

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

COMMUNITY ACTION AGENCY BOARD OFFICERS:

DR. JOYCE PRICE Chairperson

REGINA GRACE Ist Vice Chair

DERRICK WILLIAMS 2ND Vice Chair

VACANT 3rd Vice Chair

VACANT Secretary

NATALIE ROBINSON-BRUNER Assistant Secretary

DR. MICHAEL G. FRESCO, SR. Treasurer

ALVIN W. ROBERTS Parliamentarian

TWAQUILLA EATMAN **Policy Council Chair**

MARJORIE YORK At-Large Member

DR. CATHIA DARLING At-Large Member

DR. WILLIAM ZUBKOFF Former Chairperson

MEMBERS:

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

EMERITUS MEMBERS:

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

DEPARTMENT DIRECTOR: Sonia J. Grice

** Deceased

MEMOI	RANDUM
то:	CAA BOARD MEETING
FROM:	Sonia J. Grice, Department Director
DATE:	May 4, 2022

Meeting Notice SUBJECT:

The Community Action Agency Board Meeting will be held on Monday, May 9, 2022 at 4:00 PM. Please see details below:

CAA BOARD MEETING Monday, May 9, 2022 at 4:00 PM 701 NW 1st Court 1st Floor Front Training Room Miami, Florida, 33136 *If transportation assistance is needed kindly contact Alfreda Jackson at 786-469-4623 by close of business on Friday, May 6, 2022.

Your attendance and participation is essential. Thank you for your continued support and commitment. If you have any questions, please contact Alfreda Jackson at 786-469-4623.

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

MIAMIDADE COUNTY

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DEPARTMENT DIRECTOR: Sonia J. Grice

** Deceased

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT 701 NW 1st COURT, SUITE 1000 MIAMI, FLORIDA 33136 (786) 469-4600 /FAX: (786) 469-4703

MIAMI-DADE COUNTY, FLORIDA

MIAMI-DADE

COMMUNITY ACTION AGENCY BOARD MEETING MONDAY, MAY 9th, 2022 @ 4:00 P.M.

AGENDA

CALL TO ORDER INSPIRATIONAL MESSAGE	<u>Mission Statement</u> "To empower economically disadvantaged individuals, fa communities through advocacy, education, resource mobi service delivery."	
CAA MISSION STATEMENT ROLL CALL/INTRODUCTIONS	service derivery.	
1. CHAIRPERSON'S COMMENTS A. Adoption of the Agenda		[
B. CAA Board Meeting Minutes – A 2. REASONABLE OPPORTUNITY	•	[pgs.6-7]
3. COMMITTEE REPORTS / ACTIO		
A. Committee Reports		
1. Finance Committee		
a. CAHSD Financial Statement fi	rom September 2021	[pgs.8-10]
2. Executive Committee		
a. Joint Finance and Executive C	ommittee Meeting Minutes – February 7, 2022	[pgs.11-18]
b. Joint Finance and Executive C	ommittee Meeting Minutes – March 7, 2022	[pgs.19-24]
c. Joint Finance and Executive C	ommittee Meeting Minutes – April 4, 2022	[pgs.25-36]
d. Joint Finance and Executive C	ommittee Meeting Minutes –May 2, 2022	[pgs.37-42]
3. Head Start/ Early Head Start Poli	cy Council Chairperson's Report for	
January, March, April 2022		[pgs.43-46]
a1. HS/EHS Report ending March	n 31, 2022 PY:2021-2022	[pgs.47-50]
a2. HS/EHS Report ending Febru	ary 28, 2022 PY: 2021-2022	[pgs.51-53]
a3. Correction: Head Start/Early I	Head Start Financial statement for January 31, 2022	[pgs.54-56]
b1. EHS-CCP Report ending Mar	ch 31, 2022 PY:2021-2022	[pgs.57-59]
b2. EHS-CCP Report ending Fel	bruary 28, 2022 PY: 2021-2022	[pgs.60-61]
b3. Correction: Early Head Start	Childcare Partnership program financial statement	
for January 31, 2022		[pgs.62-63]
	ending March 31, 2022 PY: 2021-2022	[pgs.64-66]
	ending February 28, 2022 PY: 2021-2022	[pgs.67-69]
	Head Start Childcare partnership program financial	
statement For January 31, 202		[pgs.70-71]
d1. COVID-19 Grants for March		[pgs.72-73]
d2. COVID-19 Grants for Februar	-	[pgs.74-75]
d3. Correction: COVID-19 Grant	-	[pgs.76-77]
	nent Funding Guidance: HS/EHS Grant	[pgs.78-79]
	ent Funding Guidance: EHS-CCP Grant	[pgs.80-81]
e3. COLA and Quality Improvem	ent Funding Guidance: EHS-CCP Expansion Grant	[pgs.82-83]



COMMUNITY ACTION AGENCY BOARD **OFFICERS**:

Grant

COUNTY MIAMI-DADE COUNTY, FLORIDA COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT NW 1st COURT SUITE 1000

MIAMIDADE

MIAMI, FLORIDA 33136 (786) 469-4600 /FAX: (786) 469-4703 f. Identifying Patterns of Children's Approaches to Learning in Head Start: Strengths-Based Ecological Perspective Grant [pgs.84-85] g. Relocation of Family Christian Association of America (FCAA) Slots [pg.86] h. Relocation of YWCA Slots [pg.87] i. Slot Reallocation: South Hialeah Elementary to Oak Grove Elementary [pg.88] j. 2021-2022 Head Start/Early Head Start Self-Assessment Report [pgs.89-104] k. 2021-2022 EHS -CCP Self-Assessment Report [pgs.105-113] 1. 2021-2022 EHS -CCP Expansion Self-Assessment Report [pgs.114-122] m. 2021-2022 Head Start/Early Head Start Program Improvement Plan [pgs.123-131] n. 2021-2022 EHS-CCP Program Improvement Plan [pgs.132-136] o. 2021-2022 EHS-CCP Expansion Program Improvement Plan [pgs.137-142] p. 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan [pgs.143-172] q. 2022-2023 EHS-CCP Training and Technical Assistance Plan [pgs.173-195] r. 2022-2023 EHS-CCP Expansion Training and Technical Assistance Plan [pgs.196-221] s. 2022-2023 Head Start/Early Head Start Grant [pgs.222-223] t. 2022-2023 Early Head Start - Child Care Partnership Grant [pgs.224-225] u. 2022-2023 Combination Expansion Early Head Start - Child Care Partnership [pgs.226-227] 4. Outstanding items that are in need of approval by the CAA Board a. 2021-2026 HS/EHS Program Goals [pgs.228-258] [pgs.259-265]

b. 2020-2021 EHS-CCP Program Improvement Plan c. 2021-2022 HS/EHS Training and Technical Assistance Plan [pgs.266-293] d. 2021-2022 EHS-CCP Training and Technical Assistance Plan [pgs.294-321] e. 2021-2022 EHS Expansion CCP Training and Technical Assistance Plan [pgs.322-349] f. HS/EHS Financial Statements PY2020-21 September 2021 [pgs.350-352] g. HS/EHS One Time Activities COVID-19 Reports PY 2019-2020 for March 2021 [pgs.353-354] h. EHS-CCP Financial Statements PY2020-2021 for October 2021 [pgs.355-357] i. EHS-CCP One Time Activities COVID-19 Reports PY2019-2020 for March 2021 [pgs.358-360] j. EHS-CCP Expansion One-time Activities COVID-19 Reports PY20-21 March'21 [pgs.361-363] k. EHS-CCP Expansion Financial Statements PY2020-21 October 2021 [pgs.364-366] 1. EHS-CCP Proposed Budget and COLA Applications for FY2021-2022 [pgs.367-369] m. EHS-CCP Expansion Program Budget and COLA Applications for FY2021-22 [pgs.370-372] n. Head Start/Early Head Start Program Proposed Budget and COLA Applications for Fiscal Year 2021-2022 [pgs.373-375] o. The All Head Start, Early Head Start, Early Head Start-Child Care Partnership Program Proposed Budget and Application for COVID-19 One-time activities for the Budget Period 04/01/2021-3/31/2023 [pgs.376-378] p. All Head Start, Early Head Start, Early Head Start-Child Care Partnership grantees eligible for the American Rescue Plan One-Time Supplement [pgs.379-380] q. Miami-Dade County Head Start/Early Head Start Grant Non-Federal Share Waiver request award No. 04CH010192-06 [pgs.381-382]



COMMUNITY ACTION AGENCY BOARD OFFICERS:

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

701 NW 1st COURT, SUITE 1000 MIAMI, FLORIDA 33136 (786) 469-4600 /FAX: (786) 469-4703 [pgs.383-3 sion Early Head Start Childcare Partnershin Gra

