 TALLAHASSEE FL	M100.00

Jeppit

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-29-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,938.97
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,938.97
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Lowes Business Advantage

Account Number [REDACTED]

Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$81.86
- Payments	\$81.86
- Other Credits	\$151.96
+ Purchases/Debits	\$452.09
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$300.13
Credit Limit	\$11,000.00
Available Credit	\$10,699.00
Statement Closing Date	04/02/2021
Days in Billing Cycle	31

Payment Information	
New Balance	\$300.13
Total Minimum Payment Due	\$29.00
Payment Due Date	04/28/2021

RECEIVED

BY: [REDACTED]

4/28/21

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
02/25/2021	\$81.86	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/05/2021	\$84.52	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/24/2021	\$215.61	No Interest With Payment	\$0.00	\$0.00	\$148.17	06/02/2021
03/29/2021	\$151.96	No Interest With Payment	\$0.00	\$0.00	\$151.96	06/02/2021

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, 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.

7009 0003 YNG 1 7 2 210402 PAGE 1 of 5 [REDACTED] 184816

Detach and mail this portion with your check. Do not include any correspondence with your check.

LOWE'S PROS

Account Number:			
Total Minimum Payment Due	Payment Due Date	Promotional Payoff	New Balance
\$29.00	04/28/2021	\$0.00	\$300.13

Payment Enclosed: \$.

Please use blue or black ink.



New address or email? Print changes on back.

CAPITAL AREA COMM ACTION
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729

184816
 M303



Make Payment to: LOWES BUSINESS ACCT/SYNCR
 P.O. BOX 530970
 ATLANTA, GA 30353-0970



LOWE'S PROS

Transaction Summary					
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount	
03/05	03/07	08154	STORE 0417 TALLAHASSEE FL	\$84.52	
03/20	03/20		PAYMENT - THANK YOU	(\$81.86)	
03/24	03/24	08884	STORE 0417 TALLAHASSEE FL	\$215.61	
03/29	03/29	77491	STORE 0417 TALLAHASSEE FL	\$151.96	
04/01	04/01		STORE 0417 TALLAHASSEE FL	(\$151.96)	

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method	
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D	
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	Paid Off	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	06/02/2021	0.00%	\$0.00	\$0.00	2D	
No Interest With Payment	06/02/2021	0.00%	\$0.00	\$0.00	2D	

Important Account Information
 5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

Cardholder News and Information
 Learn how Lowe's Business Advantage cardholders can get 0% interest for 60 days as a Lowe's For Pros Loyalty Member. For details, see store or Lowe'sForPros.com, and lowes.com/lfp/terms for loyalty member details.

Call ahead, fax or order online before 3PM, pick up in just 2 hours. Order by 6PM, pick up the next day at 7AM. See Lowe'sforpros.com for details.

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



Page: 1 of 1

Statements Dates
 03/01/2021 - 03/31/2021

Account Number:

270 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**

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
 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
02/28	1,055.70				



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 4/12/21

Safety Practices

Facilities – Exposure Control Plan

There are three common modes of transmission for the spread of microorganisms in child care settings: contact, droplet, and airborne. Many common infections encountered in the child care setting are transmitted by direct or indirect contact. As required by the Child Care Licensing Handbook, recommended by the Centers for Disease Control and Prevention (CDC), and in accordance with the Occupational Health and Safety Administration (OSHA), Bloodborne Pathogens standard 29 CFR 1910.1030, the following exposure plan has been developed by Capital Area Community Action Agency.

Standard Precautions is an approach to infection control in which all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, Hepatitis B, Hepatitis C and other bloodborne pathogens.

Incidents where exposure may occur

- When applying direct pressure to a bleeding wound, cleaning or bandaging a wound
- When assisting someone who is bleeding
- Cleaning spills of blood or other potentially infectious materials
- Rescue breathing or CPR
- Skin puncture due to a human bite
- When changing a diaper or wiping a child's nose

Procedure for Exposure Incidents Requiring First Aid

- 1) Make sure the scene is safe.
- 2) Phone 9-1-1 if necessary.
- 3) Send someone to get the first aid and disaster kits.
- 4) Wash hands using running water and soap. The use of hand sanitizer is acceptable only if running water is not available.
- 5) Apply PPE. Gloves are made available to staff. They are traditionally located in the kitchen and classrooms. Goggles and barrier mask are traditionally located in the first aid or disaster kits.
- 6) Follow the instructions given by 9-1-1 or in your first aid and CPR workbook.

