

**COMMUNITY ACTION AGENCY BOARD  
OFFICERS:**

**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:**

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  
Mary Reeves  
Leah Shadle  
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 BOARD MEETING**

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

**DATE: April 5, 2022**

**SUBJECT: Meeting Notice**

The Community Action Agency Board Meeting will be held on Monday,  
April 11, 2022 at 4:00 PM. Please see details below:

**CAA BOARD MEETING**  
**Monday, April 11, 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, April  
8, 2022.**

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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**DEPARTMENT DIRECTOR:**  
Sonia J. Grice

**\*\* Deceased**

**COMMUNITY ACTION AGENCY  
BOARD MEETING  
MONDAY, APRIL 11, 2022 @ 4:00 P.M.**

**AMENDED AGENDA**

**CALL TO ORDER**

**INSPIRATIONAL MESSAGE**

**CAA MISSION STATEMENT**

**ROLL CALL/INTRODUCTIONS**

**1. PRESENTATION BY THE OFFICE OF NEIGHBORHOOD SAFETY**

**2. CHAIRPERSON'S COMMENTS**

A. Adoption of the Agenda

B. CAA Board Meeting Minutes – March 14, 2022

[pgs.5-9]

**3. REASONABLE OPPORTUNITY TO BE HEARD**

**4. COMMITTEE REPORTS/ACTION ITEMS**

A. Committee Reports

1. Finance Committee

a. CAHSD Financial Statement from September 2021

[pgs.10-12]

2. Executive Committee

a. Joint Finance and Executive Committee Meeting Minutes – February 7, 2022

[pgs.13-20]

b. Joint Finance and Executive Committee Meeting Minutes – March 7, 2022

[pgs.21-26]

3. HS/EHS Start Policy Council Chairperson's Report for January 2022

[pgs.27-28]

a. 2021-2026 HS/EHS Program Goals

[pgs.29-59]

b. 2020-2021 EHS-CCP Program Improvement Plan

[pgs.60-66]

c. 2021-2022 HS/EHS Training and Technical Assistance Plan

[pgs.67-94]

d. 2021-2022 EHS-CCP Training and Technical Assistance Plan

[pgs.95-122]

e. 2021-2022 EHS Expansion CCP Training and Technical Assistance Plan

[pgs.123-150]

f1. HS/EHS Financial Statements PY2020-21 September 2021

[pgs.151-153]

f2. HS/EHS Financial Statement January 2022 PY:2021-2022

[pgs.154-156]

g. HS/EHS One Time Activities COVID-19 Reports PY 2019-2020 for March 2021

[pgs.157-158]

h1. EHS-CCP Financial Statements PY2020-2021 for October 2021

[pgs.159-161]

h2. EHS-CCP Financial Statements PY2021-2022 for January 2022

[pgs.162-163]

i. EHS-CCP One Time Activities COVID-19 Reports PY2019-2020 for March 2021

[pgs.164-166]

j. EHS-CCP Expansion One-time Activities COVID-19 Reports PY20-21 March '21

[pgs.167-169]

k1. EHS-CCP Expansion Financial Statements PY2020-21 October 2021

[pgs.170-172]

k2. EHS-CCP Expansion Financial Statement PY2021-22 January 2022

[pgs.173-175]

l. EHS-CCP Proposed Budget and COLA Applications for FY2021-2022

[pgs.176-178]

m. EHS-CCP Expansion Program Budget and COLA Applications for FY2021-22

[pgs.179-181]

- n. Head Start/Early Head Start Program Proposed Budget and COLA Applications for Fiscal Year 2021-2022 [pgs.182-184]
- o. The All Head Start, Early Head Start, Early Head Start-Child Care Partnership Program Proposed Budget and Application for COVID-19 One-time activities for the Budget Period 04/01/2021-3/31/2023 [pgs.185-187]
- p. All Head Start, Early Head Start, Early Head Start-Child Care Partnership grantees eligible for the American Rescue Plan One-Time Supplement [pgs.188-189]
- q. Miami-Dade County Head Start/Early Head Start Grant Non-Federal Share Waiver request award No. 04CH010192-06 [pgs.190-191]
- r. Miami-Dade County Head Start/Early Head Start Grant Low-Cost Extension for award No. 04CH010192-06 [pgs.192-193]
- s. Miami-Dade County the Combination Expansion Early Head Start Childcare Partnership Grant Non-Federal Share Waiver Request for Award No. 04HP00015802 [pgs.194-195]
- t. Miami-Dade County the Early Head Start Childcare Partnership Grant Non-Federal Share Waiver Request for Award No. 04HP000219-02 [pgs.196-197]
- u. Miami-Dade County Public School Relocation: Olinda Elementary Head Start, Bunche Park Elementary Head Start, and South Pointe Elementary Head Start [pg.198]
- v. Head Start University Partnerships: Building the Evidence Base for ECE Workforce Well-Being [pgs.199-200]
- w. New CCP Provider: Universal Academy [pg.201]
- x. 2021-2022 HS/EHS Self-Assessment Plan [pgs.201-205]
- y. 2021-2022 EHS-CCP Self-Assessment Plan [pgs.206-209]
- z. 2021-2022 EHS Expansion Self- Assessment Plan [pgs.210-213]

## **5. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL**

- A. Divisional Updates/Content Area Reports [pgs.214-262]
  - 1. Elderly and Disability Services [pgs.--]
  - 2. Energy, Facilities & Transportation [pgs.215-216]
  - 3. Family and Community Services [pgs.217-225]
  - 4. Psychological Services [pgs.226-227]
  - 5. Violence Prevention and Intervention [pgs.--]
  - 6. Greater Miami Service Corps [pgs.--]
  - 7. Rehabilitative Services [pgs.--]
  - 8. HS/EHS December 2021 Content Area Report [pgs.228-252]
  - 9. COVID-19 Cases – December 2021 [pgs.253-254]
  - 10. ACF-PI-HS-22-01 Final rule on flexibility for Head Start designation renewals in certain Emergencies [pgs.255-258]
  - 11. ACF-IM-HS-22-01 Head Start transportation services and vehicles during the COVID-19 Pandemic [pgs.259-262]

## **6. OTHER/NEW BUSINESS**

## **7. ANNOUNCEMENTS**

## **8. ADJOURNMENT**

**Next CAA Executive Committee Meeting:**

**Monday, May 2, 2022  
4:00 P.M.**

**Next CAA Board Meeting**

**Monday, May 9, 2022  
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 BOARD MEETING MINUTES

**Meeting Date: Monday, March 14, 2022 @ 4:00 PM**

### Attendance

<b>Dr. Joyce Price, Chairperson</b>	<b>P</b>	<b>Regina Grace, 1st Vice Chair</b>	<b>P</b>	<b>Derrick Williams, 2nd Vice Chair</b>	<b>P</b>
Natalie Robinson-Bruner, Assistant Secretary	<b>EX</b>	<b>Dr. Michael G. Fresco Sr., Treasurer</b>	<b>P</b>	<b>Alvin W. Roberts, Parliamentarian</b>	<b>P</b>
<b>Twaquilla Eatman, Policy Council Chairperson</b>	<b>P</b>	<b>Marjorie York, At-Large Member</b>	<b>P</b>	<b>Dr. Cathia Darling, At-Large Member</b>	<b>P</b>
<b>Dr. William Zubkoff, Former Chairperson</b>	<b>P</b>	Horacio Aguirre	<b>EX</b>	<b>Deena Albelto, present via Zoom</b>	<b>P</b>
Countess Balogun	<b>EX</b>	Elizabeth Berenguer	<b>A</b>	<b>Dr. Santarvis Brown</b>	<b>P</b>
Janie F. Centeno	<b>EX</b>	<b>Tiffany B. Crapp</b>	<b>P</b>	Luis DeRosa	<b>EX</b>
<b>Dorothy Johnson</b>	<b>P</b>	Gloria Joseph	<b>EX</b>	Marissa Lindsey	<b>EX</b>
Dr. Melissa Noya	<b>EX</b>	Mary Reeves	<b>A</b>	<b>Leah Shadle</b>	<b>P</b>
<b>Larry Williams</b>	<b>P</b>				

**\* Fifteen (15) Committee Members. With 14 members physically present, quorum was established.**

**P = Present (15)**

**E = Excused (8)**

**A = Absent (2)**

### Attendance – Staff/Visitors

Sal Najarro, Assistant Director	Letah Parrish, FCSD Administrator	Matias Buchhalter, Staff
Sonia J. Grice, CAHSD Department Director	Brenda Williams, Fiscal Administrator HS/EHS	Dr. Maria “Maite” Riestra, HS/EHS Director
Cassandra Alexander, Staff	Rick Signori, CAHSD Fiscal Director	Wanda Walker, FCSD Director
Shandra Daniels, RSD	Alton Sears, Staff	Edeline Mondestin, EDSB Chief
Carmen Morris, CAHSD PIO	Dr. Tiffany Amrich, Psychological Services	Thomas M. Yarosz, Visitor

**Fifteen (15) staff/visitors in attendance**

<b>CALL TO ORDER</b>		<b>ACTION NEEDED/TAKEN</b>
<b>Call to Order Inspirational Message CAA Mission Statement</b>	CAA Board Chairwoman, Dr. Joyce Price, called the March CAA Board meeting to order at approximately 4:15 P.M. Mr. Derrick Williams provided the inspirational message and Dr. Cathia Darling read the CAA mission statement.	<b>N/A</b>
<b>I. CHAIRPERSON UPDATES/REPORTS</b>		<b>ACTION NEEDED/TAKEN</b>
<b>A. Adoption of the agenda</b>	<b>Dr. Price asked for a motion for the adoption of the Agenda which was moved by Dr. Santarvis Brown and seconded by Ms. Dorothy Johnson. Motion passed unanimously.</b>	<b>N/A</b>
<b>B. CAA Board Meeting Minutes – October 5, 2020</b>	<b>Dr. Price asked for a motion to approve and accept the CAA Board Meeting Minutes from October 5, 2020 which was moved by Ms. Johnson, and seconded by Mr. Alvin Roberts. Motion passed unanimously.</b>	<b>N/A</b>

<b>C. CAA Board Meeting Minutes – November 8, 2021</b>	<b>Dr. Price asked for a motion to approve and accept the CAA Board Meeting Minutes from November 8, 2021 which was moved by Ms. Regina Grace, and seconded by Ms. Johnson. Motion passed unanimously.</b>	<b>N/A</b>
<b>D. CAA Board Meeting Minutes – December 13, 2021</b>	<b>Dr. Price asked for a motion to approve and accept the CAA Board Meeting Minutes from December 13, 2021 which was moved by Mr. Roberts, and seconded by Dr. Brown. Motion passed unanimously.</b>	<b>N/A</b>
<b>II. REASONABLE OPPORTUNITY TO BE HEARD</b>		<b>ACTION NEEDED/TAKEN</b>
• No requests were received.		<b>N/A</b>
<b>III. COMMITTEE REPORTS/ACTION ITEMS</b>		<b>ACTION NEEDED/TAKEN</b>
<b>1. Executive Committee</b>		
<b>a. Joint Finance and Executive Committee Meeting Minutes – October 5, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Joint Finance and Executive Committee Meeting Minutes from October 5, 2020 which was moved by Ms. Grace, and seconded by Ms. Johnson Motion passed unanimously.</b>	<b>N/A</b>
<b>b. Special Call Meeting Minutes – October 29, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Special Call Meeting Minutes from October 29, 2020 which was moved by Ms. Grace, and seconded by Dr. Brown. Motion passed unanimously.</b>	<b>N/A</b>
<b>c. Joint Finance and Executive Committee Meeting Minutes – January 4, 2021</b>	<b>Dr. Price, asked for a motion to approve and accept the Joint Finance and Executive Committee Meeting Minutes from January 4, 2021 which was moved by Ms. Grace, and seconded by Ms. Johnson. Motion passed unanimously.</b>	<b>N/A</b>
<b>2. Advocacy Committee</b>		
<b>a. Advocacy Committee Meeting Minutes – February 24, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Advocacy Committee Meeting Minutes from February 24, 2020 which was moved by Ms. Johnson and seconded by Ms. Grace. Motion passed unanimously.</b>	<b>N/A</b>
<b>b. Advocacy Committee Meeting Minutes – September 27, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Advocacy Committee Meeting Minutes from September 27, 2020 which was moved by Ms. Johnson and seconded by Dr. Brown. Motion passed unanimously.</b>	<b>N/A</b>
<b>3. Education Sub-Committee</b>		
<b>a. Education Sub-Committee Meeting Minutes – February 13, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Education Sub-Committee Meeting Minutes from February 13, 2020 which was moved by Ms. Johnson and seconded by Mr. Derrick Williams. Motion passed unanimously.</b>	<b>N/A</b>
<b>4. Family and Community Services Division</b>		
<b>a. LIHEAP CARES-ACT update</b>	<b>The CAA Board reviewed the items listed from the agenda listed as 3A4 (a-d) as informational items and confirmed receipt of the information provided.</b>	<b>N/A</b>
<b>b. LIHEAP Regular update</b>		
<b>c. LIHEAP Eligibility update</b>		

<b>d. Annual CSBG Community Action Plan</b>		
<b>5. Approval of the 2020 CAHSD Community Needs Assessment, as presented to the Board by Florida International University on October 5th, 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the 2020 CAHSD Community Needs Assessment, as presented to the Board by Florida International University on October 5th, 2020 which was moved by Ms. Grace and seconded by Dr. Brown. Motion passed unanimously.</b>	<b>N/A</b>
<b>6. Annual Community Service Block Grant (CSBG) Community Action Plan FY20-21</b>	<b>Dr. Price, asked for a motion to approve and accept the Annual Community Service Block Grant (CSBG) Community Action Plan FY20-21 which was moved by Dr. Zubkoff and seconded by Ms. Johnson. Motion passed unanimously.</b>	<b>N/A</b>
<b>7. Community Action and Human Services Business Plan</b>	<b>Dr. Price, asked for a motion to approve and accept the Community Action and Human Services Business Plan which was moved by Dr. Brown and seconded by Ms. Grace. Motion passed unanimously.</b>	<b>N/A</b>
<b>8. County Audit</b>	<b>Dr. Price, asked for a motion to approve and accept the County Audit which was moved by Mr. Roberts and seconded by Ms. Grace. Motion passed unanimously.</b>	<b>N/A</b>
<b>9. Head Start/ Early Head Start Policy Council Chairperson's Reports for October, November, and December 2020</b>	<b>Dr. Price, asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for October, November, and December 2020 which was moved by Ms. Johnson and seconded by Ms. Grace. Motion passed unanimously.</b>	<b>N/A</b>
<b>a. *Recommendation: Approval to Accept: 2020-2021 Head Start/Early Head Start Self-Assessment Plan</b> <b>b. 2020-2021 Early Head Start-Child Care Partnership Self-Assessment Plan</b> <b>c. 2020-2021 EHS Expansion-CCP Self-Assessment Report</b> <b>d. 2020-2021 EHS Expansion-CCP Program Improvement Plan</b> <b>e. 2020-2021 EHS Expansion-CCP Training and Technical Assistance Plan</b> <b>f. 2020-2021 EHS Expansion-CCP Grant Budget</b>	<b>Dr. Price asked for a motion to approve and accept agenda items 3A9a-3A9o which was moved by Mr. Roberts and Ms. Johnson, followed by discussion.</b> Ms. Johnson asked if there were any items that the CAA Board Executive committee reviewed that merited any concerns to the CAA Board. Ms. Grace, 1 <sup>st</sup> Vice Chair, and Chair of the CAA Executive Committee answered that all the items showcase the Head Start division's attention to detail and assessment that allows for continuous professional development, and improvements in outcomes. She added that there were no glaring errors, and the also the information presents the work the Head Start staff completed in regards to the COVID-19 Pandemic. Ms. Johnson asked if in Ms. Grace's opinion, all the COVID-19 protocols were met, and Ms. Grace answered in the affirmative. She also added that staff were very diligent and thorough in their items that were produced for the Board's review. <b>Ms. Grace called the question. Ms. Johnson provided the second. Motion passed unanimously.</b>	<b>N/A</b>

<ul style="list-style-type: none"> <li>g. 2020-2021 Parent Activity Fund Guidelines</li> <li>h. Head Start/Early Head Start Program's Proposed Carryover Balance</li> <li>i. Head Start/Early Head Start Program's COVID-19 Proposed Carryover Balance</li> <li>j. Early Head Start Child Care Partnership Program's COVID-19 Proposed Carryover Balance</li> <li>k. 2020-2021 Policy Council Bylaws</li> <li>l. Adjusted 2020-2021 Selection Criteria</li> <li>m. 2021-2022 Recruitment Plan and Selection Criteria</li> <li>n. Disabilities Policies and Procedures</li> <li>o. Education Policies and Procedures</li> </ul>		
<ul style="list-style-type: none"> <li>p. HS/EHS Planning and Budget Reports PY 2019-20 for September, and October 2020</li> <li>q. HS/EHS Planning and Budget Reports PY 2020-21 for August, September, October, November, and December 2020</li> <li>r. HS/EHS One Time Activities COVID-19 Reports PY 2019-2020 for August, September, October, November, and December 2020</li> <li>s. EHS-CCP Planning and Budget Reports PY 2019-2020 for September, and October 2020</li> <li>t. EHS-CCP Planning and Budget Reports PY 2020-2021 for</li> </ul>	<p><b>Dr. Price asked for a motion to approve and accept agenda items 3A9p-3A9w which was moved by Ms. Grace and Dr. Fresco, followed by discussion.</b> Dr. Price asked Dr. Fresco if there were any concerns regarding the financial items in the agenda. Dr. Fresco responded that the items have satisfied his concerns and all necessary questions have been asked and answered by CAHSD staff. <b>Motion passed unanimously.</b></p>	<p style="text-align: center;"><b>N/A</b></p>

<p>August, September, October, November, and December 2020</p> <p>u. EHS-CCP One Time Activities COVID-19 Reports PY 2019-2020 for August, September, October, November, and December 2020</p> <p>v. Combination – Expansion EHS-CCP One-time Activities COVID-19 Reports PY 20-21 for September, October, November, and December 2020</p> <p>w. Combination – Expansion EHS-CCP Planning and Budget Reports PY 2020-21 for September, October, November, and December 2020</p>		
<b>IV. DIRECTOR’S REPORT/DEPARMENTAL UPDATES</b>		
• N/A		
<b>VI. OTHER NEWS/BUSINESS</b>		
• N/A		
<b>VII. ANNOUNCEMENTS</b>		
• N/A		
<b>VIII. ADJOURNMENT</b>		
Adjournment	Dr. Price asked for a motion to adjourn the meeting, which was moved by Ms. Grace and seconded by Ms. Johnson. The meeting adjourned at approximately 5:32 PM.	N/A
NEXT MEETING DATE	April 11, 2022 4:00 P.M.	N/A

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

\_\_\_\_\_  
 Date



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 3, 2021**

**AGENDA ITEM NUMBER: 4A1a**

**AGENDA ITEM SUBJECT: CAHSD FINANCIAL STATEMENT FOR SEPTEMBER 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

### **BACKGROUND/SUMMARY:**

**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 COVID19 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%.**

**FUNDING SOURCE: FEDERAL/STATE/GENERAL FUND**

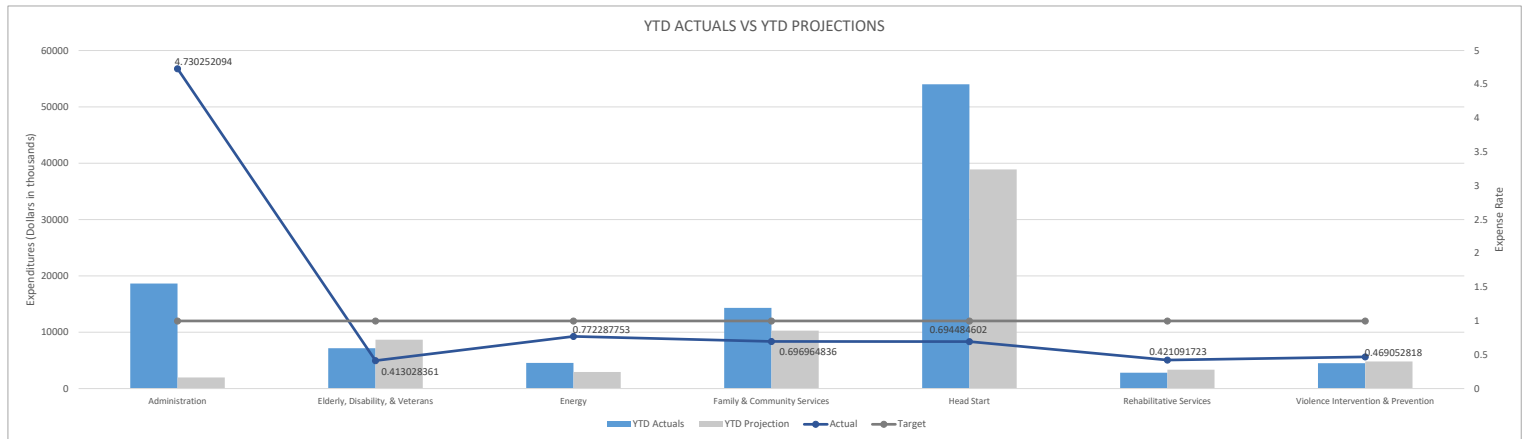


# Community Action Human Services

Financial Report  
Month Ending September 30, 2021

## EXPENDITURES

Division	Personnel			Other Operating			Capital			Total		
	Budget	YTD Actuals	%	Budget	YTD Actuals	%	Budget	YTD Actuals	%	Budget	YTD Actuals	%
Administration	3,308,000	3,130,347	95%	631,000	654,511	104%	-	1,791	0%	3,939,000	3,786,649	96%
Elderly, Disability, & Veterans	11,331,000	11,721,226	103%	6,013,000	5,922,927	99%	4,000	141,811	3545%	17,348,000	17,785,964	103%
Employment and Training	520,000	408,415	79%	242,000	117,582	49%	-	2,945	0%	762,000	528,942	69%
Energy	2,101,000	1,784,281	85%	3,786,000	7,598,127	201%	-	-	0%	5,887,000	9,382,407	159%
Family & Community Services	8,643,000	7,634,983	88%	11,917,000	18,597,541	156%	1,000	-	0%	20,561,000	26,232,523	128%
GMSC	1,969,000	878,044	45%	1,426,000	(460,143)	-32%	-	(95,991)	0%	3,395,000	321,910	9%
Head Start	9,587,000	8,822,969	92%	68,182,000	103,512,866	152%	-	369,366	0%	77,769,000	112,705,201	145%
Psychological Services	265,000	269,856	102%	19,000	7,498	39%	-	-	0%	284,000	277,354	98%
Rehabilitative Services	5,542,000	4,919,987	89%	1,163,000	1,150,471	99%	-	5,715	0%	6,705,000	6,076,173	91%
Summer Meals	-	339,619	0%	1,617,000	1,906,003	118%	-	-	0%	1,617,000	2,245,622	139%
Transportation	797,000	831,324	104%	395,000	201,082	51%	20,000	550,888	2754%	1,212,000	1,583,294	131%
Violence Intervention & Prevention	6,756,000	7,316,019	108%	2,837,000	503,148	18%	6,000	13,403	223%	9,599,000	7,832,570	82%
	<b>50,819,000</b>	<b>48,057,069</b>	<b>95%</b>	<b>98,228,000</b>	<b>139,711,612</b>	<b>142%</b>	<b>31,000</b>	<b>989,928</b>	<b>3193%</b>	<b>149,078,000</b>	<b>188,758,609</b>	<b>127%</b>



## SUMMARY

FY 2020- 21 Budget	149,078,000
Less the budgets of Head Start/Early Head Start/ PBO/ Greater Miami Service Corp/ Summer Meals	82,781,000
	<b>66,297,000</b>

YTD Expenditure	188,758,609
Less the year to dates expenditures of Head Start/Early Head Start/ PBO/ Greater Miami Service Corp/ Summer Meals	115,272,733
Actuals less HS/GMSC/SM	<b>73,485,876</b>

YTD Expenditure as a % of Budget	YTD Target	Target as a % of Budget
111%	66,297,000	100%



Community Action and Human Services (CAHSD) Board

## CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

**Meeting Date: MONDAY, FEBRUARY 7, 2022 @ 4:00 P.M.**

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	P	Derrick Williams	P
Natalie Robinson-Bruner	A	Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	P
Twaquilla Eatman	P	Marjorie York	P	Dr. Cathia Darling	EX
Dr. William Zubkoff	EX				
* (7) Committee Members. Quorum was established with (7) Committee members physically present for the meeting.					
P = Present (7)		E = Excused (2)		A = Absent (1)	
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		
Dr. Maria “Maite” Riestra HS/EHS Director	Thomas M. Yaro, Visitor				
Eight (8) staff/visitors in attendance					
CALL TO ORDER			ACTION NEEDED/TAKEN		
Call to Order Inspirational Message CAA Mission Statement	Ms. Regina Grace called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:18 P.M. Mr. Derrick Williams provided the inspirational message, and Ms. Twaquilla Eatman recited the mission statement.		N/A		
I. CHAIRPERSON COMMENTS			ACTION NEEDED/TAKEN		
A. Adoption of the Agenda	Ms. Grace asked for a motion for the adoption of the agenda which was moved by Mr. Alvin W. Roberts and seconded by Ms. Marjorie York. Motion passed unanimously.		N/A		
B. Recommendation: Approval to accept the Joint Finance and Executive Committee	Dr. Price asked for a motion to approve and accept the December 6, 2021 Joint Finance and Executive Committee Meeting Minutes which was moved by Dr. Price, and		N/A		

Meeting Minutes – December 6, 2021	seconded by Dr. Michael Fresco. Motion passed unanimously.	
<b>II. REASONABLE OPPORTUNITY TO BE HEARD</b>		
• No requests were received.		
<b>III. ACTION ITEMS</b>		<b>ACTION NEEDED/TAKEN</b>
<b>1. Head Start/ Early Head Start Policy Council Chairperson’s Reports for November – December 2021.</b>	<p>At Ms. Grace request, Dr. Maria “Maite” Riestra, Head Start/Early Head Start Director, presented the Head Start/ Early Head Start Policy Council Chairperson’s Reports for November and December 2021.</p> <p>The Head Start Policy Council met on December 4, 2021 to review, discuss, and approve the following items:</p> <ul style="list-style-type: none"> <li>• Planning and Budget Report ending September 30, 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>• Planning and Budget Reports for August-September 2021: PY 2021-2022 <ul style="list-style-type: none"> <li>o HS/EHS</li> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> </li> <li>• 2022-2023 ERSEA Plan</li> <li>• 2022-2023 Selection Criteria</li> </ul> <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> <li>• COVID-19 Cases: Report: October 2</li> </ul> <p>The Head Start Policy Council met on January 6, 2021 to review, discuss, and approve the following items:</p> <p>Head Start/Early Head Start COVID-19 Vaccination Policy</p> <p>New Hire:</p> <ul style="list-style-type: none"> <li>o Accountant 2 – Marlayna Kellam</li> </ul> <p>Planning and Budget Report ending October 31, 2021 PY: 2020-2021</p> <ul style="list-style-type: none"> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> <p>Planning and Budget Reports for October 31, 2021: PY 2021-2022</p> <ul style="list-style-type: none"> <li>o HS/EHS</li> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> <p>Planning and Budget Reports for November 30, 2021: PY 2021-2022</p> <ul style="list-style-type: none"> <li>o HS/EHS</li> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> <p>COVID-19 Grants</p> <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> <li>o COVID-19 Cases: Report ending November 30, 2021</li> </ul>	<b>N/A</b>

	<p>o Updated COVID-19 Transmissions Chart</p> <p>o Content Area Report: November 2021</p> <p>CAAB member representative in the Policy Council</p> <ul style="list-style-type: none"> <li>• Head Start Policy Council is asking for a Board member to be a part of the 2021-2022 Head Start Policy Council. The Full Board meets in person the first Thursday of every month at 6:30 PM in the first-floor Training Room at OTV-N.</li> </ul> <p><b>Ms. Grace asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for November and December 2021 which was moved by Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.</b></p>	
<p><b>*Recommendation: Approval to Accept:</b></p> <p><b>a. HS/EHS Report ending September 30, 2021 PY: 2020-2021</b></p>	<p>At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the HS/EHS Report ending September 30, 2021 PY: 2020-2021. The financial report for the Head Start/Early Head Start program through July 30, 2021, pertains to the 12th month of the 12th month contract year. This includes the budgeted amount of \$66,060,042 which includes COLA &amp; 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%.</p> <p>Dr. Fresco posed a question to staff in regards to the attached report under subsection "Others" under item 12h. and 15h. and if these costs were COVID-19 related, as the variance of the items exceeds 200%. Staff responded that yes, the items were COVID-19 related, as in Personal Protective Equipment supplies for staff and the large costs are related to the increased cost of goods.</p> <p><b>Ms. Grace asked for a motion to approve and accept HS/EHS Report ending September 30, 2021 PY: 2020-2021 which was moved by Dr. Fresco and seconded by Dr. Price. Motion passed unanimously.</b></p>	N/A
<p><b>b. HS/EHS Report ending August - December 2021 PY: 2021-2022</b></p>	<p>At Ms. Grace's request, Ms. Williams presented the HS/EHS Report ending August -December 2021 PY: 2021-2022. The financial report for the Head Start/Early Head Start program through December 31, 2021, pertains to the 5th month of the 12th month contract year. This includes the budgeted amount of \$65,907,918 Which includes cola of \$784,768</p>	N/A

	<p>and actual adjusted Expenditures of \$16,267,556. Outstanding invoices Are in process of \$1,669,911.37. The current funds utilization rate is 27.22%. Funding source: federal PY: 2021-22 Budget period: July 31, 2021, to July 30, 2022 Closeout period: august 1, 2022, to October 30, 2022.</p> <p>On page 27 of the meeting package, Dr. Fresco posed a question in regards to the attached report under subsection “Others” item 17h. Dr. Fresco asks for the item to be itemized for future reports as to provide clarity, and to provide a report.</p> <p><b>Ms. Grace asked for a motion to approve and accept the HS/EHS Report ending August - December 2021 PY: 2021-2022 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</b></p>	
<p><b>c. EHS-CCP Report for September – October 2021 PY: 2020-2021</b></p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Report for September – October 2021 PY: 2020-2021. The financial report for the Childcare Partnership Program through July 30, 2021, pertains to the 12<sup>th</sup> Month of the 12th, 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 \$3,476,011. The current funds utilization rate is 100%. Funding source: federal PY: 2020-21 Budget period: August 1, 2020, to July 30, 2021 Closeout period: August 1, 2021, to October 30, 2021.</p> <p>On page 33 of the meeting package, Dr. Fresco indicated to the committee of the variance on the attached report of item 4f. under the section “Contractual” of the over 600% variance.</p> <p><b>Ms. Grace asked for a motion to approve and accept the EHS-CCP Report for September – October 2021 PY: 2020-2021 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</b></p>	<p><b>N/A</b></p>
<p><b>d. EHS-CCP Report for September – October PY: 2020-2021</b></p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Report for September – October PY: 2020-2021. The financial report for the Combination-Expansion Early Head Start-Child Care Partnership program through July 31, 2021, pertains to the 17th month of the 17th, month contract year. This includes the budgeted amount of \$12,809,076 which</p>	<p><b>N/A</b></p>

	<p>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 \$12,364,505 approximately. The current funds utilization rate is 96.5%.</p> <p>Dr. Fresco indicated to the committee on page 36 of the meeting package of the variance levels above 200% on the attached report. This includes an item under “Supplies” in Child and Family services supplies of a variance level of 418%. Additionally, under “Others” item 4h, and item 15h. show variances of 322% and 215%, respectfully.</p> <p><b>Ms. Grace asked for a motion to approve and accept EHS-CCP Report for September – October PY: 2020-2021 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</b></p>	
<p><b>e. EHS-CCP Report for August – December 2021 PY: 2021-2022</b></p>	<p>At Ms. Grace’s request, Ms. Williams, presented the e. EHS-CCP Report for August – December 2021 PY: 2021-2022. The financial report for the Childcare Partnership Program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the budgeted amount of \$3,517,496 which includes COLA of \$41,485. There are actual adjusted expenditures of \$1,254,256. Invoice in process \$68,352.69. The current funds utilization rate is 37.60%.</p> <p>On page 39 of the meeting package, Dr. Fresco indicated to the committee of a variance exceeding 200%. Within the attached report, you may find under “Supplies” the item Child and Family Service Supplies a variance level of 453%.</p> <p><b>Ms. Grace 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></p>	<p><b>N/A</b></p>
<p><b>f. EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022</b></p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022. The financial report for the Expansion Early Head Start Childcare Partnership program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the Budgeted amount of \$8,419,502 which includes COLA of \$99,185. There are actual adjusted expenditures of \$2,104,488. Invoices</p>	<p><b>N/A</b></p>

	in process of \$79,928.04. The current funds utilization rate is 25.94%. <b>Ms. Grace asked for a motion to approve and accept the EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022 which was moved Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.</b>	
<b>g. Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01</b>	At Ms. Grace’s request, Ms. Williams presented the g. Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01. The Financial report for the Covid-19 grants this includes the budgeted amount of \$11,302,897 which Includes the CRRSA grant of \$2,271,715 and ARP grant of \$9,031,182 and actual expenditures of \$422,209.56 Approximately. The current funds utilization rate is .037%. <b>Ms. Grace asked for a motion to approve and accept the Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</b>	
<b>h. 2022-2023 ERSEA Plan</b>	At Ms. Grace’s request, Dr. Riestra presented the 2022-2023 ERSEA Plan. 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. <b>Ms. Grace asked for motion to approve and accept the 2022-2023 ERSEA Plan which was moved by Mr. Roberts, and seconded by Dr. Price. Motion passed unanimously.</b>	
<b>i. 2022-2023 Selection Criteria</b>	At Ms. Grace’s request, Dr. Riestra presented the 2022-2023 Selection Criteria. 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),	



	followed by discussion. <b>Ms. Grace asked for motion to approve and accept the 2022-2023 Selection Criteria which was moved by Mr. Williams, and seconded by Ms. Eatman. Motion passed unanimously.</b>	
<b>j. COVID-19 Cases: Report ending October 31, 2021, and November 30, 2021</b>	At Ms. Grace's request, Dr. Riestra presented the COVID-19 Cases: Report ending October 31, 2021, and November 30, 2021. During November 2021, there were a total of 8 cases of positive COVID-19 which consisted of 6 students and 2 staff members. <b>This item was presented as informational only, and thus the committee acknowledged the report as such.</b>	
<b>k. Head Start/Early Head Start COVID-19 Vaccination Policy</b>	At Ms. Grace's request, Dr. Riestra presented the Head Start/Early Head Start COVID-19 Vaccination Policy. The program is requesting approval of the Head Start/Early Head Start COVID-19 Vaccination Policy (the Policy) to be implemented and enforced upon a determination of its lawfulness by the courts. The Policy was developed to meet the revised Head Start Performance Standards which mandates universal masking and vaccination for grant recipient staff, certain contractors, and volunteers, as required through the Interim Final Rule on Vaccine and Mask Requirements. The State of Florida, along with 24 other states, has successfully filed an injunction blocking the implementation and enforcement of said mandate. The lawfulness of the mandate is to be determined by the courts. Therefore, the implementation and enforcement of these policies and procedures will be delayed until the final ruling on the merits of the states' case. <b>Ms. Grace asked for motion to approve and accept the Head Start/Early Head Start COVID-19 Vaccination Policy which was moved by Mr. Roberts, and seconded by Dr. Price. Motion passed unanimously.</b>	
<b>l. Updated COVID-19 Transmissions Chart</b>	At Ms. Grace's request, Dr. Riestra presented the Updated COVID-19 Transmissions Chart. Due to a high rise in COVID-19 cases across the county, policy guidelines have been changed back to Substantial/High to limit the transmission of COVID-19. <b>This item was presented as informational only, and thus the committee acknowledged the report as such.</b>	

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

CAHSD Department Director, Sonia J. Grice:

- Director Grice presented the CAHSD 2022 Forecast to the Committee.

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

- **N/A**

## **VI. ANNOUNCEMENTS**

Ms. Marjorie York shared the following items to the Committee:

- Black History Month kickoff by the Miami-Dade County Black Affairs Advisory Board.

## **VII. ADJOURNMENT**

<b>Adjournment</b>	<b>Ms. Grace asked for a motion to adjourn the meeting which was moved by Mr. Roberts and seconded by Dr. Fresco. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 6:09 P.M.</b>	<b>N/A</b>
<b>NEXT MEETING DATE</b>	<b>Monday, March 7, 2022 4:00 P.M.</b>	<b>N/A</b>

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

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



*Community Action and Human Services (CAHSD) Board*

## CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

**Meeting Date: MONDAY, MARCH 7, 2021 @ 4:00 P.M.**

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	P	Derrick Williams	P
Natalie Robinson-Bruner	EX	Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	P
Twaquilla Eatman	EX	Marjorie York	P	Dr. Cathia Darling	EX
Dr. William Zubkoff	P				
* (7) Committee Members. Quorum was established with (7) Committee members physically present for the meeting.					
P = Present (7)		E = Excused (3)		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		
Dr. Maria “Maite” Riestra HS/EHS Director	Thomas M. Yaro, Visitor		Michael G. Fresco, Jr., Visitor from Commissioner Martinez’ office		
Carmen Morris, Staff	Lilian Alamo, Staff		Dr. Tiffany Amrich, Psychological Services		
Dr. Sabrina Tassy-Lewis, Staff	Ivon Mesa, Assistant Director		Sal Najarro, Assistant Director		
Jessica Mejia, Staff					
Sixteen (16) staff/visitors in attendance					
CALL TO ORDER				ACTION NEEDED/TAKEN	
Call to Order Inspirational Message CAA Mission Statement	Ms. Regina Grace called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:15 P.M. Mr. Derrick Williams provided the inspirational message, and Ms. Twaquilla Eatman recited the mission statement.			N/A	
I. CHAIRPERSON COMMENTS				ACTION NEEDED/TAKEN	

<b>CAA Board Updates:</b>	<ul style="list-style-type: none"> <li>•Ms. Elaine Adderly has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.</li> <li>•Mr. Luis DeRosa has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.</li> <li>•Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.</li> <li>•Ms. Kelly Valle has resigned from the CAA Board, effective 2/11/2022.</li> </ul>	
<b>A. Adoption of the Agenda</b>	<b>Ms. Grace asked for a motion for the adoption of the agenda which was moved by Mr. Alvin W. Roberts and seconded by Dr. Joyce Price. Motion passed unanimously.</b>	<b>N/A</b>
<b>B. Recommendation: Approval to accept the Joint Finance and Executive Committee Meeting Minutes – February 7<sup>th</sup>, 2022</b>	<b>Ms. Grace asked for a motion to approve and accept the February 7<sup>th</sup>, 2022 Joint Finance and Executive Committee Meeting Minutes which was moved by Dr. Price, and seconded by Dr. Michael Fresco. Motion passed unanimously.</b>	<b>N/A</b>
<b>II. REASONABLE OPPORTUNITY TO BE HEARD</b>		
• No requests were received.		
<b>III. COMMITTEE REPORTS/ACTION ITEMS</b>		<b>ACTION NEEDED/TAKEN</b>
<b>1. Head Start/ Early Head Start Policy Council Chairperson's Reports for January 2022.</b>	<p>At Ms. Grace request, Dr. Maria "Maite" Riestra, Head Start/Early Head Start Director, presented the Head Start/ Early Head Start Policy Council Chairperson's Reports for January 2022. This report is provided to the CAA Board as a verbal report. The Head Start Policy Council met on February 3, 2022 to review, discuss, and approve the following items: Lens on Science Extension Grant New Hire:</p> <ul style="list-style-type: none"> <li>o Accountant 2 – Dharam Paul Nohar</li> <li>o Administrative Officer 2: Maribel Rocio Ventura-Mola</li> <li>o Health Coordinator: Britney James</li> </ul> <p>Planning and Budget Reports for December 31, 2021: PY 2021-2022</p> <ul style="list-style-type: none"> <li>o HS/EHS</li> <li>o EHS-CCP</li> <li>o Combination Expansion</li> </ul> <p>COVID-19 Grants American Rescue Plan Act 2021 Incentive</p> <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> <li>o COVID-19 Cases: Report ending December 31, 2021</li> <li>o ACF-PI-HS-22-01 Final Rule on flexibility for Head Start</li> </ul> <p>Designation Renewals in Certain Emergencies 12</p>	<b>N/A</b>

	<p>o ACF-IM-HS-22-01 Head Start Transportation Services and Vehicle</p> <p>During the COVID-19 Pandemic</p> <p>o Content Area Report: December 2021</p> <p><b>Ms. Grace asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for January 2022 which was moved by Dr. Price, and seconded by Dr. William Zubkoff. Motion passed unanimously.</b></p>	
<p><b>*Recommendation: Approval to Accept:</b></p> <p><b>a. Lens on Science Extension Grant</b></p>	<p>At Ms. Grace's request, Dr. Riestra presented the Lens of Science Extension Grant. In an effort to have girls more engaged in the science field, The University of Miami, Department of Psychology, focuses to broaden girls' interest and access to STEM in their early years by developing a science-embedded storybook that will model science language and behaviors for children and teachers. The collaborative approach will ensure that the book is aligned to the interests and types of play that is attractive to young girls and that the specific science phrases and behaviors are comfortable for teachers and fit within their typical classroom contexts. After the storybook is developed, a study will be conducted to learn if sharing the story provokes teachers' and girls' use of science language and behaviors when observed in an open-ended play-based context with materials like those featured in the story.</p> <p><b>Ms. Grace asked for a motion to approve and accept Lens on Science Extension Grant which was moved by Dr. Fresco and seconded by Mr. Roberts. Motion passed unanimously.</b></p>	N/A
<p><b>b. American Rescue Plan Act 2021 Incentive</b></p>	<p>At Ms. Grace's request, Dr. Riestra presented the American Rescue Plan Act 2021 Incentive. The American Rescue Plan Act 2021 Incentive allows delegate sub-recipients to incentivize staff with a 3% increase in their salary or a one-time retention bonus of 2% of their annual salary.</p> <p>On page 17 of the meeting package, Dr. Fresco posed a question in reference to the Retention Bonus, and the Hiring Bonus, and if the Head Start division could mix the bonuses, Dr. Riestra responded in the affirmative.</p> <p><b>Ms. Grace asked for a motion to approve and accept the American Rescue Plan Act 2021 Incentive which was moved by Dr. Price, and seconded by Mr. Williams. Motion passed unanimously.</b></p>	N/A

<p><b>c. Head Start/Early Head Start Financial statement for January 31, 2021</b></p>	<p>At Ms. Grace's request, Ms. Williams presented the Head Start/Early Head Start Financial statement for January 31, 2021. The financial report for the Head Start/Early Head Start program through January 31, 2021, pertains to the 6th month of the 12th month contract year. This Includes the budgeted amount of \$65,907,918 which includes COLA of \$784,768 and actual adjusted expenditures of \$21,877,088. Outstanding invoices are in process of \$1,572,098.91 The current funds utilization rate is 33.19%.</p> <p>On page 21 of the meeting package, Dr. Fresco indicated to the committee of the variance on the attached report in item 17h. under the section "Others Other" of the over 240% variance. Dr. Fresco also indicated that the committee would ask for a general breakdown of any "Other Other" expenses for future reports.</p> <p><b>Ms. Grace asked for a motion to approve and accept the Head Start/Early Head Start Financial statement for January 31, 2021 which was moved by Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</b></p>	<p><b><u>Action Taken:</u></b>  <b>Staff will provide a corrected report to the committee at its April Committee Meeting and will also include an "Other" breakdown on reports for future items, if applicable.</b></p>
<p><b>d. Early Head Start Childcare Partnership program financial statement for January 31, 2022</b></p>	<p>At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare Partnership program through January 31, 2022, pertains to the 6th month of the 12th, month contract year. This includes the budgeted amount of \$3,517,496 which includes COLA of \$41,485. There are actual adjusted expenditures of \$1,617,802. The current funds utilization rate is 45.99%.</p> <p><b>Ms. Grace asked for a motion to approve and accept Early Head Start Childcare Partnership program financial statement for January 31, 2022 which was moved Mr. Roberts, and seconded by Dr. Fresco. Motion passed unanimously.</b></p>	<p><b>N/A</b></p>
<p><b>e. Expansion Early Head Start Childcare partnership program financial statement For January 31, 2022</b></p>	<p>At Ms. Grace's request, Ms. Williams, presented the Expansion Early Head Start Childcare partnership program financial statement For January 31, 2022. The financial report for the Expansion Early Head Start Childcare Partnership program through January 31, 2022, pertains to the 6th month of the 12th, month contract year. This includes the budgeted amount of \$8,419,502 which</p>	<p><b>N/A</b></p>

	<p>includes COLA of \$99,185. There are actual adjusted expenditures of \$3,038,604. The current funds utilization rate is 36.09%.</p> <p><b>Ms. Grace asked for a motion to approve and accept the Expansion Early Head Start Childcare partnership program financial statement For January 31, 2022 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</b></p>	
<b>f. COVID-19 Grants For January 2022</b>	<p>At Ms. Grace's request, Ms. Williams presented the COVID-19 Grants For January 2022. The financial report for the Covid-19 Grants. This includes the budgeted amount of \$11,302,897 which includes the CRRSA grant of \$2,271,715 and ARP grant of \$9,031,182 and actual expenditures of \$813,730.31 approximately. The current funds utilization rate is .0720%</p> <p>On pg. 29 of the committee package, Dr. Fresco posed a question in regards to a ballpark figure of dollars from the America Rescue Plan funding that will incorporate Hazard Pay and Retention Bonuses, Dr. Riestra answered around 25%. Dr. Riestra expanded to the committee that summer services with delegates will expand, including that funding will assist with minor renovation charges. She informed the committee that there is a plan in place to utilize this funding.</p> <p><b>Ms. Grace asked for a motion to approve and accept COVID-19 Grants For January 2022 which was moved Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.</b></p>	<b>N/A</b>
<b>IV. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL</b>		
<p>CAHSD Department Director, Sonia J. Grice:</p> <ul style="list-style-type: none"> <li>Director Grice presented to the Committee CAHSD assistant and division directors, who introduced themselves and shared an update on their respective divisions to the committee, and answered any questions that were provided to the Committee.</li> <li>Lastly, Family and Community Services Director Ms. Wanda Walker presented the Annual CSBG Organization standards to the committee. CAHSD met 100% of the standards.</li> </ul>		
<b>V. OTHER NEWS/BUSINESS</b>		
<ul style="list-style-type: none"> <li><b>N/A</b></li> </ul>		
<b>VI. ANNOUNCEMENTS</b>		
<ul style="list-style-type: none"> <li>Mr. Roberts made an announcement in regards to the March 29<sup>th</sup> Observance of Vietnam Veteran's day.</li> </ul>		
<b>VII. ADJOURNMENT</b>		
<b>Adjournment</b>	<p><b>Ms. Grace asked for a motion to adjourn the meeting which was moved by Mr. Roberts and seconded by Dr. Fresco. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 5:25 P.M.</b></p>	<b>N/A</b>
<b>Monday, April 4<sup>th</sup>, 2022</b>		



<b>NEXT MEETING DATE</b>	<b>4:00 P.M.</b>	<b>N/A</b>
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**Dr. Joyce Price, CAA Board Chair**

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**Date**



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: FEBRUARY 3, 2022**

**AGENDA ITEM NUMBER:**

**AGENDA ITEM SUBJECT:** January 2022 Policy Council Chairperson's Report

**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 February 3, 2022 to review, discuss, and approve the following items:

Lens on Science Extension Grant

New Hire:

- Accountant 2 – Dharam Paul Nohar
- Administrative Officer 2: Maribel Rocio Ventura-Mola
- Health Coordinator: Britney James

Planning and Budget Reports for December 31, 2021: PY 2021-2022

- HS/EHS
- EHS-CCP
- Combination Expansion

COVID-19 Grants

American Rescue Plan Act 2021 Incentive

The following items were presented as information only:

- COVID-19 Cases: Report ending December 31, 2021
- ACF-PI-HS-22-01 Final Rule on flexibility for Head Start Designation Renewals in Certain Emergencies

- ACF-IM-HS-22-01 Head Start Transportation Services and Vehicle During the COVID-19 Pandemic
- Content Area Report: December 2021



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: APRIL 16, 2021**

**AGENDA ITEM NUMBER: 4A4a**

**AGENDA ITEM SUBJECT:** 2021-2026 Head Start/Early Head Start Program Goals

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL-** This item was reviewed and approved by the Head Start/Early Head Start Policy Council, and is being recommended for review and approval by the CAA Executive Committee, and the CAA Board for ratification.

