

Capital Area Community Action Agency

Head Start Policy Council Meeting
Zoom ID# 999.038.9957 Code 642453
April 21, 2022
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. Director's Report
7. 2022-2023 Menu Suggestions
8. 2022 Head Start Transitions
9. Center Updates- What's Working and What's Not
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: May 19, 2022



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



Head Start Policy Council Meeting

Minutes

March 24, 2022

6:00 pm

1. Meeting called to order at 6: 08pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Samantha Jagwansingh, Alexsis James, Crystal Ealey, Sheena Salter, Angela Parks and Melisa Miller

Capital Area Community Action Agency staff present included the following people: Nichele Rolle, Venita Treadwell, Kristin Reshard, Nina Self, Darrel James, and Cynthia Valencic.
3. Quorum was established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.
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 32% and 30% respectively with a restrictive income of approximately \$115,000. Non-federal share match is at 53%. We are over benchmark budget in staff screenings, general liability, repairs and maintenance recurring, technology, dues and subscriptions, workshops but should even out over the next few months. Water heater needs to be replaced in Jefferson County. Angela asked for clarification on the match requirement. Nichele explained what it was and what was eligible to count as match or In-kind. Angela asked how much do we need at the end of the year; Nichele replied \$620,300. Tim explained the issue with getting In kind dollars amongst COVID.

Motion made by Angela Parks to accept the financial report and seconded by Alexsis James. None opposed, all in favor. Motion passed.
 - b. Personnel Actions- No personnel actions at this time.
6. Director's Report- Tim reviewed the attached report (see attached). Tim also informed the members of the upcoming federal review and mentioned that they will be allowed to join in and listen/ provide feedback if asked. The monitoring will be the week of April 18th.

7. Facilities Update-

- a. In Franklin County a lease has been signed and we can now start renovation and preparations to accept kids next school year. We will also explore transportation from Carrable and Eastpoint.
- b. We are looking for other options in Leon County because the school board will possibly be taking over 2 of our classrooms at South City. We have a meeting at Governor's Charter in a month.

8. Annual Report- Kristen reviewed the 2020-2021 Annual Report which provided the agency overview, overview of programs, health outcomes, enrollment and attendance, financial review, and COVID policies and Updates. Students receiving special services performed exceedingly well according to the report. Kristen asked the members to discuss any other items they would like to see reported on the annual report.

9. Head Start Provider Survey- Kristen explained that would we like to see better results with our Health outcomes so we will be sending a provider survey to providers within our community to help us figure out what the need is and how to remedy this. Samantha Jagwansingh asked is it possible for the parents to get a list of providers that completes the paperwork we need. The list changes a lot but we will try to keep it as up to date as possible. Angela Parks also suggested translating the family survey in Spanish. Melissa Miller asked could we accept the lead screening results from the previous year. Darrel stated yes we could accept the lead and hematocrit results from the previous year.

10. Center Updates

Samantha's daughter has been out but staff has called every day to check on her. Crystal Ealey stated everything is going good at her center. Angela Parks states everyone is getting ready for transition and they will be excited to hear about the lease being signed for new building. Sheena salter everything is going well at South City and last meeting she mentioned an issue about the flow of traffic at South City and she wants to report that it has improved. Melissa Miller stated everything is going well at the centers and they received the proofs back of pictures.

11. Office of Head Start Updates: No Office of Head Start Updates at this time.

12. Chairperson's Report: Melissa Miller attended a Board Meeting on Tuesday and is glad she joined. She received good information and will promote some of the programs at her employment when speaking with parents.

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

14. The meeting was adjourned 7:00 p.m.

**Head Start Financial Statement Narrative
For the Five Months Ending February 28, 2022
Capital Area Community Action Agency**

As of February 28, 2022, 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 39% and 37% respectively with a restricted income of \$62,234.

Year to Date Non-Federal Share (NFS) Match reported totals \$324,088 of the \$620,300 total match required for the grant period ending September 30, 2022.

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.

Staff Screenings - is over the budget benchmark due to an influx of new employees and re-screening of current employees for compliance.

Registration Fees – is at budget because there is no item for this in the current budget.

Meetings/ Workshops / Trainings - is over budget benchmark due to a number of early year training opportunities and the expense of online meeting software. This number should come within acceptable variance within the next few months.

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
For the Five Months Ended 2/28/2022

