

COMMUNITY ACTION AGENCY BOARD  
OFFICERS:

701 NW 1<sup>st</sup> COURT, SUITE 1000  
MIAMI, FLORIDA 33136  
(786) 469-4600 /FAX: (786) 469-4703

DR. JOYCE PRICE  
*Chairperson*

REGINA GRACE  
*1<sup>st</sup> Vice Chair*

DERRICK WILLIAMS  
*2<sup>ND</sup> Vice Chair*

VACANT  
*3<sup>rd</sup> Vice Chair*

VACANT  
*Secretary*

NATALIE ROBINSON-BRUNER  
*Assistant Secretary*

DR. MICHAEL G. FRESCO, SR.  
*Treasurer*

ALVIN W. ROBERTS  
*Parliamentarian*

TWAQUILLA EATMAN  
*Policy Council Chair*

MARJORIE YORK  
*At-Large Member*

DR. CATHIA DARLING  
*At-Large Member*

DR. WILLIAM ZUBKOFF  
*Former Chairperson*

**MEMBERS:**

Elaine Adderly  
Horacio Aguirre  
Deena Albelto  
Countess Balogun  
Elizabeth Berenguer  
Dr. Santarvis Brown  
Janie F. Centeno  
Tiffany B. Crapp  
Luis DeRosa  
Dorothy Johnson  
Gloria Joseph  
Marissa Lindsey  
Dr. Melissa Noya  
Leah Shadle  
Kelly Valle  
Larry Williams

**EMERITUS MEMBERS:**

\*\*James Fayson  
\*\*Rev. Wilfred McKenzie  
\*\*Lillie Williams

**DEPARTMENT DIRECTOR:**

Sonia J. Grice

\*\* Deceased

**M E M O R A N D U M**

**TO: CAA JOINT FINANCE AND EXECUTIVE  
COMMITTEE MEETING**

**FROM:** Sonia J. Grice Department Director 

**DATE:** December 27<sup>th</sup>, 2021

**SUBJECT:** Meeting Notice

The Community Action Agency Joint Finance and Executive Committee Meeting will be held on Monday, January 3<sup>rd</sup>, 2022 at 4:00 PM. Please see details below:

**CAA JOINT FINANCE AND EXECUTIVE  
COMMITTEE MEETING**

**Monday, January 3<sup>rd</sup>, 2022 at 4:00 PM**

**701 NW 1<sup>st</sup> Court**

**1<sup>st</sup> Floor Front Training Room**

**Miami, Florida, 33136**

**\*If transportation assistance is needed kindly contact Matias  
Buchhalter at (305) 310-4653 by close of business on Friday,  
December 30<sup>th</sup>, 2021.**

Your attendance and participation are essential. Thank you for your continued support and commitment. If you have any questions, please contact Matias Buchhalter at (305) 310-4653.

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\*\*Rev. Wilfred McKenzie  
\*\*Lillie Williams

**DIRECTOR:**  
Sonia J. Grice

**\*\* Deceased**

**COMMUNITY ACTION AGENCY  
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING  
MONDAY, JANUARY 3<sup>rd</sup>, 2022 @ 4:00 P.M.**

**AGENDA**

**CALL TO ORDER**

**INSPIRATIONAL MESSAGE**

**CAA MISSION STATEMENT**

**ROLL CALL/INTRODUCTIONS**

**1. CHAIRPERSON'S COMMENTS**

- A. Adoption of the Agenda
- B. Recommendation: Approval to Accept the Joint Finance and Executive Committee Meeting Minutes – December 6, 2021 [pgs.4-8]

**2. REASONABLE OPPORTUNITY TO BE HEARD**

**3. COMMITTEE REPORTS / ACTION ITEMS**

**A. Committee Reports**

- 1. Head Start/ Early Head Start Policy Council Chairperson's Report for November 2021
  - \*Recommendation: Approval to Accept: [pg.9]
  - a. HS/EHS Report ending September 30, 2021 PY: 2020-2021 [pgs.10-12]
  - b. HS/EHS Report for August – September 2021 PY: 2021-2022 [pgs.13-15]
  - c. EHS-CCP Report ending September 30, 2021 PY: 2020-2021 [pgs.16-18]
  - d. EHS-CCP Expansion Report ending September 30, 2021 PY: 2020-2021 [pgs.19-21]
  - e. EHS-CCP Report for August-September 2021 PY: 2021-2022 [pgs.22-24]
  - f. EHS-CCP Expansion Report for August – September 2021 PY: 2021-2022 [pgs.25-27]
  - g. 2022-2023 ERSEA Plan [pgs.28-54]
  - h. 2022 – 2023 Selection Criteria [pgs.55-56]
  - i. COVID-19 Cases: Report ending October 31, 2021 [pgs.57-58]

**4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL**

- A. Divisional Updates/Content Area Reports [pgs.59-86]
  - 1. Elderly and Disability Services [pg.--]
  - 2. Energy, Facilities & Transportation [pg.--]
  - 3. Family and Community Services [pg.--]
  - 4. Psychological Services [pg.60]
  - 5. Violence Prevention and Intervention [pg.--]
  - 6. Greater Miami Service Corps [pg.--]
  - 7. Rehabilitative Services [pg.61]
  - 8. Head Start/Early Head Start Content Area Report October 2021 [pgs.62-86]

**Mission Statement**

"To empower economically disadvantaged individuals, families and communities through advocacy, education, resource mobilization and service delivery."

**COMMUNITY ACTION AGENCY BOARD  
OFFICERS:**

**5. OTHER/NEW BUSINESS**

**6. ANNOUNCEMENTS**

**7. ADJOURNMENT**

**Next CAA Executive Committee Meeting:**

**Monday, February 7, 2022  
4:00 P.M.**

**Next CAA Board Meeting**

**Monday, January 10, 2021  
4:00 P.M.**

**Community Action Agency (CAA) Board Decorum**

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the CAA Board and its committees or Community Advisory Committees, shall be barred from further appearance before said Board and committees by the presiding officer, unless permission to continue or again address the CAA Board and its committees or Community Advisory Committees is granted by the majority vote of the members present. No clapping, applauding, heckling, or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in CAA Board and committee meetings or Community Advisory Committee meetings. Persons exiting meetings shall do so quietly. Talking on cell phones is not permitted in CAA Board and committee meetings or Community Advisory Committee meetings.

Ringers must be set to silent mode to avoid disruption.



Community Action and Human Services (CAHSD) Board

## CAA EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES

**Meeting Date: MONDAY, December 6, 2021 @ 4:00 P.M.**

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	EX	Derrick Williams	P
Natalie Robinson-Bruner, via Zoom.	A	Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	EX
Twaquilla Eatman	EX	Marjorie York	P	Dr. Cathia Darling	P
Dr. William Zubkoff	P				
* (8) Committee Members. Quorum was established with (6) Committee members physically present for the meeting.					
P = Present (8)		E = Excused (2)		A = Absent (0)	
Attendance – Staff/Visitors					
Sonia J. Grice CAHSD Department Director	Matias Buchhalter, Staff		Alton V. Sears, Staff		
Brenda Williams, HS/EHS Fiscal Administrator	Rick Signori, CAHSD Fiscal Director		Letah Parrish, FSCD Assistant Director		
Adrian Frazier, Energy, Facilities and Transportation Division Director					
Seven (7) staff/visitors in attendance					
CALL TO ORDER				ACTION NEEDED/TAKEN	
Call to Order Inspirational Message CAA Mission Statement	Chairwoman, Dr. Joyce Price, called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:08 P.M. Mr. Derrick Williams provided the inspirational message, and Dr. Cathia Darling recited the mission statement.			N/A	
I. CHAIRPERSON COMMENTS				ACTION NEEDED/TAKEN	
A. Adoption of the Agenda	• Mr. Alexander Chenault resigned from the CAA Board, effective 11-3-2021. • Ms. Charlotte Cassel resigned from the CAA Board, effective 11-4-2021. Dr. Price asked for a motion for the adoption of the agenda which was moved by Mr. Williams, and seconded by Ms. Marjorie York. Motion passed unanimously.			N/A	

<b>B. Recommendation:</b> <b>Approval to accept</b> <b>the Joint Finance and</b> <b>Executive Committee</b> <b>Meeting Minutes –</b> <b>November 1, 2021</b>	<b>Dr. Price asked for a motion to approve and</b> <b>accept the November 1, 2021 Joint Finance</b> <b>and Executive Committee Meeting Minutes</b> <b>which was moved by Dr. Darling, and</b> <b>seconded by Ms. York. Motion passed</b> <b>unanimously.</b>	<b>N/A</b>
<b>II. REASONABLE OPPORTUNITY TO BE HEARD</b>		
<ul style="list-style-type: none"> <li>• <b>No requests were received.</b></li> </ul>		
<b>III. ACTION ITEMS</b>		<b>ACTION NEEDED/TAKEN</b>
<b>A. Committee Reports</b> <b>1. CAHSD Financial</b> <b>Statements for the</b> <b>period April 2021</b> <b>through September</b> <b>2021</b>	<p>At Dr. Price request, Mr. Rick Signori, CAHSD Fiscal Director, presented the CAHSD Financial Statements for the period April 2021 through September 2021. The Community Action and Human Services Department FY 2020-21 adopted budget is \$149,078,000. By subtracting the budgets of the Head Start/ Early Head Start, summer meals and the Greater Miami Service Corp, the total adopted budget for the remaining programs is \$66,297,000. The year-to-date expense through the month of September 2021 for these programs is \$73,485,876 or 111% of department's approved budget. These additional unbudgeted expenditures in the amount of \$7,188,876 are due to additional funding provided by the C.A.R.E.S. Act, American Rescue Plan and/or COVID-19 recovery efforts. Excluding these additional revenues and expenditures, the actual surplus reported for the department as of the year ended September 30, 2021 is \$693,000 which represents a funds utilization rate of 99%.</p> <p><b>Dr. Price asked for a motion to approve and accept the CAHSD Financial Statements for the period April 2021 through September 2021 which was moved by Dr. Michael Fresco, and seconded by Dr. William Zubkoff. Motion passed unanimously.</b></p>	<b>N/A</b>
<b>2. Head Start/ Early</b> <b>Head Start Policy</b> <b>Council Chairperson's</b> <b>Reports for October</b> <b>2021</b>	<p>At Dr. Price request, Ms. Brenda Williams, Head Start Fiscal Administrator, presented the Head Start/ Early Head Start Policy Council Chairperson's Reports for October 2021. The Head Start Policy Council met on November 4, 2021 to review, discuss, and approve the following items:</p> <ul style="list-style-type: none"> <li>• Planning and Budget Reports ending July 31, 2021: PY 2020-2021 <ul style="list-style-type: none"> <li>o HS/EHS</li> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> </li> <li>• 2021-2022 Policy Council Bylaws</li> <li>• 2021-2022 Parent Activity Fund Guidelines</li> <li>• Policies and Procedures</li> <li>o Disabilities</li> </ul>	<b>N/A</b>

	<p>o Family And Community Engagement</p> <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> <li>• Community Representative: Demetria Spencer, Family Services Counselor</li> <li>• COVID-19 Cases: Report ending September 30, 2021</li> </ul> <p><b>Dr. Price asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for September 2021 which was moved by Mr. Williams, and seconded by Dr. Price. Motion passed unanimously.</b></p>	
<p><b>*Recommendation: Approval to Accept:</b></p> <p><b>a. 2021-2022 Policy Council By-Laws</b></p>	<p>At Dr. Price's request, Ms. Williams presented the 2021-2022 Policy Council By-Laws. The 2021-2022 Policy Council By-Laws details how parents and the community participate in a process of making decisions about the nature and operation if the Miami-Dade Head Start program. <b>Dr. Price asked for a motion to approve and accept the 2021-2022 Policy Council By-Laws which was moved by Dr. Michael G. Fresco, Sr., and seconded by Ms. York. Motion passed unanimously.</b></p>	<b>N/A</b>
<p><b>b. 2021-2022 Parent Activity Fund Guidelines</b></p>	<p>At Dr. Price's request, Ms. Williams presented the 2021-2022 Parent Activity Fund Guideline. The 2021-2022 Parent Activity Fund Guidelines outline the purpose, procedures, eligible activities and application to apply for the Parent Activity Fund. Centers are allotted \$7.00 per child for parents to plan an educational activity for parents only. <b>Dr. Price asked for a motion to approve and accept the 2021-2022 Parent Activity Fund Guidelines which was moved by Dr. Zubkoff, and seconded by Dr. Fresco. Motion passed unanimously.</b></p>	<b>N/A</b>
<p><b>c. The 2021-2022 Disability Services Area Policies and Procedures</b></p>	<p>At Dr. Price's request, Ms. Williams presented the 2021-2022 Disability Services Area Policies and Procedures. The 2021-2022 Disability services area Policies and Procedures makes changes to the revision dates, follow-up MDT/ follow up Intervention Plan Meeting from every 4-6 weeks to every 6-8 weeks, and additional report. <b>Dr. Price asked for a motion to approve and accept the 2021-2022 Disability Services Area Policies and Procedures which was moved by Dr. Zubkoff, and seconded by Dr. Fresco. Motion passed unanimously.</b></p>	<b>N/A</b>
<p><b>d. The Family and Community</b></p>	<p>At Dr. Price's request, Ms. Williams presented the Family and Community Engagement Policies and Procedures. The Family and</p>	<b>N/A</b>

<b>Engagement Policies and Procedures</b>	Community Engagement Policies and Procedures were revised to clarify timelines for completing the family assessment and family goal, online family goal process, consistent terminology, and grammatical errors. <b>Dr. Price asked for a motion to approve and accept the Family and Community Engagement Policies and Procedures which was moved Dr. Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.</b>	
<b>e. COVID-19 Cases – September 2021</b>	At Dr. Price’s request, Ms. Williams, presented the COVID-19 Cases: During September 2021, there were a total of 25 cases of positive COVID-19 which consisted of 18 students and 7 staff members. <b>Dr. Price asked for a motion to approve and accept the COVID-19 Cases: Report Ending August 31, 2021 which was moved Dr. Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.</b>	<b>Action Taken:</b> Staff has been asked by the committee to request a report from the Heath committee of the Head Start Policy Council. Staff has contacted the committee liaisons and is pending a report.
<b>f. CSBG 2021 CAP Plan</b>	At Dr. Price’s request, Ms. Letah Parrish, FCSD Assistant Director, presented the CSBG 2021 CAP Plan. As part of the CSBG Organizational standards, a Community Action Plan (cap) is required by each agency annually. The CAHSD CAP consists of the departments information from our Community needs assessment; service delivery system; Strategic plan; linkages and funding coordination and Information on the CAA tripartite board. The CSBG Organizational standards provides a standard foundation of Organizational capacity for all CSBG entities across the united States. For the past 5 years, CAHSD has met 100% of the Federal CSBG organizational standards. <b>Dr. Price asked for a motion to approve and accept the CSBG 2021 CAP Plan which was moved Dr. Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.</b>	<b>N/A</b>

#### **IV. DIRECTOR’S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL**

CAHSD Department Director, Sonia J. Grice:

- Director Grice introduced Mr. Adrian Frazier to the CAA Board. Mr. Frazier will be assuming the role of Division Director for the Energy, Facilities and Transportation Division.

#### **V. OTHER NEWS/BUSINESS**

- **N/A**

#### **VI. ANNOUNCEMENTS**

Dr. Price shared with the Board the following event:

- 10th Annual Christmas in the Grove Community Holiday Event, to be held on Saturday, December 11<sup>th</sup> from 5-8PM in the City of Miami Armbrister Park.

#### **VII. ADJOURNMENT**

<b>Adjournment</b>	<b>Dr. Price asked for a motion to adjourn the meeting which was moved by Mr. Williams and seconded by Dr. Fresco. Motion passed unanimously. Dr. Price adjourned the meeting at approximately 5:10 P.M.</b>	<b>N/A</b>
<b>NEXT MEETING DATE</b>	<b>Monday, January 3, 2022 4:00 P.M.</b>	<b>N/A</b>

\_\_\_\_\_  
**Dr. Joyce Price, CAA Board Chair**

\_\_\_\_\_  
**Date**



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 4, 2021**

**AGENDA ITEM NUMBER: 3A1**

**AGENDA ITEM SUBJECT: POLICY COUNCIL CHAIRPERSON REPORT FOR  
NOVEMBER 2021**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**BACKGROUND/SUMMARY:** This report is provided to the CAA Board as a verbal report.

The Head Start Policy Council met on December 4, 2021 to review, discuss, and approve the following items:

- Planning and Budget Report ending September 30, 2021: PY 2020-2021
  - HS/EHS
  - EHS-CCP
  - Combination Expansion
- Planning and Budget Reports for August-September 2021: PY 2021-2022
  - HS/EHS
  - EHS-CCP
  - Combination Expansion
- 2022-2023 ERSEA Plan
- 2022-2023 Selection Criteria

The following items were presented as information only:

- COVID-19 Cases: Report: October 2021
- Content Area Report: October 2021

**FUNDING SOURCE:** U.S. Department of Health and Human Services



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1a**

**AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START  
FINANCIAL STATEMENT FOR SEPTEMBER 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY, NOVEMBER 18, 2021, AND REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON THURSDAY, DECEMBER 2, 2021. THIS ITEM IS FOR REVIEW AND APPROVAL BY COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD START PROGRAM THROUGH JULY 30, 2021, PERTAINS TO THE 12<sup>TH</sup> MONTH OF THE 12<sup>TH</sup> MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$66,060,042 WHICH INCLUDES COLA & QUALITY IMPROVEMENT OF \$3,066,864 AND ONE-TIME SUPPLEMENTAL OF \$936,892 AND ACTUAL**

**ADJUSTED EXPENDITURES OF \$63,357,842. OUTSTANDING INVOICES ARE IN PROCESS.**

**THE CURRENT FUNDS UTILIZATION RATE IS 95.91%.**

**FUNDING SOURCE: FEDERAL PY:2020-21**

**BUDGET PERIOD: AUGUST 1, 2020, TO JULY 30, 2021**

**CLOSEOUT PERIOD: AUGUST 1, 2021, TO OCTOBER 30, 2021**

**Head Start/Early Head Start**  
**Year-to-Date Financial Report as of**  
**September 30, 2021**

**Head Start/Early Head Start Program Year: August 1st, 2020 July 30, 2021**

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	5,415,930	(244,112)	5,096,513	319,417	94.10%
<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	2,302,942	90,626	2,064,608	238,334	89.65%
<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Staff Travel out of Town	153,249	-	-	153,249	0.00%
<b>EQUIPMENT</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Other Equipment	762,892	39,603	218,705	544,187	28.67%
<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	101,533	19,150	38,456	63,077	37.88%
Child & Family Serv. Supplies	-	-	-	0	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>101,533</b>	<b>19,150</b>	<b>38,456</b>	<b>63,077</b>	<b>37.88%</b>
<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal/Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	35,000	-	-	35,000	0.00%
3f. Food Service	51,187	-	18,442	32,745	36.03%
4f. Child Transportation Services	159,417	-	-	159,417	0.00%
5f. Training & Technical Assistance (RESTRICTED)	593,386	118,919	561,948	31,438	94.70%
6f. Family Child Care	-	-	-	0	0.00%
O'farrell COMMUNITY BASED OR	1,820,129	153,070	1,818,868	1,261	99.93%
Landow COMMUNITY BASED OR	825,214	37,384	758,184	67,030	91.88%
Allapattah OTHER GRANTS/SERV	568,649	35,407	564,181	4,468	99.21%
OUR LITTLE ONES CH	868,942	41,277	854,871	14,071	98.38%
PARADISE CHRISTIAN	1,323,776	(501)	1,461,564	-137,788	110.41%
CATHOLIC COMMUNITY	9,318,753	686,126	9,823,050	-504,297	105.41%
ST ALBANS DAY CARE	1,250,901	7,052	1,177,523	73,378	94.13%
KIDCO DAYCARE	2,303,318	400,119	2,491,552	-188,234	108.17%
CHRISTIAN COMMUNIT	3,517,571	-	3,319,465	198,106	94.37%
LE JARDIN HEADSTAR	3,516,354	(90,968)	3,502,730	13,624	99.61%
CENTRO MATER CHILD	4,836,179	45,658	4,982,426	-146,247	103.02%
SUNFLOWERS ACADEMY	296,006	81,091	282,858	13,148	95.56%
HAITIAN YOUTH & CO	1,718,591	250,273	1,693,127	25,464	98.52%
UNITED WAY OF MIA	682,504	113,444	673,322	9,182	98.65%
MIAMI DADE COUNTY PUBLIC	16,479,734	2,608,026	15,326,227	1,153,507	93.00%
YWCA	2,018,943	9,510	1,772,529	246,414	87.79%
EASTER SEALS SOUTH FLORIDA	3,415,365	210,127	3,352,740	62,625	98.17%
8f. Contracts	332,013	-	-	332,013	0.00%
8.1f. Other Contracts	171,301	47,231	174,629	-3,328	101.94%
<b>TOTAL CONTRACTUAL</b>	<b>56,103,233</b>	<b>4,753,245</b>	<b>54,610,236</b>	<b>1,492,997</b>	<b>97.34%</b>
<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Construction	174,000	-	-	174,000	0.00%
<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1h. Depreciation/Use Allowance	-	-	-	0	0.00%
2h. Rent ****	30,000	-	30,687	-687	102.29%
3h. Mortgage	-	-	-	0	0.00%
4h. Utilities *****	51,390	28,456	96,004	-44,615	186.82%
5h. Bldg & Child Liability Ins *****	73,759	36,092	36,092	37,667	48.93%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	143,820	55,603	319,988	-176,168	222.49%
7h. Incidental Alterations	-	-	-	0	0.00%
8h. Local Travel & Field Trips	82,610	(855)	11,243	71,367	13.61%
9h. Nutrition Services	-	-	-	0	0.00%
10h. Child Services - Consultants	80,000	-	20,816	59,184	26.02%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	-
GRANTEE APPROVAL REQUIRED	48,721	3,985	112,128	-63,408	230.15%
13h. Parent Services (RESTRICTED)	20,053	12,441	13,691	6,362	68.28%
14h. Accounting & Legal Svcs	43,187	-	21,700	21,487	50.25%
15h. Publication/Adv/Printing	52,705	48,749	240,816	-188,111	456.91%
16h. Training or Staff Development	82,781	-	11,524	71,257	13.92%
17h. Other:	337,238	27,694	414,634	-77,396	122.95%
<b>TOTAL OTHERS</b>	<b>1,046,262</b>	<b>212,166</b>	<b>1,329,324</b>	<b>(283,062)</b>	<b>127.05%</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>66,060,041</b>	<b>4,870,677</b>	<b>63,357,842</b>	<b>2,702,199</b>	<b>95.91%</b>
<b>LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.00%</b>
<b>CARRYOVER</b>	<b>640,588</b>	<b>-</b>	<b>150,653</b>	<b>489,935</b>	<b>23.52%</b>
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>66,700,629</b>	<b>4,870,677</b>	<b>63,508,495</b>	<b>3,192,134</b>	
<b>Non- Federal Share (NFS) Report</b>					
NFS Requirement based on Grant	\$	16,515,010	24.76%		
NFS Required based on YTD Expenditures	\$	15,839,461	25.00%		
NFS YTD Recorded	\$	14,859,789	23.45%		
In-Kind TO BE reported in Informs	\$	-	0.00%		
<b>Difference (+/-)</b>	<b>\$</b>	<b>(979,672)</b>	<b>-1.55%</b>		



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1b**

**AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START  
FINANCIAL STATEMENT FOR AUGUST 2021 AND SEPTEMBER  
2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD  
START POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY,  
NOVEMBER 18, 2021, ALSO REVIEWED AND APPROVED BY  
THE HEAD START POLICY COUNCIL ON THURSDAY,  
DECEMBER 2, 2021. THIS ITEM IS FOR REVIEW AND  
APPROVAL BY COMMUNITY ACTION AGENCY BOARD FINANCE  
AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION  
AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD  
START PROGRAM AUGUST 2021 THROUGH SEPTEMBER 30,  
2021, PERTAINS TO THE 2<sup>ND</sup> MONTH OF THE 12<sup>TH</sup> MONTH  
CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT  
OF \$65,907,918 WHICH INCLUDES COLA OF \$784,768 AND**

