



MIAMI-DADE COUNTY, FLORIDA
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT

**COMMUNITY ACTION AGENCY BOARD
OFFICERS:**

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

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1st Vice Chair

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EMERITUS MEMBERS:
**James Fayson
**Rev. Wilfred McKenzie
**Lillie Williams

DEPARTMENT DIRECTOR:
Sonia J. Grice

** Deceased

M E M O R A N D U M

TO: CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING

FROM: Sonia J. Grice Department Director 

DATE: April 25th, 2022

SUBJECT: Meeting Notice

The Community Action Agency Joint Finance and Executive Committee Meeting will be held on Monday, May 2nd, 2022 at 4:00 PM. Please see details below:

**CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**

**Monday, May 2nd, 2022 at 4:00 PM
701 NW 1st Court**

**1st 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
29th.**

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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DIRECTOR:
Sonia J. Grice

**** Deceased**

**COMMUNITY ACTION AGENCY
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING
MONDAY, May 2nd, 2022 @ 4:00 P.M.**

AGENDA

CALL TO ORDER

INSPIRATIONAL MESSAGE

CAA MISSION STATEMENT

ROLL CALL/INTRODUCTIONS

1. CHAIRPERSON'S COMMENTS

- A. Adoption of the Agenda
- B. Recommendation: Approval to Accept the CAA Joint Finance and Executive Committee Meeting Minutes – April 4th, 2022 [pgs.4-15]

2. REASONABLE OPPORTUNITY TO BE HEARD

3. COMMITTEE REPORTS / ACTION ITEMS

A. Committee Reports

- 1. Head Start/ Early Head Start Policy Council Chairperson's Report for April 2022
 - *Recommendation: Approval to Accept: [pg.16]
 - a. Slot Reallocation: South Hialeah Elementary to Oak Grove Elementary [pg.17]
 - b. COLA and Quality Improvement Funding Guidance [Handout]
 - c. HS/EHS Report ending March 31, 2022 PY: 2021-2022 [pgs.18-21]
 - d. EHS-CCP Report ending March 31, 2022 PY: 2021-2022 [pgs.22-24]
 - e. EHS-CCP Expansion Report ending March 31, 2022 PY: 2021-2022 [pgs.25-27]
 - f. COVID-19 Grants for March 2022 [pgs.28-29]

4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL

- A. Divisional Updates/Content Area Reports [pgs.30-71]
 - 1. Elderly and Disability Services [pgs.--]
 - 2. Energy, Facilities & Transportation [pgs.32-33-]
 - 3. Family and Community Services [pgs.34]
 - 4. Psychological Services [pg.--]
 - 5. Violence Prevention and Intervention [pg.35]
 - 6. Greater Miami Service Corps [pgs.--]
 - 7. Rehabilitative Services [pg.36]
 - 8. Content Area Report: March 2022 [pgs.37-61]
 - 9. COVID-19 Cases/Closures for February 2022 [pgs.62-63]
 - 10. ACF-PI-HS-22-02 Head Start Funding Increase FY 2022 [pgs.64-67]
 - 11. ACF-IM-HS-22-03 Head Start Categorical Eligibility for families for the Supplemental Nutrition Assistance Program [pgs.68-71]

5. OTHER/NEW BUSINESS

6. ANNOUNCEMENTS

7. ADJOURNMENT

Next CAA Executive Committee Meeting:

**Monday, June 6, 2022
4:00 P.M.**

Next CAA Board Meeting

**Monday, May 9th, 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 JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

Meeting Date: MONDAY, April 4, 2022 @ 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	P
Dr. William Zubkoff	P				
* (8) Committee Members. Quorum was established with (7) Committee members physically present for the meeting.					
P = Present (8)		E = Excused (2)		A = Absent (0)	
Attendance – Staff/Visitors					
Brenda Williams, HS/EHS Fiscal Administrator	Matias Buchhalter, Staff		Adrian Frazier, EFTD Division Director		
Jessica Mejia, Staff	Rick Signori, CAHSD Fiscal Director		Letah Parrish, FSCD Assistant Director		
Thomas M. Yarosz, Visitor	Thomas M. Yarosz, Visitor		Wanda Walker, FCSD Division Director		
Carmen Morris, Public Information Officer	Dr. Tiffany Amrich, Psychological Services		Sal Najarro, Assistant Director		
Dr. Maria Riestra, Head Start/Early Head Start Director					
Thirteen (13) 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 4:06 P.M. Mr. Derrick Williams provided the inspirational message, and Dr. Cathia Darling recited the mission statement.			N/A	
I. CHAIRPERSON COMMENTS				ACTION NEEDED/TAKEN	
CAA Board Updates:	• Ms. Mary Reeves has been elected to the CAA Board to represent the Opa-Locka CAC Target Area, effective February 10, 2022				

	<ul style="list-style-type: none"> Mr. Luis DeRosa has been elected the CAA Board to represent the Wynwood CAC Target Area, effective March 2, 2022. 	
A. Adoption of the Agenda	Ms. Grace asked for a motion for the adoption of the agenda which was moved by Dr. Joyce Price and seconded by Mr. Alvin W. Roberts. Motion passed unanimously.	N/A
B. Recommendation: Approval to accept the Joint Finance and Executive Committee Meeting Minutes – March 7th, 2022	Ms. Grace asked for a motion to approve and accept the March 7th, 2022 Joint Finance and Executive Committee Meeting Minutes which was moved by Dr. Price, and seconded by Ms. Marjorie York. Motion passed unanimously.	N/A
II. REASONABLE OPPORTUNITY TO BE HEARD		
<ul style="list-style-type: none"> No requests were received. 		
III. COMMITTEE REPORTS/ACTION ITEMS		ACTION NEEDED/TAKEN
1. Head Start/ Early Head Start Policy Council Chairperson's Reports for March 2022.	<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 March 2022. This report is provided to the CAA Board as a verbal report.</p> <p>The Head Start Policy Council met on March 3, 2022 to review, discuss, and approve the following items:</p> <ul style="list-style-type: none"> Identifying Patterns of Children's Approached to Learning in Head Start: A Strength-Based Ecological Perspective Grant FCAA Slot Relocation YWCA Slot Relocation Planning and Budget Reports <ul style="list-style-type: none"> o HS/EHS Report ending January 31, 2022 PY: 2021-2022 o EHS-CCP Report ending January 31, 2022 PY: 2021-2022 o EHS-CCP Expansion Report ending January 31, 2022 PY: 2021-2022 o COVID-19 Grants <p>The Head Start Executive Board Policy Council met on March 17, 2022 to review, discuss and approve the following items</p> <ul style="list-style-type: none"> New Hire: Administrative Officer 2 – Keshia James-Hicks 2021-2022 Self-Assessment Reports <ul style="list-style-type: none"> o 2021-2022 Head Start/Early Head Start Self-Assessment Report o 2021-2022 EHS –CCP Self-Assessment Report o 2021-2022 EHS –CCP Expansion Self-Assessment Report 2021-2022 Program Improvement Plans 	N/A

	<ul style="list-style-type: none"> o 2021-2022 Head Start/Early Head Start Program Improvement Plan o 2021-2022 EHS-CCP Program Improvement Plan o 2021-2022 EHS-CCP Expansion Program Improvement Plan • 2022-2023 Training and Technical Assistance Plans o 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan o 2022-2023 EHS-CCP Training and Technical Assistance Plan 10 o 2022-2023 EHS-CCP Expansion Training and Technical Assistance Plan • 2022-2023 Grant Budgets o Head Start/ Early Head Start o Early Head Start – Child Care Partnership o Early Head Start – Child Care Partnership Expansion • Planning and Budget Reports o HS/EHS Report ending February 28, 2022 PY: 2021-2022 o EHS-CCP Report ending February 28, 2022 PY: 2021-2022 o EHS-CCP Expansion Report ending February 28, 2022 PY: 2021-2022 <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> • COVID-19 Cases and Closures for January 2022 • ACF-IM-HS-22-02 Documenting Services to Enrolled Pregnant Women • Content Area Report: January 2022 <p>The following item was forwarded to the Policy Council for review and approval on April 7, 2022</p> <ul style="list-style-type: none"> • COVID-19 Grants for February 2022. Ms. Grace asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for March 2022 which was moved by Mr. Roberts, and seconded by Dr. William Zubkoff. Motion passed unanimously. 	
<p>*Recommendation: Approval to Accept:</p> <p>a. Identifying Patterns of Children's Approaches to Learning in Head Start: A Strengths-Based Ecological Perspective Grant</p>	<p>At Ms. Grace's request, Dr. Riestra presented the Identifying Patterns of Children's Approaches to Learning in Head Start: A Strengths-Based Ecological Perspective Grant. The purpose of this study is to better understand how approaches to learning develop during preschool and contribute to children's school readiness. Approaches to learning reflect on how children engage in</p>	N/A

	<p>classroom interactions and activities and encompass skills such as motivation, attention, persistence, and independence. This project will identify patterns of children's approaches to learning in preschool, how these patterns are influenced by environmental factors, such as teacher-child interactions and the home learning environment, and how patterns of approaches to learning are associated with academic skills growth in one year of Head Start. By understanding patterns of children's earliest approaches to learning, it is possible to identify parent and teacher practices that support these skills and empower children to enter formal schooling and face future challenges with confidence, followed by discussion in which Ms. Grace and Dr. Darling provided their concerns and feedback regarding the report. Concerns included the summary of the report and the request to highlight items within the report. Dr. Darling shared a number of concerns that included a request to address the needs of adults in the study while also including teachers and how students benefit from the study, as well. Additionally, Dr. Darling shared that there were no clearly stated goals or objectives in the study, and lastly, if it is possible to include information as to how to better transition students from Head Start into the traditional public educational system. Dr. Riestra answered the concerns and shared with the committee that the research outcomes will be used by Head Start to inform on best practices. Ms. Grace asked for a motion to approve and accept Identifying Patterns of Children's Approaches to Learning in Head Start: A Strengths-Based Ecological Perspective Grant, which was moved by Dr. Fresco and seconded by Ms. York. Motion passed unanimously.</p>	
<p>b. Relocation of Family Christian Association of America (FCAA) Slots</p>	<p>At Ms. Grace's request, Dr. Riestra presented the Relocation of Family Christian Association of America (FCAA) Slots. FCAA is requesting to move 23 Head Start slots from their DD Simpson location to A Children's Place. FCAA has experienced challenges over several years with meeting full enrollment at their DD Simpson location. FCAA's Policy Committee and Board of Directors approved to transfer 23 slots to A Children's Place, which has an extensive waiting list. Ms. Grace asked for a motion to approve and accept the Relocation of Family Christian Association</p>	<p>N/A</p>

	of America (FCAA) Slots which was moved by Dr. Price, and seconded by Mr. Williams. Motion passed unanimously.	
c. Relocation of YWCA Slots	At Ms. Grace's request, Ms. Williams presented the Relocation of YWCA Slots. YWCA is requesting to move 10 Head Start slots from YWCA Gerry Sweet to Carol Glassman. The YWCA has experienced challenges over several years with maintaining full enrollment at Gerry Sweet. YWCA Carol Glassman currently serves Early Head Start children only. Transferring 10 Early Head Start slots will assist with providing a seamless transition for children who age out of Early Head Start and enter Head Start. The YWCA Policy Committee and Board of Directors approved the transfer. Ms. Grace asked for a motion to approve and accept the Relocation of YWCA Slots, which was moved by Dr. Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.	N/A
d. Corrected: Head Start/Early Head Start Financial Statement for January 31, 2022	At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start fiscal administrator presented the Corrected: Head Start/Early Head Start Financial Statement for January 31, 2022. The financial report for the Head start/Early Head Start program through January 31, 2022, 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%. Ms. Grace asked for a motion to approve and accept the Corrected: Head Start/Early Head Start Financial Statement for January 31, 2022 which was moved by Dr. Fresco, and seconded by Mr. Roberts. Motion passed unanimously.	Action Taken: Staff have corrected the dates on the reports.
e. Corrected: Early Head Start Childcare Partnership program financial statement For January 31, 2022	At Ms. Grace's request, Ms. Williams, presented the Corrected: 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%. Ms. Grace asked for a motion to approve and accept the Corrected: Early Head Start Childcare Partnership program financial statement for January 31, 2022	N/A

	which was moved by Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.	
f. Expansion Early Head Start Childcare Partnership program financial statement For January 31, 2022.	<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 includes COLA of \$99,185. There are actual adjusted expenditures of \$3,038,604. The current funds utilization rate is 36.09%.</p> <p>On page 22 of the package, Dr. Fresco shared a concern regarding the utilization rate, and highlighted the low usage while the grant was already halfway through the fiscal year.</p> <p>Ms. Grace asked for a motion to approve and accept the COVID-19 Grants For January 2022 which was moved by Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.</p>	N/A
g. CORRECTION: COVID-19 Grants Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01-01	<p>At Ms. Grace's request, Ms. Williams presented the CORRECTION: COVID-19 Grants 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 \$813,730.31 approximately. The current funds utilization rate is .0720%.</p> <p>On page 24 of the package, Dr. Fresco shared a concern on the low utilization rate and staff indicated to the committee there is a 25 % utilization rate with regards to the hazard pay.</p> <p>Ms. Grace asked for a motion to approve and accept the CORRECTION: COVID-19 Grants Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01 01 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</p>	Action Taken: Staff have corrected the date on the statement.
h. Head Start/Early Head Start Financial	At Ms. Grace's request, Ms. Williams presented the Head Start/Early Head Start financial	Action Taken: Staff have informed the Head

<p>Statement for February 28, 2022.</p>	<p>statement for February 28, 2022. The financial report for the Head Start/Early Head Start Program for February 2022. The report consists of the budgeted amount of \$65,907,918 including COLA of \$784,768, actual adjusted expenditures of \$28,571,832, and invoices in process of \$211,490.17. The current funds utilization rate is 43.35%. On page 27 of the package, Dr. Fresco highlighted a concern regarding the spreadsheet section titled "Others; 17h. Other" where the variance is above 150%. Dr. Fresco requested a break down and detail of the costs related to this variance. While a breakdown was not provided within this item or package, Ms. Williams responded by reading into the record a detailed breakdown of the expenses.</p> <p>Ms. Grace asked for a motion to approve and accept the Head Start/Early Head Start financial statement for February 28, 2022 which was moved by Dr. Fresco, and seconded by Mr. Roberts. Motion passed unanimously.</p>	<p>Start/Early Head Start Fiscal team to provide a breakdown of fiscal items that may present a variance of over 150%.</p>
<p>i. Early Head Start Childcare Partnership Program financial statement for February 28, 2022</p>	<p>At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership Program financial statement for February 28, 2022. The report consists of the budgeted amount of \$3,517,496, including COLA of \$41,485, and actual adjusted expenditures of \$1,855,767. The current funds utilization rate is 52.76%.</p> <p>On page 29 of the package, Dr. Fresco shared a concern around the variance level of 144.15% on the spreadsheet item "8f. Other Contracts".</p> <p>Ms. Grace asked for a motion to approve and accept the Early Head Start Childcare Partnership program financial statement for February 28, 2022 which was moved by Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</p>	<p>N/A</p>
<p>j. Expansion Early Head Start Childcare Partnership Program Financial Statement for February 28, 2022.</p>	<p>At Ms. Grace's request, Ms. Williams presented the Expansion Early Head Start Childcare Partnership Program Financial Statement for February 28, 2022. The financial report for the Expansion Early Head Start Childcare partnership program for February 28, 2022. The report consists of the budgeted amount of \$8,419,502, including COLA of \$99,185, and actual adjusted expenditures of \$3,722,440. The current funds utilization rate is 44.21%.</p>	<p>N/A</p>

	Ms. Grace asked for a motion to approve and accept the Expansion Early Head Start Childcare Partnership Program Financial Statement for February 28, 2022 which was moved by Dr. Fresco, and seconded by Mr. Roberts. Motion passed unanimously.	
k. COVID-19 Grants for February 2022: Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01-01	At Ms. Grace's request, Ms. Williams presented the COVID-19 GRANTS FOR FEBRUARY 2022: Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01-01. The financial report for the Covid-19 grants consists of the budgeted amount of \$11,302,897, including the CRRSA grant of \$2,271,715 and ARP grant of \$9,031,182 with expenditures of approximately \$956,340.72. The current funds utilization rate is 0.085. Ms. Grace asked for a motion to approve and accept the COVID-19 Grants for February 2022: Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01-01 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.	N/A
l. 2021-2022 Head Start/Early Head Start Self-Assessment Report	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Head Start/Early Head Start Self-Assessment Report. The 2021-2022 Head Start/Early Head Start Self-Assessment report details the results of the annual Self-Assessment. The report identifies the Program's strengths, opportunities for improvement, and recommendations. Ms. Grace asked for a motion to approve and accept the 2021-22 Head Start/Early Head Start Self-Assessment Report which was moved by Dr. Price, and seconded by Dr. Darling. Motion passed unanimously.	N/A
m. 2021-2022 Early Head Start – Child Care Partnership Self-Assessment Report	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Early Head Start – Child Care Partnership Self-Assessment Report. The 2021-2022 Early Head Start-Child Care Partnership Self-Assessment report details the results of the annual Self-Assessment. The report identifies the Program's strengths, opportunities for improvement, and recommendations. Ms. Grace asked for a motion to approve and accept the 2021-2022 Early Head Start – Child Care Partnership Self-Assessment Report which was moved by Dr. Darling, and seconded by Dr. Price. Motion passed unanimously.	N/A
n. 2021-2022 Early Head Start Expansion –	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Early Head Start Expansion –	N/A