MIAMI-DADE

04CH010192-06	[pgs.383-384]
s. Miami-Dade County the Combination Expansion Early Head Start Childcare Pa	
Non-Federal Share Waiver Request for Award No. 04HP00015802	[pgs.385-386]
t. Miami-Dade County the Early Head Start Childcare Partnership Grant Non-Fede	eral Share Waiver
Request for Award No. 04HP000219-02	[pgs.387-388]
u. Miami-Dade County Public School Relocation: Olinda Elementary Head Start, I	Bunche Park
Elementary Head Start, and South Pointe Elementary Head Start	[pg.389]
v. Head Start University Partnerships: Building the Evidence Base for ECE Workf	orce
Well-Being	[pgs.390-391]
w. New CCP Provider: Universal Academy	[pg.392]
x. 2021-2022 HS/EHS Self-Assessment Plan	[pgs.393-396]
y. 2021-2022 EHS-CCP Self-Assessment Plan	[pgs.397-400]
z. 2021-2022 EHS Expansion Self- Assessment Plan	[pgs.401-404]
4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATION	AL
A. Divisional Updates/Content Area Reports	[pgs.405-481]
1. Elderly and Disability Services	[pgs]
2. Energy, Facilities & Transportation Board report for March 2022	[pgs.407-408]
3. Family and Community Services Board report for March 2022	[pg.409]
4. Psychological Services 5. Violance Provention and Intervention Roard report March 2022	[pgs]
 5. Violence Prevention and Intervention Board report March 2022 6. Greater Miami Service Corps 	[pg.410] [pgs]
7. Rehabilitative Services Board report for March 2022	[pg.411]
8. Head Start/Early Head Start content area report for February 2022	[pgs.412-436]
9. Head Start/Early Head Start content area report for March 2022	[pgs.437-461]
10. COVID-19 Cases: Report ending February 28, 2022	[pgs.462-463]
11. 2021-2022 Community Assessment Update	[pgs.464-465]
12. ACF-IM-HS-22-02 Documenting Services to Enrolled Pregnant Women	[pgs.466-469]
13. ACF-PI-HS-22-02 Head Start Funding Increase FY2022	[pgs.470-473]
14. ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families for the Supp	
Nutrition Assistance Program	[pgs.474-477]
15. Head Start Research Brief	[Handout]
16. CAHSD Cheat Sheet	[pgs.478-481]
5. OTHER/NEW BUSINESS Next CAA Executive Committee Meetin	ng:

6. ANNOUNCEMENTS

7. ADJOURNMENT

Next CAA Executive Committee Meeting: Monday, June 6, 2022 4:00 P.M. <u>Next CAA Board Meeting</u> Monday, June 13, 2022 4:00 P.M.



COMMUNITY ACTION AGENCY BOARD OFFICERS:

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

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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.



CAA BOARD MEETING MINUTES

Meeting Date: Monday, April 11th, 2022 @ 4:00 PM

	A	ttendance			
Dr. Joyce Price, Chairperson	P	Regina Grace, 1st Vice Chair	Р	Derrick Williams Vice Chair	s, 2nd P
Natalie Robinson-Bruner, Assistant Secretary	EX	Dr. Michael G. Fresco Sr., Treasurer	Р	Alvin W. Robert Parliamentarian	•
Twaquilla Eatman, Policy Council Chairperson	P	Marjorie York, At- Large Member, attended meeting via Zoom	P	Dr. Cathia Darli Large Member	ng, At- P
Dr. William Zubkoff, Former Chairperson	P	Horacio Aguirre	P	Deena Albelto	EX
Countess Balogun	Р	Elizabeth Berenguer	A	Dr. Santarvis Br	own P
Janie F. Centeno	EX	Tiffany C. Crapp	EX	Luis DeRosa	EX
Dorothy Johnson	Р	Gloria Joseph, attended meeting via Zoom	Р	Marissa Lindsey	P
Dr. Melissa Noya, attended meeting via Zoom	Р	Mary Reeves	Р	Leah Shadle	P
Larry Williams	Р				
*Nineteen (19) Committee Men P = Present (19)	abers.	With 16 members physic E = Excused (5)	ically	present, quorum A = Absen	
	F	Attendance – Staff/Visito	ors		
Sal Najarro, Assistant Director		Thomas, Office of Neighborh Safety		Annika Holder, Offic Safety, I	8
Sonia J. Grice, CAHSD Department Director	Brend	la Williams, Fiscal Administ: HS/EHS	rator	Dr. Maria "Maite" Diree	-
Cassandra Alexander, HS/EHS Staff	Rick	Signori, CAHSD Fiscal Dire	ctor	Wanda Walker,	
Shandra Daniels, RSD	<u> </u>	Alton Sears, CAHSD Staff		Edeline Mondest	,
Carmen Morris, CAHSD PIO	Dr.	. Tiffany Amrich, Psychologic Services		Thomas M. Ya	
Jose Montoya, ETFD		Michelle Toral, HS/EHS	(Chanel Jefferson, Off Safe	
Alfreda Jackson, CAHSD Staff	Juar	n Visser, Office of Neighborh Safety	lood		
	Twent	ty (20) staff/visitors in atte	endan	ce	
CALL TO ORDER					ACTION NEEDED/TAKEN
Call to Order		Board Chairwoman, Dr.			
Inspirational Message CAA Mission Statement	4:15 inspi	ch CAA Board meeting to P.M. Mr. Derrick W irational message and D CAA mission statement.	/illiam	is provided the	N/A

NEEDED/TAKEN

The CAA Board an overview of f	Neighborhood Safety Director, Annika Holder, presented he Office of Neighborhood Safety, followed by discussion.	N/A
II. CHAIRPERSON UPDA		ACTION NEEDED/TAKEI
A. Adoption of the agenda	Dr. Price did not ask for a motion to adopt the agenda as printed as the agenda presented did not follow with the requirements of the CAA Board bylaws. Ms. Grace made a motion to table the meeting's agenda and have it corrected by staff for presentation at the Board's next meeting, which was seconded by Mr. Roberts. Motion passed unanimously.	Action taken Staff have taken the measures to address the concerns with the agenda presented at the meeting.
B. CAA Board Meeting Minutes – March 14, 2022	Dr. Price asked for a motion to approve and accept the CAA Board Meeting Minutes from March 14, 2022, which was moved by Ms. Grace, and seconded by Dr. Fresco. Motion passed unanimously.	N/A
I. REASONABLE OPPOR	TUNITY TO BE HEARD	ACTION NEEDED/TAKEI
• No requests were received		N/A
II. COMMITTEE REPORT	rs/action items	ACTION NEEDED/TAKE
A a the Deard did wat - 1.	t the agenda as presented, the committee reports, or	
action items were not pres	sented to the board for review and approval.	N/A
 action items were not press III. DIRECTOR'S REPORT CAHSD Department Director CAHSD Assistant Director meeting she will introduce Americans. 	Sented to the board for review and approval. T/DEPARMENTAL UPDATES tor, Sonia J. Grice, introduced to the CAA Board Ms. Cyr r. Director Grice also informed the Board that at the next te to the Board Ms. Krystina Francois, Director of the Office	nthia Everett, CAA Board
 action items were not press III. DIRECTOR'S REPORT CAHSD Department Direct CAHSD Assistant Director meeting she will introduce Americans. VI. OTHER NEWS/BUSING 	Sented to the board for review and approval. T/DEPARMENTAL UPDATES tor, Sonia J. Grice, introduced to the CAA Board Ms. Cyr r. Director Grice also informed the Board that at the next te to the Board Ms. Krystina Francois, Director of the Office	nthia Everett, CAA Board
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Dr. Joyce Price, CAA Board Chair

Date



COMMUNITY ACTION AGENCY BOARD

DATE: DECEMBER 3, 2021

AGENDA ITEM NUMBER: 3A1a

AGENDA ITEM SUBJECT: CAHSD FINANCIAL STATEMENT FOR SEPTEMBER 2021.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

THE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT FY 2020-21 ADOPTED BUDGET IS \$149.078.000. BY SUBTRACTING THE BUDGETS OF THE HEAD START/EARLY HEAD START, SUMMER MEALS AND THE GREATER MIAMI SERVICE CORP. THE TOTAL ADOPTED BUDGET FOR THE REMAINING PROGRAMS IS \$66.297.000. THE YEAR-TO-DATE **EXPENSE THROUGH THE MONTH OF SEPTEMBER 2021** FOR THESE PROGRAMS IS \$73,485,876 OR 111% OF DEPARTMENT'S APPROVED BUDGET. THESE ADDITIONAL UNBUDGETED EXPENDITURES IN \$7,188,876 ARE DUE TO THE AMOUNT OF ADDITIONAL FUNDING PROVIDED BY THE C.A.R.E.S. ACT, AMERICAN RESCUE PLAN AND/OR **COVID19 RECOVERY EFFORTS.**

EXCLUDING THESE ADDITIONAL REVENUES AND EXPENDITURES, THE ACTUAL SURPLUS REPORTED FOR THE DEPARTMENT AS OF THE YEAR ENDED SEPTEMBER 30, 2021 IS \$693,000 WHICH REPRESENTS A FUNDS UTILIZATION RATE OF 99%.