**ACTUAL ADJUSTED EXPENDITURES OF \$5,033,148.  
OUTSTANDING INVOICES ARE IN PROCESS OF \$1,597,306.08**

**THE CURRENT FUNDS UTILIZATION RATE IS 7.64%.**

**FUNDING SOURCE: FEDERAL PY: 2021-22**

**BUDGET PERIOD: AUGUST 1, 2021, TO JULY 30, 2022**

**CLOSEOUT PERIOD: AUGUST 1, 2022, TO OCTOBER 30, 2022**

**Head Start/Early Head Start  
Year-to-Date Financial Report as of  
September 30, 2021**

**Head Start/Early Head Start Program Year: August 1st, 2021 September, 2021**

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	5,676,698	651,733	651,733	5,024,965	11.48%
<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	2,448,321	244,696	244,696	2,203,625	9.99%
<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Staff Travel out of Town	56,923	-	-	56,923	0.00%
<b>EQUIPMENT</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Other Equipment	-	-	-	0	0.00%
<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	54,541	8,513	8,513	46,028	15.61%
Child & Family Serv. Supplies	28,655	-	-	28,655	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>83,196</b>	<b>8,513</b>	<b>8,513</b>	<b>74,683</b>	<b>10.23%</b>
<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal, Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	20,000	-	-	20,000	0.00%
3f. Food Service	50,000	-	-	50,000	0.00%
4f. Child Transportation Services	85,000	-	-	85,000	0.00%
5f. Training & Technical Assistance (RESTRICTED)	481,816	35,622	35,622	446,194	7.39%
6f. Family Child Care	-	-	-	0	0.00%
O'farrill COMMUNITY BASED OR	1,936,729	484,182	484,182	1,452,547	25.00%
Landow COMMUNITY BASED OR	862,396	-	-	862,396	0.00%
Allapattah OTHER GRANTS/SERVI	602,860	139,439	139,439	463,421	23.13%
OUR LITTLE ONES CH	923,863	132,584	132,584	791,279	14.35%
PARADISE CHRISTIAN	1,409,283	356,336	356,336	1,052,947	25.28%
CATHOLIC COMMUNITY	9,982,426	-	-	9,982,426	0.00%
ST ALBANS DAY CARE	1,330,990	297,565	297,565	1,033,425	22.36%
KIDCO DAYCARE	2,429,433	98,882	98,882	2,330,551	4.07%
CHRISTIAN COMMUNIT	3,736,356	595,945	595,945	3,140,411	15.95%
LE JARDIN HEADSTAR	3,758,091	602,442	602,442	3,155,649	16.03%
CENTRO MATER CHILD	5,110,346	246,138	246,138	4,864,208	4.82%
SUNFLOWERS ACADEMY	313,175	-	-	313,175	0.00%
HAITIAN YOUTH & CO	1,806,032	285,807	285,807	1,520,225	15.83%
UNITED WAY OF MIA	696,824	23,587	23,587	673,237	3.38%
MIAMI DADE COUNTY PUBLIC	14,485,295	-	-	14,485,295	0.00%
YWCA	2,128,005	-	-	2,128,005	0.00%
EASTER SEALS SOUTH FLORIDA	3,654,636	800,853	800,853	2,853,783	21.91%
8f. Contracts	204,290	7,857	7,857	196,433	3.85%
8.1f. Other Contracts	610,380	200	200	610,180	0.03%
<b>TOTAL CONTRACTUAL</b>	<b>56,618,226</b>	<b>4,107,439</b>	<b>4,107,439</b>	<b>52,510,787</b>	<b>7.25%</b>
<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Construction	-	-	-	0	0.00%
<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS SEPTEMBER 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1h. Depreciation/Use Allowance	-	-	-	0	0.00%
2h. Rent ****	33,280	-	-	33,280	0.00%
3h. Mortgage	-	-	-	0	0.00%
4h. Utilities *****	200,269	5,805	5,805	194,464	2.90%
5h. Bldg & Child Liability Ins *****	45,604	-	-	45,604	0.00%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	159,500	4,339	4,339	155,161	2.72%
7h. Incidental Alterations	-	-	-	0	0.00%
8h. Local Travel & Field Trips	65,637	7,857	7,857	57,780	11.97%
9h. Nutrition Services	-	-	-	0	0.00%
10h. Child Services - Consultants	97,421	-	-	97,421	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	49,000	825	825	48,175	1.68%
GRANTEE APPROVAL REQUIRED	3,100	200	200	2,900	6.45%
13h. Parent Services (RESTRICTED)	45,000	-	-	45,000	0.00%
14h. Accounting & Legal Svcs	173,170	1,667	1,667	171,503	0.96%
15h. Publication/Adv/Printing	93,805	-	-	93,805	0.00%
16h. Training or Staff Development	58,768	75	75	58,694	0.13%
17h. Other:	-	-	-	0	0.00%
<b>TOTAL OTHERS</b>	<b>1,024,554</b>	<b>20,767</b>	<b>20,767</b>	<b>1,003,787</b>	<b>2.03%</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>65,907,918</b>	<b>5,033,148</b>	<b>5,033,148</b>	<b>60,874,770</b>	<b>7.64%</b>
<b>LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.00%</b>
<b>CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.00%</b>
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>65,907,918</b>	<b>5,033,148</b>	<b>5,033,148</b>	<b>60,874,770</b>	
<b>Non- Federal Share (NFS) Report</b>					
NFS Requirement based on Grant	\$	16,476,980	25.00%		
NFS Required based on YTD Expenditures	\$	1,258,287	25.00%		
NFS YTD Recorded	\$	-	0.00%		
In-Kind TO BE reported in Informs	\$	-	0.00%		
Difference (+/-)	\$	(1,258,287)	-25.00%		



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1c**

**AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE**

**PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR**

**SEPTEMBER 2021**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY, NOVEMBER 18, 2021, ALSO REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON THURSDAY, DECEMBER 2, 2021. THIS ITEM IS FOR REVIEW AND APPROVAL BY COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM THROUGH JULY 30, 2021, PERTAINS TO THE 12<sup>TH</sup> MONTH OF THE 12<sup>TH</sup>, MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$3,476,011 WHICH INCLUDES COLA AND QUALITY IMPROVEMENT OF \$152,792**

**AND ACTUAL ADJUSTED EXPENDITURES OF \$3,463,678 AND  
INVOICES IN PROCESS OF APPROXIMATELY \$12,333.**

**THE CURRENT FUNDS UTILIZATION RATE IS 99.65%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2020-21**

**BUDGET PERIOD: AUGUST 1, 2020, TO JULY 30, 2021**

**CLOSEOUT PERIOD: AUGUST 1, 2021 TO OCTOBER 30, 2021**

**Child Care Partnership Program**  
**Year-to-Date Financial Report as of**  
**SEPTEMBER 30, 2021**

**Child Care Partnership -EHS Program Year: August 1st, 2020 July 31st, 2021**

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	726,088	886	683,823	42,265	94.18%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	340,329	32,001	309,786	30,543	91.03%

<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Staff Travel out of Town	15,135	-	-	15,135	0.00%

<b>EQUIPMENT</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Other Equipment	-	-	-	0	0.00%

<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	12,010	-	28,286	-16,276	235.52%
Child & Family Serv. Supplies	10,700	30,461	53,743	-43,043	502.27%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>22,710</b>	<b>30,461</b>	<b>82,029</b>	<b>(59,319)</b>	<b>361.20%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal,Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	6,600	12,423	31,809	-25,209	481.96%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	11,139	62,600	-32,360	207.01%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	27,760	(27,760)	0.00%
Crystal Learning Center, Inc.	301,596	4,485	315,191	-13,595	104.51%
Decroly Learning Child Care Center, Inc.	452,394	-	447,881	4,513	99.00%
Early Childhood Professional Services (Bethany)	226,198	19,419	208,752	17,446	92.29%
Memorial Temple Missionary Baptist Church, Inc.	150,798	-	109,591	41,207	72.67%
St. Alban's (Delegate/Provider)	452,395	7,242	356,774	95,621	78.86%
Rising Star Academy	150,798	590	157,414	-6,616	104.39%
Cambridge Academy	226,197	16,882	204,729	21,468	90.51%
Shinning Light Childcare Dev Center	150,798	12,728	164,211	-13,413	108.90%
Community Outreach Center (New)	150,799	13,898	116,950	33,849	77.55%
8f. Other Contracts	30,953	20,445	91,431	-60,478	295.39%
<b>TOTAL CONTRACTUAL</b>	<b>2,329,766</b>	<b>119,251</b>	<b>2,295,094</b>	<b>34,672</b>	<b>98.51%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS SEPTEMBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	12,256	-	2,903	9,353	23.69%
5h. Bldg & Child Liability Ins *****	1,950	1,804	1,804	146	92.51%
6h. Bldg Maintenance	2,884	-	16,221	-13,337	562.46%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	10,000	-	12,043	-2,043	120.43%
GRANTEE APPROVAL REQUIRED	-	-	-	0	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	3,200	-	-	3,200	0.00%
15h. Publication/Adv/Printing	-	247	247	-247	0.00%
16h. Training or Staff Development	200	-	670	-470	335.14%
17h. Other:	11,493	605	12,811	-1,318	111.47%
<b>TOTAL OTHERS</b>	<b>41,983</b>	<b>2,656</b>	<b>46,700</b>	<b>(4,717)</b>	<b>111.24%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>3,476,011</b>	<b>185,255</b>	<b>3,417,433</b>	<b>58,579</b>	<b>98.31%</b>
<b>LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>3,476,011</b>	<b>185,255</b>	<b>3,417,433</b>	<b>58,579</b>	<b>-</b>

<b>Non- Federal Share (NFS) Report</b>	
NFS Requirement based on Grant	\$ 869,003
NFS Required based on YTD Expenditures	\$ 654,682
NFS YTD Recorded	\$ -
In-Kind TO BE reported in FAMIS	\$ -
Difference (+/-)	\$ (654,682)



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1d**

**AGENDA ITEM SUBJECT: COMBINATION - EXPANSION EARLY HEAD  
START-CHILD CARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT  
FOR SEPTEMBER 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START  
POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY, NOVEMBER 18,  
2021, ALSO REVIEWED AND APPROVED BY THE HEAD START POLICY  
COUNCIL ON THURSDAY, DECEMBER 2, 2021. THIS ITEM IS FOR  
REVIEW AND APPROVAL BY COMMUNITY ACTION AGENCY BOARD  
FINANCE AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION  
AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE COMBINATION -EXPANSION EARLY  
HEAD START-CHILD CARE PARTNERSHIP PROGRAM THROUGH JULY  
30, 2021, PERTAINS TO THE 17<sup>TH</sup> MONTH OF THE 17<sup>TH</sup>, MONTH  
CONTRACT YEAR, THIS INCLUDES THE BUDGETED AMOUNT OF  
\$12,809,076 WHICH INCLUDES THE COLA AND QUALITY IMPROVEMENT  
OF \$357,407, CARRYOVER OF \$1,021,895 AND FIVE-MONTH BUDGET  
EXTENSION OF \$3,466,818. ACTUAL EXPENDITURES OF \$11,796,660  
AND INVOICES IN PROCESS OF APPROXIMATELY \$239,011.**

**THE CURRENT FUNDS UTILIZATION RATE IS 92.1%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2020-21**

**\*BUDGET PERIOD: MARCH 1, 2020, TO JULY 30, 2021**

**\*CLOSEOUT PERIOD: AUGUST 1, 2021, TO OCTOBER 30, 2021**

**Combination Early Head Start Expansion Program**  
**Year-to-Date Financial Report as of**  
**SEPTEMBER 30, 2021**

**COMBINATION EHS EXPANSION GRANT Program Year: March 1st, 2020 July 31st, 2021**

**Expenditures**

SALARIES	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Salaries Full Time	824,029	(12,661)	597,867	226,162	72.55%

FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Fringe Benefits	402,982	15,011	294,848	108,134	73.17%

TRAVEL	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	-	-	-	0	0.00%

EQUIPMENT	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Office Equipment	-	-	-	0	0.00%
Classroom/Outdoor/Homebased	-	-	-	0	0.00%
Vehicle Purchase	-	-	-	0	0.00%
Other Equipment	-	-	-	0	0.00%

SUPPLIES	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Office Supplies	21,967	-	2,138	19,829	9.73%
Child & Family Serv. Supplies	30,347	29,551	127,088	-96,741	418.78%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	509	-509	0.00%
<b>TOTAL SUPPLIES</b>	<b>52,314</b>	<b>29,551</b>	<b>129,735</b>	<b>(77,421)</b>	<b>247.99%</b>

CONTRACTUAL	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal/Accounting)	7,500	-	-	7,500	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	-	-	-	0	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	194,153	7,476	334,277	-140,124	172.17%
6f. Family Child Care	-	-	-	0	0.00%
<b>DELEGATES:</b>					
COMMUNITY BASED OR (LANDOW)	313,614	-	219,709	93,905	70.06%
PARADISE CHRISTIAN	630,188	-	613,777	16,411	97.40%
CATHOLIC COMMUNITY	2,352,110	(210,654)	2,249,057	103,053	95.62%
KIDCO DAYCARE	627,229	105,798	635,036	-7,807	101.24%
CHRISTIAN COMMUNIT	627,229	-	560,868	66,361	89.42%
CENTRO MATER CHILD	1,411,266	28,774	1,470,923	-59,657	104.23%
SUNFLOWERS ACADEMY	470,422	91,571	443,158	27,264	94.20%
HAITIAN YOUTH & CO & (LMW)	1,568,073	270,169	1,529,880	38,193	97.56%
YWCA	784,037	-	550,310	233,727	70.19%
<b>PROVIDERS:</b>					
Decroly Learning Child	310,702	(144,576)	(127,632)	127,632	0.00%
Cambridge Academy	310,702	-	315,644	-4,942	101.59%
BRICKS Early Learning Center	310,702	17,576	288,703	21,999	92.92%
Early Learning Center	414,267	-	430,737	-16,470	103.98%
8f. Other Contracts	1,071,895	2,380	738,782	333,113	68.92%
<b>TOTAL CONTRACTUAL</b>	<b>11,404,089</b>	<b>224,029</b>	<b>10,618,051</b>	<b>786,039</b>	<b>93.11%</b>

CONSTRUCTION	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Construction	-	-	-	0	0.00%

OTHERS	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	10,200	4,835	30,989	-20,789	322.10%
5h. Bldg & Child Liability Ins *****	4,500	1,160	1,160	3,340	25.77%
6h. Bldg Maintenance	11,583	1,841	13,534	-1,951	116.85%
8h. Local Travel & Field Trips	8,933	-	1,749	7,184	19.58%
13h. Parent Services (RESTRICTED)	8,114	-	-	8,114	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	23,747	4,022	51,141	-27,394	215.36%
16h. Training or Staff Development	-	-	6,118	-6,118	0.00%
17h. Other:	58,585	6,431	51,470	7,115	87.86%
<b>TOTAL OTHERS</b>	<b>125,662</b>	<b>18,288</b>	<b>156,160</b>	<b>(30,498)</b>	<b>124.27%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>12,809,076</b>	<b>274,218</b>	<b>11,796,660</b>	<b>1,012,416</b>	<b>92.10%</b>
Less/Add Adjustment reallocation of expenses	-	-	-	-	-
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>12,809,076</b>	<b>274,218</b>	<b>11,796,660</b>	<b>1,012,416</b>	

Non- Federal Share (NFS) Report		
NFS Requirement based on Grant	\$	3,202,289
NFS Required based on YTD Expenditures	\$	2,494,180
NFS YTD Recorded	\$	572,402
In-Kind TO BE reported in FAMS	\$	-
Children Trust Cash Match	\$	223,477
Difference (+/-)	\$	(1,698,301)



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1e**

**AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE  
PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR  
AUGUST 31, 2021, AND SEPTEMBER 30, 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD  
START POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY,  
NOVEMBER 18, 2021, ALSO REVIEWED AND APPROVED BY  
THE HEAD START POLICY COUNCIL ON THURSDAY,  
DECEMBER 2, 2021. THIS ITEM IS FOR REVIEW AND  
APPROVAL BY COMMUNITY ACTION AGENCY BOARD FINANCE  
AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION  
AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP  
PROGRAM THROUGH SEPTEMBER 30, 2021, PERTAINS TO  
THE 2ND MONTH OF THE 12<sup>TH</sup>, MONTH CONTRACT YEAR.  
THIS INCLUDES THE BUDGETED AMOUNT OF \$3,517,496**

**WHICH INCLUDES COLA OF \$41,485. THERE ARE ACTUAL  
ADJUSTED EXPENDITURES OF \$482,414.**

**THE CURRENT FUNDS UTILIZATION RATE IS 13.7%.**

**FUNDING SOURCE: FEDERAL PY: 2021-22**

**BUDGET PERIOD: AUGUST 1, 2021, TO JULY 30, 2022**

**CLOSEOUT PERIOD: AUGUST 1, 2022, TO OCTOBER 30, 2022**

**Child Care Partnership Program**  
**Year-to-Date Financial Report as of**  
**AUGUST 31, 2021 and September 30, 2021**

**Child Care Partnership -EHS Program Year: August 1st, 2021 July 31st, 2022**

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	733,765	108,737	108,737	625,028	14.82%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	341,759	45,622	45,622	296,137	13.35%

<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Staff Travel out of Town	15,135	-	-	15,135	0.00%

<b>EQUIPMENT</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Other Equipment	-	-	-	0	0.00%

<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	12,010	-	-	12,010	0.00%
Child & Family Serv. Supplies	10,700	-	-	10,700	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>22,710</b>	<b>-</b>	<b>-</b>	<b>22,710</b>	<b>0.00%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal,Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	6,600	-	-	6,600	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	244	244	29,996	0.81%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	-	-	0.00%
Crystal Learning Center, Inc.	305,226	73,468	73,468	231,758	24.07%
Decroly Learning Child Care Center, Inc.	457,839	100,836	100,836	357,003	22.02%
Universal Academy	228,921	19,831	19,831	209,090	8.66%
Memorial Temple Missionary Baptist Church, Inc.	152,613	25,291	25,291	127,322	16.57%
St. Alban's (Delegate/Provider)	457,840	2,625	2,625	455,215	0.57%
Rising Star Academy	152,613	36,135	36,135	116,478	23.68%
Cambridge Academy	228,920	36,196	36,196	192,724	15.81%
Shinning Light Childcare Dev Center	152,613	-	-	152,613	0.00%
Community Outreach Center (New)	152,614	18,937	18,937	133,677	12.41%
	-	-	-	-	0.00%
8f. Other Contracts	30,953	10,314	10,314	20,639	33.32%
<b>TOTAL CONTRACTUAL</b>	<b>2,356,992</b>	<b>323,878</b>	<b>323,878</b>	<b>2,033,114</b>	<b>13.74%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	17,408	2,157	2,157	15,251	12.39%
5h. Bldg & Child Liability Ins *****	1,950	-	-	1,950	0.00%
6h. Bldg Maintenance	2,884	607	607	2,277	21.04%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	-
GRANTEE APPROVAL REQUIRED	10,000	-	-	10,000	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	3,200	-	-	3,200	0.00%
15h. Publication/Adv/Printing	-	913	913	-913	0.00%
16h. Training or Staff Development	200	-	-	200	0.00%
17h. Other:	11,493	502	502	10,991	4.37%
<b>TOTAL OTHERS</b>	<b>47,135</b>	<b>4,178</b>	<b>4,178</b>	<b>42,957</b>	<b>8.86%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>3,517,496</b>	<b>482,414</b>	<b>482,414</b>	<b>3,035,083</b>	<b>13.71%</b>
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<b>LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>3,517,496</b>	<b>482,414</b>	<b>482,414</b>	<b>3,035,083</b>	
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<b>Non- Federal Share (NFS) Report</b>	
NFS Requirement based on Grant	\$ 879,374
NFS Required based on YTD Expenditures	\$ -
NFS YTD Recorded	\$ -
In-Kind TO BE reported in FAMIS	\$ -
<b>Difference (+/-)</b>	<b>\$ -</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1f**

**AGENDA ITEM SUBJECT: EXPANSION EARLY HEAD START**

**CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT**

**FOR AUGUST 31, 2021, AND SEPTEMBER 30, 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

**THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL EXECUTIVE COMMITTEE THURSDAY, NOVEMBER 18, 2021, AND IS TO BE REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON THURSDAY, DECEMBER 2, 2021. THIS ITEM IS FOR REVIEW AND APPROVAL BY COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND COMMUNITY ACTION AGENCY BOARD.**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE EXPANSION EARLY HEAD START CHILDCARE PARTNERSHIP PROGRAM THROUGH AUGUST 31, 2021, AND SEPTEMBER 30, 2021, PERTAINS TO THE 2ND MONTH OF THE 12<sup>TH</sup>, MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$8,419,502 WHICH INCLUDES COLA OF \$99,185. THERE ARE ACTUAL ADJUSTED EXPENDITURES OF \$741,134.**

**THE CURRENT FUNDS UTILIZATION RATE IS 08.48%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2021-22**

**BUDGET PERIOD: AUGUST 1, 2021, TO JULY 31, 2022**

**CLOSEOUT PERIOD: AUGUST 1, 2022, TO OCTOBER 31, 2022**

**Combination Early Head Start Expansion Program**  
**Year-to-Date Financial Report as of August 31, 2021 and**  
**SEPTEMBER 30, 2021**

**COMBINATION EHS EXPANSION GRANT Program Year: August 1st, 2021 July 31st, 2022**

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	598,551	50,789	50,789	547,762	8.49%
<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	237,882	24,222	24,222	213,660	10.18%
<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Staff Travel out of Town	-	-	-	0	0.00%
<b>EQUIPMENT</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Equipment	-	-	-	0	0.00%
Classroom/Outdoor/Homebased	-	-	-	0	0.00%
Vehicle Purchase	-	-	-	0	0.00%
Other Equipment	-	-	-	0	0.00%
<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	10,000	-	-	10,000	0.00%
Child & Family Serv. Supplies	13,758	-	-	13,758	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	9,000	-	-	9,000	0.00%
<b>TOTAL SUPPLIES</b>	<b>32,758</b>	<b>-</b>	<b>-</b>	<b>32,758</b>	<b>0.00%</b>
<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal/Accounting)	7,500	-	-	7,500	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	-	-	-	0	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	143,175	2,310	2,310	140,865	1.61%
6f. Family Child Care	-	-	-	0	0.00%
<b>DELEGATES:</b>					
COMMUNITY BASED OR (LANDOW)	222,578	-	-	222,578	0.00%
PARADISE CHRISTIAN	445,156	75,061	75,061	370,095	16.86%
CATHOLIC COMMUNITY	1,669,336	-	-	1,669,336	0.00%
KIDCO DAYCARE	445,156	16,703	16,703	428,453	3.75%
CHRISTIAN COMMUNIT	445,156	75,826	75,826	369,330	17.03%
CENTRO MATER CHILD	1,001,602	79,660	79,660	921,942	7.95%
SUNFLOWERS ACADEMY	333,867	-	-	333,867	0.00%
HAITIAN YOUTH & CO & (LMW)	1,112,892	196,760	196,760	916,132	17.68%
YWCA	556,446	-	-	556,446	0.00%
<b>PROVIDERS:</b>					
Decroly Learning Child	219,749	56,854	56,854	162,895	25.87%
Cambridge Academy	219,749	34,557	34,557	185,192	15.73%
BRICKS Early Learning Center	219,749	71,062	71,062	148,687	32.34%
Early Learning Center	292,997	55,815	55,815	237,182	19.05%
8f. Other Contracts	135,050	624	624	134,426	0.46%
<b>TOTAL CONTRACTUAL</b>	<b>7,470,158</b>	<b>665,233</b>	<b>665,233</b>	<b>6,804,925</b>	<b>8.91%</b>
<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Construction	-	-	-	0	0.00%
<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS September 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	20	20	-20	0.00%
6h. Bldg Maintenance	-	-	-	0	0.00%
8h. Local Travel & Field Trips	3,000	-	-	3,000	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	29,773	143	143	29,630	0.48%
16h. Training or Staff Development	-	-	-	0	0.00%
17h. Other:	47,380	727	727	46,653	1.53%
<b>TOTAL OTHERS</b>	<b>80,153</b>	<b>890</b>	<b>890</b>	<b>79,263</b>	<b>1.11%</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>8,419,502</b>	<b>741,134</b>	<b>741,134</b>	<b>7,678,368</b>	<b>8.80%</b>
Less/Add Adjustment reallocation of expenses	-	-	-	-	-
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>8,419,502</b>	<b>741,134</b>	<b>741,134</b>	<b>7,678,368</b>	
<b>Non- Federal Share (NFS) Report</b>					
NFS Requirement based on Grant	\$		2,104,876		
NFS Required based on YTD Expenditures	\$		526,216.88		
NFS YTD Recorded					
In-Kind TO BE reported in FAMIS	\$		-		
Children Trust Cash Match					
<b>Difference (+/-)</b>	<b>\$</b>		<b>(526,219)</b>		



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1g**

**AGENDA ITEM SUBJECT: 2022-2023 ERSEA Plan**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** - This item was approved by the Head Start/Early Head Start Policy Council on December 2, 2021 and is being recommend for approval by the CAA Executive Committee, and ratification by the CAA Board.

### **BACKGROUND/SUMMARY:**

The 2022-2023 ERSEA Plan outlines the process designed to actively inform all families with eligible children within the recruitment area of availability of program services, and encourage and assist them in applying for admission to the program.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



**COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**HEAD START/EARLY HEAD START PROGRAM**



**ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND  
ATTENDANCE PLAN  
(ERSEA)**

**2022-2023**



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**Chairperson Signature**

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**Policy Council Approval Date**

**Miami-Dade County  
Community Action and Human Services Department  
Head Start/Early Head Start Program**

**2022-2023**

**ELIGIBILITY, RECRUITMENT, SELECTION,  
ENROLLMENT & ATTENDANCE PLAN**

The Open Recruitment Campaign for recruiting and enrolling children and families, for the 2021-2022 Program Year, begins January 18, 2022 and ends May 13, 2022. Enrollment opportunities are available for pregnant women and children two (2) months to 4 (four) years of age by September 1, 2022, who reside in Miami-Dade County. The 2022-2023 funded enrollment program options are: Head Start funds 6310 pre-school children, Early Head Start funds 446 center-based and home-based infants, toddlers and pregnant women and the EHS-CCP grant funds 240 more infants & toddlers. In March 2019, Miami-Dade County was awarded an additional 552 infants, toddlers & pregnant women through an expansion EHS-CCP grant that includes additional 56 home-based slots and 2 new EHS-CCP Partners. Each site's total funded enrollment is subject to change based on program needs. Head Start Program Performance Standards 1302 Program Operations-Part A guides this plan.