### **BACKGROUND/SUMMARY:**

The program developed 6 goals to include in the new 5-year grant application. Program goals include outcomes for children, families, staff, community, program efficiency, and Montessori. The goals will be adopted across all Miami-Dade Head Start and Early Head Start grants.

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

**Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children.**

Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will demonstrate age-appropriate social emotional development.		<ul style="list-style-type: none"> <li>DECA Post Assessment</li> <li>Wellness Promotion Strategies</li> </ul>				DECA Post Assessment				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Understanding Mental Health Issues <i>(to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience)</i> and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2021 Pre-Service Conference; Train the Trainer Cert. Series 10-2021 through 12-	\$6,000	84% HS; 6% EHS; 10% other funding	\$5,040	\$360	HSPS 45 CFR 1302.45(a)(1)

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will demonstrate age-appropriate social emotional development.		<ul style="list-style-type: none"> <li>DECA Post Assessment</li> <li>Wellness Promotion Strategies</li> </ul>				DECA Post Assessment				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
					2022					
Mindful Moments	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021- July 2022	\$0	36% EHS - CCP; 64% other funding	\$0	\$0	HSPS 45 CFR 1302.45(a)
SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2021- July 2022	\$36,000	36% EHS - CCP; 64% other funding	\$0	\$12,960	HSPS 45 CFR 1302.45(a)

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will demonstrate age-appropriate social emotional development.		<ul style="list-style-type: none"> <li>• DECA Post Assessment</li> <li>• Wellness Promotion Strategies</li> </ul>				DECA Post Assessment				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Increasing Parent Engagement For Children With Social, Emotional Or Behavioral Concerns	COMMUNITY & FAMILY ENGAGEMENT	Internal	Mental Health Services; Disabilities; Education; Social Services Staff	Mental Health	August 2021 and as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.45(b)(5)

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Head Start classrooms will implement SEEDS of Early Learning to Improve CLASS scores		Implementation of SEEDS to improve CLASS scores				CLASS Scores				
T/TA Strategies	MANAGEMENT	WHO			WHEN	COST				RATIONAL



EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
CLASS Behavioral Markers My Teachstone	EDUCATION & CHILD DEVELOPMENT	MY TEACHSTONE	Education Management; Specialists; Instructional staff	Education	Aug. 2021	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.32; 1302.92(5)(c)(1-5)
CLASS; Reliability Renewals & Training	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.32
SEEDS of Learning Curricular Enhancement for Teachers	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$30,000	Head Start	\$30,000	\$0	HSPS 45 CFR 1302.92
SEEDS of Learning Coaching Strategies	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$15,000	Head Start	\$15,000	\$0	HSPS 45 CFR 1302.92
CLASS Preschool Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021- On-going	\$7,000	84% HS; 6% EHS; 10% other funding	\$5,880	\$420	HSPS 45 CFR 1302.33(b)(1)(2); 1302.31(b)(1)(iii)

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Head Start classrooms will implement SEEDS of Early Learning to Improve CLASS scores		Implementation of SEEDS to improve CLASS scores				CLASS Scores				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
CLASS Infant/Toddler Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021- On- going	\$10,500	36% EHS; 64% other funding	\$0	\$3,780	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)
Utilizing Class Observation Data to Plan/Instructional Support Strategies	DATA & EVALUATION	Internal	Instructional Staff; Directors	Education Coordinator	Aug. 2021 and on- going	\$5,000	84% HS; 6% EHS; 10% other funding	\$5000	\$0	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				

Children will meet or exceed developmental growth expectations		<ul style="list-style-type: none"> <li>80% of HS and EHS children will meet or exceed developmental growth expectations</li> <li>Edible Gardens</li> </ul>				Galileo/ 3 times a Year Waterford				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Physical Health and Development Activities for Preschoolers	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Directors	Education	August 2021 & March 2022	\$0	Head Start	\$0	\$0	HSPS 45 CFR 1302.32
Creative Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	36% EHS; 64% other funding	\$0	\$21,000	HSPS 45 CFR 1302.32
Creative Curriculum Coaching to Fidelity	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$40,000	36% EHS; 64% other funding	\$0	\$14,400	HSPS 45 CFR 1302.32
Partners for Healthy Babies Curriculum	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2021 & March 2022	\$10,000	50% EHS; 50% other funding	\$0	\$5,000	HSPS 45 CFR 1302.32

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will meet or exceed developmental growth expectations		<ul style="list-style-type: none"> <li>80% of HS and EHS children will meet or exceed developmental growth expectations</li> <li>Edible Gardens</li> </ul>				Galileo/ 3 times a Year Waterford				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
HighScope Training	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$75,000	Head Start	\$75,000	\$0	HSPS 45 CFR 1302.92
Galileo Training	EDUCATION & CHILD DEVELOPMENT	Internal	HS/EHS Staff	Education	Aug 2021-As Needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1301.101
Pop Into Learning Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$6,249	84% HS; 6% EHS; 10% other funding	\$6,249	\$0	HSPS CFR 45 1302.46 (a)

**Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children.**

Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will meet or exceed developmental growth expectations		<ul style="list-style-type: none"> <li>80% of HS and EHS children will meet or exceed developmental growth expectations</li> <li>Edible Gardens</li> </ul>				Galileo/ 3 times a Year Waterford				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS CFR 45 1302.46 (a)
Linking The IEP/IFSP To The Child Assessment System	EDUCATION & CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021-July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60
Waterford	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$20,500	100% HS	\$20,500	\$0	HSPS 45 CFR 1301.101

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready <b>children</b> .										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children will meet or exceed developmental growth expectations		<ul style="list-style-type: none"> <li>80% of HS and EHS children will meet or exceed developmental growth expectations</li> <li>Edible Gardens</li> </ul>				Galileo/ 3 times a Year Waterford				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(a)(1)-(2)

Program Goal 2: Create intentional opportunities that empower at-risk <b>families</b> towards self-sufficiency through strategic interventions that break the cycles of poverty.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families will make strides towards breaking the cycles of poverty		<ul style="list-style-type: none"> <li>75% of families will show an increase in Family Well-being Outcome Measure</li> <li>Reduce the Unemployment Rate by 5%</li> <li>Provide male engagement opportunities <ul style="list-style-type: none"> <li>Parent Literacy</li> </ul> </li> </ul>				Family Assessment Questionnaire				
T/TA Strategies	MANAGEMENT	WHO			WHEN	COST				RATIONAL

EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal\	Parents; Teachers	Mental Health	August 2021- as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$8,400	\$600	HSPS 45 CFR 1302.45(a)(1)
Child Development and Curriculum Overview	EDUCATION & CHILD DEVELOPMENT	Internal	Parents	Education	October 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.30
Parent Pop Into Learning	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2021-July 2022	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1302.51
Mental Health Education	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS CFR 45 1302.46 (a)
Implementing Family Engagement Strategies	COMMUNITY & FAMILY ENGAGEMENT	Contract/Internal	Social Services staff	Family & Community Engagement	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50

Program Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycles of poverty.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families will make strides towards breaking the cycles of poverty		<ul style="list-style-type: none"> <li>75% of families will show an increase in Family Well-being Outcome Measure</li> <li>Reduce the Unemployment Rate by 5%</li> <li>Provide male engagement opportunities <ul style="list-style-type: none"> <li>Parent Literacy</li> </ul> </li> </ul>				Family Assessment Questionnaire				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagement Coordinator	June 2022-August 2022	\$0	3% EHS -CCP; 97% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Family Partnership Agreement Process	Family services staff will develop skills to assist families in creating family partnership agreements	Internal	Social Services staff	Family Engagement Coordinator	June 2022-August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Follow Up on Goals and Services Provided	Family services staff will develop skills to complete follow up on goals and services	Internal	Social Services staff	Family Engagement Coordinator	June 2022-August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50



Program Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycles of poverty.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families will make strides towards breaking the cycles of poverty		<ul style="list-style-type: none"> <li>75% of families will show an increase in Family Well-being Outcome Measure</li> <li>Reduce the Unemployment Rate by 5%</li> <li>Provide male engagement opportunities <ul style="list-style-type: none"> <li>Parent Literacy</li> </ul> </li> </ul>				Family Assessment Questionnaire				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Parent Involvement in the Transition Process	Family services staff will develop skills to assist parents in the transition process	Community Partner	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Back to School with Dad	Family Engagement	Contract	Fathers, and Families	Family and Community Engagement	August 2021	\$20,000	84% HS; 6% EHS; 10% other funding	\$16,800	\$1,200	HSPS 45 CFR 1302.50
Menu planning for families	NUTRITION	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.46(b)(ii)

**Program Goal 2: Create intentional opportunities that empower at-risk **families** towards self-sufficiency through strategic interventions that break the cycles of poverty.**

Expected outcome (Short-Term & or/Long-Term)		Indicators			Documentation/Frequency of Measurements					
Families will make strides towards breaking the cycles of poverty		<ul style="list-style-type: none"> <li>75% of families will show an increase in Family Well-being Outcome Measure</li> <li>Reduce the Unemployment Rate by 5%</li> <li>Provide male engagement opportunities                             <ul style="list-style-type: none"> <li>Parent Literacy</li> </ul> </li> </ul>			Family Assessment Questionnaire					
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Financial Literacy	COMMUNITY & FAMILY ENGAGEMENT	Internal/ Partner	HS/EHS Parents	Family & Community Engagement	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec 648(d)(1)(H)
Nutrition Education	COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents	Nutrition Services	March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(ii)

**Program Goal 3: Empower **Staff** to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes**

Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Highly-Qualified Staff		<ul style="list-style-type: none"> <li>100% of agencies will have at least one model infant &amp; toddler and/or preschool classroom per center in the Pyramid Model</li> <li>90% of Staff will participate in at least one staff wellness activity               <ul style="list-style-type: none"> <li>95% of HS teacher assistants and EHS teachers will attain a minimum of a CDA                   <ul style="list-style-type: none"> <li>10% of staff will receive the inclusion certification</li> </ul> </li> <li>95% of center directors will complete leadership professional development                   <ul style="list-style-type: none"> <li>Trauma-Informed Care</li> </ul> </li> </ul> </li> </ul>				Certifications, credentials, Attendance				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Distant Learning-Consultant-Internal	Mental Health; Disabilities; Education Managers	Mental Health	September 2021 January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021-July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60
Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2021-July 2022	\$100,000	86% HS; 6% EHS; 8% other funding	\$86,000	\$6,000	HSPS 45 CFR 1301.101

**Program Goal 3: Empower Staff to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes**

Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Highly-Qualified Staff		<ul style="list-style-type: none"> <li>100% of agencies will have at least one model infant &amp; toddler and/or preschool classroom per center in the Pyramid Model</li> <li>90% of Staff will participate in at least one staff wellness activity                             <ul style="list-style-type: none"> <li>95% of HS teacher assistants and EHS teachers will attain a minimum of a CDA                                     <ul style="list-style-type: none"> <li>10% of staff will receive the inclusion certification</li> </ul> </li> </ul> </li> <li>95% of center directors will complete leadership professional development                             <ul style="list-style-type: none"> <li>Trauma-Informed Care</li> </ul> </li> </ul>				Certifications, credentials, Attendance				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Learning Genie	EDUCATION & FAMILY ENGAGEMENT	Contract	Parents, Teachers, Staff	Education Coordinator	August 2021-On-going	\$5,000	84% HS; 6% EHS; 10% other funding	\$4,200	\$300	HSPS 45 CFR 1301.101
Identifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagement Coordinator	March 2022-May 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50

Program Goal 3: Empower <b>Staff</b> to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Highly-Qualified Staff		<ul style="list-style-type: none"> <li>100% of agencies will have at least one model infant &amp; toddler and/or preschool classroom per center in the Pyramid Model</li> <li>90% of Staff will participate in at least one staff wellness activity               <ul style="list-style-type: none"> <li>95% of HS teacher assistants and EHS teachers will attain a minimum of a CDA                   <ul style="list-style-type: none"> <li>10% of staff will receive the inclusion certification</li> </ul> </li> </ul> </li> <li>95% of center directors will complete leadership professional development               <ul style="list-style-type: none"> <li>Trauma-Informed Care</li> </ul> </li> </ul>				Certifications, credentials, Attendance				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Developing Social Work Skills	Family services staff will develop social work skills	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50

**Program Goal 3: Empower Staff to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes**

Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Highly-Qualified Staff		<ul style="list-style-type: none"> <li>100% of agencies will have at least one model infant &amp; toddler and/or preschool classroom per center in the Pyramid Model</li> <li>90% of Staff will participate in at least one staff wellness activity                             <ul style="list-style-type: none"> <li>95% of HS teacher assistants and EHS teachers will attain a minimum of a CDA                                     <ul style="list-style-type: none"> <li>10% of staff will receive the inclusion certification</li> </ul> </li> <li>95% of center directors will complete leadership professional development                                     <ul style="list-style-type: none"> <li>Trauma-Informed Care</li> </ul> </li> </ul> </li> </ul>				Certifications, credentials, Attendance				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Strategies for Effective Parent Engagement	Family services staff will develop effective parent engagement	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Transitioning from Early Head Start to Head Start	Family services staff will learn about strategies involving transitions from EHS to HS	Internal	Social Services staff	Family Engagement Coordinator	May 2022, June 2022, August 2021, and March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50

**Program Goal 4: Become established as a force for positive change in the **community** and a leader for innovation in early childhood.**

Expected outcome (Short-Term & or/Long-Term)		Indicators			Documentation/Frequency of Measurements					
Increase Head Start Visibility in the Community		<ul style="list-style-type: none"> <li>• Increase social media and marketing</li> <li>• Increase community participation at the Infant &amp; Toddler Conference</li> <li>• Improve Quality Assurance Compliance Rates                             <ul style="list-style-type: none"> <li>• Create community partnerships</li> </ul> </li> <li>• Partner with Miami-Dade Parks to provide Water Safety and Swim lessons</li> <li>• Partner with Miami-Dade Libraries to promote early childhood literacy</li> </ul>			Social Media, community events, community partnerships					
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Physical Environments	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(1)
Equipment And Furnishings	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(2)

Program Goal 5: Maximize program <b>Efficiency</b> by increasing technologically innovative practices that enhance productivity										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Program Efficiency and Productivity		<ul style="list-style-type: none"> <li>70% of parents will register on the web-based platform to promote communication</li> <li>100% of centers will implement sign in/out for child attendance using technology</li> <li>50% of Professional development activities and meetings will be offered virtually</li> </ul>				Attendance Sheets, Learning Genie Reports ChildPlus Reports				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021-As Needed	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.101
ChildPlus “Initial” Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.101(a)(4) )



Program Goal 5: Maximize program <b>Efficiency</b> by increasing technologically innovative practices that enhance productivity										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Program Efficiency and Productivity		<ul style="list-style-type: none"> <li>70% of parents will register on the web-based platform to promote communication</li> <li>100% of centers will implement sign in/out for child attendance using technology</li> <li>50% of Professional development activities and meetings will be offered virtually</li> </ul>				Attendance Sheets, Learning Genie Reports ChildPlus Reports				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Blackboard	PROFESSIONAL DEVELOPMENT	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$50,000	84% HS; 6% EHS; 10% other funding	\$42,000	\$3,000	HSPS 45 CFR 1302.92
Excel Beginner	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92

Program Goal 5: Maximize program <b>Efficiency</b> by increasing technologically innovative practices that enhance productivity										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Program Efficiency and Productivity		<ul style="list-style-type: none"> <li>70% of parents will register on the web-based platform to promote communication</li> <li>100% of centers will implement sign in/out for child attendance using technology</li> <li>50% of Professional development activities and meetings will be offered virtually</li> </ul>				Attendance Sheets, Learning Genie Reports ChildPlus Reports				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Excel Intermediate	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92
PowerPoint Beginner	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92

Program Goal 5: Maximize program <b>Efficiency</b> by increasing technologically innovative practices that enhance productivity										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Program Efficiency and Productivity		<ul style="list-style-type: none"> <li>70% of parents will register on the web-based platform to promote communication</li> <li>100% of centers will implement sign in/out for child attendance using technology</li> <li>50% of Professional development activities and meetings will be offered virtually</li> </ul>				Attendance Sheets, Learning Genie Reports ChildPlus Reports				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
PowerPoint Intermediate	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92

Program Goal 6: Build Capacity for Practitioners in Implementing <b>Montessori</b> practices in their work with infants, toddlers, and preschoolers										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				

Implementation of the Montessori Curriculum		<ul style="list-style-type: none"> <li>15 HS/EHS classrooms will implement Montessori Curriculum <ul style="list-style-type: none"> <li>75% of Montessori practitioners will improve their understanding of the philosophy as specified by an increase in their knowledge of the curriculum, and the methods and materials</li> </ul> </li> <li>75% of practitioners will consistently develop lesson plans using data attained from student assessments aligned with the philosophy</li> <li>75% of practitioners will design and maintain classroom environments consistent with the philosophy</li> </ul>				Completing Montessori Coursework Montessori Classrooms				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Montessori Preschool Certificate	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff & Education Staff	Education	August 2021-On-Going	\$50,000	84% HS; 6% EHS; 10% other funding	\$50,000	\$0	HSPS 45 CFR 1302.92

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Devereux Early Childhood Assessment (DECA) training	Valid and reliable administration of research-based developmental standardized screening tool	Internal	HS/EHS Staff	Mental Health	August 2021-As Needed	\$2,500	Head Start	\$2,500	\$0	HSPS 45 CFR 1301.101

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2	Valid and reliable administration of research- based developmental standardized screening tool	Internal	HS/EHS Staff	Education; Mental Health	August 2021- As Needed	\$0	36% EHS; 64% other funding	\$0	\$0	HSPS 45 CFR 1301.101
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.12(a)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.12; 1302.16
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1301.5
Internal monitoring systems, cycles and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	September 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(b)
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2021 – July 2022	\$40,000	Head Start	\$40,000	\$0	HSPS 45 CFR 1302.92
College Coursework for EHS Staff: Infant/Toddler Specialization	50% of EHS staff obtain a Bachelors in Early Childhood Development	Local College	EHS Caregivers	Human Resources	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS 45 CFR 1302.92

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.42(b)(1)(i)
Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.42(b)(1)(i)
Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(4)(1)(G)
Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/Internal	HS/EHS Staff	Head Start Director	August 2021 - July 2022; As Needed	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(c)
Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition and mental health	Internal	Parents	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(a)
Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1)(i)
Hygiene, Food Safety And Sanitation	HEALTH	Contract	HS/EHS Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6)

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Medication administration and storage	HEALTH	Internal	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4) (i)(C)
Child Abuse Training	HEALTH	Community Partner	HS/EHS Staff	Health	August 2021- as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(4)(i)( b)(F)(K)(5)(i)
Bus and Pedestrian Safety Training	TRANSPORTATION	Internal	Head Start staff	Transportatio n	September 2021- as needed	\$11,297	Head Start	\$11,297	\$0	HSPS 45 CFR 1303.74
Universal/Standards Precautions	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021– July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6) (i-iii)
Prevention and Control of Infectious Diseases	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4) (i)(A)
Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health	September 2021 and on- going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1) (i)
Recruitment strategies focusing on 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA	August 2021, October 2021 January 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.13; 1302.14(b)

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff; governing board and policy groups	ERSEA	August 2021, October 2021, December 2021 January 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.12; 1302.16
Procurement, Inventory and the Davis-Bacon Act	Staff are able to implement procedures based on procurement, inventory and the Davis-Bacon	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	OMB Uniform Guidance for Federal Awards
OMB Uniform Guidance for Federal Awards	Staff are able to implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	OMB Uniform Guidance for Federal Awards
First Aid/Cardiopulmonary Resuscitation (CPR)	Staff will be certified in CPR	Community Partner	Grantee and Delegate Staff	Health	August 2021- July 2022	\$10,000	84% HS; 6% EHS; 10% other funding	\$8,400	\$600	HSPS 45 CFR 1302.47(b)(4) (J)
Redundant Active Supervision	HEALTH	Internal	Instructional Staff; Directors	Education	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(5)(iii)
Health and development consequences of tobacco product use and exposure to lead	Parents understand the consequences of tobacco product use and exposure to lead	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1) (i)
Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1) (i)



REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program and on the ways they are implemented	Internal	New Staff	Human Resources	August 2021- as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.92(a)
Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Internal	HS/EHS Staff	Head Start Director	August 2021	\$40,000	84% HS; 6% EHS; 10% other funding	\$33,600	\$2,400	HSPS 45 CFR 1302.92(b)
Early Head Start Infant/Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Internal	Early Head Start Staff	Head Start Director	April 2021	\$50,000	36% EHS; 64% other funding	\$0	\$18,000	HSPS 45 CFR 1302.92(b)
Program Governance Training	Governing bodies and policy groups understand information received and effectively oversee and participate in the program	Consultant/ Internal	Governing bodies, policy groups and staff	Family & Community Engagement	November 2021, and ongoing	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.5
Grantee Professional Development Day	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/ Internal	Grantee Program Staff	Director	January 2022	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1302.92(b)
Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups and staff	Fiscal	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec. 642(c)
Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2021 and on going	\$2,500	36% EHS; 64% other funding	\$0	\$900	HSPS 45 CFR 1302.44(a)(2)(iv)

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Reach out and Read		Consultant	Physicians, Health staff, social workers, parents	Grantee Health Coordinator	August 2021– July 2022	\$7,500	36% EHS; 64% other funding	\$0	\$2700	HSPS 45 CFR 1302.46
Social Work Summer Institute	Social Services staff will learn social work principles	Consultant	Social workers	Family Engagement Coordinator	June –July 2021	\$40,000	84% HS; 6% EHS; 10% other funding	\$33,600	\$2,400	HSPS 45 CFR 1302.92

TRAVEL PLANS							
Specific Area	Title	Persons	Total per person	TOTAL	Head Start		Early Head Start
All Areas & Parents	NHSA Fall Leadership Conference	3	\$579	\$2,895	\$1615.41		\$121.59
MH-Disabilities	DEC's Annual Conference on Children w/ Special Needs	3	\$500	\$4,500	\$4,185		\$105.00
PFCE & Parents	NHSA Parent Conference	5	\$549	\$2747	\$2552.85		\$192.15
All Areas and Parents	NHSA Winter Leadership Institute	5	\$579	\$2,895	\$2692.35		\$202.65
All Areas and Parents	RIVHSA Leadership Conference	5	\$300	\$1500	\$1,395.00		\$105.00
All Areas and Parents	NHSA Annual Conference and Expo	5	\$649	\$3245	\$3,017.85		\$227.15
All Areas and Parents	FHSA Summer Conference	5	\$450	\$2250	\$2,092.50		\$157.50
All Areas and Parents	One Goal Summer Conference	5	\$125	\$625	\$581.25		\$43.75
Mental Health	National Training of Effective Practices	3	\$500	\$1500	\$1,395.00		\$105.00
ERSEA	H.G. Jones Associates: ERSEA Certification	2	\$500	\$1000	\$930.00		\$70.00
Nutrition	Annual Florida Food and Nutrition Symposium	3	\$500	\$1500	\$1,395.00		\$105.00
Nutrition	Annual Food and Nutrition Conference	3	\$500	\$1500	\$1,395.00		\$105.00

TRAVEL PLANS							
Specific Area	Title	Persons	Total per person	TOTAL	Head Start		Early Head Start
All Areas	NAEYC Annual Conference	5	\$585	\$2925	\$2,720.25		\$204.75
PFCE; Mental Health	National Association of Social Workers- Florida Annual Conference	3	\$500	\$1500	\$1,395.00		\$105.00
All Areas and parents	Zero to Three Annual Conference	7	\$2,521	\$1000	\$0		\$17,650
Systems Database	ChildPlus User Group Meeting	3	\$500	\$1500	\$1,395.00		\$105.00
All EHS Staff	NHSA Early Head Start Institute	6	\$1,442	\$8,652	\$0		\$8,652
TOTAL		60		\$31,922	\$29,687.36		\$28,466



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 4, 2021**

**AGENDA ITEM NUMBER: 4A3b**

**AGENDA ITEM SUBJECT:** 2020-2021 EHS-CCP Program Improvement Plan

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** - This item was approved by the Head Start/Early Head Start Policy Council on March 4, 2021 and is pending approval by the CAA Executive Committee and the CAA Board.

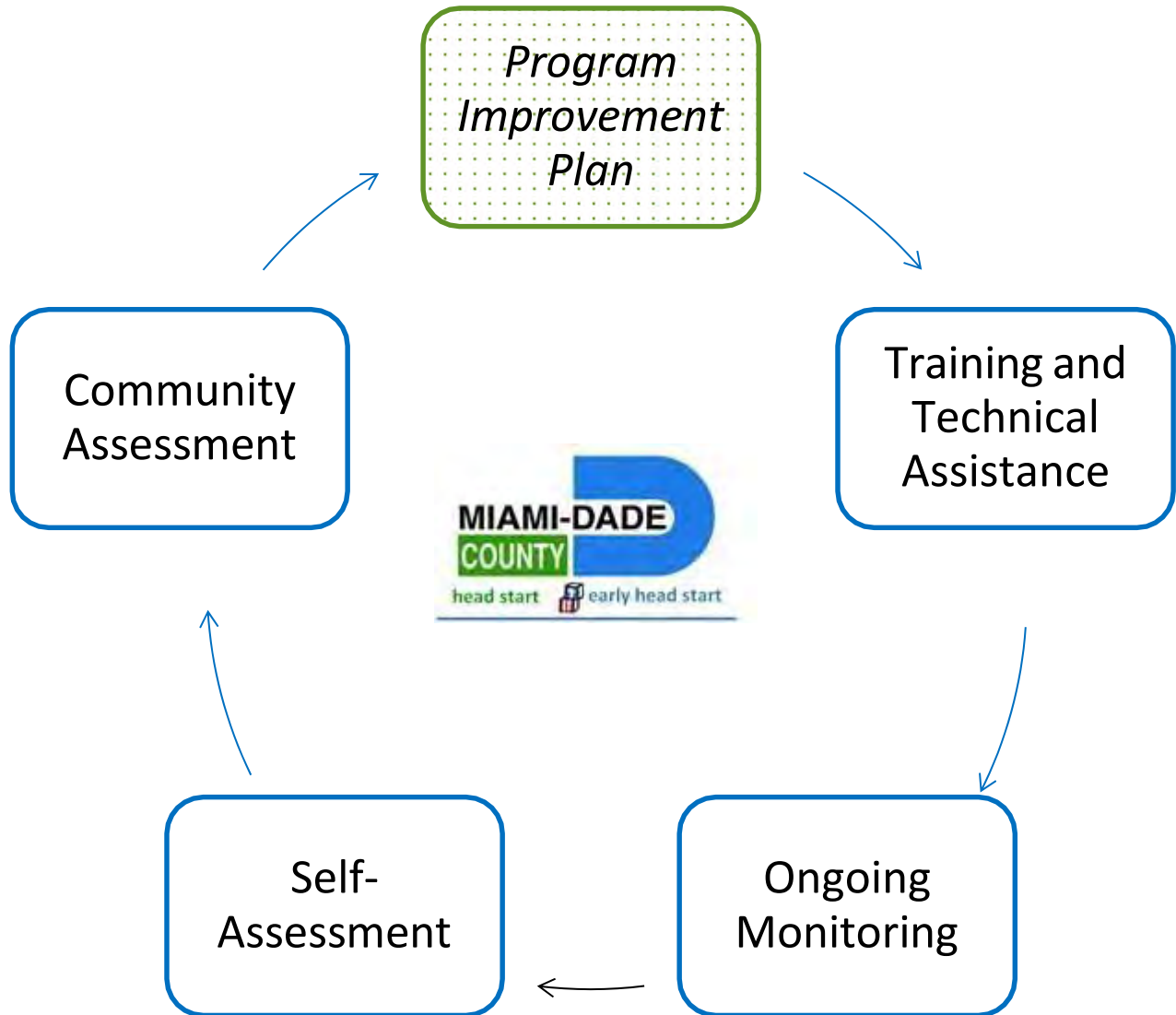
**BACKGROUND/SUMMARY:**

The 2020-2021 EHS-CCP Program Improvement Plan outlines areas of improvement and strategies in the areas that need enhancement.

**FUNDING SOURCE:**

U.S. Department of Health and Human Services

MIAMI DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT  
Early Head Start-Child Care Partnerships (EHS-CCP)  
2020-2021 Program Improvement Plan



Policy Council Approval: March 4, 2021

CAA Board Approval: //2021

2020-2021 EHS-CCP Program Improvement Plan

SERVICE AREA/MANAGEMENT SYSTEM: ERSEA			
OUTCOME: 25% of enrolled children will obtain child care subsidy			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
<p>Recruit families receiving child care subsidy</p> <ol style="list-style-type: none"> <li>1. Review selection criteria to include families receiving child care subsidy</li> <li>2. Attend monthly meetings with the local child care subsidy program</li> <li>3. Assist eligible EHS-CCP families with completing the child care subsidy application</li> </ol>	<p>ERSEA Coordinator, Infant/Toddler Coordinator, EHS-CCP Social Services Supervisor, Social Workers</p>	<p>August 1, 2021</p>	
<p>Monitor child care subsidy EHS-CCP enrollment</p> <ol style="list-style-type: none"> <li>1. Obtain copies of each participant's child care subsidy voucher</li> <li>2. Review ChildPlus reports on the status of EHS-CCP child care subsidy enrollment</li> <li>3. Notify parents three months before the voucher expiration</li> <li>4. Assist families with the recertification process</li> </ol>	<p>Infant Toddler Coordinator, Social Services Supervisor, Social Workers</p>	<p>August 1, 2021, and monthly</p>	

2020-2021 EHS-CCP Program Improvement Plan

SERVICE AREA/MANAGEMENT SYSTEM: Family and Community Engagement			
OUTCOME: Engage parents in their child's learning and development			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
<p>Increase parent access to the Galileo Parent Portal</p> <ol style="list-style-type: none"> <li>1. Provide parent training at the beginning of the school year</li> <li>2. Provide parent user name and passcode at the first home visit</li> <li>3. Assist families with logging on and discussing the importance of reviewing the Galileo Parent Portal at the first home visit</li> <li>4. Provide at-home learning activities</li> <li>5. Designate an area for parents to use the computer at school</li> <li>6. Include reminders at the parent committee meetings</li> <li>7. Schedule times in the school year for parents to review their child's progress in Galileo</li> <li>8. Send quarterly reminders to parents through texts and emails</li> </ol>	Social Workers, Teaching staff	December 1, 2021	
<p>Increase the number and hours of parent volunteers</p> <ol style="list-style-type: none"> <li>1. Provide parent volunteer training</li> <li>2. Provide parents with a list of volunteer opportunities</li> <li>3. Create home learning activities quarterly</li> <li>4. Provide training on documenting parent volunteers</li> <li>5. Develop incentives for parents to volunteer</li> </ol>	Child Care Directors, Teaching Staff, Social Workers	September 1, 2021	

2020-2021 EHS-CCP Program Improvement Plan

SERVICE AREA/MANAGEMENT SYSTEM: Mental Health			
OUTCOME: Engage parents in social and emotional supports for their children			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
Increase the number of parent consultations <ol style="list-style-type: none"> <li>1. Identify children with social and emotional concerns</li> <li>2. Schedule MDT meetings for children with concerns</li> <li>3. Develop follow-up intervention plan to include strategies</li> </ol>	Mental Health Consultant	December 1, 2021	
Increase the number of parent trainings in the area of social and emotional development <ol style="list-style-type: none"> <li>1. Discuss Mental Health Services and Social and Emotional Development during parent orientation</li> <li>2. Develop a list of training topics of interest to families in the area of Social and Emotional Development to present during parent meetings</li> <li>3. Document trainings provided to families in the professional development module of ChildPlus</li> </ol>	Mental Health Consultant  Social Workers	December 1 2021	



2020-2021 EHS-CCP Program Improvement Plan

SERVICE AREA/MANAGEMENT SYSTEM: Human Resources			
OUTCOME: Reduce turnover of EHS-CCP caregivers			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
<p>Hire staff interested in an early childhood career</p> <ol style="list-style-type: none"> <li>1. Recruit high school seniors interested in child care</li> <li>2. Participate in job fairs at early child care institutions</li> <li>3. Create a Program Design and Management tool to access the EHS-CCP program systematically and to monitor classroom staffing patterns and ratios regularly</li> </ol>	<p>Child Care Directors, Miami-Dade Human Resources staff</p>	<p>December 2021</p>	
<p>Create a cohort of parents interested in obtaining the National CDA</p> <ol style="list-style-type: none"> <li>1. Develop a survey to identify interested parents</li> <li>2. Assess each participant's readiness</li> <li>3. Schedule a cohort of at least 25 parents to begin the CDA program</li> <li>4. Provide support to parents throughout the CDA cohort</li> <li>5. Assist parents with employment in an Early Head Start Center</li> </ol>	<p>Miami-Dade Human Resources staff, Infant/Toddler Coordinator, Social Workers</p>	<p>December 2021</p>	

2020-2021 EHS-CCP Program Improvement Plan

SERVICE AREA/MANAGEMENT SYSTEM: Fiscal Management			
OUTCOME: The program will meet the 25% non-federal share match			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
Provide in-kind training to Directors <ol style="list-style-type: none"> <li>1. Provide training at the annual pre-service conference</li> <li>2. Provide small group training on how to report in-kind</li> <li>3. Provide technical assistance as needed</li> </ol>	Fiscal Administrator	August 1, 2021, and ongoing	
Monitor each agency's in-kind <ol style="list-style-type: none"> <li>1. Provide monthly in-kind status report to each agency</li> <li>2. Review reimbursement packages to identify potential third party contributors and record in-kind properly</li> <li>3. Share monthly in-kind status reports to the Policy Council and CAA Board</li> </ol>	Fiscal Administrator/Grantee Accountants	August 1, 2021, and ongoing	



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 4, 2021**

**AGENDA ITEM NUMBER: 4A3c**

**AGENDA ITEM SUBJECT:** 2021-2021 Head Start/ Early Head Start Training and Technical Assistance Plan

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** – This item was approved by the Head Start/Early Head Start Policy Council on March 4, 2021 and is pending approval by the CAA executive committee and the CAA Board.

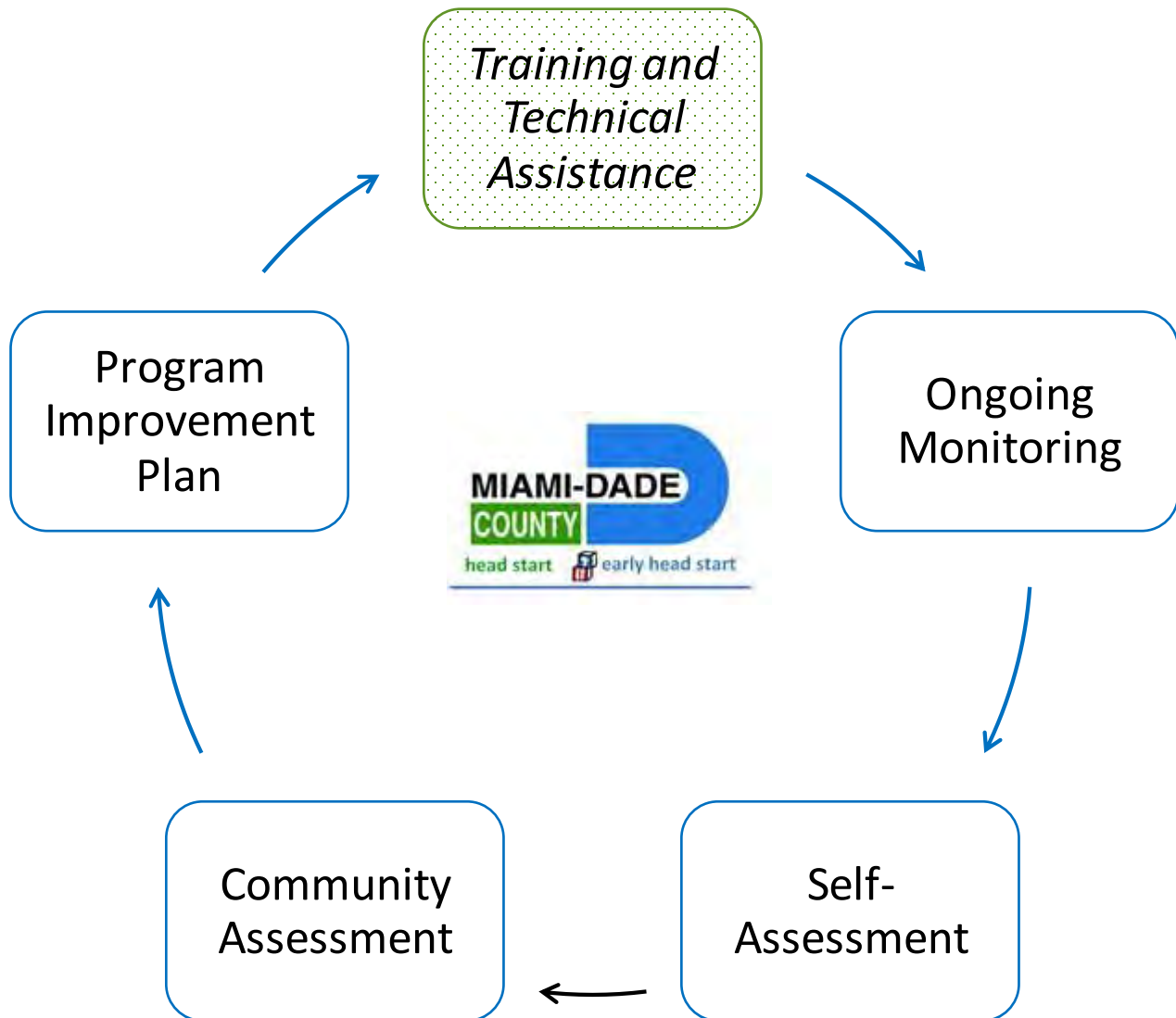
### **BACKGROUND/SUMMARY:**

The 2020-2021 Head Start/ Early Head Start Training and Technical Assistance Plan is designed to invest in the growth and development of all staff.

### **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  
***2021-2022 Training and Technical Assistance Plan***



Policy Council Approval: March 4, 2021

CAA Board Approval:

### **COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION**

The Community Action and Human Services Department (CAHSD) empowers disadvantaged families and communities through advocacy, education, resource mobilization, and service delivery, and provides comprehensive social services to assist children, adults, and families to attain self-sufficiency, function independently, and lead productive lives.

#### **PROGRAM PHILOSOPHY**

Put children and families first, strive for excellence, project a professional image and attitude, and treat everyone with respect.

#### **5 YEAR PROGRAM GOALS**

- Miami-Dade County Head Start /Early Head Start will foster a culture of lifelong learning for infants, toddlers, preschoolers, families and staff;
- Create healthy and safe environments, which are child focused, family-friendly, and environmentally sustainable and;
- Be a leader in technological innovation and efficiency among Head Start programs nationally

#### **TRAINING/TECHNICAL ASSISTANCE GOAL**

To implement an ongoing, high quality training and technical assistance plan which is responsive to staff, parent, and program needs, built on sound principles of professional development and effective in evoking change.

#### **2021-2022 TRAINING PRIORITIES**

1. To provide mandatory trainings for staff, parents, volunteers, governing body members and Policy Council members
2. To address training needs identified from on-going monitoring and the annual self-assessment
3. To provide instructional staff with innovative, hands-on strategies to increase the quality of interactions in the classroom.

#### **TRAINING NEEDS ANALYSIS**

The program uses a systematic and comprehensive approach to identify training needs. Each year, program staff analyze program data and mandates to guide the process of identifying systemic and/or program-wide weaknesses and areas for potential growth. This process informs the training needs identification and is the beginning of the formulation of the annual Training and Technical Assistance Plan. Information is extracted from the following documents/sources in this process:

1. Community Assessment
2. Self-Assessment and Program Improvement Plans
3. Program Information Report
4. Federal Monitoring Review Report and Corrective Action Plan (when applicable)

5. Internal Monitoring Reports
6. Service Area Monthly Reports
7. Child Outcomes Reports
8. CLASS/ITERS/ECERS Scores
9. Head Start Program Performance Standards and the Head Start Act (including Information Memorandums and Policy Clarifications)
10. Training/Technical Assistance Requests
11. Professional Development Plans
12. Program Managers Assessments and Evaluations

### **TIERED-APPROACH TO TRAINING**

The program uses a three-tiered approach to provide training and technical assistance activities. In addition to the program-wide annual conference, trainings are conducted in large groups, small groups, and one-on-one technical assistance. Additional opportunities for professional development are also provided through mentor/coaching activities.

### **PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES**

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Performance Standards; Head Start Act; Office of Head Start (OHS) priorities; Program Goals; the 2020 Community Assessment; the 2020-2021 Self-Assessment; Federal, State, and local mandates including licensing requirements, and other County, Department and Program required (or requested) trainings for staff, parents and volunteers.

### **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES REQUIRED TRAININGS**

#### **Pre-Service Training Conference**

The program hosts its Annual Pre- Service Training Conference one week prior to the beginning of the new program year for Early Head Start and Head Start staff. The Pre-Service Training Conference takes place over a two-day period, through which approximately 1500 staff and partners receive eleven hours of in-service training. The training content is intended to serve as a “Basic Training” with the intention of participants leaving the conference with skills needed to start to the program year.

#### **Volunteer Orientation**

The Head Start Program Performance Standards require that all volunteers are provided training regarding the program’s policies/procedures and services provided. In an effort to coordinate this training and ensure all volunteers receive consistent information, the Grantee developed a standardized Volunteer Training Module. Topics covered during the training include: History and Philosophy of Head Start; Service Area Overview; Volunteer Job Description; Standards of Conduct; Cell Phone Policy; Dress Code; Child Abuse Reporting; Confidentiality Policy; Universal Precautions; and Adult/Child Interactions. Grantee staff will provide a train-the-trainer session at the Pre-Service Training Conference to staff to ensure all delegate agencies understand the requirement for volunteer orientation and its required components. In addition, various modes and options for training delivery will be shared during this session. All delegate agencies will be provided an electronic version of the training module for their use as well as training content in a paper version for use with individual volunteers.

### **New Employee Orientation**

New Head Start/Early Head Start Employee Orientation is vital to the success of our program. The orientation process is implemented slightly differently in the grantee and the 17 delegate agencies. However, there are two consistent components to each orientation. Agency specific orientation, including personnel issues and agency policies and procedures, is conducted upon hire with each new employee.

New Head Start and Early Head Start employees are provided with an introduction to the Head Start program and the comprehensive services provided by the program. Through this training program, new employees have the opportunity to delve into the intricacies of the program. This training program will be offered to all new Head Start employees of all classifications.

### **Child Abuse Training**

All employees are required to receive annual training on Child Abuse Identification and Reporting Procedures. Staff receive this training during the Annual Pre-Service Training Conference. Additional sessions are planned throughout the year as needed.