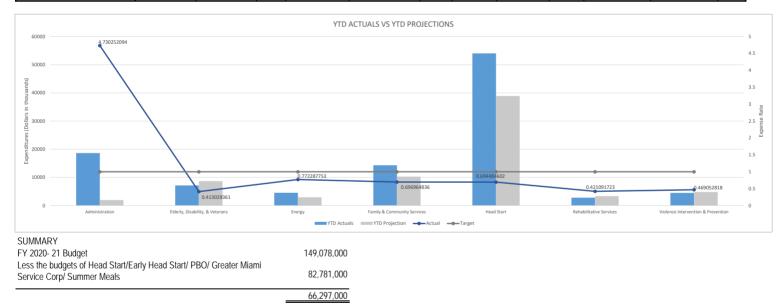
FUNDING SOURCE: FEDERAL/STATE/GENERAL FUND

Community Action Human Services

Financial Report Month Ending September 30, 2021

EXPENDITURES

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



,758,609
,272,733
,485,876

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



CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

Meeting Date: MONDAY, F	EBRU	ARY 7, 2022 @ 4:00 P.M.			
		Attendance – Board Members			
Dr. Joyce Price, Chair	Р	Regina Grace P		errick /illiams	Р
Natalie Robinson-Bruner	A	Dr. Michael G. Fresco, Sr. P		lvin W. oberts	P
Twaquilla Eatman	Р	Marjorie York P		r. Cathia arling	EX
Dr. William Zubkoff	EX				
* (7) Committee Members.	Quor	um was established with (7) Committe present for the meeting.	e me	mbers physi	ically
P = Present(7)		$\mathbf{E} = \mathbf{Excused}$ (2)	A =	Absent (1)	
		Attendance – Staff/Visitors			
Sonia J. Grice CAHSD Departmen Director	t	Matias Buchhalter, Staff		Alton V. Sear	rs, Staff
Brenda Williams, HS/EHS Fiscal Administrator		Rick Signori, CAHSD Fiscal Director		Letah Parrish, FSCI Assistant Director	
Dr. Maria "Maite" Riestra HS/EHS Director		Thomas M. Yaroz, Visitor			
	Eig	ht (8) staff/visitors in attendance			
CALL TO ORDER	DIE	int (6) stan, visitors in attenuance		ACTION NEEDED/TA	
Call to Order Inspirational Message CAA Mission Statement	and app prov Twa stat	Regina Grace called the CAA Joint Finance Executive Committee meeting to order a roximately 4:18 P.M. Mr. Derrick William rided the inspirational message, and Ma quilla Eatman recited the missio ement.	at 15 s.	N/A	
I. CHAIRPERSON COMM	ents		NI	ACTION EEDED/TAKEN	
A. Adoption of the Agenda	ado Mr.	Grace asked for a motion for th ption of the agenda which was moved b Alvin W. Roberts and seconded by Ms jorie York. Motion passed unanimously	le y s.	N/A	
B. Recommendation: Approval to accept the Joint Finance and Executive Committee	Dr. acco and	Price asked for a motion to approve an ept the December 6, 2021 Joint Financ Executive Committee Meeting Minute ch was moved by Dr. Price, an	d e s	N/A	

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

Meeting Minutes –	seconded by Dr. Michael Fresco. Motion	
December 6, 2021	passed unanimously.	
II. REASONABLE OPPORT		
No requests were received.		
III. ACTION ITEMS		ACTION NEEDED/TAKEN
1. Head Start/ Early	At Ms. Grace request, Dr. Maria "Maite"	
Head Start Policy	Riestra, Head Start/Early Head Start Director,	
Council Chairperson's Reports for November	presented the Head Start/ Early Head Start Policy Council Chairperson's Reports for	
– December 2021.	November and December 2021.	
December 2021.	The Head Start Policy Council met on	
	December 4, 2021 to review, discuss, and	
	approve the following items:	
	• Planning and Budget Report ending	
	September 30, 2021: PY 2020-2021	
	o HS/EHS	
	o EHS-CCP	
	o Combination Expansion	
	• Planning and Budget Reports for August- September 2021: PY 2021-2022	
	o HS/EHS	
	o EHS-CCP	
	o Combination Expansion	
	• 2022-2023 ERSEA Plan	
	• 2022-2023 Selection Criteria	
	The following items were presented as	
	information only:	
	• COVID-19 Cases: Report: October 2	
	The Head Start Policy Council met on January 6, 2021 to review, discuss, and	N/A
	approve the following items:	N/A
	Head Start/Early Head Start COVID-19	
	Vaccination Policy	
	New Hire:	
	o Accountant 2 – Marlayna Kellam	
	Planning and Budget Report ending October	
	31, 2021 PY: 2020-2021	
	o EHS-CCP	
	o Combination Expansion	
	Planning and Budget Reports for October 31, 2021: PY 2021-2022	
	o HS/EHS	
	o EHS-CCP	
	o Combination Expansion	
	Planning and Budget Reports for November 30,	
	2021: PY 2021-2022	
	o HS/EHS	
	o EHS-CCP	
	o Combination Expansion	
	COVID-19 Grants	
	The following items were presented as information only:	
	o COVID-19 Cases: Report ending November	
	30, 2021	
12	- ~~, - ~	L

	 o Updated COVID-19 Transmissions Chart o Content Area Report: November 2021 CAAB member representative in the Policy Council Head Start Policy Council is asking for a Board member to be a part of the 2021-2022 Head Start Policy Council. The Full Board meets in person the first Thursday of every month at 6:30 PM in the first-floor Training Room at OTV-N. Ms. Grace asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for November and December 2021 which was moved by Mr. Roberts, and seconded by Ms. York. Motion passed unanimously. 	
*Recommendation: Approval to Accept: a. HS/EHS Report ending September 30, 2021 PY: 2020-2021	At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the HS/EHS Report ending September 30, 2021 PY: 2020-2021. The financial report for the Head Start/Early Head Start program through July 30, 2021, pertains to the 12th month of the 12th month contract year. This includes the budgeted amount of \$66,060,042 which includes COLA & Quality Improvement of \$3,066,864 and one- time supplemental of \$936,892 and actual Adjusted expenditures of \$63,357,842. Outstanding Invoices are in process. The current funds utilization rate is 95.91%. Dr. Fresco posed a question to staff in regards to the attached report under subsection "Others" under item 12h. and 15h. and if these costs where COVID-19 related, as the variance of the items exceeds 200%. Staff responded that yes, the items were COVID-19 related, as in Personal Protective Equipment supplies for staff and the large costs are related to the increased cost of goods. Ms. Grace asked for a motion to approve and accept HS/EHS Report ending September 30, 2021 PY: 2020-2021 which was moved by Dr. Fresco and seconded by Dr. Price. Motion passed unanimously.	N/A
b. HS/EHS Report ending August - December 2021 PY: 2021-2022	At Ms. Grace's request, Ms. Williams presented the HS/EHS Report ending August -December 2021 PY: 2021-2022. The financial report for the Head Start/Early Head Start program through December 31, 2021, pertains to the 5th month of the 12th month contract year. This includes the budgeted amount of \$65,907,918 Which includes cola of \$784,768	N/A

	and actual adjusted Expenditures of	
	\$16,267,556. Outstanding invoices Are in process of \$1,669,911.37. The current funds utilization rate is 27.22%. Funding source: federal PY: 2021-22 Budget period: July 31, 2021, to July 30, 2022 Closeout period: august 1, 2022, to October 30, 2022.	
	On page 27 of the meeting package, Dr. Fresco posed a question in regards to the attached report under subsection "Others" item 17h. Dr. Fresco asks for the item to be itemized for future reports as to provide clarity, and to provide a report.	
	Ms. Grace asked for a motion to approve and accept the HS/EHS Report ending August - December 2021 PY: 2021-2022 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.	
c. EHS-CCP Report for September – October 2021 PY: 2020-2021	At Ms. Grace's request, Ms. Williams presented the EHS-CCP Report for September – October 2021 PY: 2020-2021. The financial report for the Childcare Partnership Program through July 30, 2021, pertains to the 12 th Month of the 12th, month contract year. This includes the budgeted amount of \$3,476,011 which includes COLA and quality improvement of \$152,792 and actual adjusted expenditures of \$3,476,011. The current funds utilization rate is 100%. Funding source: federal PY: 2020-21 Budget period: August 1, 2020, to July 30, 2021 Closeout period: August 1, 2021, to October 30, 2021.	N/A
	On page 33 of the meeting package, Dr. Fresco indicated to the committee of the variance on the attached report of item 4f. under the section "Contractual" of the over 600% variance. Ms. Grace asked for a motion to approve and	
	accept the EHS-CCP Report for September – October 2021 PY: 2020-2021 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.	
d. EHS-CCP Report for September – October PY: 2020-2021	At Ms. Grace's request, Ms. Williams presented the EHS-CCP Report for September – October PY: 2020-2021. The financial report for the Combination-Expansion Early Head Start- Child Care Partnership program through July 31, 2021, pertains to the 17th month of the 17th, month contract year. This includes the budgeted amount of \$12,809,076 which	N/A

e. EHS-CCP Report for August - December 2021 PY: 2021-2022	 includes the COLA and quality improvement of \$357,407, carryover of \$1,021,895 and fivemonth budget extension of \$3,466,818. Actual expenditures of \$12,364,505 approximately. The current funds utilization rate is 96.5%. Dr. Fresco indicated to the committee on page 36 of the meeting package of the variance levels above 200% on the attached report. This includes an item under "Supplies" in Child and Family services supplies of a variance level of 418%. Additionally, under "Others" item 4h, and item 15h. show variances of 322% and 215%, respectfully. Ms. Grace asked for a motion to approve and accept EHS-CCP Report for September - October PY: 2020-2021 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously. At Ms. Grace's request, Ms. Williams, presented the e. EHS-CCP Report for August - December 2021 PY: 2021-2022. The financial report for the Childcare Partnership Program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the budgeted amount of \$3,517,496 which includes COLA of \$41,485. There are actual adjusted expenditures of \$1,254,256. Invoice in process \$68,352.69. The current funds utilization rate is 37.60%. On page 39 of the meeting package, Dr. Fresco indicated to the committee of a variance level of 453%. Ms. Grace asked for a motion to approve and accept the COVID-19 Cases: Report Ending August 31, 2021 which was moved Dr. Zubkoff, and seconded by Dr. Darling. 	N/A
	Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.	
f. EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022	At Ms. Grace's request, Ms. Williams presented the EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022. The financial report for the Expansion Early Head Start Childcare Partnership program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the Budgeted amount of \$8,419,502 which includes COLA of \$99,185. There are actual adjusted expenditures of \$2,104,488. Invoices	N/A