		Total		Total	
	42-50%	Budget -	Current	Budget	
		Original	Year Actual	Variance -	
				Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,419,925	1,506,618	(2,913,307)	34%
Government Contracts - STATE	4010	263,543	278,717	15,174	106%
Government Contracts - LOCAL	4020	55,000	34,864	(20,136)	63%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Other Revenue	4995	0	1,059	1,059	100%
Total Revenue		<u>4,746,527</u>	<u>1,829,318</u>	<u>(2,917,209)</u>	39%
Expenditures					
Salaries & Wages	6010	1,969,768	844,366	1,125,402	43%
Fringe	6110	570,840	244,885	325,955	43%
Staff Screenings	6180	2,500	1,729	771	69%
Indirect Costs	6210	477,668	197,279	280,389	41%
Travel - In Area	6310	2,000	386	1,614	19%
Office Supplies	6410	9,000	1,718	7,282	19%
Program Supplies	6415	49,066	11,683	37,383	24%
Classroom Supplies	6420	42,500	15,064	27,436	35%
Kitchen Supplies	6430	28,089	5,317	22,772	19%
Medical/Dental Supplies	6440	1,500	0	1,500	0%
Copies/Printing/Copier	6510	10,000	3,330	6,670	33%
Postage and Delivery Expense	6600	1,500	507	993	34%
Contractual Services/Professional	6710	104,115	1,777	102,338	2%
Contractual Services – Health/Disabilities	6715	202,007	79,587	122,420	39%
Rent/Space Cost	6810	218,629	83,892	134,737	38%
Utilities	6820	107,000	37,038	69,962	35%
General Liability and Property Insurance	6830	20,000	11,044	8,956	55%
Communications	6840	42,000	19,402	22,598	46%
Repairs & Bldg Maintenance- Recurring	6850	115,000	62,409	52,591	54%
Repairs & Bldg Maintenance - Nonrecurring	6855	49,519	574	48,945	1%
Equipment Maintenance	6910	18,000	7,298	10,702	41%
Vehicle Expense	6920	145,000	9,035	135,965	6%
Equipment Lease	6930	7,500	2,106	5,394	28%
Technology	6940	70,758	17,559	53,199	25%
Fees, Licenses, and Permits	7010	2,000	463	1,537	23%
Dues/Subscriptions	7020	5,000	2,310	2,690	46%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,059	514	3,545	13%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	20,000	0	20,000	0%
Registration Fees	7410	0	27	(27)	100%
Meetings/Workshops/Training	7420	2,000	1,164	837	58%
Training/Staff Development	7430	36,208	1,581	34,627	4%
Training and Technical Assistance	7435	40,998	22,256	18,742	54%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	7,500	2,405	5,095	32%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>206,662</u>	<u>78,380</u>	<u>128,282</u>	38%
Total Expenditures		<u>4,746,527</u>	<u>1,767,083</u>	<u>2,979,444</u>	37%
Excess Revenue over (under) Expenditures		0	62,234	62,234	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending February 28, 2022

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		29,864			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		165,904			
VPK/SR		120,261			
	620,300	324,088	52%	296,212	48%

Head Start CC Expenses Feb 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6420	255	2/28/2022	568.50	#6700, TIM CENTER, VISA, 2/28/2022, KIDS HEADPHONES HEAD
HANCOCK CC	1064	7435	255	2/28/2022	375.00	#6700, TIM CENTER, VISA, 2/28/2022, FHSA TRAINING
HANCOCK CC	1064	6920	255	2/28/2022	40.00	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE CLEANING
HANCOCK CC	1064	6920	255	2/28/2022	41.00	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	42.00	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.00	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.50	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	46.01	#4466. DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	7420	255	2/28/2022	199.90	#4466. DARREL JAMES, VISA, 2/28/22, ZOOM
HANCOCK CC	1064	6180	255	2/28/2022	70.13	#0419, KRISTIN JACKSON RESHARD, 2/28/2022, BKG SCR
HANCOCK CC	1064	6410	252	2/28/2022	48.00	#0419, KRISTIN JACKSON RESHARD, 2/28/2022. TABLET
HANCOCK CC	1064	7435	250	2/28/2022	799.00	#0419, KRISTIN JACKSON RESHARD, 2/28/2022, TRAINING
HANCOCK CC	1064	6850	251	2/28/2022	76.87	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, MULCH
HANCOCK CC	1064	6850	251	2/28/2022	54.90	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, SAND
HANCOCK CC	1064	6920	255	2/28/2022	374.00	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022., TIRES, HS VAN
HANCOCK CC	1064	7010	255	2/28/2022	35.00	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, ANNUAL FEE
HANCOCK CC	1064	7435	255	2/28/2022	5.70	#8165. NICHELE RICHARDS ROLLE, VISA, 2/28/22. TOLL
HANCOCK CC	1064	6180	255	2/28/2022	25.00	#7366, NINA SINGLETON SELF, 2/28/22, VISA0, BKG SCR N HS
HANCOCK CC	1064	7410	255	2/28/2022	27.33	#7366, NINA SINGLETON SELF, 2/28/22, VISA. LEON WRKS EXPO
HANCOCK CC	1064	6420	252	2/28/2022	84.19	#5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	6420	255	2/28/2022	25.00	#5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	7010	251	2/28/2022	150.00	#5810, VENITA TREADWELL, VISA, 2/28/22, FIRE INSPEC FHS
HANCOCK CC	1064	7010	255	2/28/2022	35.00	#5810, VENITA TREADWELL, VISA, 2/28/22, ANNUAL FEE
HANCOCK CC	1064	6180	255	2/28/2022	44.66	#5810, VENITA TREADWELL, VISA, 2/28/22, BKG SCR ROSIER
LOWES	1064	6415	250	2/28/2022	5.08	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	25.62	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	64.56	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	199.44	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	3.12	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	14.24	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	16.64	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.60	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.66	#82130109106598, HEAD START, FEBRUARY 2022

LOWES	1064	6415	256	2/28/2022	41.88 #82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	53.18 #82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	258	2/28/2022	<u>40.87</u> #82130109106598, HEAD START, FEBRUARY 2022
Total					<u>3,771.58</u>



0% INTEREST FOR 60 DAYS**

Minimum monthly payments required. After 60 days regular rates apply to any remaining promotional balance for purchases made starting 1/7/22.

**Subject to credit approval. Offer is automatic for purchases made with your Lowe's® Business Advantage. See your credit card agreement for your applicable terms. For details, visit Lowe.com/BusinessCreditCenter.

