



HIDALGO COUNTY HEAD START PROGRAM
P.O. BOX 0117
EDINBURG, TEXAS 78540
956-383-0706

MEMORANDUM

TO: Dale Keenan, Planning Analysts III

FROM: Elma P. Keller, Finance Director *E. Keller*

THRU: Edmundo Garcia, Assistant Program Director *E. Garcia*

DATE: May 24, 2010

CC: Teresa Flores, Executive Director

RE: Property and casualty claims costs

Last month I spoke to you regarding the possibility of abating the costs for property and casualty claims for the Head Start Program indicated on the County invoice #HS 1st Qtr. 2010 dated 3/31/2010. We realize that the County has established a procedure to identify all costs incurred by Head Start and that an invoice is remitted to the Head Start Program once a year. Currently, the County submits an annual invoice during the month of January identifying the types of coverage/costs and the Head Start Program remits a payment in full to the County Treasurer's Office by March 31st.

At this time, we are requesting abatement for the charges indicated on your invoice for services rendered in previous years. According to the Code of Federal Regulations for close out procedures it states the following:

Subpart D After The Award: 45 CFR Part 92

___ 71. Closeout Procedures.

- (a) Recipients shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award. The Federal awarding agency may approve extensions when requested by the recipient.

I would also like to inform you that I have been in communication with Ms. Becky Luna, County Audit Division and explained that all auction proceeds for the Head Start Program is income generated as a result of the ACF fund award and therefore must be used to defray Program costs. A copy of the information has been faxed to the Auditor's office and Ms. Luna is researching the status on the auction proceeds for Head Start.

Thank you for your assistance in this matter.