

**CITY OF LA HABRA  
EARLY HEAD START PROGRAM  
MONTHLY REPORT  
2020-21 FISCAL SCHOOL YEAR**

*For Consideration for meeting dated March 10, 2021*

**Program Information Summary (PIS) Report: January, 2021 (Attachment 1)**

**Section A: Agency Profile**

Item	Previous Month Report	Current Month Report
<b>Funded Enrollment</b>	50	50
<b>Number Enrolled (Cumulative)</b>		
Number of Children	50	50
Number of Pregnant Moms	2	2
<b>Number in the Waiting list</b>	0	0
<b>Enrollment by Eligibility</b>		
Below 100% Poverty Line	33	33
Categorically Eligible	12	12
Over-Income	7	7

**Section B: Staff and Qualifications**

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	5
With a BA Degree	1	3
With an AA Degree	0	1
Without a Degree, enrolled with a Waiver	0	1

**Section C: Child and Family Services**

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	52	52
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	46	50
Number of children up-to-date with well-baby checks	31	25

Number of children with expired well-baby checks	16	22
Number of children with expired well-baby checks 30 days or less	6	6
Number of children who are up-to-date with Immunizations	47	47
Number of children with continuous accessible dental care (Dental Home)	43	43
Number of children who are up-to-date with oral health care	34	34
Number of children with expired oral health care	11	16
Number of children with an IFSP	18	18

### Family Partnership Agreements

Item	Previous Month Report	Current Month Report
Total Number of FPA's introduced	46	50
Total Number of FPA's completed	11	18
Total Number of FPA's with an established goal	11	18
Home based services (Month) Visits Completed	135	171
Home based services (year to date) Visits Completed	945	1117
Number of Socializations (Month)	6	16
Number of Socializations (year to date)	82	98

### Monitoring Report:

#### Financial Reports:

- Attached is the Cost Report for January 2021; the amount requested is **\$55,000.64** – this is **55%** of the budget **(Attachment 2)**
  - Total In-kind to-date is **\$75,054.72 (of \$120,283.00)**
- Attached is the Credit Card Reports for January 2021. **(Attachment 3)**

#### CACFP Reports:

- The total reimbursement for the month of January 2021 is **\$9,271.94 (Attachment 4)**
  - Note:** EHS does not have a CACFP program because it is a home-based program option.
- Attached is the Food Revenue and Expenditures analysis. **(Attachment 5)**

**Information Shared:**

- **Training Info:** Office of Head Start Monitoring Protocols 2021 (Attachment 6)
- **PC Meeting Minutes:** January 2021 (Attachment 7)
- **PI:** 2021 Head Start Funding Increase (Attachment 8)

**Action Items, For Approval:**

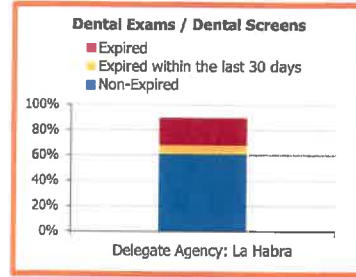
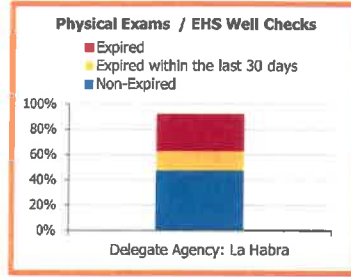
- Monthly Report

**2020-2021 Program Information Summary**  
**Delegate Agency: La Habra**  
**January 2021**

ATTACHMENT 1

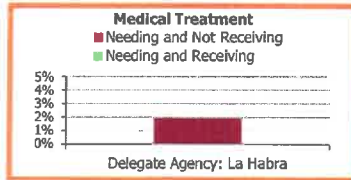
**Physical Exams / EHS Well Checks**

28.8%	15	Expired
15.4%	8	Expired within the last 30 days
48.1%	25	Non-Expired
92.3%	48	Total



**Dental Exams / Dental Screens**

21.2%	11	Expired
7.7%	4	Expired within the last 30 days
61.5%	32	Non-Expired
90.4%	47	Total