### **College Courses**

Miami-Dade County HS/EHS provide the opportunity for instructional staff to obtain college credit for professional development and mandated teaching credentials.

The program pays all tuition in exchange for an agreement from the staff to remain with the program a minimum of three years after course completion.

## **FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAININGS**

### **Department of Children and Families (DCF) 45 Hour Child Care Training Courses**

State of Florida Child Care Licensing Regulations requires all staff working in child care to participate in a minimum of 45 hours of introductory child care training. These trainings, and subsequent competency tests, must be completed within 120 days of beginning work in child care. Throughout the program year, as the need presents itself, staff are referred to community partners that offer these trainings and/or assisted with the process of registering and testing for these trainings.

### **State of Florida Director's Credential**

Every licensed child care facility in the State of Florida is required to employ one staff person with the State of Florida Director's Credential. This credential is typically held by the Center Director, Curriculum Specialist or Lead Teacher at each site. Although there is no cost to apply for the credential, formal college coursework is an application requirement. The program is committed to paying the cost of the coursework at Miami Dade College for center leaders to obtain the credential.

### **First Aid/CPR Training**

All classroom staff are required to obtain and maintain a current Pediatric First Aid/CPR certification. The grantee maintains an agreement with Miami-Dade College to provide trainings.

**TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM**

The program uses ChildPlus as the data tracking system. ChildPlus has a Module for Professional Development. All large group trainings, small group trainings, one-on-one trainings, technical assistance activities, mentor/coaching sessions and conference breakout sessions are entered into ChildPlus. In addition, all conferences attended by staff are documented in ChildPlus. Reports are run on a monthly basis to review trainings and technical assistance provided. Reports are also available to track training and technical assistance received by individual staff persons.

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**Training Budget Summary**

<b>T/TA Activity</b>	<b>Amount</b>		<b>Description</b>
Goal 1: Foster a culture of lifelong learning among infants, toddlers, preschoolers, families and Head Start/Early Head Start staff	\$376,289	\$79,550	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• Curriculum Trainings</li> <li>• CLASS Training</li> <li>• Mentor/Coaching</li> </ul>
Goal 2: Create health and safe environments, which are child-focused, family-friendly and environmentally sustainable	\$21,797	\$600	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• Trainings on health, nutrition and safety</li> </ul>
Goal 3: Be a leader in technological innovation and efficiency among Head Start programs	\$59,640	\$4,260	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• ChildPlus</li> <li>• Galileo</li> </ul>
Mandated Training- Not Listed Elsewhere	\$158,000	\$40,650	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• New Staff Orientation</li> <li>• Program Governance training for policy groups and governing board</li> </ul>
Travel Expenses	\$28,757	\$28,316	Includes: <ul style="list-style-type: none"> <li>• National, Regional and State level trainings</li> <li>• Specialized Trainings</li> </ul>
<b>TOTAL BUDGET</b>	<b>Head Start PA20 \$644,483</b>	<b>Early Head Start PA11 \$153,376</b>	

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants, toddlers, and preschool children will show growth in social/emotional, general cognition, language and literacy, and approaches to learning domains		<ul style="list-style-type: none"> <li>Average growth of 75 Developmental Level (DL) points</li> </ul>				Galileo Outcomes Analysis Report/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Understanding Mental Health Issues <i>(to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience)</i> and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants, toddlers, and preschool children will show growth in social/emotional, general cognition, language and literacy, and approaches to learning domains		<ul style="list-style-type: none"> <li>Average growth of 75 Developmental Level (DL) points</li> </ul>				Galileo Outcomes Analysis Report/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2021 Pre-Service Conference; Train the Trainer Cert. Series 10-2021 through 12-2022	\$6,000	84% HS; 6% EHS; 10% other funding	\$5,040	\$360	HSPS 45 CFR 1302.45(a)(1)
Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal\	Parents; Teachers	Mental Health	August 2021- as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$21,000	\$1,500	HSPS 45 CFR 1302.45(a)(1)
ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Distant Learning- Consultant-Internal	Mental Health; Disabilities; Education Managers	Mental Health	September 2021 January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants, toddlers, and preschool children will show growth in social/emotional, general cognition, language and literacy, and approaches to learning domains		<ul style="list-style-type: none"> <li>Average growth of 75 Developmental Level (DL) points</li> </ul>				Galileo Outcomes Analysis Report/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Utilizing Class Observation Data to Plan/Instructional Support Strategies	DATA & EVALUATION	Internal	Instructional Staff; Directors	Education Coordinator	Aug. 2021 and on-going	\$5,000	84% HS; 6% EHS; 10% other funding	\$5000	\$0	HSPS 45 CFR 1302.33(b)(1)(2); 1302.31(b)(1)(iii)
CLASS Preschool Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021-On-going	\$7,000	84% HS; 6% EHS; 10% other funding	\$5,880	\$420	HSPS 45 CFR 1302.33(b)(1)(2); 1302.31(b)(1)(iii)
CLASS Infant/Toddler Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021-On-going	\$10,500	36% EHS; 64% other funding	\$0	\$3,780	HSPS 45 CFR 1302.33(b)(1)(2); 1302.31(b)(1)(iii)
Physical Health and Development Activities for Preschoolers	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Directors	Education	August 2021 & March 2022	\$0	Head Start	\$0	\$0	HSPS 45 CFR 1302.32

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants, toddlers, and preschool children will show growth in social/emotional, general cognition, language and literacy, and approaches to learning domains		<ul style="list-style-type: none"> <li>Average growth of 75 Developmental Level (DL) points</li> </ul>				Galileo Outcomes Analysis Report/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Linking The IEP/IFSP To The Child Assessment System	EDUCATION & CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60
Creative Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	36% EHS; 64% other funding	\$0	\$21,000	HSPS 45 CFR 1302.32
Creative Curriculum Coaching to Fidelity	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$40,000	36% EHS; 64% other funding	\$0	\$14,400	HSPS 45 CFR 1302.32
Partners for Healthy Babies Curriculum	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2021 & March 2022	\$10,000	50% EHS; 50% other funding	\$0	\$5,000	HSPS 45 CFR 1302.32

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants, toddlers, and preschool children will show growth in social/emotional, general cognition, language and literacy, and approaches to learning domains		<ul style="list-style-type: none"> <li>Average growth of 75 Developmental Level (DL) points</li> </ul>				Galileo Outcomes Analysis Report/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2021-July 2022	\$36,000	36% EHS - CCP; 64% other funding	\$0	\$12,960	HSPS 45 CFR 1302.45(a)
Mindful Moments	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021-July 2022	\$0	36% EHS - CCP; 64% other funding	\$0	\$0	HSPS 45 CFR 1302.45(a)
Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021-July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Improved CLASS scores by at least one-half point each year		<ul style="list-style-type: none"> <li>75% of teachers with improved CLASS Scores</li> </ul>				1. CLASS Scores/ Twice per year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
CLASS Behavioral Markers My Teachstone	EDUCATION & CHILD DEVELOPMENT	MY TEACHSTONE	Education Management; Specialists; Instructional staff	Education	Aug. 2021	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.32; 1302.92(5)(c)(1-5)
CLASS; Reliability Renewals & Training	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.32
SEEDS of Learning Curricular Enhancement for Teachers	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$30,000	Head Start	\$30,000	\$0	HSPS 45 CFR 1302.92
SEEDS of Learning Coaching Strategies	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$15,000	Head Start	\$15,000	\$0	HSPS 45 CFR 1302.92
HighScope Training	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$75,000	Head Start	\$75,000	\$0	HSPS 45 CFR 1302.92

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Improved CLASS scores by at least one-half point each year		<ul style="list-style-type: none"> <li>75% of teachers with improved CLASS Scores</li> </ul>				1. CLASS Scores/Twice per year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Montessori Preschool Certificate	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff & Education Staff	Education	August 2021-On-Going	\$50,000	84% HS; 6% EHS; 10% other funding	\$50,000	\$0	HSPS 45 CFR 1302.92

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		<ul style="list-style-type: none"> <li>33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year</li> <li>45% of parents will volunteer in the program</li> </ul>				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Galileo Training	EDUCATION & CHILD DEVELOPMENT	Internal	HS/EHS Staff	Education	Aug 2021-As Needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1301.101
Child Development and Curriculum Overview	EDUCATION & CHILD DEVELOPMENT	Internal	Parents	Education	October 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.30



2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
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T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2021-July 2022	\$100,000	86% HS; 6% EHS; 8% other funding	\$86,000	\$6,000	HSPS 45 CFR 1301.101
Increasing Parent Engagement For Children With Social, Emotional Or Behavioral Concerns	COMMUNITY & FAMILY ENGAGEMENT	Internal	Mental Health Services; Disabilities; Education; Social Services Staff	Mental Health	August 2021 and as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.45(b)(5)
Pop Into Learning Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$6,249	84% HS; 6% EHS; 10% other funding	\$6,249	\$0	HSPS CFR 45 1302.46 (a)
Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS CFR 45 1302.46 (a)
Parent Pop Into Learning	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2021-July 2022	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1302.51
Learning Genie	EDUCATION & FAMILY ENGAGEMENT	Contract	Parents, Teachers, Staff	Education Coordinator	August 2021-On-going	\$5,000	84% HS; 6% EHS; 10% other funding	\$4,200	\$300	HSPS 45 CFR 1301.101

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		<ul style="list-style-type: none"> <li>33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year</li> <li>45% of parents will volunteer in the program</li> </ul>				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Mental Health Education	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS CFR 45 1302.46 (a)
Implementing Family Engagement Strategies	COMMUNITY & FAMILY ENGAGEMENT	Contract/Internal	Social Services staff	Family & Community Engagement	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	3% EHS -CCP; 97% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Family Partnership Agreement Process	Family services staff will develop skills to assist families in creating family partnership agreements	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Follow Up on Goals and Services Provided	Family services staff will develop skills to complete follow up on goals and services	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		<ul style="list-style-type: none"> <li>33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year</li> <li>45% of parents will volunteer in the program</li> </ul>				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Identifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagement Coordinator	March 2022- May 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Developing Social Work Skills	Family services staff will develop social work skills	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Strategies for Effective Parent Engagement	Family services staff will develop effective parent engagement	FIU, Barry, Miami-Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50
Parent Involvement in the Transition Process	Family services staff will develop skills to assist parents in the transition process	Community Partner	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		<ul style="list-style-type: none"> <li>33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year</li> <li>45% of parents will volunteer in the program</li> </ul>				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Transitioning from Early Head Start to Head Start	Family services staff will learn about strategies involving transitions from EHS to HS	Internal	Social Services staff	Family Engagement Coordinator	May 2022, June 2022, August 2021, and March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Back to School with Dad	Family Engagement	Contract	Fathers, and Families	Family and Community Engagement	August 2021	\$20,000	84% HS; 6% EHS; 10% other funding	\$16,800	\$1,200	HSPS 45 CFR 1302.50
Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families will participate in financial literacy services		<ul style="list-style-type: none"> <li>33% of families will participate in financial literacy services training</li> <li>25% of families will participate in asset building services</li> </ul>				1. Parent Involvement Summary Report/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		<ul style="list-style-type: none"> <li>33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year</li> <li>45% of parents will volunteer in the program</li> </ul>				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Menu planning for families	NUTRITION	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.46(b)(ii)
Financial Literacy	COMMUNITY & FAMILY ENGAGEMENT	Internal/ Partner	HS/EHS Parents	Family & Community Engagement	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec 648(d)(1)(H)

Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
15% fewer monitoring findings on the health and safety protocol.		<ul style="list-style-type: none"> <li>Reduced health and safety findings</li> </ul>				1. Monitoring Reports/Once a year with follow-up if necessary				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Physical Environments	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(1)
Equipment And Furnishings	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(2)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
15% fewer monitoring findings on the health and safety protocol.		<ul style="list-style-type: none"> <li>Reduced health and safety findings</li> </ul>				1. Monitoring Reports/Once a year with follow-up if necessary				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Hygiene, Food Safety And Sanitation	HEALTH	Contract	HS/EHS Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6)
Medication administration and storage	HEALTH	Internal	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4)(i)(C)
Child Abuse Training	HEALTH	Community Partner	HS/EHS Staff	Health	August 2021- as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)
Bus and Pedestrian Safety Training	TRANSPORTATION	Internal	Head Start staff	Transportation	September 2021- as needed	\$11,297	Head Start	\$11,297	\$0	HSPS 45 CFR 1303.74
Universal/Standards Precautions	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021–July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6)(i-iii)
Prevention and Control of Infectious Diseases	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4)(i)(A)
Redundant Active Supervision	HEALTH	Internal	Instructional Staff; Directors	Education	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(5)(iii)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children, parents, and HS/EHS staff will design and plant gardens at 15% of sites		<ul style="list-style-type: none"> <li>15% of Head Start and Early Head Start sites will have gardens</li> </ul>				1. Site visit report/ bi-annually				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(a)(1)-(2)
Nutrition Education	COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents	Nutrition Services	March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(ii)

Program Goal 3: To be a leader in technological innovation and efficiency among HS programs nationally										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Utilize technology to communicate with community partners and increase the number of partners		<ul style="list-style-type: none"> <li>Increased partnership agreements by 10%</li> </ul>				2. Community Partnership Agreements/Three times a year				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

Program Goal 3: To be a leader in technological innovation and efficiency among HS programs nationally										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Create a system that reduces duplication of work, improve employee satisfaction by 50% and decreases the amount of paper used		<ul style="list-style-type: none"> <li>Reduced Paperwork</li> <li>Improved employee satisfaction</li> </ul>				1. Database system/annually 2. Staff Satisfaction Survey/annually				
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021-As Needed	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.101
ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.101(a)(4)
Blackboard	PROFESSIONAL DEVELOPMENT	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$50,000	84% HS; 6% EHS; 10% other funding	\$42,000	\$3,000	HSPS 45 CFR 1302.92
Excel Beginner	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92
Excel Intermediate	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92
PowerPoint Beginner	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92
PowerPoint Intermediate	ONGOING MONITORING & CONTINUOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92



2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Devereux Early Childhood Assessment (DECA) training	Valid and reliable administration of research-based developmental standardized screening tool	Internal	HS/EHS Staff	Mental Health	August 2021- As Needed	\$2,500	Head Start	\$2,500	\$0	HSPS 45 CFR 1301.101
Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2	Valid and reliable administration of research-based developmental standardized screening tool	Internal	HS/EHS Staff	Education; Mental Health	August 2021- As Needed	\$0	36% EHS; 64% other funding	\$0	\$0	HSPS 45 CFR 1301.101
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.12(a)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.12; 1302.16
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1301.5
Internal monitoring systems, cycles and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	September 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(b)
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2021 – July 2022	\$40,000	Head Start	\$40,000	\$0	HSPS 45 CFR 1302.92

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
College Coursework for EHS Staff: Infant/Toddler Specialization	50% of EHS staff obtain a Bachelors in Early Childhood Development	Local College	EHS Caregivers	Human Resources	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS 45 CFR 1302.92
Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.42(b)(1) (i)
Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.42(b)(1) (i)
Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Head Start/Early Head Start Staff	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(4) (1)(G)
Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/ Internal	HS/EHS Staff	Head Start Director	August 2021 - July 2022; As Needed	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(c)
Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition and mental health	Internal	Parents	Health	September 2021-Ongoing	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(a)
Health and development consequences of tobacco product use and exposure to lead	Parents understand the consequences of tobacco product use and exposure to lead	Internal	Parents	Health	September 2021 and on- going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1) (i)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1)(i)
Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1)(i)
Recruitment strategies focusing on 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA	August 2021, October 2021 January 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.13; 1302.14(b)
Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff, governing board and policy groups	ERSEA	August 2021, October 2021, December 2021 January 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.12; 1302.16
Procurement, Inventory and the Davis-Bacon Act	Staff are able to implement procedures based on procurement, inventory and the Davis-Bacon	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	OMB Uniform Guidance for Federal Awards
OMB Uniform Guidance for Federal Awards	Staff are able to implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	OMB Uniform Guidance for Federal Awards
First Aid/Cardiopulmonary Resuscitation (CPR)	Staff will be certified in CPR	Community Partner	Grantee and Delegate Staff	Health	August 2021- July 2022	\$10,000	84% HS; 6% EHS; 10% other funding	\$8,400	\$600	HSPS 45 CFR 1302.47(b)(4)(j)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health	September 2021 and on-going	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(1)(i)
Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program and on the ways they are implemented	Internal	New Staff	Human Resources	August 2021- as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.92(a)
Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Internal	HS/EHS Staff	Head Start Director	August 2021	\$40,000	84% HS; 6% EHS; 10% other funding	\$33,600	\$2,400	HSPS 45 CFR 1302.92(b)
Early Head Start Infant/Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Internal	Early Head Start Staff	Head Start Director	April 2021	\$50,000	36% EHS; 64% other funding	\$0	\$18,000	HSPS 45 CFR 1302.92(b)
Program Governance Training	Governing bodies and policy groups understand information received and effectively oversee and participate in the program	Consultant/ Internal	Governing bodies, policy groups and staff	Family & Community Engagement	November 2021, and ongoing	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.5
Grantee Professional Development Day	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/ Internal	Grantee Program Staff	Director	January 2022	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1302.92(b)
Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups and staff	Fiscal	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec. 642(c)

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	WHO			WHEN	COST				RATIONAL DOCUMENT
		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	
Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2021 and on going	\$2,500	36% EHS; 64% other funding	\$0	\$900	HSPS 45 CFR 1302.44(a)(2)(iv)
Reach out and Read		Consultant	Physicians, Health staff, social workers, parents	Grantee Health Coordinator	August 2021– July 2022	\$7,500	36% EHS; 64% other funding	\$0	\$2700	HSPS 45 CFR 1302.46
Social Work Summer Institute	Social Services staff will learn social work principles	Consultant	Social workers	Family Engagement Coordinator	June –July 2021	\$40,000	84% HS; 6% EHS; 10% other funding	\$33,600	\$2,400	HSPS 45 CFR 1302.92

TRAVEL PLANS							
Specific Area	Title	Persons	Total per person	TOTAL	Head Start		Early Head Start
All Areas & Parents	NHSA Fall Leadership Conference	3	\$579	\$2,895	\$1615.41		\$121.59
MH-Disabilities	DEC's Annual Conference on Children w/ Special Needs	3	\$500	\$4,500	\$4,185		\$105.00
PFCE & Parents	NHSA Parent Conference	5	\$549	\$2747	\$2552.85		\$192.15
All Areas and Parents	NHSA Winter Leadership Institute	5	\$579	\$2,895	\$2692.35		\$202.65
All Areas and Parents	RIVHSA Leadership Conference	5	\$300	\$1500	\$1,395.00		\$105.00
All Areas and Parents	NHSA Annual Conference and Expo	5	\$649	\$3245	\$3,017.85		\$227.15
All Areas and Parents	FHSA Summer Conference	5	\$450	\$2250	\$2,092.50		\$157.50
All Areas and Parents	One Goal Summer Conference	5	\$125	\$625	\$581.25		\$43.75
Mental Health	National Training of Effective Practices	3	\$500	\$1500	\$1,395.00		\$105.00

2021-2022 Head Start/ Early Head Start Training and Technical Assistance Plan

TRAVEL PLANS							
Specific Area	Title	Persons	Total per person	TOTAL	Head Start		Early Head Start
ERSEA	H.G. Jones Associates: ERSEA Certification	2	\$500	\$1000	\$930.00		\$70.00
Nutrition	Annual Florida Food and Nutrition Symposium	3	\$500	\$1500	\$1,395.00		\$105.00
Nutrition	Annual Food and Nutrition Conference	3	\$500	\$1500	\$1,395.00		\$105.00
All Areas	NAEYC Annual Conference	5	\$585	\$2925	\$2,720.25		\$204.75
PFCE; Mental Health	National Association of Social Workers- Florida Annual Conference	3	\$500	\$1500	\$1,395.00		\$105.00
All Areas and parents	Zero to Three Annual Conference	7	\$2,500	\$1000	\$0		\$17,500
Systems Database	ChildPlus User Group Meeting	3	\$500	\$1500	\$1,395.00		\$105.00
All EHS Staff	NHSA Early Head Start Institute	6	\$1,442	\$8,652	\$0		\$8,652
TOTAL		60		\$31,922	\$29,687.36		\$28,316



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 4, 2021**

**AGENDA ITEM NUMBER: 4A3d**

**AGENDA ITEM SUBJECT:** 2021-2022 EHS-CCP Training and Technical Assistance Plan

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** This item was approved by the Head Start/Early Head Start Policy Council on March 4, 2021 and is pending approval by the CAA Executive Committee and the CAA Board.

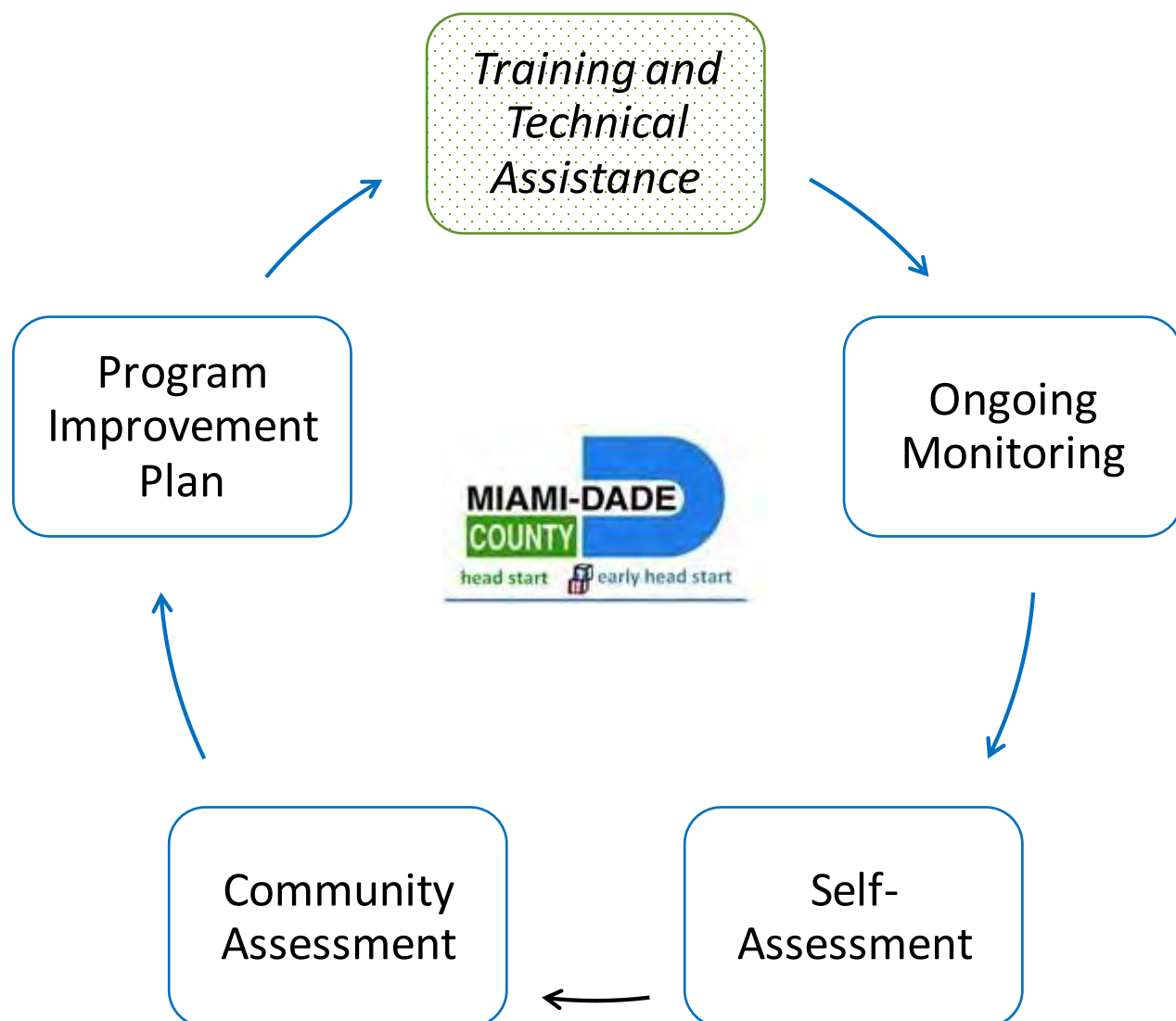
### **BACKGROUND/SUMMARY:**

The 2020-2021 EHS CCP Training and Technical Assistance Plan is designed to invest in the growth and development of all staff.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services

**Miami-Dade Community Action and Human Services  
Early Head Start-Child Care Partnership  
2021-2022 Training/Technical Assistance Plan**



Policy Council Approval: March 4, 2021

CAA Approval: //2021



**COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION**

The Community Action and Human Services Department (CAHSD) empowers disadvantaged families and communities through advocacy, education, resource mobilization, and service delivery, and provides comprehensive social services to assist children, adults, and families to attain self-sufficiency, function independently, and lead productive lives.

**PROGRAM PHILOSOPHY**

Put children and families first, strive for excellence, project a professional image and attitude, and treat everyone with respect.

**5 YEAR PROGRAM GOALS**

- Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start staff so that children and families are self-sufficient;
- Create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable, thereby improving school readiness outcomes and;
- Improve the technological innovation and efficiency among early childhood programs in Miami-Dade County

**TRAINING/TECHNICAL ASSISTANCE GOAL**

To implement an on-going, high-quality training and technical assistance plan responsive to staff, parent, and program needs, built on sound principles of professional development, and effective in evoking change.

**2020-2021 TRAINING PRIORITIES**

1. Provide mandatory training for staff, parents, volunteers, governing body members, and Policy Council members
2. Address training needs identified from on-going monitoring and the annual self-assessment

**TRAINING NEEDS ANALYSIS**

Miami-Dade County (MDC) uses a systematic and comprehensive approach to identify training

## 2020-2021 EHS-CCP Training and Technical Assistance Plan

needs. Each year, MDC staff analyze program data and mandates to guide the process of identifying systemic and program-wide weaknesses and areas for potential growth. This process informs the training needs identification and begins the formulation of the annual Training and

## 2020-2021 EHS-CCP Training and Technical Assistance Plan

Technical Assistance Plan. Information is extracted from the following documents/sources in this process:

1. Community Assessment
2. Self-Assessment and Program Improvement Plans
3. Program Information Report
4. Federal Monitoring Review Report and Corrective Action Plan (when applicable)
5. Internal Monitoring Reports
6. Service Area Monthly Reports
7. Child Outcomes Reports
8. ASQs/CLASS/ITERS Scores
9. Program Assessment Scale Scores
10. Head Start Program Performance Standards and the Head Start Act (including Information Memorandums and Policy Clarifications)
11. Training/Technical Assistance Requests
12. Professional Development Plans
13. Program Managers Assessments and Evaluations

### TIERED-APPROACH TO TRAINING

MDC uses a three-tiered approach to provide training and technical assistance activities. In addition to the program-wide annual conference, training is conducted in large groups, small groups, and one-on-one technical assistance. Additional opportunities for professional development are also provided through mentor/coaching activities.

### PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Program Performance Standards, Head Start Act, Office of Head Start (OHS) priorities, Program Goals, 2020 Community Assessment, 2020-2021 Self-Assessment, Federal, State, and local mandates including licensing requirements, and other County, Department, and Program required (or requested) training for staff, parents, and volunteers.

### U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES REQUIRED TRAINING

#### Pre-Service Training Conference

MDC hosts its Annual Pre- Service Training Conference one week before the new school year for Early Head Start and Head Start staff. Approximately 130 teaching staff and partners receive six hours of in-service training. The training content serves as a “Basic Training” to leave the conference with skills needed to start the program year.

### Volunteer Orientation

The Head Start Program Performance Standards require that all volunteers receive training regarding the program's policies, procedures, and services. To coordinate this training and ensure all volunteers receive consistent information, the Grantee developed a standardized Volunteer Training Module. Topics covered during the training include History and Philosophy of Head Start; Service Area Overview; Volunteer Job Description; Standards of Conduct; Cell Phone Policy; Dress Code; Child Abuse Reporting; Confidentiality Policy; Universal Precautions; and Adult/Child Interactions. Grantee staff provides a train-the-trainer session at the Pre-Service Training Conference to ensure all child care partnership staff understand the requirements for volunteer orientation and its required components. Also, various modes and options for training delivery are shared during this session. All partners receive an electronic version of the training module for their use and training content in a paper version for use with individual volunteers.

### New Employee Orientation

New Early Head Start-Child Care Partnership (EHS-CCP) Employee Orientation is vital to our program's success. The orientation process is implemented slightly differently in the grantee and the nine partner centers. However, there are two consistent components to each orientation. Center-specific orientation, including personnel issues and partner center policies and procedures, is conducted upon hire with each new employee.

New EHS-CCP employees receive an introduction to the Early Head Start program and the program's comprehensive services. Through this training program, new employees have the opportunity to delve into the intricacies of the program. This training program is offered to all new EHS-CCP employees.

### Child Abuse Training

All employees must receive annual training on Child Abuse Identification, Standards of Conduct, and Child Abuse Reporting Procedures. EHS-CCP staff receives this training during the Annual Pre-Service Training Conference. Additional sessions are planned throughout the year as needed.

### College Courses

MDC provides the opportunity for instructional staff to obtain college credit for professional development and mandated teaching credentials.

The program pays all tuition in exchange for an agreement from the staff to remain with the program a minimum of three years after course completion.

FLORIDA: DEPARTMENT OF CHILDREN AND  
FAMILIES: REQUIRED TRAINING

Department of Children and Families (DCF) 45 Hour Child Care Training Courses

The State of Florida Child Care Licensing Regulations requires all staff working in child care to participate in a minimum of 45 hours of introductory child care training. This training, and subsequent competency tests, must be completed within 120 days of beginning work in child care. As the need presents itself throughout the program year, staff are referred to community partners that offer this training and assist them with registering and testing for this training.

State of Florida Director's Credential

Every licensed child care facility in the State of Florida is required to employ one staff person with the State of Florida Director's Credential. This credential is typically held by the center director, curriculum specialist, or lead teacher at each center. Although there is no cost to apply for the credential, formal college coursework is an application requirement. MDC is committed to paying the coursework cost at Miami Dade College for center leaders to obtain the credential.

First Aid/CPR Training

All classroom staff is required to obtain and maintain a current Pediatric First Aid/CPR certification. MDC maintains an agreement with Miami-Dade College to provide training.

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

MDC uses ChildPlus as its data tracking system, which has a module specifically for Professional Development. MDC staff enters large groups, small groups, one-on-one training, technical assistance activities, mentor/coaching sessions, conferences, and breakout sessions into the ChildPlus system. Monthly reports are generated to review training and technical assistance. Reports are also available to track training and technical assistance received by individual staff persons.

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### TRAINING BUDGET SUMMARY

T/TA Activity	Amount	Description
Goal 1: Foster a culture of lifelong learning among infants, toddlers, families, and Early Head Start-Child Care Partnership Staff	\$ 34,345	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• Curriculum Training</li> <li>• CLASS Training</li> <li>• Mentor/Coaching</li> </ul>
Goal 2: Create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable	\$ 675	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• Training on health, nutrition, and safety</li> </ul>
Goal 3: Be a leader in technological innovation and efficiency among Head Start programs	\$ 2,580	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• ChildPlus</li> <li>• Galileo</li> </ul>
Mandated Training- Not Listed Elsewhere	\$18,200	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• New Staff Orientation</li> <li>• Program Governance training for policy groups and governing board</li> </ul>
Travel Expenses	\$ 19,825	Includes: <ul style="list-style-type: none"> <li>• National, Regional, and State level training</li> </ul>
<b>TOTAL BUDGET</b>	Early Head Start-Child Care Partnership <b>\$75,625</b>	

## 2020-2021 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
1. Understanding Mental Health Issues <i>(to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma-informed approaches and resilience)</i> and The Use Of Interventions And Resources For Children, Parents And Staff	Child Mental Health	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health Coordinator; Human Resources Manager	August 2021-July 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)	
2. Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	Child Mental Health	Internal	Mental Health Services, Disabilities, Education Staff; Management Staff	Mental Health Coordinator	August 2021-July 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)	
3. SoBe Mindful Practices for EHS Children and Parents	Education and Child Development	Consultant	Instructional Staff; Parents	Education Manager	August 2021-July 2022	\$36,000	19% EHS - CCP; 81% other funding	\$6,840	HSPS 45 CFR 1302.45(a)	

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
4.	Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	Child Mental Health	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health Coordinator	August 2021 Pre-Service Conference; Train the Trainer Cert. Series 10-2020 through 12-2021	\$6,000	3% EHS - CCP; 97% other funding	\$180.00	HSPS 45 CFR 1302.45(a)(1)
5.	Parent and Staff Wellness Support, Educational Materials, and Resources	Child Mental Health	Internal	Caregivers; Directors; Education Support Staff; Monitors; Parents	Mental Health Coordinator	August 2021- as needed	\$25,000	3% EHS - CCP; 97% other funding	\$750.00	HSPS 45 CFR 1302.45(a)(1)



2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
6.	ePyramid Model Train the Trainer and Coaching National Certification and Related Materials	Child Mental Health	Distant Learning-Consultant-Internal	Mental Health; Disabilities; Education Managers	Mental Health Coordinator	September 2021  January 2022	\$9,000	3% EHS - CCP; 97% other funding	\$270.00	HSPPS 45 CFR 1302.45, HSPPS 45 CFR 1302.31, HSPPS 45 CFR and 1302.60
7.	Utilizing Class Observation Data to Plan	Data and Evaluation	Internal	Instructional Staff; Directors	Education Manager	August 2021 – July 2022	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPPS 45 CFR 1302.33(b)(1)(2); 1302.31(b)(1)(iii)
8	Linking The IEP/IFSP To The Child Assessment System	Education and Child Development	Internal	Disabilities Coordinators; Social Services Staff	Disabilities Coordinator	August 2021-July 2022	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPPS 45 CFR 1302.60
9	Creative Curriculum Training	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021 & March 2022	\$60,000	19% EHS - CCP; 81% other funding	\$11,400	HSPPS 45 CFR 1302.32
10	Creative Curriculum Coaching to Fidelity	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021 and ongoing	\$40,000	19% EHS - CCP; 81% other funding	\$7,600	HSPPS 45 CFR 1302.32

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains			Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year			
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
11	Early Childhood Inclusion Certification	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021-July 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.60

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected Outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Improve CLASS Scores			70% will score 5 or above on Emotional Behavioral Support and 3 or above on Engaged Support for Learning Domain				Class Scores Twice per Year			
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount		
12	CLASS; Reliability Renewals & Training	Education and Child Development	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education Manager	August 2021	\$9,000	3% EHS - CCP; 97% other funding	\$270.00	HSPS 45 CFR 1302.32

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

13	CLASS Primer Training	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021 – July 2022	\$7,000	3% EHS - CCP; 97% other funding		

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.									
Expected Outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year 33% of parents will volunteer in the program				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly			
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected Outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
14	<b>Galileo Training</b> Provide training to parents on how to navigate the Galileo Parent Portal	Family and Community Engagement	Internal	Parents	Family and Community Engagement	October 2021 and as needed	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.50(b)(1)
15	Child Development and Curriculum Overview	Education and Child Development	Internal	Parents	Education Manager	October 2021	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.30
16	<b>Parent Engagement</b> Provide parents social, emotional, and behavioral Concerns- Additional Referrals	Family and Community Engagement	Internal	Mental Health Services; Disabilities; Education; Social Services Staff; parents	Mental Health Coordinator	August 2021 and as needed	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.45(b)(5)
17	<b>EHS Pop Into Learning</b>	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff/Parents	Education Manager	Ongoing	\$40,000	3% EHS - CCP; 97% other funding	\$1,200	HSPS CFR 45 1302.46 (a)
Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year 33% of parents will volunteer in the program				1. Galileo Parent Activity Report/Monthly 2. Parent volunteer report in the ChildPlus database/Monthly				
Strategy (Event/Activity)	Management System	Who			When		Cost			RATIONAL (Why we do this)
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline		Estimated	Allocation	EHS-CCP Amount	

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
	Expected Outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
18	Implementing Family Engagement Strategies	Family and Community Engagement	Consultant /Internal	Social Services staff	Family Engagement Coordinator	August 2021 and on-going	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
19	Building on Family Strengths and Identifying Needs and Interests	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021- December 2021	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
20	Family Partnership Agreement Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021- February 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
21	Follow-up on Goals and Services	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	November 2021- February 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
22	Identifying Community Resources	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	September 2021-May 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
23	Developing Effective Communication Skills	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected Outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
24	Developing Social Work Skills	Family and Community Engagement	Contract	Social Services Staff	Family Engagement Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
25	Effective Parent Engagement Strategies	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
26	Parent Involvement in the Transition Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	January 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.70
27	Transitioning from Early Head Start to Head Start	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	September 2021, January 2022, April 2022, and July 2022	\$0	3255% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.70(c); 1302.71(b)
28	<b>Family Menu Planning</b> Develop with families nutritious and economic meal planning	Nutrition	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services Manager	August 2021 and ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.46(b)(ii)
29	<b>Financial Literacy</b> Train parents in budgeting, opening a savings account, and other financial responsibilities	Family and Community Engagement	Internal/Partner	Parents	Family Engagement Coordinator	November-2021	\$0	3% EHS - CCP; 97% other funding	\$0	Head Start Act Sec 648(d)(1)(H)

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Staff.										
Expected Outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
30	Back to School with Dad	Family and Community Engagement	Internal/Partner	Parents	Program Governance Coordinator	August 2021	\$20,000	3% EHS - CCP; 97% other funding	\$600	HSPS 45 CFR 1302.50(b)(1)
31	Learning Genie	Family and Community Engagement	Consultant	Parents	Family Engagement Coordinator	August 2021 and ongoing	\$5,000	3% EHS - CCP; 97% other funding	\$150	

## 2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 2: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Health and Safety compliance rate of at least 85% for all centers			Reduced health and safety findings				Monitoring Reports/Once a year with follow-up if necessary			
Strategy (Event/Activity)	Management System	WHO			WHEN	COST			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		
1. <b>Physical Environments</b> Provide training on facilities maintained policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)	
2. <b>Equipment And Furnishings</b> Provide training on equipment maintenance policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)	
3. <b>Hygiene, Food Safety, And Sanitation</b> Provide hygiene, food safety, and sanitation training	Health Safety Practices	Consultant	EHS-CCP Staff	Health Coordinator	August 2021and Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(6)	
4. <b>Medication administration and storage</b> Provide policies and procedures, and process training	Health Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(4)(i)(C)	
5. <b>Child Abuse Training</b> Provide child abuse reporting prevention, and standards of conduct training	Health Service Safety Practices	Consultant	EHS-CCP Staff	Health Coordinator	August 2021- as needed	\$10,000	3% EHS - CCP; 97% other funding	\$300	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)	
6. <b>Universal/Standards Precautions</b> Provide policies and procedures, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(6)(i-iii)	



2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 2: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Health and Safety compliance rate of at least 85% for all centers			Reduced health and safety findings				Monitoring Reports/Once a year with follow-up if necessary			
Strategy (Event/Activity)	Management System	WHO			WHEN	COST			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		
7.	<b>Prevention and Control of Infectious Diseases</b> Provide policies and procedures, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(4)(i)(A)
8.	<b>Redundant Active Supervision</b> Provide policies and procedures training	Health Service Safety Practices	Consultant	Instructional Staff; Directors	Education Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(5)(iii)

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 2: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Children, parents, and EHS-CCP staff will design and plant gardens at 15% of sites		• 15% of the EHS-CCP centers will have gardens				Site visit report/ bi-annually				
Strategy (Event/Activity)	Management System	WHO			WHEN	COST			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		
9.	<b>Center Garden</b> Provide consumer nutrition education with an emphasis on creating nutrition gardens	Nutrition	Consultant	Nutrition Manager, Family Service Workers, and Social Workers	Nutrition Services Manager	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(1)
10.	<b>Nutrition Education</b> Provide consumer education, menu planning strategies, and edible garden planting	Community and Family Engagement	Internal	Parents	Nutrition Services Manager	August 2021	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.46(b)(ii)

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 3: The program will improve the technological innovation and efficiency among Early Head Start programs.										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Become paperless for enrollment, attendance, professional development, monitoring, and school/home connection activities			90% of agencies will utilize technology for documentation				Site visit reports and professional development			
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		
1	<b>Galileo Training</b> Provide training on how to administer, engage parents, and implement strategies	Education and Child Development	Consultant	Instructional Staff	Database Admin	August 2021 and as needed	\$15,000	3% EHS - CCP; 97% other funding	\$450	HSPS 45 CFR 1301.101
2.	<b>ChildPlus</b> Technology and Information Management Systems	Technology and Information System	Consultant	EHS-CCP Staff	Database Admin	August 2021-As Needed	\$15,000	3% EHS - CCP; 97% other funding	\$450	HSPS 45 CFR 1301.101
3.	ChildPlus "Initial" Training	Technology and Information System	Internal	New EHS-CCP Staff	Database Admin	Monthly	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.101(a)(4)
4.	Blackboard	Training and Professional Development	Consultant	EHS-CCP Staff	Database Admin	August 2021- As Needed	\$50,000	3% EHS - CCP; 97% other funding	\$1,500	HSPS 45 CFR 1302.92

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 3: The program will improve the technological innovation and efficiency among Early Head Start programs.										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Become paperless for enrollment, attendance, professional development, monitoring, and school/home connection activities			90% of agencies will utilize technology for documentation				Site visit reports and professional development			
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL (Why we do this)	
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		
5.	Excel Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
6.	Excel Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021–July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
7.	PowerPoint Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
8.	PowerPoint Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP
1.	Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2 training	Valid and reliable administration of research-based developmental standardized screening tool	Internal	EHS-CCP Staff	Education Manager; Mental Health Coordinator	August 2021- As Needed	\$0	19%EHS - CCP; 81% other funding	\$0
2.	Interviewing and Probing Techniques training	ERSEA to conduct effective in-person or over the telephone interviews	Consultant	Social Services Staff	ERSEA Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75
3.	Documenting eligibility and attendance follow-up training	ERSEA to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75
4.	Reading fiscal statements and making informed decisions	Policy Council and governing board understand the information received to make informed decisions	Internal	Policy Council and governing board members	Fiscal Administrator	November 2021	\$0	3% EHS - CCP; 97% other funding	\$0
5.	Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective on-going oversight and correction	Consultant	EHS-CCP Staff	Quality Assurance Administrator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75
6.	College Coursework for EHS Staff: Infant/Toddler Specialization	Teachers will receive CDA coursework	Local College	EHS Caregivers	Human Resources Manager	On-going	\$30,000	19%EHS- CCP; 81% other funding	\$5,700

2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP
7.	Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$0	3% EHS - CCP; 97% other funding	\$0
8.	Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021-Ongoing	\$0	3% EHS - CCP; 97% other funding	\$0
9.	Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$0	3% EHS - CCP; 97% other funding	\$0
10.	Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/ Internal	EHS-CCP Staff	Head Start Director	August 2021 – July 2022	\$2,500	3% EHS - CCP; 97% other funding	\$75
11.	Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition, and mental health	Internal	Parents	Health Coordinator	April 2022- Ongoing	\$0	3% EHS - CCP; 97% other funding	\$0
12.	Health and development consequences of tobacco product use and exposure to lead	Parents understand the implications of tobacco product use and exposure to lead	Internal	Parents	Health Coordinator	April 2022 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0

2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP
13.	Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health Coordinator	April 2022 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0
14.	Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health Coordinator	April 2022 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0
15.	Recruitment strategies focusing on the 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA Coordinator	August 2021, October 2021 January 2022	\$2,500	3% EHS - CCP; 97% other funding	\$75
16.	Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff; governing board and policy groups	ERSEA Coordinator	August 2021, October 2021, December 2021 January 2022	\$0	3% EHS - CCP; 97% other funding	\$0
17.	Procurement, Inventory, and the Davis-Bacon Act	Staff can implement procedures based on procurement, inventory, and the Davis-Bacon	Consultant	Fiscal Staff	Fiscal Administrator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75
18.	OMB Uniform Guidance for Federal Awards	Staff can implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal Administrator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75

2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP
19.	First Aid and Safety and CPR	Staff will be certified in First Aid/CPR	Consultant	Grantee and Delegate Staff	Health Coordinator	August 2021- Ongoing	\$10,000	3% EHS - CCP; 97% other funding	\$300
20.	Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health Coordinator	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0
21.	Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program, and on the ways they are implemented	Internal	New Staff	Human Resources Manager	August 2021- as needed	\$0	3% EHS - CCP; 97% other funding	\$0
22.	Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/ Internal	EHS-CCP Staff	Head Start Director	August 2021	\$40,000	3% EHS - CCP; 97% other funding	\$1,200
23.	Early Head Start Infant and Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/ Internal	Early Head Start Staff	Head Start Director	July 2022	\$50,000	19% EHS- CCP; 81% other funding	\$9,500
24.	Program Governance Training	Governing bodies and policy groups understand the information received and effectively oversee and participate in the program	Consultant/ Internal	Governing bodies, policy groups, and staff	Family Engagement Coordinator	November 2021 and on-going	\$15,000	3% EHS - CCP; 97% other funding	\$450
25.	Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups, and staff	Fiscal Administrator	November 2021	\$0	3% EHS - CCP; 97% other funding	\$0



2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP
26.	Developmentally appropriate feeding practices for EHS children	Staff can feed infants and toddlers according to their developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services Manager	August 2021 and as needed	\$2,500	19%EHS - CCP; 81% other funding	\$475
28.	Professional Development In-Service Training		Consultant /Internal	Grantee Staff	Head Start Director	January 2022	\$15,000	3% EHS - CCP; 97% other funding	\$450

## 2020-2021 EHS-CCP Training and Technical Assistance Plan

EHS-CCP TRAVEL PLANS (virtual or in-person)				
Specific Area	Title	Persons	Total per person	TOTAL
MH-Disabilities	DEC's Annual Conference on Children w/ Special Needs	3	\$500	\$1,500
PFCE & Parents	NHSA Parent Conference	4	\$500	\$2,000
All Areas and Parents	NHSA Winter Leadership Institute	4	\$500	\$2,000
All Areas and Parents	RIVHSA Leadership Conference	5	\$500	\$2,500
All Areas and Parents	NHSA Annual Conference and Expo	2	\$2,000	\$4,000
All Areas and parents	Zero to Three Annual Conference	3	\$1,500	\$4,500
Nutrition	Child Care Food Program	1	\$2,275	\$2,275
All Areas and Parents	FHSA Annual Conference	1	\$1,050	\$1,050
TOTAL		23	\$8,825	\$19,825



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 18, 2021**

**AGENDA ITEM NUMBER: 4A3e**

**AGENDA ITEM SUBJECT:** 2021-2022 EHS Expansion CCP  
Training and Technical Assistance Plan

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** - this item was approved by the Head Start/Early Head Start Policy Council Executive Board on March 18, 2021 and is pending approval by the CAA Executive Committee and the CAA Board.