**Delegate Agencies' Individualized ERSEA Plan**

The Plan should include but is not limited to the all of the agency's activities for recruitment and enrollment. Such activities should begin during the official **Open Recruitment Campaign Kickoff** scheduled for the week of January 10-14, 2022. Open House will be held in March or April to give potential parents an opportunity to visit their prospective Head Start/Early Head Start center. Recruitment Fairs held at the centers on the weekends and after hours are an excellent means of attracting full-time students and working parents. The ERSEA Advocates will track the program recruitment efforts and provide guidance if needed.

Delegate agencies are responsible for developing an ERSEA individualized Plan by December 10, 2021. The plan will consist of detailed outreach efforts to recruit at the CareerSource, Department of Children and Families, Miami-Dade Public Housing Units, agencies that serve children with disabilities, pregnant women, infants and toddlers. Each delegate agency will submit a copy of the agency-specific ERSEA Recruitment and Enrollment Plan to the grantee.

**ELIGIBILITY**

Miami-Dade County Head Start/Early Head Start Program considers age, income and disability as the standard eligibility requirements. In addition, other factors are considered to determine eligibility as determined by our Community Assessment data. We provide language translation to families and make multiple means of communication available. The Federal Poverty Guidelines (Attachment) from Health and Human Services (HHS) and a copy of the Selection Criteria (Attachment) indicating the points for each social factor must be prominently displayed or provided to parents and families. Applications are provided throughout the program year. No parent will be denied access to an application at any time.

All families interested in enrolling their child, must have an in-person interview with the Social Services staff or during pandemic and/or shut-down of county a telephone/virtual interview can be used. The Preliminary Application Request Log is kept at each center so parents can leave their contact information for staff to call or email them to schedule the interview. Parents are directed to call or visit the Head Start/Early Head Start site that interest them to begin the application process. Parents receive an application, registration requirements, and a list of Head Start/Early Head Start center's addresses and phone numbers. Applications, a list of Head Start Centers and access to our Head Start/EHS Online Application may also be found on the Miami-Dade County's Portal at: [www.miamidade.gov/headstart](http://www.miamidade.gov/headstart)

All efforts will focus on enrolling children who meet the established Federal Poverty income guidelines. Since Head Start/Early Head Start recognizes that other factors impact the “neediest of the needy”, some over-income applications will be considered. **Approved applications of children whose families’ income exceed the Federal Poverty Guideline will not be enrolled until children who meet the income guideline have been enrolled.** *All over income applications must be approved by the Head Start/Early Head Start ERSEA Coordinator and the CAHSD Assistant Director, including children who have a diagnosed disability and children who are transitioning from Early Head Start to Head Start Program.*

### **Head Start Age Requirement**

- a) For Head Start, a child must be at least three years old and not five years on September 1<sup>st</sup> of the new school year and;
- b) Be no older than the age required to attend school.
- c) If a child turns 3 years old on or before 12/31 of the current school year the child will be eligible for the Head Start program on his/her actual 3<sup>rd</sup> birthday;
- d) The enrollment for the children whose birthday is after 12/31 of the current school year will be determined on a case by case basis. This determination will account for child’s developmental level, health & disability status, family circumstances and the availability and appropriateness of Head Start for the particular child.

### **Early Head Start Age Requirement**

For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or toddler who is younger than three years old. There is no age requirement for a pregnant woman.

**After the pregnant woman delivers her baby**, the infant will be ready for transitioning into an Early Head Start when the following milestones occurs:

- the newborn is at least two (2) months old and;
- the infant completes his/her first well-baby check, including initial vaccines and;
- The EHS application was submitted and the family was determined to be eligible for continued services in an EHS Center-based or Home-based program.

### **Eligibility Determination**

#### **1. The family’s income is equal to or under the Poverty Guidelines:**

Federal poverty guidelines from the Health and Human Services are the mandated income guidelines. They are updated annually and available through the Federal Register (typically at the end of January each year). The social service staff will receive a copy of the updated income guidelines as it becomes available.

Income verification & determination requires the examination of any and all of the following documents: Individual Income tax form 1040, W-2 forms, pay stubs, pay envelopes, written statements from parent’s employer on company letterhead, child support letters, notarized statements and documentation showing current status as recipients of public assistance (such as, TANF, SSI, Social Security), railroad retirement payments from unemployment compensation, veteran benefits, alimony, court-ordered child support, military allotments, private pensions, college or university scholarships, grants or fellowships, net gambling and lottery winnings.

Income does not include *undocumented* support by someone else, food stamps benefits, capital gains, gifts, loans, tax refunds, lump sum inheritances, one time insurance payments, compensation of injury, or non-cash benefits.

#### **2. If a family is receiving TANF and/or SSI, they are income eligible because they meet the definition of a low-income family.**

3. **If the family is homeless, defined by the McKinney-Vento Act**, they are considered categorically eligible for Head Start/EHS.
4. **If the child is in foster care** they are considered categorically eligible for Head Start/EHS.

During the eligibility process, program staff must conduct an in-person interview with each family to verify age, income and residency requirements as well as create an eligibility determination record. [As per HSPPS Final Rule 1302.12 (a) (iii)].

*Due to the COVID-19 Pandemic we were forced to change/adjust how we connect with parents and had to figure out how to retrieve the eligibility documents from them, when we were working from home:*

- ✓ Telephone interview
- ✓ Use of Virtual platforms: Whatsapp, Facetime, google duo, Zoom, etc.
- ✓ Emailing documents and using digital signatures

**This in-person/telephone interview must be documented in ChildPlus eligibility notes in the enrollment module. Health Information letter will be given to parents at this time.**

## **Eligibility Verification**

### **Family Definition** (1305.2 Definitions & Terms)

For the purpose of Head Start/EHS eligibility, family is defined as follows:

1. All persons living in the same household who are supported by the income of the parent(s) or legal guardian(s) of the child enrolling or participating in the program; and
2. Related to the parent(s) or guardian(s) by blood, marriage or adoption; or
3. The child's authorized caregiver or responsible party.

**All families will have eligibility verified by the HS/EHS social service staff, the following procedures must be used to determine, verify & document eligibility:**

1. **If the family has income, ask for the most recent 1040 or W-2 statements. If these are not available, request other sources of income documentation, such as pay stubs or an employer statement letter for the previous 12 months or last calendar year.**
  - a. Determine the correct pay period – weekly, bi-weekly, semi-monthly, or monthly.
  - b. Calculate the income to determine monthly salary as follows:
    - 2 times a month pay – pay x 24
    - Bi-weekly pay – pay x 26
    - Weekly pay – pay x 52
2. **If a family is receiving TANF and/or SSI, they are income eligible because they meet the definition of a low-income family. Ask the family for their TANF or SSI printout that verifies the family's receipt of services and benefits.**
3. **If the family is homeless, request a shelter/community agency documentation or if family is reporting homelessness by self-declaration, request a letter from parent.**
4. **If the child is in foster care, ask for court-order or foster care agency documents.**
5. **The key is to have a conversation with the family. You want to be able to accurately determine their income status.**
6. **The Third Party Consent form is a resource you can use for further documentation for verifying income. When a family states that they do not have income (zero Income) the social service staff must ask some of the following questions:**

- How do you pay for your expenses?
- Does someone else give you money regularly?
- Do you receive court-mandated child support?
- Can you get a statement from \_\_\_\_\_ verifying your income status?
- Can you get a statement from the unemployment office?
- Can you complete a HS/EHS Zero Income Certification form?

The relevant period of time to be considered for eligibility is either the twelve months immediately preceding the month in which the application for enrollment was submitted, or the last calendar year immediately preceding the calendar year in which the application was submitted; whichever more accurately reflects the family's current needs.

### **Staff Signature**

The child's age and family income must be verified by the social services and administrative staff before the child is deemed eligible to participate in the program. The eligibility verification form (page 4) is complete when all items are completed, checked and signed by the appropriate staff persons. All completed applications must be entered in ChildPlus.

### **Application Process**

Parents will complete and submit one (1) HS/EHS application with all supporting documents to the center of their choice or access the Online Application process through the Miami-Dade County HS/EHS portal at: [www.miamidade.gov/headstart](http://www.miamidade.gov/headstart)

The following must be discussed during in-person or telephone eligibility interview:

- Parents will be advised that the selection process is based on families who have the greatest needs by points, generated systematically from the Selection Criteria integrated in our client information data system (ChildPlus).
- Parents should be informed that it is important for them to maintain their current contact information with the center staff to address any questions as they occur. The families will be informed of the status of their acceptance in the program beginning in May/June 2022 through an initial phone call and then a formal letter from center staff.
- Parents will be asked to read and sign on the designated line verifying that the information and documentation provided with the application is true and that all the parent/and or legal guardian(s) income was reported. Reiterate to parents/guardians that deliberate misrepresentation of any information submitted may be subject to the termination of the child from the program and could have legal consequences for the parent/guardian.

### **New Application**

Once a new application is returned the staff will:

- Carefully review the application to ensure age, income eligibility, residency and disability verification was included.
- Ensure information such as custody, guardianship, homelessness or foster child documentation is included, if appropriate.
- Ensure information on family benefits such as TANF, SSI, SNAP, childcare subsidy (ELC), medical/dental home and insurance is included, if appropriate.
- Obtain any other needed information from the parent to ensure there is a complete application. (Health, Nutrition, Disability and Mental Health documents)

- Complete page 4 – Eligibility Determination Form with dated signatures of social services and administrative staff.
- Enter application into ChildPlus system.

**Please note:**

- Children transitioning from Early Head Start to Head Start are required to submit a new application and a new eligibility determination form must be completed by staff before being accepted/selected.
- Before entering their third year in Head Start the **family's income** must be re-verified. If family is determined to be over the poverty guidelines the over-income process must be followed before the child can be accepted/selected (page 10)

## **Updating Returning Children Application**

We continue to serve children who have been enrolled the previous year except in rare cases where there is a compelling reason to not serve the family.

- Social service staff will review and update the information on the application and review any other information on the child or family. (eg: DCF-Influenza and DCF Enrollment application forms must be completed annually in August.)
- Obtain updated immunization information and medical information as appropriate. Returning families will receive a Returning Letter, by February 25, 2022 to confirm their continued interest in remaining in their present center or transferring to another facility.
- All Transfer/Transition Request Forms must be forwarded to the receiving center by April 27, 2022.
- During the interview with the returning parents, staff will discuss the benefits of their child remaining in the program for the upcoming school year. Special emphasis will be placed on retaining families who have children with a diagnosed disability. Staff will also stress the importance of the Voluntary Prekindergarten Education Program (VPK) services which are available in the Head Start program.

## **Voluntary Prekindergarten (VPK) Certificates**

Parents of four year olds (must be 4 years old by September 1<sup>st</sup>, 2021) will be encouraged to register for the VPK Certificates from the Early Learning Coalition for the upcoming school year. Documentation required to apply for the VPK Program includes proof of the child's age and Miami-Dade County residency. Efforts will be made by staff to assist the parents in securing the certificate, including arranging registration at their center.

***Remember that VPK Registration is voluntary and parents' choice, as to when they use it.***

## **RECRUITMENT**

The recruitment area for Miami-Dade County Head Start/Early Head Start program is defined as Miami-Dade County. Recruitment is the systematic approach the program engages in to identify families whose children are eligible for our services, and to inform them about our program and services. **The number of children to be recruited will be greater than funded enrollment.**

- The number to be recruited is determined by examining how many children dropped during the year, how many children are returning, and how many children transitioned to another program. The program decides how many applications are needed based on the data that is examined.
- Delegate agency and CCP staff are required to conduct onsite outreach efforts at Public Housing facilities, Florida Department of Children and Families, CareerSource and agencies that serve special needs children. In addition, recruitment will occur at private schools, clinics, hospitals, churches, local businesses, to inform their representatives about enrollment opportunities.
- The Grantee ERSEA Coordinator, Disability Specialists and Delegate agency and CCP staff will coordinate with agencies that serve children with disabilities to recruit children with a Miami-Dade County Public School Individualized Education Plan (IEP) or from the Early Steps Programs for infants and toddlers with an Individualized Family Support Plan (IFSP). The Grantee staff will provide referrals from the Early Steps Programs and Miami-Dade County Public School ESE to the center(s) of the parent's choice or in close proximity to the child's home.

## **Recruitment Strategies for Success**

The following recruitment strategies will be used but are not limited to:

- Make certain your agency and services are known in your community
- Create eye-catching and informative flyers, brochures and posters for your agency
- Ask parents to spread the word to other parents, and interested parties
- Set up displays or presentation at community events, health fairs, etc.
- Attend the birth to 2 transition meetings
- Distribute and Post flyers, posters at community locations
- Set up brochures at medical offices
- Partner with other delegate agencies to conduct joint recruitment efforts
- Door to door campaign
- Social Media (Facebook, Twitter, Instagram, Snapchat, etc.)
- Families are able to access the Head Start application & registration requirements via the Miami-Dade County Portal 24 hours daily. [www.miamidade.gov/headstart](http://www.miamidade.gov/headstart)
- See full list of recruitment strategies – page (27)

## **Recruitment Verification Form**

The Recruitment Verification form will be used by all program staff during outreach activities to track outreach efforts. Community representatives that informally meet with program staff will be encouraged to sign the recruitment verification form. These forms will be maintained on site in a folder for each center. As part of these community outreach efforts, each Agency Recruitment Flyer will be distributed and posted throughout the neighborhoods surrounding the centers on a continuum basis.

Former and current Head Start/Early Head Start parents will be encouraged to assist in the recruitment efforts. Parents can assist in distributing flyers in the community and by sharing their positive experiences with other parents that may be interested.

## **Recruitment Goals of Disability Services**

Miami-Dade County Community Action and Human Services Department Head Start/Early Head Start Program is committed to providing quality early childhood education for all children including children with disabilities. It is our goal to serve children with disabilities in the most inclusive environments possible. To meet this goal, all Head Start preschool and Early Head Start Infant toddler rooms are fully inclusive environments. The Selection Criteria that regulate the prioritization of the selection of children, includes weighted points for children receiving special education services (IEP or IFSP).

## **Funded Enrollment and mandated 10% of children with Disabilities Requirements**

During the 2021-2022 program year, the seventeen delegate agencies and eleven (11) childcare providers will serve at least 6310 preschool children, 446 infants and toddlers, 240 EHS-Child Care Partnership and 552 EHS-CCP Expansion slots. (Total through three grants: **7548**)

The total number of children with disabilities to be enrolled in **HS/EHS Base Grant** is as follows:

Delegate Agency	HS Funded Enrollment	HS 10% Disability Enrollment	EHS Funded Enrollment	EHS 10% Disability Enrollment
Allapattah	77	8	--	--
Catholic Charities	1275	128	--	--
Centro Mater	526	53	70	7
Easter Seals	480	48	8	1
FCAA	432	43	24	3
Haitian Youth	175	9	32	4
KIDCO	250	29	32	4
Ladow	80	8	16	2
LeJardin	480	48	--	--
MDCPS	1535	151	192	19
O'Farrill	242	24	8	1
Our Little Ones	118	12	--	--
Paradise Christian	180	19	--	--
St. Albans	170	17	--	--
Sunflower	40	4	--	--
United Way	30	3	32	4
YWCA	220	22	32	4
<b>Total Numbers</b>	<b>6310</b>	<b>633</b>	<b>446</b>	<b>49</b>

EHS-Child Care Partnership Program (CCP)	Funded Enrollment	Disability 10% Enrollment	ELC Child Care Subsidy 25% Enrollment
<b>Total Numbers</b>	<b>240</b>	<b>24</b>	<b>60</b>

EHS-Child Care Partnership Expansion	Funded Enrollment	Disability 10% Enrollment	ELC Child Care Subsidy 25% Enrollment
<b>Total Numbers</b>	<b>552</b>	<b>56</b>	<b>138</b>

Through a partnership with the Early Steps programs (Part C agencies), as well as Miami-Dade County Public Schools (M-DCPS) Pre-K ESE (LEA) and Florida Diagnostic Learning Resource System-South (FDLRS) Child Find, children with disabilities are referred to Head Start/Early Head Start for placement. Children referred have a range of disabilities including more severe disabilities. In past years we have served children with spina bifida, cerebral palsy, Down syndrome, cancer, muscular dystrophy, autism and mental retardation.

### Recruitment of children with Disabilities

- In addition to the referrals from Early Steps and M-DCPS, active recruitment efforts, will also include parent transition information meetings at several agencies serving infants and toddlers with disabilities. These include ARC, UCP, Easter Seals, the Debbie School and the Linda Ray Intervention Center.
- All outreach information and flyers contain statements regarding Head Start/Early Head Start's willingness to serve children with disabilities.
- Our contracted therapy/evaluation providers are also sources of referrals and actively promote the inclusiveness of the Head Start/Early Head Start program.
- Head Start staff persons serve on interagency committees addressing the needs of children with disabilities. These networking partnerships are additional sources of referrals and will be conducted by disabilities coordinators in collaboration with social services staff.

The chart below outlines the recruitment efforts to address the 10% mandate of enrolling children with and IEP or IFSP.

<b>Dates</b>	<b>Recruitment and Enrollment Efforts</b>
October 2021 – July 2022	Continue to contact B-2 agencies for referrals and distribute to staff.
October 2021	Grantee Disability and Education Specialists Meeting to review results of screening logs and provide feedback to Delegate Agencies if required
October 2021	Update CAHSD website to include recruitment and service delivery to children with disabilities
October 27, 2021	FCE/ERSEA Quarterly Training/Meeting
November 2021 - June 2022	Review ChildPlus 2125 of newly enrolled children to ensure entry dates are accurate, and 3015 to assess the completion of developmental screenings.
November 2021 - March 2022	Individualized meetings will be conducted with Delegates who have not met the 10% disabilities numbers. Focus on screening results and ChildPlus Reports.
January 2022	Assess the total number of children with disabilities Mid-Point to evaluate the 10% disability mandate
January 22 – May 10, 2022	Open Recruitment Period
February - March 2022	Contact B-2 agencies for upcoming parent orientation meeting dates.
February 2022 - July 2022	Distribution and processing of Head Start enrollment application from B-2 agencies to the Delegate agencies.
March - April 2022	Communicate with and conduct on-site visits to B-2 agencies for additional referrals.
March 2022	Collaborate with Federally Qualified Health Centers in reference to Head Start referrals for children identified with developmental delays or behavioral concerns, suspected or diagnosed with a disability
March 2022	Collaborate with Switchboard of Miami - Help Me Grow Florida (HMG) for referrals for children that they have identified as being at risk of developmental or behavioral disabilities
March 2022	Schedule to attend B-2 Parent Orientation Meetings- ARC-Kendall, ARC- Florida City, Debbie School, Linda Ray Intervention Center, and UCP
March 2022	Site visits to Pre-K ESE classrooms to elicit enrollment of existing children in the ½ day programs to the Head Start program
March 2022	Telephone calls and e-mails to Speech & Language Pathologists to elicit enrollment of children receiving therapy to the Head Start program
April 2022 - July 2022	Distribution and processing of Head Start enrollment applications from B-2 agencies to the Delegate agencies, including follow-up
May 13, 2022	Open Recruitment ends. Prioritize and Assign Children to classroom

Dates	Recruitment and Enrollment Efforts
June 2022 - July 2022	Conduct preliminary electronic folder audit of delegate and CCP agencies to identify children with suspected and diagnosed disability
July 2022	Conduct individualized trainings with delegate agencies who did not meet the 10% mandate with emphasis on identifying children with disabilities
August 2022	Provide trainings to service area staff on the completion of the FDLRS and Early Steps referral packets, Roles and Responsibilities of the Disability Coordinators; and Surviving the first 45 days with a special emphasis on Disability Recruitment.
August 2022	Conduct Site visits to Pre-K ESE classrooms to elicit enrollment of existing children in the ½ day programs to Head Start after school starts
August 2022	Conduct telephone calls and e-mails to MDCPS Pre-K SPED Speech & Language Pathologists to elicit enrollment of children receiving therapy to the Head Start program.
August 2022 – July 2023	Provide B-2 programs, FDLRS, Help Me Grow, and other agencies that serve children with special needs a list of the vacant slots bi-monthly or as needed.

### **Placement options:**

Children with disabilities are placed in inclusive classrooms within the Head Start/EHS program. All program classrooms are inclusive. Children with disabilities have spectrum of service options based on their IEP/IFSP.

- Full time HS/EHS services with a “consultative” model in which the MDCPS ESE teacher will provide 2 hours/month of strategies to the Head Start teacher to meet the individual needs addressed by the IEP.
- Full time HS/EHS services with 60 minutes/week of walk-in services from MDCPS. This is usually speech/language therapy provided at an MDCPS school site. Head Start provides a bus and a staff to accompany the child to therapy usually one hour per week as authorized on the MDCPS IEP.
- Part day HS/EHS services with daily 2½ hours/day services from MDCPS. This will be either a ½-day speech/language program, ½-day LEAP (autism) or a ½-day reverse mainstream classroom provided by MDCPS. MDCPS provides bus transportation to and from the Head Start site. Head Start provides an inclusive educational environment to support the child’s IEP. Center staff will escort the child to the bus and meet the bus upon return. Head Start classroom objectives focus on the individualized needs addressed by the IEP/IFSP.
- Part day Head Start/EHS services for a child with significant medical issues regarding stamina and endurance. Examples of Health Impairments which may need part day or part time placement could include leukemia, some metabolic disorders, etc. Need for part time/part day services will be determined by the child’s physician and reviewed by the Disability and Health Coordinators. A Health Care Plan will be written and included as part of the IEP. Adaptations to the learning environment will be made as needed to ensure the child’s maximum benefit from the learning environment. Individualized home learning activities are developed for the family when extended absence from school is needed due to medical condition.

### **SELECTION**

Selection is the systematic process used to review all applications for the Head Start/Early Head Start services and to identify those children and families that are to be accepted for enrollment in the program. Parents will submit their application with the required supporting documentation to the social service staff who records the

submission date on the Preliminary Application Request Log. Staff will carefully review the application again to make sure age, income, residency and disability verification is attached to the application.

## **SELECTION CRITERIA**

The selection criterion defines the type of children and families who will be given priority for participation in the program. The criteria are fair and unbiased and are aimed at selecting the neediest children and families. All children and families will be screened and selected using the approved selection criteria.

Our program enters all applications into the ChildPlus data management system. ChildPlus will rank and select the children based on the selection criteria that is developed by the program and approved by the Policy Council. Staff generates the 2025 Enrollment Priority Listing for all applications with verified proof of age, residency and type of eligibility by May 21, 2022.

## **ChildPlus 2025 - Enrollment Priority Report**

The ChildPlus 2025 Enrollment Priority Listing Report will rank the applications based on the highest to lowest points received by each family starting May 16, 2022. If two or more families receive the same number of points, the family with the lowest percentage of income based on the poverty guidelines will be given priority. Children who have been court-ordered into the program will receive priority for placement to comply with legal requirements.

In order to meet the mandated 10% enrollment of children with disabilities, all centers must reserve the necessary slots for children with a current IEP for Head Start or IFSP for Early Head Start until July 31, 2022. The ERSEA Coordinator will authorize filling all vacancies after reviewing the referrals from the Early Steps and FDLRS program to ensure that every possible effort have been made to enroll children with disabilities. Delegate Agencies are responsible for making every effort to retain all returning children with disabilities and conducting outreach to agencies that serve children with disabilities.

## **Selection/Orientation Letter**

Once the child is found to be eligible for the program the family will be notified of their initial selection status for enrollment by mail or in-person with a Selection Letter (Attachment I) starting May 18, 2022. The social worker will send a Selection/Orientation letter to the family congratulating them on their child's selection/acceptance to the program. The letter will contain at least the following:

- The date of the first day of class for the child
- The center name, location, hours and phone number
- The date(s) for the Parent Orientation
- The name of the Center Director, Social Service Staff

During the school year when vacancies must be filled social services staff will use a selection letter without the Orientation Meeting information to notify them that their child has been selected and accepted into the program. Orientation for these families will be held on an individual basis.

The social services staff will review enrollment process to include: health requirements, HIPPA, DCF Child Care Application for Enrollment (emergency contact), consents and agreement forms. The selected children must have a current physical and up-to-date immunization prior to starting school. However, it is important to note, that children cannot be denied access to Head Start/Early Head Start services if these requirements are not met.

The social service staff will assist families without a medical home, to apply for Medicaid, Florida Kid Care, and/or Affordable Health Care Act if they qualify or to locate the nearest public or private clinics. Families that do not qualify for any state public insurance and cannot afford to pay for the required health exams must be referred to the Miami-Dade County CAHSD Head Start/EHS Health Coordinator. A copy of the referral to the health clinic and the child's outcome must be filed in the folder.

## **Non-Selection Letter**

A Non-Selection letter should be sent to parents by June 17, 2022 when there are no available openings remaining. Information will also be provided regarding how the selection process occurs. These families will be

placed on the waiting list. Prior to sending this letter staff must determine if there are vacancies at any surrounding centers and offer the options to parents. Social service staff will review ChildPlus reports of families on the wait list and make contact with families of available openings.

## **Over-Income Applicant Process**

All over income applications must be approved by the Grantee ERSEA Coordinator and the Head Start/Early Head Start Director/CAHSD Assistant Director, including children who have a diagnosed disability and children who are transitioning from Early Head Start to Head Start.

