



## Hidalgo County Head Start Program

P. O. Box 0117

1901 West Highway 107

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McAllen, Texas 78504

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Date: March 21, 2023

To: Hidalgo County Commissioners' Court  
Hidalgo County Head Start Program Policy Council

From: Irma Peña, Head Start Executive Director

Cc: Valde Guerra, Hidalgo County Executive Officer

Subject: Supplemental Funding Application for Cost of Living Adjustment (COLA) and Quality Improvement (QI)

The Administration for Children and Families (ACF) has informed the Hidalgo County Head Start Program (HCHSP) that "*The Consolidated Appropriations Act, 2023*" includes an increase in funding for all Head Start Programs to support a Cost-of-Living Adjustment (COLA) and Quality Improvement (QI). ACF further instructs that this COLA adjustment must be applied to the "*pay scale of each Head Start position, including current employees and unfilled vacancies*" and must be no less than 5.6%. Quality Improvement (QI) funds are allocated proportionately to allow for meaningful investments, as permitted by the Act.

Our Program's increased allocation for COLA is \$1,687,358 and \$1,044,346 for QI totaling \$2,731,704. The ACF has asked us to submit a supplemental funding application by April 21, 2023. Please refer to attached letter.

<b>Funding Type</b>	<b>Funded Amount</b>
Cost-of-Living Adjustment (COLA)	\$1,687,358
Quality Improvement (QI)	\$1,044,346
<b>Total Funding</b>	<b>\$2,731,704</b>

This year, after analyzing and reviewing our budgetary needs as well as our program goals and objectives, we are very confident that the COLA allocation for our program will allow us to go beyond the minimum recommendation and provide our custodians, disability aides, bus drivers, bus aides, family service workers, assistant teachers, teachers, and campus directors a 7.8% COLA and all other eligible Head Start employees a 5.6% COLA totaling \$1,682,955. This increase, while falling short of achieving parity for Head Start wages will bring our employees' compensation slightly closer to local comparable salaries in our service area and region. This recommendation will yield a favorable remaining balance of \$4,403 which will be used to purchase classroom supplies.

<b>Appropriation by ACF for COLA</b>	<b>\$1,687,358</b>
COLA to increase all staff salaries and fringe benefits	\$1,682,955
Net Balance - Used to purchase classroom supplies per ACF's instructions	\$ 4,403



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The Quality Improvement (QI) funds allows programs to invest, as described in Sections 644(a), 653, and 648(a)(1) of the Head Start Act, in improving the compensation of educational personnel, attracting and retaining qualified personnel, assist staff with career development in order to improve the quality of our Program and to ensure that the physical environments of Head Start campuses are conducive to providing effective program services to children and families.

QI funds will be used to support our service infrastructure in communications and transportation by replacing old computer equipment at the campuses and replacing some our older maintenance and transportation vehicles with high mileage and repair costs.

<b>Appropriation by ACF for QI</b>	<b>\$1,044,346</b>
Playground Equipment (3 complete playgrounds redesigned with soft safe surfaces plus equipment and installation)	\$ 894,346
Transportation Vehicle(s) (3 cargo vans and 1 Box-Lift delivery truck)	\$ 150,000
<b>Net Balance</b>	<b>\$ 0</b>

The COLA compensation will be applied retroactively to January 1, 2023, for eligible employees including the Head Start Nutrition personnel funded by the Texas Department Agriculture (TDA). Staff will receive a payment via direct deposit for the retroactive portion of the COLA increase up to the date of final notification by ACF all future payroll compensation will include the new rate of pay with the COLA.

This COLA & QI application will not require any funding contributions by the County since the 20% of the Non-Federal Match Requirement under the grant amounting to \$682,926 will be met through our partnerships with the local school districts.

Attached is the Program's Salary Scale for your records.