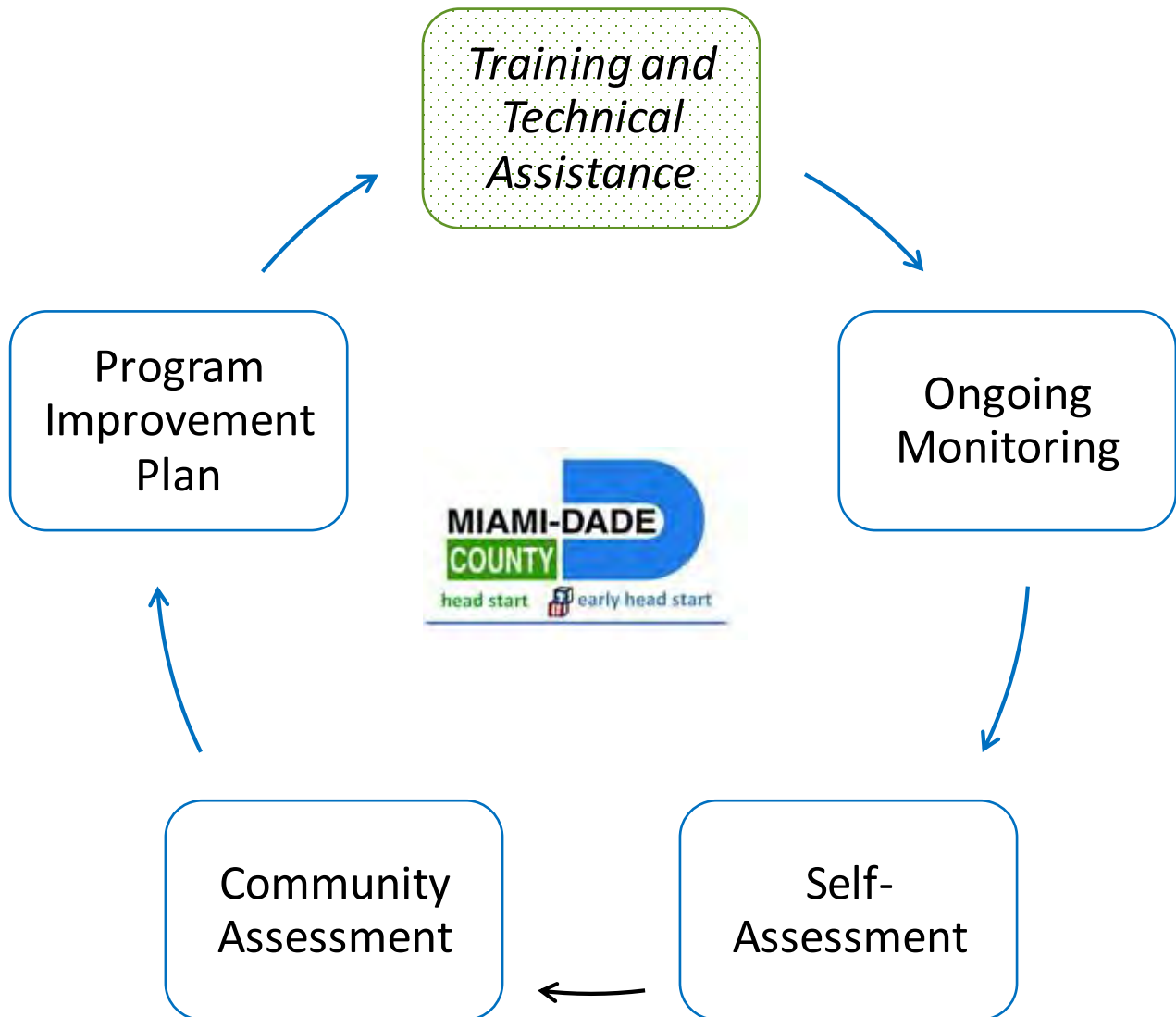
**BACKGROUND/SUMMARY:**

The 2020-2021 EHS Expansion CCP Training and Technical Assistance Plan is designed to invest in the growth and development of all staff.

**FUNDING SOURCE:**

U.S. Department of Health and Human Services

**Miami-Dade Community Action and Human Services  
Early Head Start Expansion Child Care Partnership  
2021-2022 Training/Technical Assistance Plan**



Policy Council Approval: //2021

CAA Approval: //2021

### **COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION**

The Community Action and Human Services Department (CAHSD) empowers disadvantaged families and communities through advocacy, education, resource mobilization, and service delivery, and provides comprehensive social services to assist children, adults, and families to attain self-sufficiency, function independently, and lead productive lives.

### **PROGRAM PHILOSOPHY**

Put children and families first, strive for excellence, project a professional image and attitude, and treat everyone with respect.

### **4-YEAR PROGRAM GOALS**

- Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start staff so that children and families are self-sufficient;
- Build capacity for practitioners in implementing Montessori practices in their work with infants and toddlers
- Create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable, thereby improving school readiness outcomes and;
- Improve the technological innovation and efficiency among early childhood programs in Miami-Dade County

### **TRAINING/TECHNICAL ASSISTANCE GOAL**

To implement an on-going, high-quality training and technical assistance plan responsive to staff, parents, and program needs building on sound principles of professional development and effective in evoking change.

### **2021-2022 TRAINING PRIORITIES**

1. To provide mandatory training for staff, parents, volunteers, governing body members, and Policy Council members
2. To address training needs identified from on-going monitoring and the annual self-assessment

### **TRAINING NEEDS ANALYSIS**

Miami-Dade County (MDC) uses a systematic and comprehensive approach to identify training needs. Each year, program staff analyzes program data and mandates to guide the process of identifying systemic and program-wide weaknesses and areas for potential growth. This process informs the training needs identification and begins the formulation of the annual Training and Technical Assistance Plan. Information is extracted from the following documents/sources in this process:

1. Community Assessment
2. Self-Assessment and Program Improvement Plan
3. Program Information Report
4. Federal Monitoring Review Report and Corrective Action Plan (when applicable)
5. Internal Monitoring Reports
6. Service Area Monthly Reports
7. Child Outcomes Reports
8. ASQs/CLASS/ITERS Scores
9. Program Assessment Scale Scores
10. Head Start Program Performance Standards and the Head Start Act (including Information Memorandums and Policy Clarifications)
11. Training/Technical Assistance Requests
12. Professional Development Plans
13. Program Managers Assessments and Evaluations

### **TIERED-APPROACH TO TRAINING**

MDC uses a three-tiered approach to provide training and technical assistance activities. In addition to the program-wide annual conference, training is conducted in large groups, small groups, and one-on-one technical assistance. Additional opportunities for professional development are also provided through mentor/coaching activities.

### **PROGRAM MANAGEMENT, PLANNING, & OVERSIGHT SYSTEMS TRAINING OBJECTIVES**

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Program Performance Standards, Head Start Act, Office of Head Start (OHS) priorities, Program Goals, 2020 Community Assessment, 2020-2021 Self-Assessment, and Federal, State, and local mandates including licensing requirements, and other County, Department, and Program required (or requested) training for staff, parents, and volunteers.

### **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES REQUIRED TRAINING**

#### **Pre-Service Training Conference**

MDC hosts its Annual Pre-Service Training Conference one week before the new program year for Early Head Start staff. Approximately 135 teaching staff and partners receive six hours of in-service training. The training content serves as a “Basic Training” to leave the conference with the skills needed to start the program year.

#### **Volunteer Orientation**

The Head Start Program Performance Standards require that all volunteers receive training regarding the program’s policies, procedures, and services. To coordinate this training and ensure all volunteers receive consistent information, the Grantee developed a standardized Volunteer Training Module. Topics covered during the training include History and Philosophy

of Head Start; Service Area Overview; Volunteer Job Description; Standards of Conduct; Cell Phone Policy; Dress Code; Child Abuse Reporting; Confidentiality Policy; Universal Precautions; and Adult/Child Interactions. Grantee staff provides a train-the-trainer session at the Pre-Service Training Conference to ensure all child care partnership staff understand the requirements for volunteer orientation and its required components. Also, various modes and options for training delivery are shared during this session. All partners receive an electronic version of the training module for their use and training content in a paper version for use with individual volunteers.

### **New Employee Orientation**

New Early Head Start Expansion and Child-Care Partner Employee Orientation is vital to our program's success. The orientation process is implemented slightly differently in the Grantee and the four partner centers. However, there are two consistent components for each orientation. Center-specific orientation, including personnel issues and partner center policies and procedures, is conducted upon hire with each new employee.

New Early Head Start Expansion and Child Care Partner employees are provided with an introduction to the Early Head Start program and its comprehensive services. Through this training program, new employees have the opportunity to delve into the intricacies of the program.

### **Child Abuse Training**

All employees must receive annual training on Child Abuse Identification, Standards of Conduct, and Child Abuse Reporting Procedures. EHS Expansion and CCP staff receive this training during the Annual Pre-Service Training Conference. Additional sessions are planned throughout the year, as needed.

### **College Courses**

MDC provides the opportunity for instructional staff to obtain college credit for professional development and mandated teaching credentials.

The program pays all tuition in exchange for an agreement from the staff to remain with the program a minimum of three years after course completion.

## **FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAINING**

### **Department of Children and Families (DCF) 45-Hour Child Care Training Courses**

The State of Florida Child Care Licensing Regulations requires all staff working in child care to participate in a minimum of 45 hours of introductory child care training. This training, and subsequent competency tests, must be completed within 120 days of beginning work in child

care. As the need presents itself throughout the program year, staff are referred to community partners that offer this training and assist them with registering and testing for this training.

**State of Florida Director's Credential**

Every licensed child care facility in the State of Florida is required to employ one staff person with the State of Florida Director's Credential. This credential is typically held by the center director, curriculum specialist, or lead teacher at each center. Although there is no cost to apply for the credential, formal college coursework is an application requirement. MDC is committed to paying the coursework cost at Miami Dade College for center leaders to obtain the credential.

**First Aid/CPR Training**

All classroom staff is required to obtain and maintain a current Pediatric First Aid/CPR certification. The Grantee maintains an agreement with Miami-Dade College to provide training.

**TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM**

MDC uses ChildPlus as its data tracking system, which has a module specifically for Professional Development. MDC staff enters large groups, small groups, one-on-one training, technical assistance activities, mentor/coaching sessions, conferences, and breakout sessions into the ChildPlus system. Monthly reports are generated to review training and technical assistance. Reports are also available to track training and technical assistance received by individual staff persons.

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**TRAINING BUDGET SUMMARY**  
**Training Budget Summary**



2021-2022 EHS-CCP Training and Technical Assistance Plan

T/TA Activity	Amount	Description
<b>Goal 1:</b> Foster a culture of lifelong learning among infants, toddlers, preschoolers, families, and Early Head Start-Child Care Partnership Staff	\$61,185	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops Curriculum Training</li> <li>• CLASS Training</li> <li>• Mentor/Coaching</li> </ul>
<b>Goals 2:</b> Build capacity for practitioners in implementing Montessori practices in their work with infants and toddlers	\$70,208	Includes: <ul style="list-style-type: none"> <li>• Montessori Training</li> </ul>
<b>Goal 3:</b> Create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable	\$1,575	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• Training on health, nutrition, and safety</li> </ul>
<b>Goal 4:</b> Be a leader in technological innovation and efficiency among Head Start programs	\$6,020	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• ChildPlus</li> <li>• Galileo</li> </ul>
Mandated Training- Not Listed Elsewhere	\$31,600	Includes: <ul style="list-style-type: none"> <li>• Pre-Service Workshops</li> <li>• New Staff Orientation</li> <li>• Program Governance training for policy groups and governing board</li> </ul>
Travel Expenses	\$23,630	Includes: <ul style="list-style-type: none"> <li>• National, Regional, and State level training</li> <li>• Specialized Training</li> </ul>
<b>TOTAL BUDGET</b>	<b>Early Head Start-Child Care Partnership</b>	
	<b>\$194,218</b>	

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year			
	Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
1.	Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma-informed approaches, and resilience) and The Use Of Interventions for children, parents, and staff	Child Mental Health	Internal Staff	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	March 2021- as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
2.	Promoting Positive Relationships: Tips for Teachers & everyday ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	Child Mental health	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	March 2021- as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
3.	SoBe Mindful Practices for EHS Children and Parents	Education and Child Development	Consultant	Instructional Staff/Parents	Education	August 2021-July 2022	\$36,000	45% EHS Expansion-CCP; 55% other funding	\$6,840	HSPS 45 CFR 1302.45(a)

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year			
	Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
4.	Integrating Universal Strategies Which Promote Social and Emotional Development of Children into the Curriculum, Daily Lesson Plan, and Daily Routine	Child Mental Health	Internal/Consultants	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2021; Train the Trainer Series 10-20 through 12-21	\$6,000	7% EHS Expansion-CCP; 93% other funding	\$420	HSPS 45 CFR 1302.45(a)(1)
5.	Parent and Staff Wellness Support, Educational Materials, and Resources	Child Mental Health	Internal	Caregivers; Directors; Education Support Staff; Monitors; Parents	Mental Health	August 2021- as needed	\$25,000	7% EHS Expansion-CCP; 93% other funding	\$1,750	HSPS 45 CFR 1302.45(a)(1)
6.	ePyramid Model Train the Trainer and Coaching National Certification and Related Materials	Child Mental Health	Distant Learning-Consultant-Internal	Mental Health Services, Disabilities, Education Staff	Mental Health	September 2021  January 2022	\$9,000	7% EHS Expansion-CCP; 93% other funding	\$630	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year			
	Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
7.	Utilizing CLASS Observation Data to Plan	Data and Evaluation	Internal	Instructional Staff/Directors	Education	August 2021-July 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.45(a)
8.	Linking the IEP/IFSP to the Child Assessment System	Education and Child Development	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021-July 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.60
9.	Creative Curriculum Training	Education and Child Development	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	45% EHS Expansion-CCP; 55% other funding	\$27,000	HSPS 45 CFR 1302.32
10.	Creative Curriculum Coaching to Fidelity	Education and Child Development	Consultant	Instructional Staff	Education	August 2021 and ongoing	\$40,000	45% EHS Expansion-CCP; 55% other funding	\$18,000	HSPS 45 CFR 1302.32

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year			
	Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
11.	Early Childhood Inclusion Certification	Education and Child Development	Consultant	Instructional Staff	Education	August 2021- July 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.60
Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.										
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Improve CLASS Score By at least one-half point		10% of teachers with improved CLASS Scores				Class Scores Twice per Year			
	Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
12	CLASS; Reliability Renewals & Training	Education and Child Development	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	August 2021	\$9,000	7% EHS Expansion-CCP; 93% other funding	\$630	HSPS 45 CFR 1302.32

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Infants and toddlers will show growth in social/emotional, general cognition, language and communication, and approaches to learning domains		Average growth of 75 Developmental Level (DL) points				Galileo Outcomes Analysis Report/Three times a year				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)	
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount		
13	CLASS Primer Training	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021 – July 2022	\$7,000	7% EHS Expansion-CCP; 93% other funding	\$490	

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.										
Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements				
Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year				Galileo Parent Activity Report/Monthly				
Strategy (Event/Activity)	Management System	Who			When	Cost			RATIONAL DOCUMENT (Why we do this)	
		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount		

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.										
Expected outcome (Short-Term & or/Long-Term)			Indicators				Documentation/Frequency of Measurements			
Families are actively engaged in their child's education			33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year				Galileo Parent Activity Report/Monthly			
14	<b>Galileo Training</b> Provide training to parents on how to navigate the Galileo Parent Portal	Education and Child Development	Internal	EHS-CCP Staff	Family and Community Engagement	October 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.50(b)(1)
15	<b>Child Development and Curriculum</b> Provide parents child development and curriculum Overview Training	Education and Child Development	Internal	Parents	Education	October 2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.30
16	<b>Parent Engagement</b> Provide parents social, emotional, and behavioral intervention concerns- Additional Referrals	Education and Child Development	Internal	Mental Health Services; Disabilities; Education; Social Services Staff	Mental Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.45(b)(5)
17	<b>EHS Pop Into Learning</b>	Education and Child Development	Internal	Instructional Staff/Parents	Education; Family Engagement	August 2021 and quarterly	\$40,000	7% EHS Expansion-CCP; 93% other funding	\$2,800	HSPS 45 CFR 1302.46(a)
18	<b>Family Engagement Strategies</b> Implement Family Engagement Strategies Training	Family and Community Engagement	Consultant /Internal	Social Services staff	Family & Community Engagement	March 2021 and on-going	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50

2021-2022 EHS-CCP Training and Technical Assistance Plan

	<b>Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.</b>									
	<b>Expected outcome</b> (Short-Term & or/Long-Term)		<b>Indicators</b>				<b>Documentation/Frequency of Measurements</b>			
	Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year				Galileo Parent Activity Report/Monthly			
19	Building on Family Strengths and Identifying Needs and Interests	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021-December 2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
20	Family Partnership Agreement Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021-February 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
21	Follow-up on Goals and Services	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	November 2021-February 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
22	Identifying Community Resources	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	September 2021-May 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
23	Developing Effective Communication Skills	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50



2021-2022 EHS-CCP Training and Technical Assistance Plan

	<b>Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.</b>									
	<b>Expected outcome</b> (Short-Term & or/Long-Term)		<b>Indicators</b>				<b>Documentation/Frequency of Measurements</b>			
	Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year				Galileo Parent Activity Report/Monthly			
24	Developing Social Work Skills	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50
25	Effective Parent Engagement Strategies	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50
26	Parent Involvement in the Transition Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	January 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70
27	Transitioning from Early Head Start to Head Start	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	September 2021, January 2022, April 2022, and July 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70(c); 1302.71(b)
28	<b>Family Menu Planning</b> Develop with parents nutritious and economical meal planning	Nutrition	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 and as needed	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.46(b)(ii)

2021-2022 EHS-CCP Training and Technical Assistance Plan

	<b>Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.</b>									
	<b>Expected outcome</b> (Short-Term & or/Long-Term)		<b>Indicators</b>				<b>Documentation/Frequency of Measurements</b>			
	Families are actively engaged in their child's education		33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year				Galileo Parent Activity Report/Monthly			
29	<b>Financial Literacy</b> Train parents on budgeting, opening a savings account, and other fiscal responsibilities	Family and Community Engagement	Internal/Partner	EHS-CCP Parents	Family & Community Engagement Staff	November 2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	Head Start Act Sec 648(d)(1)(H)
30	<b>Back to School with Dad</b>	Family and Community Engagement	Internal/Partner	Parents	Program Governance Coordinator	August 2021	\$20,000	7% EHS Expansion-CCP; 93% other funding	\$1,400	HSPS 45 CFR 1302.50(b)(1)
31	<b>Learning Genie</b>	Family and Community Engagement	Consultant	Parents	Family Engagement Coordinator	August 2021 and on-going	\$5,000	7% EHS Expansion-CCP; 93% other funding	\$350	

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 2: To build capacity for practitioners in implementing Montessori practices in their work with infants and toddlers									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Increased practitioner knowledge in 11 different workshop topics aligned with Montessori principles		Completion of Montessori Binder with 11 sections aligned with workshop topics				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
1.	Montessori Training and Certification	Training and Professional Development	Consultant	Early Head Start Montessori teachers	Education Manager	August 2021 and as needed	\$70,208	100% EHS Expansion-CCP	\$70,208	HSPS 45 CFR 1302.31

	Program Goal 3: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Classrooms are healthy and safe		75% of classrooms scoring 5 or above on the ITERS				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
1.	<b>Physical Environments</b> Provide training on facilities maintained policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)
2.	<b>Equipment And Furnishings</b> Provide training on equipment maintenance policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)

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	Program Goal 3: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Classrooms are healthy and safe		75% of classrooms scoring 5 or above on the ITERS				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
3.	<b>Hygiene, Food Safety, And Sanitation</b> Provide hygiene, food safety, and sanitation training	Health Safety Practices	Consultant	EHS-CCP Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(6)
4.	<b>Medication administration and storage</b> Provide Policies and procedures, and process training	Health Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(4)(i)(C)
	10% fewer monitoring findings on the health and safety protocol		Reduced health and safety findings				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	RATIONAL DOCUMENT (Why we do this)
5.	<b>Child Abuse Training</b> Provide child abuse reporting, prevention, and standards of conduct training	Health Service Safety Practices	Consultant	Community Partner	EHS-CCP Staff	August 2021 and as needed	\$10,000	7% EHS Expansion-CCP; 93% other funding	\$700	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 3: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Classrooms are healthy and safe		75% of classrooms scoring 5 or above on the ITERS				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
6.	<b>Universal/Standards Precautions</b> Provide policies and procedure, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(6)(i-iii)
7.	<b>Prevention and Control of Infectious Diseases</b> Provide policies and procedure, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(4)(i)(A)
8.	<b>Redundant Active Supervision</b> Provide policies and procedure training	Health Service Safety Practices	Consultant	Instructional Staff; Directors	Education	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(5)(iii)
	Children, parents, and EHS-CCP staff will design and plant gardens at 50%% of sites		• 50% of the EHS-CCP centers will have gardens				Site visit report/ bi-annually			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
9.	<b>Center Gardens</b> Provide consumer nutrition education with an emphasis on creating nutrition gardens	Nutrition	Consultant	Nutrition Manager, Family Service Workers, and Social	Nutrition Services	March-2021	\$2500	7% EHS Expansion-CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(1)

2021-2022 EHS-CCP Training and Technical Assistance Plan

	Program Goal 3: To create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable									
	Expected outcome (Short-Term & or/Long-Term)		Indicators				Documentation/Frequency of Measurements			
	Classrooms are healthy and safe		75% of classrooms scoring 5 or above on the ITES				Monitoring Reports/Once a year with follow-up if necessary			
	Topic	Management System	WHO			WHEN	COST			RATIONAL DOCUMENT (Why we do this)
			T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
				Workers						
10.	<b>Nutrition Education</b> Provide consumer education, menu planning strategies, and edible garden planting	Family and Community Engagement	Internal	Parents	Nutrition Services	March-2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0	HSPS 45 CFR 1302.46(b)(ii)

Program Goal 4: The program will improve technological innovation and efficiency among early childhood programs in Miami-Dade County										
	Create a system that reduces duplication of work and decreases the amount of paper used by 90%		Number of staff trained in web-based programs				Monitoring Reports, agendas/quarterly			
	Strategy (Event/Activity)	Management System	Who			When	Cost			T/TA Need Rational Document (Why we do this)
			T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP Amount	
1.	<b>Galileo Training</b> Provide training on how to administer, engage parent, and implement	Education and Child Development	Consultant	Instructional Staff	Database Admin	August 2021 and as needed	\$15,000	7% EHS Expansion-CCP; 93% other funding	\$1,050	HSPS 45 CFR 1301.101

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 4: The program will improve technological innovation and efficiency among early childhood programs in Miami-Dade County										
	strategies									
2.	<b>ChildPlus</b> Technology and Information Management Systems	Technology and Information System	Consultant	EHS-CCP Staff	Database Admin	March 2021-As Needed	\$15,000	7% EHS Expansion- CCP; 93% other funding	\$1050	HSPS 45 CFR 1301.101
3.	ChildPlus "Initial" Training	Technology and Information System	Internal	New EHS-CCP Staff	Database Admin	Monthly	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.101(a)(4)
4.	Blackboard	Training and Professional Development	Consultant	EHS-CCP Staff	Database Admin	August 2021- As Needed	\$50,000	7% EHS Expansion- CCP; 93% other funding	\$3,500	HSPS 45 CFR 1302.92
5.	Excel Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	7% EHS Expansion- CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92
6.	Excel Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021– July 2022	\$1,500.00	7% EHS Expansion- CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92

2021-2022 EHS-CCP Training and Technical Assistance Plan

Program Goal 4: The program will improve technological innovation and efficiency among early childhood programs in Miami-Dade County										
7.	PowerPoint Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	7% EHS Expansion-CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92
8.	PowerPoint Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	7% EHS Expansion-CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92



# 2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED HEAD START AND EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP
1.	Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2 training	Valid and reliable administration of research-based developmental standardized screening tool	Internal	EHS-CCP Staff	Education	August 2021 and as needed	\$0	45%EHS Expansion-CCP; 55% other funding	\$0
2.	Interviewing and Probing Techniques training	ERSEA to conduct effective in-person or over the telephone interviews	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
3.	Documenting eligibility and attendance follow-up training	ERSEA to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA	August 2021	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
4.	Reading fiscal statements and making informed decisions	Policy Council and governing board understand the information received to make informed decisions	Internal	Policy Council and governing board members	Fiscal	November 2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
5.	Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective on-going oversight and correction	Consultant	EHS-CCP Staff	Quality Assurance	August 2021	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
6.	College Coursework for EHS Staff: Infant/Toddler Specialization	Teachers will receive CDA coursework	Local College	EHS Caregivers	Human Resources	August 2021 and as needed	\$30,000	45%EHS-CCP; 55% other funding	\$13,500

## 2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED HEAD START AND EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP
7.	Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$0	5% EHS-CCP; 95% other funding	\$0
8.	Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$0	5% EHS-CCP; 95% other funding	\$0
9.	Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
10.	Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/Internal	EHS-CCP Staff	Head Start Director	August 2021 and as needed	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
11.	Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition, and mental health	Internal	Parents	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0

2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED HEAD START AND EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP
12.	Health and development consequences of tobacco product use and exposure to lead	Parents understand the implications of tobacco product use and exposure to lead	Internal	Parents	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
13.	Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
14.	Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
15.	Recruitment strategies focusing on the 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA	August 2021, October 2021 January 2022	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
16.	Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff; governing board and policy groups	ERSEA	August 2021, October 2021, December 2021 January 2022	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
17.	Procurement, Inventory, and the Davis-Bacon Act	Staff can implement procedures based on procurement, inventory, and the Davis-Bacon	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175

# 2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED HEAD START AND EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP
18.	OMB Uniform Guidance for Federal Awards	Staff can implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal	August 2021	\$2,500	7% EHS Expansion-CCP; 93% other funding	\$175
19.	First Aid and Safety and CPR	Staff will be certified in First Aid/CPR	Consultant	Grantee and Delegate Staff	Health	August 2021 and as needed	\$10,000	7% EHS Expansion-CCP; 93% other funding	\$700
20.	Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
21.	Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program and how they are implemented	Internal	New Staff	Human Resources	August 2021 and as needed	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
22.	Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant /Internal	EHS-CCP Staff	Head Start Director	August 2021	\$40,000	7% EHS Expansion-CCP; 93% other funding	\$2,800
23.	Early Head Start Infant and Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant /Internal	Early Head Start Staff	Head Start Director	July 2021	\$50,000	45%EHS-CCP; 55% other funding	\$22,500
24.	Program Governance Training	Governing bodies and policy groups understand the information received and effectively oversee and participate in the program	Consultant/Int ernal	Governing bodies, policy groups, and staff	Program Governance	November 2021and on-going	\$15,000	7% EHS Expansion-CCP; 93% other funding	\$1,050

2021-2022 EHS-CCP Training and Technical Assistance Plan

	REQUIRED HEAD START AND EARLY HEAD START TRAINING								
	T/TA Strategies	Expected Outcomes	WHO			WHEN	COST		
	EVENT/ACTIVITY		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion-CCP
25.	Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups, and staff	Fiscal	November 2021	\$0	7% EHS Expansion-CCP; 93% other funding	\$0
26.	Developmentally appropriate feeding practices for EHS children	Staff can feed infants and toddlers according to their developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2021 and as needed	\$2,500	45%EHS Expansion-CCP; 55% other funding	\$1,125
27.	Professional Development In-Service Training		Consultant /Internal	Grantee Staff	Head Start Director	January 2022	\$15,000	7% EHS Expansion-CCP; 93% other funding	\$1,050

## 2021-2022 EHS-CCP Training and Technical Assistance Plan

EHS-CCP TRAVEL PLANS				
Specific Area	Title	Persons	Total per person	TOTAL
All Areas & Parents	NHSA Fall Leadership Conference	2	\$500	\$1,000
MH-Disabilities	DEC's Annual Conference on Children w/ Special Needs	2	\$500	\$1,000
PFCE & Parents	NHSA Parent Conference	2	\$500	\$1,000
All Areas and Parents	NHSA Winter Leadership Institute	2	\$500	\$1,000
Education	Teachstone CLASS Regional Training; CLASS Instructional Support	2	\$1,500	\$3,000
All Areas and Parents	RIVHSA Leadership Conference	2	\$500	\$1,000
All Areas and Parents	NHSA Annual Conference and Expo	2	\$1,815	\$3,630
All Areas and Parents	FHSA Summer Conference	2	\$1,500	\$3,000
Mental Health	National Training of Effective Practices	2	\$1,500	\$3,000
All Areas	NAEYC Annual Conference	2	\$1,500	\$3,000
All Areas and parents	Zero to Three's Annual Conference	2	\$1,500	\$3,000
TOTAL		22	\$11,815	\$23,630



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2, 2021**

**AGENDA ITEM NUMBER: 4A3f1**

**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/SERVI	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>56,103,293</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)	-	-	-	0	0.00%
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>-1.65%</b>		



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JANUARY 31, 2022**

**AGENDA ITEM NUMBER: 4A3f2**

**AGENDA ITEM SUBJECT: CORRECTED: HEAD START/EARLY  
HEAD START FINANCIAL STATEMENT FOR JANUARY 31, 2022.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD  
START PROGRAM THROUGH JANUARY 31, 2022, PERTAINS  
TO THE 6TH 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 \$21,877,088. OUTSTANDING INVOICES  
ARE IN PROCESS OF \$1,572,098.91**

**THE CURRENT FUNDS UTILIZATION RATE IS 33.19%.**

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

**BUDGET PERIOD: JULY 31, 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  
January 31, 2022

V2

**Head Start/Early Head Start Program Year: August 1st, 2021 to July, 2022**

<b>Expenditures</b>					
<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	5,676,698	481,159	2,446,200	3,230,498	43.09%
<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	2,448,321	177,627	882,435	1,565,886	36.04%
<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</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 JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Other Equipment	-	-	-	-	0.00%
<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	54,541	4,120	24,056	30,485	44.11%
Child & Family Serv. Supplies	28,655	-	-	28,655	0.00%
Food Services Supply	-	-	-	-	0.00%
Other Supplies	-	-	-	-	0.00%
<b>TOTAL SUPPLIES</b>	<b>83,196</b>	<b>4,120</b>	<b>24,056</b>	<b>59,140</b>	<b>28.91%</b>
<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1f. Admn. Services (Legal/Accounting)	-	-	-	-	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	43,870	51,710	33,290	60.84%
5f. Training & Technical Assistance (RESTRICTED)	481,816	159,615	358,162	123,654	74.34%
6f. Family Child Care	-	-	-	-	0.00%
O'farrill COMMUNITY BASED OR	1,951,729	1,927	985,310	966,419	50.48%
Landow COMMUNITY BASED OR	871,396	66,626	234,218	637,178	26.88%
Allapattah OTHER GRANTS/SERVI	610,360	93,737	331,040	279,320	54.24%
OUR LITTLE ONES CH	932,863	78,441	356,767	576,096	38.24%
PARADISE CHRISTIAN	1,421,283	161,940	876,462	544,821	61.67%
CATHOLIC COMMUNITY	10,009,426	274,280	1,099,428	8,909,998	10.98%
ST ALBANS DAY CARE	1,342,990	102,169	497,460	845,531	37.04%
KIDCO DAYCARE	2,444,433	527,486	1,018,063	1,426,370	41.65%
CHRISTIAN COMMUNIT	3,755,856	256,025	1,335,156	2,420,700	35.55%
LE JARDIN HEADSTAR	3,776,372	730,996	1,978,912	1,797,460	52.40%
CENTRO MATER CHILD	5,133,075	430,694	1,545,695	3,587,380	30.11%
SUNFLOWERS ACADEMY	317,675	25,198	131,740	185,935	41.47%
HAITIAN YOUTH & CO	1,818,642	134,062	715,867	1,102,775	39.36%
UNITED WAY OF MIA	704,324	132,717	253,472	450,852	35.99%
MIAMI DADE COUNTY PUBLIC	14,518,295	1,158,119	4,273,369	10,244,926	29.43%
YWCA	2,143,005	-	434,159	1,708,846	20.26%
EASTER SEALS SOUTH FLORIDA	3,674,136	352,715	1,646,215	2,027,921	44.81%
8f. Contracts	204,290	-	-	204,290	0.00%
8.1f. Other Contracts	351,260	34,390	37,630	313,631	10.71%
<b>TOTAL CONTRACTUAL</b>	<b>56,618,226</b>	<b>4,765,007</b>	<b>18,160,835</b>	<b>38,457,391</b>	<b>32.08%</b>
<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Construction	-	-	-	-	0.00%
<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2022</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
1h. Depreciation/Use Allowance	-	-	-	-	0.00%
2h. Rent ****	33,280	29,810	29,810	3,470	89.57%
3h. Mortgage	-	-	-	-	0.00%
4h. Utilities *****	200,269	6,678	25,075	175,194	12.52%
5h. Bldg & Child Liability Ins *****	45,604	-	-	45,604	0.00%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	159,500	8,214	59,306	100,194	37.18%
7h. Incidental Alterations	-	-	-	-	0.00%
8h. Local Travel & Field Trips	65,637	2,838	18,781	46,856	28.61%
9h. Nutrition Services	-	-	-	-	0.00%
10h. Child Services - Consultants	97,421	-	350	97,071	0.36%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	0.00%
GRANTEE APPROVAL REQUIRED	49,000	5,681	16,048	32,952	32.75%
13h. Parent Services (RESTRICTED)	3,100	300	1,425	1,675	45.97%
14h. Accounting & Legal Svcs	45,000	-	-	45,000	0.00%
15h. Publication/Adv/Printing	173,170	33,104	42,870	130,300	24.76%
16h. Training or Staff Development	93,805	8,139	26,850	66,955	28.62%
17h. Other:	58,768	86,855	143,046	(84,278)	243.41%
<b>TOTAL OTHERS</b>	<b>1,024,554</b>	<b>181,619</b>	<b>363,562</b>	<b>660,992</b>	<b>35.48%</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>65,907,918</b>	<b>5,609,532</b>	<b>21,877,088</b>	<b>44,030,830</b>	<b>33.19%</b>
<b>LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>65,907,918</b>	<b>5,609,532</b>	<b>21,877,088</b>	<b>44,030,830</b>	

<b>Non- Federal Share (NFS) Report</b>			
NFS Requirement based on Grant	\$	16,476,980	25.00%
NFS Required based on YTD Expenditures	\$	5,469,272	25.00%
NFS YTD Recorded	\$	-	0.00%
In-Kind TO BE reported in Informs	\$	-	0.00%
<b>Difference (+/-)</b>	<b>\$</b>	<b>(5,469,272)</b>	<b>-25.00%</b>

## Head Start/ Early Head Start Financial Report as of January 31, 2022

Other ---Account Description	Totals as of		
	December 2021	January 2022	Grand Total
<b>Budget</b>			<b>\$58,768</b>
Other Outside Contractual Services	\$3,736.59	\$60.00	\$3,796.59
Printing & Reproduction	\$39,587.86	\$20,800.00	\$60,387.86
Information Tech Allocation Costs	\$58.62	\$65,949.76	\$66,008.38
License and Permit Fees	\$11,287.65	\$0.00	\$11,287.65
Employ Processing/Screening Charges	\$74.50	\$0.00	\$111.75
Clothing and Uniforms	\$3,458.66	\$37.25	\$3,458.66
Misc. Other Operating Supplies	\$279.00		\$279.00
Administrative Overhead Construction	\$0.00	\$7.99	\$7.99
<b>Total</b>	<b>\$58,482.88</b>	<b>\$86,855</b>	<b>\$145,337.88</b>

**Page 27-**What is in line item the variance is 95.61% in five months Other This includes

charges for notable amounts for \$58,482.88 which include expenses for \$39,587.86 Printing and reproduction and \$11,287.65- License and Permit Fees, \$3,736.59 Other Outside Contractual Services \$3,458.66-Clothing and Uniforms and other charges of \$412.12.

**Page 21-**What is in line item the variance is 243.41% in six months Other- This includes

notable amounts for \$86,855 which include expenses for \$20,800 Printing and reproduction and \$65,949.76- Information and Technology allocation costs charges and other charges of \$105.24.

The grantee uses the services provided in this building which is managed by Internal Services Department (ISD). The contractor ISD provides services to County and CAHSD. The County is charged an allocation based on the respective usage.



## **COMMUNITY ACTION AGENCY BOARD**

**AGENDA ITEM NUMBER: 4A3g**

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

**FINANCIAL STATEMENT FOR MARCH 2021 ONE TIME ACTIVITIES  
COVID-19**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON MAY 6, 2021. THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND RATIFICATION BY THE COMMUNITY ACTION AGENCY BOARD.

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD START PROGRAM THROUGH MARCH 31, 2021 INCLUDES THE BUDGETED AMOUNT OF \$5,937,224 AND ACTUAL ADJUSTED EXPENDITURES OF \$4,909,979. OUTSTANDING INVOICES IN PROCESS OF APPROXIMATELY \$1,027,245.**

**THE CURRENT FUNDS UTILIZATION RATE IS 100%.**

**FUNDING SOURCE: FEDERAL**

**PY:2019-20**

**\*ONE TIME ACTIVITIES COVID-19**

**BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020**

**CLOSEOUT PERIOD: JANUARY 1, 2021 TO MARCH 30, 2021**

**Head Start/Early Head Start  
ONE TIME ACTIVITY COVID-19  
Year-to-Date Financial Report as of March 31, 2021**

Head Start/Early Head Start Program Year: March 1st, 2020 to December 31st, 2020

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	-	-	-	0	0.00%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	-	-	-	0	0.00%

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

<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	-	-	(1,187)	1,187	0.00%
Child & Family Serv. Supplies	252,492	89,206	96,271	156,222	38.13%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>252,492</b>	<b>89,206</b>	<b>95,084</b>	<b>157,409</b>	<b>37.66%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 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	-	-	8,391	-8,391	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	-	-	-	0	0.00%
6f. Family Child Care	-	-	-	0	0.00%
Ofarrill COMMUNITY BASED OR	167,180	-	173,174	-5,994	103.59%
Landow COMMUNITY BASED OR	63,680	-	60,480	3,200	94.97%
Allapattah OTHER GRANTS/SERVI	51,590	-	39,004	12,586	75.60%
OUR LITTLE ONES CH	79,060	-	77,729	1,331	98.32%
PARADISE CHRISTIAN	120,600	-	136,731	-16,131	113.38%
CATHOLIC COMMUNITY	854,250	320,053	708,080	146,170	82.89%
ST ALBANS DAY CARE	113,900	-	71,852	42,048	63.08%
KIDCO DAYCARE	187,660	84,609	187,661	-1	100.00%
CHRISTIAN COMMUNIT	304,560	-	68,207	236,353	22.40%
LE JARDIN HEADSTAR	321,600	-	112,457	209,143	34.97%
CENTRO MATER CHILD	396,520	-	386,384	10,136	97.44%
SUNFLOWERS ACADEMY	26,800	-	4,402	22,398	16.43%
HAITIAN YOUTH & CO	137,410	8,182	82,040	55,370	59.70%
UNITED WAY OF MIA	40,260	-	36,120	4,140	89.72%
MIAMI DADE COUNTY PUBLIC	1,149,410	936,256	1,149,411	-1	100.00%
YWCA	167,560	87,540	167,527	33	99.98%
EASTER SEALS SOUTH FLORIDA	326,640	-	331,565	-4,925	101.51%
DELEGATE AGENCIES	-	-	-	0	0.00%
8f. Other Contracts	470,000	-	-	470,000	0.00%
<b>TOTAL CONTRACTUAL</b>	<b>4,978,680</b>	<b>1,436,640</b>	<b>3,801,212</b>	<b>1,177,468</b>	<b>76.35%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance	-	-	-	0	0.00%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REQUIRED	-	-	-	0	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	-	-	-	0	0.00%
16h. Training or Staff Development	-	-	-	0	0.00%
17h. Other:	706,052	745,894	1,042,629	-336,577	147.67%
<b>TOTAL OTHERS</b>	<b>706,052</b>	<b>745,894</b>	<b>1,042,629</b>	<b>(336,577)</b>	<b>147.67%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>5,937,224</b>	<b>2,271,740</b>	<b>4,938,920</b>	<b>998,304</b>	<b>83.19%</b>
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:			(28,941)	28,941	
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>5,937,224</b>	<b>2,271,740</b>	<b>4,909,979</b>	<b>1,027,245</b>	

<b>Non- Federal Share (NFS) Report</b>			
NFS Requirement based on Grant	\$	-	0.00%
NFS Required based on YTD Expenditures	\$	-	0.00%
NFS YTD Recorded	\$	-	0.00%
In-Kind TO BE reported in FAMIS	\$	-	0.00%
<b>Difference (+/-)</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>





## **COMMUNITY ACTION AGENCY BOARD**

**DATE:** DECEMBER 16, 2021

**AGENDA ITEM NUMBER:** 4A3h1

**AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE  
PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR  
OCTOBER 2021.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL THURSDAY DECEMBER 16, 2021. THIS ITEM IS FOR REVIEW AND APPROVAL BY THE 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 \$3,476,011.**

**THE CURRENT FUNDS UTILIZATION RATE IS 100%.**

**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**  
**OCTOBER 31, 2021**

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

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS OCTOBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	726,088	(16,866)	666,957	59,131	91.86%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS OCTOBER 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	340,329	(1,147)	308,640	31,689	90.69%

<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS OCTOBER 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 OCTOBER 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 OCTOBER 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	-	33,782	-23,082	315.72%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>22,710</b>	<b>-</b>	<b>62,068</b>	<b>(39,358)</b>	<b>273.31%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS OCTOBER 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	8,402	40,211	-33,611	609.26%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	1,301	63,900	-33,660	211.31%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	27,760	(27,760)	0.00%
Crystal Learning Center, Inc.	301,596	-	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	15,324	224,076	2,122	99.06%
Memorial Temple Missionary Baptist Church, Inc.	150,798	-	109,591	41,207	72.67%
St. Alban's (Delegate/Provider)	452,395	70,986	427,760	24,635	94.55%
Rising Star Academy	150,798	-	157,414	-6,616	104.39%
Cambridge Academy	226,197	-	204,729	21,468	90.51%
Shinning Light Childcare Dev Center	150,798	-	164,211	-13,413	108.90%
Community Outreach Center (New)	150,799	-	116,950	33,849	77.55%
		-	-		0.00%
8f. Other Contracts	30,953	540	91,971	-61,018	297.13%
<b>TOTAL CONTRACTUAL</b>	<b>2,329,766</b>	<b>96,553</b>	<b>2,391,647</b>	<b>(61,881)</b>	<b>102.66%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS OCTOBER 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	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)	-	-	-	-	0.00%
GRANTEE APPROVAL REQUIRED	10,000	-	12,043	-2,043	120.43%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	3,200	-	-	3,200	0.00%
15h. Publication/Adv/Printing	-	-	247	-247	0.00%
16h. Training or Staff Development	200	-	670	-470	335.14%
17h. Other:	11,493	-	12,811	-1,318	111.47%
<b>TOTAL OTHERS</b>	<b>41,983</b>	<b>-</b>	<b>46,700</b>	<b>(4,717)</b>	<b>111.24%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>3,476,011</b>	<b>78,540</b>	<b>3,476,011</b>	<b>0</b>	<b>100.00%</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>78,540</b>	<b>3,476,011</b>	<b>0</b>	<b>100.00%</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: JANUARY 31, 2022**

**AGENDA ITEM NUMBER: 4A3h2**

**AGENDA ITEM SUBJECT: CORRECTED: EARLY HEAD START  
CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT  
FOR JANUARY 31, 2022**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM THROUGH JANUARY 31, 2022, PERTAINS TO THE 6<sup>TH</sup> 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 \$1,617,802.**

**THE CURRENT FUNDS UTILIZATION RATE IS 45.99%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2021-22**

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

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

**Child Care Partnership Program**  
**Year-to-Date Financial Report as of**  
**January 31, 2022**

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

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	733,765	79,452	414,969	318,796	56.55%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	341,759	33,891	162,408	179,351	47.52%

<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</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 JANUARY 2022</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 JANUARY 2022</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	954	12,945	-2,245	120.99%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>22,710</b>	<b>954</b>	<b>12,945</b>	<b>9,765</b>	<b>57.00%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</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	1,860	1,860	4,740	28.18%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	16,343	17,176	13,064	56.80%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	-	-	0.00%
Crystal Learning Center, Inc.	305,226	40,631	158,517	146,709	51.93%
Decroly Learning Child Care Center, Inc.	457,839	-	198,140	259,699	43.28%
Universal Academy	228,921	26,669	106,555	122,366	46.55%
Memorial Temple Missionary Baptist Church, Inc.	152,613	7,115	45,052	107,561	29.52%
St. Alban's (Delegate/Provider)	457,840	71,352	127,840	330,000	27.92%
Rising Star Academy	152,613	694	95,589	57,024	62.63%
Cambridge Academy	228,920	47,810	118,232	110,688	51.65%
Shinning Light Childcare Dev Center	152,613	32,014	64,031	88,582	41.96%
Community Outreach Center	152,614	-	59,575	93,039	39.04%
8f. Other Contracts	30,953	3,726	23,354	7,599	75.45%
<b>TOTAL CONTRACTUAL</b>	<b>2,356,992</b>	<b>248,214</b>	<b>1,015,920</b>	<b>1,341,072</b>	<b>43.10%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2022</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	17,408	297	3,441	13,967	19.76%
5h. Bldg & Child Liability Ins *****	1,950	-	-	1,950	0.00%
6h. Bldg Maintenance	2,884	-	607	2,277	21.04%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	0.00%
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	-	739	3,855	-3,855	0.00%
16h. Training or Staff Development	200	-	-	200	0.00%
17h. Other:	11,493	-	3,657	7,836	31.82%
<b>TOTAL OTHERS</b>	<b>47,135</b>	<b>1,036</b>	<b>11,559</b>	<b>35,576</b>	<b>24.52%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>3,517,496</b>	<b>363,546</b>	<b>1,617,802</b>	<b>1,899,695</b>	<b>45.99%</b>
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**LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:**

<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>3,517,496</b>	<b>363,546</b>	<b>1,617,802</b>	<b>1,899,695</b>
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**Non- Federal Share (NFS) Report**

NFS Requirement based on Grant	\$	879,374
NFS Required based on YTD Expenditures	\$	404,451
NFS YTD Recorded	\$	-
In-Kind TO BE reported in FAMIS	\$	-
<b>Difference (+/-)</b>	<b>\$</b>	<b>(404,451)</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 31, 2021**

**AGENDA ITEM NUMBER: 4A3i**

**AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE  
PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR  
MARCH 2021 ONE TIME ACTIVITIES COVID-19.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON MAY 6, 2021. THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND RATIFICATION BY THE COMMUNITY ACTION AGENCY BOARD.