	in process of \$79,928.04. The current funds	
	utilization rate is 25.94%. Ms. Grace asked for	
	a motion to approve and accept the EHS-	
	CCP Expansion Report for August –	
	December 2021 PY: 2021-2022 which was	
	moved Mr. Roberts, and seconded by Ms.	
	York. Motion passed unanimously.	
g. Covid-19 grants:	At Ms. Grace's request, Ms. Williams presented	
Coronavirus Response	the g. Covid-19 grants: Coronavirus Response	
and Relief	and Relief Supplemental Appropriations act	
Supplemental	(CRRSA) and the American Rescue Plan (ARP)	
Appropriations act	04he000544-01; and the Coronavirus	
(CRRSA) and the	Response and Relief Supplemental	
American Rescue Plan	Appropriations act (CRRSA)American Rescue	
(ARP) 04he000544-	plan (ARP) 04he000544-01. The Financial	
01; and the	report for the Covid-19 grants this includes the	
Coronavirus Response	budgeted amount of \$11,302,897 which	
and Relief	Includes the CRRSA grant of \$2,271,715 and	
Supplemental	ARP grant of \$9,031,182 and actual	
Appropriations act	expenditures of \$422,209.56 Approximately.	
(CRRSA)	The current funds utilization rate is .037%.	
American Rescue plan	Ms. Grace asked for a motion to approve and	
(ARP) 04he000544-01	accept the Covid-19 grants: Coronavirus	
	Response and Relief Supplemental	
	Appropriations act (CRRSA) and the	
	American Rescue Plan (ARP) 04he000544-	
	01; and the Coronavirus Response and	
	Relief Supplemental Appropriations act	
	(CRRSA) American Rescue plan (ARP)	
	04he000544-01 which was moved Dr.	
	Fresco, and seconded by Mr. Williams.	
	Motion passed unanimously.	
h. 2022-2023 ERSEA	At Ms. Grace's request, Dr. Riestra presented	
Plan	the 2022-2023 ERSEA Plan. The 2022-2023	
	ERSEA Plan outlines the process designed to	
	actively inform all families with eligible	
	children within the recruitment area of	
	availability of program services, and encourage	
	and assist them in applying for admission to	
	the program. Ms. Grace asked for motion to	
	approve and accept the 2022-2023 ERSEA	
	Plan which was moved by Mr. Roberts, and	
	seconded by Dr. Price. Motion passed	
	• ·	
i. 2022-2023 Selection	seconded by Dr. Price. Motion passed	
i. 2022-2023 Selection Criteria	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022-	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022-	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022- 2023 Recruitment and Selection Plan outlines	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022- 2023 Recruitment and Selection Plan outlines the process and strategies the program will	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022- 2023 Recruitment and Selection Plan outlines the process and strategies the program will implement to recruit children for the 2022-	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022- 2023 Recruitment and Selection Plan outlines the process and strategies the program will implement to recruit children for the 2022- 2023 program year. The selection criteria	
	seconded by Dr. Price. Motion passed unanimously. At Ms. Grace's request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022- 2023 Recruitment and Selection Plan outlines the process and strategies the program will implement to recruit children for the 2022- 2023 program year. The selection criteria consist of points based on family income,	

	followed by discussion. Ms. Grace asked for	
	motion to approve and accept the 2022-	
	2023 Selection Criteria which was moved by	
	Mr. Williams, and seconded by Ms. Eatman.	
	Motion passed unanimously.	
j. COVID-19 Cases:	At Ms. Grace's request, Dr. Riestra presented	
Report ending	the COVID-19 Cases: Report ending October	
October 31, 2021, and	31, 2021, and November 30, 2021. During	
November 30, 2021	November 2021, there were a total of 8 cases of	
	positive COVID-19 which consisted of 6	
	students and 2 staff members. This item was	
	presented as informational only, and thus	
	-	
	the committee acknowledged the report as	
1. II 1. Ot	such.	
k. Head Start/Early	At Ms. Grace's request, Dr. Riestra presented	
Head Start COVID-19	the Head Start/Early Head Start COVID-19	
Vaccination Policy	Vaccination Policy. The program is requesting	
	approval of the Head Start/Early Head Start	
	COVID-19 Vaccination Policy (the Policy) to be	
	implemented and enforced upon a	
	determination of its lawfulness by the courts.	
	The Policy was developed to meet the revised	
	Head Start Performance Standards which	
	mandates universal masking and vaccination	
	for grant recipient staff, certain contractors,	
	and volunteers, as required through the	
	Interim Final Rule on Vaccine and Mask	
	Requirements. The State of Florida, along with	
	-	
	24 other states, has successfully filed an	
	injunction blocking the implementation and	
	enforcement of said mandate. The lawfulness	
	of the mandate is to be determined by the	
	courts. Therefore, the implementation and	
	enforcement of these policies and procedures	
	will be delayed until the final ruling on the	
	merits of the states' case.	
	Ms. Grace asked for motion to approve and	
	accept the Head Start/Early Head Start	
	COVID-19 Vaccination Policy which was	
	moved by Mr. Roberts, and seconded by Dr.	
	Price. Motion passed unanimously.	
1. Updated COVID-19	At Ms. Grace's request, Dr. Riestra presented	
Transmissions Chart	the Updated COVID-19 Transmissions Chart.	
	Due to a high rise in COVID-19 cases across	
	the county, policy guidelines have been	
	changed back to Substantial/High to limit the	
	transmission of COVID-19. This item was	
	presented as informational only, and thus	
	the committee acknowledged the report as	
	such.	
IV. DIRECTOR'S REPORT/I	DEPARTMENTAL UPDATES - INFORMATIONAL	
CAHSD Department Director, S	onia J. Grice:	
-	CAHSD 2022 Forecast to the Committee.	
V. OTHER NEWS/BUSINES		
17		

• N/A		
VI. ANNOUNCEMENTS		
5	llowing items to the Committee: by the Miami-Dade County Black Affairs Advisor	ry Board.
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 6:09 P.M.	N/A
NEXT MEETING DATE	Monday, March 7, 2022 4:00 P.M.	N/A

Dr. Joyce Price, CAA Board Chair

Date



CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

		Attendance – Board Members			
Dr. Joyce Price, Chair	Р	Regina Grace	Р	Derrick Williams	Р
Natalie Robinson-Bruner	EX	Dr. Michael G. Fresco, Sr.	Р	Alvin W. Roberts	Р
Twaquilla Eatman	EX	Marjorie York	Р	Dr. Cathia Darling	EX
Dr. William Zubkoff	Р				
	Quor	um was established with (7) Commit present for the meeting.			cally
$\mathbf{P} = \mathbf{Present}$ (7)		$\mathbf{E} = \mathbf{Excused}$ (3)		A = Absent (O)	
		Attendance – Staff/Visitors			
Sonia J. Grice CAHSD Department Director		Matias Buchhalter, Staff		Alton V. Sear	s, Staff
Brenda Williams, HS/EHS Fiscal		Rick Signori, CAHSD Fiscal Director		Letah Parrish	

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

Sonia J. Grice CAHSD Department	Matias Buchhalter, Staff	Alton V. Sears, Staff
Director		
Brenda Williams, HS/EHS Fiscal	Rick Signori, CAHSD Fiscal Director	Letah Parrish, FSCD
Administrator		Assistant Director
Dr. Maria "Maite" Riestra	Thomas M. Yaroz,	Michael G. Fresco, Jr.,
HS/EHS Director	Visitor	Visitor from
		Commissioner Martinez'
		office
Carmen Morris, Staff	Lilian Alamo, Staff	Dr. Tiffany Amrich,
		Psychological Services
Dr. Sabrina Tassy-Lewis, Staff	Ivon Mesa, Assistant Director	Sal Najarro, Assistant
		Director
Jessica Mejia, Staff		
	Sixteen (16) staff/visitors in attendance	
CALL TO ORDER		ACTION NEEDED/TAKEN
	Ms Regina Grace called the CAA Joint Finance	

		NEEDED/TAKEN
Call to Order Inspirational Message CAA Mission Statement	Ms. Regina Grace called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:15 P.M. Mr. Derrick Williams provided the inspirational message, and Ms. Twaquilla Eatman recited the mission statement.	N/A
I. CHAIRPERSON COMME	ACTION NEEDED/TAKEN	