**Medical Treatment**

		Needing and Receiving
1.9%	1	Needing and Not Receiving

**Dental Treatment**

		Needing and Receiving
		Needing and Not Receiving

**Access to Health Care**

96.2%	50	w/Health insurance
88.5%	46	w/Medical Home
82.7%	43	w/Dental Home

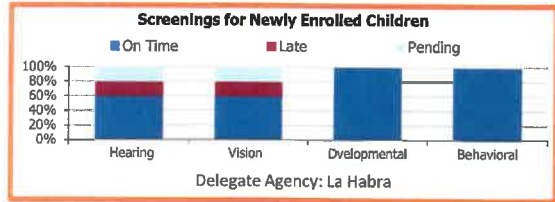


**Immunizations**

90.4%	47	Immunizations
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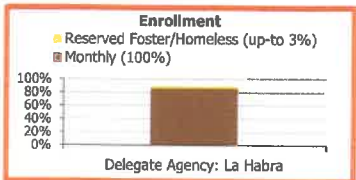
**Screenings for Newly Enrolled Children**

Hearing	Vision	Developmental	Behavioral	Total Screenings
10	10	10	10	10
60.0%	60.0%	100.0%	100.0%	On Time
20.0%	20.0%			Late
20.0%	20.0%			Pending



**Children with Disabilities**

28.0%	14	Open IEP/IFSP
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**Enrollment**

86.0%	43	Monthly (100%)
3.0%		Reserved Foster/Homeless (up to 3%)
	50	Funded Enrollment
	52	Cumulative Enrollment

**Eligibility**

86.5%	45	Categorically / 0-100%
5.8%	3	100-130% (35%)
7.7%	4	>130% (= <10%)



**Attendance**

		ADA
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**Family Success Plans**

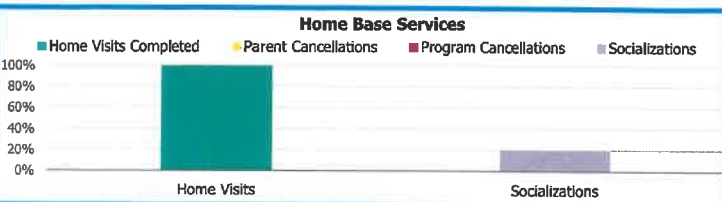
	44	Total number of families
102%	45	Introduced
52.3%	23	Completed
38.6%	17	Received at least one Family Service



**Home Base Services**

January Benchmark (HV = 4 / Soc = 2)

100%	172	Home Visits Completed
		Parent Cancellations
		Program Cancellations
20.9%	18	Socializations



Monthly Cost Report , FY 2020-21  
 January, 2021

ATTACHMENT 2

**Early Head Start Basic Budget**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	316,191.00	35,567.84	167,667.51	148,523.49
FRINGE BENEFITS	110,997.00	15,067.17	69,642.15	41,354.85
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	17,702.00	83.30	4,519.60	13,182.40
CONTRACTUAL	11,500.00	1,920.30	2,745.30	8,754.70
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	13,492.00	2,362.03	12,054.39	1,437.61
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$469,882.00</b>	<b>\$55,000.64</b>	<b>\$256,628.95</b>	<b>\$213,253.05</b>

**Early Head Start T&TA**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	0.00	0.00	0.00	0.00
FRINGE BENEFITS	0.00	0.00	0.00	0.00
TRAVEL	9,400.00	0.00	0.00	9,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	0.00	0.00	0.00	0.00
CONTRACTUAL	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	1,850.00	0.00	0.00	1,850.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$11,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,250.00</b>

**Non-Federal Share (In-Kind)**

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	118,481.26	11,487.00	75,054.72	43,426.54
EHS T&TA	1,801.74	0.00	0.00	1,801.74
<b>Total</b>	<b>\$120,283.00</b>	<b>\$11,487.00</b>	<b>\$75,054.72</b>	<b>\$45,228.28</b>
<b>Reimbursement Request Total</b>		<b>\$55,000.64</b>		

**City of La Habra  
Child Development Division**

ATTACHMENT 3

**Credit Card Expenses**

**Month Reporting: January, 2021**

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Smart &amp; Final (Non-Food Program)</b>		<i>No charges for the Month</i>	
<b>Smart &amp; Final (Food Program Items)</b>			
<b>Total:</b>			<b>\$0.00</b>