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM THROUGH MARCH 31, 2021 INCLUDES THE BUDGETED AMOUNT OF \$210,914 AND ACTUAL ADJUSTED EXPENDITURES OF \$210,914 AND ADJUSTMENT IN PROCESS OF \$310.**

**THE CURRENT FUNDS UTILIZATION RATE IS 100%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2019-20**

**\*ONE TIME ACTIVITIES COVID-19**

**BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020**

**CLOSEOUT PERIOD: JANUARY 1, 2021 TO MARCH 30, 2021**

**Child Care Partnership Program**  
**ONE TIME ACTIVITY COVID-19**  
**Year-to-Date Financial Report as of March 31, 2021**

Child Care Partnership -EHS Program Year: March 1st, 2020 December 31st, 2020

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	-	-	-	0	0.00%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	-	-	-	0	0.00%

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

<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	-	-	-	0	0.00%
Child & Family Serv. Supplies	-	-	-	0	0.00%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 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	-	-	4,515	-4,515	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	-	-	-	0	0.00%
PROVIDER AGENCIES				0	
Crystal Learning Center, Inc.	19,712	7,234	19,712	0	100.00%
Decroly Learning Child Care Center, Inc.	29,568	-	9,732	19,836	32.92%
Early Childhood Professional Services (Bethany)	14,784	486	7,067	7,717	47.80%
Memorial Temple Missionary Baptist Church, Inc.	9,856	-	-	9,856	0.00%
ST ALBANS DAY CARE (new)	29,000	-	-	29,000	0.00%
Rising Star Academy	9,856	-	4,497	5,359	45.63%
Cambridge Academy	14,784	-	-	14,784	0.00%
Shinning Light Childcare Dev Center	9,856	-	9,749	107	98.92%
Community Outreach Center (new)	10,424	-	-	10,424	
8f. Other Contracts	-	2,260	5,340	-5,340	0.00%
<b>TOTAL CONTRACTUAL</b>	<b>147,840</b>	<b>9,979</b>	<b>60,613</b>	<b>87,227</b>	<b>41.00%</b>

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance	-	-	-	0	0.00%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	0	0.00%
GRANTEE APPROVAL REQUIRED	-	-	-	0	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	-	-	-	0	0.00%
16h. Training or Staff Development	14,818	-	14,818	0	100.00%
17h. Other:	48,256	52,984	135,794	-87,538	281.40%
<b>TOTAL OTHERS</b>	<b>63,074</b>	<b>52,984</b>	<b>150,612</b>	<b>(87,538)</b>	<b>238.79%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>210,914</b>	<b>62,963</b>	<b>211,224</b>	<b>(310)</b>	<b>100.15%</b>
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:		(310)	(310)	310	
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>210,914</b>	<b>62,653</b>	<b>210,914</b>	<b>(0)</b>	<b>100.00%</b>

<b>Non- Federal Share (NFS) Report (NO APPLICABLE)</b>			
NFS Requirement based on Grant	\$	-	0.00%
NFS Required based on YTD Expenditures	\$	-	0.00%
NFS YTD Recorded	\$	-	0.00%
In-Kind TO BE reported in FAMIS	\$	-	0.00%
<b>Difference (+/-)</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 31, 2021**

**AGENDA ITEM NUMBER: 4A3j**

**AGENDA ITEM SUBJECT: COMBINATION -EARLY HEAD START-  
CHILD CARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT  
FOR MARCH 2021 ONE TIME ACTIVITIES COVID-19.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL ON MAY 6, 2021. THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND RATIFICATION BY THE COMMUNITY ACTION AGENCY BOARD.

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE COMBINATION -EXPANSION  
EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM  
THROUGH MARCH 31, 2021 INCLUDES THE BUDGETED  
AMOUNT OF \$485,102 AND ACTUAL EXPENDITURES OF  
\$398,731 AND ESTIMATED INVOICES IN PROCESS OF  
APPROXIMATELY \$86,371.**

**THE CURRENT FUNDS UTILIZATION RATE IS 100%.**

**FUNDING SOURCE: FEDERAL**

**PY: 2020-21**

**\*ONE TIME ACTIVITY COVID-19**

**BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020**

**CLOSEOUT PERIOD: JANUARY 1, 2021 TO MAY 31, 2021**



**Combination Early Head Start Expansion Program**  
**ONE TIME ACTIVITY COVID-19**  
**Year-to-Date Financial Report as of March 31, 2021**

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

**Expenditures**

<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	-	-	-	0	0.00%

<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	-	-	-	0	0.00%

<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 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 March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Equipment	-	-	-	-	0.00%
Classroom/Outdoor/Homebased	-	-	-	-	0.00%
Vehicle Purchase	-	-	-	-	0.00%
Other Equipment	-	-	-	0	0.00%

<b>SUPPLIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	-	-	12,710	-12,710	0.00%
Child & Family Serv. Supplies	13,474	7,248	7,248	6,226	53.79%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
<b>TOTAL SUPPLIES</b>	<b>13,474</b>	<b>7,248</b>	<b>19,958</b>	<b>(6,484)</b>	<b>148.12%</b>

<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 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	10,386	-	10,386	0	100.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	34,080	-	34,080	0	100.00%
6f. Family Child Care	-	-	-	0	0.00%
DELEGATES:	-	-	-	0	0.00%
COMMUNITY BASED OR (LANDOW)	9,856	-	9,856	0	100.00%
PARADISE CHRISTIAN	19,712	-	-	19,712	0.00%
CATHOLIC COMMUNITY	73,920	32,066	73,920	0	100.00%
KIDCO DAYCARE	19,712	5,395	19,712	0	100.00%
CHRISTIAN COMMUNIT	19,712	-	5,056	14,657	25.65%
CENTRO MATER CHILD	44,352	-	43,990	362	99.18%
SUNFLOWERS ACADEMY	14,784	-	-	14,784	0.00%
HAITIAN YOUTH & CO & (LMW)	49,280	26,036	31,597	17,683	64.12%
YWCA	24,640	8,570	24,632	9	99.97%
	-	-	-	0	0.00%
PROVIDERS:	-	-	-	0	0.00%
Decroly Learning Child	14,784	-	-	14,784	0.00%
Cambridge Academy	14,784	-	-	14,784	0.00%
BRICKS Early Learning Center	14,784	-	14,541	243	98.36%
Early Learning Center	19,712	-	16,859	2,853	85.53%
8f. Other Contracts	9,996	-	17,663	-7,667	176.70%
<b>TOTAL CONTRACTUAL</b>	<b>394,494</b>	<b>72,067</b>	<b>302,292</b>	<b>92,202</b>	<b>76.63%</b>

<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Construction	-	-	-	0	0.00%

<b>OTHERS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS March 2021</b>	<b>YTD ACTUALS March 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance	-	-	-	0	0.00%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	0	0.00%
GRANTEE APPROVAL REQUIRED	-	-	-	0	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	-	-	-	0	0.00%
16h. Training or Staff Development	-	-	-	0	0.00%
17h. Other:	77,134	59,574	76,484	650	99.16%
<b>TOTAL OTHERS</b>	<b>77,134</b>	<b>59,574</b>	<b>76,484</b>	<b>650</b>	<b>99.16%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>485,102</b>	<b>138,887</b>	<b>398,731</b>	<b>86,371</b>	<b>82.20%</b>
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LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:

<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>485,102</b>	<b>138,887</b>	<b>398,731</b>	<b>86,371</b>	
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<b>Non- Federal Share (NFS) Report (No Applicable)</b>		
NFS Requirement based on Grant	\$	0.00%
NFS Required based on YTD Expenditures	\$	0.00%
NFS YTD Recorded	\$	0.00%
In-Kind TO BE reported in FAMIS	\$	0.00%
<b>Difference (+/-)</b>	<b>\$</b>	<b>0.00%</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE:** DECEMBER 16, 2021

**AGENDA ITEM NUMBER:** 4A3k1

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

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATIONS:** APPROVAL

THIS ITEM WAS REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL THURSDAY, DECEMBER 16, 2021. THIS ITEM IS FOR REVIEW AND APPROVAL BY THE 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 31, 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 \$12,364,505 APPROXIMATELY.**

**THE CURRENT FUNDS UTILIZATION RATE IS 96.5%.**

**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  
OCTOBER 31, 2021

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

**Expenditures**

SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Salaries Full Time	824,029	4,721	602,587	221,442	73.13%

FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Fringe Benefits	402,982	2,017	296,865	106,117	73.67%

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

EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 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 OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
Office Supplies	21,967	-	2,138	19,829	9.73%
Child & Family Serv. Supplies	30,347	10,611	137,699	-107,352	453.75%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	509	-509	0.00%
<b>TOTAL SUPPLIES</b>	<b>52,314</b>	<b>10,611</b>	<b>140,346</b>	<b>(88,032)</b>	<b>268.28%</b>

CONTRACTUAL	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
1f. Admin. 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	2,992	337,269	-143,116	173.71%
6f. Family Child Care	-	-	-	0	0.00%
<b>DELEGATES:</b>					
COMMUNITY BASED OR (LANDOW)	313,614	44,462	264,171	49,443	84.23%
PARADISE CHRISTIAN	630,188	-	613,777	16,411	97.40%
CATHOLIC COMMUNITY	2,352,110	175,799	2,424,856	-72,746	103.09%
KIDCO DAYCARE	627,229	7,507	642,543	-15,314	102.44%
CHRISTIAN COMMUNIT	627,229	32,027	592,895	34,334	94.53%
CENTRO MATER CHILD	1,411,266	-	1,470,923	-59,657	104.23%
SUNFLOWERS ACADEMY	470,422	15,815	458,973	11,449	97.57%
HAITIAN YOUTH & CO & (LMW)	1,568,073	-	1,529,880	38,193	97.56%
YWCA	784,037	227,479	777,789	6,248	99.20%
	-	-	-	0	0.00%
<b>PROVIDERS:</b>					
Decroly Learning Child	310,702	-	315,644	-4,942	101.59%
Cambridge Academy	310,702	-	288,703	21,999	92.92%
BRICKS Early Learning Center	310,702	-	364,822	-54,120	117.42%
Early Learning Center	414,267	-	430,737	-16,470	103.98%
8f. Other Contracts	1,071,895	7,684	746,466	325,429	69.64%
<b>TOTAL CONTRACTUAL</b>	<b>11,404,089</b>	<b>513,766</b>	<b>11,131,817</b>	<b>272,273</b>	<b>97.61%</b>

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

OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-/+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	10,200	-	30,989	-20,789	322.10%
5h. Bldg & Child Liability Ins *****	4,500	-	1,160	3,340	25.77%
6h. Bldg Maintenance	11,583	2,801	16,335	-4,752	141.02%
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	-	51,141	-27,394	215.36%
16h. Training or Staff Development	-	-	6,118	-6,118	0.00%
17h. Other:	58,585	33,930	85,400	-26,815	145.77%
<b>TOTAL OTHERS</b>	<b>125,662</b>	<b>36,731</b>	<b>192,890</b>	<b>(67,228)</b>	<b>153.50%</b>

<b>TOTAL PROGRAM EXPENDITURES</b>	<b>12,809,076</b>	<b>567,845</b>	<b>12,364,505</b>	<b>444,571</b>	<b>96.53%</b>
Less/Add Adjustment reallocation of expenses	-	-	-	-	-
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>12,809,076</b>	<b>567,845</b>	<b>12,364,505</b>	<b>444,571</b>	

Non- Federal Share (NFS) Report	
NFS Requirement based on Grant	\$ 3,202,269
NFS Required based on YTD Expenditures	\$ 2,484,180
NFS YTD Recorded	\$ 572,402
In-Kind TO BE reported in FAMIS	\$ -
Children Trust Cash Match	\$ 223,477
Difference (+/-)	\$ (1,898,301)



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JANUARY 31, 2022**

**AGENDA ITEM NUMBER: 4A3k2**

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

**CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT**

**FOR JANUARY 31, 2022.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

REVIEWED AND APPROVED BY THE HEAD START POLICY COUNCIL EXECUTIVE COMMITTEE MEETING ON THURSDAY, FEBRUARY 17, 2022, AND IS PENDING RATIFICATION AND APPROVAL BY HEAD START POLICY COUNCIL MEETING ON THURSDAY MARCH 3, 2022, AND THE COMMUNITY ACTION AGENCY BOARD FINANCE EXECUTIVE COMMITTEE AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD.

### **BACKGROUND/SUMMARY:**

**THE FINANCIAL REPORT FOR THE EXPANSION EARLY HEAD START CHILDCARE PARTNERSHIP PROGRAM THROUGH JANUARY 31, 2022, PERTAINS TO THE 6TH 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 \$3,038,604.**

**THE CURRENT FUNDS UTILIZATION RATE IS 36.09%.**

**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**  
**JANUARY 31, 2021**

<b>COMBINATION EHS EXPANSION GRANT Program Year: August 1st, 2021 July 31st, 2022</b>					
<b>Expenditures</b>					
<b>SALARIES</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Salaries Full Time	598,551	51,223	234,991	363,560	39.26%
<b>FRINGE BENEFITS</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Fringe Benefits	237,882	22,206	100,229	137,653	42.13%
<b>TRAVEL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 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 JANUARY 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 JANUARY 2021</b>	<b>YTD ACTUALS 2021</b>	<b>BALANCE</b>	<b>VARIANCE (-/+)</b>
Office Supplies	10,000	324	331	9,669	3.31%
Child & Family Serv. Supplies	13,758	2,235	7,616	6,142	55.36%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	9,000	-	-	9,000	0.00%
<b>TOTAL SUPPLIES</b>	<b>32,758</b>	<b>2,559</b>	<b>7,947</b>	<b>24,811</b>	<b>24.26%</b>
<b>CONTRACTUAL</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 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	35,135	38,798	104,377	27.10%
6f. Family Child Care	-	-	-	0	0.00%
<b>DELEGATES:</b>					
COMMUNITY BASED OR (LANDOW)	222,578	-	-	222,578	0.00%
PARADISE CHRISTIAN	445,156	101,264	339,645	105,511	76.30%
CATHOLIC COMMUNITY	1,669,336	123,407	324,297	1,345,039	19.43%
KIDCO DAYCARE	445,156	102,646	190,415	254,741	42.77%
CHRISTIAN COMMUNIT	445,156	-	109,324	335,832	24.56%
CENTRO MATER CHILD	1,001,602	153,191	400,765	600,837	40.01%
SUNFLOWERS ACADEMY	333,867	28,271	142,242	191,625	42.60%
HAITIAN YOUTH & CO & (LMW)	1,112,892	-	288,622	824,270	25.93%
YWCA	556,446	145,292	266,512	289,934	47.90%
<b>PROVIDERS:</b>					
Decroly Learning Child	219,749	16,944	121,242	98,507	55.17%
Cambridge Academy	219,749	46,066	124,093	95,656	56.47%
BRICKS Early Learning Center	219,749	22,509	154,691	65,058	70.39%
Early Learning Center	292,997	48,087	151,861	141,136	51.00%
	-	-	-	0	0.00%
8f. Other Contracts	135,050	33,488	35,092	99,958	25.98%
<b>TOTAL CONTRACTUAL</b>	<b>7,470,158</b>	<b>856,300</b>	<b>2,687,598</b>	<b>4,782,560</b>	<b>35.98%</b>
<b>CONSTRUCTION</b>	<b>BUDGET</b>	<b>MONTHLY ACTUALS JANUARY 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 JANUARY 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	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	1,828	7,013	22,760	23.55%
16h. Training or Staff Development	-	-	-	0	0.00%
17h. Other:	47,380	-	805	46,575	1.70%
<b>TOTAL OTHERS</b>	<b>80,153</b>	<b>1,828</b>	<b>7,838</b>	<b>72,315</b>	<b>9.78%</b>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>8,419,502</b>	<b>934,116</b>	<b>3,038,604</b>	<b>5,380,898</b>	<b>36.09%</b>
Less/Add Adjustment reallocation of expenses	-	-	-	-	-
<b>AMENDED TOTAL PROGRAM EXPENDITURES</b>	<b>8,419,502</b>	<b>934,116</b>	<b>3,038,604</b>	<b>5,380,898</b>	
<b>Non- Federal Share (NFS) Report</b>					
NFS Requirement based on Grant	\$		2,104,876		
NFS Required based on YTD Expenditures	\$		759,651.03		
NFS YTD Recorded					
In-Kind TO BE reported in FAMIS	\$		-		
Children Trust Cash Match					
Difference (+/-)	\$		(759,651)		



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 18, 2021**

**AGENDA ITEM NUMBER: 4A31**

**AGENDA ITEM SUBJECT: EARLY HEAD START-CHILD CARE  
PARTNERSHIP GRANT**

**AGENDA ITEM TYPE: APPROVAL**

### **RECOMMENDATIONS: APPROVAL**

The Early Head Start and Child Care Partnership Proposed Budget and COLA Applications for Fiscal Year 2021-2022 was reviewed and approved by the Head Start Policy Council Executive Committee on Thursday, March 18, 2021 and is scheduled for approval by Head Start Policy Council in its monthly Meeting on Thursday, April 8, 2021. The Early Head Start Child Care Partnership Program Budget and COLA Applications is being recommended to the CAA Board for review and approval to accept this report, as set forth below.

### **BACKGROUND/SUMMARY:**

The Community Action and Human Services Department 04HP000219 Early Head Start-Child Care Partnership Program grant is in Program Year 3 of a five-year Project Period (08/01/2019 - 07/31/2024 and has a budget period beginning 08/01/2021-



07/31/2022. The Proposed Budget for Early Head Start-Child Care Partnership Program grant is \$3,517,496 to serve 240 Early Head Start children and families for the FY 2021-2022. This amount also includes the base amount of \$3,476,011 and a 1.22% COLA totaling \$41,485.

**FUNDING SOURCE: FEDERAL**

# Miami-Dade County Community Action and Human Services

## Grant Application Summary Report BASE & Cost of Living Adjustment (COLA) PY2021-22

BUDGET PERIOD: AUGUST 1ST, 2021 THROUGH JULY 31, 2022					
		GRANT NO: 04HP000219			
Item #	Description	EHS - Child Care Partnership Program			
		Slots	BASE	COLA	Total
1	Personnel ( 14FTE's)		696,126		696,126
2	Fringe Benefits		336,236	15,203	351,439
3	Travel				0
4	Equipment				0
5	Supplies		10,000		10,000
6	Training Technical Assistance		75,625		75,625
7	<b>Contractual</b>		44,484		44,484
8	Construction				0
9	Other		159,184		159,184
	<b>Total Direct Charges</b>		<b>1,321,655</b>	<b>15,203</b>	<b>1,336,858</b>
10	Indirect Charges		0	0	0
			<b>1,321,655</b>	<b>15,203</b>	<b>1,336,858</b>
Grants to Outside Agencies		Slots	BASE	COLA	Total
003	St Alban's Child Enrichment Center.	48	430,871	5,257	436,128
<b>CHILD CARE PROVIDERS</b>					0
P01	Crystal Learning Center, Inc.	32	287,247	3,504	290,751
P02	Decroly Learning Child Care Center, Inc.	48	430,871	5,257	436,128
P03	Early Childhood Professional Services	24	215,436	2,628	218,064
P05	Memorial Temple Missionary Baptist Church, Inc.	16	143,624	1,752	145,376
P06	Community Outreach Center	16	143,624	1,752	145,376
P07	Rising Star Academy	16	143,624	1,752	145,376
P08	Cambridge Academy	24	215,435	2,628	218,063
P09	Shining Light Childcare Development Center, Inc.	16	143,624	1,752	145,376
			<b>2,154,356</b>	<b>26,282</b>	<b>2,180,638</b>
<b>Grant Total</b>		<b>240</b>	<b>3,476,011</b>	<b>41,485</b>	<b>3,517,496</b>

**Estimated Budget Disclaimer:** The Budget and Figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual cost of such items may exceed the estimated costs.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 18, 2021**

**AGENDA ITEM NUMBER: 4A3m**

**AGENDA ITEM SUBJECT: THE COMBINATION EXPANSION  
EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT**

**AGENDA ITEM TYPE: APPROVAL**

### **RECOMMENDATIONS: APPROVAL**

The Combination Expansion Early Head Start-Child Care Partnership Program Proposed Budget and COLA Applications for Fiscal Year 2021-2022 was reviewed and approved by the Head Start Policy Council Executive Committee on Thursday, March 18, 2021 and is scheduled for approval by Head Start Policy Council in its monthly Meeting on Thursday, April 8, 2021. The Combination Expansion Early Head Start-Child Care Partnership Program Budget and COLA Applications is being recommended to the CAA Board for review and approval to accept this report, as set forth below.

### **BACKGROUND/SUMMARY:**

The Community Action and Human Services Department Combination Expansion Early Head Start-Child Care Partnership Program grant is in Program Year 3 of a five-year Project Period

08/01/2019 -07/31/2024 and has a budget period beginning 08/01/2021-07/31/2022. The Proposed Budget for Combination Expansion Early Head Start-Child Care Partnership Program grant is \$8,419,502 to serve 552 Early Head Start children and families for the FY 2021-2022. This amount also includes the base amount of \$8,320,363 and a 1.22% COLA totaling \$99,139.

**FUNDING SOURCE: FEDERAL**

# Miami-Dade County Community Action and Human Services

## Grant Application Summary Report BASE & Cost of Living Adjustment (COLA) PY2021-22

BUDGET PERIOD: AUGUST 1ST, 2021 THROUGH JULY 31, 2022					
		GRANT NO: 04HP000158			
Item #	Description	EHS-EXPANSION			
			BASE	COLA	Total
1	Personnel ( 9 FTE's)		594,012		594,012
2	Fringe Benefits		237,033	12,545	249,578
3	Travel				0
4	Equipment				0
5	Supplies		25,600		25,600
6	Training Technical Assistance		194,218		194,218
7	<b>Contractual</b>		135,051		135,051
8	Construction				0
9	Other		36,610		36,610
	<b>Total Direct Charges</b>		<b>1,222,524</b>	<b>12,545</b>	<b>1,235,069</b>
10	Indirect Charges		0	0	0
			<b>1,222,524</b>	<b>12,545</b>	<b>1,235,069</b>
<b>Grants to Outside Agencies</b>			BASE	COLA	Total
002	Catholic Charities of the Archdiocese of Miami, Inc.	120	1,649,216	20,120	1,669,336
004	The Family Christian Association of America Inc.	32	439,791	5,365	445,156
005	KIDCO Child Care, Inc.	32	439,791	5,365	445,156
007	Friends of Lubavitch of Florida Inc.	16	219,895	2,683	222,578
009	Centro Mater Child Care Services Inc.	72	989,530	12,072	1,001,602
010	Paradise Christian School & Development Center Inc.	32	439,791	5,365	445,156
011	Sunflowers Academy Inc.	24	329,843	4,024	333,867
012	Haitian Youth and Community Center of Florida, Inc. &	80	1,099,478	13,414	1,112,892
017	YWCA of Greater Miami-Dade Inc.	40	549,739	6,707	556,446
	<b>CHILD CARE PROVIDERS</b>				0
P02	Decroly Learning Child Care Center, Inc.	24	217,100	2,649	219,748
P08	Cambridge Academy	24	217,100	2,649	219,748
P10	Early Learning Center	32	289,466	3,531	292,998
P11	Bricks Early Learning Center	24	217,100	2,649	219,748
			<b>7,097,839</b>	<b>86,594</b>	<b>7,184,433</b>
<b>Grant Total</b>		<b>552</b>	<b>8,320,363</b>	<b>99,139</b>	<b>8,419,502</b>
<b>HEAD START &amp; EARLY HEAD START TOTAL FUNDING</b>		<b>EARLY HEAD START EXPANSION:</b>		<b>8,419,502</b>	

**Estimated Budget Disclaimer:** The Budget and Figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual cost of such items may exceed the estimated costs.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: APRIL 19, 2021**

**AGENDA ITEM NUMBER: 4A3n**

**AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START  
PROGRAM PROPOSED BUDGET AND COLA APPLICATIONS FOR  
FISCAL YEAR 2021-2022**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL-** The Head Start/Early Head Start program proposed budget and COLA applications for fiscal year 2021-2022 was reviewed and approved by the Head Start Policy Council on Thursday, April 15, 2021. The Head Start/Early Head Start program budgets and COLA applications are being recommended to the CAA Executive Committee for review and approval, and the CAA Board for ratification, as set forth below.

### **BACKGROUND/SUMMARY:**

The Proposed Budget for Head Start/Early Head Start is \$65,907,918 which is categorized as follows:

The Head Start Base Grant Program Operations budget is \$57,356,494, Training and Technical Assistance in an amount of \$644,483 and a 1.22 percent Cost of Living Adjustment (COLA) of \$699,749 which represent an adjusted total amount of \$58,700,726 to serve 6310 children and families during 2021-2022.

The Early Head Start Base Grant Program Operations budget is \$6,968,797, Training and Technical Assistance in an amount of \$153,376 and a 1.22 percent COLA of \$85,019 which represent an adjusted total amount of \$7,207,192 to serve 446 children and families for the FY 2021-2022.

This Head Start/Early Head Start Base grant application budget requires a Non-Federal share of \$16,476,980.

**FUNDING SOURCE: FEDERAL**

**Miami-Dade County Community Action and Human Services**

**Grant Application Summary Report  
BASE & Cost of Living Adjustment (COLA)  
PY2021-22**

BUDGET PERIOD: AUGUST 1ST, 2021 THROUGH JULY 31, 2022										
GRANT NO: 04CH010192										
Item	Description	Head Start				Early Head Start				Grant Total
		Slots	Base	COLA	Total	Slots	Base	COLA	Total	
1	Personnel (79 FTE's)		5,290,717		5,290,717		332,253		332,253	5,622,970
2	Fringe Benefits		2,294,279	113,308	2,407,587		144,079	6,538	150,617	2,558,204
3	Travel				0				0	0
4	Equipment				0				0	0
5	Supplies		76,655		76,655		6,541		6,541	83,196
6	Training Technical Assistance		644,483		644,483		153,376		153,376	797,859
7	Contractual		673,468		673,468		37,083		37,083	710,551
8	Construction				0				0	0
9	Other		952,391		952,391		16,007		16,007	968,398
	<b>Total Direct Charges</b>		<b>9,931,993</b>	<b>113,308</b>	<b>10,045,301</b>		<b>689,339</b>	<b>6,538</b>	<b>695,877</b>	<b>10,741,178</b>
10	Indirect Charges									
		<b>0</b>	<b>9,931,993</b>	<b>113,308</b>	<b>10,045,301</b>	<b>0</b>	<b>689,339</b>	<b>6,538</b>	<b>695,877</b>	<b>10,741,178</b>
Grants to Outside Agencies										
		Slots	Base	COLA	Total	Slots	Base	COLA	Total	Grant Total
001	Le Jardin Community Center, Inc.	480	3,712,795	45,296	3,758,091				-	480 3,758,091
002	Catholic Charities of the Archdiocese of Miami, Inc.	1275	9,862,108	120,318	9,982,426				-	1,275 9,982,426
003	St Alban's Child Enrichment Center.	170	1,314,948	16,042	1,330,990				-	170 1,330,990
004	The Family Christian Association of America Inc.	432	3,341,517	40,767	3,382,284	24	349,804	4,268	354,072	456 3,736,356
005	KIDCO Child Care, Inc.	250	1,933,746	23,592	1,957,338	32	466,405	5,690	472,095	282 2,429,433
006	Allapattah Community Action Inc.	77	595,594	7,266	602,860		-	-	-	77 602,860
007	Friends of Lubavitch of Florida Inc.	80	618,799	7,549	626,348	16	233,203	2,845	236,048	96 862,396
008	O'Farrill Learning Center	242	1,800,361	21,964	1,822,325	8	113,025	1,379	114,404	250 1,936,729
009	Centro Mater Child Care Services Inc.	526	4,068,603	49,637	4,118,240	70	980,148	11,958	992,106	596 5,110,346
010	Paradise Christian School & Development Center Inc.	180	1,392,297	16,986	1,409,283		-	-	-	180 1,409,283
011	Sunflowers Academy Inc.	40	309,400	3,775	313,175		-	-	-	40 313,175
012	Haitian Youth and Community Center of Florida, Inc. &	175	1,317,858	16,078	1,333,936	32	466,406	5,690	472,096	207 1,806,032
013	United Way of Miami Dade	30	232,049	2,831	234,880	32	456,376	5,568	461,944	62 696,824
014	Our Child Care Inc.	118	912,728	11,135	923,863		-	-	-	118 923,863
015	Easter Seals of South Florida Inc.	480	3,498,278	42,679	3,540,957	8	112,309	1,370	113,679	488 3,654,636
016	Miami-Dade County Public Schools	1535	11,518,774	140,529	11,659,303	192	2,791,930	34,062	2,825,992	1,727 14,485,295
017	YWCA of Greater Miami-Dade Inc.	220	1,639,129	19,997	1,659,126	32	463,228	5,651	468,879	252 2,128,005
			<b>48,068,984</b>	<b>586,441</b>	<b>48,655,425</b>		<b>6,432,834</b>	<b>78,481</b>	<b>6,511,315</b>	<b>55,166,740</b>
<b>Grant Total</b>		<b>6310</b>	<b>58,000,977</b>	<b>699,749</b>	<b>58,700,726</b>	<b>446</b>	<b>7,122,173</b>	<b>85,019</b>	<b>7,207,192</b>	<b>6,756 65,907,918</b>
						0				
						<b>Federal Base Funding</b>	<b>65,123,150</b>	<b>COLA (1.22%)</b>	<b>784,768</b>	<b>Total: 65,907,918</b>
<b>Estimated Budget Disclaimer:</b> The Budget and Figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual cost of such items may exceed the estimated costs.										





## **COMMUNITY ACTION AGENCY BOARD**

**DATE: APRIL 15, 2021**

**AGENDA ITEM NUMBER: 4A3o**

**AGENDA ITEM SUBJECT: ALL HEAD START, EARLY HEAD START, EARLY HEAD START-CHILD CARE PARTNERSHIP GRANTEES ELIGIBLE FOR ONE-TIME ACTIVITIES RESPONSE TO COVID-19.**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**-The All Head Start, Early Head Start, Early Head Start-Child Care Partnership Program Proposed Budget and Application for COVID-19 One-time activities for the Budget Period 04/01/2021-3/31/2023 was reviewed and approved by the Head Start Policy Council on Thursday, April 8, 2021. The All Head Start, Early Head Start, Early Head Start-Child Care Partnership Program Proposed Budget and Application for COVID-19 One-time activities is being recommended to the CAA Executive Committee for review and approval, and the CAA Board for ratification, as set forth below.

### **BACKGROUND/SUMMARY:**

The Community Action and Human Services Department Head Start-Start Program has been informed of its eligibility to apply for a

funding amount of \$2,271,715 for one-time activities to prevent, prepare for and respond to COVID-19 and it is funded by the Consolidated Appropriations Act, 2021, CRRSA (COVID-19). The new grant number is 04HET001142 | 01. The Budget Period is 04/01/2021 -3/31/2023 | Non-Competing New. This grant includes funding for all grants based on the current funded enrollment. The allocations are as follows:

Head Start \$1,902,459 Funded Enrollment to serve 6310 children and families.

Early Head Start \$134,469 Funded Enrollment to serve 446 children and families.

Expansion Early Head Start Child Care Partnership \$166,427 Funded Enrollment to serve 552 children and families.

Early Head Start Child Care Partnership \$68,360 Funded Enrollment to serve 240 children and families.

The Application was due to the Head Start Regional Office on April 9<sup>th</sup>, 2021 and the grant was applied for accordingly.

**FUNDING SOURCE: FEDERAL**

**Miami-Dade County Community Action and Human Services**

**Grant Application Summary Report  
Grant No. 04HET001142**

BUDGET PERIOD: April 1st, 2021 to March 31st, 2023										
Item	Description	Slots	Head Start	Slots	Early Head Start	Slots	Combination Early Head Start & Childcare Partnerships	Slots	Child Care Partnership Early Head Start Program	Grant Total
1	Personnel (79 FTE's)									0
2	Fringe Benefits									0
3	Travel									0
4	Equipment									0
5	Supplies									0
6	Training Technical Assistance									0
7	Contractual									0
8	Construction									0
9	Other		324,959		22,969		28,427		13,360	389,715
	<b>Total Direct Charges</b>	<b>0</b>	<b>324,959</b>	<b>0</b>	<b>22,969</b>	<b>0</b>	<b>28,427</b>	<b>0</b>	<b>13,360</b>	<b>389,715</b>
10	Indirect Charges									
		<b>0</b>	<b>324,959</b>	<b>0</b>	<b>22,969</b>	<b>0</b>	<b>28,427</b>	<b>0</b>	<b>13,360</b>	<b>389,715</b>
Grants to Outside Agencies		Slots	Head Start	Slots	Early Head Start	Slots	Combination Early Head Start & Childcare Partnerships	Slots	Child Care Partnership Early Head Start Program	Grant Total
001	Le Jardin Community Center, Inc.	480	120,000	0	-	0	-	0	0	480
002	Catholic Charities of the Archdiocese of Miami, Inc.	1275	318,750	0	-	120	30,000	0	0	1,395
003	St Alban's Child Enrichment Center.	170	42,500	0	-	0	-	48	12,000	218
004	The Family Christian Association of America Inc.	432	108,000	24	6,000	32	8,000	0	0	488
005	KIDCO Child Care, Inc.	250	62,500	32	8,000	32	8,000	0	0	314
006	Allapattah Community Action Inc.	77	19,250	0	-	0	-	0	0	77
007	Friends of Lubavitch of Florida Inc.	80	20,000	16	4,000	16	4,000	0	0	112
008	O'Farrill Learning Center	242	60,500	8	2,000	0	-	0	0	250
009	Centro Mater Child Care Services Inc.	526	131,500	70	17,500	72	18,000	0	0	668
010	Paradise Christian School & Development Center Inc.	180	45,000	0	-	32	8,000	0	0	212
011	Sunflowers Academy Inc.	40	10,000	0	-	24	6,000	0	0	64
012	Haitian Youth and Community Center of Florida, Inc. & L	175	43,750	32	8,000	80	20,000	0	0	287
013	United Way of Miami Dade	30	7,500	32	8,000	0	-	0	0	62
014	Our Child Care Inc.	118	29,500	0	-	0	-	0	0	118
015	Easter Seals of South Florida Inc.	480	120,000	8	2,000	0	-	0	0	488
016	Miami-Dade County Public Schools	1535	383,750	192	48,000	0	-	0	0	1,727
017	YWCA of Greater Miami-Dade Inc.	220	55,000	32	8,000	40	10,000	0	0	292
	<b>CHILD CARE PROVIDERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>
P01	Crystal Learning Center, Inc.	0	0	0	-	0	-	32	8,000	32
P02	Decroly Learning Child Care Center, Inc.	0	0	0	-	24	6,000	48	12,000	72
P03	Early Childhood Professional Services	0	0	0	-	0	-	24	1,000	24
P04	Memorial Temple Missionary Baptist Church, Inc.	0	0	0	-	0	-	16	4,000	16
P05	Rising Star Academy	0	0	0	-	0	-	16	4,000	16
P06	Cambridge Academy	0	0	0	-	24	6,000	24	6,000	48
P07	Shining Light Childcare Development Center, Inc.	0	0	0	-	0	-	16	4,000	16
P08	Community Outreach Center	0	0	0	-	0	-	16	4,000	16
P10	Early Learning Center	0	0	0	-	32	8,000	0	0	32
P11	Bricks Early Learning Center	0	0	0	-	24	6,000	0	0	24
		<b>6310</b>	<b>1,577,500</b>	<b>446</b>	<b>111,500</b>	<b>552</b>	<b>138,000</b>	<b>240</b>	<b>55,000</b>	<b>1,882,000</b>
	<b>Grant Total</b>	<b>6,310</b>	<b>1,902,459</b>	<b>446</b>	<b>134,469</b>	<b>552</b>	<b>166,427</b>	<b>240</b>	<b>68,360</b>	<b>2,271,715</b>
									<b>Total:</b>	<b>2,271,715</b>
										<b>0</b>
<b>Estimated Budget Disclaimer:</b> The Budget and Figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual cost of such items may exceed the estimated costs.										



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MAY 20, 2021**

**AGENDA ITEM NUMBER: 4A3p**

**AGENDA ITEM SUBJECT: ALL HEAD START, EARLY HEAD START, EARLY HEAD START-CHILD CARE PARTNERSHIP GRANTEES ELIGIBLE FOR THE AMERICAN RESCUE PLAN ONE- TIME SUPPLEMENT**

**AGENDA ITEM TYPE: INFORMATIONAL**

### **RECOMMENDATIONS: INFORMATIONAL**

THIS ITEM WAS PROVIDED AS AN INFORMATIONAL ITEM TO THE HEAD START POLICY COUNCIL EXECUTIVE COMMITTEE ON THURSDAY MAY 20, 2021 AND IS TO BE PRESENTED TO THE HEAD START POLICY COUNCIL ON THURSDAY JUNE 3, 2021. THIS ITEM IS BEING SUBMITTED AS AN INFORMATIONAL ITEM TO THE COMMUNITY ACTION AGENCY BOARD FINANCE AND EXECUTIVE COMMITTEE AND THE COMMUNITY ACTION AGENCY BOARD.

### **BACKGROUND/SUMMARY:**

The Community Action and Human Services Department Head Start-Start Program has been informed of its eligibility to apply for a

funding amount of \$9,031,182 to carry out activities under the Head Start Act funded by the American Rescue Plan Act of 2021. The new grant number is 04HE000544 | 01 The Budget Period is 04/01/2021 -3/31/2023 | Non-Competing New. This grant includes funding for all grants based on the current funded enrollment. The allocations are as follows:

Head Start \$7,546,974 Funded Enrollment to serve 6310 children and families.

Early Head Start \$533,508 Funded Enrollment to serve 446 children and families.

Expansion Early Head Start Child Care Partnership \$660,272 Funded Enrollment to serve 552 children and families.

Early Head Start Child Care Partnership \$290,428 Funded Enrollment to serve 240 children and families.

Application was due to the Regional Office of Head Start on May 18th, 2021 and was submitted on that date.

**FUNDING SOURCE: FEDERAL**



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JULY 15, 2021**

**AGENDA ITEM NUMBER: 4A3q**

**AGENDA ITEM SUBJECT: THE HEAD START/EARLY HEAD START-PROGRAM NON-FEDERAL SHARE WAIVER REQUEST FOR THE CURRENT FY2020-2021 PROGRAM YEAR.**

### **AGENDA ITEM TYPE: APPROVAL**

Item to be reviewed and approved by the Head Start Policy Council Executive Committee Thursday 7/15/2021, pending ratification by the Head Start Policy Council meeting Thursday 9/2/2021. For review and approval by the Community Action Agency Board Finance and Executive Committee and Community Action Agency Board.

### **RECOMMENDATIONS:**

The Community Action and Human Services Department Head Start/Early Head Start Program is requesting approval to submit a Non-Federal Share Waiver Request in the amount of \$1,623,768. The required amount of Non-Federal Share to be collected was \$16,515,011 and the interim amount collected to date is \$14,891,243.

**FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS**



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Daniella Levine Cava, Mayor

July 15, 2021

Mr. Derrick Lee, Grants Management Specialist  
Office of Grants Management  
Administration for Children and Families  
61 Forsyth Street, SW Suite 4M60  
Atlanta, GA 30303

**Subject: Miami-Dade County Head Start/Early Head Start Grant Non-Federal Share  
Waiver request award No. 04CH010192-06**

Dear Mr. Lee,

Miami-Dade County Head Start/Early Head Start is submitting a non-Federal share Waiver request for your approval for the Head Start/Early Head Start Program, award No. 04CH010192-06 for the budget period August 1, 2020 through July 30, 2021.

The documentation included with this request is based upon the agency's match requirement in accordance with the approved budget. Furthermore, the justification includes a narrative to support the waiver. The guidance from ACF-HS-IM-19-01 General Disaster Recovery Flexibilities applies to programs impacted by COVID-19. While we often think of disasters as natural events such as hurricanes and earthquakes, health emergencies such as the COVID-19 outbreak can also form the basis of a disaster declaration. The Miami Dade County Head Start/Early Head Start (Grantee) is requesting a waiver under this guidance due to the current impact of COVID-19. This request is based upon the requirements included in The Improving Head Start for School Readiness Act of 2007 Section 640(b) (2). Below are the details and justification for the request:

**Program Year 2020-2021**

Federal Share Awarded	<u>\$72,042,337</u>
Federal Share Awarded Requiring Non-Federal share	\$66,060,042
Non-Federal Share Required at 25%	<u>\$16,515,011</u>
Less: Non-Federal Share Identified	<u>(\$14,891,243)</u>
Non-Federal Share Waiver Request estimate	<u>\$ 1,623,768</u>

The amount of non-Federal share requested to be waived for the Head Start/Early Head Start-grant is estimated \$1,623,768 of the \$16,515,011 required match for 2020-2021 budget period. The \$14,891,243 is the amount collected at this time.

There are (5) five criteria for requesting a waiver under Head Start Act Section 640 (b). The Miami Dade County Head Start/Early Head Start (Grantee) waiver is based on the following: (1) The lack of resources available in the community that prevent the Head Start agency from providing all or a portion of the non-federal share contribution match required and; (2) The impact on the community that would result if the Head Start agency ceased to carry out such program.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JULY 15, 2021**

**AGENDA ITEM NUMBER: 4A3r**

**AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START  
PROGRAM FISCAL YEAR 2020-2021 LOW-COST EXTENSION.**

**AGENDA ITEM TYPE: APPROVAL**

### **RECOMMENDATIONS:**

The Head Start/Early Head Start Program's Proposed Low-Cost Extension Request of \$1,871,302 for Fiscal Year 2020-2021 was reviewed and approved by the Head Start Policy Council Executive Committee and is being recommended to the CAA Executive Committee to accept and approve this Low-Cost Extension request, pending approval by the full Policy Council meeting scheduled for September 2, 2021.

### **BACKGROUND/SUMMARY:**

The Community Action and Human Services Department Head Start/Early Head Start Grant Program is requesting a Low-Cost Extension request estimate of \$1,871,302 from Program Year 6, 2020-2021. This grant Project period ends July 30<sup>th</sup>, 2021 which



makes these funds ineligible for carryover to a new Program year. The Grant funds were made available due to uncompleted projects due to COVID-19 and other delays at the Delegates and Grantee prior to the end of Program Year 6. This \$1,871,302 amount represents the unobligated funds remaining to complete the outstanding projects. We are requesting the Low-Cost Extension for a period of nine months or until April 30, 2022.

**FUNDING SOURCE: FEDERAL**



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JULY 15, 2021**

**AGENDA ITEM NUMBER: 4A3s**

**AGENDA ITEM SUBJECT: THE COMBINATION EXPANSION  
EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM  
NON-FEDERAL SHARE WAIVER REQUEST FOR THE CURRENT  
FY2020-2021 PROGRAM YEAR.**

### **AGENDA ITEM TYPE: APPROVAL**

Item to be reviewed and approved by the Head Start Policy Council  
Executive Committee pending ratification by the Head Start Policy  
Council meeting Thursday 9/2/2021. This item is recommended  
for review and approval by the Community Action Agency Board  
Finance and Executive Committee and for ratification by the  
Community Action Agency Board.