- The Social Worker will prepare the Over-Income Justification Request Form and written justification on families whose income exceeds the Federal Poverty Guidelines.
- The Over-Income Justification Form must be signed by the Center Director/Administrator, social service staff and parent/guardian at the center level.
- Staff must email the Over-Income Justification Request Form with a letter written from social services staff advocating for this family, and a hardship justification letter from family detailing the family circumstances and supporting documentation (hospital bills, utilities bills, mortgage/rental notice, bankruptcy, foreclosure or other outstanding bills).
- A copy of the request should be kept until the approval process is completed and request is approved for child to be enrollment.
- The ERSEA Coordinator will review and approve the Over-Income Justification Form and forward the documentation to the Head Start/Early Head Start Director/CAHSD Assistant Director for either final approval or disapproval.
- The Grantee ERSEA Coordinator will upload and maintain the original signed approved OI Justification form into ChildPlus in the child's electronic folder. The ERSEA Specialist will monitor the Over-income Reports in ChildPlus to ensure compliance.

**REMINDER:** Approved applications of children whose families' income exceed the Federal Poverty Guideline will not be enrolled until all children who meet the income guideline or are categorically eligible have been selected.

## **ENROLLMENT**

Enrollment is the official acceptance of a family by Miami-Dade County Head Start/Early Head Start Program and the completion of all procedures necessary for a child and family to begin receiving services.

We continue to serve children who have been enrolled the previous year except in rare cases where there is a compelling reason not to serve the family. Social service staff will review and update the information on the application and review any other information on the child or family.

*A transfer request continues to receive priority for placement during the open recruitment period and throughout the program year.*

## **Maintain Full Enrollment**

Miami-Dade County Head Start/Early Head Start Program will strive to maintain full enrollment at all times. Vacancies are declared according to the procedure outlined in the Attendance section regarding drop/termination. The delegate agencies will fill all vacancies within 30 calendar days with a child from the ranked ready waiting list.

## **Eligibility Duration**

For Head Start, if a child is determined eligible and is participating in the program, he or she will remain eligible through the end of the succeeding program year. For children enrolling in the Head Start program for the third year, family's income and proof of Miami-Dade County residency must be verified at the end of the second year enrollment period.

For Early Head Start, if a child or pregnant woman is determined eligible and is participating in the program, he or she will remain eligible throughout the time the child/pregnant woman is enrolled in the program.

## **Wait List**

Delegate agencies staff will send letters to all families with age eligible children listed in ChildPlus Wait List Report and Preliminary Application Request log Form to confirm their continued interests in the program by December 17, 2022. The waiting list is utilized throughout the year and reflects all parents who have submitted the required documentation. All children with waiting list applications must be entered into ChildPlus and scored according to the established Selection Criteria. Each center will make every effort to maintain on a tangible waitlist. Recruitment efforts will be conducted throughout the program year. However, these activities will take place in conjunction with other tasks that must be completed to ensure compliance with the Performance Standards. Placement from the waiting list should include placement of children with disabilities.

## **Wait List Letter**

Each family on the waiting list will be contacted by telephone or mail on a regular basis concerning their continued interest in the Head Start/Early Head Start program. Parents of children on the waiting list will be asked to bring updated medical documentation as needed. All information included with the application will be maintained in a confidential manner.

Families placed on the waiting lists will be contacted for placement from centers with immediate openings. If a family is no longer interested, their child's name should be changed to "new" status in ChildPlus. All contact efforts must be documented in the Enrollment Comment Section 2 in ChildPlus. If there is no response, a case note of all efforts to contact the family will be documented in ChildPlus and a Quarterly Wait List letter (Attachment M) will be mailed. The ERSEA Advocates will review ChildPlus reports to ensure timely placement and offer options of available placement if needed.

## **Preliminary Application Request (Inquiry) Log**

Throughout the year, should the waiting list becomes depleted, parents will be contacted from the Preliminary Application Request Log (Attachment D) to come in and finalize the Head Start application process. Parents will also be asked to select centers that they are interested in enrolling their child based on space availabilities. As is customary, parents will also be given information to contact the Early Learning Coalition at (305) 646-7220, or call 211 and 311 for other possible childcare options. Parents will also be requested to check on the status of their application periodically and provide current contact information. The ERSEA Advocates will monitor the Preliminary Application logs during site visits.

## **Transfer Request(s)**

Parents will be eligible to make a transfer request to the Social Service Staff after the child has started school. No transfer requests will be granted during the first week of entering the program. Children enrolled in the Home-based program will be eligible for a transfer at the end of the program year or when deemed necessary. Transfers will receive priority attention during the recruitment period and throughout the program year. Placements will be based on the date indicated on the transfer request form date and information entered in ChildPlus.

The Transfer/Transition Request form (Attachment H) will be completed by the parent and social service staff and forwarded to the centers requested by the parent. The parents will make a selection of up to three centers; this will increase their chances of a transfer closer to their home or community. The completed transfer/transition request form can be scanned in the individual child's ChildPlus enrollment module.

Transfer folders will be reviewed by the center administrator prior to being transferred. The agency in which the child is transferring from will ensure all 45-day mandated screening documents are included in the child's folder if the child has been enrolled for 21 calendar days. Both the initiating and receiving centers must contact the Information Technology Unit by e-mail and/or telephone prior to the child's folders being transferred to the new location. The receiving center will contact the family to advise them of the status of their placement and/or transfer date.

## **Returning Children Transfer**

The Returning letter (Attachment G) for returning children requesting a transfer will include the new location and Parent Orientation information. The returning children records will be transferred to the new center by June 14, 2022 for Head Start and August 2, 2022 for Early Head Start. Transfers will receive priority attention during the recruitment period and throughout the program year. Placements will be based on the date indicated on the transfer request form. The letter for returning children requesting a transfer for the new school year will include a letter inviting them to the Parent Orientation or related activities.

Transfer requests will be honored as long as the folder contains their current medical, educational, developmental, attendance and current Family Partnership Agreement. Parents that have evidence that they participated in a Head Start/Early Head Start Program in another county or state will receive assistance for placement. The ERSEA Advocates will review ChildPlus reports to ensure timely placement and offer option of available placement if needed.

## **Entering Transfer Requests in ChildPlus**

- Enter the transfer request information in the Family Application module in ChildPlus under the area labeled Transfer.
- Add a note in Enrollment Notes to describe the initial transfer request information and document the reason for the request along with the centers being requested
- Document that the transfer request has been initiated and forwarded to the appropriate centers.
- Scan the transfer request into ChildPlus.
- Ensure the integrity of the child's folder with up-to-date information including medical/dental records, current IFSP and Family Assessment, current case notes, and current educational assessments and home visits.
- Receiving center must notify the ChildPlus administrators via email to transfer the child's new center in the specified classroom name.

## **Early Head Start Transitions Home/Center-Based & Child Care Partners**

EHS transition meetings will be held six months prior to the child's 3<sup>rd</sup> birthday. A Head Start application must be completed for EHS children transitioning into Head Start and income re-verified. During the Transition Meetings or prior to the children entering the Head Start Program the family income eligibility must be determined by the Head Start Social Worker. An EHS Transition Request form (Attachment H) will be completed and forwarded to the staff of the HS center requested by the parents. At that time the parent will select three centers of their choice for placement, if there is no HS on site. A transition request must be sent to the centers requested by the parent and scanned in the enrollment module

Children transitioning from Early Head Start will be sent a selection letter based on eligibility and available openings. The Head Start Social Service staff must ensure that these families meet the income requirements before sending an eligibility letter to the transitioning families by May 12, 2021. All Over-income applications must be reviewed and approved by the ERSEA Coordinator and approved by the HS/EHS Director, prior to accepting the child in Head Start. The selection letter for children transitioning from Early Head Start into Head Start for the new school year will include a letter inviting them to the Parent Orientation or related activities.

## **ATTENDANCE**

In order for children to benefit from our services it is imperative that they attend the Head Start/Early Head Start classes in a consistent manner. Within the first 60 days of program operation and on-going thereafter the social services staff will complete an analysis that will include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur consecutively or in a sporadic manner. We will maintain a monthly average daily attendance rate of at least 85%. If the center falls below 85% the appropriate staff will submit a report with the analysis and identify any systemic issues that contribute to the center's absentee rate. The social service staff will:

- Check the attendance roster of the families assigned to her/him for absenteeism **daily**.
- If there has been no contact from the parents and the child is unexpectedly absent, the social services or other identified staff must attempt to contact the parent within an hour of program start time or family's usual arrival time to ensure the child's well-being.
- Assist the family if the absences are due to family crisis, transportation or other family issues, and document the provided services in the child's ChildPlus record.
- Make a home visit if the parent cannot be reached by phone, document the visit and enter the outcome in ChildPlus.
- Communicate with other staff members as appropriate.
- The Delegate Agency social service or appropriate staff will send the completed ADA 85% below form to their assigned ERSEA staff by the 3rd of each.

### **Chronic Absenteeism**

When the absenteeism has been deemed chronic the social service staff will do the following:

- Document all attempts at contacting the family if applicable in ChildPlus.
- Contact with the family should focus on determining the reasons for the absenteeism and assisting the family.
- Document all conversations about attendance with family if applicable in ChildPlus.
- Recommend declaring a vacancy to the Administrator/Manager.
- Upon notification of terminating the child's slot, send a letter to the family either through regular or certified mail.
- Discuss an attendance plan with parent if and when the child returns to the center.

### **No Shows**

It is essential that staff documents all attempts made to contact the families of children who have not shown for 1 to 3 days of school starting. All efforts made to contact the families by means of the telephone, e-mail, home visits or U.S. Mail must be documented in ChildPlus. Children will be considered a no show and will receive a No-show letter (Attachment O), if they have five consecutive unexcused absences from the beginning of the school year and have not communicated with the center.

The social service staff and administrative staff must review the enrollment status of each child entering and withdrawing from the program to ensure the accuracy of the data. If staff is experiencing difficulty with the ChildPlus system, they will contact their ChildPlus Administrator for technical assistance. The ERSEA Advocates will monitor ChildPlus reports to ensure timely replacement of children who have not reported to school within 5 days of school starting. No shows should not have any attendance data and when dropped in ChildPlus staff must indicate that child was a no show/dot not count on PIR.

### **No Fees for Head Start /Early Head Start Services**

Miami-Dade County Head Start/Early Head Start Programs must not charge any fees for participation in the programs. Under no circumstances shall a Head Start program solicit, encourage, or in any other way a child's enrollment or participation in the program based upon the payment of a fee.

### **Communication with Parents (transportation) 1303.75**

Staff will be clear to all prospective families in their program's recruitment announcements and written materials that transportation will be provided only to children with an Individualized Education Plan from Miami-Dade County Public Schools receiving a prescribed treatment or therapy as addressed in their IEP or to a specialist arranged by the Program

### **Screening Process**

#### **Developmental, sensory, and behavior screening**

Delegate Agencies must perform or obtain vision, hearing, speech/language, behavioral, and developmental screenings within the first 45 days of enrollment for all children. Screening is done for all children annually. Delegates will conduct or obtain the following screenings:

Screenings	Responsible	Alternate Responsible Staff
Vision	By child's medical provider	By the teacher or Health specialist if not done by child's medical provider
Hearing	By child's medical provider	By the teacher or Health specialist if not done by child's medical provider
Speech Development (PLS-5 for HS)	Head Start teaching team	By the teacher or trained grantee or delegate staff.
Developmental Assessment (ACUSCREEN for HS)	Head Start teaching team	N/A
Behavioral & Social/Emotional (e-DECA for HS) (ASQ-SE2 for EHS)	Head Start or Early Head Start teaching team	N/A
Developmental skills (ASQ-3 for EHS)	Early Head Start teaching team	N/A

Sensory screens (vision and hearing), for preschooler are usually conducted by the child's medical provider as part of the physical exam. Trained Head Start staff will conduct vision and hearing screening for children when the child's medical provider has not done one. Re-screening is provided for children who demonstrate concerns.

A developmental screening using an age appropriate instrument is conducted to assess motor, language, social, cognitive perspective and emotional skills. The instrument, ACUSCREEN, was chosen because it is linguistically and culturally appropriate. ACUSCREEN is an observation based screening tool directly linked to the Galileo Developmental Assessment. Teachers plan prescribed activities to ensure that opportunity is provided to observe all of the skill items on the ACUCREEN. Screening data is entered into the Galileo Assessment system and reports are generated for each child. The Galileo assessment system calculates the child's developmental scores based on age and performance. The ACUSCREEN assigns ratings of No Developmental Concern, Mild Developmental Concern, Moderate Developmental Concern and Severe Developmental Concern.

Infants and toddlers (age 0-36 months) are screened using the ASQ-3 instrument, which is an age-appropriate, developmental, sensory and language-screening instrument. The ASQ-3 is completed through interviews with the parent/primary caregiver and observations of the children.

Head Start classroom staff screen Preschoolers (ages 3-5) by using the Devereux Early Childhood Assessment (DECA) Behavior Screening Tool. The DECA is administered in both English and Spanish. Results of the DECA are analyzed by mental health professionals in consultation with staff and information is shared with disability services. The e-DECA is completed on-line, with reports generated for each child as well as classroom reports. Data can be analyzed immediately.

Infant and toddler (EHS) mental health is addressed through the ASQ-SE2, which addresses the child's social emotional development. Classroom observation by the mental health professional, in consultation with education services staff, supplements the ASQ-SE2 data. The ASQ-SE2 is completed on-line, with reports generated for each child as well as classroom reports. Data can be analyzed immediately.

## Screening follow-up

- Results of the screening (infant/toddlers and preschool): vision, hearing, ASQ-3 (developmental) and ASQ-SE (social-emotional) are recorded in ChildPlus database Health Module by the delegate or grantee staff. To ensure that 45 day screening for the delegate/CCP sites are completed within the 45 day mandated screening period; Curriculum Support staff will print ChildPlus Health Requirement Report #3015 no later than five school days after completion of the screen period. For newly enrolled children, Curriculum Support staff will review ChildPlus Health Requirement Report

#3015 for completion. Disability and Mental Health Services staff will analyze and follow-up. Delegate/CCP disability staff will analyze their sites' data and provide follow-up as needed.

- Results of the ASQ-3 screen -- Early Head Start are recorded on the EHS Screening Log Form. Scoring is "Strength" (skills above age level), "No concern" (skills at age level), and "Concern" (skills below age level). Scores are recorded for the following developmental areas: Personal/ Social, Fine Motor/Adaptive, Language, Gross Motor, Behavior, Sensory (Hearing & Vision). The EHS Screening Log Form is forwarded to Education Unit and the Disability Services Coordinator who will jointly analyze the data and develop follow-up strategies as needed.
- Disabilities coordinators, in collaboration with education, health and mental health coordinators, as appropriate, will consult on the findings with classroom staff and parents. An Internal Referral Form is completed by classroom or social services staff, if needed.

Children will be considered to have a concern if:

### **Preschool**

- They fail the PLS-5 and the ACUSCREEN; or
- They fail the PLS-5 and the parent has expressed a concern.

### **Early Head Start**

Concern noted (below age level) in any of the six (6) developmental areas of the ASQ-3: Personal/Social, Fine Motor/Adaptive, Language, Behavior, Gross Motor, and Sensory-Hearing & Vision.

### **Re-screening**

- Re-screening is conducted for those children who demonstrated a concern on any screening assessment. Re-screenings are also conducted when the original results are questionable or teacher observations do not support the screening data.
- A second developmental screening is administered to children scoring 10% or lower on the ACUSCREEN but who also pass the Speech screen. This second screening is done by FDLRS-South or Head Start contracted providers using additional developmental instruments and including conferences with the teaching staff.

## **Developmental Assessment**

The Galileo Developmental Assessment is used for all children participating in the Head Start/EHS program. This assessment system has developmentally appropriate learning scales for all of the eleven Head Start domains, children for birth through six years old. The infant toddler scales were specifically developed to address the Florida Infant Toddler readiness measures. The preschool scales address development with a focus on the five essential domains outlined in the Head Start Child Learning Outcomes Framework. The Galileo system is a comprehensive, research-based assessment tool, which is appropriate for both typically developing children as well as children with identified disabilities. This assessment system is a web-based, technologically sophisticated tool, providing individual assessment information, classroom- level, site level, agency level, and program level of assessment analysis.

Initial assessments are completed following screening. Results of the assessment are discussed with the parent and if concerns are noted, referral for additional evaluation is made. If a child has an identified disability with an IEP/IFSP, the goals and objectives identified in these plans are documented in Galileo along with ongoing progress in all domains.

## **Referral Process**

## **Developmental Concerns or Suspected Disability**

When a developmental concern or problem is identified or suspected, either through screenings, classroom observations, teacher or parent concerns, noted on the physical exam, identified on an application, or available from a prior evaluation report. The following procedures will be implemented:

- When program staff becomes aware of information regarding the child's development and/or staff persons with concerns regarding development will consult directly with disabilities coordinator and complete an Internal Referral Form. A copy of the form and any supporting documentation is placed in the child's record. The original Internal Referral Form and copies of any supporting documentation, if applicable, is sent to Disabilities Coordinator for follow-up.
- Disability Services staff will follow-up by conducting a conference with the teacher and parent. Parents will be informed of all screening results and provided with additional information, including how to individualize a plan at home with their child. Input will be provided by all persons with information regarding the child (e.g. center director, social services, curriculum specialist, health staff, etc.)
- A Follow-up Intervention Plan will be initiated for all children with concerns.
- Based on the results of the conference and follow-up plan, the following steps will be taken:
  - (a) Parents will be asked to sign and complete the Consent for Evaluation package
  - (b) Parents will receive a referral and be asked to take it to their child's doctor for further evaluation.
  - (c) If a professional evaluation has already been done, the parent will be asked to sign a Mutual Exchange of Information form.
  - (d) Disability Services staff will send Mutual Exchange of Information form to obtain copy of evaluation reports prior to professional evaluations.
  - (e) An observation of the child in the classroom setting will be done to assess the child's development and behavior needs.
  - (f) Adaptive strategies for the classroom and home will be discussed with teacher and parent.
  - (g) Referral to mental health for remedial intervention at the center (e.g. behavioral management, social skills or self-esteem groups, etc.).
  - (h) Refer the child for professional evaluation of speech/language, developmental and psycho-educational as needed: to Florida Diagnostic Learning Resource System-South (FDLRS) for children 34.5 months and older for professional evaluation **or** to Part C/ Early Steps Program for children under 34.5 months of age.
  - (i) Disability Services staff will make referrals for evaluation to appropriate providers and other service areas.
  - (j) The goals/strategies identified on the Follow-up Intervention Plan will be assessed after 30 days to determine recommendations for next steps in consultation with parents.

## **Referral to LEA of preschool children**

Prior to a referral to FDLRS/South Child Find for Head Start preschool children (children over 34.5 months) a consultation meeting will be scheduled with team member and parents to share screening results and discuss the rationale for next steps. As appropriate, the following documentation will be completed with the parent:

- Current FDLRS/South Child/Family Questionnaire
- Consent Form for Mutual Exchange of Information
- A copy of all documentation will be maintained in the child's record.
- After receiving the completed documentation, the Disabilities Coordinator will refer the child to FDLRS/South Child Find for an appointment.
- FDLRS/South Child Find will review the documentation, enter the case into the CHRIS system and refer the child to the M-DCPS Regional Pre-K Diagnostic Team based on the child's home address. FDLRS/South Child Find will inform Head Start
- Disability Services of the M-DCPS Regional assignment and the date FDLRS made the referral. Head Start Disability Services staff will contact the Pre-K Diagnostic Team leader to schedule an appointment.

- Disabilities Coordinators, in collaboration with social services staff will follow-up on the status of referrals and outcome with parents.

## **Referral to Part C – Early Steps Program for Early Head Start**

- Prior to referral to Early Steps (infants and toddlers under 34.5 months), Disability Services staff and the Social Services will meet with the parent or guardian to discuss the child's needs and staff concerns, rationale for the referral and obtain parent consent for referral to Early Steps. The parent will also complete a Mutual Exchange of Information form. Staff will complete the Early Steps referral form.
- Disability Services staff will contact Early Steps (Part C) to refer the child for evaluation.
- Early Steps will schedule an evaluation within 45 days of referral. Early Steps Program will inform Disability Services staff of the appointment date, time and location.
- Disability Services staff and Social Services will work closely with the family to assist the parent as needed in keeping the scheduled appointment.
- The parent must accompany the child to all evaluations at Early Steps. No child can be evaluated at Early Steps without the parent's written consent for evaluation. Head Start/Early Head Start will provide transportation for parent and child as needed.
- Some children may enter Early Head Start with evaluations done by independent providers. These evaluations will be shared with Early Steps, with the parent's permission, as part of the evaluation process.
- When Early Steps has completed the evaluation, a staffing meeting will be scheduled within 45 days. At the staffing meeting, eligibility for Part C of the Individuals with Disabilities Education Act (IDEA) services will be determined. An Individual Family Services Plan (IFSP) will be developed with input from the family and Head Start staff. The Early Head Start teacher will attend these staffing whenever possible to provide input on the child's progress.

## **Evaluation Process**

### **Formal evaluation**

- Parents will accompany the child to all Pre-K Diagnostic Team evaluations. Head Start/Early Head Start will accompany parents upon request and provide transportation to the parent and child as needed.
- **If M-DCPS Pre-K Diagnostic Team cannot provide an evaluation date within 30 days** of the contact by Head Start Disability staff, the Head Start/Early Head Start program will refer the child to a contracted provider for evaluation. Emergency cases may also be referred to M-DCPS Pre-K ESE program.
- When the Pre-K Diagnostic Team has completed all evaluations, they will send a written report to Pre-K ESE office to schedule an eligibility determination meeting.
- M-DCPS and Early Steps utilize a multidisciplinary approach in developing plans for children with possible disabilities. The multidisciplinary team (M-Team) is referred to as a staffing team. Their function is to review the evaluation information and recommend services. This team develops an IEP for preschoolers or IFSP for infants and toddlers.

## **Children with Suspected Health, Hearing, Vision or Physical Impairment**

- When a health related impairment is suspected during enrollment, the Social Services staff, in consultation with the Health and Disabilities coordinators, will have the parent complete a *Mutual Exchange of Information* form.
- The Mutual Exchange of Information form will be sent to the diagnostic provider along with a *Diagnostic Referral Package* by the social service staff. This includes a letter to the parent (in the event the parent will deliver the forms to the health provider), a letter to the health provider, the *Diagnostic Referral and Reporting Form*.
- Information from the Diagnostic Referral and Reporting form will be shared with the delegate health staff to identify services and training needs. The child will be referred to Nutrition Services and/or Mental Health Services if the condition is related to or may impact these services.

- A Follow-up Intervention Plan will be scheduled to review the case, with the recommendation for possible referral to FDLRS/Child and/or develop a *Health Care Plan* to address the specific needs of the child and family. If the child's needs are solely health related and do not impact learning or development, only a Health Care Plan will be developed.
- The appropriate service area staff will provide training for classroom staff as well as other center staff who may provide care or treatment for the child. Head Start/Early Head Start classroom staff will conduct procedures that do not require a professional license. The appropriate licensed provider will provide any procedure requiring professional certification or licensing. Head Start/Early Head Start classroom staff will implement the educational goals identified for the child on the IEP or IFSP.
- The Curriculum Specialist or Education Manager will work with the teaching team to implement educational activities and interventions to address the child's IEP or IFSP. Disability Services staff will monitor the child's progress and recommend adaptations to the learning environment as needed.
- IEP's and Health Care Plans will be reviewed and updated monthly. If child is returning, such plans must be updated for the new program year.

### **Individualized Education Plan (IEP) development**

Each preschool child with an identified disability will have an *Individual Education Plan* (IEP). The IEP is developed with the parent and members of a multi-disciplinary team (staffing team). Each child's staffing Team will include the parent, the child's teacher and appropriate individuals who will provide input. The staffing team may include: disability staff, center director, curriculum specialist, social services staff, as well as persons involved in the evaluation of the child (psychologists, speech language pathologists, developmental specialists, medical professionals). IEP development is initiated only by the local educational agency (LEA), M-DCPS. The parent is an active participant. The Staffing Team will develop an IEP for the child to include:

- Child's strengths and needs;
- Specific long range goals, short term objectives, and measurable outcomes to address the child's needs;
- Specific services, equipment and adaptations to meet the child's identified needs;
- Method of service delivery and the persons responsible for providing the service;
- Consent for Special Services form signed by the parent; and
- Copy of Parents' Rights

If the parent does not want the special services offered, a Refusal of Services form will be signed, and a referral will be made to Social Services for follow-up.

### **Provision of program services and related services**

Following the development of an IEP or IFSP, the goals and objectives are reviewed with the teaching staff. Initial documentation of the IEP/IFSP objectives is recorded in Galileo. Classroom staff is responsible for entering data regarding the specific objectives from the IEP/IFSP along with the learning activities and progress towards goals. This documentation is completed weekly and reviewed by disabilities & education coordinators on as needed basis. The classroom staff also document when intervention services take place (i.e., "Henry had therapy today with Ms. Jones"). If the therapist has provided specific data regarding mastery of skills, the teacher will include this in the Galileo documentation. The therapy providers keep progress notes documenting intervention services and progress. These progress notes are given to the teacher at the beginning of each new month for inclusion in the child's record. Teachers share each child's progress information with the parent during parent conferences and home visits.

### **Program accessibility**

Most Delegate Agency centers meet Americans with Disabilities Act (ADA) requirements for accessibility. If the Center does not meet ADA requirements, placement of a child needing ADA accommodations will be made at the nearest Center meeting those needs and the program will assist the family with transportation if needed. Miami-Dade County has an ADA compliance plan and Centers not meeting ADA requirements are targeted for upgrading.

For children and families of the deaf and hard of hearing needing sign language interpretation, Miami-Dade County ADA provides these services.