2-1

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$513.89
- Payments	\$0.00	Total Minimum Payment Due	\$29.00
- Other Credits	\$0.00	Payment Due Date	03/28/2022
+ Purchases/Debits	\$513.89		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$513.89		
Credit Limit	\$11,000.00		
Available Credit	\$10,486.00		
Statement Closing Date	03/02/2022		
Days in Billing Cycle	28		

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
02/22/2022	\$513.89	No Interest With Payment	\$0.00	\$0.00	\$513.89	05/02/2022

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
02/22	02/22	12177	STORE 0417 TALLAHASSEE FL	\$513.89

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 8RTT995, 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 0005 YMC 1 7 2 220302 PAGE 1 of 5 9296 0011 8508 01F87009 211599

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

Handwritten signature
3/9/22

LOWE'S PROS

Total Minimum Payment Due	Payment Due Date	New Balance
\$29.00	03/28/2022	\$513.89

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

211599
MS01



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



00029000037546 000290000051389 000798213 0109106 59822

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		184575	
INVOICE # : 12177		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 220222		STORE # : 417	
		AUTHORIZATION : 001225		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000911010	PROMAT HIUV5 6-FT X 100-F	3.000	EA	\$66.48	MS \$199.44 MS
00000000901051	REJUVENATE MICROFIBER MOP	4.000	EA	\$16.14	\$64.56 SC
00000000986236	FA PLUG-IN CO W BATT BACK	2.000	EA	\$26.59	\$53.18 SC
0000000085281	2-CU FT PREMIUM RED MULCH	12.000	BA	\$3.49	\$41.88 SC
000000002626701	JOHN DEERE MAXLITE RUBBER	1.000	EA	\$40.87	\$40.87 JC
00000000935477	GE LED 40W G25 BSC FR 2.7	2.000	EA	\$12.81	\$25.62 MS
0000000076330	11-IN BLK CABLE TIES 100-	2.000	EA	\$12.33	\$24.66 MS
000000001642060	32-OZ REJUVENATE TILE GRO	4.000	EA	\$6.15	\$24.60 SC
00000000010392	QUIKRETE 50-LB PLAY SAND	4.000	BA	\$4.15	\$16.64 SC
00000000099500	DURACELL 9V 4-PACK	1.000	EA	\$14.24	\$14.24 SC
00000000784104	9.9-IN X14-IN DANGR DO NO	2.000	EA	\$2.54	\$5.08 MS
000000001258786	10X14 ANSI CAUTION BLANK	1.000	EA	\$3.12	\$3.12 MS
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$513.89		TAX \$0.00		TOTAL INVOICE	\$513.89
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$513.89

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**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

01-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-30	12-28	24692161363100171979638	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01
01-07	01-05	24692162006100137105121	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
01-07	01-06	24011342006000038580475	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
01-13	01-11	24692162012100610460540	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00
01-17	01-14	24692162015100980539557	5542	GATE 1194 Q80 TALLAHASSEE FL	M30.00
01-17	01-14	24116412014083731882450	5734	NEWEGG MARKETPLACE 800-390-1119 CA	M90.28
01-17	01-14	24492162014000037142400	8299	HELMETFITTING.COM WWW.HELMETFIT AL	M94.85
01-24	01-21	24692162022100180235254	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 587.04
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 587.04
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-012681-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

01-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-11	01-10	24431062010083256486377	4784	SUNPASS*ACC111752084 888-865-5352 FL	M6.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 6.50
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 6.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

01-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-24	01-21	24247602021300568814904	8299	CONSCIOUS DISCIPLINE 407-366-0233 FL	M698.00 ✓
01-26	01-25	24906412025139277384557	5942	TALLAHASSEE CC BKST #795 800-3815151 IL	M97.49 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 795.49
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 795.49
		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



00000000 - 012092 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

01-27-22

STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-07	24431062008400188000064	5251	ACE HDWE APALACHICOLA FL	M31.96 ✓
01-19	01-19	24692162019100740395809	4899	COMCAST/XFINITY 800-266-2278 FL	M284.92 ✓
01-21	01-20	24692162020100729536859	5200	LOWES #00417* TALLAHASSEE FL	M182.22 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 499.10
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 499.10
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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



00000000-011771-0001-0002-2

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

** 0000001

MEMO STATEMENT

Account Number



Statement Date

01-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-30	12-29	24692161363100616827004	5969	INDEED 203-564-2400 CT	M505.63
01-03	01-01	24692162001100781837586	5969	INDEED 203-564-2400 CT	M83.78
01-03	01-01	24445002002300436249388	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0563620828 ARRIVAL: 12-31-21	M149.99
01-03	12-31	24445002001300362525984	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0562615518 ARRIVAL: 12-25-21	M899.94
01-06	01-05	24431062006400675003557	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003581	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003615	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003623	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062005400552006658	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006716	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006757	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006773	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24013392005000432872118	4225	PODS #102 888-7767637 FL	M49.50
01-07	01-04	74445002005300656134213	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0563792519 ARRIVAL: 01-01-22	M50.00cr
01-07	01-04	74445002005300656134395	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249318 ARRIVAL: 01-04-22	M150.00cr
01-07	01-04	74445002005300656134544	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249451 ARRIVAL: 01-04-22	M300.00cr
01-07	01-04	74445002005300656134478	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249391 ARRIVAL: 01-04-22	M350.00cr
01-10	01-07	24137462008500921273511	5942	TALLAHASSEE CC BKST #795 TALLAHASSEE FL	M538.75

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 5,631.05
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 850.00
Toll Free 1-800-448-8812		STATEMENT TOTAL 4,781.05
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
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MEMO STATEMENT