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Bank of the West Credit Card (M. Garcia)</b>	1/22/2021	NHSA: ERSEA Webinar (2 staff)	\$550.00
<b>Bank of the West Credit Card (A. Morales)</b>		<i>No charges for the Month</i>	
<b>Bank of the West Credit Card (A. Marceau)</b>	1/17/2021	Uniform Advantage: CCTR Staff	\$936.12
	1/21/2021	Ace Hardware: Cleaning Supplies	\$506.22
<b>Bank of the West Credit Card (C. Villanueva)</b>	12/29/2021	Scholastic Books: for state pre	\$128.28
	1/15/2021	Every Child CA: Operation Summit	\$239.00
<b>Total:</b>			<b>\$2,359.62</b>

**Child & Adult Care Food Program  
Claim For Reimbursement Summary for January 2021**

ATTACHMENT 4

04320-CACFP-30-GM-CS  
**CITY OF LA HABRA-CHILD DEV DIVISION**  
 110 E LA HABRA BLVD  
 LA HABRA, CA 90631-5436  
 Vendor #: 21830Z  
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2021	0	02/10/2021	02/10/2021	02/11/2021	Original

**Child Care**

	Free	Reduced	Base	Total
Enrollment Totals	34	24	15	73
Eligibility Percentages	46.58%	32.88%	20.54%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	321	1.8900	606.69
Reduced	227	1.5900	360.93
Base	141	0.3200	45.12
<b>Total</b>	<b>689</b>		<b>1,012.74</b>

<b>AM Snack</b>			
Free	98	0.9600	94.08
Reduced	69	0.4800	33.12
Base	44	0.0800	3.52
<b>Total</b>	<b>211</b>		<b>130.72</b>

<b>Lunch</b>			
Free	350	3.5100	1,228.50
Reduced	247	3.1100	768.17
Base	155	0.3300	51.15
CIL	752	0.2450	184.24
<b>Total</b>	<b>752</b>		<b>2,232.06</b>

<b>PM Snack</b>			
Free	337	0.9600	323.52
Reduced	238	0.4800	114.24
Base	148	0.0800	11.84
<b>Total</b>	<b>723</b>		<b>449.60</b>

**School Age**

	Free	Reduced	Base	Total
Enrollment Totals	32	32	24	88
Eligibility Percentages	36.36%	36.36%	27.28%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	424	1.8900	801.36

Reduced	424	1.5900	674.16
Base	318	0.3200	101.76
<b>Total</b>	<b>1,166</b>		<b>1,577.28</b>
<b>Lunch</b>			
Free	445	3.5100	1,561.95
Reduced	445	3.1100	1,383.95
Base	335	0.3300	110.55
CIL	1,225	0.2450	300.13
<b>Total</b>	<b>1,225</b>		<b>3,356.58</b>
<b>PM Snack</b>			
Free	342	0.9600	328.32
Reduced	342	0.4800	164.16
Base	256	0.0800	20.48
<b>Total</b>	<b>940</b>		<b>512.96</b>
<b>Claim Reimbursement Total</b>			<b>9,271.94</b>

### State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,396	\$0.0000	\$0.00
Total Lunches	1,487	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	8,787.57	484.37	0.00	9,271.94
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>8,787.57</b>	<b>484.37</b>	<b>0.00</b>	<b>9,271.94</b>

Created By: LilianaN on: 2/10/2021 9:37:22 AM Modified By: LilianaN on: 2/10/2021 9:43:03 AM