 •Ms. Elaine Adderly has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Mr. Luis DeRosa has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Ms. Kelly Valle has resigned from the CAA
non-compliance, effective 1/24/2022. •Mr. Luis DeRosa has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
 Mr. Luis DeRosa has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
 CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022. •Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
non-compliance, effective 1/24/2022. •Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
•Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
non-compliance, effective 1/24/2022.
•Ms. Kelly Valle has resigned from the CAA
Board, effective 2/11/2022.
A. Adoption of the Ms. Grace asked for a motion for the
Agenda adoption of the agenda which was moved by N/A
Mr. Alvin W. Roberts and seconded by Dr.
Joyce Price. Motion passed unanimously.
B. Recommendation: Ms. Grace asked for a motion to approve and N/A
Approval to accept accept the February 7 th , 2022 Joint Finance
the Joint Finance and and Executive Committee Meeting Minutes
Executive Committee which was moved by Dr. Price, and
Meeting Minutes – seconded by Dr. Michael Fresco. Motion
February 7 th , 2022 passed unanimously.
II. REASONABLE OPPORTUNITY TO BE HEARD
No requests were received.
III. COMMITTEE REPORTS/ACTION ITEMS ACTION NEEDED/TAKEN
1. Head Start/ Early At Ms. Grace request, Dr. Maria "Maite"
Head Start Policy Riestra, Head Start/Early Head Start Director,
Council Chairperson's presented the Head Start/ Early Head Start
Reports for January Policy Council Chairperson's Reports for
2022. January 2022. This report is provided to the
CAA Board as a verbal report. The Head Start
Policy Council met on February 3, 2022 to
review, discuss, and approve the following
items: Lens on Science Extension Grant
New Hire:
o Accountant 2 – Dharam Paul Nohar
o Administrative Officer 2: Maribel Rocio
Ventura-Mola
o Health Coordinator: Britney James
Planning and Budget Reports for December 31, N/A
2021: PY 2021-2022
o HS/EHS
o EHS-CCP
o Combination Expansion
*
COVID-19 Grants
COVID-19 Grants American Rescue Plan Act 2021 Incentive
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as information only:
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as information only:
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as information only: o COVID-19 Cases: Report ending December
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as information only: o COVID-19 Cases: Report ending December 31, 2021
COVID-19 Grants American Rescue Plan Act 2021 Incentive The following items were presented as information only: o COVID-19 Cases: Report ending December 31, 2021 o ACF-PI-HS-22-01 Final Rule on flexibility for

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

с.	Head Start/Early	At Ms. Grace's request, Ms. Williams presented	
	Head Start Financial	the Head Start/Early Head Start Financial	
	statement for	statement for January 31, 2021. The financial	
	January 31, 2021	report for the Head Start/Early Head Start	
		program through January 31, 2021, pertains	Action Taken:
		to the 6th month of the 12th month contract	Staff will provide a
		year. This Includes the budgeted amount of	corrected report to
		\$65,907,918 which includes COLA of	the committee at its
		\$784,768 and actual adjusted expenditures of	April Committee
		\$21,877,088. Outstanding invoices are in	Meeting and will also
		process of \$1,572,098.91 The current funds	include an "Other"
		utilization rate is 33.19%.	breakdown on
			reports for future
		On page 21 of the meeting package, Dr. Fresco	items, if applicable.
		indicated to the committee of the variance on	
		the attached report in item 17h. under the	
		section "Others Other" of the over 240%	
		variance. Dr. Fresco also indicated that the	
		committee would ask for a general breakdown	
		8	
		of any "Other Other" expenses for future	
		reports.	
		Ma Cross sales d for a metion to annuary and	
		Ms. Grace asked for a motion to approve and	
		accept the Head Start/Early Head Start	
		Financial statement for January 31, 2021	
		which was moved by Dr. Fresco, and	
		seconded by Mr. Williams. Motion passed	
		unanimously.	
đ.	Early Head Start	At Ms. Grace's request, Ms. Williams presented	
d.	Early Head Start Childcare Partnership		N/A
d.	•	At Ms. Grace's request, Ms. Williams presented	N/A
d.	Childcare Partnership	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31,	N/A
d.	Childcare Partnership program financial statement for	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare	N/A
d.	Childcare Partnership program financial	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare Partnership program through January 31,	N/A
d.	Childcare Partnership program financial statement for	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare Partnership program through January 31, 2022, pertains to the 6th month of the 12th,	N/A
d.	Childcare Partnership program financial statement for	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare Partnership program through January 31, 2022, pertains to the 6th month of the 12th, month contract year. This includes the	N/A
d.	Childcare Partnership program financial statement for	At Ms. Grace's request, Ms. Williams presented the Early Head Start Childcare Partnership program financial statement for January 31, 2022. The financial report for the Childcare Partnership program through January 31, 2022, pertains to the 6th month of the 12th, month contract year. This includes the budgeted amount of \$3,517,496 which	N/A
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	includes COLA of \$99,185. There are actual	
	adjusted expenditures of \$3,038,604. The	
	current funds utilization rate is 36.09%.	
	Ms. Grace asked for a motion to approve and	
	accept the Expansion Early Head Start	
	Childcare partnership program financial	
	statement For January 31, 2022 which was	
	moved Dr. Fresco, and seconded by Mr.	
	Williams. Motion passed unanimously.	
f. COVID-19 Grants Fo	At Ms. Grace's request, Ms. Williams presented	
January 2022	the COVID-19 Grants For January 2022. The	
-	financial report for the Covid-19 Grants. This	
	includes the budgeted amount of \$11,302,897	
	which includes the CRRSA grant of \$2,271,715	
	and ARP grant of \$9,031,182 and actual	N/A
	expenditures of \$813,730.31 approximately.	,
	The current funds utilization rate is .0720%	
	On pg. 29 of the committee package, Dr. Fresco	
	posed a question in regards to a ballpark figure	
	of dollars from the America Rescue Plan	
	funding that will incorporate Hazard Pay and Potentian Populace Dr. Picetra answered	
	Retention Bonuses, Dr. Riestra answered	
	around 25%. Dr. Riestra expanded to the	
	committee that summer services with	
	delegates will expand, including that funding	
	will assist with minor renovation charges. She	
	informed the committee that there is a plan in	
	place to utilize this funding.	
	Ms. Grace asked for a motion to approve and	
	accept COVID-19 Grants For January 2022	
	which was moved Mr. Roberts, and	
	seconded by Ms. York. Motion passed	
	unanimously.	
IV. DIRECTOR'S REPOR	T/DEPARTMENTAL UPDATES - INFORMATIONAL	
CAHSD Department Directo	r, Sonia J. Grice:	
_	to the Committee CAHSD assistant and division dir	ectors, who introduced
±	n update on their respective divisions to the commit	·
questions that were prov		, · · · · · · · · · · · · · · · · · · ·
	nunity Services Director Ms. Wanda Walker presente	ed the Annual CSBG
	to the committee. CAHSD met 100% of the standards	
V. OTHER NEWS/BUSIN		
•		
• N/A		
VI. ANNOUNCEMENTS		
	nouncement in regards to the March 29 th Observanc	e of Vietnam Veteran's
day.		
VII. ADJOURNMENT		
	Ms. Grace asked for a motion to adjourn the	
Adjournment	meeting which was moved by Mr. Roberts	
	and accorded by Dr. France Mation passed	1

Adjournment	meeting which was moved by Mr. Roberts and seconded by Dr. Fresco. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 5:25 P.M.	N/A
	Monday, April 4 th , 2022	

NEXT	MEETING D	ATE
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4:00 P.M.

Dr. Joyce Price, CAA Board Chair

Date



CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

Attendance – Board Members P Derrick P Dr. Joyce Price, Chair P **Regina Grace** Williams Natalie Robinson-Bruner Dr. Michael G. Fresco, Sr. EX P Alvin W. P Roberts Twaquilla Eatman EX **Marjorie York** P Dr. Cathia P Darling Dr. William Zubkoff P * (8) Committee Members. Quorum was established with (7) Committee members physically present for the meeting. $\mathbf{E} = \mathbf{Excused}$ (2) A = Absent(0)P = Present(8)**Attendance – Staff/Visitors** Matias Buchhalter, Staff Adrian Frazier, EFTD Brenda Williams, HS/EHS Fiscal **Division Director** Administrator Letah Parrish, FSCD Jessica Mejia, Staff Rick Signori, CAHSD Fiscal Director Assistant Director Wanda Walker, FCSD Thomas M. Yarosz, Thomas M. Yarosz, Visitor **Division** Director Visitor Carmen Morris, Public Information Dr. Tiffany Amrich, Psychological Services Sal Najarro, Assistant Director Officer Dr. Maria Riestra, Head Start/Early Head Start Director Thirteen (13) staff/visitors in attendance ACTION CALL TO ORDER NEEDED/TAKEN Ms. Regina Grace called the CAA Joint Finance **Call to Order** and Executive Committee meeting to order at **Inspirational Message** approximately 4:06 P.M. Mr. Derrick Williams N/A **CAA Mission Statement** provided the inspirational message, and Dr. Cathia Darling recited the mission statement. 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

Meeting Date: MONDAY, April 4, 2022 @ 4:00 P.M.