Procedure for Exposure Incidents Requiring the Clean-up of Bodily Fluids (Hard Surfaces)

- 1) Make sure the scene is safe.
- 2) Send someone to get the disaster kit and spill control materials. Spill control materials are located with the kitchen supplies.
- 3) Apply PPE. Gloves are made available to staff. They are traditionally located in the kitchen and classrooms. Goggles and barrier mask are traditionally located in the first aid or disaster kits.
- 4) Follow the instructions for the spill control material.
- 5) Dispose of contaminated product and materials used in cleaning up spills or leaks in a manner approved for this material.
- 6) Cleaning and disinfecting of exposed area (wear gloves):
 - a. Follow-up with a general cleaning using soap and water
 - b. Rinse the area with clear water.
 - c. Disinfect surface using a solution mixed according to manufacturer's instructions.
 - d. Dispose of all towels/tissues and gloves properly. When appropriate rinse solution down the mop sink.

Procedure for Exposure Incidents Requiring the Clean-up of Bodily Fluids (Soft Surfaces)

- 1) Make sure the scene is safe.
- 2) Send someone to get the disaster kit and spill control materials. Spill control materials are located with the kitchen supplies.
- 3) Apply PPE. Gloves are made available to staff. They are traditionally located in the kitchen and classrooms. Goggles and barrier mask are traditionally located in the first aid or disaster kits.
- 4) Contaminated laundry will be properly bagged, washed or disposed of.

Post Exposure Follow-Up

An exposure incident occurs when an eye, mouth, mucous membrane, or nonintact skin comes in contact with blood or other potentially infectious material that results from being involved in or handling an exposure incident.

Students

An accident/incident form will be written and given to the parent/guardian to sign on the same day of occurrence. The parent/guardian will also be called.

Personnel (substitute/employee)

If any child care personnel or I become exposed to any blood or human bodily fluids, the Agency carries Worker's Compensation Insurance which provides medical and wage replacement benefits because of a disability resulting from an accident or injury in the course of job performance. Should any employee sustain an injury during the work day, the employee must immediately report the details of the accident to his/her supervisor. The supervisor shall immediately report to the Personnel Office to have the proper reports filed and next steps determined.

RATIONALE

Many common infections encountered in the child care setting are transmitted by direct or indirect contact, so Standard Precautions is an approach to infection control in which all human blood and certain human bodily fluids are treated as if known to be infectious.

REFERENCES

Administration for Children and Families U.S. Department of Health and Human Services. (2015) Caring for Our Children Basics: Health and Safety Foundations for Early Care and Education. Retrieved September 9, 2018 from https://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf

Florida Department of Children and Families. (2017) Child Care Facility Handbook. Retrieved September 9, 2018 from <http://www.dcf.state.fl.us/programs/childcare/docs/handbook/Facility%20Handbook.pdf>

Capital Area Community Action Agency

To: Head Start Team Members

From: Tim Center, CEO

Date: May 4, 2021

Subject: Immunization Records Request

In line with the Florida Department of Children and Families (DCF) 2019 Child Care Facility Handbook and U.S. Department of Health & Human Services (HHS) 2020 recommendations, Head Start team members should be current with all immunizations routinely recommended for adults by the Centers for Disease Control and Prevention (CDC). In order to document compliance, the program is requesting that team members provide proof of documentation of immunizations. Immunizations needed are shown in the "Recommended Adult Immunization Schedule."

If a staff member is not appropriately immunized for medical, religious, or philosophical reasons, the Head Start team member needs to submit written documentation of the reason. If a vaccine-preventable disease to which adults are susceptible occurs in the facility the Florida Department of Health (FDOH) will be notified. FDOH may require unimmunized adults, who are susceptible, to be excluded for the duration of the possible exposure or until the appropriate immunizations have been completed.

In order to facilitate compliance with the above guidance, team members are requested to have their physician or authorized health personnel to complete the Employee Health Screening form. Team members should be prepared to turn in updated forms on or before, July 30, 2021.

Attachments:

- Staff Health and Wellness- Staff Immunization policy
- Recommended Adult Immunization Schedule
- Head Start Employee Health Screening Form
- Declination of Vaccination



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



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: May 14, 2021

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

Staffing

A COLA supplemental will be paid once funds are released. A Hazard Pay supplement is also being formulated.

Facilities

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

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 are registering students for the coming year. A radio campaign has also begun.