### **RECOMMENDATIONS:**

The Community Action and Human Services Department  
Combination Expansion Early Head Start-Child Care Partnership  
Program is requesting approval to submit a Non-Federal Share  
Waiver Request in the amount of \$1,243,316. The required amount  
of Non-Federal Share to be collected was \$2,946,795 and the interim  
amount collected to date is \$1,703,479.

**FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS**



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Daniella Levine Cava, Mayor

July 15, 2021

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Office of Grants Management  
Administration for Children and Families  
61 Forsyth Street, SW Suite 4M60  
Atlanta, GA 30303

**Subject: Miami-Dade County Combination Expansion Early Head Start -Child Care Partnership Grant Non-Federal Share Waiver Request Award No. 04HP000158-02**

Dear Mr. Lee,

Miami-Dade County Head Start/Early Head Start is submitting a Non-Federal Share Waiver request for your approval for the Combination Expansion Early Head Start Child Care Partnership Grant award No. 04HP000158-02 for the 17 months budget period March 1, 2020 through July 30, 2021.

The documentation included with this request is based upon the agency's match requirement in accordance with the approved budget. Furthermore, the justification includes a narrative to support the waiver. The guidance from ACF-HS-IM-19-01 General Disaster Recovery Flexibilities applies to programs impacted by COVID-19. While we often think of disasters as natural events such as hurricanes and earthquakes, health emergencies such as the COVID-19 outbreak can also form the basis of a disaster declaration. The Miami Dade County Head Start /Early Head Start (Grantee) is requesting a waiver under this guidance due to the current impact of COVID -19. In addition, the following reasons for waivers are available as provided in the Head Start Act:

This request is based upon the requirements included in the Improving Head Start for School Readiness Act of 2007 Section 640(b) (2). Below are the details and justification for the request:

**Program Year 2020-2021**

Federal Share Awarded	<u>\$13,294,178</u>
Federal Share with Non-Federal Share required	\$11,787,181
25% .Non-Federal Share Required	<u>\$ 2,946,795</u>
Non-Federal Share Required	\$ 2,946,795
Less: Non-Federal Share Identified	<u>(\$ 1,703,479)</u>
Non-Federal Share Waiver Request	<u>\$ 1,243,316</u>

The amount of non-Federal share requested to be waived for the Head Start/Early Head Start-grant is \$1,243,316 of the \$2,946,795 required match for 2020-2021 budget period. The \$1,703,479 is the amount collected at this time.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JULY 15, 2021**

**AGENDA ITEM NUMBER: 4A3t**

**AGENDA ITEM SUBJECT: THE EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM NON-FEDERAL SHARE WAIVER REQUEST FOR THE CURRENT FY2020-2021 PROGRAM YEAR.**

### **AGENDA ITEM TYPE: APPROVAL**

Item to be reviewed and approved by the Head Start Policy Council Executive Committee pending ratification by the Head Start Policy Council meeting Thursday 9/2/2021. This item is being submitted for review and approval by the Community Action Agency Finance and Executive Committee and ratification by the Community Action Agency Board.

### **RECOMMENDATIONS:**

The Community Action and Human Services Department Early Head Start-Child Care Partnership Program is requesting approval to submit a Non-Federal Share Waiver Request in the amount of \$824,294. The required amount of Non-Federal Share to be collected was \$869,003 and the interim amount collected to date is \$44,709.

**FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS**



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Daniella Levine Cava, Mayor

July 15, 2021

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61 Forsyth Street, SW Suite 4M60  
Atlanta, GA 30303

**Subject: Miami-Dade County Early Head Start Child Care Partnership Grant Non-Federal Share Waiver Request Award No. 04HP000219-02**

Dear Mr. Lee,

Miami-Dade County Head Start/Early Head Start is submitting a Non-Federal Share Waiver request for your approval for the Early Head Start Child Care Partnership Grant award No. 04HP000219-02 for the budget period August 1, 2020 through July 30, 2021.

The documentation included with this request is based upon the agency's match requirement in accordance with the approved budget. Furthermore, the justification includes a narrative to support the waiver. The guidance from ACF-HS-IM-19-01 General Disaster Recovery Flexibilities applies to programs impacted by COVID-19. While we often think of disasters as natural events such as hurricanes and earthquakes, health emergencies such as the COVID-19 outbreak can also form the basis of a disaster declaration. The Miami Dade County Head Start /Early Head Start (Grantee) is requesting a waiver under this guidance due to the current impact of COVID -19. In addition, the following reasons for waivers are available as provided in the Head Start Act:

There are (5) five criteria for requesting a waiver under Head Start Act Section This request is based upon the requirements included in The Improving Head Start for School Readiness Act of 2007 Section 640(b) (2). Below are the details and justification for the request:

**Program Year 2020-2021**

Federal Share Awarded	<u>\$3,679,103</u>
Federal Share Awarded Requiring Non-Federal Share	\$3,476,011
25% Non-Federal Share Required	\$ 869,003
Less: Non-Federal Share Identified	<u>(\$ 44,709)</u>
Non-Federal Share Waiver Request	<u>\$ 824,294</u>

The amount of non-Federal share requested to be waived for the Early Head Start Child Care Partnership grant is \$824,294 of the \$869,003 required match for 2020-2021 budget period. The \$44,709 is the amount collected at this time.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MAY 6, 2021**

**AGENDA ITEM NUMBER: 4A3u**

**AGENDA ITEM SUBJECT:** Miami-Dade County Public School Relocation:

- Olinda Elementary Head Start
- Bunche Park Elementary Head Start
- South Pointe Elementary Head Start

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

This item was approved by the Head Start/Early Head Start Policy Council on May 6, 2021. This item is recommended for review and approval by the Community Action Agency Board Finance and Executive Committee and for ratification by the Community Action Agency Board.

**BACKGROUND/SUMMARY:**

MDCPS has proposed to decrease enrollment at Olinda Elementary, Bunche Park, and South Pointe Elementary Head Start centers. Children served at these locations will continue to be served in the same zip code and community, at a different center.

**FUNDING SOURCE:**

U.S. Department of Health and Human Services



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JUNE 17, 2021**

**AGENDA ITEM NUMBER: 4A3v**

**AGENDA ITEM SUBJECT:** Head Start University Partnerships: Building the Evidence Base for ECE Workforce Well-Being

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

This item was approved by the Head Start/Early Head Start Policy Council Executive Board on June 17, 2021. This item is recommended for review and approval by the Community Action Agency Board Finance and Executive Committee and for ratification by the Community Action Agency Board.

### **BACKGROUND/SUMMARY:**

Florida International University will evaluate the Devereux *Building Your Bounce Professional Development Learning Series* in 90 HS centers (30 per year for 3 years) over the course of five years of total funding. The *Building Your Bounce* series consists of four, 30-minute facilitated videos, participant handouts, and a facilitator's guide, led by Nefertiti Bruce Poyner.

### **FUNDING SOURCE:**

Florida International University – Center for Children and Families

Head Start University Partnerships: Building the Evidence Base for ECE Workforce Well-Being  
HHS-2021-CF-OPRE-Y-1967  
Application Due Date: 07/06/2021  
Project Start Date if Funded: 09/30/2021  
Estimated Total Funding: \$2,000,000

**Applicant:** Florida International University (FIU) – Center for Children and Families (CCF)

**Principal Investigator:** Katie Hart, Ph.D.

**Project Title:** Building Resilient Early Childhood Professionals in Head Start

**Project Description & Goals:**

Teacher well-being is associated with their practices in the classroom (e.g., their responsiveness to children); the quality of children's relationships with their teachers; and ultimately, children's learning and academic success (e.g., Jeon, Buettner, & Snyder, 2014; Howes & Hamilton, 1992; Pianta & Stuhlman, 2004). There is increasing recognition in the field about the pressures facing the early childhood workforce that may influence well-being, such as low wages, challenging working conditions, and the need for supports to manage stressors that are beyond the control of the early childhood educator. Yet, to date, ECE workforce well-being and the factors that support it are areas that are still ripe for rigorous research and evaluation.

The overarching goals of this funding mechanism are to:

- 1) To identify and evaluate promising approaches to support education staff well-being within the context of Head Start (HS);
- 2) To encourage researchers to enter into mutually beneficial partnerships with HS programs to conduct research that informs HS at both the federal and local perspectives;
- 3) To encourage active communication, networking, and interdisciplinary collaboration among HS and early childhood researchers, technical assistance providers, practitioners, and policymakers;
- 4) To increase the dissemination of HS research at the local and national levels.

To that end, FIU is proposing to systematically evaluate the Devereux *Building Your Bounce Professional Development Learning Series* in 90 HS centers (30 per year for 3 years) over the course of five years of total funding. The *Building Your Bounce* series consists of four, 30-minute facilitated videos, participant handouts, and a facilitator's guide, led by Nefertiti Bruce Poyner. Sessions focus on understanding risk and protective factors and promoting adult resilience. Over the last two years, Miami-Dade County Head Start has incorporated elements of this series into programming to promote well-being in early childhood educators. Specifically, within the first 45 days of the school year, teachers are asked to complete the Devereux Adult Resiliency Scale (DARS) and develop an action plan for well-being for the year. However, little is done systematically after completion of the DARS to follow-up on the action plans developed or to systematically support continued professional development focused on teacher well-being. As such, this project will evaluate the extent to which the complete *Building Your Bounce* series enhances current supports for teachers' well-being and effectiveness in the classroom.

In the first year of the grant, we will refine and adapt the Building Your Bounce approach for HS, piloting, and developing a conceptual framework, measurement plan and other collaboration activities with fellow grantees. Then, over the course of three years, we will randomize centers (30 each year) to receive either 1) the *Building Your Bounce* series, or 2) business-as-usual. Teacher outcomes will be assessed pre-, post-, and six-months following completion of the professional development. Teacher outcomes assessed in this study will include teachers' feelings of burnout, self-efficacy, organizational climate, and their overall effectiveness in the classroom as measured by the Classroom Assessment Scoring System (CLASS).





## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JULY 15, 2021**

**AGENDA ITEM NUMBER: 4A3w**

**AGENDA ITEM SUBJECT:** New CCP Provider: Universal Academy

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL**

This item was approved by the Head Start/Early Head Start Policy Council Executive Board on July 15, 2021. This item is recommended for review and approval by the Community Action Agency Board Finance and Executive Committee and for ratification by the Community Action Agency Board.

### **BACKGROUND/SUMMARY:**

Bethany Child Development Center, an Early Head Start-Child Care Partner provider, chose not to renew its contract with Miami-Dade County. The Program reviewed childcare centers in the Miami Gardens area that applied to become an Early Head Start CCP Provider. Program staff conducted site visits. The centers were scored based on classroom capacity, health and safety, DCF, and USDA reports. The Program selected Universal Academy.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: AUGUST 19, 2021**

**AGENDA ITEM NUMBER: 4A3x**

**AGENDA ITEM SUBJECT:** 2021-2022 Head Start/ Early Head Start Self-Assessment Plans

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS:** APPROVAL – This item was approved by the Head Start Executive Board Policy Council on August 19, 2021.

### **BACKGROUND/SUMMARY:**

The base grant self-assessment serves as a reflection to look for areas of improvement as well as the program's strengths. The process used measures the program's effectiveness in meeting program goals and objectives.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



## **2021-2022 Annual Self-Assessment Plan**

### **Purpose:**

Self-Assessment is an activity that looks at systems and how they support services. It is a vital component of the Head Start planning cycle and promotes continuous quality improvement. The Self-Assessment period is a time for the program to critically examine the data collected throughout the program year. The program uses this time to uncover data patterns or trends that may not be immediately evident during the regular ongoing monitoring process and to assess progress toward meeting goals/objectives. The results of the Self-Assessment direct program planning for the future, including goals and objective development, training and technical assistance priorities as well as fiscal allocations.

Ongoing monitoring and Self-Assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year; it examines whether the program meets regulatory requirements, and looks to answer the question, "Are we doing things right?" Self-Assessment takes place annually; it examines the effectiveness of program operations and attempts to answer the question, "Are we doing the right things?"

The Self-Assessment process described within this plan will allow the program to evaluate the effectiveness of the 12 Head Start key management systems. Those systems impact services delivered to children and families. Through the implementation of the Self-Assessment process, we will focus on pertinent issues where we will ask and answer three questions:

1. How can we better serve children and families in our community?
2. Where are we at risk?
3. How can we improve or streamline operations?

### **Performance Standard and Related Regulations:**

1302.102 (b)(2) At least once each program year, with the consultation and participation of the governing and policy groups; program staff; parents of enrolled children; and as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

### **Policy:**

The program will conduct a self-assessment annually using staff, parents, governing body members, and community representatives to evaluate the effectiveness of key management systems and progress in meeting program goals and objectives while implementing Federal and State Performance Standards and regulations.

### **Participants:**

#### **Self-Assessment Coordinator**

The Self-Assessment Coordinator is designated by the Head Start/Early Head Start Director. The role of the Self-Assessment Coordinator is to: create the Self-Assessment Plan; assemble the Self-Assessment Leadership Team; recruit members of Policy Council and Governing Board/Community Partners for participation; conduct training for all participants involved in the Self-Assessment process; provide ongoing support and guidance to delegate and grantee Self-Assessment teams during the process; ensure completion of Self-Assessment reports, related Program Improvement Plans and Training and Technical Assistance Plans by set due dates; present all Self-Assessment related documents (the plan, report, program improvement plan, and Training and Technical Assistance Plan) to the Policy Council and Governing Board for approval.

### Self-Assessment Leadership Team

The Self-Assessment Leadership Team is comprised of the grantee Self-Assessment Coordinator, seventeen delegate agency Self-Assessment Coordinators, Grantee Management team, Policy Council Representative and key Community Partner(s). The role of the Self-Assessment Leadership Team is to: ensure the Self-Assessment plan is developed for each of the seventeen delegate agencies and the grantee; lead the Self-Assessment process at all delegate agencies and the grantee; provide Self-Assessment teams/focus groups all required training, support, resources necessary to conduct this work; compile final Self-Assessment reports, Program Improvement Plans, and Training and Technical Assistance Plans based on information submitted by teams/focus groups; secure approval from Policy Committees for all Self-Assessment related documents; ensure completion of all steps of the process while adhering to the prescribed time frames required by the grantee Self-Assessment Plan.

### Self-Assessment Teams/Focus Groups

Self-Assessment teams/focus groups are developed for each delegate agency and the grantee. Teams/focus groups must be a combination of staff from all levels of the organization; a cross-section of content area staff; Policy Council/Committee representation; parents; Governing Board and; Community Partners. The number of teams/focus groups will vary between delegate agencies as will the size of those groups. The teams/focus groups will be culturally and linguistically representative of the entire agency/group. Delegate and grantee teams/focus groups must include group members representing all program options and both Head Start and Early Head Start, as applicable.

### Process:

The process will take place from November 2021 through February 2022. The Grantee and delegate agencies will begin by closely examining a variety of data sources using the Data Analysis Framework document, to create a comprehensive picture of the agency. The Grantee and delegate agencies will focus on currently established program/agency goals and objectives, including School Readiness goals. These goals and objectives will serve as the focal point of the Self-Assessment process.

**The Grantee and delegate agencies will identify all data sources available to evaluate program/agency progress towards the attainment of goals and objectives by referring to their Data Analysis Framework document. During this process, the Self-Assessment Leadership team will support the Self-Assessment teams/focus groups as they access, aggregate, analyze, and evaluate all pertinent data and utilize this data to “tell the story” of agency/program progress.**

**The Grantee and delegate agencies will focus Self-Assessment activities on the Head Start key management systems and how those systems support and/or deter from the attainment of the agency/program goals. The Self-Assessment Leadership Team will lead the critical analysis of the following management systems: Human Resources, Fiscal, ERSEA, Planning, Record-keeping and Reporting, Ongoing monitoring, Communication, Governance, and Facilities/materials/equipment.**

**The Grantee and delegate agencies will wrap up official Self-Assessment work with the compilation of the final Self-Assessment Report, the creation of the Program Improvement Plan, and the sections of the training and technical assistance plan.**

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2021-2022 Annual Self-Assessment Timeline	
Task	Target Completion Date
Develop Self-Assessment Plan & submit to Head Start/Early Head Start Director.	7/30/21
Submit Self-Assessment Plan to Policy Council Executive Committee for approval.	8/19/2021
Submit Self-Assessment Plan to Policy Council for approval.	9/2/2021
Submit Self-Assessment Plan to CAA Board for approval.	10/4/2021
Initial Planning Meeting & Training	10/8/2021
Delegate Agencies submit Approved Self-Assessment Plans to Grantee	11/29/2021
Implementation Planning	11/30/2021-1/20/2022
Delegate Agencies submit Data Analysis Framework Due	1/21/2022
Grantee hosted Focus Groups	1/24/2022-1/28/2022
Delegate Agencies submit Final Self-Assessment Narrative Report	1/31/2022
Delegate Agencies submit Program Improvement Plan	2/4/2022
Delegate Agencies submit Training & Technical Assistance Plan	2/7/2022
Grantee Self-Assessment Team develops & submits Self-Assessment Report and Program Improvement Plan to Head Start/Early Head Start Director	2/11/2022
Submit Self-Assessment Report and Program Improvement Plan to Policy Council Executive Committee for approval.	2/17/2022
Submit Self-Assessment Report and Program Improvement Plan to Policy Council for approval.	3/3/2022
Submit Self-Assessment Report and Program Improvement Plan to CAA Board for approval.	4/11/2022
Implement Program Improvement Plan.	4/12/2022



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: AUGUST 19, 2021**

**AGENDA ITEM NUMBER: 4A3y**

**AGENDA ITEM SUBJECT: 2021-2022 EHS-CCP Self-Assessment Plans**

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** – This item was approved by the Head Start Executive Board Policy Council on August 19, 2021.

### **BACKGROUND/SUMMARY:**

The EHS-CCP's grant self-assessment serves as a reflection to look for areas of improvement as well as the program's strengths. The process used measures the program's effectiveness in meeting program goals and objectives.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



## **2021-2022 Early Head Start - Child Care Partnership Annual Self-Assessment Plan**

### **Purpose:**

Self-Assessment is an activity that looks at systems and how they support services. It is a vital component of the Head Start planning cycle and promotes continuous quality improvement. The Self-Assessment period is a time for the program to critically examine the data collected throughout the program year. The program uses this time to uncover data patterns or trends that may not be immediately evident during the regular ongoing monitoring process and to assess progress toward meeting goals/objectives. The results of the Self-Assessment direct program planning for the future, including goals and objective development, training and technical assistance priorities as well as fiscal allocations.

Ongoing monitoring and Self-Assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year; it examines whether the program meets regulatory requirements, and looks to answer the question, "Are we doing things right?" Self-Assessment takes place annually; it examines the effectiveness of program operations and attempts to answer the question, "Are we doing the right things?"

The Self-Assessment process described within this plan will allow the program to evaluate the effectiveness of the 12 Head Start key management systems. Those systems impact services delivered to children and families. Through the implementation of the Self-Assessment process, we will focus on pertinent issues where we will ask and answer three questions:

4. How can we better serve children and families in our community?
5. Where are we at risk?
6. How can we improve or streamline operations?

### **Performance Standard and Related Regulations:**

1302.102 (b)(2) At least once each program year, with the consultation and participation of the governing and policy groups; program staff; parents of enrolled children; and as appropriate, other community members, Grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

### **Policy:**

The program will conduct a self-assessment annually using staff, parents, governing body members, and community representatives to evaluate the effectiveness of key management systems and progress in meeting program goals and objectives while implementing Federal and State Performance Standards and regulations.

### **Participants:**

#### **Self-Assessment Coordinator**

The Head Start/Early Head Start Director designates the Self-Assessment Coordinator. The role of the Self-Assessment Coordinator is to:

- Create the Self-Assessment Plan;
- Assemble the Self-Assessment Leadership Team;
- Recruit members of Policy Council and Governing Board/Community Partners for participation;
- Conduct training for all participants involved in the Self-Assessment process;
- Provide ongoing support and guidance to delegate and child-care partners during the process;

- Ensure completion of Self-Assessment report and related Program Improvement Plan and Training and Technical Assistance Plan by the set due date;
- Present all Self-Assessment documents (the plan, report, program improvement plan, training and technical assistance plan) to the Policy Council and Governing Board for approval.

#### Self-Assessment Leadership Team

The grantee Self-Assessment Coordinator and grantee management staff comprise the Self-Assessment Leadership Team. The role of the Self-Assessment Leadership Team is to:

- Lead the Self-Assessment process for the grantee and child-care partners;
- Provide Self-Assessment focus groups all required training, support, and resources necessary to conduct this work;
- Compile final Self-Assessment report and Program Improvement Plan based on information submitted by focus groups;
- Secure approval from the Policy Council for all Self-Assessment related documents;
- Ensure completion of all steps of the process while adhering to the prescribed time frames required by the Self-Assessment Plan.

#### Self-Assessment Focus Groups

Self-Assessment focus groups include staff members from the Early Head Start -Child-Care Partners, grantee staff, governing boards, parents, and community partners. Focus groups will be a combination of staff from all levels of the organization, a cross-section of content area staff, Policy Council parents, Governing Board, and; Community Partners. The focus groups will be culturally and linguistically representative of the entire program. Focus groups must include group members representing Early Head Start-Child-Care Partnerships.

#### Process:

The process will take place from November 2021 through February 2022. The Grantee and Early Head Start-Child Care Partners will begin by closely examining various data sources to create a comprehensive picture of the program. The Grantee and child-care partners will focus on currently established program/agency goals and objectives, including School Readiness goals. These goals and objectives will serve as the focal point of the Self-Assessment process.

**The Grantee and child-care partners will identify all data sources available to evaluate the program's progress towards attaining goals and objectives. The Self-Assessment Leadership team will support groups as they access, aggregate, analyze, and evaluate data and utilize it to "tell the story" of the program's progress.**

**The Grantee and child-care partners will focus on Self-Assessment activities on the Head Start key management systems and how those systems support and deter from the attainment of the program goals. The Self-Assessment Leadership Team will lead the critical analysis of the following management systems: Human Resources, Fiscal, ERSEA, Planning, Record-keeping and Reporting, Ongoing monitoring, Communication, Governance, and Facilities/materials/equipment.**

**The Grantee and child-care partners will wrap up official Self-Assessment work with the compilation of the final Self-Assessment Report and the creation of the Program Improvement Plan and the Training and Technical Assistance Plan.**

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**2021-2022 Early Head Start-Child Care Partnership  
Annual Self-Assessment Time Line**

Task	Target Completion Date
Develop a Self-Assessment Plan & submit to Head Start/Early Head Start Director.	7/30/2021
Submit the Self-Assessment Plan to Policy Council Executive Committee for approval.	8/19/2021
Submit the Self-Assessment Plan to Policy Council for approval.	9/2/2021
Submit the Self-Assessment Plan to CAA Board for approval.	10/4/2021
Initial Planning Meeting & Training	10/8/2021
Implementation Planning	10/11/2021 – 1/20/2022
Child Care Partners will submit Data Analysis Framework	1/21/22
Granted hosted Focus Groups	1/24/2022 – 1/28/2022
Grantee team develop and submits Self-Assessment Report and Program Improvement Plan to Head Start/Early Head Start Director	2/11/2022
Submit the Self-Assessment Report and Program Improvement Plan to Policy Council Executive Committee for approval.	2/17/2022
Submit the Self-Assessment Report and Program Improvement Plan to Policy Council for approval.	3/3/2022
Submit the Self-Assessment Report and Program Improvement Plan to CAA Board for approval.	04/11/2022
Implement the Program Improvement Plan.	4/12/2022



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: AUGUST 19, 2021**

**AGENDA ITEM NUMBER: 4A3z**

**AGENDA ITEM SUBJECT:** 2021-2022 EHS Expansion Self-Assessment Plans

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATIONS: APPROVAL** – This item was approved by the Head Start Executive Board Policy Council on August 19, 2021.

### **BACKGROUND/SUMMARY:**

The EHS Expansion's grant self-assessment serves as a reflection to look for areas of improvement as well as the program's strengths. The process used measures the program's effectiveness in meeting program goals and objectives.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



## **2021-2022 Early Head Start Expansion and Child Care Partnership Annual Self-Assessment Plan**

### **Purpose:**

Self-Assessment is an activity that looks at systems and how they support services. It is a vital component of the Head Start planning cycle and promotes continuous quality improvement. The Self-Assessment period is a time for the program to critically examine the data collected throughout the program year. The program uses this time to uncover data patterns or trends that may not be immediately evident during the regular ongoing monitoring process and to assess progress toward meeting goals/objectives. The results of the Self-Assessment direct program planning for the future, including goals and objective development, training and technical assistance priorities as well as fiscal allocations.

Ongoing monitoring and Self-Assessment are distinct and separate systems. Ongoing monitoring takes place throughout the program year; it examines whether the program meets regulatory requirements, and looks to answer the question, "Are we doing things right?" Self-Assessment takes place annually; it examines the effectiveness of program operations and attempts to answer the question, "Are we doing the right things?"

The Self-Assessment process described within this plan will allow the program to evaluate the effectiveness of the 12 Head Start key management systems. Those systems impact services delivered to children and families. Through the implementation of the Self-Assessment process, we will focus on pertinent issues where we will ask and answer three questions:

7. How can we better serve children and families in our community?
8. Where are we at risk?
9. How can we improve or streamline operations?

### **Performance Standard and Related Regulations:**

1302.102 (b)(2) At least once each program year, with the consultation and participation of the governing and policy groups; program staff; parents of enrolled children; and as appropriate, other community members, grantee and delegate agencies must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations.

### **Policy:**

The program will conduct a self-assessment annually using staff, parents, governing body members, and community representatives to evaluate the effectiveness of key management systems and progress in meeting program goals and objectives while implementing Federal and State Performance Standards and regulations.

### **Participants:**

#### **Self-Assessment Coordinator**

The Head Start/Early Head Start Director designates the Self-Assessment Coordinator. The role of the Self-Assessment Coordinator is to:

- Create the Self-Assessment Plan;
- Assemble the Self-Assessment Leadership Team;
- Recruit members of Policy Council and Governing Board/Community Partners for participation;
- Conduct training for all participants involved in the Self-Assessment process;
- Provide ongoing support and guidance to delegate and child-care partners during the process;

- Ensure completion of Self-Assessment report and related Program Improvement Plan and Training and Technical Assistance Plan by the set due date;
- Present all Self-Assessment documents (the plan, report, program improvement plan, training and technical assistance plan) to the Policy Council and Governing Board for approval.

### **Self-Assessment Leadership Team**

The Self-Assessment Leadership Team is comprised of the grantee Self-Assessment Coordinator and management staff. The role of the Self-Assessment Leadership Team is to:

- Lead the Self-Assessment process for the grantee, delegate agencies, and child-care partners;
- Provide Self-Assessment focus groups all required training, support, and resources necessary to conduct this work;
- Compile final Self-Assessment report and Program Improvement Plan based on information submitted by focus groups;
- Secure approval from the Policy Council for all Self-Assessment related documents;
- Ensure completion of all steps of the process while adhering to the prescribed time frames required by the Self-Assessment Plan.

### **Self-Assessment Focus Groups**

Self-Assessment focus groups are developed to include staff members from the Early Head Start Expansion and Early Head Start -Child-Care Partners, grantee staff, governing boards, parents, and community partners. Focus groups will be a combination of staff from all levels of the organization; a cross-section of content area staff; Policy Council parents; Governing Board and; Community Partners. The focus groups will be culturally and linguistically representative of the entire program. Delegate, Child-Care Partners, and grantee focus groups must include group members representing Early Head Start and Child-Care Partnerships.

### **Process:**

The process will take place **from November 2021 through February 2022**. The Grantee, delegate agencies, and child-care providers will begin by closely examining various data sources to create a comprehensive picture of the program. The Grantee, delegate agencies, and child-care partners will focus on currently established School Readiness goals, program goals, and objectives. These goals and objectives will serve as the focal point of the Self-Assessment process.

The Grantee, delegate agencies, and child-care partners will identify all data sources available to evaluate the program's progress towards attaining goals and objectives. The Self-Assessment Leadership team will support focus groups as they access, aggregate, analyze, and evaluate all pertinent data. The results will be used to "tell the story" of the program's progress.

The Grantee, delegate agencies, and child-care partners will focus Self-Assessment activities on the Head Start key management systems and how those systems support or deter from the attainment of the program goals. The Self-Assessment Leadership Team will lead the critical analysis of the following management systems: Human Resources, Fiscal, ERSEA, Planning, Record-keeping and Reporting, Ongoing monitoring, Communication, Governance, and Facilities/materials/equipment.

The Grantee, delegate agencies, and child-care partners will wrap up official Self-Assessment work with the compilation of the final Self-Assessment Report and the creation of the Program Improvement Plan and the Training and Technical Assistance Plan.

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**2021-2022 Early Head Start Expansion and Early Head Start Child Care Partnership  
Annual Self-Assessment Time Line**

Task	Target Completion Date
Develop Self-Assessment Plan & submit to Head Start/Early Head Start Director.	7/30/2021
Submit Self-Assessment Plan to the Policy Council Executive Committee for approval	8/19/2021
Submit Self-Assessment Plan to the Policy Council for approval	9/2/2021
Submit Self-Assessment Plan to the CAA Board for approval	10/4/2021
Initial Planning Meeting & Training	10/8/2021
Delegate Agencies submit approved Self-Assessment Plan to the Grantee	11/29/2021
Implementation Planning and Focus Group	11/30/2021 – 1/20/2022
Delegate Agencies submit Data Analysis Framework	1/21/2022
Grantee hosted Focus Groups	1/24/2022 – 1/28/2022
Delegate Agencies submit Final Self-Assessment Narrative Report	1/31/2022
Delegate Agencies submit Program Improvement Plan	2/4/2022
Delegate Agencies submit Training and Technical Assistance Plan	2/7/2022
Grantee Self-Assessment Team develops and submits Self-Assessment Report, Program Improvement Plan, and Training and Technical Assistance Plan to the Head Start/Early Head Start Director	2/11/2022
Submit Self-Assessment Report, Program Improvement Plan, and Training and Technical Assistance Plan to the Policy Council Executive Committee for approval.	2/17/2022
Submit Self-Assessment Report, Program Improvement Plan, and Training and Technical Assistance Plan to Policy Council for approval.	3/3/2022
Submit Self-Assessment Report, Program Improvement Plan, and Training and Technical Assistance Plan to CAA Board for approval	04/11/2022
Implement Program Improvement Plan	4/12/2022



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: March 7, 2022**

**AGENDA ITEM NUMBER: 5**

**AGENDA ITEM SUBJECT: DEPARTMENTAL UPDATES**

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: N/A**

**BACKGROUND/SUMMARY:**

ENERGY FACILITIES    TRANSPORTATION DIVISION REPORT FOR FEBRUARY 2022

FAMILY AND COMMUNITY SERVICES DIVISION: ANNUAL CSBG COMMUNITY ACTION  
PLAN AND DIVISION REPORT FOR MARCH 2022

PSYCHOLOGICAL SERVICES REPORT FOR JANUARY 2022

HEAD START    EARLY HEADSTART CONTENT AREA REPORT FOR DECEMBER 2021

COVID-19    CASES: REPORT ENDING DECEMBER    1    2021

ACF-PI-HS-22-01 FINAL RULE ON FLEXIBILITY FOR HEAD START DESIGNATION  
RENEALS IN CERTAIN EMERGENCIES

ACF-IM-HS-22-01 HEAD START TRANSPORTATION SERVICES AND VEHICLES DURING  
THE COVID-19 PANDEMIC

**FUNDING SOURCE: VARIOUS SOURCES**



**Community Action and Human Services Department  
February 2022 Board Report**

**ENERGY, FACILITIES & TRANSPORTATION DIVISION**

The Energy, Facilities, and Transportation Division (EFTD) consists of three customer oriented social service branches designed to provide aid through home assistance programs, facility maintenance and transportation services. Home assistance programs provide a wide variety of services to income-eligible homeowners residing in Miami-Dade County. Program services include energy conservation, air quality improvements, beautification, rehabilitation, storm mitigation improvements. Facility components serve to primarily maintain and service the various Community Resource Centers, Rehabilitation Facilities and Head-Start Programs administered by the Department in order to prevent or minimize the potential disruption of services arising through unforeseen maintenance issues. Transportation services provide safe and consistent passage of personnel and clientele on a daily basis including special events as requested by the community. These individual branches within EFTD serve as one cohesive unit to promote, support and sustain overall community partnerships and neighborhood revitalization.

<b>PROGRAM SUMMARY</b>	<b>February 2022</b>	<b>Program YTD</b>
<b>Weatherization Assistance Program</b> <b>Contract Year October 1, 2020 – September 30, 2023</b> The Weatherization Assistance Program (WAP) is designed to assist homeowners with controlling the air quality in their home. The three major components of air quality consist of: 1) the installation of Energy Recovery Ventilator (ERV), 2) bathroom exhaust fans and 3) kitchen exhaust fan.	1 (Homes Completed)	9 (Homes Completed)
<b>Home Beautification Program</b> <b>Contract Year December 1, 2017 – March 31, 2022</b> The Home Beautification Program provides eligible homeowners of single-family homes the opportunity to have their homes painted and/or landscaped at no cost. <b>Note: Beautification Program is offered only in Districts 1 and 12.</b>	0 (Homes Completed)	49 (Homes Completed)
<b>Facilities Maintenance</b> Facilities Maintenance is responsible to maintain department facilities in a manner that reflects the value that Miami-Dade County places on serving all its residents. It is intended to addressing issues that arise and impact the ability of our centers to service the residents of Miami-Dade County. Facilities are consistently surveyed to anticipate and react to system failures (HVAC, electrical, plumbing, etc.) and singular incidents (dirty filters, failed ballasts, clogged drains, etc.) Upon identifying a deficiency, a service request is submitted to EFTD for proper routing and rectification of the issue.	68 (Service Requests)  65 (Service Requests Completed)	828 (Service Requests)  706 (Service Requests Completed)
<b>Transportation</b> The Transportation Unit provides safe and consistent passage of personnel and clients on a daily basis. Services are provided to Head Start children, the elderly and individuals with disabilities in the community. Medical, dental and therapy visits for Head Start children, including field trips countywide are provided. The elderly and individuals with disabilities are transported to Adult Day Care centers, meal sites, and trips to various venues. Services are also provided for public housing development residents and private community groups.	977 (Trips Completed)	22,407 (Trips Completed)



<b>INACTIVE PROGRAMS</b>	<b>January 2022</b>	<b>Program YTD</b>
<b>Single Family Home Rehabilitation (Surtax)</b> <b>Contract Year November 1, 2016 – December 31, 2018</b> The Home Rehabilitation Program provides rehabilitation, repairs, and upgrades in owner occupied low-to moderate-income single homes. The Single-Family Home Rehabilitation (Surtax) program area includes: Incorporated Miami-Dade County. These improvements are primarily geared to address health and safety issues, code violations; and may include roof repairs, plumbing and electrical components and exterior paint. <b>Note: Program is pending a rule change.</b>	0 (Homes Completed)	19 (Homes Completed)
<b>HOME (County Wide)</b> <b>Contract Year October 01, 2016 – September 30, 2018</b> The Home Repair Program provides repairs and upgrades in owner occupied low-to moderate-income single homes. The HOME (County Wide) program area includes: Unincorporated Miami-Dade County. These improvements are primarily geared to addressing health and safety issues, code violations; and include roof repairs, plumbing and electrical components and exterior paint. <b>Note: Program is pending an extension.</b>	0 (Homes Completed)	19 (Homes Completed)
<b>HOME (Liberty City)</b> <b>Contract Year January 01, 2016 – December 31, 2017</b> The Home Repair Program provides repairs and upgrades in owner occupied low-to moderate-income single homes. The HOME (Liberty City) program area includes NW 7 <sup>th</sup> Avenue (East boundary), NW 32 <sup>nd</sup> Avenue (West boundary), SR112 (South boundary), and NW 79 <sup>th</sup> Street (North boundary). These improvements are primarily geared to addressing health and safety issues, code violations; and include roof repairs, plumbing and electrical components and exterior paint. <b>Note: Program was extended to March 31, 2019.</b>	0 (Homes Completed)	22 (Homes Completed)
<b>Paint and Hurricane Shutter Program (Surtax)</b> <b>Contract Year June 01, 2014 – May 31, 2016</b> The Paint and Shuttering Program provides assistance to homeowners of single-family detached homes through the provision and installation of shuttering systems as well as exterior painting services. <b>Note: Program was extended to December 31, 2019.</b>	0 (Homes Completed)	0 (Homes Completed)
<b>Hurricane Shutter Program (General Funds)</b> The Hurricane Shuttering Program provides assistance to homeowners of single-family detached homes through the provision and installation of shuttering systems.	0 (Homes Completed)	10 (Homes Completed)
<b>Residential Chore Program</b> The Residential Chore Program provides services to eligible elderly residents by assisting with the heavy cleaning of their homes. This assistance includes cleaning behind refrigerators, cleaning ceiling fans, cleaning cabinets/cupboards, cleaning stoves, carpet cleaning, cleaning windows/blinds, organizing rooms, disposing of unwanted items, yard cleanup and minor household repairs.	0 (Hours Completed)	0 (Hours Completed)





## **COMMUNITY ACTION AGENCY BOARD**

**DATE: MARCH 7, 2022**

**AGENDA ITEM NUMBER: 5A3**

**AGENDA ITEM SUBJECT: CSBG Organizational Standards**

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: N/A**

### **BACKGROUND/SUMMARY:**

THE DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) NOTIFIED CAHSD THAT 100% IF THE CSBG ORGANIZATIONAL STANDARDS FOR FY2021 WERE MET. THE CSBG ORGANIZATIONAL STANDARDS PROVIDES A STANDARD FOUNDATION OF ORGANIZATIONAL CAPACITY FOR ALL CSBG ENTITIES ACROSS THE UNITED STATES, FOR THE PAST 6 YEARS, CAHSD HAS MET 100% OF THE FEDERAL CSBG ORGANIZATIONAL STANDARDS.

**FUNDING SOURCE:** FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)

## Walker, Wanda (CAHSD)

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**From:** Hernandez, Frankie <Frankie.Hernandez@deo.myflorida.com>  
**Sent:** Monday, February 7, 2022 5:56 PM  
**To:** Grice, Sonia J. (CAHSD)  
**Cc:** Walker, Wanda (CAHSD); Mesa, Ivon (CAHSD); Martin, Shemeka (CAHSD); Del Calvo, Alberto; McCallister, Heather  
**Subject:** Miami-Dade; 2022 Organization Standards Review Completed Notice  
**Attachments:** MDAD\_FY2022\_DEO OS Review\_Public\_TA.pdf  
**Importance:** High

### EMAIL RECEIVED FROM EXTERNAL SOURCE

Good afternoon Ms. Grice,

The CSBG organizational standards provide a standard foundation of organizational capacity for all CSBG eligible entities across the United States. The Federal Office of Community Services' Information Memorandum, Transmittal No. 138, provides direction to States and eligible entities regarding the establishment of the CSBG organizational standards. DEO's assessment plan includes a requirement that all agencies complete and submit to DEO documentation showing compliance with the CSBG organizational standards. DEO staff then review each agency's submission and verify the documentation. Once DEO's review is complete, we are to issue a report as necessary, either a Technical Assistance Plan or a Quality Improvement Plan.

This email serves as the notification to your agency that for the FFY 2022 Organizational Standards submission year, **your agency has met all the standards as required for the assessment year.**

For FFY 2023, the Organizational Standards submission and review process will remain the same. Please review all your current documentation to ensure no documents have passed their expiration date. Updated guidance for the FFY 2023 submission year will be provided at a later date. Please contact your DEO grant manager should you have any questions regarding this communication.

Respectfully,

**Frankie Hernandez**  
Community Program Manager / CSBG

**COMMUNITY SERVICES BLOCK GRANT  
ORGANIZATIONAL STANDARDS ASSESSMENT FORM (Public)  
FFY 2022**

**PART I - AGENCY INFORMATION**

<b>AGENCY:</b>	Miami-Dade County
<b>DATE:</b>	12/14/2021

**PART II - OS CHECKLIST**

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/Repeat	Corrective Action Taken	Cure Date	T&TA
<b>MAXIMUM FEASIBLE PARTICIPATION – Category 1: Consumer Input and Involvement</b>							
1.1	The department demonstrates low-income individuals' participation in its activities.	X					
1.2	The department analyzes information collected directly from low-income individuals as part of the community assessment.	X					
1.3	The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	X					
<b>MAXIMUM FEASIBLE PARTICIPATION – Category 2: Community Engagement</b>							
2.1	The department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	X					
2.2	The department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	X					
2.3	The department communicates its activities and its results to the community.	X					
2.4	The department documents the number of volunteers and hours mobilized in support of its activities.	X					
<b>MAXIMUM FEASIBLE PARTICIPATION – Category 3: Community Assessment</b>							
3.1	The department conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.	X					



**CSBG Organizational Standards  
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/ Repeat	Corrective Action Taken	Cure Date	T&TA
3.2	As part of the community assessment, the department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	X					
3.3	The department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	X					
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	X					
3.5	The tripartite board/advisory body formally accepts the completed community assessment.	X					
<b>VISION AND DIRECTION – Category 4: Organizational Leadership</b>							
4.1	The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission.	X					
4.2	The department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	X					
4.3	The department's Community Action plan and strategic plan document the continuous use of the full ROMA cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	X					
4.4	The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.	X					
4.5	The department adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy.	X					
4.6	The department complies with its local government's risk assessment policies and procedures.	X					
<b>VISION AND DIRECTION – Category 5: Board Governance</b>							

CSBG Organizational Standards  
Field Guide Assessment Form

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/ Repeat	Corrective Action Taken	Cure Date	T&TA
5.1	The department's tripartite board/advisory body is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low income community comprised of low income individuals who reside in the area(s) served; 2. With one-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	X					
5.2	The department's tripartite board/advisory body has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community in the area(s) served.	X					
5.3	<b>Not applicable:</b> Review of bylaws by an attorney is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.						
5.4	The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.	X					
5.5	The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.	X					
5.6	Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years.	X					
5.7	The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.	X					
5.8	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.	X					
5.9	The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.	X					
<b>VISION AND DIRECTION – Category 6: Strategic Planning</b>							
6.1	The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.	X					

**CSBG Organizational Standards  
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/ Repeat	Corrective Action Taken	Cure Date	T&TA
6.2	The approved strategic plan, or comparable planning document, addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	X					
6.3	The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.	X					
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.	X					
6.5	The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.	X					
<b>OPERATIONS AND ACCOUNTABILITY – Category 7: Human Resource Management</b>							
7.1	Not applicable: Local governmental personnel policies are outside of the purview of the department and the tripartite board/ advisory body, therefore this standard does not apply to public entities.						
7.2	The department follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.	X					
7.3	The department has written job descriptions for all positions. Updates may be outside of the purview of the department.	X					
7.4	The department follows local government procedures for performance appraisal of the department head.	X					
7.5	The compensation of the department head is made available according to local government procedure.	X					
7.6	The department follows local governmental policies for regular written evaluation of employees by their supervisors.	X					
7.7	The department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.	X					
7.8	The department follows local governmental policies for new employee orientation.	X					



CSBG Organizational Standards  
Field Guide Assessment Form

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/ Repeat	Corrective Action Taken	Cure Date	T&TA
7.9	The department conducts or makes available staff development/training (including ROMA) on an ongoing basis.	X					
<b>OPERATIONS AND ACCOUNTABILITY – Category 8: Financial Operations and Oversight</b>							
8.1	The department's annual audit is completed through the local governmental process in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. This may be included in the municipal entity's full audit.	X					
8.2	The department follows local government procedures in addressing any audit findings related to CSBG funding.	X					
8.3	The department's tripartite board/advisory body is notified of the availability of the local government audit.	X					
8.4	The department's tripartite board/advisory body is notified of any findings related to CSBG funding.	X					
8.5	<b>Not applicable:</b> The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.						
8.6	<b>Not applicable:</b> The Federal tax reporting process for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.						
8.7	The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.	X					
8.8	<b>Not applicable:</b> The payroll withholding process for local governments is outside of the purview of the department, therefore this standard does not apply to public entities.						
8.9	The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.	X					
8.10	<b>Not applicable:</b> The fiscal policies for local governments are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.						

**CSBG Organizational Standards  
Field Guide Assessment Form**

Standard Number	Standard	Met	Not Met	1 <sup>st</sup> Year/ Repeat	Corrective Action Taken	Cure Date	T&TA
8.11	<b>Not applicable:</b> Local governmental procurement policies are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.						
8.12	<b>Not applicable:</b> A written cost allocation plan is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.						
8.13	The department follows local governmental policies for document retention and destruction.	X					
<b>OPERATIONS AND ACCOUNTABILITY – Category 9: Data and Analysis</b>							
9.1	The department has a system or systems in place to track and report client demographics and services customers receive.	X					
9.2	The department has a system or systems in place to track family, agency, and/or community outcomes.	X					
9.3	The department has presented to the tripartite board/advisory body for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	X					
9.4	The department submits its CSBG Annual Report and it reflects client demographics and CSBG-funded outcomes.	X					





**Community Action and Human Services Department  
March 2022 Board Report**

**FAMILY AND COMMUNITY SERVICES DIVISION**

**DIVISION HIGHLIGHTS**

Youth Success After-School Program participants participated in multiple activities during the weeklong Spring Break recess. Events included the Miami-Dade County Youth Fair, college visits to Florida Memorial University and Lynn University, and a trip to the Miami Heat basketball game. Participants received early entry passes to see the Miami Heat Basketball team warm up and enjoy the presentation of the Miami Heat Cheerleaders.

Department of Economic Opportunity (DEO) is asking all LIHEAP providers in the State of Florida to give customers a \$300 supplemental benefit credit if they applied for LIHEAP services between the October 1, 2021, and February 28, 2022. We have identified 13,000 customers who qualify for the benefit. All transactions must be completed by April 30, 2022.