CITY OF LA HABRA  
 CCFP-CENTERS FOOD ALLOCATION  
 FOR THE FISCAL YEAR 2020-21

ATTACHMENTS

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (38501)			State-Preschool CSPP (38502)			Total			Revenue Over/ (Under) Expenditure Net Amount
	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	
Jul-20	\$ 7,740.43	\$ 6,929.46	\$ 810.97	\$ 1,117.47	\$ 944.94	\$ 172.53	\$ 8,857.90	\$ 7,874.40	\$ 983.50	
Aug-20	\$ 7,369.38	\$ 4,074.38	\$ 3,295.00	\$ 3,311.97	\$ 2,841.27	\$ 470.70	\$ 10,681.35	\$ 6,915.65	\$ 3,765.70	
Sep-20	\$ 8,653.85	\$ 9,038.84	\$ (384.99)	\$ 4,946.83	\$ 6,346.62	\$ (1,399.79)	\$ 13,600.68	\$ 15,385.46	\$ (1,784.78)	
Oct-20	\$ 7,728.23	\$ 6,079.98	\$ 1,648.25	\$ 5,518.13	\$ 4,319.04	\$ 1,199.09	\$ 13,246.36	\$ 10,399.02	\$ 2,847.34	
Nov-20	\$ 6,405.77	\$ 6,817.00	\$ (411.23)	\$ 4,469.89	\$ 7,153.77	\$ (2,683.88)	\$ 10,875.66	\$ 13,970.77	\$ (3,095.11)	
Dec-20	\$ 5,425.49	\$ 4,089.43	\$ 1,336.06	\$ 3,369.33	\$ 3,532.18	\$ (162.85)	\$ 8,794.82	\$ 7,621.61	\$ 1,173.21	
Jan-21	\$ 5,446.82	\$ 6,009.24	\$ (562.42)	\$ 3,825.12	\$ 4,030.70	\$ (205.58)	\$ 9,271.94	\$ 10,039.94	\$ (768.00)	
<b>Total</b>	\$ 48,769.97	\$ 43,038.33	\$ 5,731.64	\$ 26,558.74	\$ 29,168.52	\$ (2,609.78)	\$ 75,328.71	\$ 72,206.85	\$ 3,121.86	
YTD Cook	\$ -	\$ 21,108.33	\$ (21,108.33)	\$ -	\$ 28,512.89	\$ (28,512.89)	\$ -	\$ 49,621.22	\$ (49,621.22)	
<b>Adjusted Total</b>	<b>\$ 48,769.97</b>	<b>\$ 64,146.66</b>	<b>\$ (15,376.69)</b>	<b>\$ 26,558.74</b>	<b>\$ 57,681.41</b>	<b>\$ (31,122.67)</b>	<b>\$ 75,328.71</b>	<b>\$ 121,828.07</b>	<b>\$ (46,499.36)</b>	

% of Food expense 88%

110%

96%

ATTACHMENT 6

# **FISCAL YEAR (FY) 2021 HEAD START MONITORING PROTOCOLS**

## **MONITORING PROTOCOLS**

- Head Start monitoring protocols are used by the Office of Head Start (OHS) to gather data and other information to assess grantee program operation and performance.
- Reviews are held for the Classroom Assessment Scoring System (CLASS), Focus Area One, and Focus Area Two.
- OHS uses the information collected during reviews to understand the grantee's approach to program design and services.
  - The information is also used to evaluate their performance and continuous program improvement.

## MONITORING PROTOCOLS

- **CLASS:** FY 2021 CLASS reviews will not be conducted
- **Focus Area One (FA1)**
  - **Focus Area One (FA1) COVID-19 Addendum:** This protocol companion document provides additional talking points for grantees during the FA1 review event. Its goal is to stimulate discussion between grantee and reviewer about the program's approach to delivering comprehensive services during the COVID-19 pandemic and how the program is evolving to provide those services. The addendum is organized by service area and aligns with the FA1 Monitoring Protocol.
- **Focus Area Two (FA2)**
  - **Focus Area Two (FA2) COVID-19 Addendum:** This protocol companion document provides additional talking points for grantees during the FA2 review event. Its goal is to stimulate discussion between grantee and reviewer about the program's approach to delivering comprehensive services during the COVID-19 pandemic and how the program is evolving to provide those services. The addendum is organized by service area and aligns with the FA2 Monitoring Protocol.

## FY 2021 FOCUS AREA ONE MONITORING PROTOCOL

## PURPOSE

- Focus Area One (FA1) is an opportunity for grantees to discuss their program design, management, and governance structure.
- Grantees will describe the program's approaches to staffing structure, program design, education, health services, family services, fiscal infrastructure, and program governance.