A. Adoption of the Agenda	 Mr. Luis DeRosa has been elected the CAA Board to represent the Wynwood CAC Target Area, effective March 2, 2022. Ms. Grace asked for a motion for the adoption of the agenda which was moved by 	NT / A
	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 7 th , 2022	Ms. Grace asked for a motion to approve and accept the March 7 th , 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 OPPORT	UNITY TO BE HEARD	
No requests were received.		
III. COMMITTEE REPORTS	S/ACTION ITEMS	ACTION NEEDED/TAKE
 Head Start/ Early Head Start Policy Council Chairperson's Reports for March 2022. 	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. The Head Start Policy Council met on March 3, 2022 to review, discuss, and approve the following items: • Identifying Patterns of Children's Approached to Learning in Head Start: A Strength-Based Ecological Perspective Grant • FCAA Slot Relocation • Planning and Budget Reports 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 Report ending January 31, 2022 PY: 2021-2022 o EHS-CCP Expansion Report ending January 31, 2022 PY: 2021-2022 o COVID-19 Grants The Head Start Executive Board Policy Council met on March 17, 2022 to review, discuss and approve the following items • New Hire: Administrative Officer 2 – Keshia James-Hicks • 2021-2022 EHS –CCP Self-Assessment Report o 2021-2022 EHS –CCP Self-Assessment Report o 2021-2022 EHS –CCP Expansion Self- Assessment Report o 2021-2022 EHS –CCP Expansion Self- Assessment Report • 2021-2022 EHS –CCP Expansion Self- Assessment Report • 2021-2022 Program Improvement Plans	N/A

	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	
. 15	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	Air -
	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	
	The following items were presented as	
	information only:	
	• COVID-19 Cases and Closures for January 2022	
	• ACF-IM-HS-22-02 Documenting Services to	
	Enrolled Pregnant Women	
	• Content Area Report: January 2022	
	The following item was forwarded to the Policy	
	Council for review and approval on April 7,	
	2022 • 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.	
*Recommendation: Approval	At Ms. Grace's request, Dr. Riestra presented	
to Accept:	the Identifying Patterns of Children's	
a. Identifying Patterns	Approaches to Learning in Head Start: A	
of Children's	Strengths-Based Ecological Perspective Grant.	
Approaches to	The purpose of this study is to better	N/A
Learning in Head	understand how approaches to learning	-
Start: A Strengths-	develop during preschool and contribute to	
Based Ecological	children's school readiness. Approaches to	
Perspective Grant	learning reflect on how children engage in	
27		

	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.	
b. Relocation of Family	At Ms. Grace's request, Dr. Riestra presented	
Christian Association	the Relocation of Family Christian Association	
of America (FCAA)	of America (FCAA) Slots. FCAA is requesting to	
Slots	move 23 Head Start slots from their DD	
01013	Simpson location to A Children's Place. FCAA	NT / A
	-	N/A
	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	

	of America (FCAA) Slots which was moved	
	by Dr. Price, and seconded by Mr. Williams.	
	Motion passed unanimously.	
c. Relocation of YWCA	At Ms. Grace's request, Ms. Williams presented	
Slots	the Relocation of YWCA Slots. YWCA is	
Siots	requesting to move 10 Head Start slots from	
	YWCA Gerry Sweet to Carol Glassman. The	
	YWCA has experienced challenges over several	N/A
	years with maintaining full enrollment at Gerry	N/A
	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.	
d. Corrected: Head	Motion passed unanimously.	
	At Ms. Grace's request, Ms. Brenda Williams,	Action Toleon, Staff
Start/Early Head	Head Start/Early Head Start fiscal	Action Taken: Staff
Start Financial	administrator presented the Corrected: Head	have corrected the
Statement for	Start/Early Head Start Financial Statement for	dates on the
January 31, 2022	January 31, 2022. The financial report for the	reports.
	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.	77 / 4
e. Corrected: Early Head	At Ms. Grace's request, Ms. Williams,	N/A
Start Childcare	presented the Corrected: Early Head Start	
Partnership program	Childcare Partnership program financial	
financial statement	statement for January 31, 2022. The financial	
For January 31, 2022	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	

		which was moved by Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.	
s I f	Expansion Early Head Start Childcare Partnership program financial statement For January 31, 2022.	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	
I	For January 51, 2022.	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%.	N/A
		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.	
		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.	
•	CORRECTION:	At Ms. Grace's request, Ms. Williams presented	Action Taken:
	COVID-19 Grants	the CORRECTION: COVID-19 Grants	Staff have
	Coronavirus Response and Relief	Coronavirus Response and Relief	corrected the date
	Supplemental	Supplemental Appropriations Act (CRRSA)	on the statement.
	Appropriations Act	American Rescue Plan (ARP) 04HE000544-01 01 the financial report for the COVID-19	
	(CRRSA)	grants. This includes the budgeted	
) (American Rescue Plan (ARP) 04HE000544- 01-01	0	
		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.	
		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	
1. 1	Hood Stort / Dort-	unanimously.	A addient Malasso Od 64
	Head Start/Early Head Start Financial	At Ms. Grace's request, Ms. Williams presented the Head Start/Early Head Start financial	<u>Action Taken</u> : Staft have informed the

Statement for February 28, 2022.	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 1s 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.	Start/Early Head Start Fiscal team to provide a breakdown of fiscal items that may present a variance of over 150%.
	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.	
i. Early Head Start Childcare Partnership Program financial statement for February 28, 2022	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%.	N/A
	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".	
	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.	
j. Expansion Early Head Start Childcare Partnership Program Financial Statement for February 28, 2022.	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%.	N/A

	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.	N/A
l. 2021-2022 Head Start/Early Head Start Self-Assessment Report	Motion passed unanimously. 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	Darling. Motion passed unanimously. 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	N/A
	Dr. Price. Motion passed unanimously.	

Child Care	Child Care Partnership Self-Assessment	
Partnership Self-	Report. The 2021-2022 Early Head Start	
Assessment Report	Expansion-Child Care Partnership Self-	
insessment Report	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	At Ms. Grace's request, Dr. Riestra presented	N/A
Start/Early Head	the 2021-2022 Head Start/Early Head Start	,
Start Program	Program Improvement Plan. The 2021-2022	
Improvement Plan	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.	6.4 8.1
	Zubkoff. Motion passed unanimously.	
p. 2021-2022 Child Care	At Ms. Grace's request, Dr. Riestra presented	N/A
Partnership Program	the 2021-2022 Child Care Partnership	•
Improvement Plan	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.	
a 2021 2022 Bester Hered	Motion passed unanimously.	NT / A
q. 2021-2022 Early Head Stort Expansion Child		N/A
Start Expansion-Child Care Partnership	the 2021-2022 Early Head Start Expansion- Child Care Partnership Program Improvement	
VALE FAILIEISIIID	China Care rarulership riogram miprovement	

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	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. 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. 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.	N/A
s. 2022-2023 Child Care Partnership Training and Technical Assistance Plan	At Ms. Grace's request, Dr. Riestra presented the2022-2023 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	At Ms. Grace's request, Ms. Williams presented	N/A

Monday, May 2 nd , 2022 4:00 P.M.	N/A
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
and the second	
pration from 6PM – 9PM.	
hat on April 21st, 2022, the Miami Beach Botanical Ga	rden will be
	ise facilitated by
ril 11th there will be an Anti-Semitism Forum that will	be facilitated by
committee that 28 temporary employees who have be	en supporting th
1 Community Services Division Director provided an u	pdate:
DEPARTMENTAL UPDATES - INFORMATIONAL	
passed unanimously.	
accept the 2022-2023 Combination	
Ms. Grace asked for a motion to approve and	
· · · · · · · · · · · · · · · · · · ·	
\$8,419,502 and it includes Training and	
Child Care Partnership Program grant is	
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. 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. DEPARTMENTAL UPDATES - INFORMATIONAL I Community Services Division Director provided an u committee that 28 temporary employees who have be been transitioned as full time employees. S

Dr. Joyce Price, CAA Board Chair

4/21/22 Date



Community Action and Human Services (CAHSD) Board

CAA JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

		Attendance – Board Members		1	
Dr. Joyce Price, Chair	Р	Regina Grace	Р	Derrick Williams	Р
Natalie Robinson-Bruner	A Dr. Michael G. Fresco, Sr.		. Fresco, Sr. P		EX
Twaquilla Eatman	Р	Marjorie York	Р	Roberts Dr. Cathia Darling	Р
Dr. William Zubkoff	Р				
* (8) Committee Members.	Quor	um was established with (8) Commi present for the meeting.	ittee		ically
$\mathbf{P} = \mathbf{Present}$ (8)		$\mathbf{E} = \mathbf{Excused}$ (1)		A = Absent(1)	
		Attendance – Staff/Visitors			
Brenda Williams, HS/EHS Fiscal Administrator		Matias Buchhalter, Staff		Adrian Frazier Division Dir	,
Jessica Mejia, Staff		Rick Signori, CAHSD Fiscal Director		Letah Parrish, FSCD Assistant Director	
Thomas M. Yarosz, Visitor		Debbie Dorsett, GMSC Director		Wanda Walker, FCSD Division Director	
Carmen Morris, Public Information Officer	I	Dr. Tiffany Amrich, Psychological Services	3	Sal Najarro, A Directo	
Dr. Maria Riestra, Head Start/Early Head Start Director		Cassandra Alexander, Staff		Alton Sears,	Staff
	Thint	aan (12) staff/rigitars in attandance			
CALL TO ORDER	1 11170	een (13) staff/visitors in attendance		ACTION	
				NEEDED/TA	
Call to Order Inspirational Message CAA Mission Statement	Join mee Mr. insp the r	irwoman Dr. Joyce Price called the t Finance and Executive Commi- ting to order at approximately 4:15 I Derrick Williams provided irational message, and Dr. Price rec mission statement.	ittee P.M. the	N/A	
I. CHAIRPERSON COMME	NTS			ACTION NEEDED/TAKEN	
A. Adoption of the Agenda	adoj	Price asked for a motion for ption of the agenda which was mo Mr. Williams and seconded by	ved	N/A	

Meeting Date: MONDAY, MAY 2nd, 2022 @ 4:00 P.M.