The new Low-Income Household Water Assistance Program (LIHWAP) will assist Miami-Dade County residents with up to \$1,000 towards a final notice / disconnected water bill. Informational webinars from DEO took place on March 29, 2022.

A total of 28 part-time positions within FCSD have become full-time positions. These staff began as contract temp employees, then moved to county part-time employees. As of March 21, 2022, the staff became full-time county employees. Staff will now receive the perks of paid holidays.

**SERVICE HIGHLIGHTS**

- 5,228 Low-income households experiencing financial difficulty with paying their utility bill were provided with utility assistance through LIHEAP and Care to Share.
- 15 households were provided a one-time annual financial payment of rent, mortgage, utility, clothing and/or food assistance through the following emergency assistance programs: Housing Assistance Grant (HAG), and Community Service Block Grant (CSBG).
- 799 low-income residents received non-perishable food and/or food vouchers. At the CAHSD Community Resource Centers, Share Your Heart every Thursday from 9am-11am provides a food distribution drive thru. Families are able to receive vegetables, poultry, beef, rice, and other shelf stable items.

**Community Action and Human Services Department  
Psychological Services  
January 2022 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- 6) Adults – (Elderly and Disability 13; Rehab 7; Violence Prevention and Intervention 5; Family and Community Services 0)	31 sessions
<b>Group/Family Therapy Sessions</b>  Rehab – 14 Head Start – 0  Elderly and Disability- 1  Violence Prevention and Intervention- 0	15 sessions
<b>Crisis Intervention</b>	0
<b>Case management</b>	3
<b>Consultation</b>	32
<b>Parent and Staff Trainings</b>	9
<b>Assessments, Intakes, Evaluations</b>	4- Intakes  5- Assessments  4- Evaluations
<b>Classroom intervention and strategies</b>	13
<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
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- Service delivery affected by COVID-19; lower numbers of clients attending programs.



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 31, 2021**

**AGENDA ITEM NUMBER: 5A8**

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

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS:** N/A

### **BACKGROUND/SUMMARY:**

The December 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

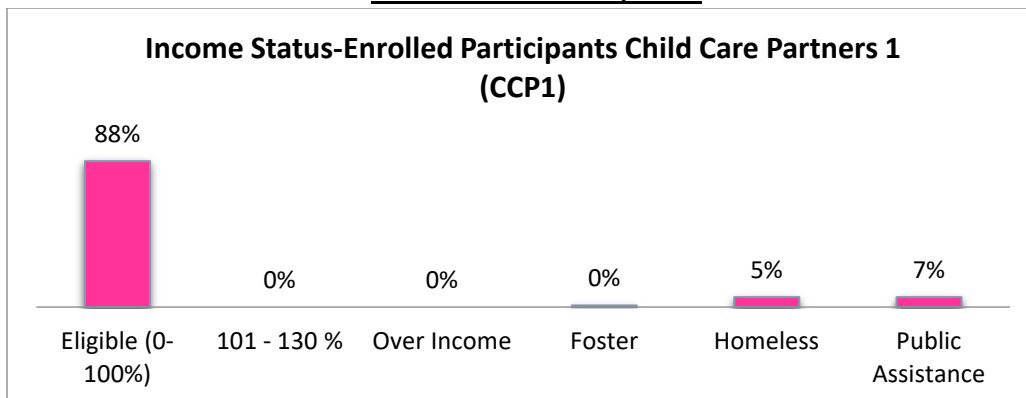
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Enrollment:

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

##### Early Head Start Participants

As of December 31, 2021



Child Care Partners 1 Current Enrollment	Current Enrollment %/ Vacant slots 99%   2 of 240 slots vacant
CCP-Cambridge Academy	100%   0 of 24 slots vacant
CCP-Community Outreach Center, Inc.	100%   0 of 16 slots vacant
CCP-Crystal Learning Center, Inc.	97%   1 of 32 slots vacant
CCP-Decroly Learning Child Care Ctr	100%   0 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):

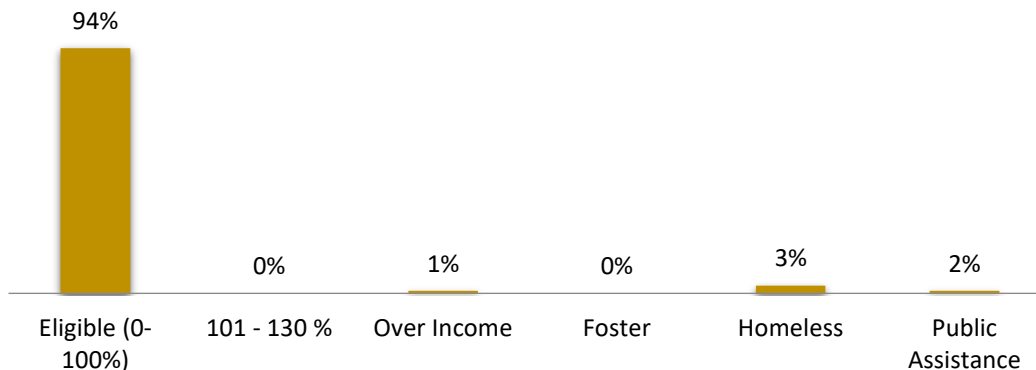
### Enrollment:

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

##### Participants

As of December 31, 2021

#### **Income Status-Enrolled Participants EHS Expansion Child Care Partners**

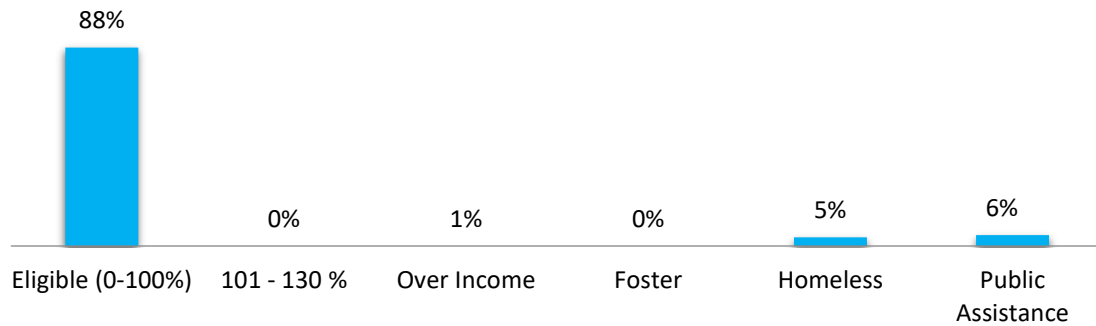


Child Care Partners 2 Current Enrollment	Current Enrollment %/ Vacant slots 99%   3 of 552 slots vacant
Catholic Charities	100%   0 of 120 slots vacant
CCP-Bricks Early Learning Center	100%   0 of 24 slots vacant
CCP-Cambridge Academy	100%   0 of 24 slots vacant
CCP-Decroly Learning Child Care Ctr	100%   0 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	99%   1 of 80 slots vacant
KIDCO Creative Learning	97%   1 of 32 slots vacant
Ladow	100%   0 of 16 slots vacant
Paradise Christian School, Inc.	100%   0 of 32 slots vacant
Sunflowers Academy	96%   1 of 24 slots vacant
YWCA Of Greater Miami-Dade	100%   0 of 40 slots vacant

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

### Enrollment:

#### Income Status-Enrolled Participants Early Head Start



EARLY HEAD START Current Enrollment	Current Enrollment %/ Vacant slots 99%   5 of 446 slots vacant
Centro Mater	100%  0 of 70 slots vacant
Easter Seals	100%  0 of 8 slots vacant
FCAA	100%  0 of 24 slots vacant
Haitian Youth	100%   0 of 32 slots vacant
KIDCO Creative Learning	100%   0 of 32 slots vacant
Landow	100%   0 of 16 slots vacant
Miami Dade County Public Schools	99%   5 of 192 slots vacant
O'Farrill Learning Center	100%   0 of 8 slots vacant
United Way Center Of Excellence	100%   0 of 32 slots vacant
YWCA Of Greater Miami-Dade	100%   0 of 32 slots vacant

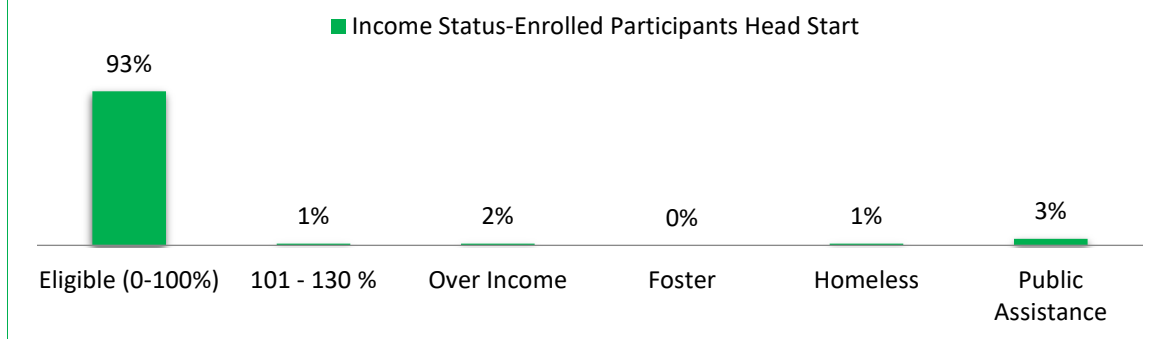
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Enrollment:

#### Eligibility Statuses-Enrolled Head Start Participants

As of December 31, 2021

#### **Income Status-Enrolled Participants Head Start**



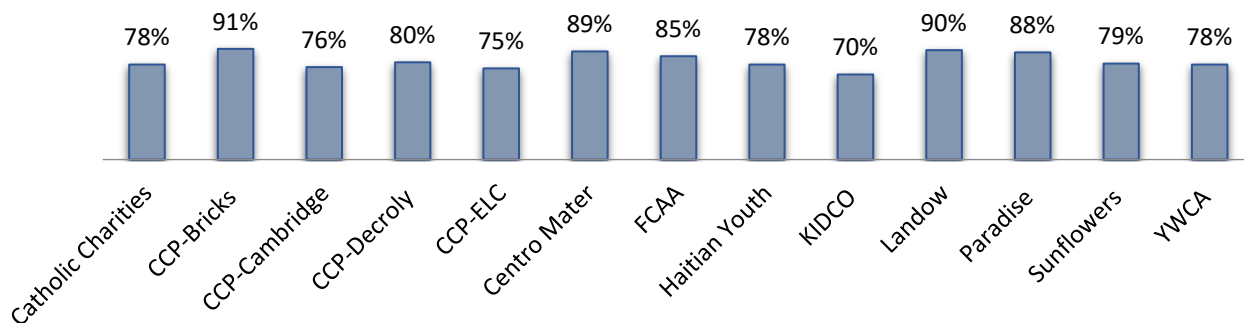
Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 89%   711 of 6310 slots vacant
Allapattah	100%   0 of 77 slots vacant
Catholic Charities	86%   180 of 1275 slots vacant
Centro Mater	99%   5 of 526 slots vacant
Easter Seals	75%   118 of 480 slots vacant
FCAA	74%   114 of 432 slots vacant
Haitian Youth	100%   0 of 175 slots vacant
KIDCO Creative Learning	78%   56 of 250 slots vacant
Landow	100%   0 of 80 slots vacant
Le Jardin Community Center, Inc.	97%   16 of 480 slots vacant
Miami Dade County Public Schools	98%   35 of 1535 slots vacant
O'Farrill Learning Center	68%   77 of 242 slots vacant
Our Little Ones	100%   0 of 118 slots vacant
Paradise Christian School, Inc.	76%   44 of 180 slots vacant
St. Alban's Child Enrichment Center	70%   51 of 170 slots vacant
Sunflowers Academy	98%   1 of 40 slots vacant
United Way Center Of Excellence	100%   0 of 30 slots vacant
YWCA Of Greater Miami-Dade	94%   14 of 220 slots vacant



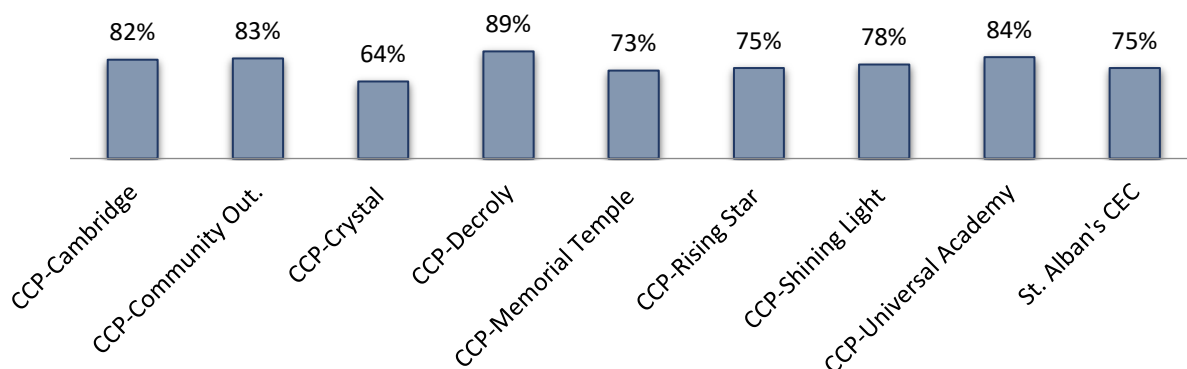
## **ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):**

### **Attendance:**

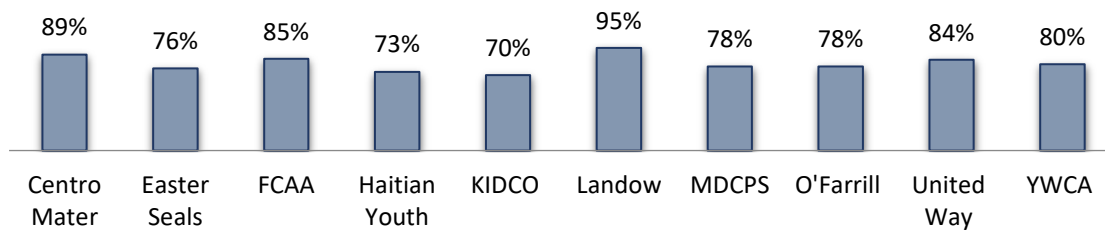
#### **EHS Expansion CCP Average Daily Attendance Overall Total 80% (13 Operating Days)**



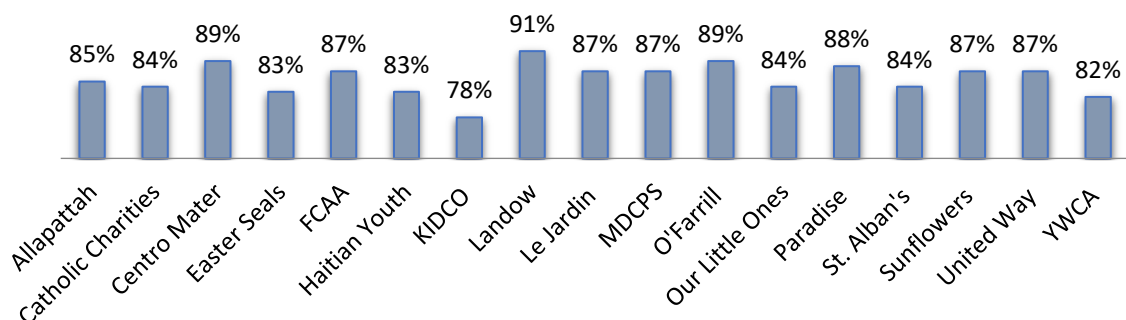
#### **CCP 1 Average Daily Attendance Overall Total 79% (13 Operating Days)**



#### **EHS Average Daily Attendance Overall Total 79% (13 Operating Days)**



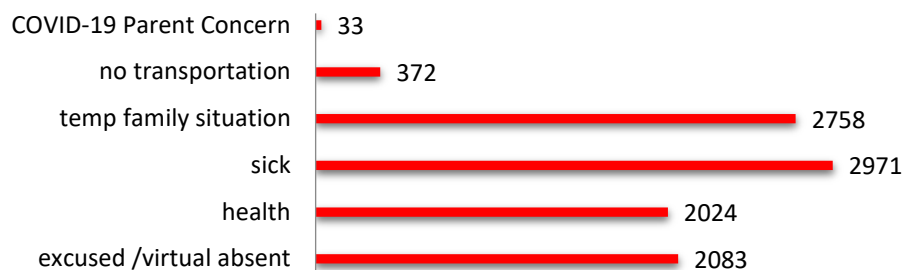
#### **HS Average Daily Attendance Overall Total 86% (13 Operating Days)**



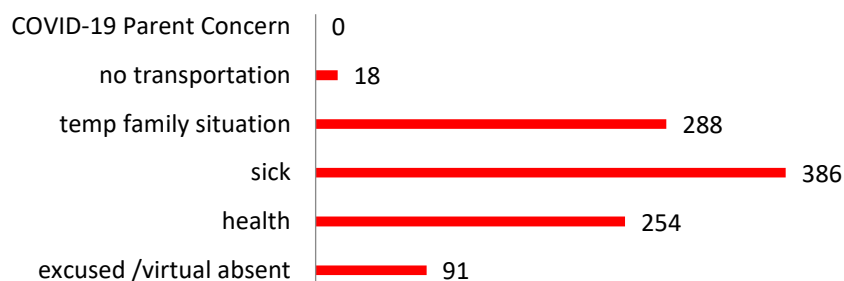
## ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

### Attendance:

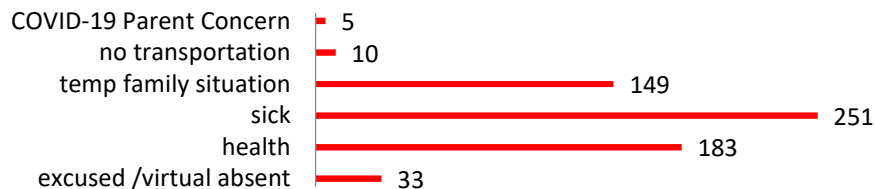
#### Head Start Reasons of Absence December 2021



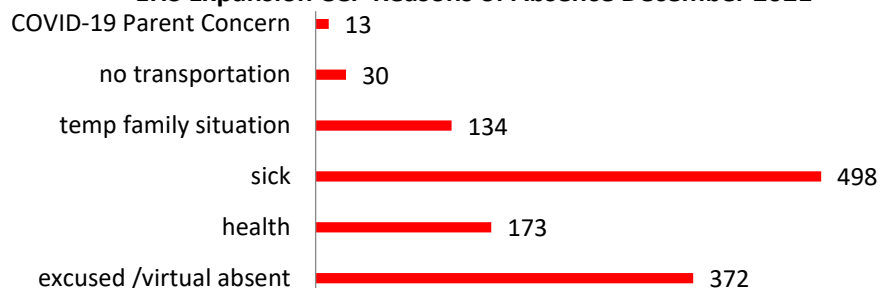
#### Early Head Start Reasons of Absence December 2021



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



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



#### Terminology defined:

**Covid-19 Parent Concern-** Parent concern of Covid 19 exposure

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

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

**Sick** - related to ill health

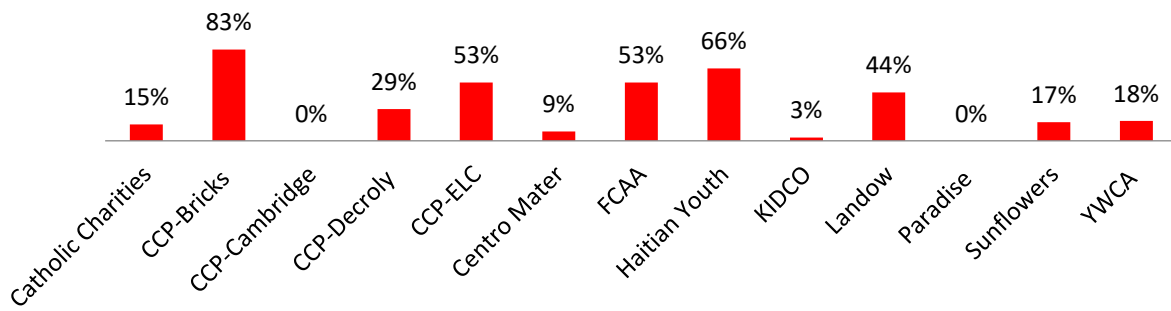
**Health** - related to expired health documentation, health alerts, and /or medical/dental appointments

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

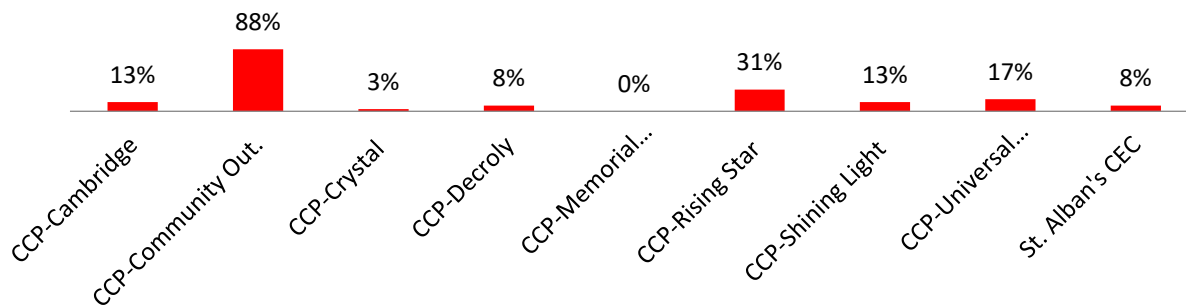
## SELECTION

### Waitlist Applications for the month ending

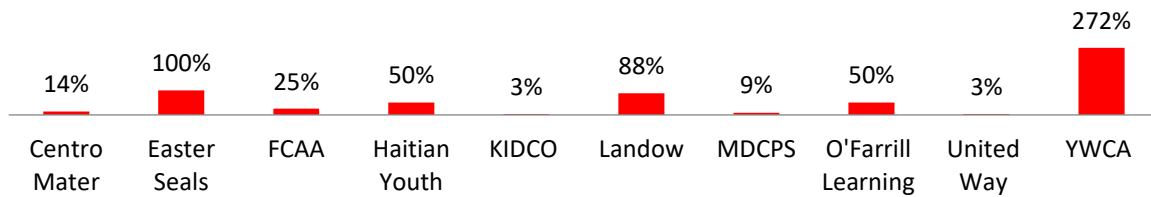
**EHS Expansion CCP Wait List Application for the month ending in December 2021**



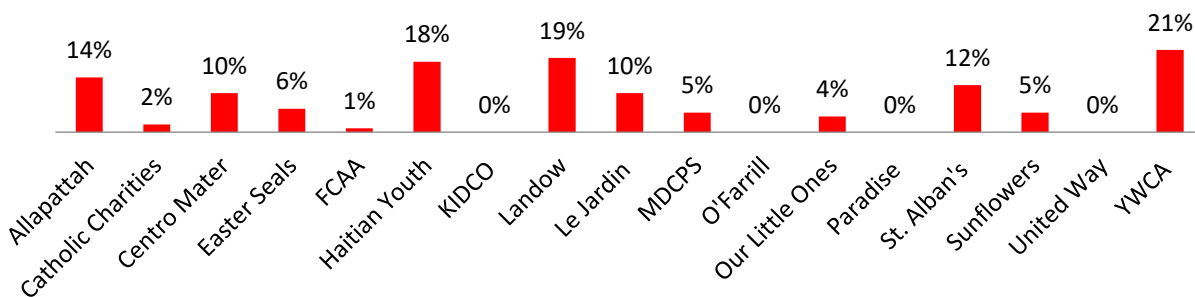
**CCP 1 Wait List Application for the month ending in December 2021**



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



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

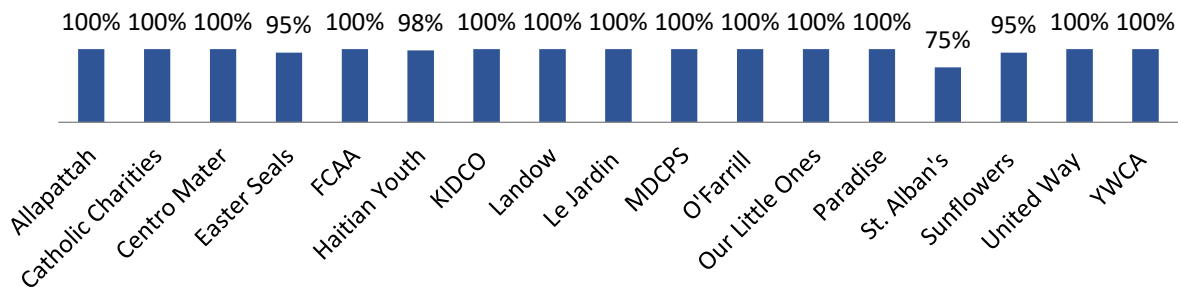


**NOTE:** Program Term 2020-2021 Applications in the "Term-Waitlist/Waitlist Status"

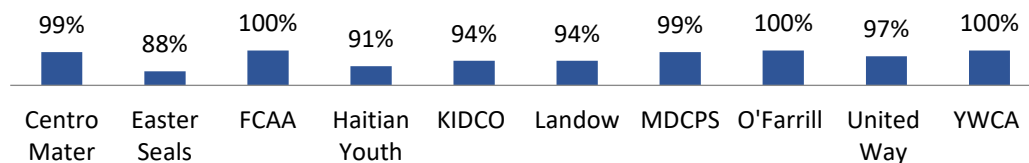
## HEALTH SERVICES:

### 30-Day Screenings:

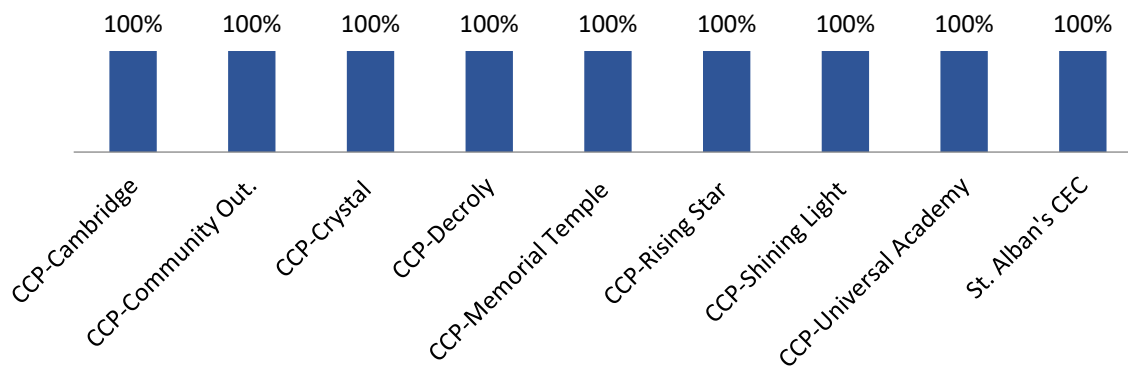
#### HS 30 Day Requirements 99% Complete\*



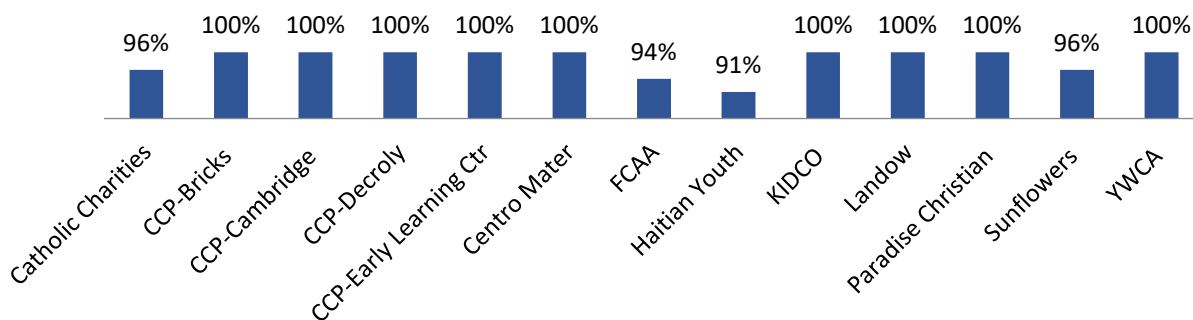
#### EHS 30 Day Requirements 97% Complete\*



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

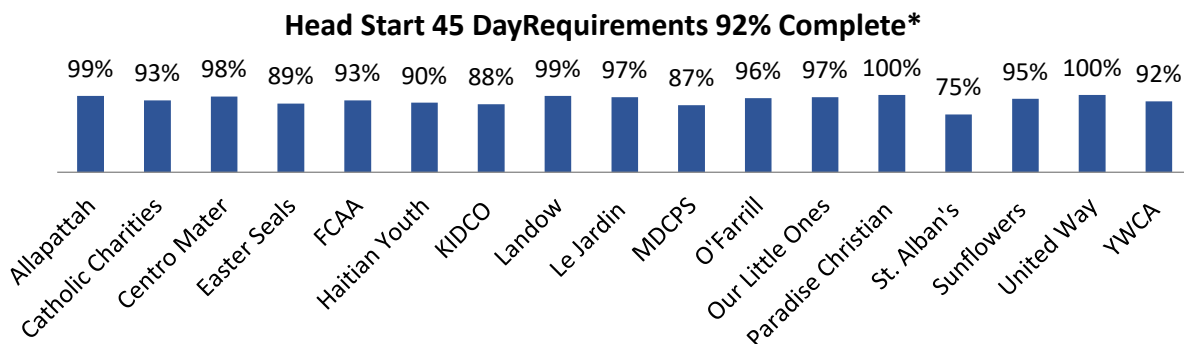
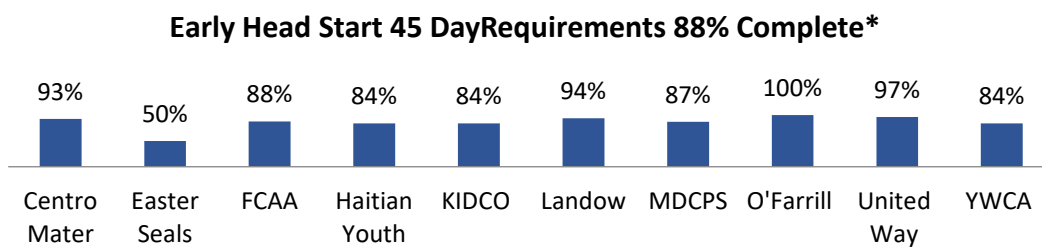
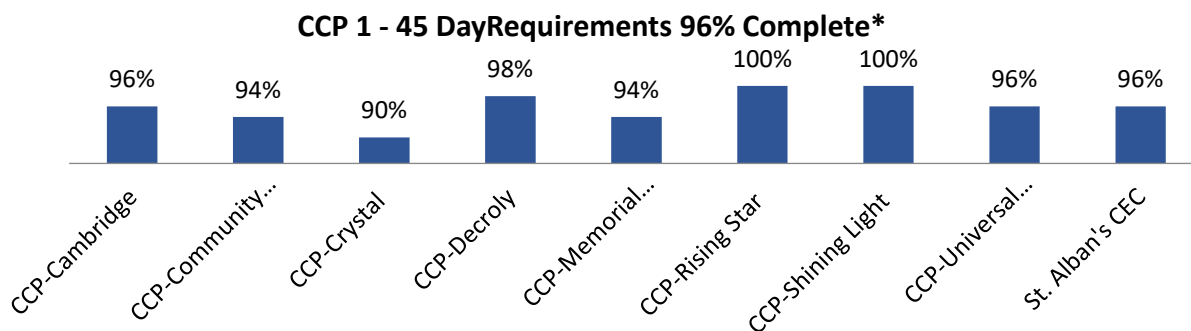
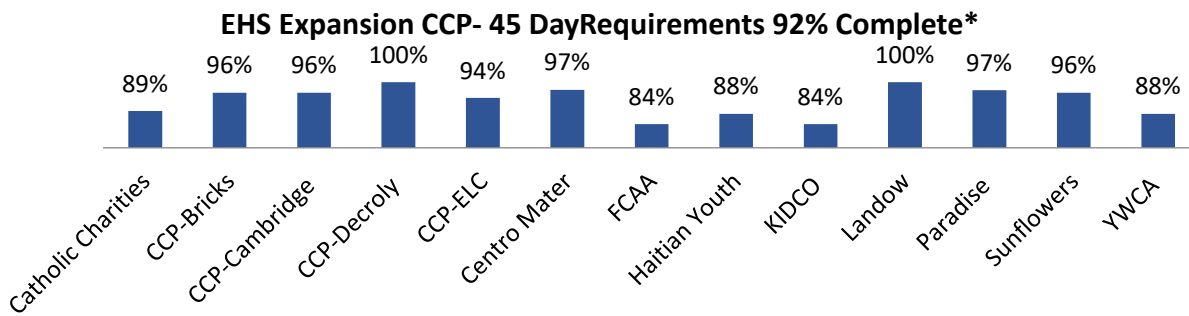


#### EHS Expansion CCP 30 Day Requirements 98% Complete\*



## HEALTH SERVICES:

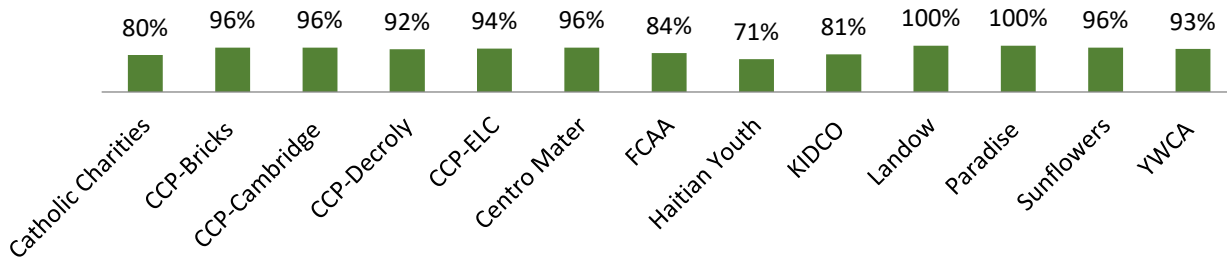
### 45-Day Screenings:



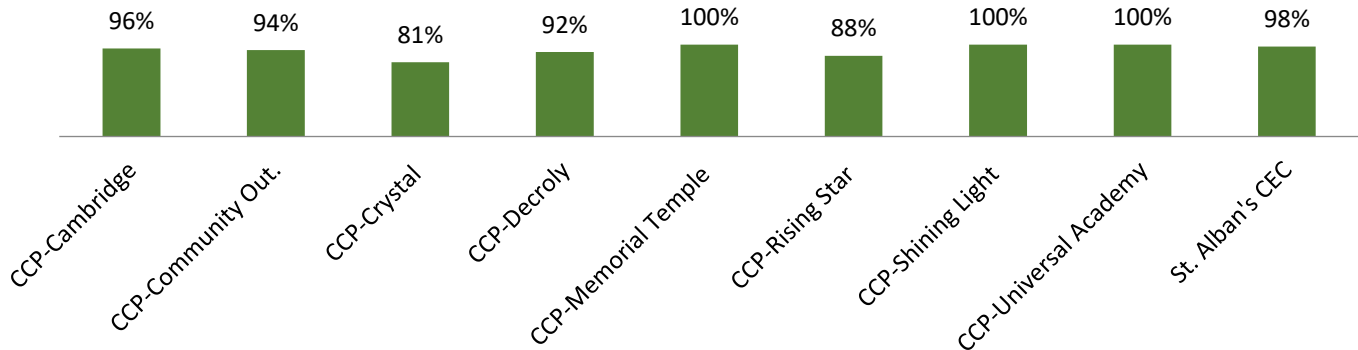
100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.

## HEALTH SERVICES:

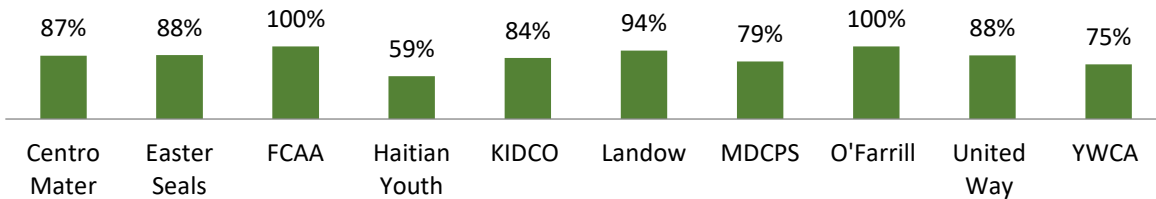
### EHS Expansion CCP 90 Day Requirements 87% Complete\*



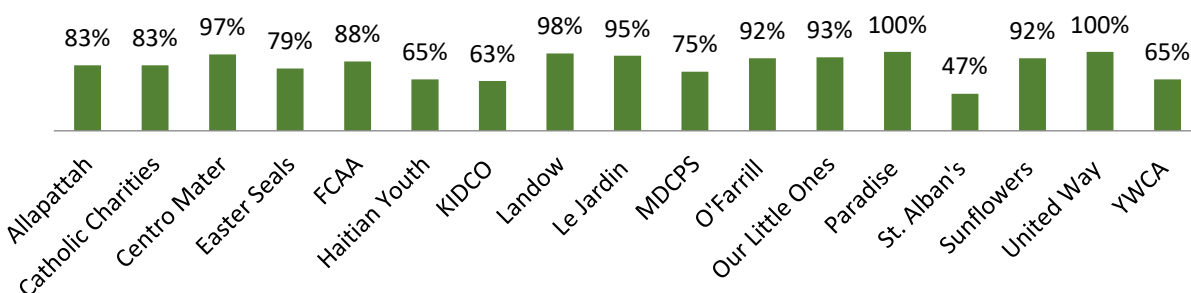
### CCP 1 90 Day Requirements 94% Complete\*



### EHS 90 Day Requirements 82% Complete\*



### HS 90 Day Requirements 82% Complete\*

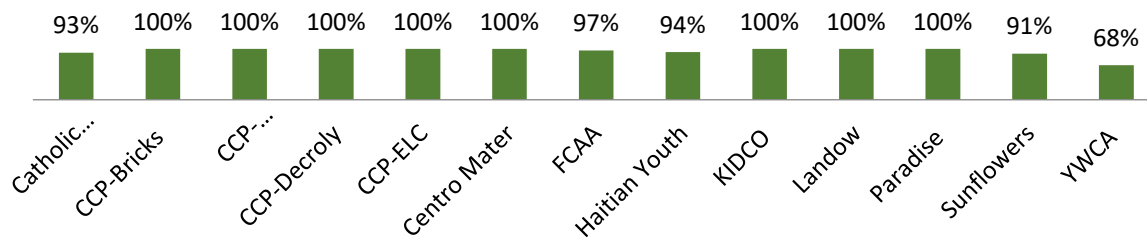


**90-Day Health Requirements:** 100% of the children must receive all Age Based Health Requirements (well baby check, Developmental/Behavioral screenings, Growth Assessment/Head Circumference, Health History, Hearing, Vision and Oral Health Screening) prior to the last day of the Early Head Start program 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.**

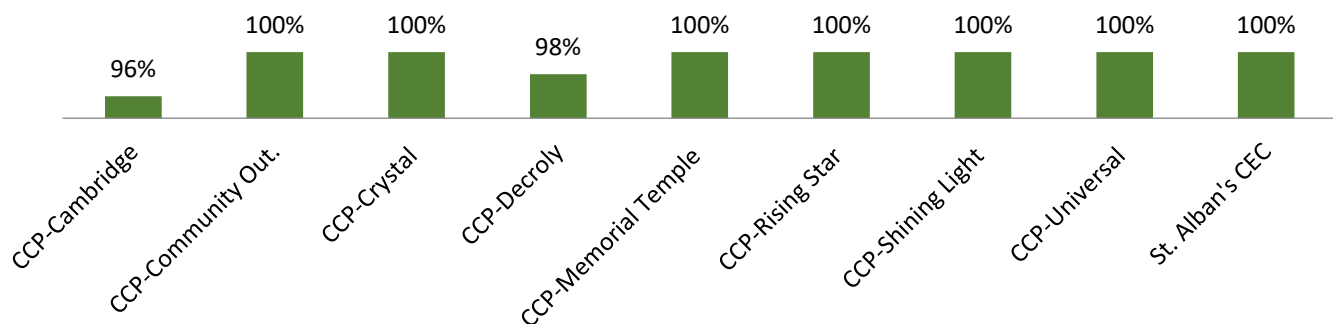
## HEALTH SERVICES:

### Immunization:

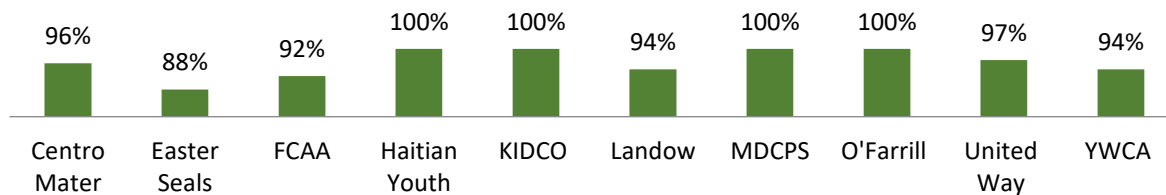
#### EHS Expansion CCP Immunization 94% Complete or Up-To-Date



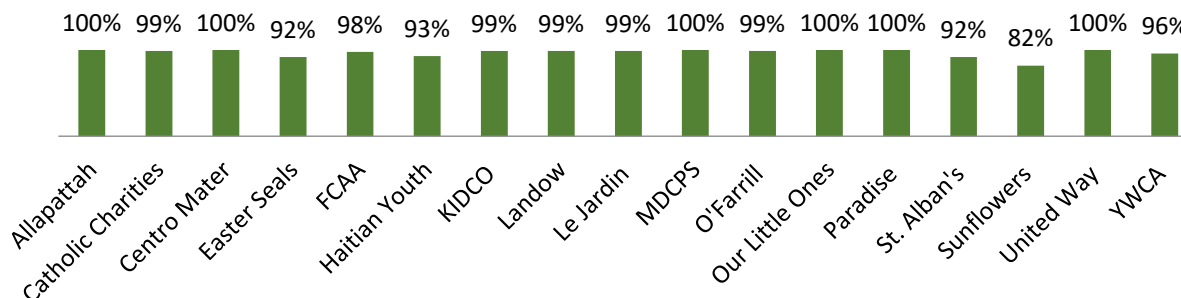
#### CCP1 Immunization 99% Complete or Up-To-Date