### **Record-Keeping and Reporting**

Data regarding all children suspected and identified with disabilities are maintained in the ChildPlus database. When a referral is received by the Disability Service unit, the child's data is entered and recorded in ChildPlus and maintained in child's folder. As additional information is received, including documents such as consent packages, evaluation reports etc., and the new data will be updated.

Copies of IEPs and IFSPs, as well as, evaluation reports are included in the child's record maintained at the Center and downloaded in ChildPlus disability module. Documentation of IEP progress is twofold: 1) teacher/classroom objectives from the IEP/IFSP are recorded in Galileo-NOTES; dates of therapy are also recorded, 2) non-M-DCPS therapy provider documents actual progress using *Progress Note for Intervention Services* which is given to the Center at the beginning of each new month. A copy of the progress notes is also submitted with the contractor's billing as verification of services delivered. This copy is maintained in the child's disability folder in the disability office.

### **Confidentiality**

All child information is confidential and records are reviewed and updated on a regular basis or as needed. Written consent for evaluation is secured as well as *Mutual Exchange of Information* forms to facilitate communication with evaluators, M-DCPS/FDLRS and child's medical provider if needed.

### **Special Safety Needs**

When a child with a potential disability has specific safety needs (safety equipment, additional monitoring, medication, additional staff person), the program will assess those needs as soon as the need is known. If equipment is needed, community resources will be sought to assist the family in securing the needed equipment. If additional monitoring is required, training will be provided by the Disability staff, Curriculum Specialist and/or health staff to ensure that the classroom staff understands and able to implement the monitoring required. When there is a possibility of need for additional staff, the case is referred to the Center Operations Administrator.

### **Transportation**

Children with diagnosed disabilities receive transportation from the center for walk-in therapy services to M-DCPS sites. A staff person or the parent accompanies the child to therapy. Schedules for therapy transportation are submitted to Community Action & Human Services Department transportation unit weekly (Thursdays).

### **Parent involvement**

Parents are very important in the process of providing disability services. Parents are engaged from the beginning in the evaluation process by giving written consent for all evaluations and are encouraged to participate in the evaluation. When evaluations are completed an "eligibility determination meeting" is held to discuss the results with the parent and develop an IFSP or IEP to meet their child's needs. Parents have the right to refuse services.

### **Transitioning children in and out to the next program**

Outreach efforts to encourage communication between Head Start/Early Head Start staff and their counterparts in the schools, Early Steps (Part C) and other service providers will include principals, teachers, social workers, and health staff to facilitate continuity of programming. Outreach between Early Head Start and Early Steps (Part C) takes place at least monthly. Disability staff responsible for Early Head Start will meet with the Early Steps (Part C) coordinators on a monthly basis as part of the Young Children with Special Needs and Disabilities Council (YCSNDC). At the meetings, each program will share information regarding the number of children served the scope of services available in the program, and the number of enrollment slots available. Early Steps (Part C) refers children to the Early Head Start program on a regular basis.

Outreach between Head Start and the Birth through Two Programs (B-2) begins in January with coordination of the “Birth through Two” parent information meetings. Head Start/Early Head Start staff (ERSEA, Disabilities and Social Services) participates in the transition meetings at each agency where children are exiting the Birth through Two Program (B-2). During the transitional meetings, prospective families will be provided a general overview about the program, opportunities for parents and services provided by Head Start/Early Head Start. An orientation package that provides more information about the local Head Start/Early Head Start program will be given to the parents. Also, the families will be encouraged to visit the nearest center, so they can become knowledgeable and comfortable with the program.

### **Coordination of Cooperative Agreements**

Miami-Dade County Community Action & Human Services Department Head Start /Early Head Start must have ongoing cooperative agreements with M-DCPS ESE, UM Early Steps and -Early Steps. This agreement outlines the process for referral to M-DCPS for evaluation. It also addresses IEP development for children in Head Start/Early Head Start. Through this agreement, evaluations secured by Head Start are honored by M-DCPS as if they were evaluated by the school system. Head Start Disability Services staff, teachers and social services staff are invited to eligibility determination (staffing) meetings conducted by M-DCPS for children in the Head Start/Early Head Start program. Information from ongoing classroom assessment is included in the development of the IEP.

Through these cooperative agreements, some children receive joint placement in half day special programs and spend the remainder of their day at Head Start. Children also receive walk-in therapy and/or consultative services from M-DCPS.

Miami-Dade County Community Action and Human Services Department Head Start/Early Head Start Program is committed to providing quality early childhood education for all children including children with disabilities. It is our goal to serve children with disabilities in the most inclusive environments possible. To meet this goal, all Head Start preschool and Early Head Start Infant toddler rooms are fully inclusive environments.

***\*The Head Start/Early Head Start program does not allow for discrimination on any basis.\****

### **Multi-disciplinary Team Meeting**

Administrators/Center Managers, disabilities coordinators and social service staff assigned to families selected for the programs will convene the multidisciplinary team meetings to discuss the children’s special needs (diets, health and mental health services) during the application process and as needed during the program year. This staffing team will consist of the social services, teaching, administrative and Service Area Staff as deemed necessary to support the child and/or family members. The outcomes of these meetings must be documented in ChildPlus by all staff involved.



**Miami-Dade County  
Community Action and Human Services Department  
Head Start/Early Head Start Division**



**2020-2021  
Recruitment and Outreach Joint Efforts  
RECOMMENDED**

**Recruitment and Outreach Strategies**

The ERSEA Advocates will coordinate the Recruitment and Outreach Joint Efforts for the Head Start/Early Head Start Programs.

**1. We “ARE” Head Start/Early Head Start:**

Recruitment efforts will be coordinated by the ERSEA Advocates with a minimum of 20 outreach efforts conducted from January – August.

- Caleb Center/South Dade Government Center/Frank Shannon Center
- Health Clinics
- WIC Clinics and Stores
- North and South Flea Markets
- Dade County Youth Fair and other community events
- Miami-Dade County Public Housing Units/Section 8 Apartments

**Suggested Team assignments (subject to change):**

- KIDCO/CCS-Centro Hispano, MDCPS Dunbar, ES Culmer, YWCA Gerry Sweet, YWCA Cain Tower, CCS-Notre Dame
- MDCPS Bethune, Allapattah
- MDCPS Westview, MDCPS NB Young, MDCPS Miami Park, FCAA New Hope
- FCAA New Mt Zion, MDCPS South Hialeah, KIDCO II, CM Walker Park
- MDCPS Lillie C. Evans, MDCPS MLK, MDCPS Thena Crowder
- YWCA Colonel Zubkoff, ES North County
- Paradise Christian, CM West I, MDCPS Dupuis
- CM East I & II, CCS Sagrada Familia, United Way
- ES Liberty Square, CCS Holy Redeemer, MDCPS Orchard Villa, MDCPS Poinciana Park, MDCPS Lillie C. Evans
- MDCPS Arcola Lakes, Our Little Ones, HY Lillie M. Williams, MDCPS Phyllis Miller
- MDCPS IAW, CCS Good Shepherd, MDCPS Ethel Beckford
- MDCPS Leisure City, LeJardin, CCS South Dade
- ES OEBL, Landow, YWCA Colonel Zubkoff
- OLC South Miami, St. Albans, OLC Perrine, MDCPS Whigham
- MDCPS Tropical, MDCPS Carlos Finlay, MDCPS Zora Neale
- MDCPS Oak Grove, MDCPS Sabal Palms, FCAA Children’s Place, HY Early Steps
- MDCPS Treasure Island, MDCPS Biscayne, MDCPS So. Pointe, MDCPS Feinberg-Fischer

## **Recruitment and Outreach Joint Efforts (Cont'd)**

### **2. Let's Spread the Word – Miami-Dade County Public Housing Developments Canvassing the neighborhoods and surrounding housing units (a minimum of 10 outreach efforts conducted January – July.**

- Annie Coleman Public Housing
- Liberty Square Public Housing
- Culmer Place/Rainbow Village Public Housing
- 17<sup>th</sup> Ave. 75<sup>th</sup> street Public Housing
- Miami Gardens Public Housing
- 135<sup>th</sup> Street Apartments/Triangle- Section 8
- Arthur Mays Public Housing
- South Miami Plaza
- Biscayne Plaza/Heritage Village/Moody Village/Pine Island
- Rebecca Towers/Estella Amaris

### **3. Agencies that provide services to children with a Disability:**

**(These recruitment efforts will be coordinated with the Disability Unit):**

- Association for Retarded Citizens (ARC) – Florida City/Goulds/Kendall
- Debbie Schools – University of Miami
- Easter Seals of South Florida Inc.
- United Cerebral Palsy (UCP) – North Shore
- Linda Ray Intervention Center
- Switchboard of Miami - Help Me Grow Florida (HMG)
- Early Intervention Program (IFSP)
  - Early Steps/Southernmost Coast - Nicklaus Children's Hospital
  - Early Steps/Early Intervention Program – University of Miami
- FDLRS-South (IEP)
- MDCPS-Dept. of Exceptional Student Education (ESE)
- DCF Foster Care Provider Agencies



1. Put up notices about your program on Bulletin Boards at grocery stores, hardware stores, office supplies stores, restaurants and schools.
2. Send out press releases (print) or public service announcements (broadcast) regularly to the media telling them about things you are doing. You can announce:
  - New outreach programs in your community
  - Festivals, Fairs, Holiday Events sponsored by your program
  - Moves to a new location
  - Awards received by staff or parents
  - Special educational projects
  - Gifts or donations made by local businesses or organizations
  - Fundraisers, Celebrity or well-known attendees
  - Anything that would interest the readers in your community
3. Open your mouth. Talk to all the people you see: gasoline and grocery store cashiers, hairdresser, sales clerks make sure they know about your program.
4. Speak at your church and at other area churches. Speak at seminars, conferences. Promote your speaking engagement with flyers, or a press release to community newspapers or radio stations.
5. Appear on local community cable shows that have programs geared to the community.
6. Contribute articles to your neighborhood newspapers so they are familiar with your program's activities.
7. Attend community meetings, speak up and let everyone know who you are and what your program is doing!
8. Send out postcards with simple announcements about events at your Head Start program. Postcards get read!
9. Send out greeting cards each holiday with a flyer about your program. Why not have the children make the holiday cards.
10. Go to school with your children. Talk to the classes and teachers about the Head Start program. Visit other schools and talk with the principals. Leave behind your materials in the teacher's lounge.
11. Attend conferences, festivals, fairs. Network and pass out your program's flyers and cards.
12. Desktop-publish a program newsletter and distribute it widely.
13. Write letters to the editor about issues that affect your program. Letters that get printed in magazines and newspapers carry a lot of weight. Call in to radio talk shows. Make your comments and identify yourself and what you do. You never know who may be listening.
14. Be a copycat. If you see good promotional ideas copy it.
15. Phone-a-thon. Call everyone you know and tell them you are recruiting.
16. Do a poster or flyer for your program. Put it where the foot traffic is.
17. Do surveys find out what children services your community wants?
18. Make sure your program is listed in all the area phone directories and specialized community directories.
19. Connect your program with other community campaigns. Help out with the events and share the publicity.
20. Hold an Open House. Invite the community to your program. Give tours when it is convenient.
21. Sponsor an artist. Have a talented artist do a mural on a wall or help the children do a mural. Publicize the event and invite the community to the opening.
22. Create a sticker with the phone number of your program. Stick it everywhere permissible.
23. Frame articles about your program. Keep a notebook of positive press.
24. Wear a symbol of your program everywhere, for example, a Head Start button.
25. Offer an inexpensive gift to parents who refer other parents and children to your program.
26. Create a list of the organizations and businesses that have helped or worked with you in the past. Send each one a note to thank them and to telling them you are recruiting.
27. Try all these ideas. The more ideas you use the better! The key to promotion is repetition. BE PERSISTENT.



Miami-Dade County  
Community Action & Human Services Department  
Head Start/Early Head Start Division  
**SY2022-2023 ERSEA AT-A-GLANCE**



Dates	Recruitment and Enrollment Activities
October 27, 2021	ERSEA/FCE Quarterly Training
November 18, 2021	Grantee ERSEA Plan presented to Policy Council Executive Committee for approval
November 22, 2021	Annual ERSEA Planning Meeting
December 2, 2021	Grantee ERSEA Plan is presented to Full Policy Council Board for Approval
December 2, 2021	Determining and Documenting Eligibility Training for Policy Council
December 13-17, 2021	Review inquiry and waitlist - mail-out letters to families
December 14, 2021	Delegate Agency ERSEA Plans Due to ERSEA Coordinator
January 10-14, 2022	2022-2023 Open Recruitment Campaign Kick-Off
January 18 - May 13, 2022	Official Open Recruitment Campaign Period
January 25, 2022	ERSEA Quarterly Training/Meeting
January - December 2022	Face-to-Face interview with all families to determine eligibility – document interview in Eligibility notes section
February - July 2022	ChildPlus Desktop Review and On-site Visits
February - March 2022	Returning Families Letter Distribution
April 22, 2022	Priority Deadline EHS to HS Transition Requests - Eligibility Requirements
April 26, 2022	ERSEA Quarterly Training
May 1, 2022	Priority Deadline for Transfer Requests
May 10, 2022	End – Open Recruitment Campaign
May 14, 2022	Initial 2025 Enrollment Priority Listing is generated for each center by delegate/CCP ERSEA staff.
May 14, 2022	Initial 2025 Enrollment Priority Listing is generated by Grantee.
May 17 - August 2022	Selection Letters Mailed (include Transfer/Transition families)
May 23 - August 2022	Part 2 of Application (include Health Information Letter)
May - August 2022	Parent Orientation Meetings – Invite all New/Transfer/EHS Transition/Returning Children and Families
June - July 2022	Preliminary Audit Review of New Families Applications - Onsite Visits
June 2022	Non-Selection (Wait List) Letters Deadline – Refer families to another center in close proximity–Document All Efforts in ChildPlus
July/August 2022	Begin to accept and assign children to classrooms
August 2022	2022-2023 Surviving the First 45 Days in ERSEA and FCE
July 31, 2022	<b>Full Enrollment for all programs</b> All children selected are placed in Accepted status
<b>August 2022-2023 SY</b>	<b>2022-2023 First Day of School:</b> Input of Enroll/Entry Dates and First day of attendance coding
August - September 2022	No-Shows – initiate contacts with the families and emergency persons within the first day of school and document all contacts in ChildPlus. If attempted contacts are to no avail within 3 days, home visit should be attempted.
August 2022 – July 2023	Daily/Weekly/Monthly Desktop Review of Enrollment and Attendance



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 3A1h**

**AGENDA ITEM SUBJECT: 2022-2023 Selection Criteria**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** - This item was approved by the Head Start/Early Head Start Policy Council on December 2, 2021 and is being recommend for approval by the CAA Executive Committee, and ratification by the CAA Board.

### **BACKGROUND/SUMMARY:**

The 2022-2023 Recruitment and Selection Plan outlines the process and strategies the program will implement to recruit children for the 2022-2023 program year. The selection criteria consist of points based on family income, child's age, disability, other factors (homelessness, foster care), and parental status (family size and foster/legal guardian).

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



Miami-Dade County  
Community Action and Human Services Department  
**Head Start/Early Head Start Program**  
**2022-2023 SELECTION CRITERIA**



SECTION	POINTS
<b>A. INCOME</b>	
Low Income 0-50% of the Poverty Guidelines	100
Low Income 51-75% of the Poverty Guidelines	90
Low Income 76-100% of the Poverty Guidelines	80
<i>Over-Income between 101-130% Over Poverty Guidelines</i>	10
<i>Over-Income 131% or greater Over Poverty Guidelines</i>	0
<b>B. AGE</b>	
<b>Head Start</b> (3 to 5 years old)	
Five (5) years old	100
Four (4) years old	100
Three (3) years old	80
<b>Early Head Start</b> (0 to 36 months)	
0 to 11 months	100
12 months to 24 months	90
2 years and 1 month to 3 years old	80
Pregnant Woman (at 28 weeks gestation or less)	80
Pregnant woman (at 29 weeks gestation or more)	50
<b>C. DISABILITY</b>	
Diagnosed Disability with IEP or IFSP	200
Documented Disability Condition by a Professional	50
No Disability	0
<b>D. OTHER FACTORS</b>	
Documented Homeless/Displaced child	200
Documented ELC-Childcare Subsidy ( <i>EHS-CCP only</i> )	200
*Documented Foster Child	100
Documented SSI/TANF Recipients	90
Documented Substance Abuse/Domestic Violence	90
Documented Unemployment due to COVID-19	90
Children Transitioning from EHS to HS	85
Documented Teen Parent < 17 years old	75
Documented Sibling of a Returning Child	75
Documented Working Parent/Student	70
Documented Parent Education 8 <sup>th</sup> grade or below	65
Documented Public Housing resident	60
No Apparent Social Service or Special Needs	0
<b>E. PARENTAL STATUS</b>	
One Parent Family	100
Two Parent Family	75
*Foster Parent/Legal Guardian	65

*\*Department of Children and Families Supervised or Court-Ordered Foster Care*



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2<sup>ND</sup>, 2021**

**AGENDA ITEM NUMBER: 3A1i**

**AGENDA ITEM SUBJECT: COVID-19 CASES – OCTOBER 2021**

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: INFORMATIONAL** – This item is being submitted as informational only to the CAA Executive Committee and the CAA Board.

### **BACKGROUND/SUMMARY:**

During October 2021, there were a total of 6 cases of positive COVID-19 which consisted of 6 students and 0 staff members.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services

COVID-19 Cases- October 2021			
Location	Students	Staff	Total Number of Cases
MDCPS- Ethel Beckford	2	N/A	2
United Way	1	N/A	1
YWCA Gerry Sweet	1	N/A	1
Catholic Charities- South Dade	1	N/A	1
Easter Seals- Jackson Dade	1	N/A	1
<b>Total</b>	<b>6 students</b>	<b>0 staff</b>	<b>6 cases total</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JANUARY 3, 2022**

**AGENDA ITEM NUMBER: 4**

**AGENDA ITEM SUBJECT: DEPARTMENTAL UPDATES**

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: INFORMATIONAL**

### **BACKGROUND/SUMMARY:**

PSYCHOLOGICAL SERVICES REPORT FOR NOVEMBER 2021

REHABILITATIVE SERVICES REPORT FOR NOVEMBER 2021

HEAD START/EARLY HEADSTART CONTENT ARE REPORT FOR  
OCTOBER 2021

**FUNDING SOURCE: VARIOUS SOURCES**

**Community Action and Human Services Department  
Psychological Services  
November 2021 Board Report**

The Psychological Services Program addresses the increased need for Mental Health Services in Miami-Dade County. Its mission is identification, assessment, and early intervention to maximize the optimal functioning of clients through the application of evidence-based interventions informed through science. Service delivery is implemented by doctoral level psychology interns and master level students within the field of mental health.

<b>SERVICES</b>	<b>NUMBER OF SESSIONS/SERVICES</b>
<b>Individual therapy Sessions</b>  Children – (Head Start- 1) Adults – (Elderly and Disability 14; Rehab 12; Violence Prevention and Intervention 6; Family and Community Services 0)	33 sessions
<b>Group/Family Therapy Sessions</b>  Rehab – 26 Head Start – 0  Elderly and Disability- 0  Violence Prevention and Intervention- 0	26 sessions
<b>Crisis Intervention</b>	0
<b>Case management</b>	4
<b>Consultation</b>	47
<b>Parent and Staff Trainings</b>	12
<b>Assessments, Intakes, Evaluations</b>	17 Intakes 21 Assessments 6 Evaluations
<b>Classroom intervention and strategies</b>	5
<b>Advocacy</b>	0
<b>Therapeutic Activities</b>	0
<b>Higher Education Institution Partnerships-</b> Nova Southeastern University Albizu University- Miami and Puerto Rico campuses Florida International University Ponce Health Sciences University Florida State University	5



**Community Action and Human Services Department  
November 2021 Board Report**

**REHABILITATIVE SERVICES DIVISION**

<b>PROGRAM SUMMARY</b>	<b>November</b>	<b>Program Year to Date</b>
New Direction Residential Programs New Admissions	28	43
New Direction Residential Programs Active Clients during the month	65	111
Clients successfully completing New Direction Residential Treatment Programs	20	25
New Direction Residential Treatment Program percent of operating capacity	67%	56%
Clients in Employability Skills Training (Career Resources Van)	36	74
Treatment Alternatives to Street Crime (TASC) New Admissions	14	23
Treatment Alternatives to Street Crime (TASC) Active Clients during the month	124	252
Clients successfully completing Treatment Alternative to Street Crimes (TASC)	5	16
DUI Program New Admissions	0	0
DUI Program Active Clients during the month	0	0
Assessment, Referral and Placement completed by the Central Intake Unit	0	0



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: OCTOBER 31, 2021**

**AGENDA ITEM NUMBER: 4A8**

**AGENDA ITEM SUBJECT:** October 2021 Head Start Content Area Report

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: INFORMATIONAL**

### **BACKGROUND/SUMMARY:**

The October 2021 Content Area Report includes Head Start, Early Head Start, Early Head Start-Child Care Partnership, and Combination Expansion Early Head Start-Child Care Partnership program information on Education, Disabilities, Enrollment, Family Engagement, Health, Mental Health, and Nutrition.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services

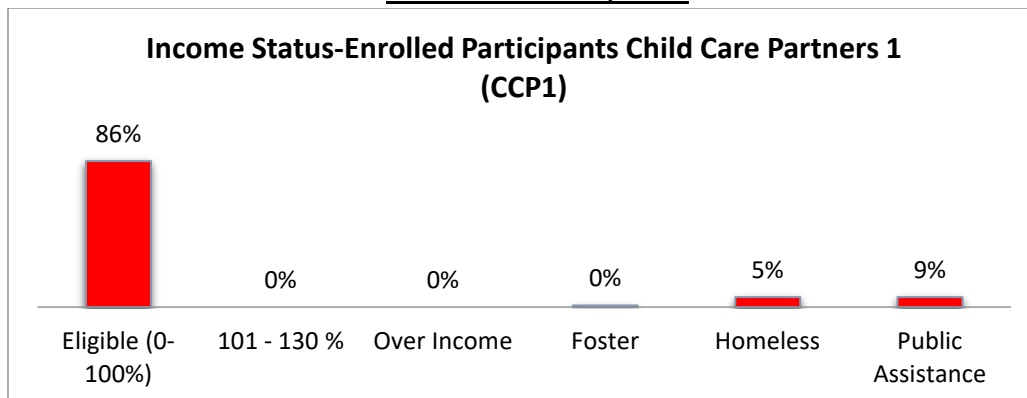
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Enrollment:

#### Eligibility Statuses-Enrolled Child Care Partners 1

#### Early Head Start Participants

As of October 31, 2021



Child Care Partners 1 Current Enrollment	Current Enrollment %/ Vacant slots 98%   5 of 240 slots vacant
CCP-Cambridge Academy	96%   1 of 24 slots vacant
CCP-Community Outreach Center, Inc.	100%   0 of 16 slots vacant
CCP-Crystal Learning Center, Inc.	94%   2 of 32 slots vacant
CCP-Decroly Learning Child Care Ctr	98%   1 of 48 slots vacant
CCP- Memorial Temple Early Childhood	100%   0 of 24 slots vacant
CCP- Rising Star Academy	100%   0 of 16 slots vacant
CCP- Shining Light Childcare Center	100%   0 of 16 slots vacant
CCP-Universal Academy	100%   0 of 16 slots vacant
St. Alban's Child Enrichment Center	98%   1 of 48 slots vacant

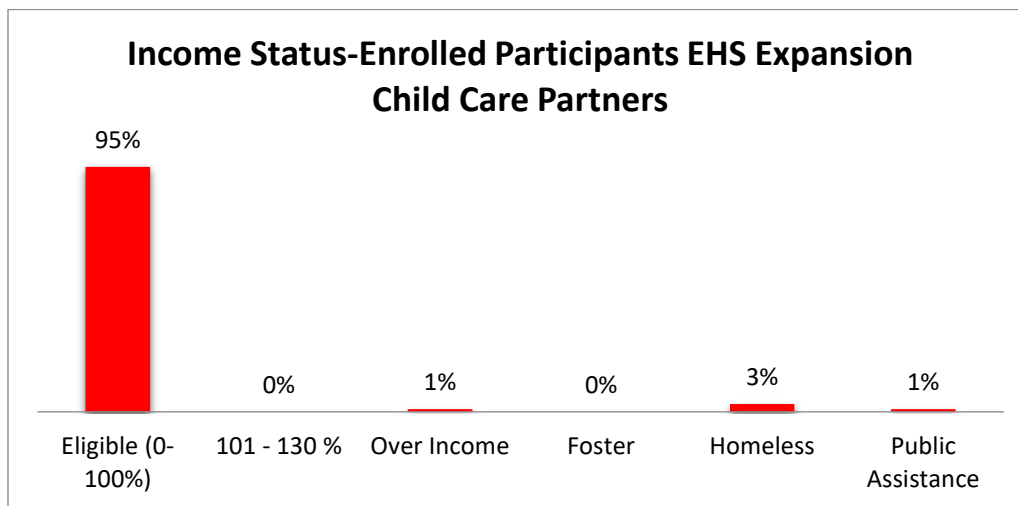
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Enrollment:

#### Eligibility Statuses-Enrolled EHS Expansion Child Care Partners

##### Participants

As of October 31, 2021

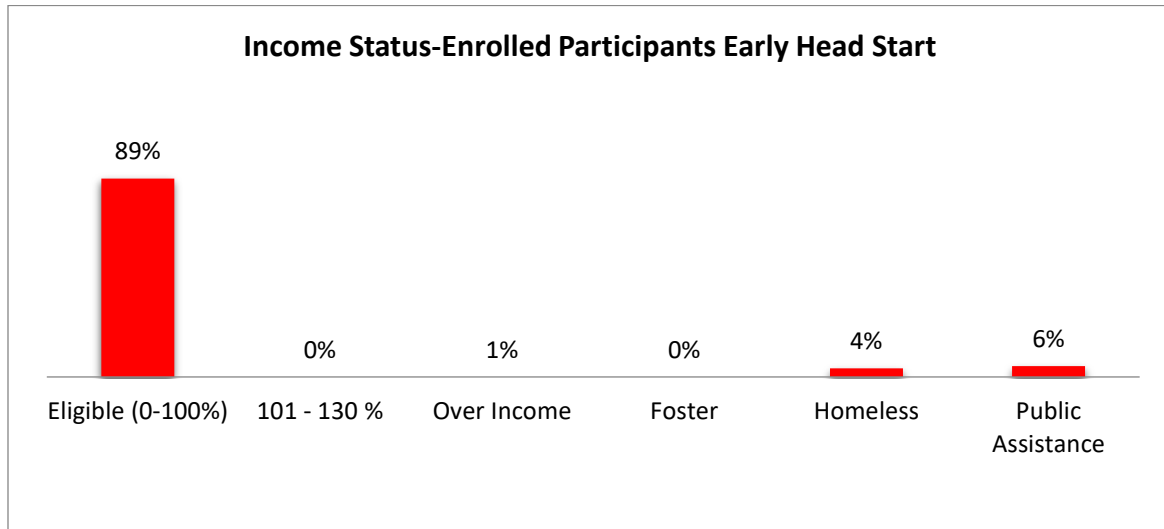


Child Care Partners 2 Current Enrollment	Current Enrollment %/ Vacant slots 99%   4 of 552 slots vacant
Catholic Charities	99%   1 of 120 slots vacant
CCP-Bricks Early Learning Center	100%   0 of 24 slots vacant
CCP-Cambridge Academy	96%   1 of 24 slots vacant
CCP-Decroly Learning Child Care Ctr	96%   1 of 24 slots vacant
CCP-Early Learning Center	100%   0 of 32 slots vacant
Centro Mater	100%   0 of 72 slots vacant
FCAA	100%   0 of 32 slots vacant
Haitian Youth	100%   0 of 80 slots vacant
KIDCO Creative Learning	100%   0 of 32 slots vacant
Ladow	100%   0 of 16 slots vacant
Paradise Christian School, Inc.	97%   1 of 32 slots vacant
Sunflowers Academy	100%   0 of 24 slots vacant
YWCA Of Greater Miami-Dade	100%   0 of 40 slots vacant

## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Enrollment:

#### Eligibility Statuses-Enrolled Early Head Start Participants As of October 31, 2021



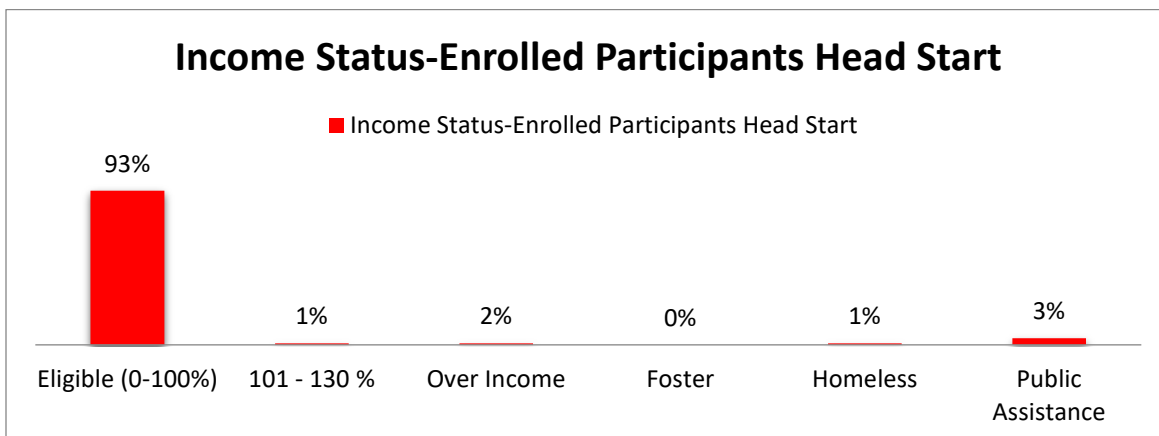
EARLY HEAD START Current Enrollment	Current Enrollment %/ Vacant slots 99%   11 of 446 slots vacant
Centro Mater	100%   0 of 70 slots vacant
Easter Seals	75%   2 of 8 slots vacant
FCAA	100%   0 of 24 slots vacant
Haitian Youth	97%   1 of 32 slots vacant
KIDCO Creative Learning	97%   1 of 32 slots vacant
Landow	100%   0 of 16 slots vacant
Miami Dade County Public Schools	98%   4 of 192 slots vacant
O'Farrill Learning Center	88%   1 of 8 slots vacant
United Way Center Of Excellence	93%   1 of 32 slots vacant
YWCA Of Greater Miami-Dade	97%   1 of 32 slots vacant

## **ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):**

### **Enrollment:**

#### **Eligibility Statuses-Enrolled Head Start Participants**

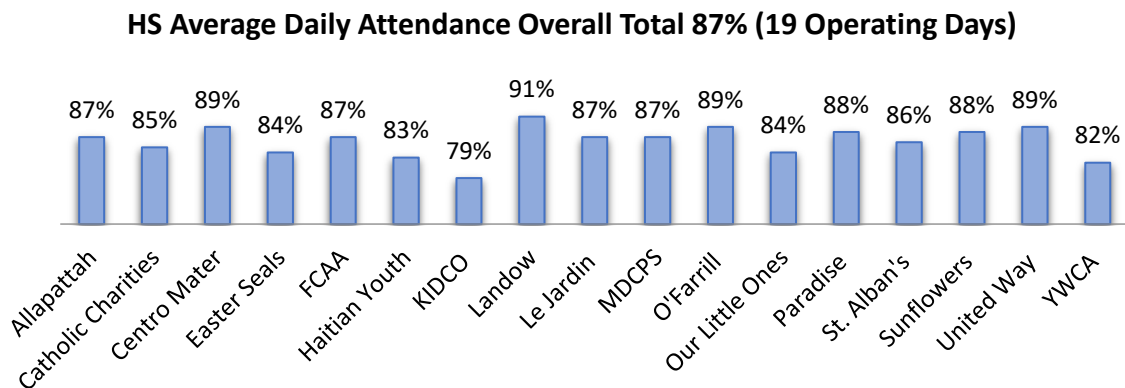
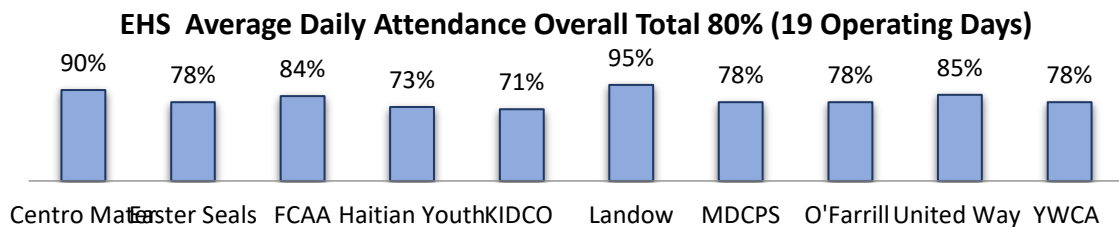
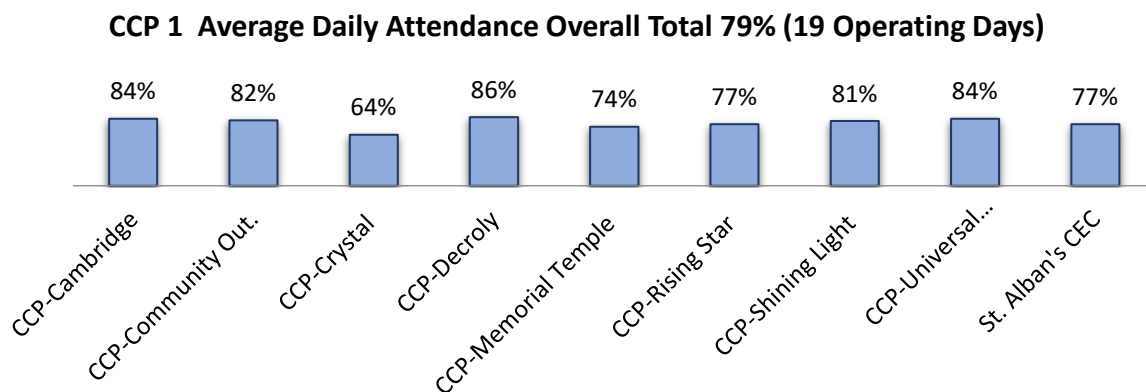
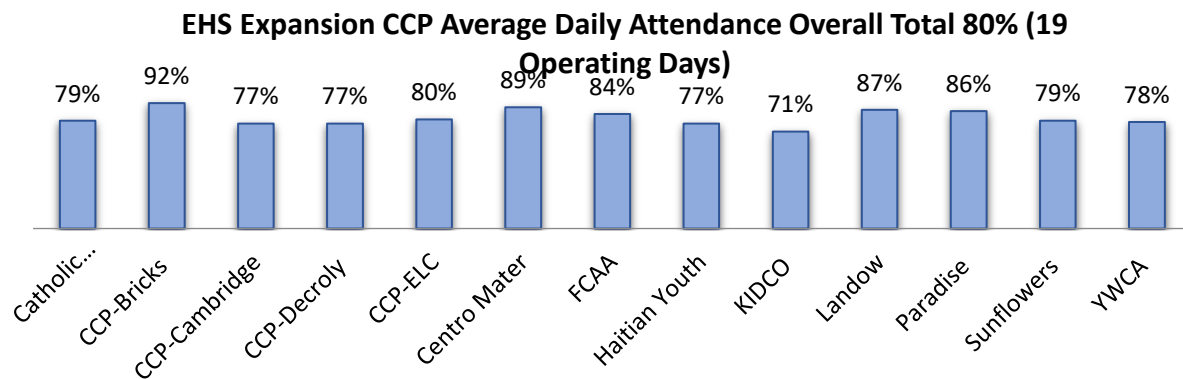
**As of October 31, 2021**



Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 85%   961 of 6310 slots vacant
Allapattah	100%   0 of 77 slots vacant
Catholic Charities	82%   235 of 1275 slots vacant
Centro Mater	96%   21 of 526 slots vacant
Easter Seals	72%   134 of 480 slots vacant
FCAA	69%   134 of 432 slots vacant
Haitian Youth	99%   1 of 175 slots vacant
KIDCO Creative Learning	69%   78 of 250 slots vacant
Landow	100%   0 of 80 slots vacant
Le Jardin Community Center, Inc.	95%   25 of 480 slots vacant
Miami Dade County Public Schools	94%   85 of 1535 slots vacant
O'Farrill Learning Center	62%   91 of 242 slots vacant
Our Little Ones	99%   1 of 118 slots vacant
Paradise Christian School, Inc.	69%   56 of 180 slots vacant
St. Alban's Child Enrichment Center	54%   78 of 170 slots vacant
Sunflowers Academy	100%   0 of 40 slots vacant
United Way Center Of Excellence	100%   0 of 30 slots vacant
YWCA Of Greater Miami-Dade	94%   22 of 220 slots vacant

## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

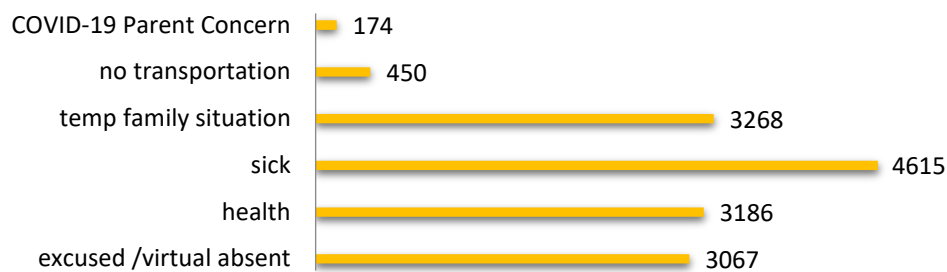
### Attendance:



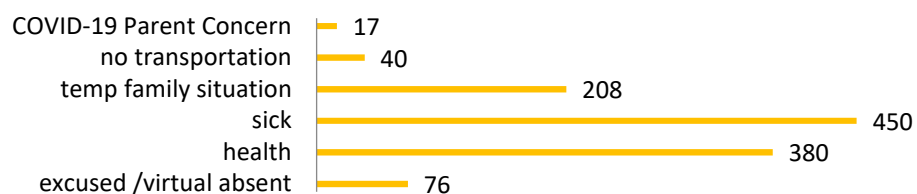
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Attendance:

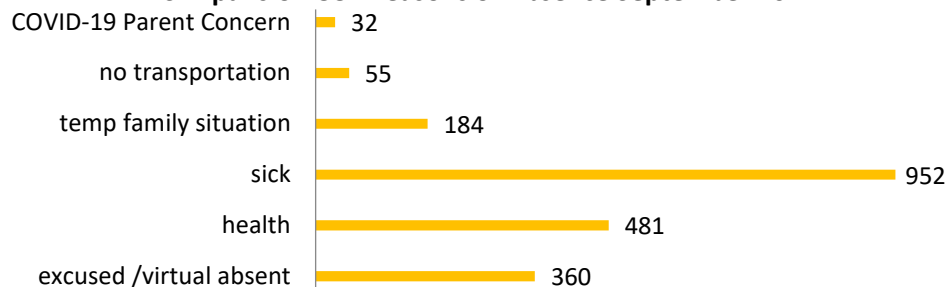
#### Head Start Reasons of Absence September 2021



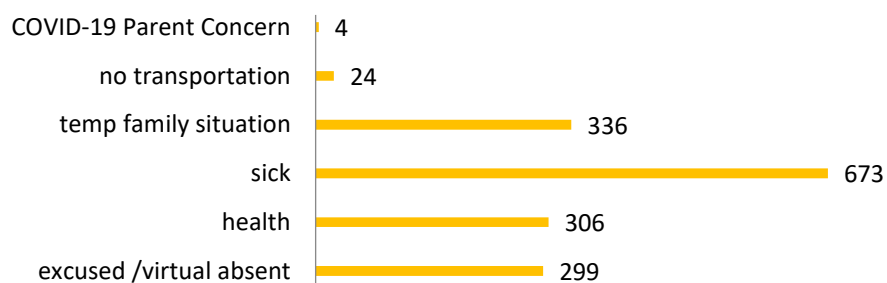
#### Child Care Partners 1 Reasons of Absence September 2021



#### EHS Expansion CCP Reasons of Absence September 2021



#### Early Head Start Reasons of Absence September 2021



#### Terminology defined:

**No Transportation** - family has transportation problems (car inoperative, no alternate ride)

**Temp Family Situation** - family related issues or concerns

**Sick** - related to ill health

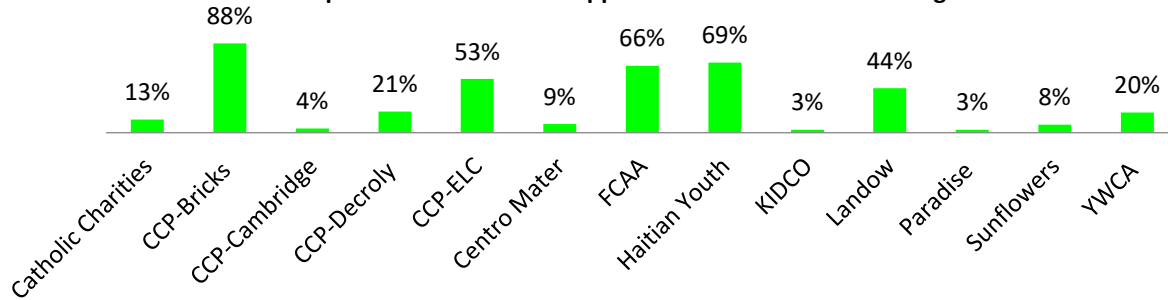
**Health** - related to expired health documentation, health alerts, and /or medical/dental appointments

**Excused** - staff is aware of child/family absence

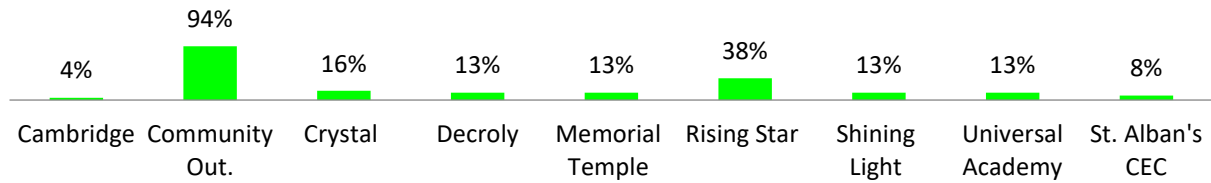
## SELECTION

### Waitlist Applications for the month ending

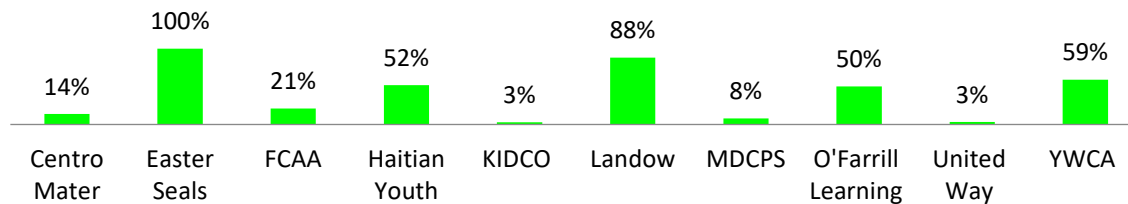
**EHS Expansion CCP Wait List Application for the month ending in October 2021**



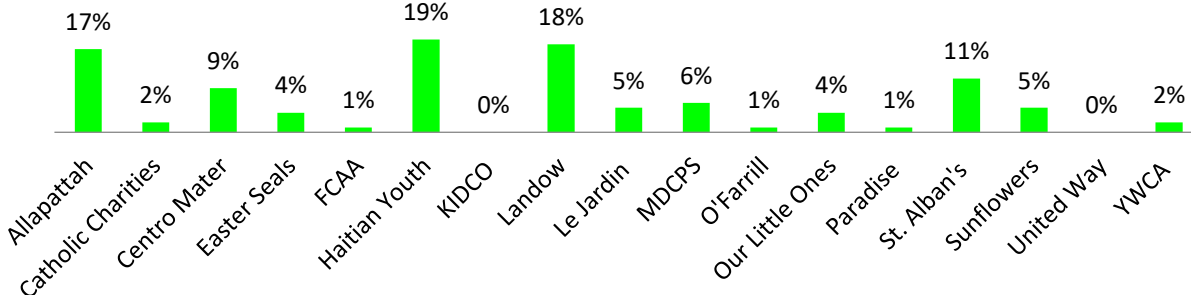
**CCP 1 Wait List Application for the month ending in October 2021**



**EHS Waitlist Applications for the month ending in October 2021**



**HS Waitlist Applications for the month ending in October 2021**

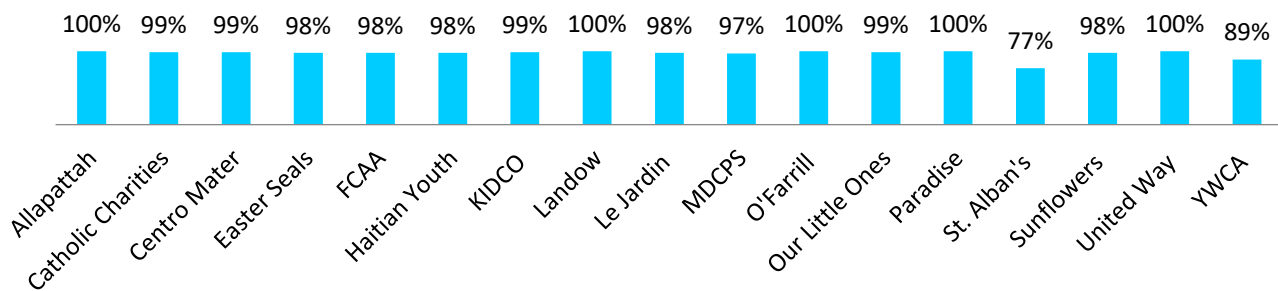


**NOTE:** Program Term 2020-2021 Applications in the "Term-Waitlist/Waitlist Status"

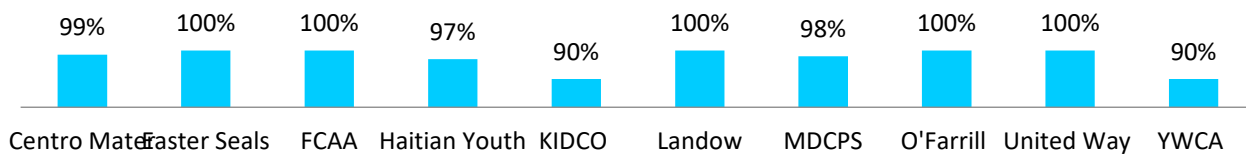
## HEALTH SERVICES:

### 30-Day Screenings:

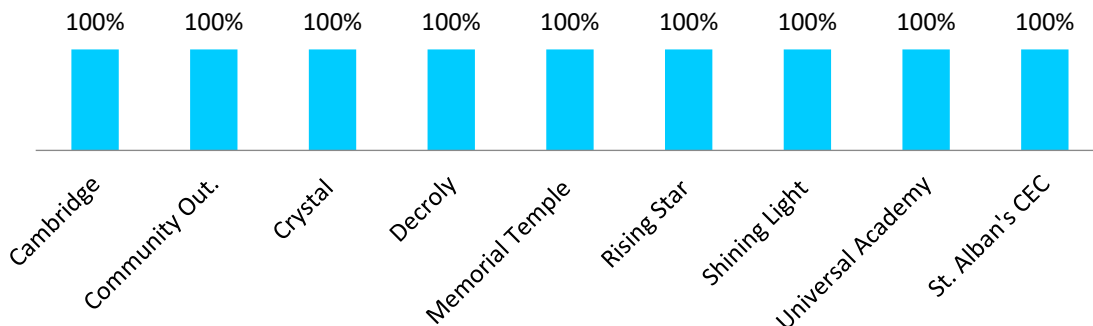
#### HS 30 Day Requirements 98% Complete\*



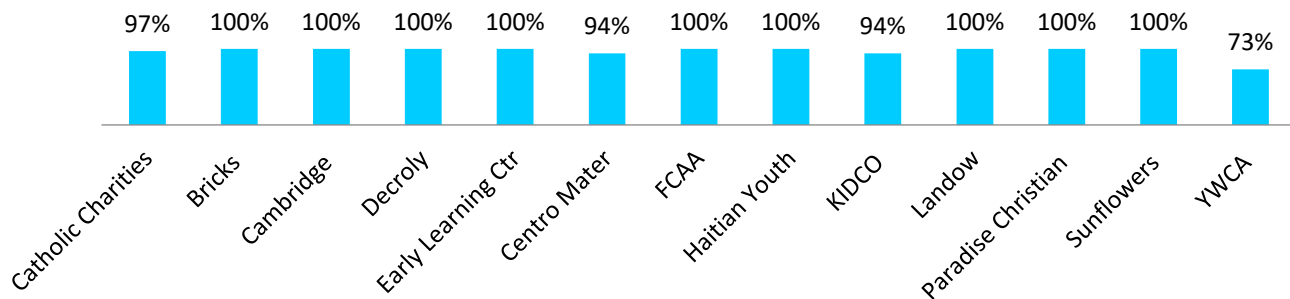
#### EHS 30 Day Requirements 99% Complete\*



#### CCP 1 -30 Day Requirements 100% Complete\*



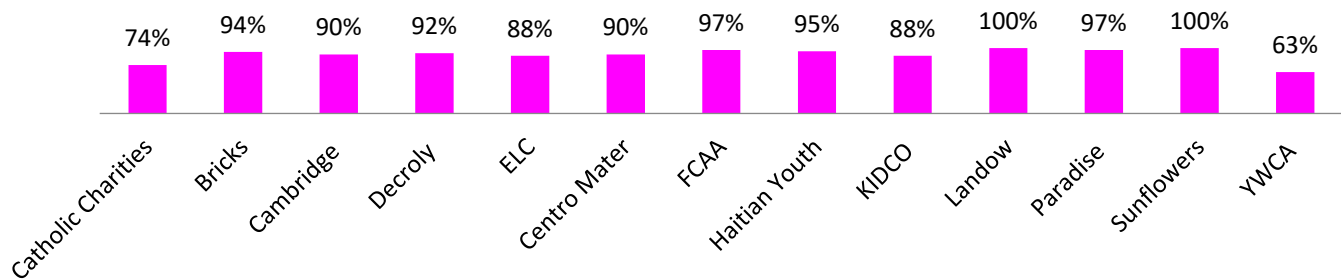
#### EHS Expansion CCP 30 Day Requirements 98% Complete\*