	William Zubkoff Motion passed	
	unanimously.	BT / A
B. Recommendation:	Dr. Price asked for a motion to approve and	N/A
Approval to accept the Joint Finance and	accept the April 4 th , 2022 Joint Finance and Executive Committee Meeting Minutes	
Executive Committee	which was moved by Ms. Marjorie York, and	
Meeting Minutes –	seconded by Dr. Cathia Darling. Motion	
April 4 th , 2022	passed unanimously.	
II. REASONABLE OPPORT		
 No requests were received 		
III. COMMITTEE REPORT		ACTION NEEDED/TAKEN
1. Head Start/ Early	At Dr. Price's request, Ms. Twaquilla Eatman,	ACTION NEEDED/ TAKEN
Head Start Policy	Head Start/Early Head Start Policy Council	
Council Chairperson's	Chairperson, presented the Head Start/ Early	
Reports for April	Head Start Policy Council Chairperson's	
2022.	Reports for April 2022. 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	
	o HS/EHS Report ending March 31, 2022 PY: 2021-2022	
	o EHS-CCP Report ending March 31, 2022 PY:	
	2021-2022	
	o EHS-CCP Expansion Report ending March	
	31, 2022 PY: 2021-2022	
	The following items were presented as	N7 / A
	information only:	N/A
	• 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	
	Dr. Price asked for a motion to approve and	
	accept the Head Start/ Early Head Start	
	Policy Council Chairperson's Reports for	
	April 2022 which was moved by Dr. Fresco,	
	and seconded by Mr. Williams. Motion	
	passed unanimously.	

*Decommondation, Anneous1	At Dr. Drigo's request Dr. Digstra presented	
*Recommendation: Approval	At Dr. Price's request, Dr. Riestra presented	
to Accept:	the MDCPS is moving 20 slots from their	
a. Slot Reallocation: South Hialeah	South Hialeah Elementary location to their	
	Oak Grove Elementary school. The South	
Elementary to Oak	Hialeah Elementary School will remain with	
Grove Elementary	74 slots for enrollment. Dr. Price asked for a	N/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. Zubkoff and seconded by Mr.	
h 1 001 A and 0 114	Williams. Motion passed unanimously.	
b. 1. COLA and Quality	At Dr. Price's request, Ms. Brenda Williams,	
Improvement: Head	Head Start/Early Head Start fiscal	
Start/Early Head	administrator, presented the COLA and	
Start Grant	Quality Improvement: Head Start/Early Head	
	Start Grant. The Community Action and	N/A
	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. The Head Start Base Grant	
	Program Operations has received invitation to	
	apply for a Cost-of-Living-Adjustment (COLA)	
	of \$1,323,682 and Quality Improvement	
	funds of \$328,394 to serve 6310 children and	
	families for the FY 2022-2023. The Early Head	
	Start Base Grant Program Operations has	
	received invitation to apply for a COLA of	
	\$160,827 and Quality Improvement funds of	
	\$35,463 to serve 446 children and families for	
	the FY 2022-23. The increase Budget amount	
	will be \$67,756,284 for FY 2022-203. This	
	application requires a Non-Federal share of	
	\$16,476,980 for FY 2022-2023, followed by	
	discussion. Dr. Price asked for a motion to	
	approve and accept the COLA and Quality	
	Improvement: Head Start/Early Head Start	
	Grant which was moved by Dr. Fresco, and	
	seconded by Dr. Zubkoff. Motion passed	
	unanimously.	NT / -
b. 2. COLA and Quality	At Dr. Price's request, Ms. Williams, presented	N/A
Improvement: Early	the COLA and Quality Improvement: Early	
Head Start-Child Care	Head Start-Child Care Partnership Funding	
Partnership Funding	Guidance. The Community Action and	
Guidance	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. The Early Head Start Base – Child Care Partnership Grant Program Operations has received invitation to apply or a Cost-of-Living-Adjustment (COLA) of \$78,475 and Quality Improvement funds of \$19,083 to serve 240 Early Head Start Children and families for FY 2022-2023. The increased Budget amount will be \$3,615,054 for FY 2022-2023. This application requires a Non-Federal Share of \$879,374 for FY 2022- 2023, followed by discussion. Dr. Price asked for a motion to approve and accept the COLA and Quality Improvement: Early Head Start-Child Care Partnership Funding Guidance which was moved by Dr. Fresco, and seconded by Ms. Eatman. Motion	
	passed unanimously.	
b. 3. COLA and Quality Improvement: Early Head Start-Child Care Partnership Expansion Grant	At Dr. Price's request, Ms. Williams presented the COLA and Quality Improvement: Early Head Start –Child Care Partnership Expansion Grant. The Community Action and Human Services Department Early Head Start- Child Care Partnership Expansion grant is in Program Year 4 of a five-year project period that 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. The Expansion Early Head Start Base -Child Care Partnership Grant Program Operations has received invitation to apply for Supplement for a Cost-of-Living-Adjustment (COLA) of \$187,536 and Quality Improvement funds of \$43,892, totaling \$231,428 to serve 552 Early Head Start children and families for the FY 2022-2023. The increased total budget amount will be \$10,755,806 for FY 2022-2023 which requires a Non-Federal share of \$2,104,786, followed by discussion. Dr. Price asked for a motion to approve and accept the COLA and Quality Improvement: Early Head Start-Child Care Partnership	N/A
	Expansion Grant which was moved by Ms.	
	Grace, and seconded by Mr. Williams.	
	Motion passed unanimously.	
c. HS/EHS Report	At Dr. Price's request, Dr. Riestra presented	
ending March 31,	the financial report for the Head Start/Early	
2022 PY: 2021-2022	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%,	N/A

	followed by discussion. Dr. Price asked for a motion to approve and accept the HS/EHS Report ending March 31, 2022 PY: 2021- 2022, which was moved by Dr. Fresco, and seconded by Ms. York. Motion passed unanimously.	
d. EHS-CCP Report ending March 31, 2022 PY: 2021-2022	At Dr. Price's request, Dr. Riestra, presented 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%, followed by discussion. Dr. Price asked for a motion to approve and accept the EHS-CCP Report ending March 31, 2022 PY: 2021- 2022 which was moved by Dr. Fresco, and seconded by Dr. Zubkoff. Motion passed unanimously.	N/A
e. EHS-CCP Expansion Report ending March 31, 2022 PY: 2021- 2022	At Dr. Price's request, Ms. Williams, presented 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%. Dr. Price asked for a motion to approve and accept the EHS-CCP Expansion Report ending March 31, 2022 PY: 2021-2022which was moved by Ms. Grace, and seconded by Dr. Zubkoff. Motion passed unanimously.	N/A
f. COVID-19 Grants for March 2022	At Dr. Price's request, Ms. Williams presented 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, followed by discussion. Dr. Price asked for a motion to approve and accept the COVID-19 Grants for March 2022 which was moved by Dr. Fresco, and seconded by Dr. Darling. Motion passed unanimously.	N/A

• CAHSD's division directors provided a verbal update on each of their respected divisions to the committee.

• Carmen Morris, CAHSD Public information officer shared with the committee that she is working on a CAHSD Cheat sheet which will be made available to the committee and the CAA Board at the next CAA Board meeting.

Lastly, Ms. Cynthia Everett, CAHSD Assistant Director, introduced to the committee, Ms. Delores Holley, who is the director of the Office of Housing and Tenant Advocacy. Ms. Holley briefly introduced herself to the committee and shared an overview on the newly established office					
V. OTHER NEWS/BUSINES	S				
-	, Ms. Grace asked for an update as to how staff April CAA Board meeting, where the agenda was				
	CAHSD Assistant Director, shared with the com he agenda will accurately reflect and rectify the ng.	-			
VI. ANNOUNCEMENTS					
	ere will be a Mother's Day concert on Sunday, Mome, Miami Beach, FL, 33134, which is being pr	5			
VII. ADJOURNMENT					
Adjournment	Ms. Grace asked for a motion to adjourn the meeting which was moved by and seconded by Dr. Fresco. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 5:55 P.M.	N/A			
NEXT MEETING DATE	Monday, June 6, 2022 4:00 P.M.	N/A			

Dr. Joyce Price, CAA Board Chair

Date



DATE: FEBRUARY 3, 2022

AGENDA ITEM NUMBER: 3A3

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

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

The Head Start Policy Council met on February 3, 2022 to review, discuss, and approve the following items:

Lens on Science Extension Grant

New Hire:

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

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

- HS/EHS
- EHS-CCP
- Combination Expansion

COVID-19 Grants

American Rescue Plan Act 2021 Incentive

The following items were presented as information only:

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



DATE: MARCH 3, 2022

AGENDA ITEM NUMBER: 3A3

AGENDA ITEM SUBJECT: Policy Council Chairperson Report for March 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 met on March 3, 2022 to review, discuss, and approve the

following items:

- 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
 - o HS/EHS Report ending January 31, 2022 PY: 2021-2022
 - 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

The Head Start Executive Board Policy Council met on March 17, 2022 to review, discuss and approve the following items

- New Hire: Administrative Officer 2 Keshia James-Hicks
- 2021-2022 Self-Assessment Reports
 - 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
 - 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

- 2022-2023 Head Start/ Early Head Start Training and Technical Assistance Plan
- o 2022-2023 EHS-CCP Training and Technical Assistance Plan

- o 2022-2023 EHS-CCP Expansion Training and Technical Assistance Plan
- 2022-2023 Grant Budgets
 - Head Start/ Early Head Start
 - 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
- EHS-CCP Report ending February 28, 2022 PY: 2021-2022
- EHS-CCP Expansion Report ending February 28, 2022 PY: 2021-2022