Child Care Partnership Self-Assessment Report	Child Care Partnership Self-Assessment Report. The 2021-2022 Early Head Start Expansion-Child Care Partnership Self-Assessment report details the results of the annual Self-Assessment. The report identifies the Program's strengths, opportunities for improvement, and recommendations Ms. Grace asked for a motion to approve and accept the 2021-2022 Early Head Start Expansion – Child Care Partnership Self-Assessment Report which was moved by Mr. Roberts, and seconded by Dr. Fresco. Motion passed unanimously.	
o. 2021-2022 Head Start/Early Head Start Program Improvement Plan	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Head Start/Early Head Start Program Improvement Plan. The 2021-2022 Head Start/Early Head Start Program Improvement Plan outlines the process as to how the Program will address and correct the opportunities for improvement identified in the annual self-assessment report. Ms. Grace asked for a motion to approve and accept the 2021-2022 Head Start/Early Head Start Program Improvement Plan which was moved by Dr. Fresco, and seconded by Dr. Zubkoff. Motion passed unanimously.	N/A
p. 2021-2022 Child Care Partnership Program Improvement Plan	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Child Care Partnership Program Improvement Plan. The 2021-2022 Child Care Partnership Program Improvement Plan outlines the process as to how the Program will address and correct the opportunities for improvement identified in the annual self-assessment report. Dr. Fresco posed a question to staff regarding steps that the department is utilizing to address recruitment and vacancies within the department. Assistant Director, Sal Najarro, shared that the department is taking multiple steps to better recruit and retain talent within the department. For example, the department is advocating for higher pay in these vacant positions and removing requirements for roles too. In addition, the department is advocating for a \$15 minimum wage. Ms. Grace asked for a motion to approve and accept the 2021-2022 Child Care Partnership Program Improvement Plan which was moved by Dr. Zubkoff, and seconded by Mr. Roberts. Motion passed unanimously.	N/A
q. 2021-2022 Early Head Start Expansion-Child Care Partnership	At Ms. Grace's request, Dr. Riestra presented the 2021-2022 Early Head Start Expansion-Child Care Partnership Program Improvement	N/A

Program Improvement Plan	Plan. The 2021-2022 Early Head Start Expansion-Child Care Partnership Program Improvement Plan outlines the process as to how the Program will address and correct the opportunities for improvement identified in the annual self-assessment report. Ms. Grace asked for a motion to approve and accept the 2021-2022 Early Head Start Expansion-Child Care Partnership Program Improvement Plan which was moved by Mr. Roberts, and seconded by Dr. Zubkoff. Motion passed unanimously.	
r. 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan	<p>At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan. The 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan details the Program's 2022-2023 budget, trainings, and technical assistance for staff and parents.</p> <p>On page 96 of the package, Dr. Fresco requested clarity on the "other funding" item under the SoBe Mindful practices for EHS Children and Parents, and also inquired if this tied to County funding. Dr. Riestra responded that funding is received via the Children's Trust, which could have multiple sources, as well.</p> <p>Ms. Grace asked for a motion to approve and accept the 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan which was moved by Dr. Fresco, and seconded by Dr. Zubkoff. Motion passed unanimously.</p>	N/A
s. 2022-2023 Child Care Partnership Training and Technical Assistance Plan	At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Child Care Partnership Training and Technical Assistance Plan. The 2022-2023 Child Care Partnership Training and Technical Assistance Plan details the Program's 2022-2023 budget, trainings, and technical assistance for staff and parents. Ms. Grace asked for a motion to approve and accept the 2022-2023 Child Care Partnership Training and Technical Assistance Plan which was moved by Mr. Roberts, and seconded by Dr. Darling. Motion passed unanimously.	N/A
t. 2022-2023 Early Head Start Expansion-Child Care Partnership Training and Technical Assistance Plan	At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Early Head Start Expansion-Child Care Partnership Training and Technical Assistance Plan. The 2022-2023 Early Head Start Expansion-Child Care Partnership Training and Technical Assistance Plan details	N/A

	the Program's 2022- 2023 budget, trainings, and technical assistance for staff and parents. Ms. Grace asked for a motion to approve and accept the 2022-2023 Early Head Start Expansion-Child Care Partnership Training and Technical Assistance Plan which was moved by Dr. Fresco, and seconded by Dr Price. Motion passed unanimously.	
u. 2022-2023 Head Start/Early Head Start Grant	At Ms. Grace's request, Ms. Williams presented the 2022-2023 Head Start/Early Head Start Grant. The Community Action and Human Services Department Head Start/Early Head Start (Base Grant) is in Year 2 of the five-year Project Period 07/31/2021-07/31/2026 with a budget period beginning 08/01/2022-07/31/2023. 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 is \$58,700,726, and it includes Training and Technical Assistance of \$644,483 to serve 6310 children and families for the FY 2022-2023. The Early Head Start Base Grant Program Operations is \$7,207,192, and it includes Training and Technical Assistance of \$153,376 to serve 446 children and families for the FY 2022-2023. This application requires a Non-Federal share of \$16,476,980. Ms. Grace asked for a motion to approve and accept the 2022-2023 Head Start/Early Head Start Grant which was moved by Mr. Roberts, and seconded by Dr. Zubkoff. Motion passed unanimously.	N/A
v. 2022-2023 Early Head Start – Child Care Partnership Grant	At Ms. Grace's request, Ms. Williams presented the 2022-2023 Early Head Start – Child Care Partnership Grant. The Community Action and Human Services Department Early Head Start-Child Care Partnership Program grant is in Program Year 4 of a five-year Project Period (08/01/2019-07/31/2024 and has a budget period beginning 08/01/2022-07/31/2023. The Proposed Budget for Early Head Start-Child Care Partnership Program grant is \$3,517,496 which includes Training and Technical Assistance funds of \$ 75,625 to serve 240 Early Head Start children and families for the FY 2022-2023. This application requires a Non-Federal share of \$879,374. Ms. Grace asked for a motion to approve and accept the 2022-2023 Early Head Start – Child Care Partnership Grant which was moved by Dr. Price, and seconded by Mr. Williams. Motion passed unanimously.	N/A
w. 2022-2023 Combination	At Ms. Grace's request, Ms. Williams presented the 2022-2023 Combination Expansion Early	N/A

Expansion Early Head Start- Child Care Partnership Grant	<p>Head Start- Child Care Partnership Grant. The Community Action and Human Services Department Combination Expansion Early Head Start-Child Care Partnership Program grant is in Program Year 4 of a five-year Project Period 08/01/2019 -07/31/2024 and has a budget period beginning 08/01/2022-07/31/2023. The Proposed Budget for the Combination Expansion Early Head Start-Child Care Partnership Program grant is \$8,419,502 and it includes Training and Technical Assistance funds of \$194,218 to serve 552 Early Head Start children and families for the FY 2022-2023. This application requires a Non-Federal share of \$2,104,876.</p> <p>Ms. Grace asked for a motion to approve and accept the 2022-2023 Combination Expansion Early Head Start- Child Care Partnership Grant which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</p>	
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IV. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL

Ms. Wanda Walker, Family and Community Services Division Director provided an update:

- Ms. Walker shared with the committee that 28 temporary employees who have been supporting the LIHEAP program have now been transitioned as full time employees.

V. OTHER NEWS/BUSINESS

- N/A

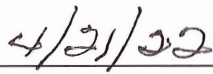
VI. ANNOUNCEMENTS

- Ms. York shared that on April 11th there will be an Anti-Semitism Forum that will be facilitated by the Criminal Justice Board, and hosted within the Community Relations Board.
- Ms. York also announced that on April 21st, 2022, the Miami Beach Botanical Garden will be hosting an Earth Day Celebration from 6PM – 9PM.

VII. ADJOURNMENT

Adjournment	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 5:50 P.M.	N/A
NEXT MEETING DATE	Monday, May 2nd, 2022 4:00 P.M.	N/A


Dr. Joyce Price, CAA Board Chair


Date



COMMUNITY ACTION AGENCY BOARD

DATE: April 21, 2022

AGENDA ITEM NUMBER: 3A1

AGENDA ITEM SUBJECT: Policy Council Chairperson Report for April 2022

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 Executive Board met on April 21, 2022 to review, discuss, and approve the following items:

- **New Hire:** Administrative Officer II: Janielle Murphy
- **Slot Reallocation:** South Hialeah Elementary to Oak Grove Elementary
- **Planning and Budget Reports**
 - HS/EHS Report ending March 31, 2022 PY: 2021-2022
 - EHS-CCP Report ending March 31, 2022 PY: 2021-2022
 - EHS-CCP Expansion Report ending March 31, 2022 PY: 2021-2022

The following items were presented as information only:

- COVID-19 Cases/ Closures for February 2022
- ACF-PI-HS-22-02 Head Start Funding Increase FY 2022
- ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families for the Supplemental Nutrition Assistance Program
- Content Area Report: March 2022

The following items will be presented to the Head Start Policy Council on May 5, 2022 to review, discuss, and approve:

- COLA and Quality Improvement Funding Guidance
- COVID-19 Grants



COMMUNITY ACTION AGENCY BOARD

DATE: May 2nd, 2022

AGENDA ITEM NUMBER: 3A1a

AGENDA ITEM SUBJECT: Relocation of MDCPS Slots

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

MDCPS is moving 20 slots from their South Hialeah Elementary location to their Oak Grove Elementary school. The South Hialeah Elementary School will remain with 74 slots for enrollment.



COMMUNITY ACTION AGENCY BOARD

Date: March 31, 2022

Agenda Item Number: 3A1c

Agenda Item Subject: Head Start/Early Head Start Financial Statement For March 31, 2022.

Agenda Item Type: Approval

Recommendations: Approval

Background/Summary:

The financial report for the Head Start/Early Head Start program through March 31, 2022. This includes the budgeted amount of \$65,907,918 including COLA of \$784,768, actual adjusted expenditures of \$33,454,002, and invoices in process of \$322,841.50.

The current funds utilization rate is 50.76%.

Funding Source: Federal

PY: 2021-22

Budget Period: July 31, 2021 to July 31, 2022

Closeout Period: August 1, 2022 to October 30, 2022

**Head Start/Early Head Start
Year-to-Date Financial Report as of
March 31st, 2022**

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

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	5,676,698	503,623	3,361,630	2,315,068	59.22%
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	2,448,321	357,782	1,391,192	1,057,129	56.82%
TRAVEL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	56,923	-	-	56,923	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Other Equipment	-	-	-	-	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	54,541	2,561	34,828	19,713	63.86%
Child & Family Serv. Supplies	28,655	-	-	28,655	0.00%
Food Services Supply	-	-	-	-	0.00%
Other Supplies	-	8,566	8,566	(8,566)	0.00%
TOTAL SUPPLIES	83,196	11,127	43,394	39,802	52.16%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal,Accounting)	-	-	-	-	0.00%
2f. Health/Disability Services/Mental Health)	20,000	-	-	20,000	0.00%
3f. Food Service	50,000	10,145	20,260	29,740	40.52%
4f. Child Transportation Services	85,000	-	89,440	(4,440)	105.22%
5f. Training & Technical Assistance (RESTRICTED)	481,816	16,578	471,270	10,546	97.81%
6f. Family Child Care	-	-	-	-	0.00%
LLIRRAFO	1,951,729	315,197	1,422,986	528,743	72.91%
LANDOW	871,396	115,663	374,047	497,349	42.93%
ALLAPATTAH COMMUNITY ACTION	610,360	94,914	425,954	184,406	69.79%
OUR LITTLE ONES CH	932,863	97,472	515,906	416,957	55.30%
PARADISE CHRISTIAN	1,421,283	301,330	1,201,103	220,180	84.51%
CATHOLIC COMMUNITY	10,009,426	1,122,348	4,632,896	5,376,530	46.29%
ST ALBANS DAY CARE	1,342,990	97,726	781,755	561,235	58.21%
KIDCO CREATIVE LEARNING	2,444,433	236,953	1,447,151	997,282	59.20%
FAMILY CHRISTIAN ASSOC OF AMERICA	3,755,856	279,389	2,105,028	1,650,828	56.05%
LE JARDIN	3,776,372	381,871	2,360,783	1,415,589	62.51%
CENTRO MATER	5,133,075	68,002	2,182,540	2,950,535	42.52%
SUNFLOWERS	317,675	44,325	186,373	131,302	58.67%
HAITIAN YOUTH	1,818,642	29,539	938,803	879,839	51.62%
UNITED WAY OF MIA	704,324	106,355	359,827	344,497	51.09%
MIAMI DADE COUNTY PUBLIC	14,518,295	-	5,511,913	9,006,382	37.97%
YWCA	2,143,005	159,736	749,387	1,393,618	34.97%
EASTER SEALS SOUTH FLORIDA	3,674,136	335,763	2,222,771	1,451,365	60.50%
8f. Contracts	204,290	-	-	204,290	0.00%
8.1f. Other Contracts	351,260	53,857	80,547	270,713	22.93%
TOTAL CONTRACTUAL	56,618,226	3,867,162	28,080,739	28,537,487	49.60%

CONSTRUCTION	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Construction	-	-	-	-	0.00%
OTHERS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1h. Depreciation/Use Allowance	-	-	-	-	0.00%
2h. Rent ****	33,280	-	29,810	3,470	89.57%
3h. Mortgage	-	-	-	-	0.00%
4h. Utilities *****	200,269	6,113	32,332	167,937	16.14%
5h. Bldg & Child Liability Ins *****	45,604	11,861	11,861	33,743	26.01%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	159,500	100,212	168,937	(9,437)	105.92%
7h. Incidental Alterations	-	-	-	-	0.00%
8h. Local Travel & Field Trips	65,637	4,048	24,510	41,127	37.34%
9h. Nutrition Services	-	-	-	-	0.00%
10h. Child Services - Consultants	97,421	-	-	97,421	0.00%
11h. Volunteers (APPLICABLE ONLY TO NFS)	-	-	-	-	0.00%
**11h. Volunteers - % FRINGES (APPLICABLE ONLY TO NFS)	-	-	-	-	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	-	0.00%
GRANTEE APPROVAL REQUIRED	49,000	3,165	22,481	26,519	45.88%
13h. Parent Services (RESTRICTED)	3,100	675	2,100	1,000	67.74%
14h. Accounting & Legal Svcs	45,000	-	-	45,000	0.00%
15h. Publication/Adv/Printing	173,170	4,435	85,346	87,824	49.28%
16h. Training or Staff Development	93,805	-	26,850	66,955	28.62%
17h. Other:	58,768	11,585	172,820	(114,052)	294.07%
TOTAL OTHERS	1,024,554	142,094	577,047	447,507	56.32%
TOTAL PROGRAM EXPENDITURES	65,907,918	4,881,789	33,454,002	32,453,916	50.76%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	-	-	-	-	0.00%
CARRYOVER	-	-	-	-	0.00%
AMENDED TOTAL PROGRAM EXPENDITURES	65,907,918	4,881,789	33,454,002	32,453,916	
Non- Federal Share (NFS) Report					
NFS Requirement based on Grant	\$	16,476,980	25.00%		
NFS Required based on YTD Expenditures	\$	8,363,500	25.00%		
NFS YTD Recorded	\$	-	0.00%		
In-Kind TO BE reported in Informs	\$	-	0.00%		
Difference (+/-)	\$	(8,363,500)	-25.00%		

Head Start/ Early Head Start - 04CH012096
PY2021-22

Head Start/ Early Head Start Financial Report as of March 31, 2022

Other ---Account Description	Totals as of		
	February 2022	March 2022	March 2022 Grand Total
Budget			\$58,768
Janitorial Services	\$0.00	\$2,636.33	\$2,636.33
Other Outside Contractual Services	\$3,826.59	\$0.00	\$3,826.59
Printing & Reproduction	\$60,387.86	\$3,822.48	\$64,210.34
Information Tech Allocation Costs	\$66,008.38	\$0.00	\$66,008.38
License and Permit Fees	\$11,287.65	\$0.00	\$11,287.65
Clerk Records Storage	\$0.00	\$5,014.80	\$5,014.80
Employee Processing/Screening Charges	\$111.75	\$111.75	\$223.50
Clothing and Uniforms	\$3,458.66	\$0.00	\$3,458.66
Misc. Other Operating Supplies	\$13,893.00	\$0.00	\$13,893.00
Administrative Overhead Construction	\$7.99	\$0.00	\$7.99
Subscriptions	\$2,252.41	\$0.00	\$2,252.41
Total	\$161,234.29	\$11,585.36	\$172,819.65

NOTE

17 h .What is in line item Other (Above) the variance is 294.07% in eight months Other- includes amounts for \$2,636.33 Janitorial services, Printing and reproduction costs of \$3,822.48, Clerk Records Storage of \$5,014.80, Employee Processing/Screening Charges of \$111.75 for a total increase of \$11,585.36 for the month of March.



COMMUNITY ACTION AGENCY BOARD

Date: March 31, 2022

Agenda Item Number: 3A1d

Agenda Item Subject: Early Head Start Child Care Partnership Program

Financial Statement for March 31, 2022

Agenda Item Type: Approval

Recommendations: Approval

Background/Summary:

The financial report for the EHS-CCP program through March 31, 2022. The report consists of the budgeted amount of \$3,517,496, including COLA of \$41,485, and actual adjusted expenditures of \$2,221,543.

The current funds utilization rate is 63.16%.