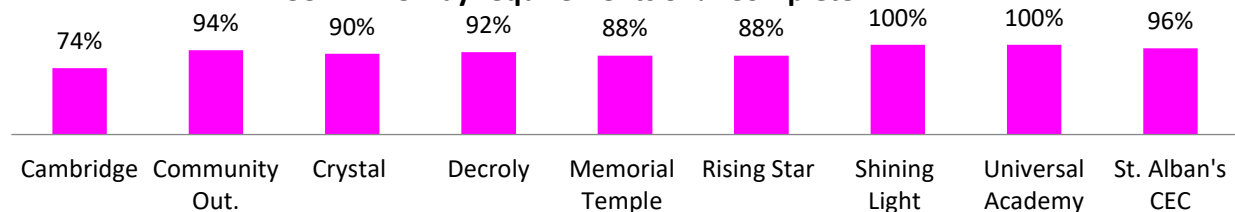
## HEALTH SERVICES:

### 45-Day Screenings:

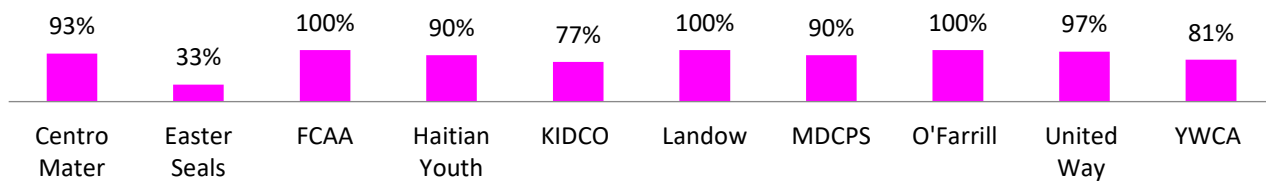
#### EHS Expansion CCP- 45 Day Requirements 92% Complete\*



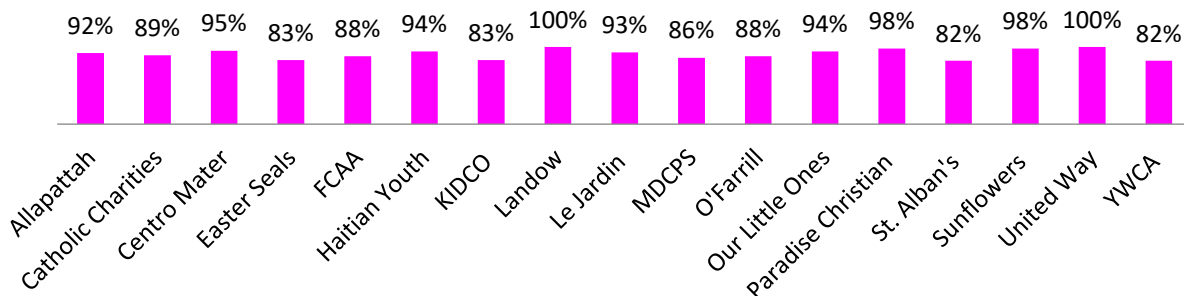
#### CCP 1 - 45 Day Requirements 92% Complete\*



#### Early Head Start 45 Day Requirements 90% Complete\*



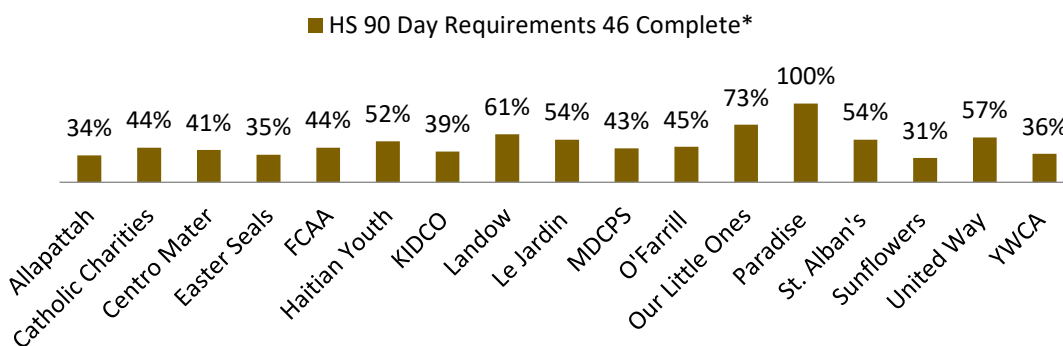
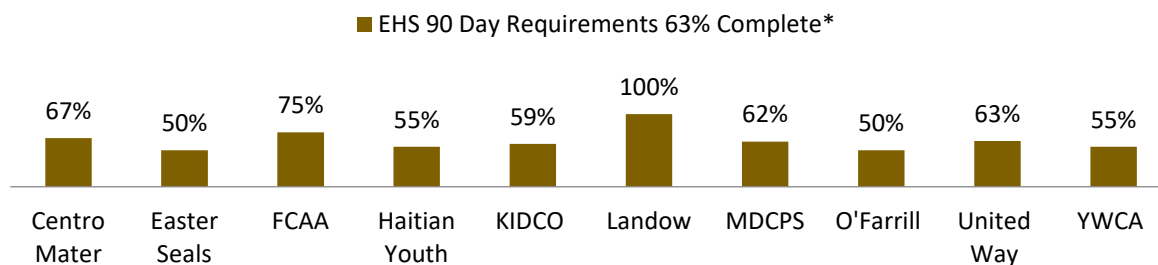
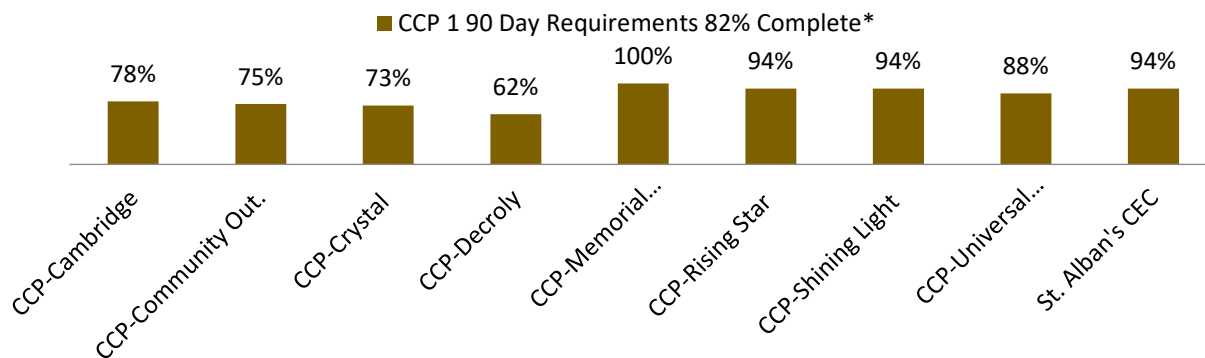
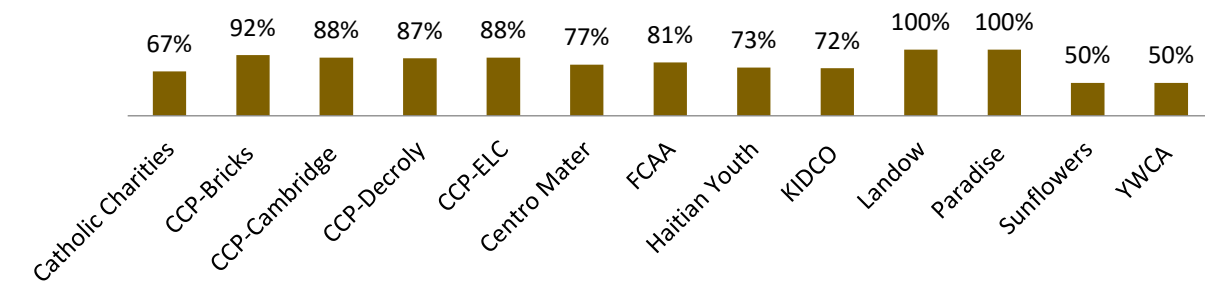
#### Head Start 45 Day Requirements 89% Complete\*



100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.

## HEALTH SERVICES:

### EHS Expansion CCP 90 Day Requirements 75% Complete\*

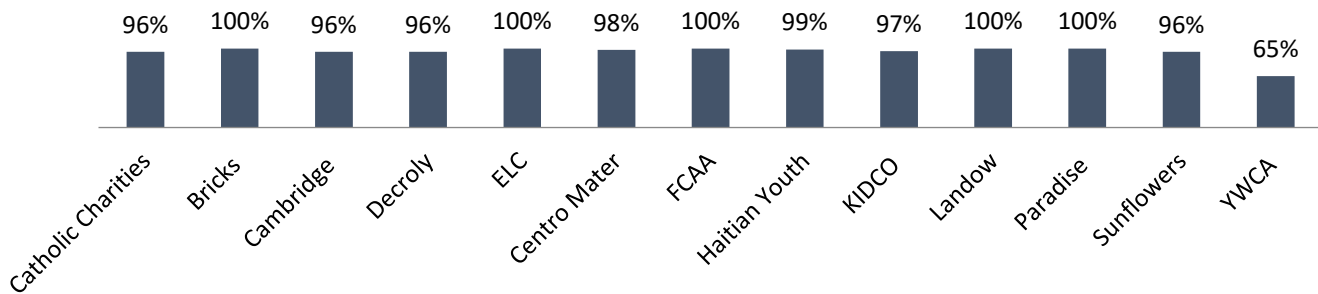


**90-Day Health Requirements:** 100% of the children must receive all Age Based Health Requirements (well baby check, Developmental/Behavioral screenings, Growth Assessment/Head Circumference, Health History, Hearing, Vision and Oral Health Screening) prior to the last day of the Early Head Start program term. An age equivalent well baby check is completed at various ages for each child from 2 months to 36 months. **\*Percentages above reflect the children who has completed 90 day entry based requirements.**

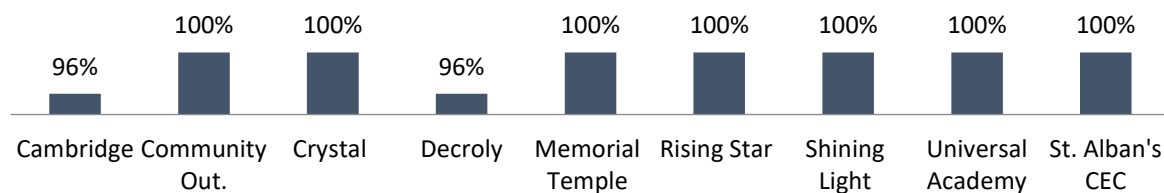
## HEALTH SERVICES:

## Immunization:

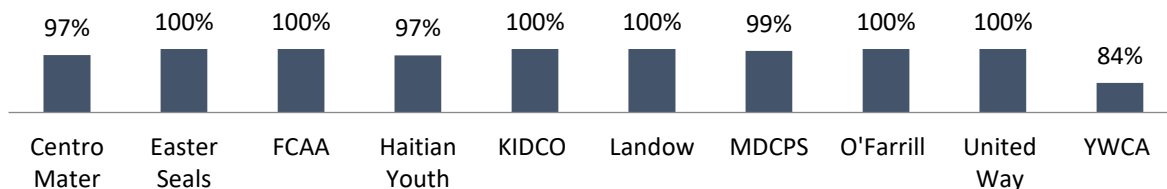
### EHS Expansion CCP Immunization 94% Complete or Up-To-Date



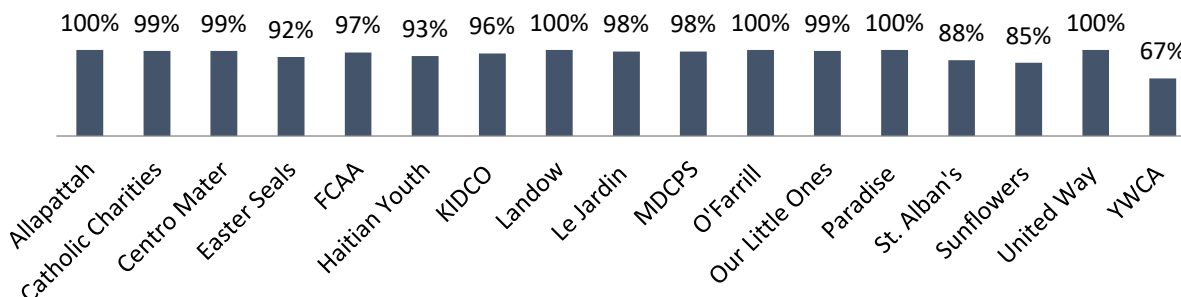
### CCP1 Immunization 99% Complete or Up-To-Date



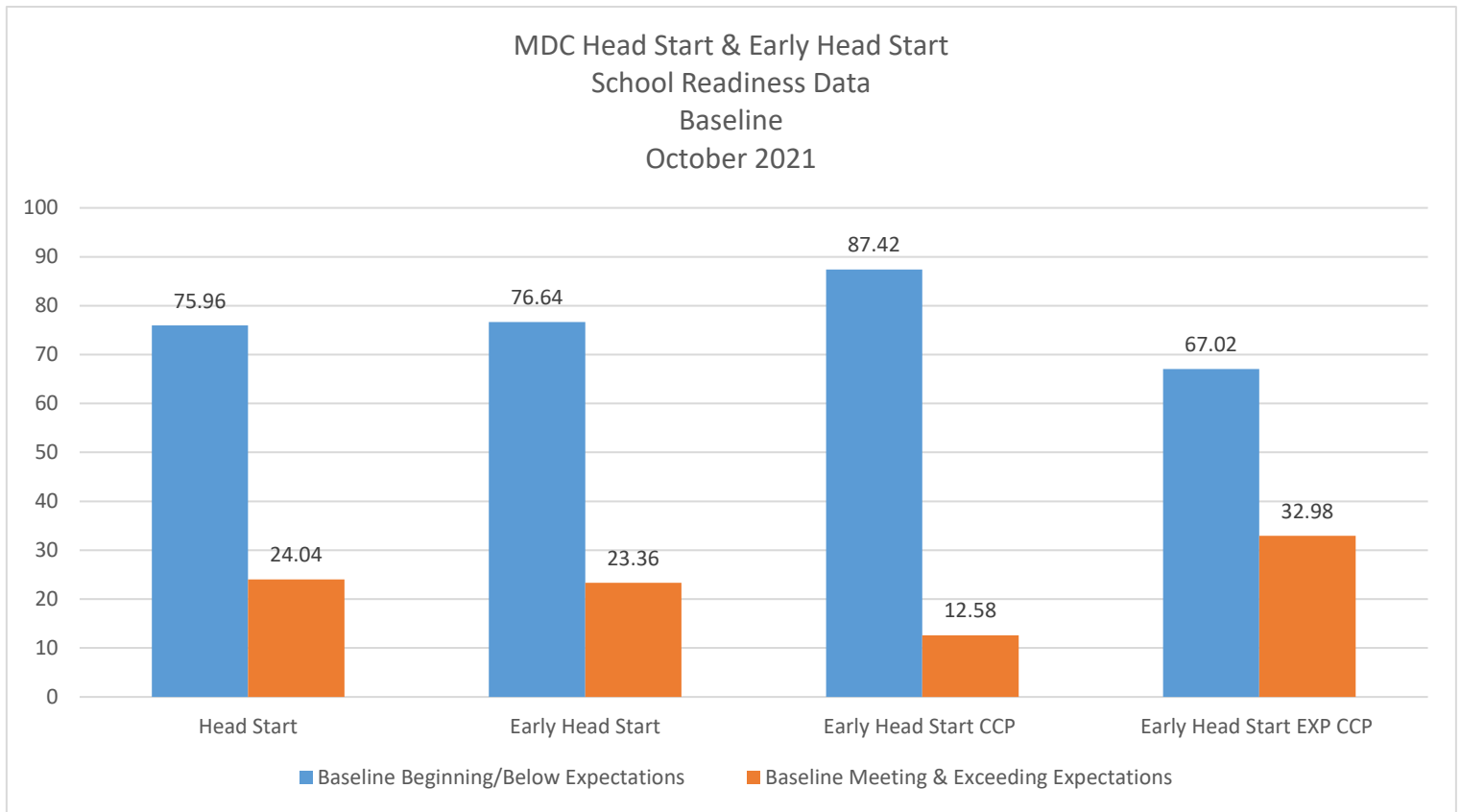
### Early Head Start Immunization 97% Complete or Up-To-Date



### Head Start Immunization 97% Complete or Up-To-Date



**NOTE:** 100% of all children must have a “complete” or “up-to-date” immunizations status within 90 calendar days of entry into the program.



Onsite early childhood mental health training, technical assistance and monitoring sessions continued during the month. This included conducting Head Start, Early Head Start and Early Head Start Expansion agency on site technical assistance sessions. Guidance was provided on: ensuring that mental health professionals facilitated the MDT 3015 screening results process in collaboration with team members and the related follow up intervention planning consultation with teachers and parents, offer of two referrals during the first staff parent consultation, submission of a current community partnership agreement and the importance of all documentation and attachments in ChildPlus. At the conclusion of each session, a summary status report was prepared and provided to each agency reflecting strengths and areas which required follow up. Feedback was also solicited concerning the implementation of social and emotional teaching strategies in all classrooms. There is a continued emphasis to assist and provide teachers, children and parents with resources and supports early in the program year.

Follow up requirements continued with social services team member to identify attendance concerns which may be impacted by parents' mental health status and the prevention of pre-school suspension and expulsion for children and families who may be most at risk. Additional guidance was also provided regarding increased efforts with family engagement staff to address potential concerns and provide support to all interested parents as early as possible, particularly in light of the impact of the COVID 19 pandemic.

Efforts continued regarding ensuring that the **consultation, screening, assessment, planning and referral process for individualization** required to meet the **45 and 90** day requirements are met. Follow up **clinical planning efforts**, including the **Functional Behavior Assessment, Positive Behavior Support Planning and related referral and follow up processes**, were also required in consultation with teachers and parents by the **licensed mental health professionals** for children identified with ongoing concerns who have been unresponsive to initial plans. Grantee administrative follow up also took place for agencies that do not have a **mental health consultant** on staff or under contract.

The Self-Assessment training and planning session was conducted with agencies and partners on **October 27<sup>th</sup>**. A comparison of the data from last year, progress, and areas to follow up on were discussed. Strengths and areas were identified for timely correction including increasing efforts to engage teachers and parents in the planning process, increased and timely efforts for the clinical assessment and planning process and timely documentation of such efforts at the Point of Service (**POS**).

In continuation of meeting the five year goal of a Pyramid classroom in each agency/center The Pre-K-Preschool **ePyramid Model** for Positive Behavior Individualized Support (**PBIS**) online train the trainer certification series for **Module2: Social and Emotional Teaching Strategies** was conducted. This training assists in building program capacity for evidenced based practices which **promote** positive behavior and **prevent** and **address** challenging behavior.

Additional activities and the October DECA and Ages and Stages data for **October 2021** follows:

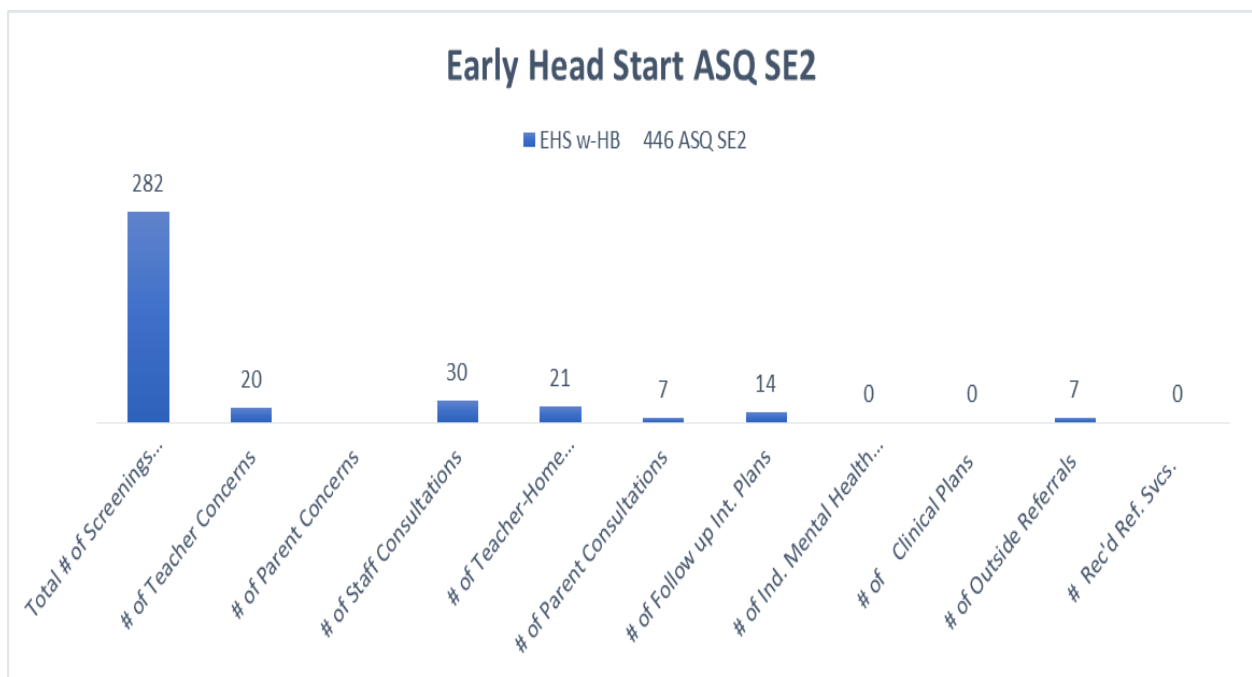
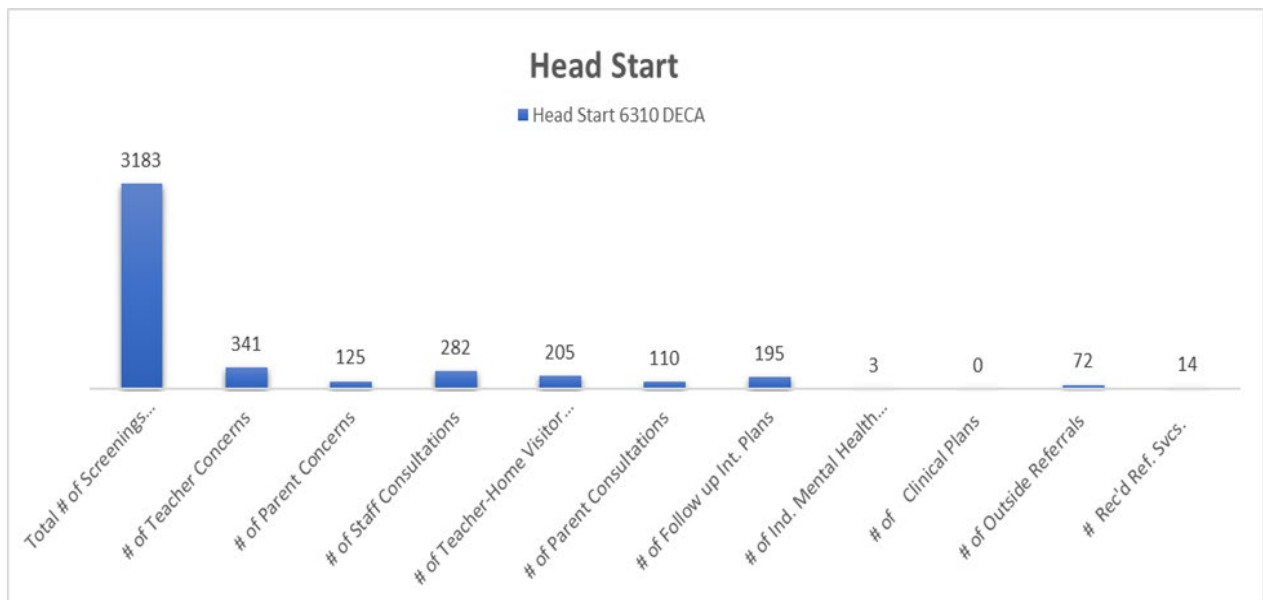
<input checked="" type="checkbox"/> Pre- Assessment DECA/ ASQ 45 Day Req.	<input type="checkbox"/> Mid Assessment DECA/ASQ/Consults/Plans/Ref	<input checked="" type="checkbox"/> Post Assessments FU DECA/ASQ/Consults/Plan/Ref	<input checked="" type="checkbox"/> Clinical Assessment for children non-responsive to Initial Plans
<input checked="" type="checkbox"/> 90 Day Cons.-Ind. Planning Req.	<input checked="" type="checkbox"/> Safety Plans	<input checked="" type="checkbox"/> 3015 MDT Review w-MHC FU Process	<input checked="" type="checkbox"/> Delegate LMHP Contracts
<input checked="" type="checkbox"/> Agency Monthly Reports Rev.	<input checked="" type="checkbox"/> Self-Assessment	<input checked="" type="checkbox"/> Quarterly Trainings, ChildPlus Training, Pyramid Training	<input type="checkbox"/> Delegate Risk Assessments
<input checked="" type="checkbox"/> Community Part. Agreements FU	<input checked="" type="checkbox"/> Federal Review Preparation-Grant Planning	<input type="checkbox"/> FUIP Summer Plan Prevention Cons.-Plans Ret. C	<input checked="" type="checkbox"/> Program Information Report (PIR)