Account Number

Statement Date

01-27-22

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-08	24445002009300473083552	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249526 ARRIVAL:01-04-22	M699.93
01-12	01-11	24013392011001010282136	4225	PODS #102 888-7767637 FL	M49.50
01-12	01-11	24692162011100291753552	5969	INDEED 203-564-2400 CT	M500.17
01-17	01-15	24445002016300444135474	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564786834 ARRIVAL:01-08-22	M699.93
01-20	01-19	24692162019100292706080	5969	INDEED 203-564-2400 CT	M500.36
01-24	01-22	24445002023300476694597	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0565725871 ARRIVAL:01-15-22	M699.93
01-26	01-25	24431062025700749651993	9399	FDLE CCHINET 850-410-8161 FL	M25.00
01-26	01-25	24431062025700749655747	9399	FDLE CCHINET 850-410-8161 FL	M25.00
01-26	01-25	24431062025700749658089	9399	FDLE CCHINET 850-410-8161 FL	M25.00



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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

01-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24431062004400673003338	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003353	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003387	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003445	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003478	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003494	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003577	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003635	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003650	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003684	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003791	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003809	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003817	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003833	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003858	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062003400550006405	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006454	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006504	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006561	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006603	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006629	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006728	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006793	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006819	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006843	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 689.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 669.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



**HANCOCK
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MEMO STATEMENT

Account Number

Statement Date

01-27-22

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24431062003400550006991	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007007	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007015	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007031	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007056	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25



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 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1

Statements Dates
 02/01/2022 - 02/28/2022

Account Number:

Images:

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***ZERO CHECKS* E0**

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

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
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Checking Account Summary

PREVIOUS BALANCE	1,056.70	AVERAGE BALANCE	
+ 0 CREDITS	.00	1,056.70	
- 0 DEBITS	.00	YTD INTEREST PAID	
- SERVICE CHARGES	.00	.00	
+ INTEREST PAID	.00		
ENDING BALANCE	1,056.70		

● **Balance By Date**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
01/31	1,056.70		



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 2/14/22

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 19, 2022

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

Staffing

Full staff but for one classroom. We are still under enrolled with only 294 students out 378 slots available.

Facilities

Franklin renovations will commence now that a lease has been executed. A new playground will go in at Franklin's location. The City Building Department has been contracted about building permits.

Curriculum

HATCH *Ignite* activity continues to increase with 30-minutes a week the goal.

Enrollment

New enrollments for this school year have ended. Registration and enrollment is now open for 2022-2023 school year. New school year calendars have been released and will be presented at the next meeting.

Federal and State Regulations

Federal Monitoring for Focus Area 1 is taking place currently. The Region IV update reports A Cost of Living Adjustment will be coming from HHS and a recurring Quality Improvement grant. This will permit an increase in wages for staff.

A summer childcare program is being proposed for Royal. This is not summer Head Start.



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





Menu Suggestions for 2022-23 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 2022-23" form and return it to me by **Friday, April 29, 2022.**

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

Menu Suggestions for the 2022-2023 School Year

Policy Council

Signature

Suggestion(s)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Attach additional pages, if needed for suggestions. Please review the attached Child Care Food Program (CCFP) Policies. Keep in mind; we only serve foods low in fat, salt and sugar on our menus. Also, we do not serve pork, hot dogs, popcorn (choking hazard), candy, chips etc. If you are not sure about a particular food, feel free to call Barbara at 201-2050, ext. 234.

Return suggestions to Barbara Evans, Health Services Coordinator by Friday, April 29, 2022.

FRANKLIN COUNTY HEAD START SNACK MENUS
2021-2022 SCHOOL TERM

Week : I	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P.M. SNACK	4 Saltine Crackers w/ ½ oz Lowfat American Cheese	½ c Mandarin Oranges ¼ c Lowfat Yogurt	4 Ritz Crackers 2 T Peanut Butter Dip +pg158	½ c Orange Wedges 2 squares Graham Crackers (plain)	½ c Grape Juice ¼ c Goldfish Crackers
Week : II	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P.M. SNACK	½ c Orange Wedges 8 ea Animal Crackers (plain)	4 Saltine Crackers 2 T Peanut Butter Dip +pg 158	¼ c Pineapple Chunks 2 squares Graham Crackers (plain)	½ c Orange Juice 7ea Hard Twist Pretzels	½ c Applesauce 4 Ritz Crackers
Week : III	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P.M. SNACK	½ c Orange Juice ¼ c Goldfish Crackers	1 Fresh Banana (=½ c) ½ oz Lowfat American Cheese	6 Tortilla Chips ½ c Salsa	½ c Carrot + Celery Sticks w/ 1 T Lowfat Dressing 4 Ritz Crackers	½ c Fruit Cocktail ¼ c Lowfat Yogurt
Week : IV	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P.M. SNACK	4 Ritz Crackers ½ oz Lowfat American Cheese	6 Tortilla Chips ½ c Salsa	1 Fresh Banana (=½ c) 2 squares Graham Crackers (plain)	½ c Applesauce 8 ea Animal Crackers (plain)	7 ea Hart Twist Pretzels 2 T Peanut Butter Dip + pg 158

Note: All Fruit Juices = 100% full strength juice & pasteurized; ½ c Orange Wedges = 1 Whole Orange cut in ½'s; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce;

Grain Servings: 4 Saltine or Ritz Crackers, 7 Hard Twist Pretzels, ¼ c Goldfish Crackers = 11 gm (= .5 oz eq)

2 squares Graham Crackers, 8 Animal Crackers, 6 Tortilla Chips = 15 gm (= .5 oz eq); WGR = Whole Grain-Rich

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

Franklin County School Food Service is responsible for meeting one daily serving requirement of 100% Whole Grains (WG) or 100% Whole Wheat (WW) per DOH guidelines since Head Start only provides snacks to Franklin County.