## APPROACH

- The FA1 review is an off-site interview.
- The review begins with the reviewer conducting a document review using data and reports from the Head Start Enterprise System (HSES) and other sources to learn about the grantee's program design and understand the needs of the children and families the grantee serves.
  - Prior to the call with the grantee, the reviewer will speak with the grantee's regional program and fiscal specialists for additional context about the grantee.
- Following the document review, the reviewer will conduct a series of off-site telephone interviews with the grantee that occur during a 1-week period.
  - These discussions will provide an understanding of the program's design and plans for implementing and ensuring comprehensive, high-quality services that meet the needs of children and families

## METHODOLOGY

- Document Review. The reviewer will focus on the following listed documents located in the HSES or other available sources:
  - Grant application/goals including the budget
  - Program Information Report data
  - Community Assessment summary
  - Past monitoring data
  - Self-Assessment data
  - Annual Report
  - Audits
- Virtual Discussions. The reviewer will work with the grantee to identify the appropriate individuals to participate in the off-site discussions (e.g., the governing body, the policy council, managers, and direct service staff).

## ROAD MAP TO THE FY 2021 FOCUS AREA ONE MONITORING PROTOCOL

This protocol will guide the discussions between the grantee and the reviewer during the FA1 review. It includes the topic areas for discussion, specific performance areas for assessment, and the Federal regulations associated with each area of performance. The protocol is divided into the following five topic areas:

- ✓ Program design, management, and quality improvement
- ✓ Designing quality education and child development program services
- ✓ Designing quality health program services
- ✓ Designing quality family and community engagement program services
- ✓ Developing effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) strategies and fiscal infrastructure

## OUTCOMES

- NEW in FY 2021: Grantees will explain the *types of data collected to measure outcomes* for each program area during the FA1 review.
- The Focus Area Two (FA2) review event will provide grantees with the opportunity to share these data and discuss how the information is used for continuous improvement. Information learned in FA1 will be used for grantees to demonstrate how the program uses data to drive child, family, and programmatic outcomes during the FA2 review.

# FY 2021 FOCUS AREA TWO MONITORING PROTOCOL

## PURPOSE

- The Focus Area Two (FA2) review is an opportunity for grantees to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families.
- This focus area is designed to broaden the Office of Head Start's (OHS) understanding of each grantee's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and the Head Start Act

## ROAD MAP TO THE FOCUS AREA TWO PROTOCOL

- This protocol will guide the discussions between the grantee and reviewers during the FA2 review. It includes areas of discussion, specific performance measures, and the associated Federal regulations.
- The protocol is divided into the following six sections:
  - Program Design, Management, and Quality Improvement
  - Education and Child Development Services
  - Health Program Services
  - Family and Community Engagement Services
  - Fiscal Infrastructure
  - Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

## WHAT WE WANT TO LEARN

- This section of the protocol outlines the topic areas the reviewers will explore and the methodologies reviewers will use to learn about grantee performance (e.g., data tours, explorations of classrooms, discussions with managers, teachers, parents, and the governing body).
- The statements and questions listed are designed to stimulate a meaningful discussion that provides grantees with an opportunity to describe the intentionality behind their program design, decisions, and operations.
  - They also allow grantees to describe the challenges they have experienced, the strengths they have developed, and their strategies for continuous program improvement.
  - The questions and statements in the *What We Want to Learn* section are not intended to be exhaustive or to limit discussion.
  - Using the *What We Want to Learn* section as a guide, the reviewers and the grantee may engage in discussions beyond the questions included in the protocol.

## NEW IN FY2021-OUTCOMES

- The FA2 review event will provide grantees with the opportunity to share the types of data collected to measure outcomes for each program area.
  - In addition, the grantee will share the outcomes the program has achieved thus far in each service area, strategic refinements the program is making to ensure continuous improvement and progress toward achieving outcomes.