Funding Source: Federal

PY: 2021-22

Budget Period: August 1, 2021 to July 31, 2022

Closeout Period: August 1, 2022 to October 31, 2022

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

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

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	733,765	63,433	542,748	191,017	73.97%

FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	341,759	58,171	245,973	95,786	71.97%

TRAVEL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	15,135	-	-	15,135	0.00%

EQUIPMENT	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Other Equipment	-	-	-	0	0.00%

SUPPLIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	12,010	-	-	12,010	0.00%
Child & Family Serv. Supplies	10,700	12,758	25,704	-15,004	240.22%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	-	-	-	0	0.00%
TOTAL SUPPLIES	22,710	12,758	25,704	(2,994)	113.18%

CONTRACTUAL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal,Accounting)	-	-	5,184	-5,184	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	6,600	4,740	6,600	0	100.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	30,240	648	18,817	11,423	62.23%
6f. Family Child Care	-	-	-	-	0.00%
PROVIDER AGENCIES: CHILD DEVELOPMENT	-	-	-	-	0.00%
Crystal Learning Center, Inc.	305,226	23,315	188,359	116,867	61.71%
Decroly Learning Child Care Center, Inc.	457,839	35,272	289,226	168,613	63.17%
Universal Academy	228,921	14,221	138,039	90,882	60.30%
Memorial Temple Missionary Baptist Church, Inc.	152,613	-	56,548	96,065	37.05%
St. Alban's (Delegate/Provider)	457,840	63,853	191,693	266,147	41.87%
Rising Star Academy	152,613	12,811	121,726	30,887	79.76%
Cambridge Academy	228,920	18,002	136,234	92,686	59.51%
Shinning Light Childcare Dev Center	152,613	12,482	76,513	76,100	50.14%
Community Outreach Center	152,614	27,288	105,394	47,220	69.06%
8f. Other Contracts	30,953	12,014	56,644	-25,691	183.00%
TOTAL CONTRACTUAL	2,356,992	224,647	1,390,978	966,014	59.01%

OTHERS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	17,408	1,378	4,819	12,589	27.68%
5h. Bldg & Child Liability Ins *****	1,950	1,727	1,727	223	88.57%
6h. Bldg Maintenance	2,884	-	607	2,277	21.04%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REQUIRED	10,000	-	-	10,000	0.00%
13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	3,200	-	-	3,200	0.00%
15h. Publication/Adv/Printing	-	-	4,817	-4,817	0.00%
16h. Training or Staff Development	200	-	-	200	0.00%
17h. Other:	11,493	3,662	4,170	7,323	36.29%
TOTAL OTHERS	47,135	6,767	16,140	30,995	34.24%
TOTAL PROGRAM EXPENDITURES	3,517,496	365,776	2,221,543	1,295,954	63.16%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	-	-	-	-	-
AMENDED TOTAL PROGRAM EXPENDITURES	3,517,496	365,776	2,221,543	1,295,954	
Non- Federal Share (NFS) Report					
NFS Requirement based on Grant	\$		879,374		
NFS Required based on YTD Expenditures	\$		555,386		
NFS YTD Recorded	\$		-		
In-Kind TO BE reported in FAMIS	\$		-		
Difference (+/-)	\$		(555,386)		



COMMUNITY ACTION AGENCY BOARD

Date: March 31, 2022

Agenda Item Number: 3A1e

Agenda Item Subject: Expansion Early Head Start Childcare Partnership Program Financial Statement for March 31, 2022.

Agenda Item Type: Approval

Recommendations: Approval

Background/Summary:

The financial report for the Expansion Early Head Start Child Care Partnership program for March 31, 2022. The report consists of the budgeted amount of \$8,419,502, including COLA of \$99,185, and adjusted expenditures of \$4,651,453.

The current funds utilization rate is 55.25%.

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
March 31, 2022

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

Expenditures

SALARIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Salaries Full Time	598,551	75,653	349,325	249,226	58.36%
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Fringe Benefits	237,882	59,610	176,297	61,585	74.11%
TRAVEL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Staff Travel out of Town	-	-	-	0	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	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 MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Office Supplies	10,000	3,690	10,487	-487	104.87%
Child & Family Serv. Supplies	13,758	738	8,354	5,404	60.72%
Food Services Supply	-	-	-	0	0.00%
Other Supplies	9,000	-	-	9,000	0.00%
TOTAL SUPPLIES	32,758	4,428	18,840	13,918	57.51%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
1f. Admn. Services (Legal/Accounting)	7,500	-	5,184	2,316	69.12%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	-	3,333	3,333	-3,333	0.00%
4f. Child Transportation Services	-	-	-	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	143,175	1,642	41,436	101,739	28.94%
6f. Family Child Care	-	-	-	0	0.00%
DELEGATES:					
COMMUNITY BASED OR (LANDOW)	222,578	33,992	57,921	164,657	26.02%
PARADISE CHRISTIAN	445,156	45,226	389,788	55,368	87.56%
CATHOLIC COMMUNITY	1,669,336	143,247	702,663	966,673	42.09%
KIDCO DAYCARE	445,156	91,200	281,615	163,541	63.26%
CHRISTIAN COMMUNIT	445,156	36,083	214,734	230,422	48.24%
SUNFLOWERS ACADEMY	1,001,602	220,660	741,173	260,429	74.00%
HAITIAN YOUTH & CO & (LMW)	1,112,892	-	202,096	131,771	60.53%
YWCA	556,446	43,783	349,454	206,992	32.45%
PROVIDERS:					
Decroly Learning Child	219,749	39,607	179,080	40,669	62.80%
Cambridge Academy	219,749	18,677	142,770	76,979	81.49%
BRICKS Early Learning Center	219,749	25,334	197,321	22,428	64.97%
Early Learning Center	292,997	24,603	176,464	116,533	89.79%
	-	-	-	0	60.23%
	-	-	-	0	0.00%
8f. Other Contracts	135,050	5,655	43,529	91,521	0.00%
TOTAL CONTRACTUAL	7,470,158	779,855	4,089,685	3,380,473	54.75%

CONSTRUCTION	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
Construction	-	-	-	0	0.00%

OTHERS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-/+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities *****	-	-	-	0	0.00%
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance	-	1,110	1,131	-1,131	0.00%
8h. Local Travel & Field Trips	3,000	-	-	0	0.00%
13h. Parent Services (RESTRICTED)	-	1,273	1,273	1,727	42.43%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	29,773	-	-	0	0.00%
16h. Training or Staff Development	-	4,730	11,743	18,030	39.44%
17h. Other:	-	-	-	0	0.00%
TOTAL OTHERS	80,153	9,467	17,306	62,847	21.59%

TOTAL PROGRAM EXPENDITURES	8,419,502	929,012	4,651,453	3,768,049	55.25%
Less/Add Adjustment reallocation of expenses	-	-	-	-	-
AMENDED TOTAL PROGRAM EXPENDITURES	8,419,502	929,012	4,651,453	3,768,049	

Non- Federal Share (NFS) Report	
NFS Requirement based on Grant	\$ 2,104,876
NFS Required based on YTD Expenditures	\$ 1,162,863.15
NFS YTD Recorded	
In-Kind TO BE reported in FAMIS	\$
Children Trust Cash Match	-
Difference (+/-)	\$ (1,162,863)

Child Care Partnership (CCP) -04HP000219-02-00
PY2020-21



COMMUNITY ACTION AGENCY BOARD

DATE: March 31, 2022

AGENDA ITEM NUMBER:

AGENDA ITEM SUBJECT: COVID-19 GRANTS FOR March 2022:
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)
American Rescue Plan (ARP) 04HE000544-01-01

AGENDA ITEM TYPE: Approval

RECOMMENDATIONS: Approval

BACKGROUND/SUMMARY:

The financial report for the COVID-19 grants consists of the budgeted amount of 11,302,897 including the CRRSA grant of \$2,271,715 and ARP grant of \$9,031,182 with expenditures of approximately \$1,111,052.22.

The current funds utilization rate is 9.83%

Contingent upon approval of the Policy Council on May 5, 2022.

FUNDING SOURCE: Federal

PY: 2021-23

***BUDGET PERIOD:** April 1, 2021, to March 31, 2023

Grant #:	04HE000544-01-01					
Budget vs. Expenses: PY21 - 22						
March 31, 2022						
CCRSA/American Rescue Plan						
Budget Period	Grant Name	Awarded Budget	Actual as of	Balance	% Rate of	
			March 31, 2022	March 31, 2022	Expenditure	
4/1/21 -3/31/23	CRRSA	\$ 2,271,715.00	\$ 659,307.78	\$ 1,612,407.22	29.02%	
4/1/21 -3/31/23	American Rescue Plan	\$ 9,031,182.00	\$ 451,744.44	\$ 8,579,437.56	5.00%	
Total		\$ 11,302,897.00	\$ 1,111,052.22	\$10,191,844.78	9.83%	



COMMUNITY ACTION AGENCY BOARD

DATE: May 2nd, 2022

AGENDA ITEM NUMBER: 4A

AGENDA ITEM SUBJECT: Departmental Updates

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

- ENERGY, TRANSPORTATION, AND FACILITIES DIVISION BOARD
REPORT FOR MARCH 2022
- FAMILY AND COMMUNITY SERVICES DIVISION BOARD REPORT FOR
MARCH 2022
- VIOLENCE, PREVENTION, AND INTERVENTION DIVISION BOARD
REPORT FOR MARCH 2022
- REHABILITATIVE SERVICES DIVISION BOARD REPORT FOR MARCH
2022
- HEAD START/EARLY HEADSTART CONTENT AREA REPORT FOR
MARCH 2022
- COVID-19 CASES/CLOSURES FOR FEBRUARY 2022
- ACF-PI-HS-22-02 HEAD START FUNDING INCREASE FY 2022

- ACF-IM-HS-22-03 HEAD START CATEGORICAL ELIGIBILITY FOR FAMILIES FOR THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

FUNDING SOURCE: Various sources



**Community Action and Human Services Department
March 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.

PROGRAM SUMMARY	March 2022	Program YTD
Weatherization Assistance Program Contract Year October 1, 2020 – September 30, 2023 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)
Home Beautification Program Contract Year December 1, 2017 – March 31, 2022 The Home Beautification Program provides eligible homeowners of single-family homes the opportunity to have their homes painted and/or landscaped at no cost. Note: Beautification Program is offered only in Districts 1 and 12.	0 (Homes Completed)	49 (Homes Completed)
Facilities Maintenance 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.	82 (Service Requests) 78 (Service Requests Completed)	910 (Service Requests) 879 (Service Requests Completed)
Transportation 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)

INACTIVE PROGRAMS	January 2022	Program YTD
Single Family Home Rehabilitation (Surtax) Contract Year November 1, 2016 – December 31, 2018 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. Note: Program is pending a rule change.	0 (Homes Completed)	19 (Homes Completed)
HOME (County Wide) Contract Year October 01, 2016 – September 30, 2018 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. Note: Program is pending an extension.	0 (Homes Completed)	19 (Homes Completed)
HOME (Liberty City) Contract Year January 01, 2016 – December 31, 2017 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 th Avenue (East boundary), NW 32 nd Avenue (West boundary), SR112 (South boundary), and NW 79 th 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. Note: Program was extended to March 31, 2019.	0 (Homes Completed)	22 (Homes Completed)
Paint and Hurricane Shutter Program (Surtax) Contract Year June 01, 2014 – May 31, 2016 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. Note: Program was extended to December 31, 2019.	0 (Homes Completed)	0 (Homes Completed)
Hurricane Shutter Program (General Funds) 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)
Residential Chore Program 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 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
March 2022 Board Report
Targeted Services Bureau
Violence Prevention and Intervention Division

The Violence Prevention and Intervention Division offers advocacy and supportive services to victims of domestic violence, sexual violence, dating violence, human trafficking and their dependents. Services such as, but not limited to, counseling, information and referral, safe shelter, transportation, emergency financial assistance and food and clothing, among others.

Total Number of Clients	
New	167
Returning	1587
Total	1754
Program summary	
ACCESS Applications Rendered	96
Advocacy Services Rendered	3048
Direct Relief Requests Submitted	3
Educational Presentations/Training Sessions Conducted	2
Family-Self Help Assistance Rendered	0
Food Provision Provided (Number of Bags or Amount of Food Pounds)	5303
Group Sessions Conducted (i.e. Financial, Empowerment, Support, In-House, etc.)	20
Helpline Calls (CVAC) Answered	3510
Hotline Calls (Shelters) Answered	384
Immigration Services (i.e. Divorce Packet, Motion, Affidavit, Petition, etc.)	116
Individual Counseling Services Rendered	29
Individual Therapy Sessions Conducted	170
OAG Victims Applications Submitted	25
Safety Planning Services Rendered	1984



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

REHABILITATIVE SERVICES DIVISION

PROGRAM SUMMARY	March	Program Year to Date
New Direction Residential Programs New Admissions	36	130
New Direction Residential Programs Active Clients during the month	74	335
Clients successfully completing New Direction Residential Treatment Programs	19	77
New Direction Residential Treatment Program percent of operating capacity	44%	63%
Clients in Employability Skills Training (Career Resources Van)	40	197
Treatment Alternatives to Street Crime (TASC) New Admissions	23	78
Treatment Alternatives to Street Crime (TASC) Active Clients during the month	125	756
Clients successfully completing Treatment Alternative to Street Crimes (TASC)	10	51
DUI Program New Admissions	0	0
DUI Program Active Clients during the month	0	0
Assessment, Referral and Placement completed by the Central Intake Unit	0	0



COMMUNITY ACTION AGENCY BOARD

DATE: March 31, 2022

AGENDA ITEM NUMBER: 4A8

AGENDA ITEM SUBJECT: March 2022 Head Start Content Area Report

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

The March 2022 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

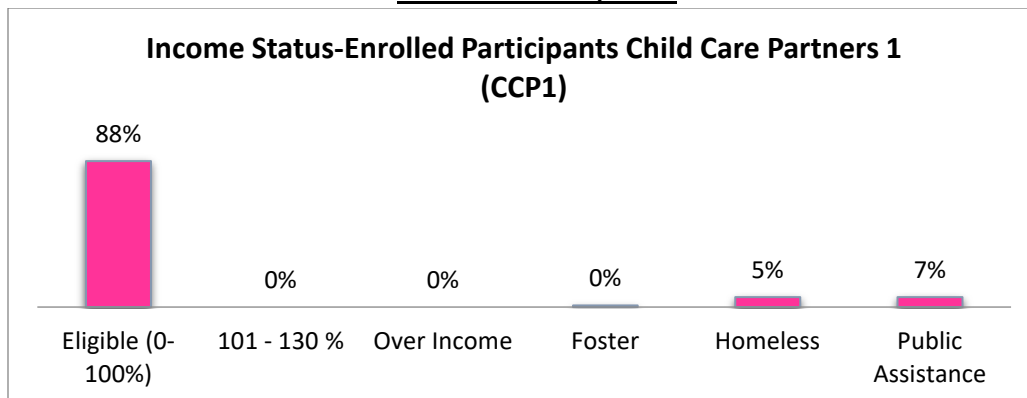
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Child Care Partners 1

Early Head Start Participants

As of March 31, 2022



Child Care Partners 1 Current Enrollment	Current Enrollment %/ 99% Vacant slots 3 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 16 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 24 slots vacant
St. Alban's Child Enrichment Center	96% 2 of 48 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

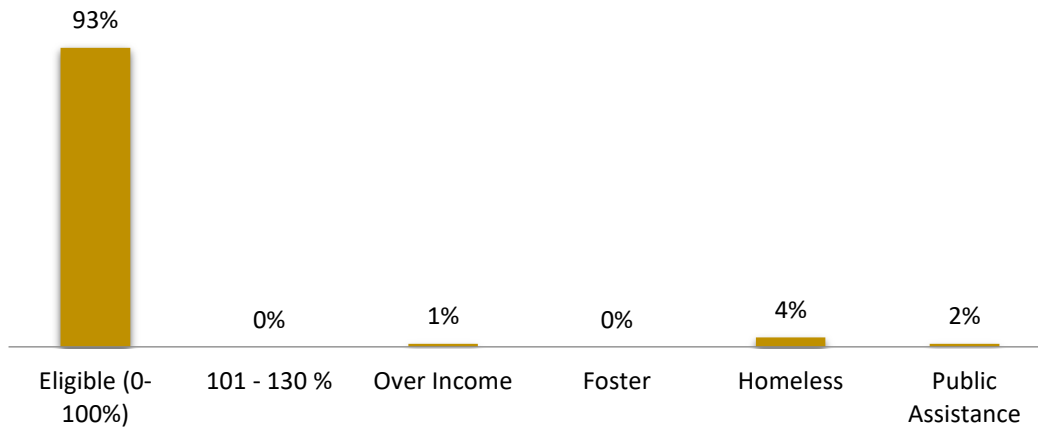
Enrollment:

Eligibility Statuses-Enrolled EHS Expansion Child Care Partners

Participants

As of March 31, 2022

Income Status-Enrolled Participants EHS Expansion Child Care Partners



Child Care Partners 2 Current Enrollment	Current Enrollment % / Vacant slots 99% 5 of 552 slots vacant
Catholic Charities	99% 1 of 120 slots vacant
CCP-Bricks Early Learning Center	100% 0 of 24 slots vacant
CCP-Cambridge Academy	100% 0 of 24 slots vacant
CCP-Decroly Learning Child Care Ctr	96% 1 of 24 slots vacant
CCP-Early Learning Center	100% 0 of 32 slots vacant
Centro Mater	100% 0 of 72 slots vacant
FCAA	100% 0 of 32 slots vacant
Haitian Youth	100% 0 of 80 slots vacant
KIDCO Creative Learning	94% 2 of 32 slots vacant
Landow	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

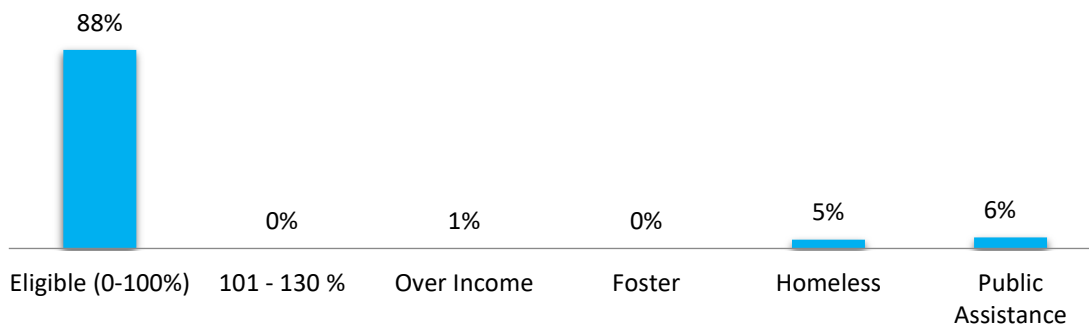
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Early Head Start Participants

As of March 31, 2022

Income Status-Enrolled Participants Early Head Start



EARLY HEAD START Current Enrollment	Current Enrollment %/Vacant slots 99% 3 of 446 Vacant slots
Centro Mater	99% 1 of 70 slots vacant
Easter Seals	100% 0 of 8 slots vacant
FCAA	100% 0 of 24 slots vacant
Haitian Youth	97% 1 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	100% 0 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	97% 1 of 32 slots vacant