Menus Approved By: _____

Title: Head Start Consultant Dietitian _____

HEAD START MENUS 2021-2022 SCHOOL TERM

Dates of Use:

Week : 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	½ c Orange Juice ¼ c Oatmeal* (.5 oz eq) w/ 1 T Raisins ¾ c 1% Lowfat Milk	½ c Sliced Peaches ½ c Corn Flakes(.5 oz eq) ¾ c 1% Lowfat Milk	½ c Orange Juice ½ c Total* (.5 oz eq) ¾ c 1% Lowfat Milk	½ c Sliced Bananas ½ c Cheerios* (.5 oz eq) ¾ c 1% Lowfat Milk	½ c Orange Wedges ¼ c Grits (.5 oz eq) w/ ½ oz Lowfat Am.Cheese ¾ c 1% Lowfat Milk
LUNCH	5 Baked Chicken Nuggets w/2 T Honey Mustard Sauce (pg13) ¼ c Mashed Sweet Potatoes ¼ c Fruit Cocktail ¾ c 1% Lowfat Milk	1 Toasted Cheese WW Sandwich*(F-13) (w/1 sl WW Bread) ¼ c Corn ¼ c Sliced Bananas ¾ c 1% Lowfat Milk	1ea Hamburger Patty on 1 ea Hamburger Bun ¼ c Peas & Carrots ¼ c Applesauce ¾ c 1% Lowfat Milk	2 sl Turkey + ½ oz Lowfat Am Cheese on ½ sl WW Bread * ½ c Lettuce & Tomato Wedges ¼ c Sliced Peaches ¾ c 1% Lowfat Milk	½ c Beef & WW Spaghetti* Casserole (D-3) ¼ c Green Beans ½ sl WW Bread * ¼ c Pineapple Chunks ¾ c 1% Lowfat Milk
P.M. SNACK	4 Saltine Crackers w/ ½ oz Lowfat Am 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 ¼ c Goldfish Crackers

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

All Fruit Juices = 100% full strength juice & pasteurized; ½ c Orange Wedges = 1 Whole orange cut in ½'s; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce;
All 1% Lowfat milk is unflavored.

Grain Servings: 4 Saltine or Ritz Crackers, ¼ c Goldfish Crackers = 11 gm(= .5 oz eq); 2 squares Graham Crackers = 14 gm (= .5 oz eq); 1 sl WW Bread = 38 gm (= 1 oz eq)

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

Mon: 5 Chicken Nuggets = 2.0 oz M/MA + 1.0 oz eq G/Br (PFS)

Tues : 1 Toasted Cheese Sandwich = 2 oz Cheese (2 oz M/MA)

Wed : 1 ea Hamburger Patty (= 3 oz) = 2.75 oz M/MA (CN) ; 1 ea Hamburger Bun = 57 gm (= 2 oz eq)

Thurs: 3 sl Turkey = 3.78 oz = 2 oz eq M/MA (PFS); Lettuce & Tomato Wedges = ¼ c tomato + ¼ c lettuce

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

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

Menus Approved By: _____

Title: Head Start Consultant Dietitian

HEAD START MENUS 2021-2022 SCHOOL TERM

Dates of Use:

Week : II	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	½ c Applesauce ¼ c Grits (.5 oz eq) ¼ c Scrambled Egg ¾ c 1% Lowfat Milk	½ c Orange Juice ½ sl Cinnamon Raisin Bread ¾ c 1% Lowfat Milk	½ c Orange Wedges ½ c Cheerios*(.5 oz eq) ¾ c 1% Lowfat Milk	½ c Peaches ½ c Corn Flakes(.5 oz eq) ¾ c 1% Lowfat Milk	½ c Sliced Bananas ¼ c Oatmeal*(.5 oz eq) ¾ c 1% Lowfat Milk
LUNCH	1 portion Oven-Baked BBQ Chicken (D-29) ¼ c Steamed Broccoli ¼ c Brown Rice * ¼ c sl Peaches ¾ c 1% Lowfat Milk	2/3 c Baked Ziti w/ Cheese+ (pg 73) ½ c Tossed Salad w/ 1 T Salad Dressing ½ sl WW Bread * ¼ c Fruit Cocktail ¾ c 1% Lowfat Milk	½ c Tuna Salad (F-11) on 1/3 Tortilla Wrap ½ c Carrot+Celery Sticks 1 T Lowfat Dressing ¼ c Diced Pears ¾ c 1% Lowfat Milk	1 sl Meatloaf w/ 1 T Beef Gravy ¼ c Mashed Potatoes (I-9) ¼ c Cucumber & Tomato Salad ½ sl WW Bread * ¾ c 1% Lowfat Milk	4 Baked Fish Nuggets ¼ c Cole Slaw ¼ c Mandarin Oranges ¾ c 1% Lowfat Milk
P.M. SNACK	½ c Orange Wedges 8 ea Animal Crackers (plain)	4 Saltine Crackers 2 T Peanut Butter Dip +pg 158	½ c Pineapple Chunks 2 squares Graham Crackers (plain)	½ c Orange Juice 7 ea Hard Twist Pretzels	½ c Applesauce 4 Ritz Crackers

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

All Fruit Juices = 100% full strength juice & pasteurized; ½ c Orange Wedges = 1 whole orange cut in ¼'s; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; All 1% Lowfat milk is unflavored.