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

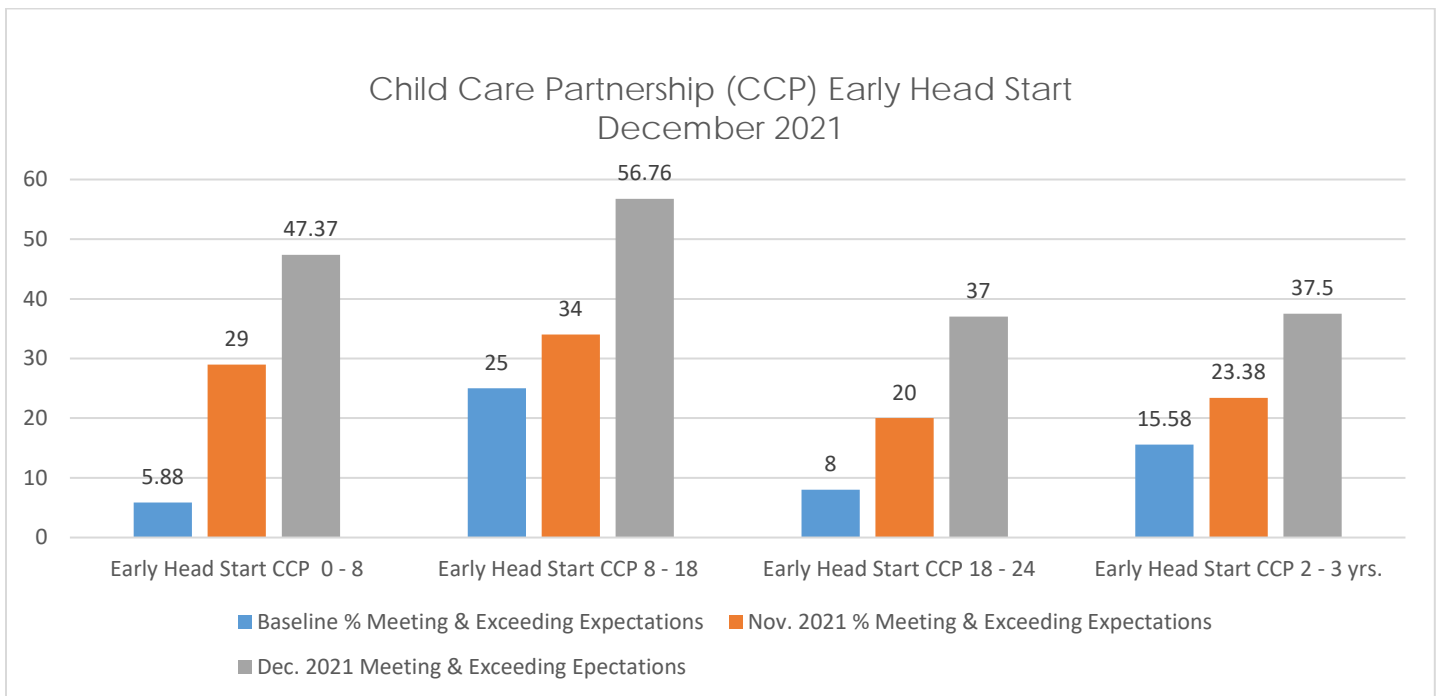
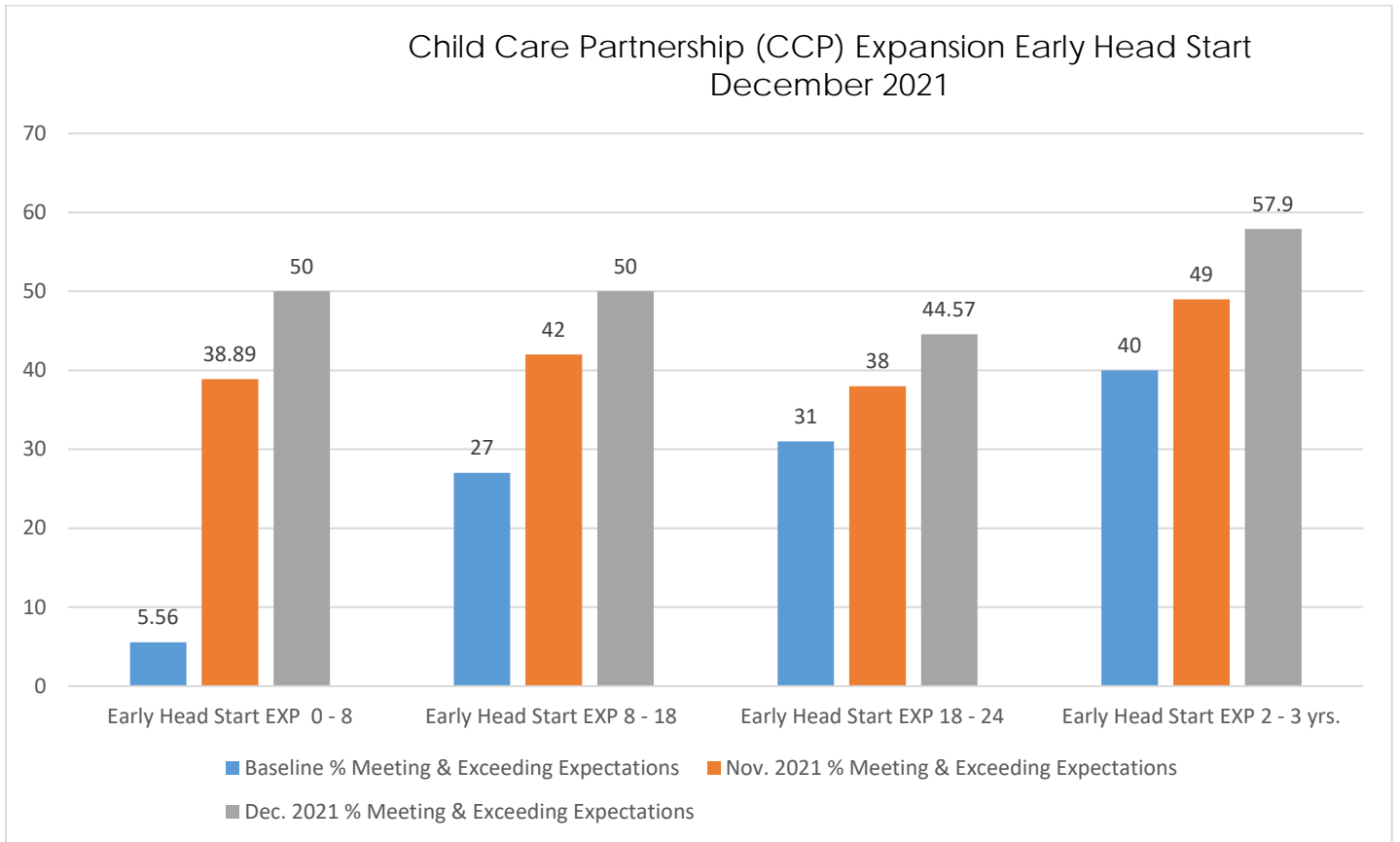


#### Head Start Immunization 98% Complete or Up-To-Date

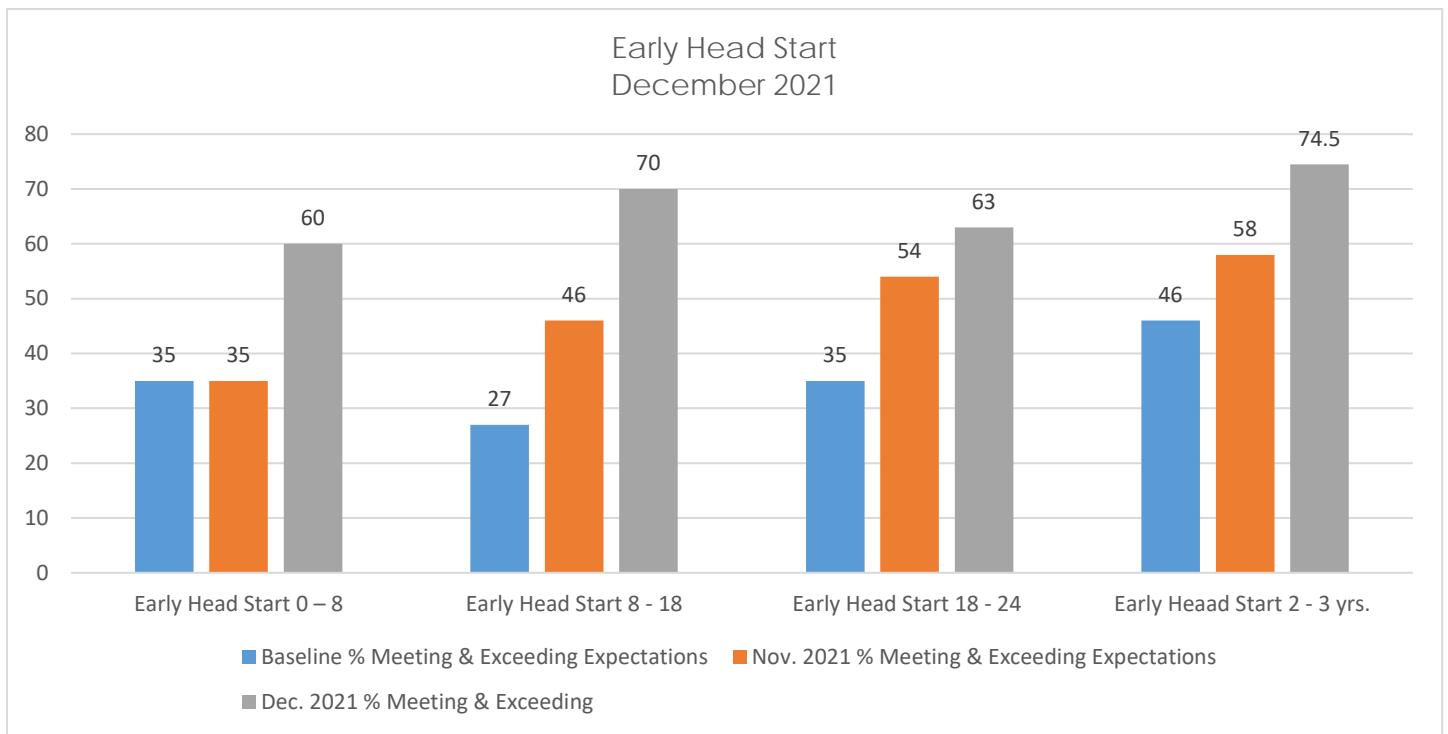


**NOTE:** 100% of all children must have a “complete” or “up-to-date” immunizations status within 90 calendar days of entry into the program.

# Miami – Dade County Head Start/Early Head Start Child Outcomes Report – School Readiness Data 1st Period Data Analysis







## Child Mental Health and Social and Emotional Well Being Board and Policy Council Report December 2021

The focus for the month included ensuring that the multidisciplinary consultation team meetings were conducted to develop, review and assess the status of the initial DECA and ASQ Intervention plans and related recommendations in preparation for the **DECA and ASQ mid assessment process** scheduled to take place in January. The Team members, in collaboration with parents, made **recommendations** regarding plan progress, completion, and closing with continued monitoring or further clinical assessment and individualized planning, including the development of a Functional Behavior Assessment and Positive Behavior Support Plan and facilitation of referrals. These sessions also included an emphasis on collaborative efforts which prevent preschool suspension and expulsion. Efforts were increased to ensure that licensed professionals engage parents and consistently utilize community resources and referrals to include timely follow up on continued concerns who were unresponsive to initial plans.

Other activities included preparation and participation the Federal Review planning process and the **Risk Assessment** meetings. The child mental health Focus **Area 2** training and planning session was conducted on December 8<sup>th</sup>. Additionally, there were six **(6)** service area risk assessment reports were researched, prepared and provided in preparation for management meetings which were held with each sub-recipient agency.

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 **Module3: Intensive Individualized Interventions** was conducted. The **Modules 1-3** makeup session was also facilitated for participants who may have missed a session. The **Infant and Toddler ePyramid Model** for Positive Behavior Individualized Support (**PBIS**) virtual **orientation** for the upcoming train the trainer certification series beginning in January. These trainings assists in building program capacity for evidenced based practices which **promote** positive behavior and **prevent** and **address** challenging behavior.

Onsite early childhood mental health training, technical assistance and monitoring sessions continued during the month. This included conducting recipient/delegate-partner Head Start, Early Head Start and Early Head Start Expansion agency technical assistance sessions and co-consultation with a focus on meeting service area objectives. Guidance was provided to ensure that mental health professionals reviewed and provided guidance during 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, initiation of the **Safety Planning protocols** in consultation with teachers for children with aggressive, challenging behavior and submission of a current community partnership agreement. The importance of entering all documentation and attachments in ChildPlus was also stressed. 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** and a **7 day data review** was conducted to ensure that corrections have been completed. 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 response the impact of the COVID 19 pandemic. Additional service area activities follow:

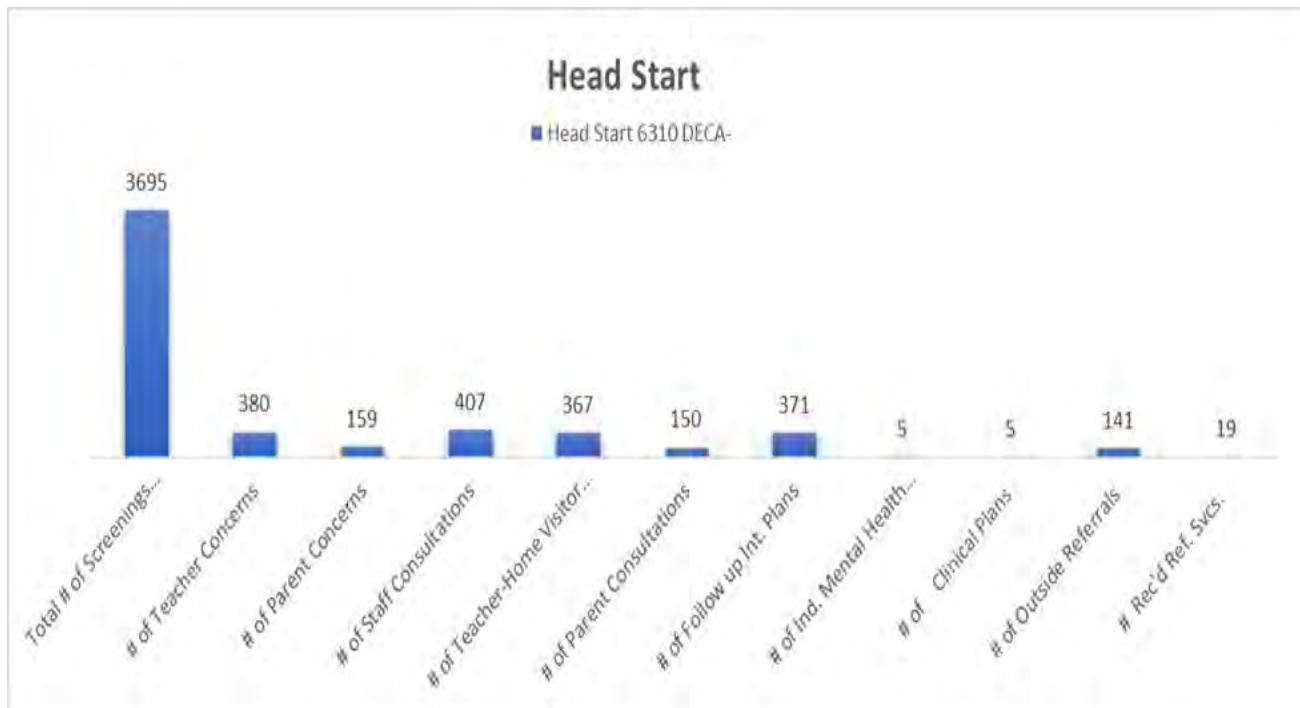
<input checked="" type="checkbox"/> Pre- Assessment DECA/ ASQ 45 Day Req.	<input checked="" type="checkbox"/> Mid Assessment DECA/ASQ/Consults/Plans/Ref	<input checked="" type="checkbox"/> Post Assessments FU DECA/ASQ/Consults/Plan/Ref	<input checked="" type="checkbox"/> Clinical Assessment for children 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 checked="" 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 December 2021	2021-22 Program YR	Total to Date
Preschool Pyramid Model for Positive Behavior Support Train the Trainer Certifications	Module 3 Training Conducted on December 1 <sup>st</sup> with 11 participants. Modules 1-3 makeup session conducted December 3 <sup>rd</sup> with 6 participants.	129
Teaching Pyramid Observation Tool Reliability and Coaching Certification Training ( <i>Preschool</i> )	Conducted planning process in December.	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	Virtual Orientation December 13- 14-21 participants registered.	54
Grantee Trainings and Technical Assistance Sessions Provided/ <i>Attended</i>	Trainings: 5 TA: 18-1V Att. 2	
Co-consultations with Agencies for Children with Concerns/Center Visits/Classroom Visits	CC: 60 CV: 18 CIV: 65	
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

### HEAD START DECA 45 DAY SCREENING and 90 DAY FOLLOW UP DATA AS OF DECEMBER 31, 2021

	DECA DATA as of 12-31-2021		
AGENCY NAME	PreRating Count	PreRating NEEDS	PreNeeds PCT.%
Allapattah	49	4	0.08
Catholic Charities	641	46	0.07
Centro Mater	347	15	0.04
Easter Seals	265	41	0.15
FCAA	219	38	0.17
Haitian Youth	122	15	0.12
KIDCO Child Care	134	18	0.13
Landow	46	9	0.20
Lejardin Community Center	302	33	0.11
Miami Dade County Public Schools	1001	58	0.06
O'Farrill Learning Center	117	13	0.11
Our Little Ones	81	12	0.15
Paradise Christian School, Inc.	93	22	0.24
St. Albans	70	21	0.31
Sunflowers Academy	34	12	0.35
United Way Center Of Excellence	17	4	0.24
YWCA Of Greater Miami-Dade	157	19	0.12
<b>Consortium Totals:</b>	<b>3695</b>	<b>380</b>	<b>10</b>



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

12-31-2021

Program Totals	Screening Type	Total # of Screenings Conducted	# of Teacher Concerns	# of Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
EHS w-HB 446	ASQ SE2	282	20		30	21	7	14	0	0	7	0
EHS- CCP1 240	ASQ SE2	144	14		30	1	9	23	0	0	2	0
EHS Expansion w-CCP 552	ASQ SE2	263	11		23	9	12	15	0	0	2	0

# EARLY HEAD START ASQ-SE DATA ALL PROGRAM OPTIONS AS OF 12-31-2021

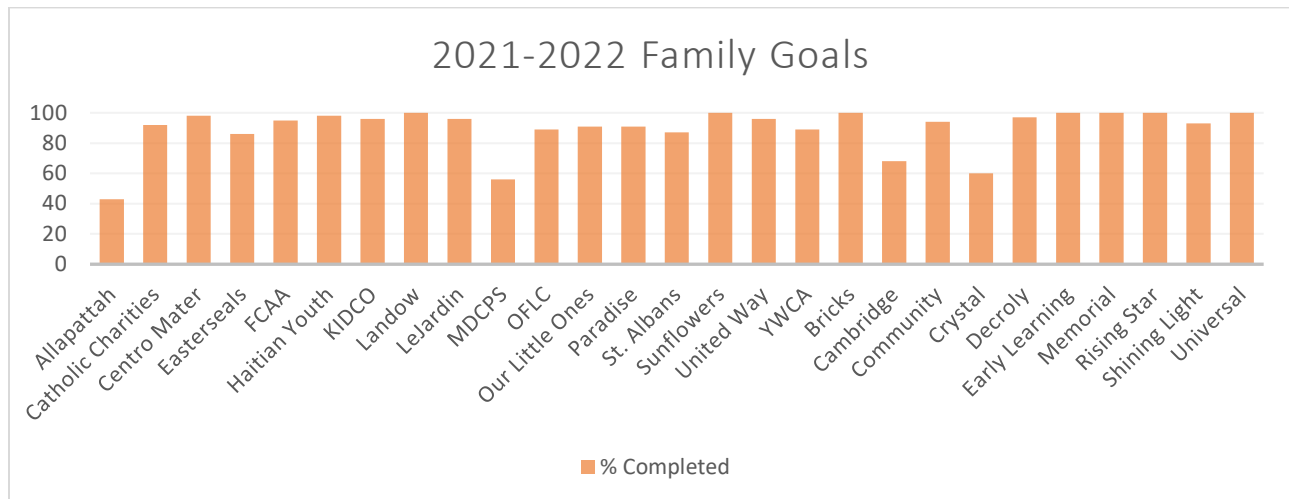
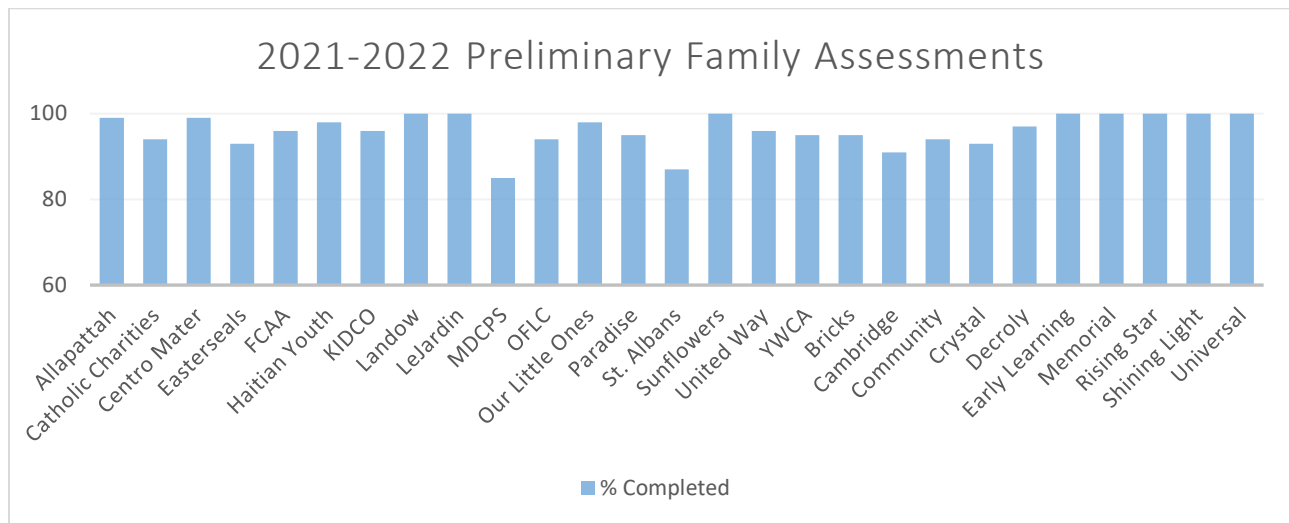
	EARLY HEAD START ASQ-SE DATA -ALL PROGRAM OPTIONS 12-31-21		Children Ident
AGENCY NAME	# Child Profiles	Total Screening Response Rate	ABOVE CUTOFF
Catholic Charities-Centro Hispano EHS (EXP)	34	7 (100%)	0 (0%)
Catholic Charities-Holy Redeemer EHS (EXP)	55	14 (100%)	0 (0%)
Catholic Charities-Lib City Comm Res Ctr EHS (EXP)	62	3 (100%)	0 (0%)
Catholic Charities-Notre Dame EHS (EXP)	18	14 (100%)	0 (0%)
Catholic Charities-Sagrada Familia (EXP)	23	18 (100%)	1 (4%)
Catholic Charities-South Dade EHS (EXP)	57	11 (100%)	0 (0%)
Catholic Charities-South Dade Skills Center EHS (EXP)	60	8 (100%)	0 (0%)
CCP-Bricks Early Learning Center (EXP)	58	17 (100%)	5 (9%)
CCP-Cambridge Academy	132	23 (100%)	1 (1%)
CCP-Cambridge Academy (EXP)	62	12 (100%)	2 (3%)
CCP-Community Outreach Center	29	8 (100%)	1 (3%)
CCP-Crystal Learning Center Inc	204	27 (100%)	0 (0%)
CCP-Decroly Learning Child Care	224	31 (100%)	0 (0%)
CCP-Decroly Learning Childcare Ctr (EXP)	61	13 (100%)	0 (0%)
CCP-Early Childhood Professional Services Inc.	94	0 (0%)	0 (0%)
CCP-Early Learning Center (EXP)	74	22 (100%)	1 (1%)
CCP-Kidz Tyme Learning Academy	33	0 (0%)	0 (0%)
CCP-Memorial Temple Early Childhood	74	19 (100%)	4 (5%)
CCP-Play & Read Academy, Corp	173	0 (0%)	0 (0%)
CCP-Rising Star Academy	73	10 (100%)	1 (1%)
CCP-Room 2 Bloom Academy	44	0 (0%)	0 (0%)
CCP-Room 2 Bloom, LLC	13	0 (0%)	0 (0%)
CCP-Shining Light Childcare Development Center, Inc.	77	13 (100%)	4 (5%)
CCP-St. Alban's Allapattah	107	37 (100%)	7 (7%)
CCP-Universal Academy	25	21 (100%)	2 (8%)
Centro Mater East I EHS	68	14 (100%)	0 (0%)
Centro Mater East I EHS (EXP)	49	4 (100%)	1 (2%)
Centro Mater West Home Based (AND) East I Home Based EXP	255	44 (100%)	2 (1%)
Centro Mater West Home Based/Hia (EXP)	27	0 (0%)	0 (0%)
Centro Mater West I EHS	71	3 (100%)	0 (0%)
Easter Seals Liberty Square EHS	64	10 (100%)	2 (3%)
FCAA DD Simpson EHS - Portables (EXP)	38	8 (100%)	1 (3%)
FCAA Mt. Calvary EHS	127	12 (100%)	0 (0%)
FCAA New Hope EHS (EXP)	52	10 (100%)	0 (0%)
HY-Early Step Learning EHS	112	7 (100%)	1 (1%)
HY-Early Step Learning EHS (EXP)	112	27 (100%)	0 (0%)
HY-Edison Community Resource Ctr (EXP)	76	1 (100%)	0 (0%)
HY-Lillie M. Williams EHS (EXP)	85	2 (100%)	0 (0%)
KIDCO II Creative Learning EHS	56	16 (100%)	1 (2%)
KIDCO IV Creative Learning (EXP)	44	17 (100%)	3 (7%)
KIDCO VI Creative Learning EHS	154	21 (100%)	1 (1%)
KIDCO VII Creative Learning (EXP)	39	12 (100%)	1 (3%)
Landow Yeshiva EHS	84	8 (100%)	0 (0%)
Landow Yeshiva EHS (EXP)	38	16 (100%)	0 (0%)
Lejardin II EHS	135	0 (0%)	0 (0%)
MDCPS-Bethune EHS	534	110 (100%)	13 (2%)
MDCPS-Chapman North-EHS	116	14 (100%)	0 (0%)
MDCPS-Chapman South EHS	173	19 (100%)	0 (0%)
MDCPS-Dr. E L Whigham Elem EHS	52	8 (100%)	0 (0%)
MDCPS-Issac A. Withers EHS	118	19 (100%)	3 (3%)
MDCPS-Leisure City EHS	42	9 (100%)	2 (5%)
OLC-South Miami EHS	53	16 (100%)	1 (2%)
Paradise Christian EHS (EXP)	91	18 (100%)	3 (3%)
Sunflowers Academy #5 EHS (EXP)	58	25 (100%)	1 (2%)
United Way Center for Excellence EHS	64	11 (100%)	1 (2%)
United Way EHS Home Based	32	2 (100%)	0 (0%)
YWCA-Carol Glassman EHS (EXP)	120	20 (100%)	1 (1%)
YWCA-Colonel Zubkoff EHS	81	12 (100%)	1 (1%)
YWCA-Gerry Sweet EHS (EXP)	76	16 (100%)	4 (5%)
YWCA-Intergenerational Center EHS	78	11 (100%)	1 (1%)
	<b>TOTALS:</b>	<b>5240</b>	<b>870 (100%)</b>
			<b>73 (1%)</b>
			<b>(ALL CHILDREN</b>
		<b>(ALL CHILDREN SCREENED)</b>	<b>8%</b>

## **FAMILY & COMMUNITY ENGAGEMENT:**

Head Start and Early Head Start parents conducted parent meetings for the month of December. Parent workshops and training were provided in the following topics: Mental Health, Financial Literacy, Child Development Curriculum Overview and The importance of attendance.

The Head Start and Early Head Start program were able to participate in various holiday activities to engage families. Activities such as Santa gift giveaways, Dad take your child to school with Christmas making hats, and holiday food giveaway.

Family assessments continue to be completed with families to identify their strengths and needs. Individual family goals continue to be developed in collaboration with the social services staff. 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	13		836		836	836		836	836		836
Catholic Charities	13		11530		11530	11632		11632	11207		11207
Centro Mater	13	13	6068	353	6421	6148	353	6501	6072	353	6425
Easter Seals	13	13	3861	80	3941	3874	80	3954	3796	80	3876
Family Christian	13	13	3585	275	3860	3589	275	3864	3168	260	3428
Haitian Youth	13	13	1889	302	2191	1889	302	2191	1888	302	2190
Kidco	13	13	1898	286	2184	1901	285	2186	1846	277	2123
Landow	10	10	714	143	857	719	146	865	655	133	788
LeJardin	13	0	5074	0	5074	5131	0	5131	4304	0	4304
MDCPS	13	13	16717	1841	18558	16726	1843	18569	16727	1843	18570
O'Farrill	13	13	1880	89	1969	1879	89	1968	1871	83	1954
Our Little Ones	13		1273		1273	1314		1314	1222		1222
Paradise Christian	13		1497		1497	1497		1497	1498		1498
St. Alban's	13		1212		1212	1212		1212	1212		1212
Sunflowers	13		438		438	438		438	438		438
United Way	13	13	343	267	610	343	267	610	343	267	610
YWCA	13	13	2095	363	2458	2123	362	2485	2096	347	2443
<b>Total Number</b>			<b>60910</b>	<b>3999</b>	<b>64909</b>	<b>61251</b>	<b>4002</b>	<b>65253</b>	<b>59179</b>	<b>3945</b>	<b>63124</b>

## Child Care Food Program Meal Count Worksheet Early Head Start Child Care Partners December 2021

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	13	257	257	257
CCP Decroly Center	48	13	573	573	573
CCP Memorial Temple	16	13	153	153	153
CCP Comm. Outreach	16	13	173	173	173
CCP Cambridge Academy	24	13	250	251	251
CCP Rising Star Academy	15	13	127	127	127
CCP St. Albans	48	13	428	428	428
CCP Shinning Light Childcare	16	13	164	166	166
CCP Universal Academy	24	13	251	251	251
<b>Total Number</b>			<b>2376</b>	<b>2379</b>	<b>2379</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	13	282	282	282
Cambridge Academy	24	13	235	235	235
Catholic Charities	120	13	1187	1185	1159
Centro Mater	104	13	189	189	189
Decroly Learning	24	13	253	253	253
Early Learning Center	32	13	289	289	288
FCAA	32	13	358	361	343
Haitian Youth	48	13	304	304	304
Haitian Youth Edison CRC	32	13	502	502	502
KIDCO	32	13	273	270	259
Landow	16	10	152	152	136
Paradise Christian	32	13	351	351	350
Sunflowers	24	13	233	233	233
YWCA	40	13	449	448	442
<b>Total Number</b>			<b>5057</b>	<b>5054</b>	<b>4975</b>



MIAMI-DADE

COUNTY

head start

early head start

CAHSD

Disability Report

December 2021

HS & EHS

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
6756	384	5.68%

EHS Expansion

Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
552	56	10.14%

EHS Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
240	34	14.16%

Head Start

Eligibility Determination Pipeline

Pending LEA Screening	Pending LEA Evaluation	Pending LEA Eligibility
182	130	37

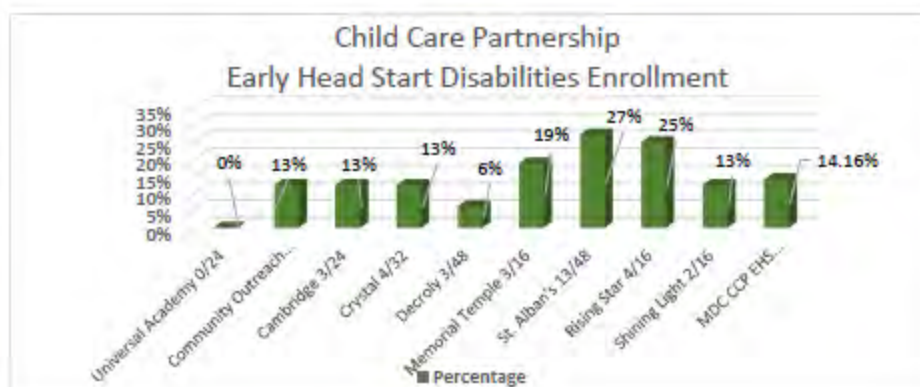
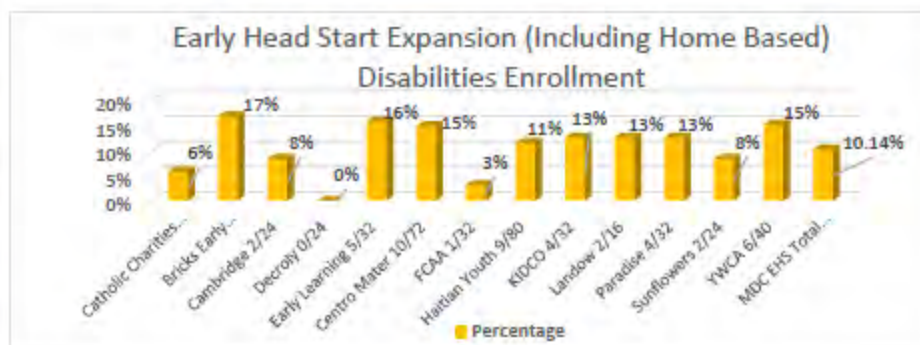
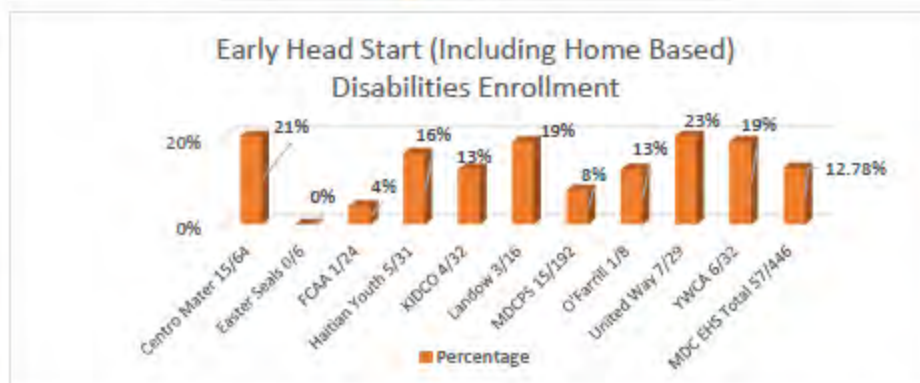
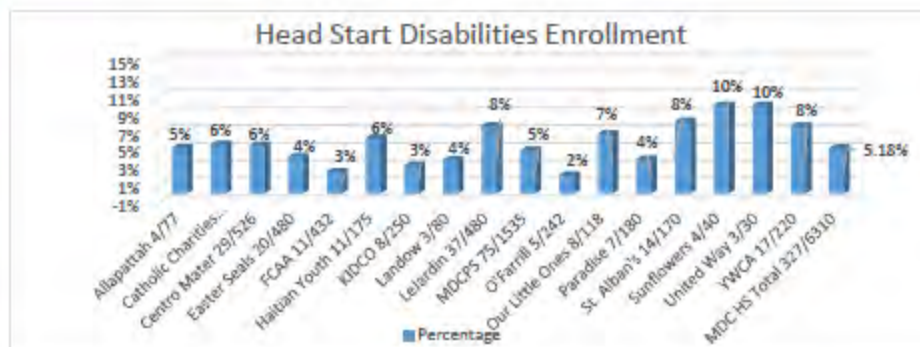
Early Head Start

Eligibility Determination Pipeline

	Pending Evaluation
EHS	5
EHS EXP CCP	17
EHS CCP	7

Referral for Special Placement from Part C Agencies-Cumulative

Referred	New	Enrolled	Waitlisted/accepted	Abandoned	Parent Undecided
53	22	15	6	7	3



\* 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

## Quality Assurance

The Quality Assurance unit conducted Targeted Monitoring from November 8 to December 9, 2021. Only centers with compliance rates less than 85%, based on the 2020-2021 monitoring results were selected for targeted monitoring. Our focus during this monitoring event was to identify progress and pinpoint where improvement might still be needed, in order to plan targeted technical assistance activities going forward. Agencies were required to submit Corrective Action Plans (CAPs) for any findings. Below are the results comparing the compliance scores between last program year and this year's Targeted Monitoring.

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
Allapattah	ERSEA	75%	90%
	Nutrition	80%	100%
CC Centro Hispano HS	Health	72%	90%
CC Good Shepherd HS	Health	72%	90%
CC Holy Redeemer EHS	Education	66%	90%
CC Liberty City CRC EHS	Education	70%	58%
	ERSEA	82%	63%
	ERSEA	73%	91%
CM East 1 EHS	Mental Health	75%	92%
CM East 1 HS	ERSEA	79%	91%
ES Culmer	Disability	66%	33%
	Mental Health	60%	94%
	FCE	84%	91%
	Health	77%	86%
ES Lib Square HS	Mental Health	76%	88%
	ERSEA	82%	91%
	Health	81%	100%
ES OEBL	Mental Health	55%	94%
	ERSEA	80%	86%
	Nutrition	77%	100%
FCAA DDS Annex HS	Education	78%	80%
	ERSEA	77%	86%
FCAA DDS Portables HS	Disability	80%	81%
	Education	84%	83%
	Mental Health	83%	66%
	ERSEA	72%	90%
	FCE	80%	87%
	Health	81%	86%
FCAA New Hope EHS	Disability	45%	66%
	Mental Health	75%	50%
	Health	82%	100%
HY Early Steps EHS	Education	66%	77%
	Health	83%	87%
HY Early Step HS#2	Education	73%	75%
	Mental Health	66%	64%
	Nutrition	83%	85%
HY Edison EHS	Education	66%	69%

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
	ERSEA	77%	86%
	FCE	63%	75%
HY Lillie M. Williams HS	Education	68%	80%
	Mental Health	72%	55%
	FCE	73%	83%
Landow EHS Expansion	Education	83%	88%
	Disability	45%	75%
	ERSEA	78%	90%
	FCE	68%	85%
Landow HS	Nutrition	80%	100%
Le Jardin 1	Education	84%	88%
	Health	77%	95%
	Nutrition	83%	88%
Le Jardin 2	ERSEA	62%	83%
Le Jardin 3	Disabilities	47%	57%
Le Jardin 5	Nutrition	57%	87%
MDCPS Bethune EHS	Disabilities	68%	75%
	ERSEA	66%	72%
	FCE	50%	50%
	Health	68%	91%
MDCPS CP Meek	Disabilities	12%	33%
	Education	77%	77%
	Health	81%	100%
MDCPS Carol City	Disabilities	37%	33%
	Education	44%	83%
	ERSEA	68%	95%
MDCPS Charles Drew	Disabilities	0%	0%
	Education	73%	78%
	ERSEA	78%	100%
	FCE	70%	81%
	Nutrition	71%	88%
	Health	77%	100%
MDCPS Whigham HS	Disabilities	61%	12%
	Mental Health	53%	46%
	Nutrition	60%	90%
MDCPS GK Edelman	ERSEA	54%	95%
	FCE	41%	85%
	Health	81%	90%
MDCPS Henry Reeves	Nutrition	75%	70%
	Health	81%	90%
MDCPS IAW EHS	Education	68%	94%
	FCE	65%	65%
MDCPS IAW HS	ERSEA	74%	91%
	FCE	72%	77%
	Nutrition	80%	75%

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
	Health	77%	72%
MDCPS Leisure City HS	Education	61%	54%
	ERSEA	68%	91%
	FCE	80%	69%
	Health	59%	71%
MDCPS Lillie C. Evans	Education	57%	54%
OFLC Arthur Mays	ERSEA	70%	86%
	FCE	76%	100%
OFLC Coral Way	Disability	63%	66%
	Mental Health	52%	71%
OFLC Perrine	ERSEA	65%	86%
	FCE	84%	85%
OFLC South Miami EHS	Disability	66%	44%
	Mental Health	55%	70%
	ERSEA	65%	100%
	FCE	72%	100%
Paradise EHS	FCE	80%	100%
Sunflowers #5 EHS	ERSEA	73%	100%
	FCE	38%	94%
Sunflowers #5 HS	Health	81%	92%
St. Albans Coconut Grove	Disability	40%	100%
	FCE	84%	88%
YWCA Col. Zubkoff EHS	FCE	76%	76%
	Nutrition	83%	92%
YWCA Col. Zubkoff HS	Disability	83%	76%
	Nutrition	80%	80%
YWCA IG EHS	ERSEA	82%	73%



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: DECEMBER 2021**

**AGENDA ITEM NUMBER: 5A9**

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

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: N/A**

### **BACKGROUND/SUMMARY:**

During December 2021, there were a total of 5 cases of positive COVID-19 which consisted of 3 students and 2 staff members.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services

**COVID-19 Cases- December2021**

<b>Location</b>	<b>Students</b>	<b>Staff</b>	<b>Total Number of Cases</b>
CCADM- Centro Hispano	1	N/A	1
Rising Star	1	N/A	1
Universal Academy	N/A	1	1
MDCPS Chapman South	1	1	2
<b>Total</b>	<b>3 students</b>	<b>2 staff</b>	<b>5 cases total</b>



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: JANUARY 21, 2022**

**AGENDA ITEM NUMBER: 5A10**

**AGENDA ITEM SUBJECT:** ACF-PI-HS-22-01 FINAL RULE ON FLEXIBILITY FOR HEAD START DESIGNATION RENEWALS IN CERTAIN EMERGENCIES

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: N/A**

### **BACKGROUND/SUMMARY:**

This program instruction from the office of head start establishes parameters by which the OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of data that is normally required.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



# HEAD START | ECLKC

Early Childhood Learning & Knowledge Center

## I. Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

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 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-01](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-01)

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

## II. Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

ACF-PI-HS-22-01

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

**1. Log Number:** ACF-PI-HS-22-01

**2. Issuance Date:** 01/21/2022

**3. Originating Office:** Office of Head Start

**4. Key Words:** Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring

### A. Program Instruction

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

**Subject:** Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

#### **Instruction:**

The Office of Head Start (OHS) announced in the [Federal Register](#) a Final Rule that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, [45 CFR §1304.17](#), establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses



the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing [federally declared public health emergency \(PHE\)](#), section 319 of the Public Health Service Act, initially issued on January 31, 2020, and renewed on October 18, 2021, associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2021–2022 program year due to multiple factors that would prevent OHS from obtaining valid and reliable scores. New variables associated with the PHE may create barriers to successfully obtaining CLASS® scores that reflect the classroom environments and the quality of teaching practices. These factors include mask wearing by teachers and children, short-term closing of centers and classrooms, teacher illnesses and absenteeism, staffing issues, reviewer illness, and other health and safety issues. For these reasons, CLASS® may not capture a representative picture of the program’s teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether a grant is subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS is unable to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for Head Start children and families, OHS established a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster, emergency, or PHE.

## **Effective Date**

The new standard described at [45 CFR §1304.17](#) was effective on December 7, 2020, through publication of an Interim Final Rule (IFR). At that time, OHS found good cause to waive the traditional notice and comment process because it would have delayed providing OHS the flexibility to make DRS determinations for certain grants. However, OHS still accepted public comments on the IFR. No changes were made to the regulatory text in this Final Rule based on the public comments that were received.

Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This Final Rule directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies, including PHEs.

## **Next Steps**

Programs are urged to read the [Final Rule](#) in its entirety. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
Office of Head Start

See PDF Version of Program Instruction:

[Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies](#) [PDF, 256KB]

Historical Document



## **COMMUNITY ACTION AGENCY BOARD**

**DATE: FEBRUARY 1, 2022**

**AGENDA ITEM NUMBER: 5A11**

**AGENDA ITEM SUBJECT:** ACF-IM-HS-22-01 HEAD START TRANSPORTATION SERVICES AND VEHICLES DURING THE COVID-19 PANDEMIC

**AGENDA ITEM TYPE: INFORMATIONAL**

**RECOMMENDATIONS: N/A**

### **BACKGROUND/SUMMARY:**

The information memorandum regards the transportation of children in school busses and alternate vehicles during the COVID-19 pandemic. The shared strategies for keeping children and staff safe from COVID-19 in vehicles include urging sick staff members to stay home, wearing masks, and keeping hands clean. Improved ventilation, conducting health checks, and distancing children from each other are also suggested in the information memorandum.

### **FUNDING SOURCE:**

U.S. Department of Health and Human Services



## OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-01	2. Issuance Date: 02/01/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

### INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

#### INFORMATION:

School buses and allowable alternate vehicles ([Terms, 45 CFR §1305.2](#)) are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public health care systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce the transmission of COVID-19 should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Explore strategies below for keeping children and staff safe from COVID-19 in vehicles.

#### *Support Transportation Staff Safety*

Encourage these strategies to keep transportation staff and children safe.

**1. Require staff members who are sick to stay home**, particularly those who have tested positive or are showing COVID-19 [symptoms](#). Sick staff members should not return to work until [the criteria to discontinue home isolation are met](#), in consultation with health care providers and state and local health departments. Staff who have recently had [close contact](#) with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has [recommendations sick people should follow](#).

**2. Send sick staff home.** Send home staff experiencing symptoms during work hours.

**3. Wear masks.** Make [masks](#) available and ensure their use. The CDC requires the use of masks by passengers over 2 years of age on public transport, including school buses, except for stated exemptions and exclusions. Vehicle operators and bus monitors must wear a mask unless they cannot safely wear one because of a disability as defined by the Americans with Disabilities Act (ADA) or when they are either eating or drinking.

Masks [should not be placed on](#) young children under age 2 or anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Children age 2 and up must wear a mask unless they are either eating or drinking; napping; cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act; or when a child's

health care provider advises an alternative face covering to accommodate the child's special health care needs ([Safety practices, 45 CFR §1302.47](#)).

**4. Keep hands clean.** Make available and ensure the use of hand hygiene supplies, per CDC recommendations. Proper [hand hygiene](#) is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

- Key times to clean hands include:
  - Before, during, and after preparing food or drinks
  - Before and after eating or handling food
  - After using the toilet
  - After coming in contact with bodily fluid
  - After blowing your nose, coughing, or sneezing
  - After handling garbage
- Additional times to clean hands include:
  - Before and after work shifts
  - Before and after work breaks
  - After touching frequently touched surfaces, such as handrails
  - After putting on, touching, or removing masks

#### *Use of Head Start Vehicles to Provide Transportation Services for Children*

Encourage these strategies to ensure Head Start vehicles are safe places for transportation staff and children.

**1. Follow transportation strategies.** As described in the section above, make masks and hand washing supplies available. Encourage their use.

**2. Improve ventilation.** Keep vehicle windows open as much as is safe and weather and air quality allow.

**3. Conduct health checks.** Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4 F (38 C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.

**4. Distance children from each other.** The following suggestions will help reduce the amount of contact that children have with each other when riding in Head Start vehicles:

- Load children into the back of the bus first to reduce contact.
- Position children as far apart as possible with one child per bench. If children are coming from the same home, they may sit together. Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.

**5. Help children understand physical distancing.** Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that some young children may not understand the need for physical distancing. They rely on adults for their safety and care.

**6. Wear gloves.** Staff should use gloves if touching surfaces contaminated by body fluids.

#### *Clean Vehicles Between Each Use*

Programs should routinely clean vehicles at the end of each day. If a child or adult who rode the bus is reported to have tested positive for or has symptoms of COVID-19, clean and disinfect the bus before using it again.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty.
- For seatbelts and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information around COVID-19 safety precautions, particularly:

- [Early Childhood Education and Child Care Programs](#)
- [Mask Requirement](#)
- [Cleaning Your Facility](#)

Find relevant tips in the U.S. Department of Education [COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools](#).

#### *COVID-19 Updates*

Programs should make decisions based on current experiences with the staff, children, and families your program. Additionally, check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. Consider using the CDC's [COVID Data Tracker](#). As community conditions continue to change, some programs may need to adjust their program operations and services. Check the [OHS COVID-19 Updates](#) page for more information.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Please stay in touch with your program specialist as you plan and provide program services.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell  
Director  
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