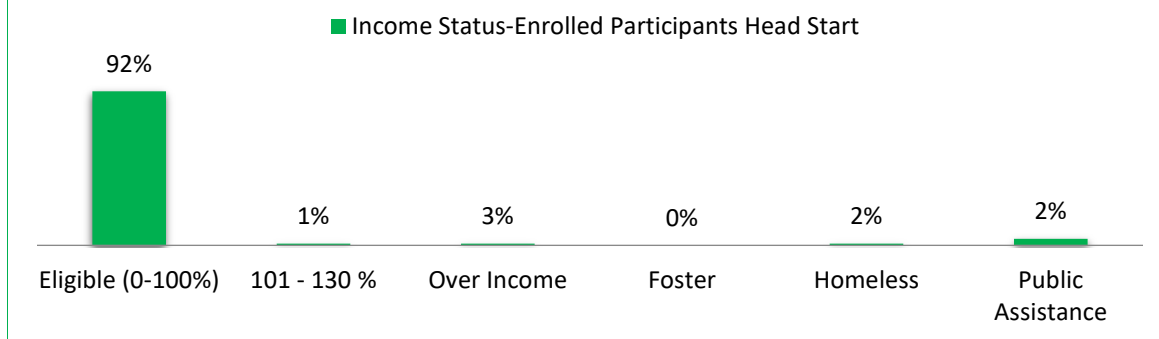
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Head Start Participants

As of March 31, 2022

Income Status-Enrolled Participants Head Start

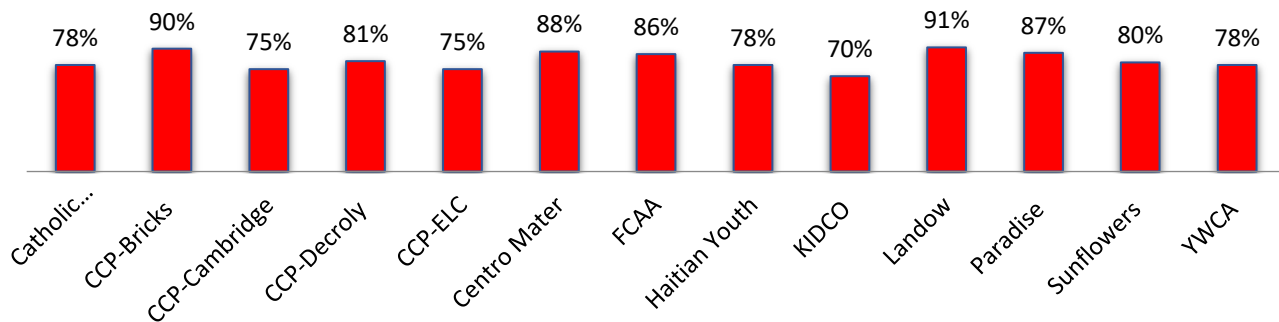


Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 93% 470 of 6310 slots vacant
Allapattah	100% 0 of 77 slots vacant
Catholic Charities	94% 72 of 1275 slots vacant
Centro Mater	99% 5 of 526 slots vacant
Easter Seals	82% 86 of 480 slots vacant
FCAA	81% 84 of 432 slots vacant
Haitian Youth	100% 0 of 175 slots vacant
KIDCO Creative Learning	78% 54 of 250 slots vacant
Landow	100% 0 of 80 slots vacant
Le Jardin Community Center, Inc.	96% 18 of 480 slots vacant
Miami Dade County Public Schools	99% 20 of 1535 slots vacant
O'Farrill Learning Center	74% 62 of 242 slots vacant
Our Little Ones	100% 0 of 118 slots vacant
Paradise Christian School, Inc.	89% 20 of 180 slots vacant
St. Alban's Child Enrichment Center	79% 36 of 170 slots vacant
Sunflowers Academy	1 00% 0 of 40 slots vacant
United Way Center Of Excellence	100% 0 of 30 slots vacant
YWCA Of Greater Miami-Dade	94% 13 of 220 slots vacant

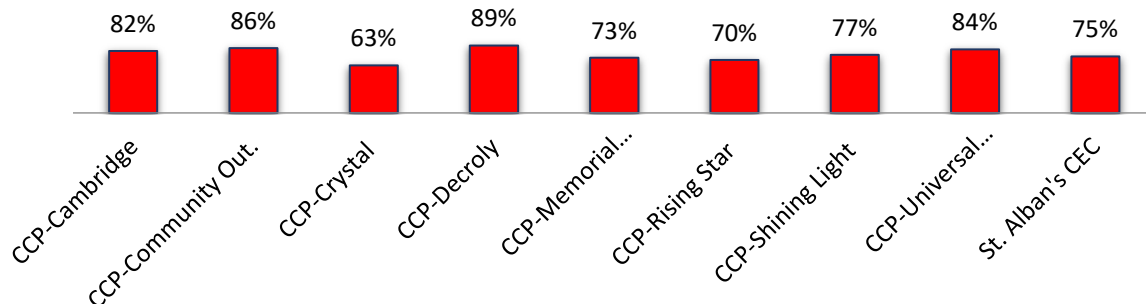
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

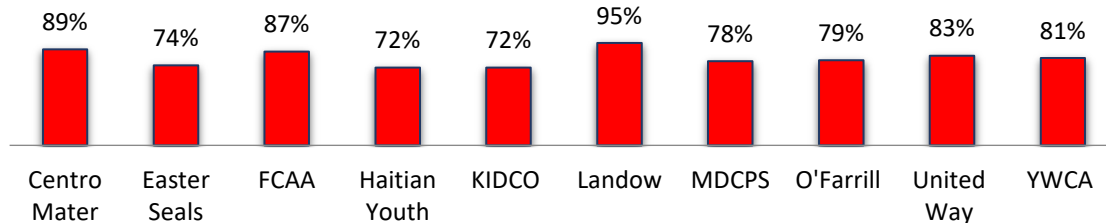
EHS Expansion CCP Average Daily Attendance Overall Total 80% (22 Operating Days)



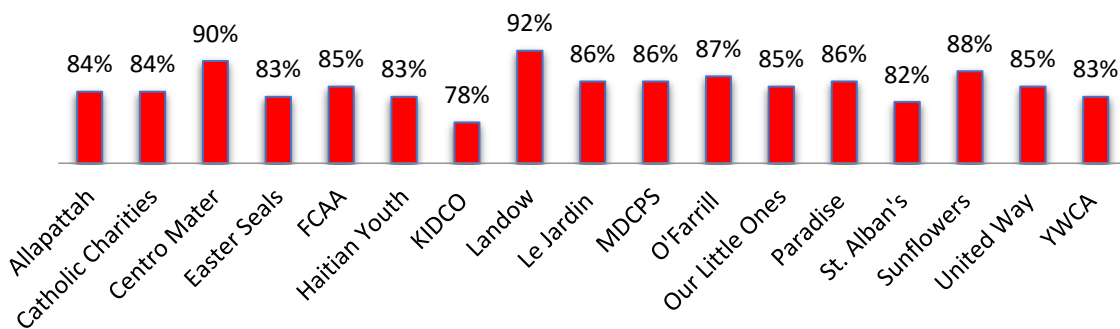
CCP 1 Average Daily Attendance Overall Total 78% (22 Operating Days)



EHS Average Daily Attendance Overall Total 80% (22 Operating Days)



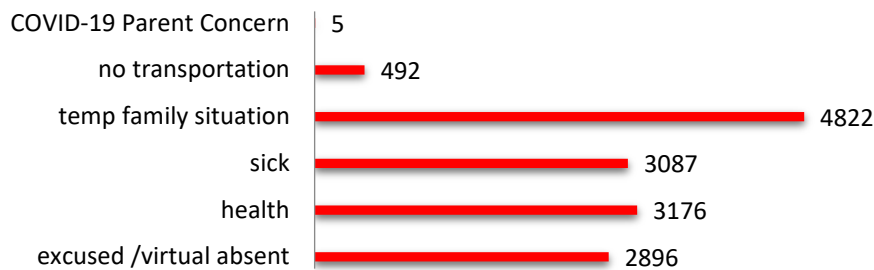
HS Average Daily Attendance Overall Total 85% (22 Operating Days)



ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

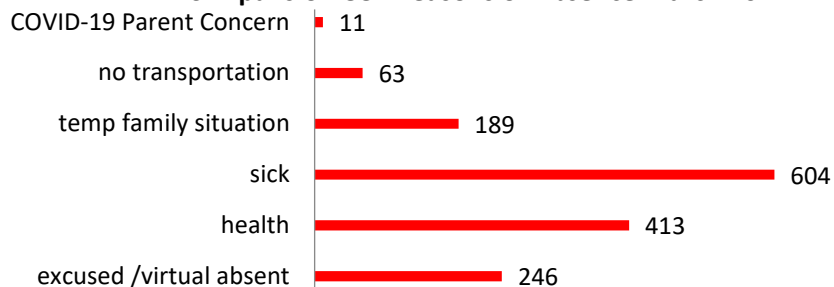
Head Start Reasons of Absence March 2022



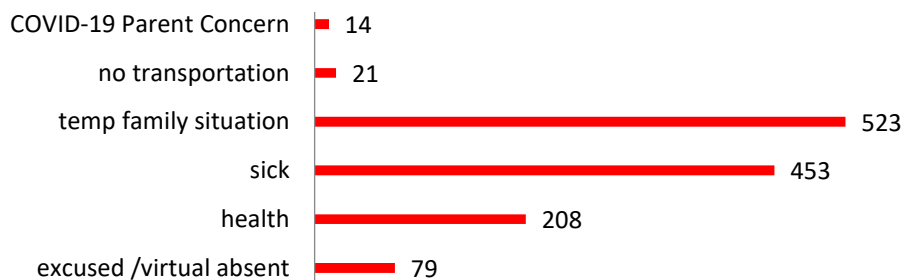
Child Care Partners 1 Reasons of Absence March 2022



EHS Expansion CCP Reasons of Absence March 2022



Early Head Start Reasons of Absence March 2022



Terminology defined:

Covid-19 Parent Concer- 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

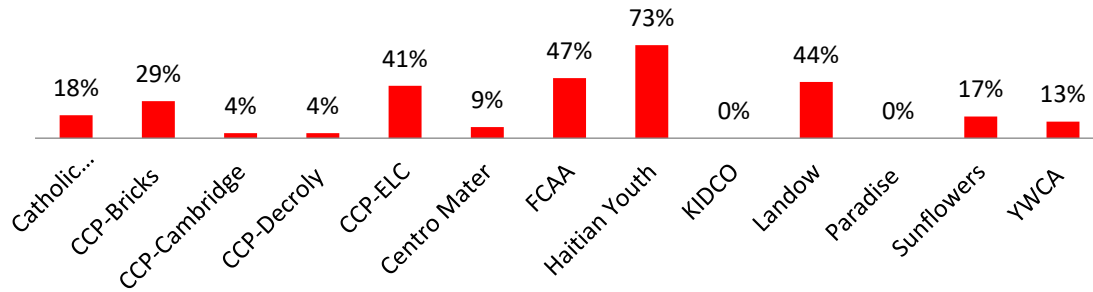
Sick - related to ill health

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

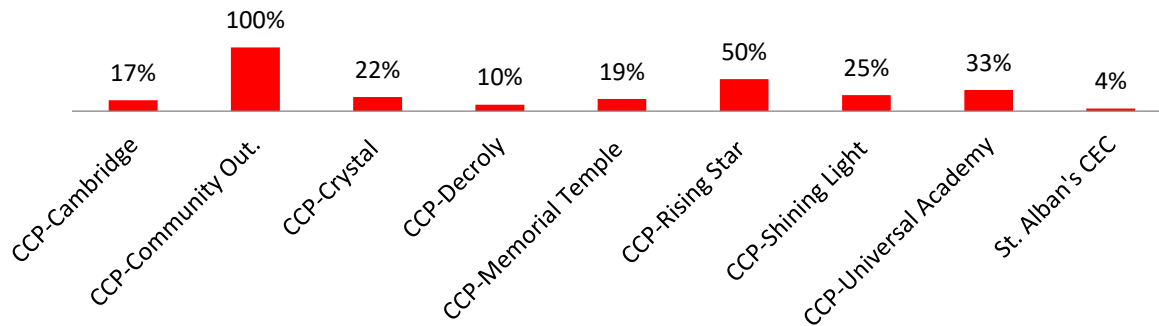
Excused - staff is aware of child/family absence

Waitlist Applications for the month ending in March 2022

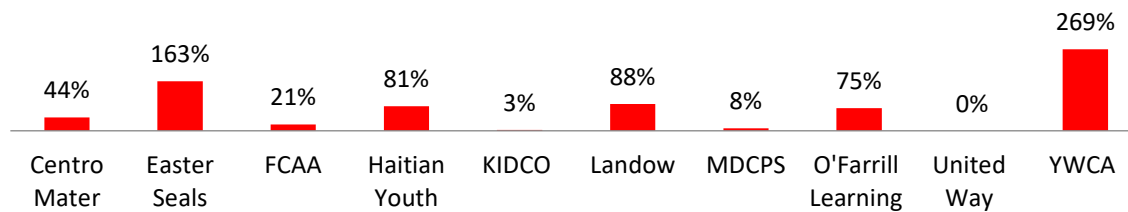
EHS Expansion CCP Wait List Application for the month ending in March 2022



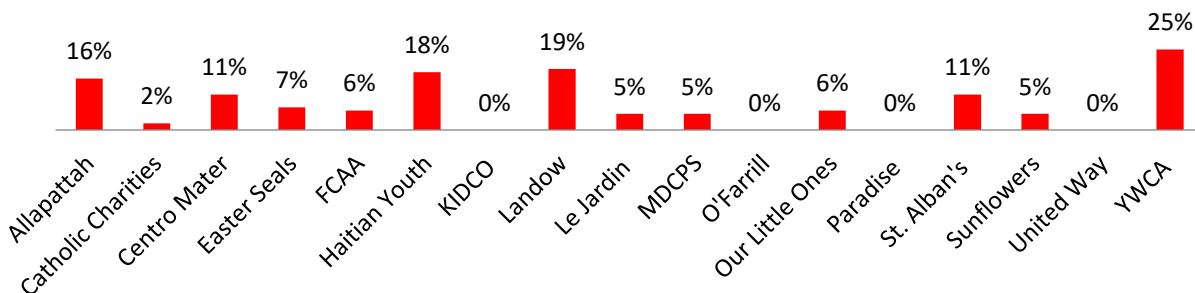
CCP 1 Wait List Application for the month ending in March 2022



EHS Waitlist Applications for the month ending in March 2022



HS Waitlist Applications for the month ending in March 2022



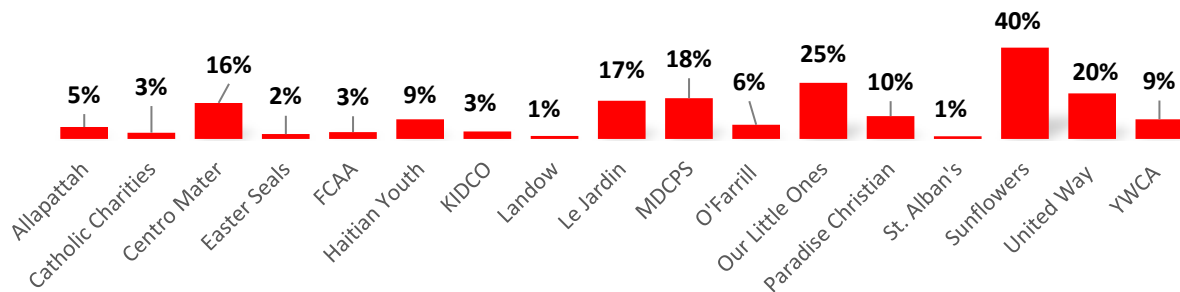
NOTE: Program Term 2021-2022 Applications in the "Term-Waitlist/Waitlist Status"

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

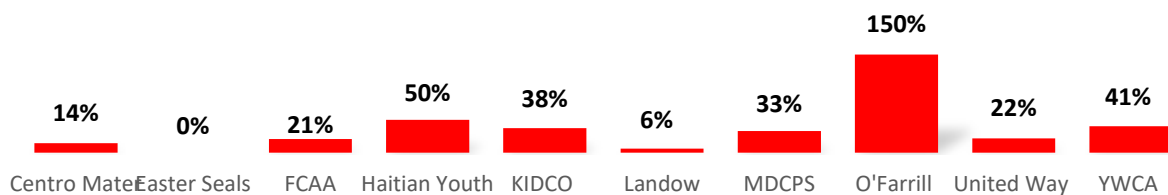
SELECTION

Applications for the month February 2022 ending March 2022

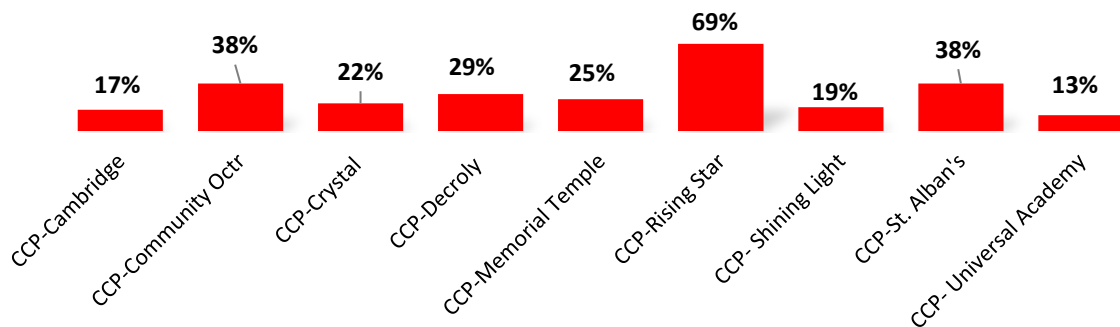
Head Start New Application Feb-March 2022