## **2021 HEAD START MONITORING UPDATES**

- CLASS reviews are suspended
- Focus Area 1 (FA1) and Focus Area 2 (FA2) Head Start/Early Head Start monitoring will take place virtually
  - Focus Area 1 (FA1) reviews will begin in November 2020 and Focus Area 2 (FA2) reviews will begin in January 2021
- *To date, we have not received word on when or if the program will be reviewed this year.*

City Of La Habra Early Head Start  
Policy Committee Minutes  
January 22, 2021

ATTACHMENT 7

**I. Call to Order**

The virtual meeting was called to order by Chairperson Jessica Ochoa, at 10:14 am.

**II. Roll call made by: Michelle Garcia (Virtual meeting)**

**III.**

**Present**

1. Jessica Ochoa (Chairperson)
2. Diana Cabrera (Vice Chairperson)
3. Patty Herrera (Community Representative)
5. Mariela Juarez
5. Sandra Torres (Tardy)

**Absent**

Columba Chavez

**Staff Present:**

Catherine Villanueva, Michelle Garcia and Rosa Castrejon De Lopez

**IV. Approval of Policy Committee Agenda December 18, 2020**

Motion to Approve January 22, 2021 Agenda

First Motion made by: Diana Cabrera      Seconded by: Mariela Juarez

**Record of Voting:**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**V. Approval of December 18, 2020 Minutes:**

Motion to Approve December 18, 2020 Minutes

First Motion made by: Patty Herrera

Seconded by: Diana Cabrera

**Record of Voting**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**VI. Fiscal Management Training**– Ms. Catherine Villanueva, Program Manager, provided an overview of Early Head Start Fiscal Management. Head Start is a complex and evolving organization, with extensive regulations, policies, values, and traditions. Fiscal management consists within all program areas-ERSEA, Self-Assessment, Planning, Program Governance, Human Resources, Facilities, Materials, and Equipment, Recordkeeping & Reporting, Communication, Ongoing Monitoring, and Fiscal Management. Agency has to be transparent to PC and governing body. City has yearly internal audits. A copy of Community Services Commission of the City of La Habra minutes was provided to PC, for review.

**VII.** No report was reported for January 2021.

**VIII. Child Development Manager Report: Catherine Villanueva**

Catherine Villanueva reviewed November 2020 Reports:

1. Early Head Start Program Monthly Report
2. Early Head Start Information Summary Report
3. Financial Report
4. CACFP Report
5. Information Shared-Community Services (sub-board) Meeting minutes: November 2020.
6. PI:Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies
7. Early Head Start Program Goals for 2020-2021, Quarterly Update

Program Manager, Catherine Villanueva, informed PC about updates in EHS Monthly Report, reviewed Information Summary Report, reviewed financial reports, CACFP reports, and information sharing; Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies.

Action items to be approved by PC; Early Head Start Program Goal for 2020-2021, Quarterly Update.

Jessica Ochoa Chairperson presented the following Action Items for approval:

Motion to approve; Early Head Start Program Goals for 2020-2021, Quarterly Update

First Motion made by: Diana Cabrera      Seconded by: Patty Herrera

**Record of Voting**

**Favor: 4**

**Against: 0**

**Abstention:**

**0**

**Community Representative:** Family Resource Center is providing services via Zoom. Healthy marriages zoom program focuses on finances, home finances, and other marriage related topics is a 10 week program. Triple P parenting – WTLC – will begin in the month of February. Men support group program will provided different topics such as communication, self-esteem etc. Self-Esteem Support Group for children will be provided, CR will email us more info regarding zoom programs.

**Open Discussion:** Parent asked about info regarding DACA. Family Resource Center is providing info regarding DACA and immigration services.

**Meeting Adjourn:** 10:51 am

SECRETARY: \_\_\_\_\_

A handwritten signature in cursive script, written in black ink, is positioned over a horizontal line. The signature is partially enclosed by a circular stamp or mark.



## FY 2021 Head Start Funding Increase

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## FY 2021 Head Start Funding Increase ACF-PI-HS-21-01

U.S. Department  
of Health and Human Services

ACF  
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## Program Instruction

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

**Subject:** FY 2021 Head Start Funding Increase

### **Instruction:**

The Consolidated Appropriations Act, 2021 (P.L. 116-260), was signed into law on Dec. 27, 2020. The funding level for programs under the Head Start Act, including Early Head Start-Child Care Partnerships, is \$10,748,095,000, an increase of \$135 million over fiscal year (FY) 2020. This increase includes funding to provide a 1.22% cost-of-living adjustment (COLA) for all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees and \$10 million for Migrant and Seasonal grantee quality improvement funding. COLA and quality improvement funding announced in this instruction does not apply to new competitive expansion awards issued during FY 2021.