Attachments: ACF letter  
 Program Salary Scale

## 2023 Hidalgo County Head Start Program Salary Scale

Position - Title	# of Positions	Current Approved	COLA Adjusted
		Annual Salary	Annual Salary
Chief Human Resource Officer	1	\$80,184.00	\$ 84,676.80
Assistant Chief Human Resource Officer	1	\$80,184.00	\$ 84,676.80
Assistant Administrator for Human Resources	1	\$70,491.20	\$ 74,443.20
Assistant Bookkeeper (Procurement & Finance)	2	\$28,600.00	\$ 30,201.60
Assistant Chief Financial Officer	1	\$62,753.60	\$ 66,268.80
Assistant Program Director	1	\$97,468.80	\$ 102,918.40
Assistant Program Director	1	\$99,028.80	\$ 104,582.40
Assistant Teacher	182	\$24,294.40	\$ 26,187.20
Bookkeeper - Finance	1	\$34,611.20	\$ 36,545.60
Bus/Campus Aide	15	\$23,753.60	\$ 25,604.80
Bus Driver/Maintenance	23	\$23,899.20	\$ 25,771.20
Campus Director	29	\$36,566.40	\$ 39,416.00
Campus Director	8	\$42,411.20	\$ 45,718.40
Chief Financial Officer	1	\$80,100.80	\$ 84,676.80
Coordinator (Health LVN's & Transportation)	3	\$41,828.80	\$ 44,179.20
Coordinator	10	\$45,760.00	\$ 48,318.40
Coordinator	2	\$47,528.00	\$ 50,190.40
Courier (Warehouse)	3	\$23,649.60	\$ 24,980.80
Crew Leader	2	\$33,716.80	\$ 35,609.60
Custodian (Administration & Centers)	48	\$23,649.60	\$ 25,500.80
Data & Compliance Manager	1	\$53,456.00	\$ 56,451.20
Department Director - (Field Operations)	1	\$69,846.40	\$ 73,756.80
Department Director - (MIS)	1	\$67,412.80	\$ 71,177.60
Director	4	\$68,681.60	\$ 72,529.60
Director	6	\$70,491.20	\$ 74,443.20
Disability Aide/Floater	18	\$24,294.40	\$ 26,187.20
Electrician Technician	1	\$36,088.00	\$ 38,105.60
Executive Director	1	\$131,996.80	\$ 131,996.80
Executive Secretary	1	\$43,056.00	\$ 45,468.80
Chief Executive Secretary	1	\$45,552.00	\$ 48,110.40
Facilitator - (MIS & Community Partnerships)	2	\$36,088.00	\$ 38,105.60
Facilitator - (MIS)	1	\$33,716.80	\$ 35,609.60
Field Operations Manager	1	\$53,456.00	\$ 56,451.20
HVAC Electrician	1	\$36,088.00	\$ 38,105.60
Maintenance Worker	8	\$23,649.60	\$ 24,980.80
Mental Health Counselor	2	\$56,867.20	\$ 60,049.60
Nurse (RN)	1	\$55,452.80	\$ 58,552.00
Receptionist	1	\$23,649.60	\$ 24,980.80
Secretary	8	\$24,377.60	\$ 25,750.40
Secretary	1	\$26,644.80	\$ 28,142.40
Network Manager	1	\$53,456.00	\$ 56,451.20
Procurement Manager	1	\$53,456.00	\$ 56,451.20
Support Service Facilitator/Family Services Worker	2	\$36,088.00	\$ 38,896.00
Support Service Facilitator/Family Services Worker	1	\$31,158.40	\$ 33,592.00
Family Services Worker	76	\$24,190.40	\$ 26,083.20
Teacher	104	\$33,009.60	\$ 35,588.80
Teacher	78	\$37,377.60	\$ 40,289.60
Part Time Bus Aide/Classroom (PTE's)	8	\$9,640.80	\$ 10,181.60
Substitute Teachers	54	\$83.12/Daily	\$87.77/Daily
<b>Total Number of Positions</b>	<b>721</b>		

**2023 Texas Department of Agriculture (TDA) - Nutrition Salary Scale**

<b>Position - Title</b>	<b># of Positions</b>	<b>Current Approved Annual Salary</b>	<b>COLA Adjusted Annual Salary</b>
TDA - Assistant Cook	2	\$23,649.60	\$ 24,980.80
TDA - Bookkeeper	1	\$34,611.20	\$ 36,545.60
TDA - Coordinator	2	\$45,760.00	\$ 48,318.40
TDA - Director	1	\$68,681.60	\$ 72,529.60
TDA - Food Driver	8	\$23,649.60	\$ 24,980.80
TDA - Head Cook	2	\$31,886.40	\$ 33,675.20
TDA - Kitchen Helper	10	\$23,649.60	\$ 24,980.80
TDA - Secretary	1	\$24,377.60	\$ 25,750.40
<b>Total Number of TDA Positions</b>	<b>27</b>		