Grain Servings: 7 ea Hard Twist Pretzels, 4 Saltine or Ritz Crackers = 11 gm (= .5 oz eq); 8 Animal Crackers, 2 squares Graham Crackers = 14 gm (= .5 oz eq); 1 sl WW Bread = 38 gm (= 1 oz eq); ½ sl Cinnamon Raisin Bread = 21.5 gm (.75 oz eq)

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

Mon: 1 portion Chicken = 2 oz M/M/A (= 1 breast or 1 leg + 1 wing or 1 thigh with back)

Tues: 2/3 c Baked Ziti with Cheese (= 1 ½ oz M/M/A; ½ c vegetables; ½ G/B); Tossed Salad = ¼ c tomatoes + ¼ c lettuce

Wed: ½ c tuna Salad = 2 oz M/M/A; 12" Tortilla Wrap = 3.668 oz so 1/3 wrap = 1.222 oz (= 1 oz eq)

Thurs: 1 sl Meatloaf = 3.15 oz (= 2.25 oz M/M/A (PFS))

Fri: 4 ea (= 4 oz) Fish Nuggets = 2 oz M/M/A + 1.5 oz eq Grains (CN)

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

Menus Approved By: _____

Title: Head Start Consultant Dietitian

HEAD START MENUS 2021-2022 SCHOOL TERM

Dates of Use:

Week : III	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 c Bananas 1/4 c Oatmeal *(.5 oz eq) w/ Cinnamon 3/4 c 1% Lowfat Milk	1/2 c Mandarin Oranges 1/2 c Total*(.5 oz eq) 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/2 c Cheerios*(.5 oz eq) 3/4 c 1% Lowfat Milk	1/2 c Apple Juice 1/2 c Corn Flakes(.5 oz eq) 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/4 c Grits (.5 oz eq) w/ 1/2 oz Lowfat Am. Cheese 3/4 c 1% Lowfat Milk
LUNCH	1 ea Hamburger Patty w/1 T Beef Gravy 1/4 c Mashed Potatoes (1-9) 1/2 c Tossed Salad w/ 1 T Lowfat Dressing 1/2 sl WW Bread* 3/4 c 1% Lowfat Milk	1 ea Grilled Chicken Patty (= 4 oz) on 1 ea Hamburger Bun 1/4 c Mashed Sweet Potatoes 1/4 c Yellow Squash 3/4 c 1% Lowfat Milk	3/8 c Blackeyed Peas 1/3 c Macaroni&Cheese 1/4 c Turnip Greens 1 sl Cornbread 1/4 c Applesauce 3/4 c 1% Lowfat Milk	1/3 c Chicken Stir Fry + (pg17) 1/4 c Brown Rice* 1/4 c Broccoli 1/4 c Mandarin Oranges 3/4 c 1% Lowfat Milk	2/3 c Lasagna +(pg 42) 1/2 c Lettuce+ Tomato w/ 1 T Lowfat Dressing 1/2 sl WW Bread * 1/4 c Sliced Apples 3/4 c 1% Lowfat Milk
P.M. SNACK	1/2 c Orange Juice 1/4 c Goldfish Crackers	1 Fresh Banana (=1/2 c) 1/2 oz Lowfat American Cheese	6 Tortilla Chips 1/2 c Salsa	1/2 c Carrot + Celery Sticks w/ 1 T Lowfat Dressing 4 Ritz Crackers	1/2 c Fruit Cocktail 1/4 c Lowfat Yogurt

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

All Fruit Juices = 100% full strength juice & pasteurized; 1/2 c Orange Wedges = 1 whole orange cut in 1/2's; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce;
All 1% Lowfat milk is unflavored.

Grain Servings: 6 Tortilla Chips = 15 gm (= .5 oz eq); 1 sl Cornbread = 17 gm (= .5 oz eq); 1/4 c Goldfish Crackers, 4 Ritz Crackers = 11 gm (= .5 oz eq);
1 sl WW Bread = 38 gm(= 1 oz eq) ;

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

Mon: 1 ea Hamburger Patty (= 3oz) = 2.75 oz M/MA (PFS); Tossed Salad = 1/4 c tomatoes + 1/4 c lettuce

Tues: 1 ea Chicken Patty (= 4 oz) = 2.75 oz M/MA (PFS); 1 ea Hamburger Bun = 57 gm (= 2 oz eq)

Thurs: 1/3 c Chicken Stir Fry = 1 1/2 oz M/MA

Fri: 2/3 c 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).

Menus Approved By: _____

Title: Head Start Consultant Dietitian

HEAD START MENUS 2021-2022 SCHOOL TERM

Dates of Use:

Week : IV	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	½ c Pineapple Chunks ¼ c Grits (.5 oz eq) ½ oz Turkey Sausage Patty ¾ c 1% Lowfat Milk	½ c Orange Wedges ½ c Cheerios* (.5 oz eq) ¾ c 1% Lowfat Milk	½ c Orange Juice ½ sl Cinnamon Raisin Bread ¾ c 1% Lowfat Milk	½ c Sliced Bananas ½ c Corn Flakes (.5 oz eq) ¾ c 1% Lowfat Milk	½ c Orange Juice ½ Biscuit ¾ c 1% Lowfat Milk
LUNCH	1 c Chicken & Broccoli Alfredo + (pg 24) ½ sl WW Bread* ¼ c Fruit Cocktail ¾ c 1% Lowfat Milk	1 ea Sloppy Joes on Bun + (pg 33) ½ c Tossed Salad w/ 1 T Salad Dressing ¼ c Sliced Peaches ¾ c 1% Lowfat Milk	½ c Chicken Salad (E-7) ½ sl WW Bread* ½ c Vegetable Soup + (=1/4 c veg); (pg 96) ¼ c Pineapple Chunks ¾ c 1% Lowfat Milk	3/8 c Black Beans w/ ¼ c Brown Rice* ¼ c Green Beans ¼ c Mandarin Oranges ¾ c 1% Lowfat Milk	1 portion Oven Baked Chicken (D-29) ¼ c Mashed Sweet Potatoes ¼ c Turnip Greens ½ sl WW Bread* ¾ c 1% Lowfat Milk
P.M. SNACK	4 Ritz Crackers ½ oz Lowfat American Cheese	6 Tortilla Chips ½ c Salsa	1 Fresh Banana (=½ c) 2 squares Graham Crackers (plain)	½ c Grape Juice 8 ea Animal Crackers (plain)	7 ea Hard Twist Pretzels 2 T Peanut Butter Dip + pg 158

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

All Fruit Juices = 100% full strength juice & pasteurized; ½ c Orange Wedges = 1 whole orange cut in ½'s; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; All 1% Lowfat milk is unflavored.

Grain Servings: 4 Ritz Crackers, 7ea Hard Twist Pretzels = 11 gm (= .5 oz eq); 6 Tortilla Chips, 2 squares Graham Crackers, 8 ea Animal Crackers = 14 gm (= .5 oz eq); 1 sl WW Bread = 38 gm (= 1 oz eq); ½ sl Cinnamon Raisin Bread = 21.5 gm (= .75 oz eq); ½ Biscuit = 19 gm (= .5 oz eq)

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

Mon: 1 c Chicken & Broccoli Alfredo = 1 ½ oz M/MA, ¼ c veg; ½ G/Br
 Tues: 1 Sloppy Joes on Bun = 2 oz M/MA, ¼ c Veg; 1 ea Hamburger Bun = 57 gm (= 2 oz eq)
 Wed: ½ c Chicken Salad = 2 oz Meat

Fri: 1 portion Chicken = 2 oz M/MA (= 1 breast or 1 leg & 1 thigh with back)
 • When juice or milk is not indicated with the p.m. snack, serve ½ c water. (Remember water is NOT considered a meal component)

Menus Approved By: _____
 Title: Head Start Consultant Dietitian



FY 2022 Head Start Funding Increase

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-02

[View the Latest COVID-19 Updates from the Office of Head Start](#)

FY 2022 Head Start Funding Increase ACF-PI-HS-22-02

~~U.S. (United States)~~ Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-22-02
2. **Issuance Date:** 04/14/2022
3. **Originating Office:** Office of Head Start
4. **Key Words:** Consolidated Appropriations Act; Appropriations; Fiscal Year 2022; Funding Increase; Cost of Living Adjustment; Quality Improvement

Program Instruction

To: Head Start and Early Head Start Grant Recipients and Delegate Agencies

Subject: FY 2022 Head Start Funding Increase

Instruction:

President Biden signed the Consolidated Appropriations Act, 2022, into law on March 15, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,036,820,000, an increase of \$289 million over fiscal year (FY) 2021. This increase includes \$234 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.28% cost-of-living adjustment (COLA) and \$52 million for quality improvement. The total appropriation also includes \$6 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which \$2 million is an increase over the FY 2021 funding level to supplement existing ~~TCU-HS (Tribal College and University Head Start)~~ Partnership grants.

This Program Instruction (PI) provides information about COLA (cost-of-living adjustment) and quality improvement funds available to grant recipients and TCU-HS (Tribal College and University Head Start) Partnership supplemental funding. All Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership grant recipients are eligible to receive COLA (cost-of-living adjustment) and quality improvement funding. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA (cost-of-living adjustment) funds through the end of their current award; however, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until DRS competition decisions are final. State collaboration grants are not eligible for COLA (cost-of-living adjustment) or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

FY 2022 COLA (cost-of-living adjustment)

Each grant recipient may apply for a COLA (cost-of-living adjustment) increase of 2.28% of the FY 2021 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2021.

COLA (Cost-of-living adjustment) funds must be used to permanently increase the Head Start pay scale by no less than 2.28% and be applied from the start of a recipient's FY 2022 budget period, which may need to be retroactively applied. This includes salaries of current staff and the pay range of unfilled vacancies. An equivalent increase must be provided to delegate agencies and other partners to adjust their salaries and scales. Any grant recipient concerned that they cannot increase salaries for staff due to wage comparability issues should ensure public school salaries for elementary staff are included in their considerations.

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

Any grant recipient proposing to apply a COLA (cost-of-living adjustment) percentage less than 2.28% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its application.

As specified in [Personnel policies, 45 CFR §1302.90](#), each grant recipient is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council. They must be made available to all staff. Personnel policies and

procedures should be reviewed as they may contain information relevant to this COLA (cost-of-living adjustment).

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

FY 2022 Quality Improvement

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment.

A program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Head Start Act, as outlined in Attachment A [PDF, 326KB], except that any amount of these funds may be used on any of the activities specified in such section.

Programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize investing this funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce.

Adequate compensation is necessary to secure a well-qualified workforce. Retaining high-quality staff in Head Start programs can promote continuity of care for children and more positive outcomes for children and families. Currently, the low wages of Head Start staff, particularly frontline staff who work directly with children and families on a regular basis, do not align with their qualifications or the significant role they play in shaping child and family outcomes. Staff turnover in Head Start programs has increased nearly every year since 2010, and this pattern has been further exacerbated by the pandemic. Low, stagnant wages are likely a key contributor to increasing staff turnover rates.