The Consolidated Appropriations Act also includes \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. This is in addition to the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. Funds are made available for the same purpose of preventing, preparing for, and responding to COVID-19. The Office of Head Start (OHS) will again distribute this funding proportionally to all grantees based on funded enrollment levels.

This Program Instruction (PI) provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

## **FY 2021 COLA**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive a COLA increase. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award.

Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2020. Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 1.22%. This includes salaries of current staff and the pay range of unfilled vacancies. Grantees must provide an equivalent increase to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salaries for education staff (e.g., classroom teachers, home visitors, and family child care providers) due to wage comparability issues should ensure public school salaries for kindergarten teachers are included in their considerations.

Sections [653](#) and [640\(j\)](#) of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 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 higher than that of an Executive Schedule Level II position, including employees paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must 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 grantee proposing a COLA percentage less than 1.22% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in [Personnel policies, 45 CFR §1302.90](#), each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

- 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 2021 Quality Improvement Funds for Migrant and Seasonal Grantees**

Each Migrant and Seasonal grantee will receive a proportionate amount of quality improvement funding based on the number of slots the grantee is funded to serve (approximately \$370 per slot).

There is flexibility in the use of quality improvement funds to meet Migrant and Seasonal grantees' most pressing needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, 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. See [Attachment A](#) [PDF, 29KB] for the list of activities.

The Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcomes have been finalized for those Migrant and Seasonal grantees subject to competition for continued funding through the DRS.

### **Supplemental Funds to Continue Responding to COVID-19**

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds to continue responding to COVID-19. Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment.

The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance. Examples of the types of activities include, but are not limited to, the following:

1. Mental health services, supports, crisis response, and intervention services
2. Additional classroom staff to meet social distancing requirements, employees or contracted staff to address anticipated health, mental health, and social service needs, or staff to serve as substitutes
3. Other personnel costs, including fringe benefits and expanded sick leave
4. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments, and other relevant agencies
5. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA), as well as refrigerators or supplies to support the delivery of meals to children served in a remote/virtual program model
6. Training and professional development for staff on infectious disease management, delivery of remote/virtual services, etc.
7. Transportation, including the hiring of bus drivers and the purchase of buses and other vehicles that could support the delivery of educational materials, supplies, and meals

8. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles
9. Renovations or other space modifications, such as room dividers
10. Additional weeks of Head Start or Early Head Start programming at the end of the 2020–2021 program year or during the summer to increase the time period children and families can receive services
11. Other actions that are necessary to maintain and resume the operation of programs, such as investing in technology infrastructure and upgrades, ventilation systems, or other emergency assistance

The application process for these supplemental funds will be forthcoming.

#### *Waiver of Non-Federal Match*

The COVID-19 pandemic, a national emergency, is 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 all requests for waivers of non-federal match associated with the following funds for FY 2021: COLA, quality improvement, and funding associated with COVID-19. To request a waiver of non-federal match, enter \$0 in Section C of your SF-424A in your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

#### *Application Requirements*

Grantees are required to request COLA funds, and quality improvement funds for Migrant and Seasonal grantees, through a grant application. OHS will soon issue a funding guidance letter to each grantee specifying its funding level and additional instructions on how to apply for these funds. OHS will also provide guidance on how to apply for COVID-19 supplemental funds. All applications must be submitted through the Head Start Enterprise System (HSES). Note that grantees will also be asked to report on the supplemental COVID funds in HSES when they report on their CARES Act spending plans, similar to the fall 2020 data collection.

#### **Additional Information**

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

/ Ann Linehan /

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Acting Director  
Office of Head Start

Resources:

[Attachment A: Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act](#) [PDF, 29KB]

See PDF Version of Program Instruction:

[FY 2021 Head Start Funding Increase](#) [PDF, 63KB]

Historical Document