Federal and State Regulations

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



United Way of the Big Bend

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Family and Community Engagement Manager

Monthly Monitoring Report – April 2021

Program Status

- Total number of enrollments for **April** of the **2020-21** school year:
 1. Franklin County Head Start - **19 of 20** families accepted
 2. Jefferson County Head Start - **31 of 37** families accepted
 3. Louise B. Royal Head Start - **40 of 42** families accepted
 4. Mabry Street Head Start - **47 of 56** families accepted
 5. South City Head Start - **102 of 123** families accepted
- **239 of 278** families were enrolled for Head Start for the month of **April**
 - **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
- 1 Family Advocate Trainings
- 4 Incredible Years classes for the month of April

Transportation

- Maintenance on Kia Sorrento and Pick-up truck

Children Health Requirements

Immunizations and Physical examinations	224 Immunizations 222 Physical Examinations
Established medical homes	256
Established dental homes and received dental exams	191 Dental Homes 47 Dental Exams
Hearing screenings	159
Vision screenings	205
Vision Referrals	0

- Filed March 2021 Child Care Food Program claim
- Monitored kitchens
- Monitored children health files
- Number of Breakfast: 3,648
- Number of Lunch: 3,708
- Number of Snack: 3,557
- Number of Children with Special Diets: 15

Volunteers / In-kind

- 7 volunteers were active for April
- 89 hours of In-Kind was reported for April

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** One classroom had to be closed at South City Head Start due to COVID-19 for the month of April, and four students each was excluded at Louise B. Royal and Jefferson County Head Start Centers due to COVID-19.
- **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 has decided to offer Voluntary Pre-Kindergarten at our Louise B. Royal and Mabry Street Head Start locations.
- **Parent Engagement:** Five parent meetings with classroom performances were held via Zoom for the month of April. Four Incredible Years class was held during the month of April. Some parents also participated with the Policy Council.

Strengths

- Virtual parent meetings and Incredible Years class
- Applications for the 2021 - 2022 Head Start continue to come in
- Registrations for the 2021 – 2022 school year has begun
- Re-enrollment numbers were good at all Head Start Centers
- VPK will be offered next school term at Royal and Mabry

Areas of Concern

- The program's decision to not enroll for the remainder of this school year
- COVID-19 numbers are slowly increasing
- Facilities going into the new school year
- The ability to recruit 37 children in Franklin County



FY 2021 American Rescue Plan Funding Increase for Head Start Programs

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-03

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

FY 2021 American Rescue Plan Funding Increase for Head Start Programs ACF-PI-HS-21-03

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-21-03
2. **Issuance Date:** 05/04/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2021; COVID-19

Program Instruction

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

Subject: FY 2021 American Rescue Plan Funding Increase for Head Start Programs

Instruction:

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2

billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

Use of Funding

The Office of Head Start (OHS) strongly encourages grantees to prioritize additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year. At this time, Head Start programs are serving one-third fewer children than before the pandemic began. With ARP funding, programs have an opportunity to reach eligible children and families who did not enroll last year, or who did not engage in a full program year, due to the many uncertainties caused by the pandemic. Grantees are encouraged to prioritize programs for rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were not able to receive any in-person services this year, or other areas determined by community needs.

Grantees do have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grantees should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Other uses of funding include, but are not limited to, the following:

Reach More Families

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that as a program you are able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.

- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture**, including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness.** Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities**, such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and “loose parts” (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts to ensure everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.
- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members.

Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunity for self reflection.

- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Grantees should carefully plan to engage in activities that are one-time or temporary in nature but have a long-term impact. Additional funding cannot be made available to sustain ongoing, long-term, or permanent expenses. For any ongoing activities, grantees would be responsible for sustaining additional costs either within their existing operations budget or securing outside support to continue activities beyond what is allocated through this opportunity.

Application Requirements

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds. Each grantee may apply for a proportionate amount of the \$1 billion based on their total funded enrollment. Funds will be made available through a supplemental application in the Head Start Enterprise System (HSES). The funds will be awarded as supplements to the HE, HA, and HN grants currently used for the \$250 million in CRSSA funds. Additional instructions will be forthcoming. Note that grantees will also be asked to report on the ARP funds in HSES, similar to the fall prior data collection.

Waiver of Non-Federal Match

The COVID-19 pandemic is a national emergency 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 requests for waivers of non-federal match for the funds awarded from the ARP. To request a waiver of non-federal match, enter \$0 in SF-424A Section C of your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Information

Additional information and materials related to the pandemic are available on the [COVID-19 and the Head Start Community](#) webpage 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.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Program Instruction:

[FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#) [PDF, 57KB]

Historical Document