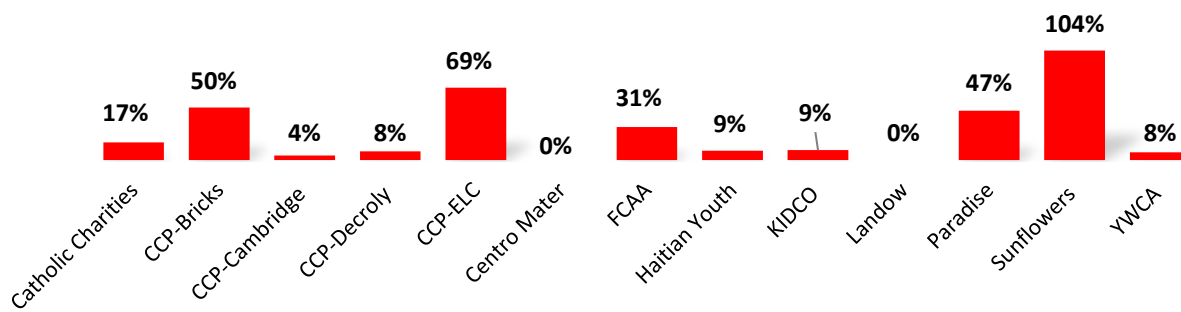
Early Head Start New Application Feb-March 2022



CCP 1 New Application Feb-March 2022



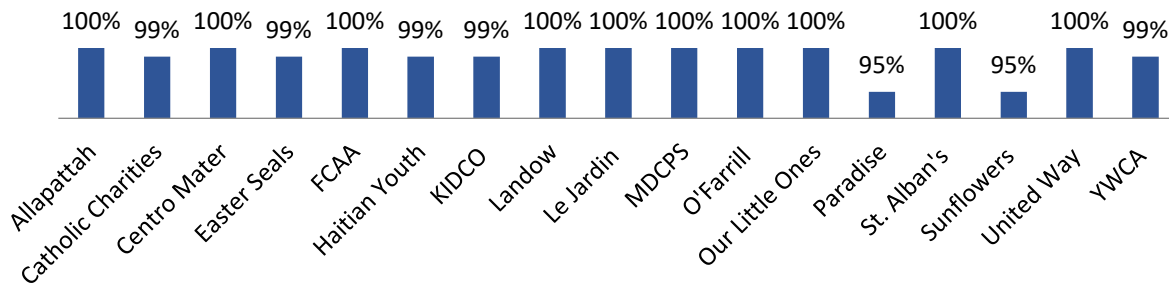
EHS Expansion CCP New Application Feb-March 2022



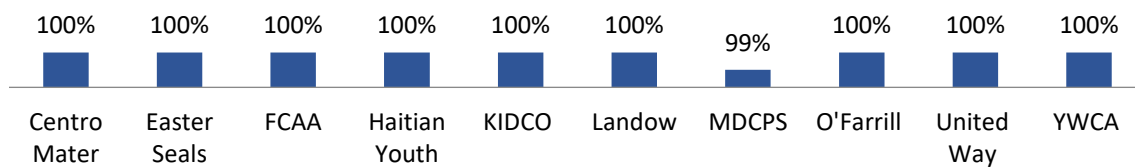
HEALTH SERVICES:

30-Day Screenings:

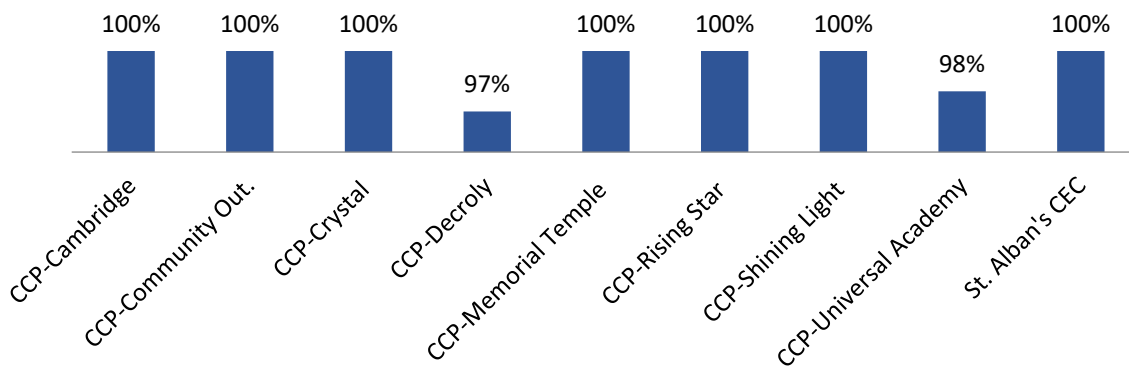
HS 30 Day Requirements 99% Complete*



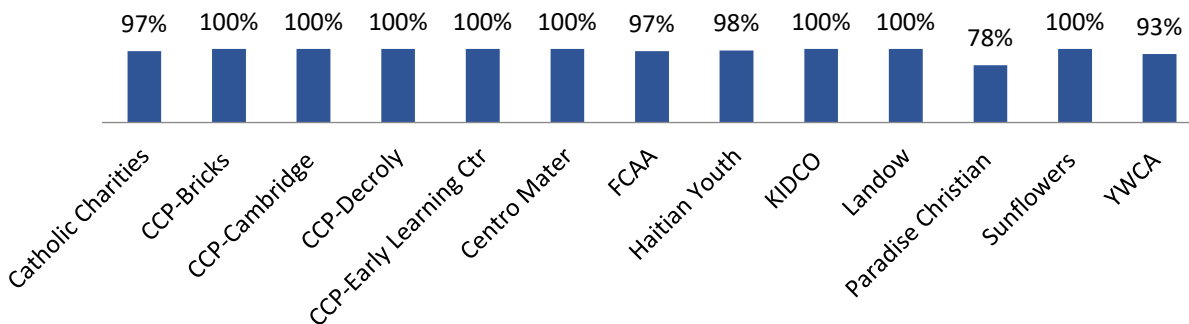
EHS 30 Day Requirements 100% Complete*



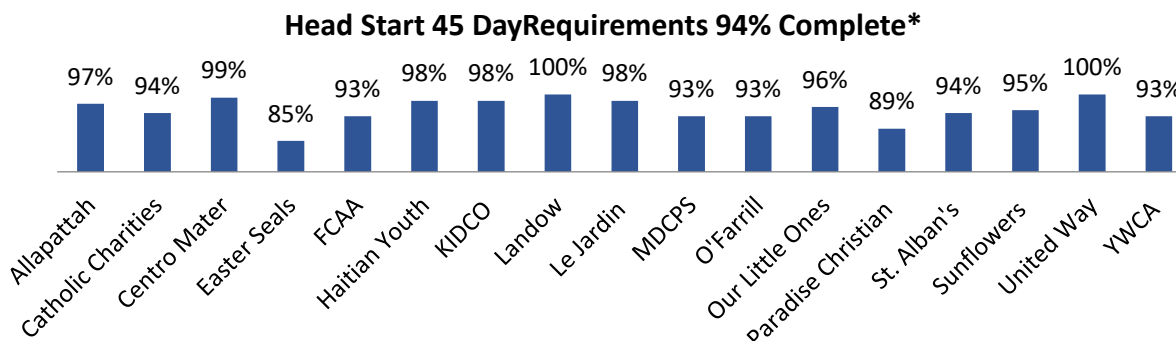
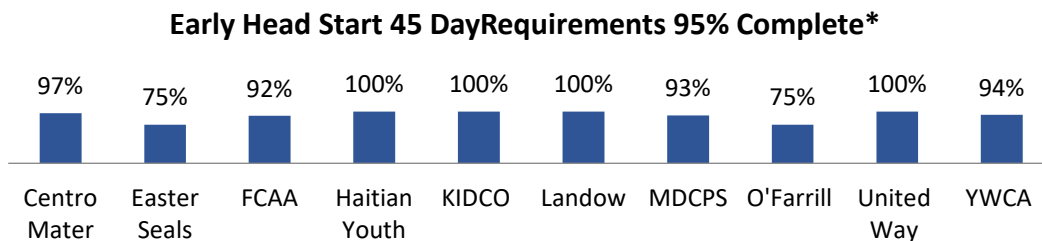
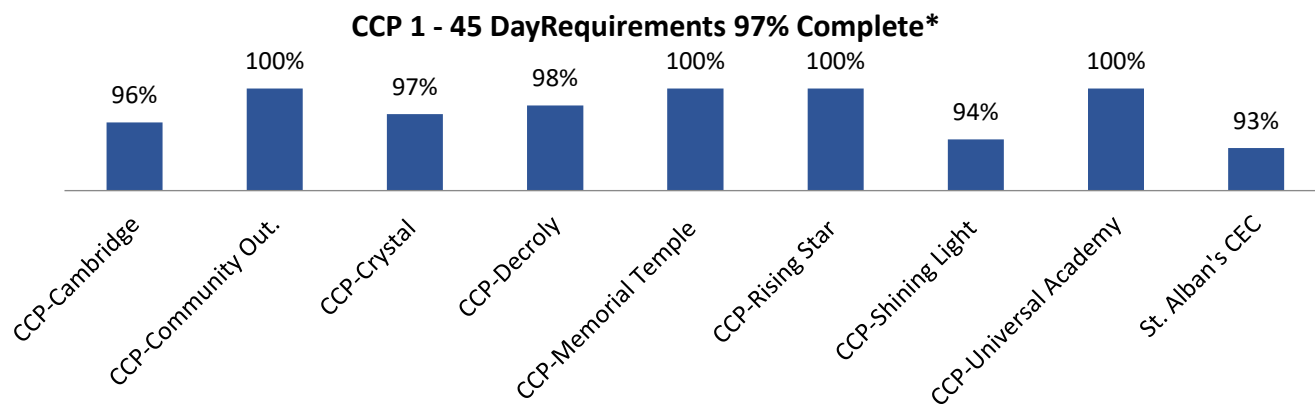
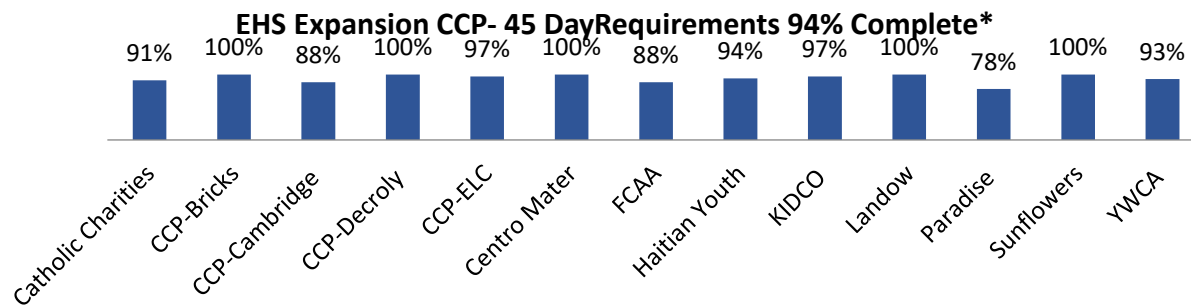
CCP 1 - 30 Day Requirements 100% Complete*



EHS Expansion CCP 30 Day Requirements 98% Complete*



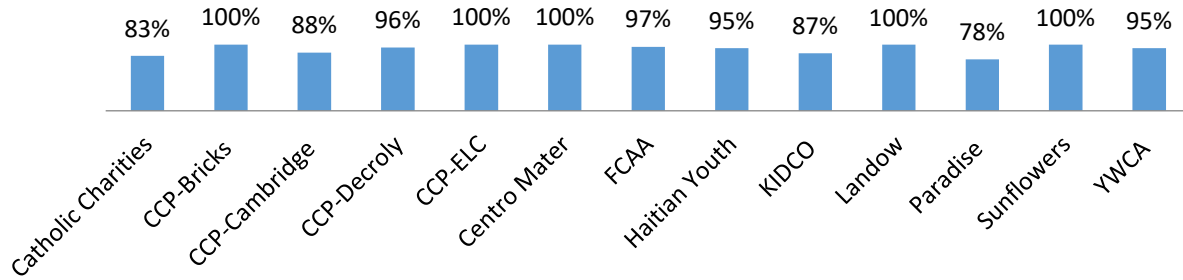
HEALTH SERVICES:



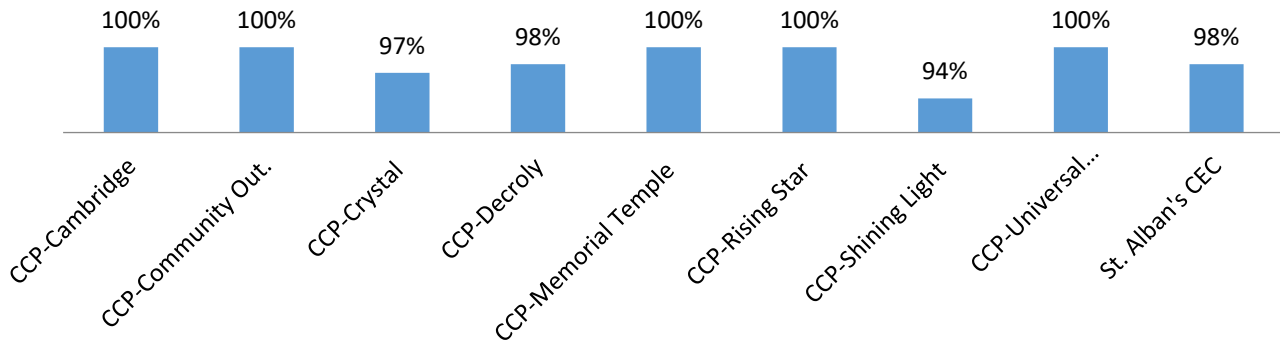
45-Day Screenings: 100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.

HEALTH SERVICES:

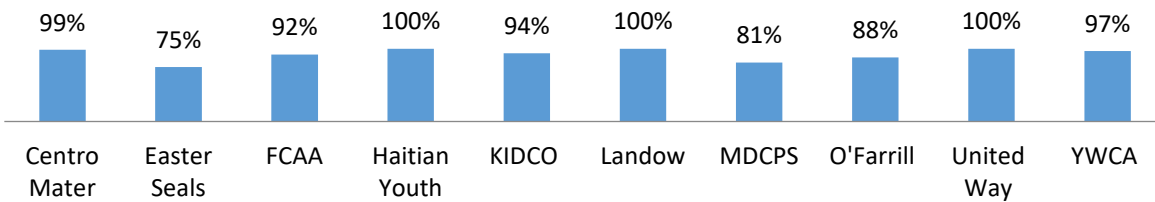
EHS Expansion CCP 90 Day Requirements 92% Complete*



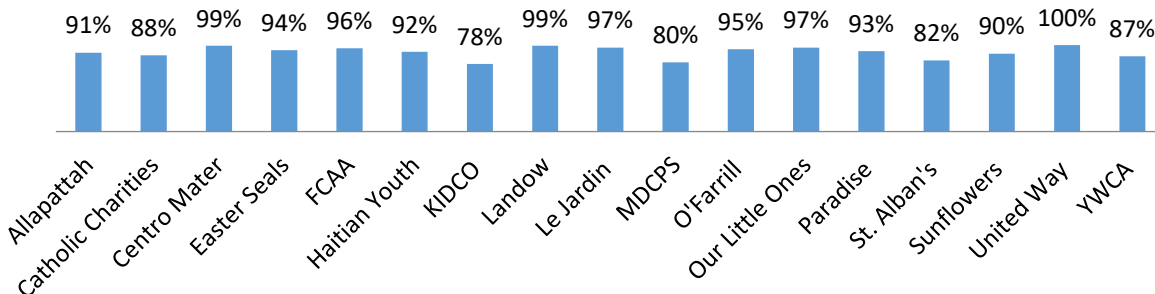
CCP 1 90 Day Requirements 98% Complete*



EHS 90 Day Requirements 89% Complete*



HS 90 Day Requirements 89% Complete*

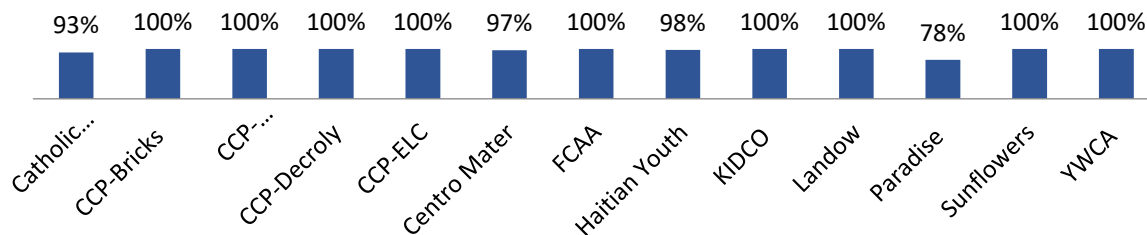


90-Day Health Requirements: 100% of the children must receive all Age Based Health Requirements (well baby check, Developmental/Behavioral screenings, Growth Assessment/Head Circumference, Health History, Hearing, Vision and Oral Health Screening) prior to the last day of the Early Head Start program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

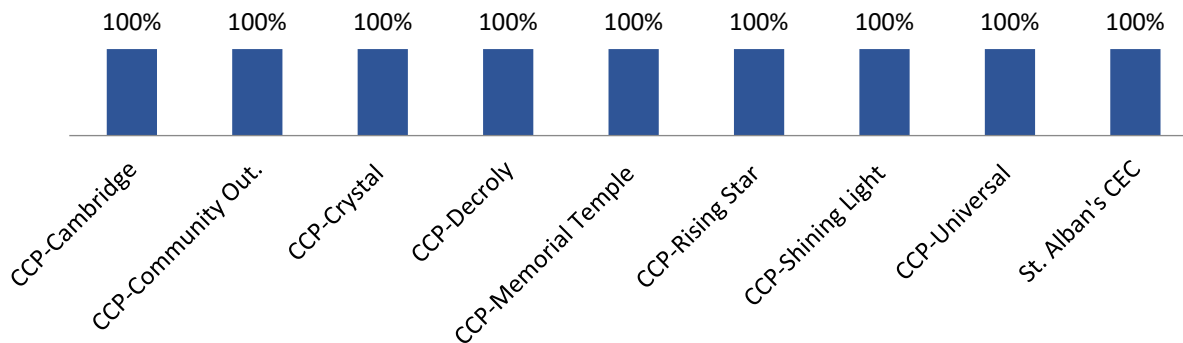
HEALTH SERVICES:

Immunization:

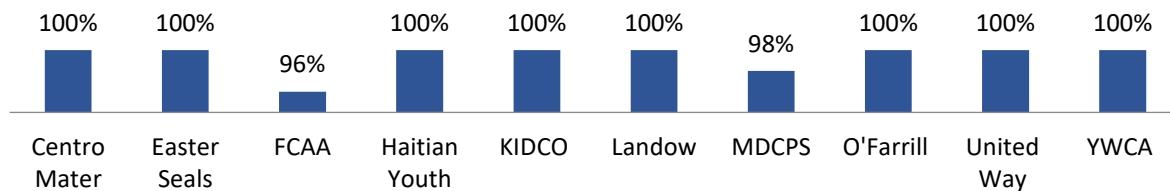
EHS Expansion CCP Immunization 96% Complete or Up-To-Date



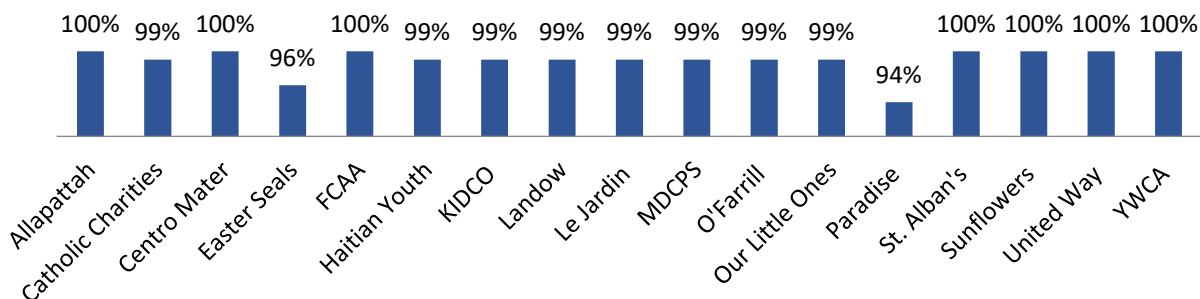
CCP1 Immunization 100% Complete or Up-To-Date



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

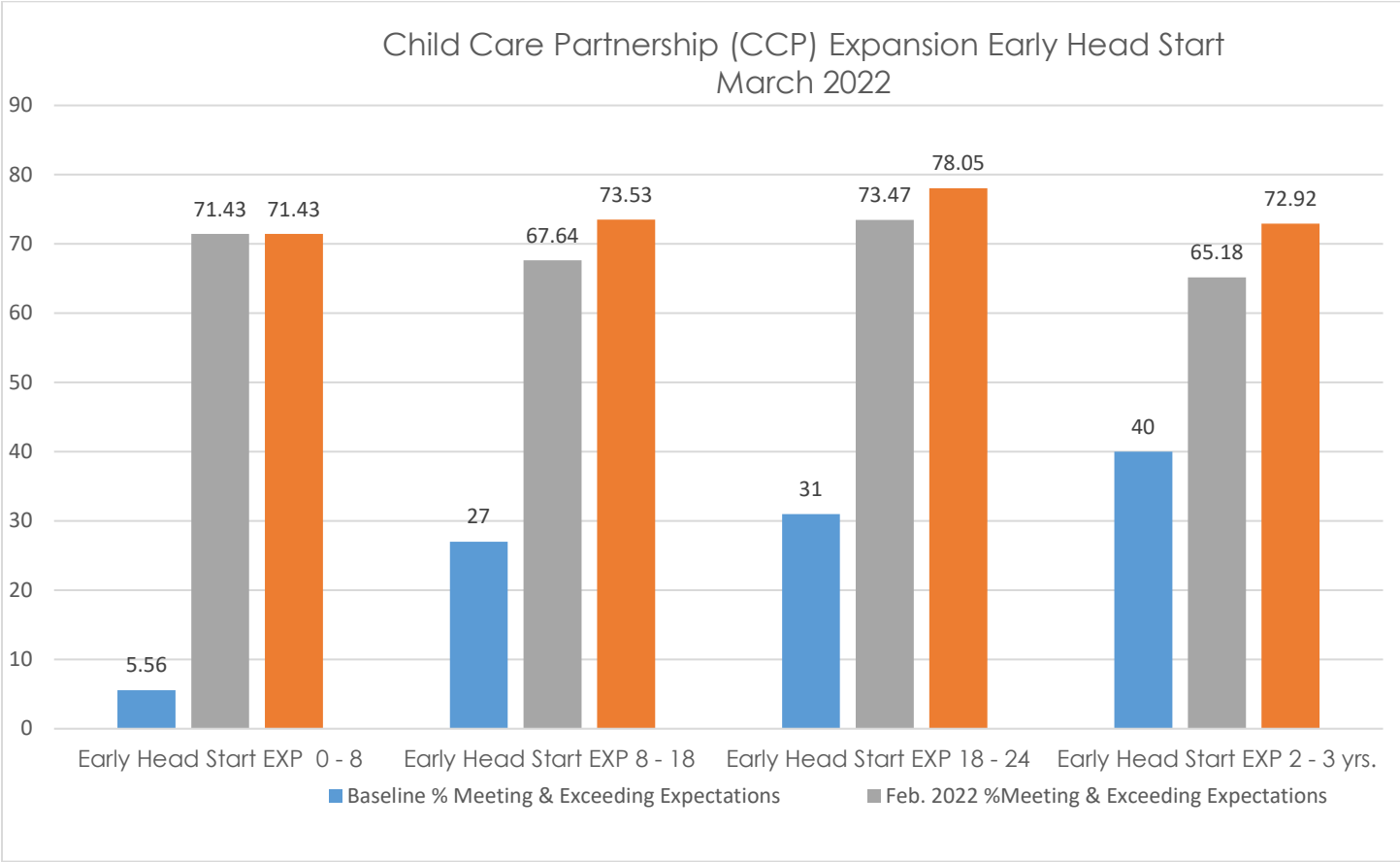


Head Start Immunization 99% Complete or Up-To-Date

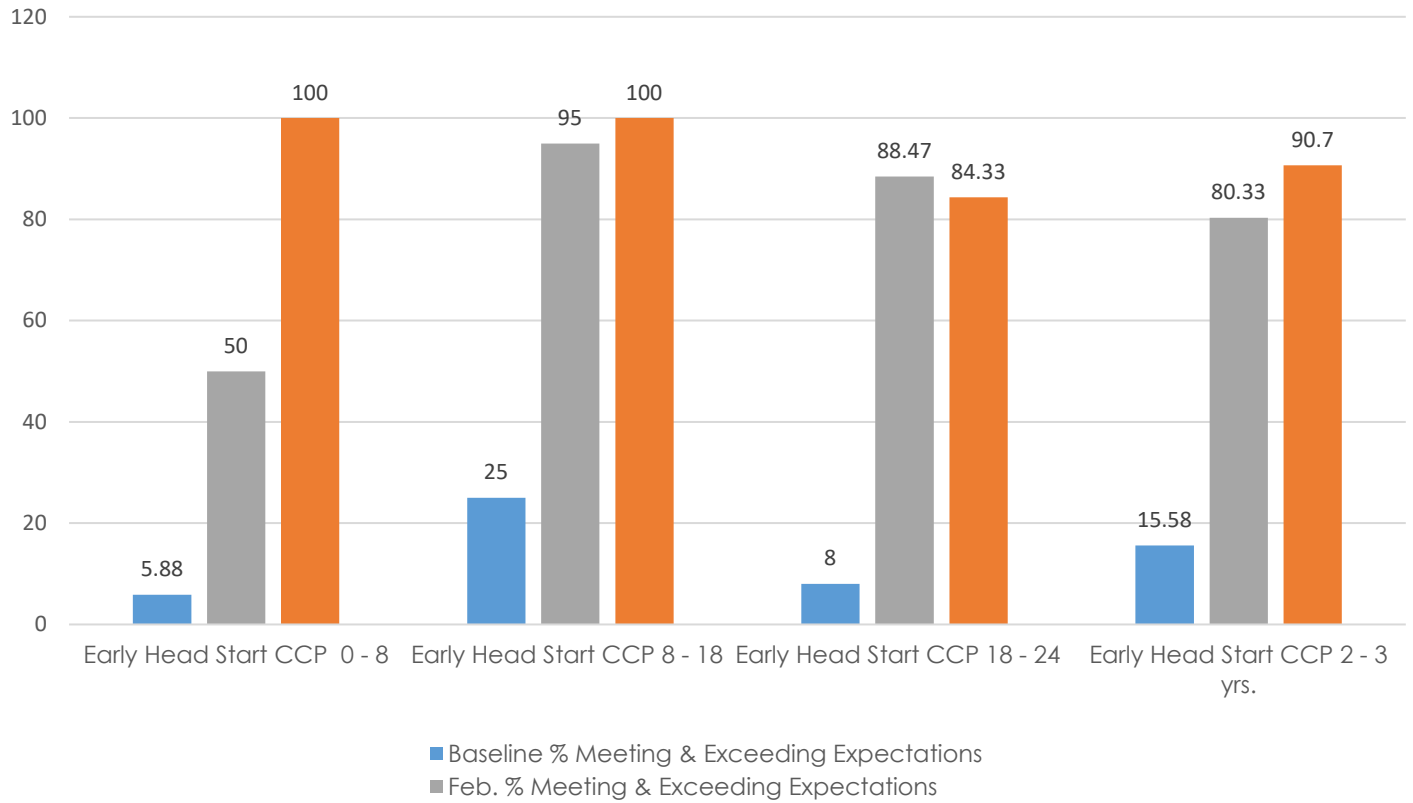


NOTE: 100% of all children must have a “complete” or “up-to-date” immunizations status within 90 calendar days of entry into the program.

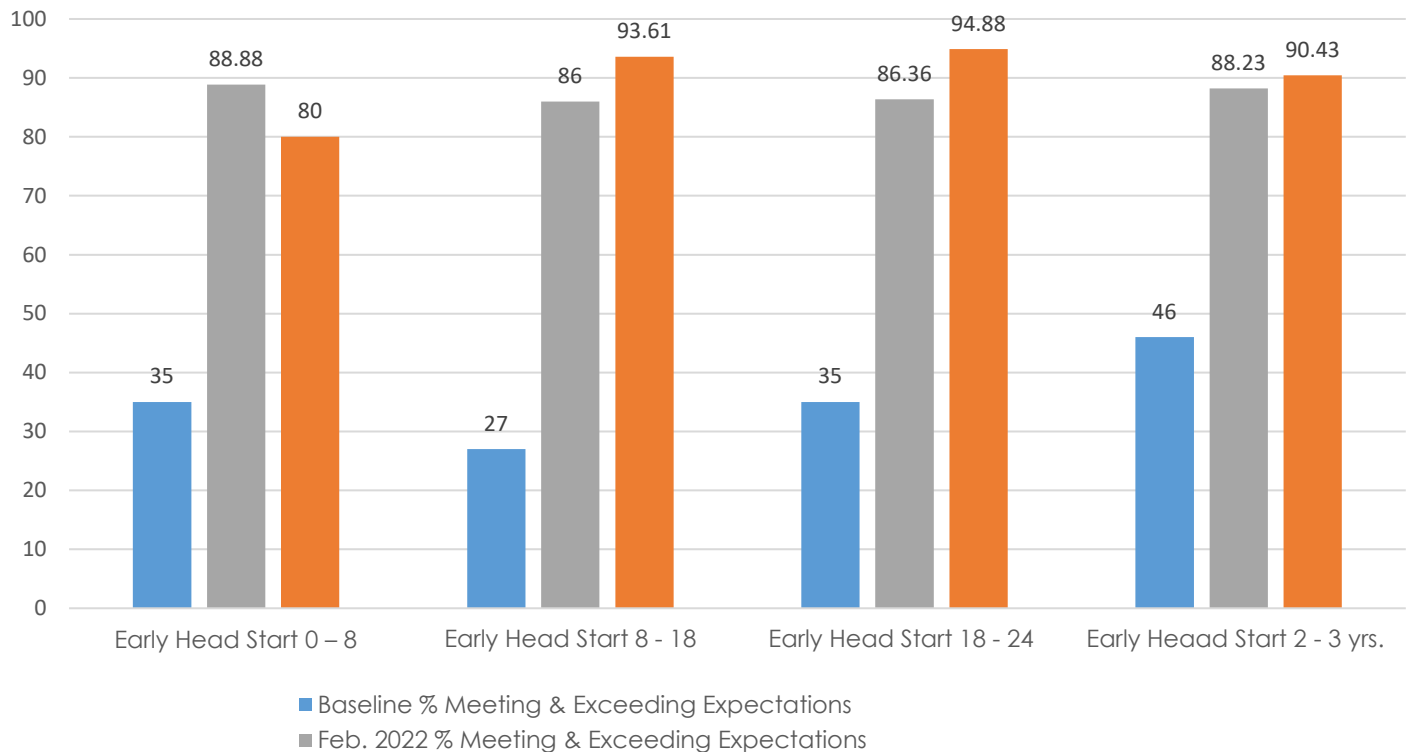
Miami – Dade County Head Start/Early Head Start Child Outcomes Report – School Readiness Data



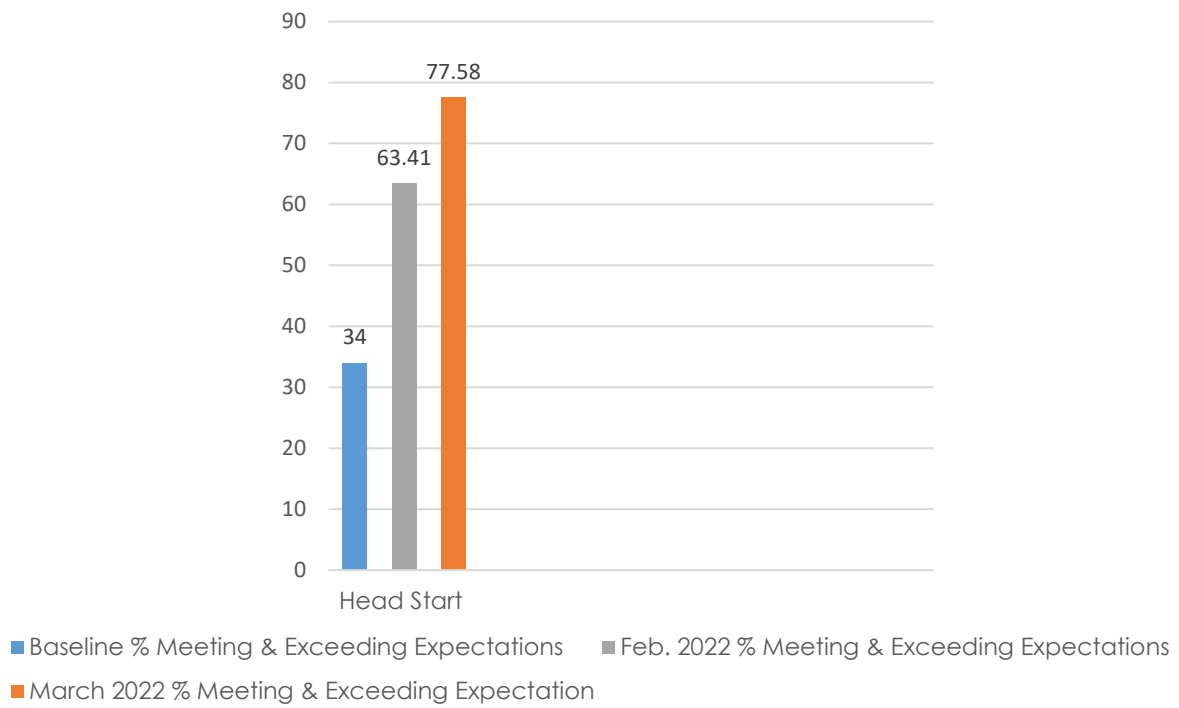
Child Care Partnership (CCP) Early Head Start March 2022



Early Head Start March 2022



Head Start March 2022



Agency Objective

- 80% of Head Start and Early Head Start children will meet or exceed developmental growth expectations.

Child Mental Health and Social and Emotional Well Being Board and Policy Council Report March 2022

The Pyramid Model for Positive Behavior Support Infant and Toddler train the trainer certification series concluded on March 30th. The Module 3 live-virtual training on “Individualized Interventions with Infants and Toddlers: Determining the Meaning of Behavior and Developing Appropriate Responses” was conducted and ten (10) participants completed all certified trainer requirements.

The **mid assessment process** includes direct consultation by mental health professionals with teachers and parents for **all** children identified with **continued areas of need** on the **mid** DECA or ASQ-SE2 concluded in **March**. **Consultants** facilitate individual mental health assessments and clinical **plans**, collaborate with teachers, parents, disabilities and social services to provide additional services and **referrals** and follow up within 72 hours to determine the status of the referral. The **MDT 30 day progress** meetings were also be facilitated by mental health consultants for all children with continued areas of needs. The post assessment process will be conducted **April 18th through April 29th**.

General classroom consultations and observations with **all** teachers, the provision of staff and parent education and training as well as consultation with social services team members for any family identified with a mental health concern are **ongoing** during the program year.