Child Mental Health and Social and Emotional Well Being Service Area Report August 2021	2021-22 Program YR	Total to Date
Preschool Pyramid Model for Positive Behavior Support Train the Trainer Certifications	Module 1 Training Conducted on October with 13 participants.	129
Teaching Pyramid Observation Tool Reliability and Coaching Certification Training ( <i>Preschool</i> )		14
Pyramid Model Preschool Fidelity Classrooms Est. for 2021-22	8	
Infant and Toddler Pyramid Model for Positive Behavior Support - Train the Trainer Certification Series		54
Grantee Trainings and Technical Assistance Sessions Provided/Attended	Trainings: 2 TA: 18 Att. 4	
Co-consultations with Agencies for Children with Concerns/Center Visits/Classroom Visits	CC: 69 CV: 20 CLV: 63	
CMH TA Summary Reports, 7 Day Data Review and Corrections -QA Guidance to Agencies	18	

**HEAD START-EARLY HEAD START-EARLY HEAD START EXPANSION-EARLY HEAD START CHILD CARE  
PARTNERS DIRECT SERVICES DATA**

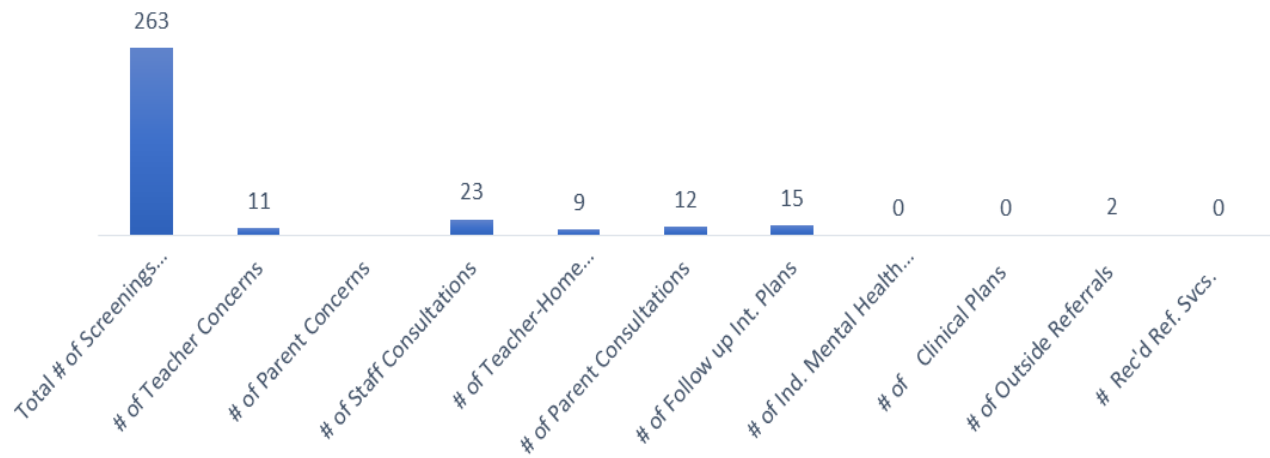
**DECA HEAD START 45 DAY SCREENING DATA AS OF OCTOBER 31, 2021**

	<b>DECA HEAD START DATA AS OF 11-5-21</b>		
<b>Agency Name</b>	<b>PreRatingCount</b>	<b>PreRatingNeedsC</b>	<b>PreNeedsPct</b>
Allapattah	45	3	0.07
Catholic Charities	534	42	0.08
Centro Mater	315	14	0.04
Easter Seals	214	36	0.17
FCAA	175	32	0.18
Haitian Youth	115	12	0.10
KIDCO Child Care	91	14	0.15
Landow	46	9	0.20
Lejardin Community Cen	267	32	0.12
Miami Dade County Publ	899	61	0.07
O'Farrill Learning Center	92	10	0.11
Our Little Ones	76	12	0.16
Paradise Christian School	75	17	0.23
St. Albans	51	16	0.31
Sunflowers Academy	32	10	0.31
United Way Center Of Ex	17	4	0.24
YWCA Of Greater Miami-	139	17	0.12
<b>TOTALS</b>	<b>3183</b>	<b>341</b>	<b>0.11</b>



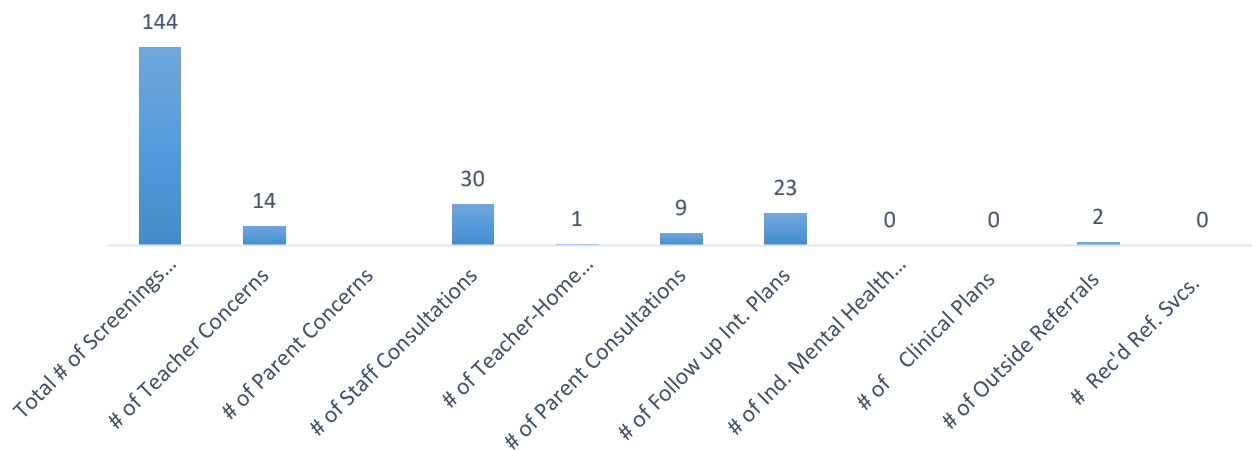
## Early Head Start Expansion- ASQ SE2

■ EHS Expansion w-CCP 552 ASQ SE2



## Early Head Start- Child Care Partners ASQ SE2

■ EHS- CCP1 240 ASQ SE2





## CAHSD Disability Report

October 2021

### HS & EHS

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
6756	326	4.82%

### EHS Expansion Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
552	48	8.69%

### EHS Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
240	32	13.33%

### Head Start

#### Eligibility Determination Pipeline

Pending LEA Screening	Pending LEA Evaluation	Pending LEA Eligibility
160	94	31

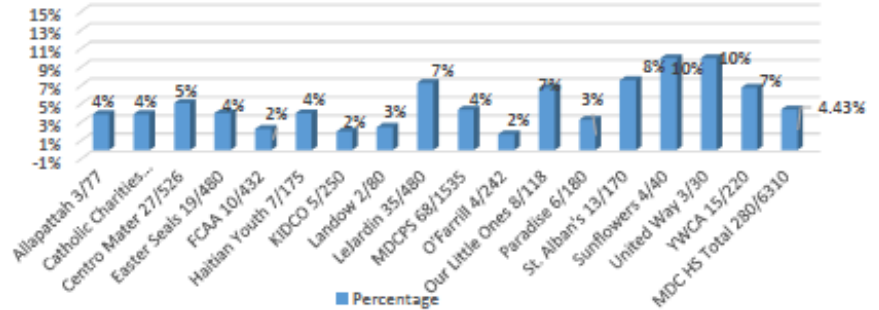
### Early Head Start Eligibility Determination Pipeline

	Pending Evaluation
EHS	6
EHS EXP CCP	14
EHS CCP	9

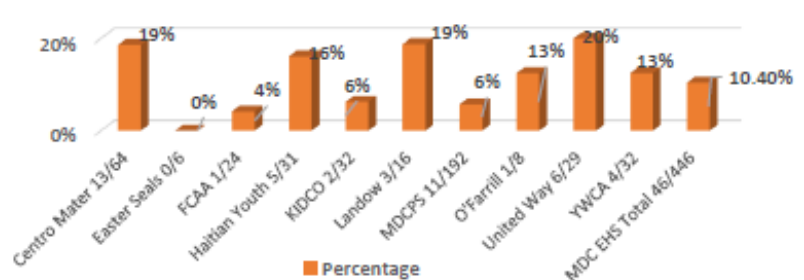
### Referral for Special Placement from Part C Agencies-Cumulative

Referred	New	Enrolled	Waitlisted/accepted	Abandoned	Parent Undecided
37	18	13	3	3	0

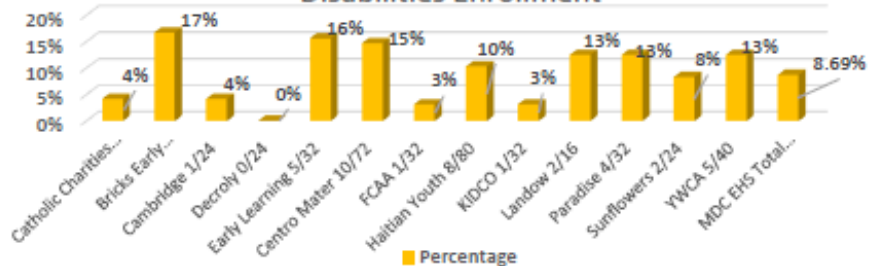
### Head Start Disabilities Enrollment



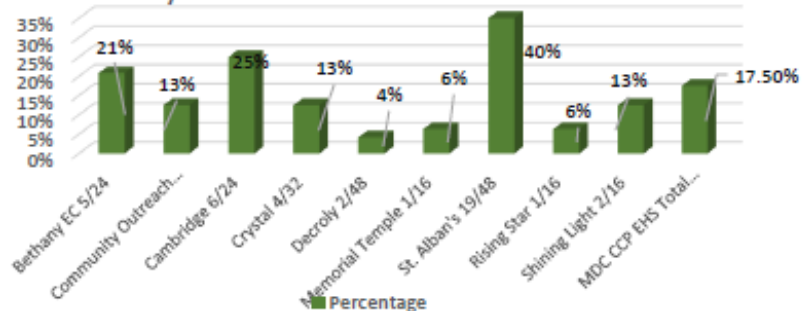
### Early Head Start (Including Home Based) Disabilities Enrollment



### Early Head Start Expansion (Including Home Based) Disabilities Enrollment



### Child Care Partnership Early Head Start Disabilities Enrollment



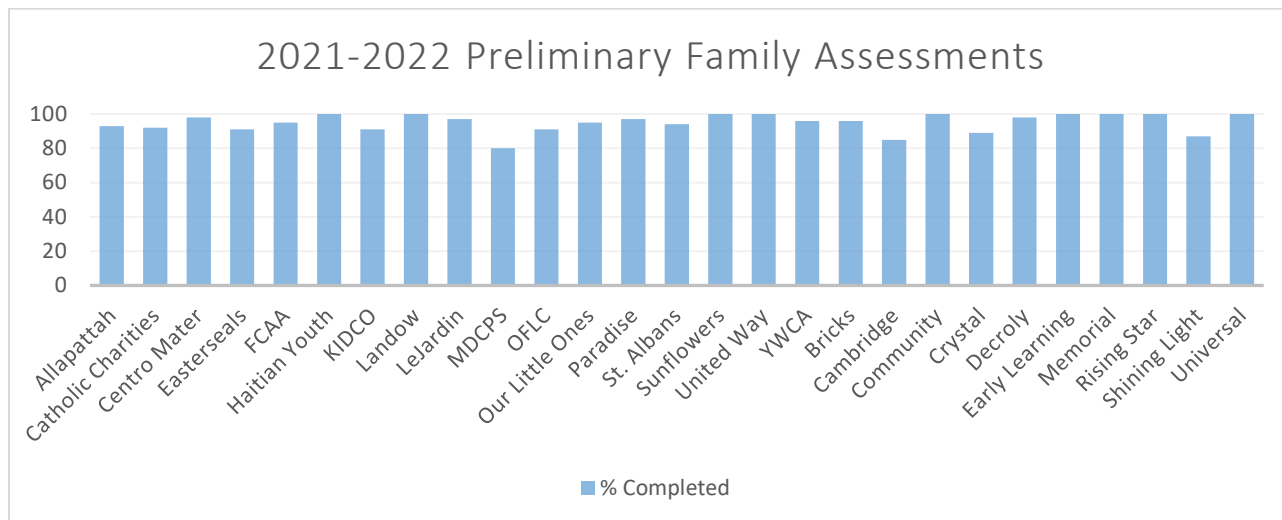
\*Total numbers and percentages may be higher than reported due to early program data entry into ChildPlus Data Base. Some agencies data might be missing. Pregnant women are not included in the total funded enrollment43

## **FAMILY & COMMUNITY ENGAGEMENT:**

Head Start and Early Head Start parents conducted their first meeting of the school year. Parent workshops and training were provided in the following topics: Pedestrian and Vehicle Safety, Child Development/Curriculum Overview, Environmental Hazards, and Breast Cancer Awareness.

The Program Governance Training was also conducted for Policy Council, Policy Committee, and Board members on their roles and responsibilities as governing bodies of the Miami-Dade Head Start/Early Head Start program.

An assessment is conducted with each family to identify their strengths and needs. A family goal is then developed in collaboration with the social services staff within the first 45 days of enrollment. Below are charts detailing the completion status for each delegate agency and child care partner.



## **NUTRITION**

Delegate Sites	Number of HS Operating Days	Number of EHS Operating Days	Breakfast HS	Breakfast EHS	Total # of Breakfast Served	Lunch HS	Lunch EHS	Total # of Lunch Served	Snack HS	Snack EHS	Total # of Snack Served
Allapattah	20		1285		1285	1285		1285	1285		1285
Catholic Charities	20		16709		16709	16874		16874	16285		16285
Centro Mater	20	20	8990	555	9545	9082	555	9637	8970	555	9525
Easter Seals	20	20	5522	52	5574	5527	52	5579	5495	52	5547
Family Christian	20	20	4900	409	5309	4942	407	5349	4564	380	4944
Haitian Youth	20	20	2907	432	3339	2906	432	3338	2906	432	3338
Kidco	20	20	2555	428	2983	2561	426	2987	2514	408	2922
Landow	19	19	1359	277	1636	1375	282	1657	1372	282	1654
LeJardin	20	0	7617	0	7617	7629	0	7629	6526	0	6526
MDCPS	20	20	24778	2885	27663	24784	2894	27678	24784	2894	27678
O'Farrill	20	20	2574	122	2696	2570	120	2690	2534	120	2654
Our Little Ones	20		1901		1901	1960		1960	1857		1857
Paradise Christian	20		2205		2205	2206		2206	2206		2206
St. Alban's	20		1557		1557	1557		1557	1557		1557
Sunflowers	20		681		681	681		681	681		681
United Way	20	20	530	367	897	530	367	897	530	367	897
YWCA	20	20	3022	495	3517	3058	490	3548	2994	471	3465
<b>Total Number</b>			<b>89092</b>	<b>6022</b>	<b>95114</b>	<b>89527</b>	<b>6025</b>	<b>95552</b>	<b>87060</b>	<b>5961</b>	<b>93021</b>

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast	Total # of Lunch Served	Total # of Snack Served
CCP Crystal Learning Center	32	20	287	287	287
CCP Decroly Center	48	20	817	817	817
CCP Memorial Temple	16	20	212	212	212
CCP Comm. Outreach	16	20	223	223	223
CCP Cambridge Academy	24	20	392	392	392
CCP Rising Star Academy	15	20	226	226	226
CCP St. Albans	48	20	728	728	728
CCP Shinning Light Childcare	16	20	258	258	258
CCP Universal Academy	24	20	396	396	396
<b>Total Number</b>			<b>3539</b>	<b>3539</b>	<b>3539</b>

<b>Child Care Partners</b>	<b>Funded Enrollment</b>	<b>Number of Operating Days</b>	<b>Total # of Breakfast Served</b>	<b>Total # of Lunch Served</b>	<b>Total # of Snack Served</b>
Bricks Early Learning Center INC	24	20	461	461	461
Cambridge Academy	24	20	362	362	362
Catholic Charities	120	20	1756	1759	1733
Centro Mater	104	20	290	290	290
Decroly Learning	24	20	361	361	361
Early Learning Center	32	20	476	476	475
FCAA	32	20	550	551	537
Haitian Youth	48	20	508	508	508
Haitian Youth Edison CRC	32	20	675	675	675
KIDCO	32	20	413	415	385
Ladow	16	19	252	255	255
Paradise Christian	32	20	531	530	530
Sunflowers	24	20	376	376	376
YWCA	40	20	592	590	577
<b>Total Number</b>			<b>7603</b>	<b>7609</b>	<b>7525</b>

## Quality Assurance

The Quality Assurance unit conducted health and safety monitoring visits for all delegate and CCP sites. The monitoring tool used was the Health and Safety Screener, which was developed by the Office of Head Start. The compliance rates and most-frequently cited non-compliance indicators are listed below.

Monitoring at 123 delegate agency centers occurred between 8/23/21 and 10/6/21. The average compliance was 79%, with the highest score at 98% and lowest at 50%. Monitoring at 13 CCP sites occurred between 10/12/21 and 10/15/21. The average compliance score was 78%, with the highest at 91% and lowest at 66%.

Delegate Agency/Center	Compliance
Allapattah HS	59%
CC-Centro Hispano EHS	97%
CC-Centro Hispano HS	61%
CC-Good Shepherd HS	68%
CC-Holy Redeemer EHS	80%
CC-Holy Redeemer HS	62%
CC-Liberty City CRC EHS	63%
CC-Notre Dame EHS	79%
CC-Notre Dame HS	68%
CC-Sagrada Familia EHS	75%
CC-Sagrada Familia HS	71%
CC-South Dade EHS	69%
CC-South Dade HS	76%
CC-S. Dade Skills Cntr EHS	72%
Centro Mater East I EHS	94%
Centro Mater East I EHS	94%
Centro Mater East I HB	88%
Centro Mater East I HB	93%
Centro Mater East I HS	94%
Centro Mater East II HS	92%
Centro Mater Walker Prk HS	90%
Centro Mater West HB	92%
Centro Mater West HB	92%
Centro Mater West I EHS	90%
Centro Mater West I HS	87%
Centro Mater West II HS	90%
ES-Caleb HS	87%
ES-Culmer HS	89%
ES-Jackson Dade HS	88%
ES-Liberty Square EHS	91%
ES-Liberty Square HS	88%
ES-North County HS	79%
ES-OEBL	75%
FCAA A Children's Place HS	75%
FCAA Dr DDS Annex	75%

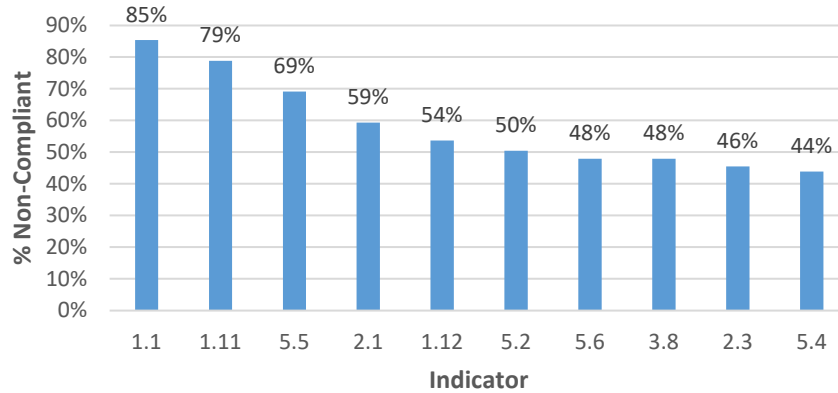
FCAA Dr DDS Portables	79%
FCAA DDS Portables EHS	88%
FCAA Mt. Calvary EHS	85%
FCAA Mt. Calvary HS	75%
FCAA New Hope EHS	85%
HY-Early Steps EHS	88%
HY-Early Steps EHS	81%
HY-Early Steps HS	80%
HY-Early Steps HS#2	80%
HY-Edison Comm Res Ctr	89%
HY-Lillie M. Williams EHS	89%
HY-Lillie M. Williams HS	80%
KIDCO II EHS	93%
KIDCO II HS	89%
KIDCO IV EHS	96%
KIDCO IV HS	97%
KIDCO V HS	98%
KIDCO VI EHS	95%
KIDCO VI HS	96%
KIDCO VII EHS	91%
KIDCO VII HS	95%
Landow Yeshiva EHS	64%
Landow Yeshiva EHS	59%
Landow Yeshiva HS	58%
Le Jardin I HS	82%
Le Jardin II HS	60%
Le Jardin III HS	68%
Le Jardin V HS	75%
MDCPS-Arcola Lakes	77%
MDCPS-Bethune EHS	69%
MDCPS-Bethune HS	80%
MDCPS-Biscayne	77%
MDCPS-CP Meek/Westview	68%
MDCPS-Carlos Finlay	83%
MDCPS-Carol City	66%
MDCPS-Chapman N HS	81%

MDCPS-Chapman N-EHS	81%
MDCPS-Chapman S EHS	67%
MDCPS-Chapman S HS	60%
MDCPS-Charles Drew	79%
MDCPS- Whigham EHS	72%
MDCPS-Whigham HS	75%
MDCPS-Ethel F Beckford	63%
MDCPS-GKE/Sabal Palm	71%
MDCPS-Henry Reeves	60%
MDCPS-IAW EHS	83%
MDCPS-IAW HS	65%
MDCPS-John G Dupuis	83%
MDCPS-Leisure City EHS	78%
MDCPS-Leisure City HS	70%
MDCPS-Lillie C. Evans HS	81%
MDCPS-MLK HS	60%
MDCPS-Fienberg/Fisher	71%
MDCPS-Nathan B. Young	50%
MDCPS-Oak Grove	69%
MDCPS-Orchard Villa HS	55%
MDCPS-Paul Laurence Dunbar	72%
MDCPS-Phyllis Miller	78%
MDCPS-Poinciana	67%
MDCPS-South Hialeah	67%
MDCPS-Thena Crowder	61%
MDCPS-Treasure Island	72%
MDCPS-Tropical	83%
MDCPS-William Chapman	67%
MDCPS-Zora Neale Hurston	76%
OFarrill-Arthur Mays HS	86%
OFarrill-Coral Way HS	90%
OFarrill-Perrine HS	82%
OFarrill-South Miami EHS	97%
OFarrill-South Miami HS	89%
Our Little Ones HS	67%
Paradise Christian EHS	91%
Paradise Christian- HS	87%
St. Alban's Coconut Grove	76%
St. Alban's South Miami	92%
Sunflowers Academy #4 HS	91%
Sunflowers Academy #5 EHS	95%

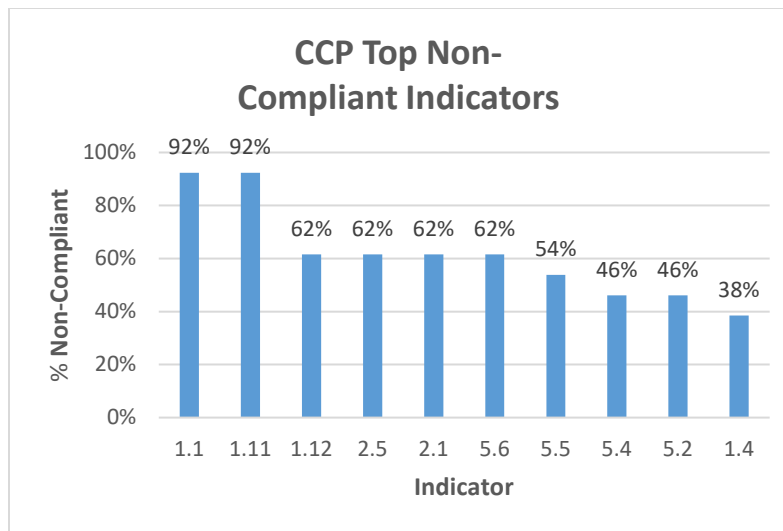
Sunflowers Academy #5 HS	93%
United Way EHS	78%
United Way EHS HB	90%
United Way HS	83%
YWCA-Carol Glassman EHS	91%
YWCA-Colonel Zubkoff EHS	93%
YWCA-Colonel Zubkoff HS	72%
YWCA-Gerry Sweet EHS	85%
YWCA-Gerry Sweet HS	90%
YWCA-IG Center EHS	84%
YWCA-IG Center HS	73%
<b>Average</b>	<b>79%</b>

CCP Agency	Compliance
CCP-Bricks	75%
CCP-Cambridge	80%
CCP-Cambridge EXP	88%
CCP-Community Outreach	91%
CCP-Crystal	85%
CCP-Decroly	70%
CCP-Decroly EXP	75%
CCP-Early Learning Cntr	66%
CCP-Memorial Temple	67%
CCP-Rising Star	76%
CCP-Shining Light	74%
CCP-Universal Academy	85%
CCP-St. Alban's Allapattah	85%
<b>Average</b>	<b>78%</b>

### Delegate Agency Top Non-Compliant Indicators



Indicator	Indicator Text
1.1	All areas are safe, clean, and free from pests.
1.11	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors including falls and breakage.
5.5	Direct service staff are trained in first aid, CPR, prevention and control of infectious diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.
2.1	Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.
1.12	Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible
5.2	Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.
5.6	All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.
3.8	Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.
2.3	Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.
5.4	All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.



Indicator	Indicator Text
1.1	All areas are safe, clean, and free from pests.
1.11	Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.
1.12	Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap and towels are available and accessible
2.5	Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.
2.1	Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.
5.6	All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.
5.5	Direct service staff are trained in first aid, CPR, prevention and control of infectious diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.
5.4	All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.
5.2	Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.
1.4	Emergency lighting is available in case of a power failure.