The Head Start workforce plays a critical role in buffering the impacts of trauma on children and families by promoting resilience through stronger parent-child relationships, strong relationships between staff and children and between staff and families, and through connections to community supports. However, the formation of these key relationships is disrupted by high turnover rates and lack of frontline staff, particularly teachers, assistant teachers, home visitors, family child care providers, family service workers, and staff who provide mental and behavioral health services. Increasing staff wages to promote recruitment and retention will contribute to a more stable learning environment for children and more stable connections for families. OHS strongly encourages programs to use as much of this funding as possible to improve the compensation of Head Start staff, particularly for frontline staff as described above or positions that experience high rates of turnover and are challenging to fill.

Lastly, grant recipients should consider ongoing, sustained investments in quality improvements, as opposed to one-time investments. OHS does acknowledge that one-time investments in FY 2022 may be necessary to sustain ongoing quality improvement. Grant recipients encountering other one-time program improvement needs are invited to apply for supplemental funding as needs emerge. These separate requests are addressed by priority and subject to availability of funds.

Application Requirements for COLA (cost-of-living adjustment) and Quality Improvement Funding

Grant recipients are required to request COLA (cost-of-living adjustment) and quality improvement funds through an application in the Head Start Enterprise System. A funding guidance letter will be issued shortly to specify each funding level and additional instructions on how to apply for these funds.

TCU-HS (Tribal College and University Head Start) Partnership Program Supplemental Funding

Two million dollars is available to supplement grants of existing tribal colleges and universities funded under the Act to expand their current efforts related to supporting career pathways and degree obtainment for Head Start staff in partnership with American Indian and Alaska Native Head Start agencies. Existing grant recipients will be issued a funding guidance letter and additional instructions on how to apply for funds. Supplemental funding will be awarded by the end of September 2022.

Please direct any questions regarding COLA (cost-of-living adjustment) and quality improvement funding to your regional office. Existing TCU-HS (Tribal College and University Head Start) Partnership grant recipients can direct any questions on available supplemental funding to their federal project officer.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

Resources:

[Attachment A: Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act \[PDF, 326KB\]](#)

See PDF Version of Program Instruction:

[FY 2022 Head Start Funding Increase \[PDF, 77KB\]](#)

Family and Community Engagement Manager

Monthly Monitoring Report – March 2022

Program Status

- Total number of enrollments for the **2021-22** school year:
 1. Franklin County Head Start - **18 of 36** families enrolled
 2. Jefferson County Head Start - **32 of 33** families enrolled
 3. Louise B. Royal Head Start - **48 of 57** families enrolled
 4. Mabry Street Head Start - **65 of 64** families enrolled
 5. South City Head Start - **131 of 188** families enrolled
- **294 of 378** families were enrolled for the month of **March 2022**
 - All Head Start programs were required to return to full enrollment (**378**) for the 2021-22 school year by January 2022, but to the continued Pandemic this rule was relaxed

Policy Council

- 7 participants were in attendance for Policy Council

Volunteers

- 8 participants completed 10 volunteer hours

Family and Community Engagement Activities

- 2 staff meetings, Policy Council, Parent Meeting, Incredible Years

Transportation

- The bus purchase for Franklin County remains on hold.
- No field trips for the month.
- No maintenance issues with vehicles, only cleaning

Children Health Requirements

Immunizations and Physical examinations	268 Immunizations 270 Physical Examinations
Established medical homes	284
Established dental homes and received dental exams	213 Dental Homes 85 Dental Exams
Hearing screenings	163
Vision screenings	240
Vision Referrals	0

- Number of Breakfast 3,396
- Number of Lunch 3,401
- Number of PM Snack 3,332
- Number of Children with Special Diets 30

Family and Community Engagement

- 8 volunteers were active for March
- 10 hours of In-Kind was reported for March

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Classroom closure days have been decreased from 14 to either 10 or 5 days depending on the situation. There were no classroom closures due to COVID-19 during the month of March. The management team has begun to discuss whether or not to relax the wearing of masks.
- **Funded Enrollment:** Re-Enrollments are underway. No new students, unless extreme circumstances are presented, will not be enrolled into the program after April 15. Recruitment has begun for the 2022-2023 school year, and management has also begun to search for new sites in the community to address the loss of two classrooms at our South City location for the upcoming school year.
- **Extended Day:** School Readiness and VPK continue at all of our Leon sites. Management has also addressed the possibility of providing a summer program at the Louise B. Royal location.
- **Family Engagement:** Parent meetings, Policy Council, and Incredible Years continue to keep parents engaged with the Head Start program. An application for another CHSP grant has been applied for through the City of Tallahassee to increase family engagement opportunities.
- **Child Plus:** The program has begun to train with Child Plus professional, Ken Barker, to increase the program's productivity with the program.
- **Health:** In order to increase the knowledge and health service to our parents, we have an intern assisting the program. Families have completed a survey to assist the program in knowing the most important services desired by the families we serve.

Strengths

- Addition of Intern to assist with Health services to the families we serve
- Child Plus training contract for entire staff
- Parent Engagement Coordinator serving as a trainer at Florida Head Start Association event
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- No classrooms were closed due to COVID-19 for the month

Areas of Concern

- Changing of the Southside community and its effect on South City location
- Finding a new location in Leon County to replace two classrooms that will close at the South City location after this school year
- Opening of new facility in Franklin County
- Staffing issues and being able to fill all classrooms
- Losing two classrooms at the South City location next year