Additional service area activities The **DECA and Ages and Stages initial screening and mid assessment results data and services provided by** the program’s licensed mental health professionals and content area team members through **March 31st** regarding prevention, early intervention consultations, clinical assessments and planning and referrals follow:

<input type="checkbox"/> Pre- Assessment DECA/ ASQ 45 Day Req.	<input checked="" type="checkbox"/> Mid Assessment DECA/ASQ/Consults/Plans/Ref	<input type="checkbox"/> Post Assessments FU DECA/ASQ/Consults/Plan/Ref	<input checked="" type="checkbox"/> Clin.Assess.-Plans 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)

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

Child Mental Health and Social and Emotional Well Being Service Area Report March 2022	2021-22 Program YR	Total to Date
Preschool Pyramid Model for Positive Behavior Support Train the Trainer Certifications	7 certified -1 pending comp.	136
Teaching Pyramid Observation Tool Reliability and Coaching Certification Training (<i>Preschool</i>)	Conducted planning process in December. Scheduled for May 24-25, 2022	14
Pyramid Model Preschool Fidelity Classrooms Est. for 2021-22	8	8
Infant and Toddler Pyramid Model for Positive Behavior Support - Train the Trainer Certification Series	Module 3 8 participants attended 10 participants certified 4-1-22	64
Grantee Trainings and Technical Assistance Sessions Provided/ <i>Attended</i>	TA: 33 -2 Vir. Trainings: 5 Att. 5	
Co-consultations with Agencies for Children with Concerns/Center Visits/Classroom Visits	CC: 64 CV: 22 CLV: 58	
CMH TA Summary Reports, 7 Day Data Review and Corrections -QA Guidance to Agencies	18	

HEAD START DECA 45 DAY SCREENING and 90 DAY FOLLOW UP CONSULTATION. PLANNING and REFERRAL SERVICES
for CHILDREN, PARENTS AND STAFF

PRE and MID COMPARISON DATA AS OF March 31, 2022 (67% IMPROVEMENT)

Agency Name	Pre-Rating	Pre Rating	Pre Needs	Mid Rating	Mid Rating	Pre To Mid
As of 3/31/2022	Count	NeedsCount	Pct	Count	Needs Count	Improvement
Allapattah	51	4	0.08	3	2	0.5
Catholic Charities	785	54	0.07	35	19	0.65
Centro Mater	364	15	0.04	14	7	0.53
Easter Seals	319	55	0.17	37	13	0.76
FCAA	263	41	0.16	35	9	0.78
Haitian Youth	134	17	0.13	13	2	0.88
KIDCO Child Care	156	19	0.12	13	9	0.53
Landow	46	9	0.2	5	1	0.89
Lejardin Community Cen	320	33	0.1	29	9	0.73
Miami Dade County Pub	1099	67	0.06	61	23	0.66
O'Farrill Learning Center	135	15	0.11	13	6	0.6
Our Little Ones	84	12	0.14	8	5	0.58
Paradise Christian Schoo	118	27	0.23	17	11	0.59
St. Albans	103	26	0.25	25	6	0.77
Sunflowers Academy	35	12	0.34	8	2	0.83
United Way Center Of E	18	4	0.22	4	1	0.75
YWCA Of Greater Miami	166	21	0.13	22	16	0.24
Consortium Totals:	4196	431	0.1	342	141	0.67

HEAD START DIRECT CHILD MENTAL HEALTH SERVICES DATA

Screener Type	Total # of Screenings Conducted	# of PRE Teacher Concerns	# of PRE Parent Concerns	# of MID Teacher Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consults	# of Parent Consults	# of Follow up Int. Plans	# of Ind. Mental Health Assess-ments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
DECAP2	4196	431	176	141	542	546	417	421	17	17	312	37

**EARLY HEAD START-EARLY HEAD START EXPANSION-EARLY HEAD START CHILD CARE PARTNERS DIRECT
SERVICES DATA as of 3-31-2022**

EHS ASQ-SE2 STATS SNAPSHOT BY PROGRAM REPORT

MARCH 2022

(PERCENTAGE OF CONCERNS REMAINED at 8%).

Pre-MID Rating Count	1246
Pre-MID Rating Needs/Concerns	95
Pre-MID Needs Percentage	8%

**EARLY HEAD START CHILD MENTAL HEALTH DIRECT SERVICE DATA ALL PROGRAM OPTIONS
3-31-2022**

			# of PRE MID Teacher- Parent Concerns	# of Staff Consultations	# of Teacher- Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assess- ments	# of Clinical Plans		# of Outside Referrals	# Rec'd Ref. Svcs.
Program Totals	Screeners Type	Total # of Screenings Conducted										
EHS w-HB 446	ASQ SE2	532	39	32	60	5	32	0	0		2	0

			# of PRE- MID Teacher Parent Concerns	# of Staff Consultations	# of Teacher- Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assess- ments	# of Clinical Plans		# of Outside Referrals	# Rec'd Ref. Svcs.
Program Totals	Screeners Type	Total # of Screenings Conducted										
EHS Expansion w- CCP 552	ASQ SE2	566	35	46	41	27	31	0	0		6	3

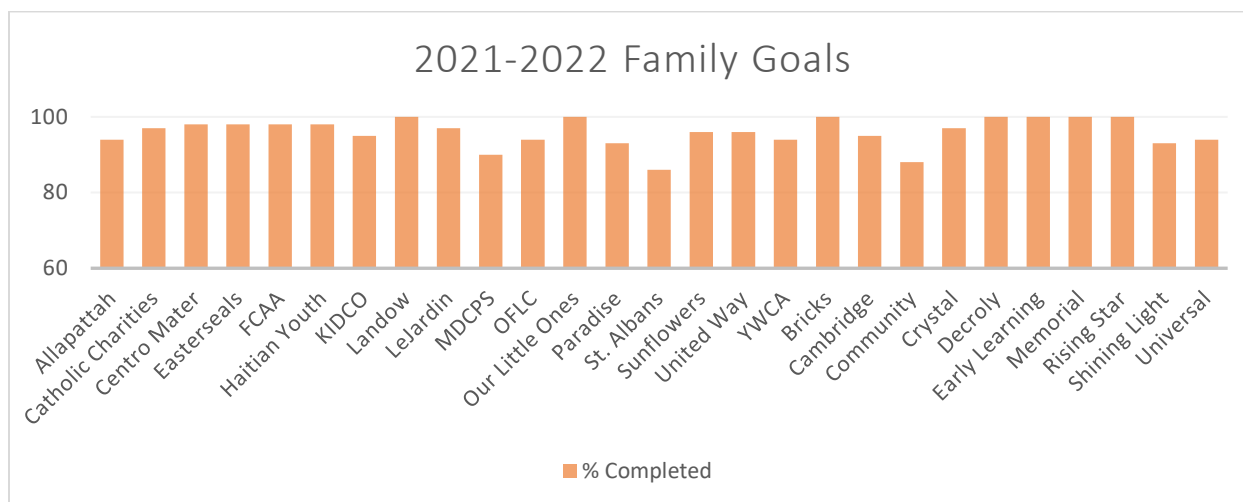
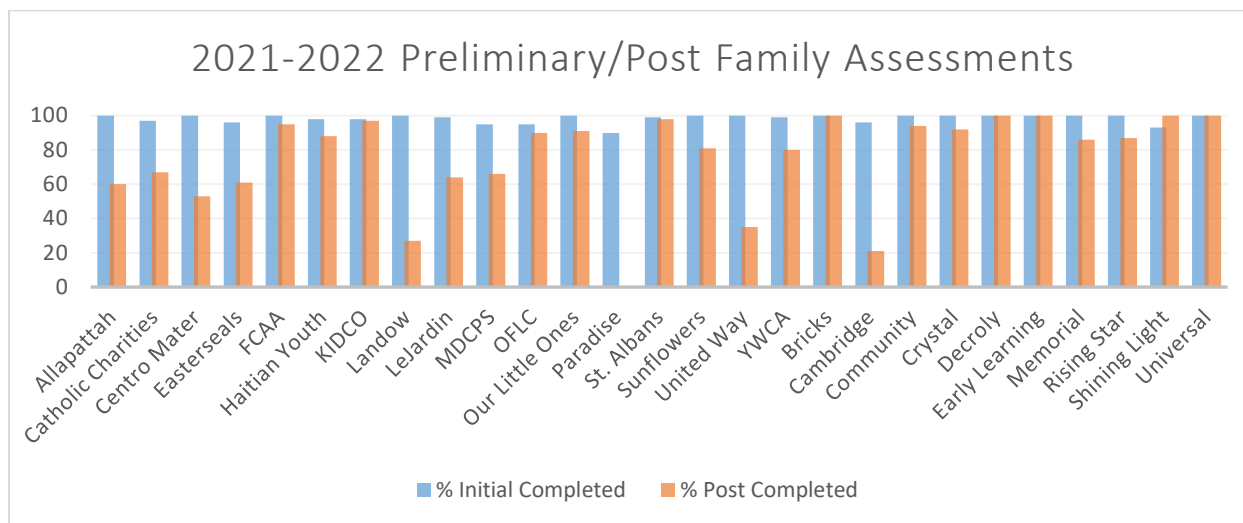
			# of PRE- MID Teacher Parent Concerns	# of Staff Consultations	# of Teacher- Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assess- ments	# of Clinical Plans		# of Outside Referrals	# Rec'd Ref. Svcs.
Program Totals	Screeners Type	Total # of Screenings Conducted										
EHS CCP1 240	ASQ SE2	148	21	48	40	27	21	0	0		14	1

FAMILY & COMMUNITY ENGAGEMENT:

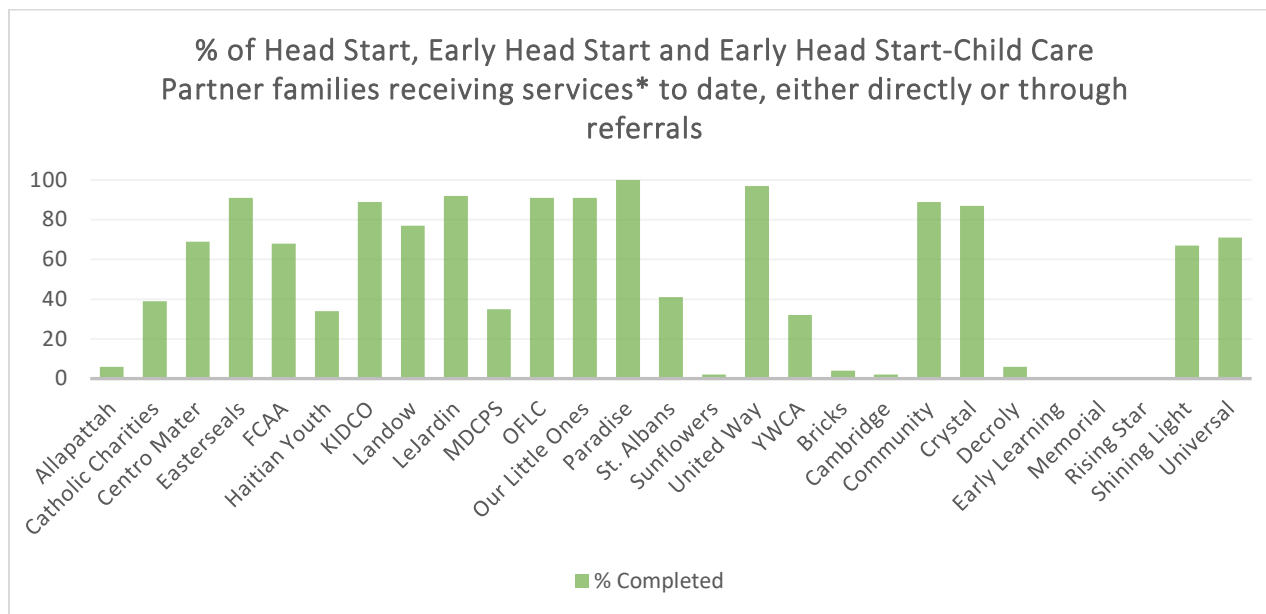
Head Start/Early Head Start parents conducted parent meetings for March. The Program provided parent workshops and training to include environmental hazards, preventive medical and oral health care, and health and developmental consequences of tobacco use and exposure to lead.

This month, the Head Start/Early Head Start program engaged families in activities such as Dr. Seuss literacy activities. There were also transition to kindergarten activities where parents received information on the process and information needed to transition into kindergarten.

Family assessments continue to be completed with families to identify their strengths and needs and develop individualized family goal. The families are also provided a second assessment to measure the family's progress this program year. Below are charts detailing the completion status for each delegate agency and childcare partner.



FAMILY & COMMUNITY ENGAGEMENT:



**Services as indicated on the Program Information Report (i.e. emergency, crisis assistance, food, clothing, housing assistance, mental health services, ESL, adult education, job training, substance abuse prevention/treatment, child abuse neglect services, domestic violence services, child support assistance, health education, assistance to families of incarcerated individuals, parenting education, marriage education, and asset building services.*

**Child Care Food Program Meal Count Worksheet Delegate Sites
March 2022**

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	18		1098		1098	1098		1098	1098		1098
Catholic Charities	18		17739		17739	17910		17910	17406		17406
Centro Mater	18	18	8419	537	8956	8519	523	9042	8417	537	8954
Easter Seals	18	18	5814	95	5909	5822	95	5917	5781	95	5876
Family Christian	18	18	5226	382	5608	5241	381	5622	4599	372	4971
Haitian Youth	18	18	2702	409	3111	2702	409	3111	2702	409	3111
Kidco	18	18	2819	430	3249	2815	433	3248	2742	418	3160
Landow	21	21	1569	321	1890	1582	324	1906	1582	324	1906
LeJardin	18	0	7250	0	7250	7369	0	7369	6216	0	6216
MDCPS	18	18	23733	2755	26488	23734	2756	26490	23735	2756	26491
O'Farrill	18	18	2686	103	2789	2687	103	2790	2663	102	2765
Our Little Ones	18		1691		1691	1807		1807	1611		1611
Paradise Christian	18		2237		2237	2260		2260	2031		2031
St. Alban's	18		1961		1961	1960		1960	1978		1978
Sunflowers	18		641		641	642		642	642		642
United Way	18	18	478	399	877	478	399	877	478	399	877
YWCA	18	18	3095	452	3547	3147	450	3597	3068	438	3506
Total Number			89158	5883	95041	89773	5873	95646	86749	5850	92599

**Child Care Food Program Meal Count Worksheet Early Head Start Child Care Partners
March 2022**

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	18	377	374	374
CCP Decroly Center	48	18	758	758	757
CCP Memorial Temple	16	18	181	181	181
CCP Comm. Outreach	16	18	266	266	266
CCP Cambridge Academy	24	18	315	314	314
CCP Rising Star Academy	15	18	190	191	191
CCP St. Albans	48	18	598	598	598
CCP Shinning Light Childcare	16	18	214	215	215
CCP Universal Academy	24	18	377	377	377
Total Number			3276	3274	3273

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast Served	Total # of Lunch Served	Total # of Snack Served
Bricks Early Learning Center INC	24	18	385	385	385
Cambridge Academy	24	18	289	288	288
Catholic Charities	120	18	1691	1691	1667
Centro Mater	104	18	269	269	269
Decroly Learning	24	18	373	373	373
Early Learning Center	32	18	414	414	414
FCAA	32	18	488	486	459
Haitian Youth	48	18	492	492	492
Haitian Youth Edison CRC	32	18	683	683	683
KIDCO	32	18	408	413	406
Landow	16	21	307	310	309
Paradise Christian	32	18	459	455	435
Sunflowers	24	18	367	368	368
YWCA	40	18	590	592	544
Total Number			7215	7219	7092

**Child Care Food Program Meal Count Worksheet Delegate Sites
Virtual March 2022**

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											
Catholic Charities	10		1		1	1		1	1		1
Centro Mater	18		15		15	15		15	15		15
Easter Seals											
Family Christian											
Haitian Youth	18		17		17	17		17	17		17
Kidco	18		28		28	28		28	23		23
Landow											
LeJardin											
MDCPS											
O'Farrill											
Our Little Ones											
Paradise Christian											
St. Alban's											
Sunflowers											
United Way											
YWCA											
Total Number			61	0	61	61	0	61	56	0	56



CAHSD Disability Report

March 2022

HS & EHS

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
6756	500	7.40%

EHS Expansion Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
552	73	13.22%

EHS Child Care Partnership

Funded Enrollment	Enrolled With a disability	Percentage enrolled with a disability
240	43	17.91%

Head Start

Eligibility Determination Pipeline

Pending LEA Screening	Pending LEA Evaluation	Pending LEA Eligibility
87	194	72

Early Head Start

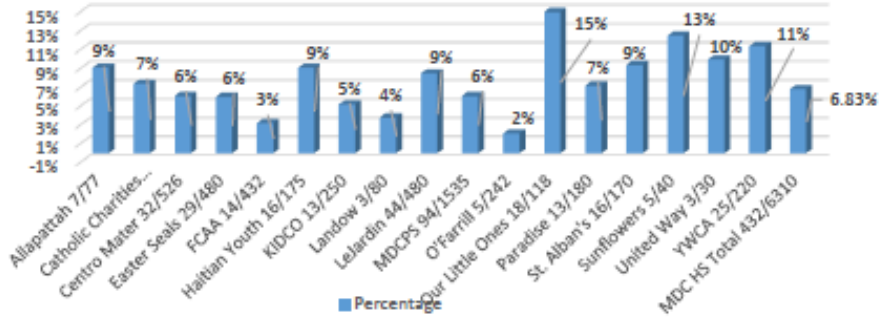
Eligibility Determination Pipeline

	Pending Evaluation
EHS	9
EHS EXP CCP	7
EHS CCP	8

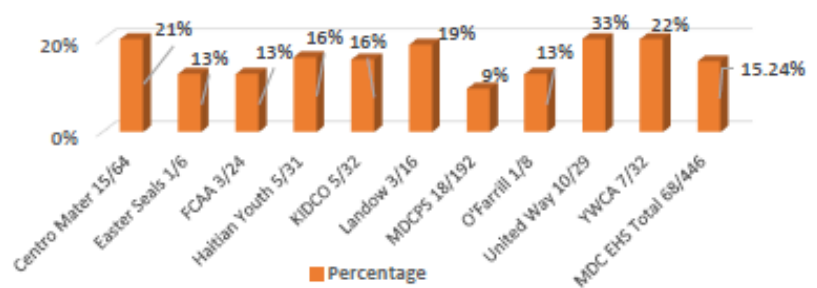
Referral for Special Placement from Part C Agencies-Cumulative

Referred	New	Enrolled	Waitlisted/ accepted	Abandoned	Parent Undecided
62	29	15	5	9	4

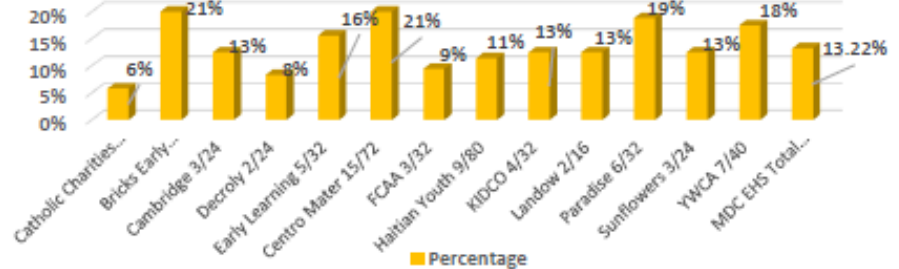
Head Start Disabilities Enrollment



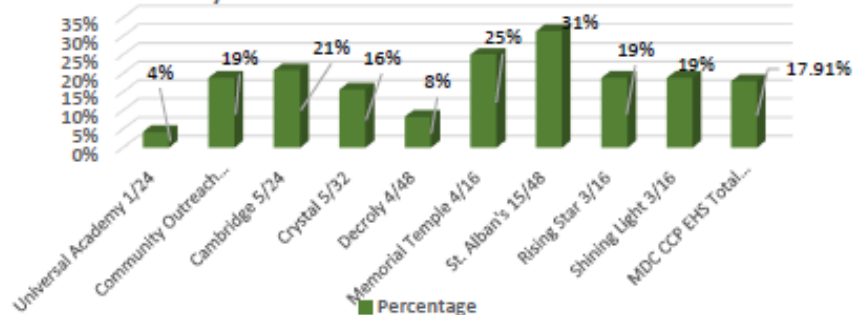
Early Head Start (Including Home Based) Disabilities Enrollment



Early Head Start Expansion (Including Home Based) Disabilities Enrollment



Child Care Partnership Early Head Start Disabilities Enrollment



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

Quality Assurance

In March, the Quality Assurance unit continued Content Area Monitoring, which started on January 18, 2022. This comprehensive monitoring review is conducted at all centers and includes monitoring for Education, Mental Health, Disabilities, ERSEA, FCE, Health, and Nutrition. Agencies are required to create Corrective Action Plans for all non-compliance issues identified during the reviews. Below are the compliance scores for reviews completed in March. Scores above 85% are considered indicative of good performance:

Center	Disability	Education	Mental Health	ERSEA	FCE	Nutrition	Health
CC-South Dade EHS	18%	93%	50%	90%	71%	100%	100%
CC-South Dade Skills Center EHS	20%	93%	60%	91%	80%	100%	100%
Centro Mater East I EHS	69%	97%	92%	100%	85%	100%	100%
Centro Mater East I EHS	93%	100%	94%	95%	85%	100%	100%
Centro Mater East I HS	100%	100%	100%	87%	100%	100%	100%
KIDCO II Creative Learning EHS	100%	100%	92%	100%	100%	100%	95%
KIDCO II Creative Learning HS	100%	100%	100%	95%	100%	100%	86%
KIDCO IV Creative Learning EHS	100%	100%	100%	95%	100%	100%	91%
KIDCO IV Creative Learning HS	100%	100%	100%	95%	100%	100%	86%
KIDCO V Creative Learning HS	100%	100%	100%	95%	100%	100%	90%
KIDCO VI Creative Learning EHS	100%	96%	93%	100%	100%	88%	100%
KIDCO VI Creative Learning HS	100%	96%	100%	100%	100%	100%	100%
KIDCO VII Creative Learning EHS	100%	100%	100%	100%	90%	100%	78%
KIDCO VII Creative Learning HS	100%	96%	100%	90%	95%	88%	86%
MDCPS-Arcola Lakes Elem HS	70%	100%	85%	100%	95%	88%	82%
MDCPS-Bethune EHS	60%	73%	88%	91%	57%	86%	76%
MDCPS-Bethune HS	85%	94%	78%	80%	77%	83%	75%
MDCPS-Chapman North HS	81%	91%	87%	96%	88%	100%	95%
MDCPS-Chapman North-EHS	80%	100%	84%	86%	90%	100%	86%
MDCPS-Lillie C. Evans Elem HS	80%	80%	89%	95%	90%	100%	90%
Paradise Christian EHS	57%	100%	94%	100%	100%	100%	100%
Paradise Christian-Hialeah HS	100%	100%	66%	90%	100%	100%	100%
Sunflowers Academy #5 EHS	85%	100%	100%	95%	84%	100%	90%
Sunflowers Academy #5 HS	93%	91%	100%	100%	95%	100%	90%
United Way EHS	82%	100%	100%	86%	100%	100%	95%
United Way EHS Home Based	87%	100%	100%	94%	94%	95%	100%
United Way HS	100%	94%	100%	87%	100%	100%	86%
YWCA-Colonel Zubkoff EHS	100%	100%	76%	86%	71%	77%	82%
YWCA-Colonel Zubkoff HS	42%	85%	52%	86%	75%	80%	81%



COMMUNITY ACTION AGENCY BOARD

DATE: February 2022

AGENDA ITEM NUMBER: 4A9

AGENDA ITEM SUBJECT: COVID-19 CASES – February 2022

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

During February 2022, there were a total of 9 cases of positive COVID-19 which consisted of 6 students, 3 staff members and a total of 6 classroom closures.

FUNDING SOURCE:

U.S. Department of Health and Human Services

COVID-19 Cases- February 2022				
Center Name	Number of Classrooms closed	Staff	Student	Number of cases
United Way	1	-	2	2
FCAA- D.D. Simpson	2	-	4	4
St. Alban's Allapattah	1	1	-	1
YWCA – Colonel Zubkoff	1	1	-	1
Memorial	1	1	-	1
TOTAL	6 room closures	3 staff	6 students	9 cases



COMMUNITY ACTION AGENCY BOARD

DATE: April 14, 2022

AGENDA ITEM NUMBER: 4A10

AGENDA ITEM SUBJECT: ACF-PI-HS-22-02 HEAD START FUNDING INCREASE FY: 2022

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The Program Instruction provides information about COLA and quality improvement funds available to grant recipients for all Head Start, Early Head Start, and Early Head Start Child Care Partnerships.

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-PI-HS-22-02	2. Issuance Date: 04/14/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year 2022; Funding Increase; Cost of Living Adjustment; Quality Improvement	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grant Recipients and Delegate Agencies

SUBJECT: FY 2022 Head Start Funding Increase

INSTRUCTION:

President Biden signed the Consolidated Appropriations Act, 2022, into law on March 15, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,036,820,000, an increase of \$289 million over fiscal year (FY) 2021. This increase includes \$234 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.28% cost-of-living adjustment (COLA) and \$52 million for quality improvement. The total appropriation also includes \$6 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which \$2 million is an increase over the FY 2021 funding level to supplement existing TCU-HS Partnership grants.

This Program Instruction (PI) provides information about COLA and quality improvement funds available to grant recipients and TCU-HS Partnership supplemental funding. All Head Start, Early Head Start, and EHS-CC Partnership grant recipients are eligible to receive COLA and quality improvement funding. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award; however, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until DRS competition decisions are final. State collaboration grant recipients are not eligible for COLA or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

FY 2022 COLA

Each grant recipient may apply for a COLA increase of 2.28% of the FY 2021 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2021.

COLA funds must be used to permanently increase the Head Start pay scale by no less than 2.28% and be applied from the start of a recipient's FY 2022 budget period, which may need to be retroactively applied. This includes salaries of current staff and the pay range of unfilled vacancies. An equivalent increase must be provided to delegate agencies and other partners to adjust their salaries and scales. Any grant recipient concerned that they cannot increase salaries for staff due to wage comparability issues should ensure public school salaries for elementary staff are included in their considerations.

Sections 653 and 640(j) of the Act provide further guidance on the uses and limitations of COLA funds. Section 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable service in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate that exceeds that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires

that compensation of Head Start employees be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grant recipient proposing to apply a COLA percentage less than 2.28% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its application.

As specified in **Personnel policies, 45 CFR §1302.90**, each grant recipient is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council. They must be made available to all staff. Personnel policies and procedures should be reviewed as they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

FY 2022 Quality Improvement

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment.

A program may apply to use quality improvement funds for activities consistent with **Sec. 640(a)(5)** of the Head Start Act, as outlined in **Attachment A**, except that any amount of these funds may be used on any of the activities specified in such section. Programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize investing this funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce.

Adequate compensation is necessary to secure a well-qualified workforce. Retaining high-quality staff in Head Start programs can promote continuity of care for children and more positive outcomes for children and families. Currently, the low wages of Head Start staff, particularly frontline staff who work directly with children and families on a regular basis, do not align with their qualifications or the significant role they play in shaping child and family outcomes. Staff turnover in Head Start programs has increased nearly every year since 2010, and this pattern has been further exacerbated by the pandemic. Low, stagnant wages are likely a key contributor to increasing staff turnover rates.

The Head Start workforce plays a critical role in buffering the impacts of trauma on children and families by promoting resilience through stronger parent-child relationships, strong relationships between staff and children and between staff and families, and through connections to community supports. However, the formation of these key relationships is disrupted by high turnover rates and lack of frontline staff, particularly teachers, assistant teachers, home visitors, family child care providers, family service workers, and staff who provide mental and behavioral health services. Increasing staff wages to promote recruitment and retention will contribute to a more stable learning environment for children and more stable connections for families. OHS strongly encourages programs to use as much of this funding as possible to improve the compensation of Head Start staff, particularly for frontline staff as described above or positions that experience high rates of turnover and are challenging to fill.

Lastly, grant recipients should consider ongoing, sustained investments in quality improvements, as opposed to one-time investments. OHS does acknowledge that one-time investments in FY 2022 may be necessary to sustain ongoing quality improvement. Grant recipients encountering other one-time program improvement needs are invited to apply for supplemental funding as needs emerge. These separate requests are addressed by priority and subject to availability of funds.

Application Requirements for COLA and Quality Improvement Funding

Grant recipients are required to request COLA and quality improvement funds through an application in the Head Start Enterprise System. A funding guidance letter will be issued shortly to specify each funding level and additional instructions on how to apply for these funds.

TCU-HS Partnership Program Supplemental Funding

Two million dollars is available to supplement grants of existing tribal colleges and universities funded under the Act to expand their current efforts related to supporting career pathways and degree obtainment for Head Start staff in partnership with American Indian and Alaska Native Head Start agencies. Existing grant recipients will be issued a funding guidance letter and additional instructions on how to apply for funds. Supplemental funding will be awarded by the end of September 2022.

Please direct any questions regarding COLA and quality improvement funding to your regional office. Existing TCU-HS Partnership grant recipients can direct any questions on available supplemental funding to their federal project officer.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start



COMMUNITY ACTION AGENCY BOARD

DATE: April 21, 2022

AGENDA ITEM NUMBER: 4A11

AGENDA ITEM SUBJECT: ACF-IM-HS-22-036 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The Administration for Children and Families (ACF) sets forth its interpretation of the phrase “public assistance” in Section 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP) along with the in-place Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI). Adopting this interpretation will simplify the process of determining program eligibility for grantees.

FUNDING SOURCE:

U.S. Department of Health and Human Services

OFFICE OF HEAD START

<p>ACF Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-03	2. Issuance Date: 04/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start; Eligibility; Supplemental Nutrition Assistance Program; SNAP; Categorical	

INFORMATION MEMORANDUM

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

SUBJECT: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

INFORMATION:

The Administration for Children and Families (ACF) strives to ensure that programs minimize the burden on families seeking public assistance and to coordinate benefit programs in such a way that families who are eligible for one benefit program can more easily participate in other services for which they are eligible. ACF issues this Information Memorandum (IM) to set forth its interpretation of the phrase “public assistance” in Sec. 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP). Adopting this interpretation will make it easier for eligible families to enroll children in Head Start services by allowing families to demonstrate proof of SNAP receipt or eligibility to enroll in Head Start and will simplify the process of determining program eligibility for grantees.

For the purposes of Head Start eligibility determination, the Office of Head Start (OHS) will expand its interpretation of “public assistance,” as used in the Head Start statute, to include SNAP. OHS’s interpretation of the statute has been to consider only Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) as public assistance. Previously, we had not considered including SNAP in this definition because it had slightly higher income threshold than the base income threshold for Head Start services. However, recently there has been a sharp reduction in families that establish eligibility through the current public assistance definition, so we have reconsidered this interpretation to make the public assistance route more available to families and grantees.

Upon issuance, this IM adds SNAP to public assistance to determine recipients as categorically eligible for Head Start programs. Recently, we have found that SNAP households with young children have equivalent level of need to families currently receiving Head Start services.¹ Note that this approach does not guarantee a SNAP recipient enrollment in a Head Start program. Programs must adhere to their recruitment and selection criteria to ensure they prioritize enrollment for those who may benefit most from Head Start services. The sole purpose of this document is to make clear that Head Start programs can consider SNAP as public assistance for purposes of determining Head Start eligibility.

Enhanced Public Assistance Eligibility to Support Enrollment

Congress established Head Start eligibility criteria in [Sec. 645\(a\)\(1\)\(B\)\(i\)](#) of the Head Start Act to include families with incomes at or below the federal poverty level and families that are eligible for public assistance. Congress also allowed for other categorical eligibility allowances which consider family need rather than income. For example, children experiencing homelessness and children in foster care are categorically eligible for Head Start services.

The interpretation provided herein, that SNAP is considered public assistance” for purposes of section 645(a)(1)(B)(i) of the Head Start Act, does not change statutory eligibility criteria. Given the flexibilities inherent in the statute and the duty of programs to ensure they are serving the most needy families in their communities (**45 CFR §1302.13**), the primary effect of this IM is to eliminate barriers to families who are already eligible for, and in many cases already enrolled in, Head Start services by providing a streamlined way for such families to demonstrate eligibility. Moreover, inclusion of SNAP as public assistance reduces the challenge of navigating multiple federal program eligibility processes and supports better alignment and coordination across federal programs, a factor that President Biden’s **Executive Order on Transforming Federal Customer Experience and Service Delivery to Rebuild Trust in Government** called for federal agencies to consider.

Since 2015, the share of families enrolling in Head Start services based on the statute’s public assistance receipt prong has declined from 16% of the total enrollment to just 10% in 2019. This drop represents more than 50,000 slots and comes at a time when there have been vacant Head Start slots. This has caused unnecessary burden for families and grantees during eligibility determinations and needlessly undercuts the use of public assistance categorical eligibility and has impacted the number of vacant slots. The need for public assistance and the share of Head Start participants receiving public assistance has remained stable over the same timeframe despite the decline in programs using public assistance categorical eligibility. Between 2015 and 2019, nearly half of Head Start enrollees were also receiving SNAP benefits. The addition of SNAP would greatly facilitate the enrollment of children on SNAP who have demonstrated the need for services. Furthermore, the interpretation put forth in this IM will reduce undue burden in the eligibility determination process for these children and their families.

This interpretation is reasonable under the statute, and it furthers the important policy goal of better reaching families who could already benefit from Head Start services but are not currently enrolled. The great majority of young children in SNAP households are in families with incomes below 100% of poverty; but currently, these families must document their income eligibility, which can be burdensome to both families and grantees. Documenting income eligibility requires a large number of pay stubs or other income documentation while SNAP eligibility can be determined by a single document. Allowing programs to count receipt of SNAP as establishing categorical eligibility will reduce these administrative burdens and improve access for these families.

Most (about 3 million) of these families, according to SNAP data, have incomes at or below 100% of the poverty line.¹ This IM provides a new way for such families to more easily prove their eligibility. Some SNAP recipients (about 600,000) have family incomes above the 100% poverty line but only about 150,000 of these families have incomes above 130% of the poverty line. Those families with incomes above 100% but below 130% of poverty could already be eligible for Head Start services through existing allowances for programs to enroll families above the 100% of the poverty line with demonstrated need for program services.

Importantly, all Head Start programs must continue to use their selection criteria to prioritize the enrollment of the families most in need of services as required in 45 CFR §1302.13. Therefore, the inclusion of SNAP is unlikely to substantially expand the number of Head Start participants with incomes exceeding 100% of poverty.

This interpretation also facilitates cross-program recruitment and eliminates duplicative and burdensome paperwork for families who are already eligible for a federal public assistance benefit. Removing the frustration of multiple eligibility processes will allow families to easily access the vital Early childhood services that Head Start programs provide.

Implementation of Policy Guidance

Upon issuance of this IM, public assistance includes SNAP for purposes of determining categorical eligibility. Head Start programs can use this guidance in determining eligibility and in enrolling those children that met their selection criteria consistent with the Head Start Program Performance Standards at **45 CFR §§1302.10-16**. If a program has vacant slots, this guidance can support enrolling additional families.

To verify SNAP receipt or potential eligibility, a program would need to examine and maintain a copy of documentation from the state, local, or tribal public assistance agency as required in **45 CFR §1302.12(i)(2)**. For example, a family could present a copy of notice of approval, other documentation of eligibility or benefits from the SNAP agency, or an Electronic Benefit Transfer card with SNAP ID number to become categorically eligible for Head Start services.

Programs should consider revisiting their **Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)** policies and procedures in light of this guidance. Policies and procedures must always support a program’s eligibility determinations to ensure they are meeting all requirements under 45 CFR §1302. Annual review of the community needs assessment at 45 CFR §1302.11(b) will allow programs to determine if, based on SNAP recipients in the community, they need to address their selection criteria as previously

referenced. Programs may also examine community partnerships and outreach efforts for ways to encourage SNAP recipients to apply for Head Start services.

Please refer any questions to your ACF regional office.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start