The following items were presented as information only:

- COVID-19 Cases and Closures for January 2022
- ACF-IM-HS-22-02 Documenting Services to Enrolled Pregnant Women
- Content Area Report: January 2022

The following item was forwarded to the Policy Council for review and approval on April 7, 2022

• COVID-19 Grants for February 2022



COMMUNITY ACTION AGENCY BOARD DATE: April 21, 2022

AGENDA ITEM NUMBER: 3A3

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
 - o 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



Date: March 31, 2022

Agenda Item Number: 3A3a1

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: FederalPY: 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 Expenditures				-	_
SALARIES	BUDGET	MONTHLY ACTUALS MARCH 2022	VTD 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	
EQUIPMENT	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	0.00 VARIANCE (-\+)
Other Equipment					
		State of the second			0.00
SUPPLIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Office Supplies	54,541	2,561	34,828	19,713	
Child & Family Serv. Supplies	28,655	-	54,020	28,655	63.869
Food Services Supply Other Supplies	-	×	-	20,033	0.00
		8,566	8,566	(8,566)	0.009
TOTAL SUPPLIES	83,196	11,127	43,394	39,802	52.16
CONTRACTUAL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
If, Admn. Services (Legal, Accounting)					
f. Health/Disability Services/Mental Health)	20,000		-		0.00%
If. Food Service	50,000	10,145	20.200	20,000	0.00%
F. Child Transportation Services	85,00D	10,145	20,260	29,740	40.529
f. Training & Technical Assistance (RESTRICTED)	481,816	16,578	89,440 471,270	(4,440)	105.229
if. Family Child Care			4/2/2/0	10,546	97.819
LIRRAFO	1,951,729	315,197	1,422,986	528,743	0.009
ANDOW ALLAPATTAH COMMUNITY ACTION	871,396	115,663	374,047	497,349	72.91%
DUR LITTLE ONES CH	610,360	94,914	425,954	184,406	42.93%
ARADISE CHRISTIAN	932,863	97,472	515,906	416,957	55.30%
ATHOLIC COMMUNITY	1,421,283	301,330	1,201,103	220,180	84.51%
T ALBANS DAY CARE	10,009,426	1,122,348	4,632,896	5,376,530	46.29%
IDCO CREATIVE LEARNING	1,342,990	97,726	781,755	561,235	58.21%
AMILY CHRISTIAN ASSOC OF AMERICA	2,444,433	236,953	1,447,151	997,282	59.20%
EJARDIN	3,755,856	279,389	2,105,028	1,650,828	56.05%
ENTRO MATER	3,776,372	381,871	2,360,783	1,415,589	62.51%
CITIC PRICE.	5,133,075	68,002	2,182,540	2,950,535	42,52%
UNFLOWERS			106 272	121 202	58.67%
UNFLOWERS AITIAN YOUTH	317,675	44,325	186,373	131,302	
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA	317,675 1,818,642	29,539	938,803	879,839	
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA IAMI DADE COUNTY PUBLIC	317,675 1,818,642 704,324		938,803 359,827	879,839 344,497	51.62%
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA IAMI DADE COUNTY PUBLIC WCA	317,675 1,818,642 704,324 14,518,295	29,539 106,355	938,803 359,827 5,511,913	879,839 344,497 9,006,382	51.62% 51.09% 37.97%
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA IAMI DADE COUNTY PUBLIC	317,675 1,818,642 704,324 14,518,295 2,143,005	29,539 106,355 - 159,736	938,803 359,827 5,511,913 749,387	879,839 344,497 9,006,382 1,393,618	51.62% 51.09% 37.97%
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA IAMI DADE COUNTY PUBLIC WCA ASTER SEALS SOUTH FLORIDA Contracts	317,675 1,818,642 704,324 14,518,295 2,143,005 3,674,136	29,539 106,355	938,803 359,827 5,511,913	879,839 344,497 9,006,382 1,393,618 1,451,365	51.62% 51.09% 37.97% 34.97%
UNFLOWERS AITIAN YOUTH NITED WAY OF MIA IAMI DADE COUNTY PUBLIC NCA ASTER SEALS SOUTH FLORIDA	317,675 1,818,642 704,324 14,518,295 2,143,005	29,539 106,355 - 159,736	938,803 359,827 5,511,913 749,387	879,839 344,497 9,006,382 1,393,618	51.62% 51.09% 37.97% 34.97% 60.50% 0.00%

	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
	· · · · · · · · · · · · · · · · · · ·			0.009
BUDGET	MONTHLY ACTUALS	YTD ACTUALS 2022	BALANCE	VARIANCE
	MARCH 2022			(-\+)
22.200		1.		0.00%
33,280		29,810	3,470	89.57%
-				0.00%
			167,937	16.14%
			33,743	26.01%
159,500	100,212	168,937	(9,437)	105.92%
-		A		0.00%
65,637	4,048	24,510	41,127	37.34%
			-	0.00%
97,421	-	+	97,421	0.00%
1				0.00%
		· · ·	-	0.00%
La La M				616619
		22,481	26,519	45.88%
the second se	675	2,100		67.74%
the second se				0.00%
	4,435	85,346		49.28%
		26,850		28.62%
the second se	11,585	172,820		294.07%
5 1,024,554	142,094	577,047	447,507	56.32%
	4,881,789	33,454,002	27 452 016	50.76%
	1.50/1.55		22/132/320	
				0.00%
	4 001 202	-		0.00%
	4,881,789	33,454,002	32,453,916	
the second se		C 10 C 14 C		
the second se		25.00%		
	10 996 5001			
		BUDGET MONTHLY ACTUALS MARCH 2022 33,280 - 33,280 - 200,269 6,113 45,604 11,861 159,500 100,212 - - 65,637 4,048 - - 97,421 - - - 49,000 3,165 3,100 675 45,000 - 173,170 4,435 93,805 - 58,768 11,585 1,024,554 142,094 S 65,907,918 4,881,789 51 - - 5 65,907,918 4,881,789 61 - - 16,476,880 \$ 8,363,500 5 16,476,880 \$ 5 16,476,880 \$	BUDGET MONTHLY ACTUALS MARCH 2022 YTD ACTUALS 2022 33,280 29,810 200,269 6,113 32,332 45,604 11,861 11,861 159,500 100,212 168,937 65,637 4,048 24,510 97,421 - - 97,421 - - 173,170 4,435 85,346 93,805 - 26,850 58,768 11,585 172,820 5 65,907,918 4,881,789 33,454,002 5 16,476,880 25,00% 5 5 16,476,880 25,00% 5 5 16,476,880 25,00% 5	BUDGET MONTHLY ACTUALS MARCH 2022 YTD ACTUALS 2022 BALANCE 33,280 - 29,810 3,470 200,269 6,113 32,332 167,937 45,604 11,861 11,861 33,743 159,500 100,212 168,937 (9,437) - - - - 97,421 - - - 97,421 - - - 49,000 3,165 22,481 26,519 3,100 675 2,100 1,000 45,000 - - - 49,000 3,165 22,481 26,519 3,100 675 2,100 1,000 45,000 - - 45,000 173,170 4,435 85,345 87,824 93,805 - 26,850 66,955 58,768 11,585 172,820 (114,052) 15 1,024,554 142,094 577,047 47,507

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

	Totals as of		
OtherAccount Description	February 2022	March 2022 M	arch 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 Charge	es\$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.



DATE: FEBRUARY 28, 2022

AGENDA ITEM NUMBER: 3A3a2

AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START FINANCIAL STATEMENT FOR FEBRUARY 28, 2022.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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%.

FUNDING SOURCE: FEDERALPY: 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 February 28th, 2022

SALARIES	5 BUDGET		YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)	
Salaries Full Time	5,676,698	411,806	2,858,007	2,818,691	50.35%	
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)	
Fringe Benefits	2,448,321	150,975	1,033,410	1,414,911	42.21%	
TRAVEL	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)	
Staff Travel out of Town	56,923	-	-	56,923	0.00%	
EQUIPMENT	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)	
Other Equipment	-	-	-	-	0.00%	
SUPPLIES	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)	
Office Supplies	54,541	8,210	32,267	22,274	59.16%	
Child & Family Serv. Supplies	28,655	-	-	28,655	0.00%	
Food Services Supply	-	-	-	-	0.00%	
Other Supplies	-	-	-	-	0.00%	
TOTAL SUPPLIES	83,196	8,210	32,267	50,929	38.78%	
CONTRACTUAL	BUDGET	MONTHLY ACTUALS FEBRUARY 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	10,115	10,115	39,885	20.23%	
4f. Child Transportation Services	85,000	37,730	89,440	(4,440)	105.22%	
5f. Training & Technical Assistance (RESTRICTED)	481,816	98,761	454,692	27,124	94.37%	
6f. Family Child Care	-	-	-	-	0.00%	
O'farrill COMMUNITY BASED OR	1,951,729	122,479	1,107,789	843,940	56.76%	
Landow COMMUNITY BASED OR	871,396	24,167	258,384	613,012	29.65%	
Allapattah OTHER GRANTS/SERVI	610,360	-	331,040	279,320	54.24%	
OUR LITTLE ONES CH	932,863	61,667	418,434	514,429	44.85%	
PARADISE CHRISTIAN	1,421,283	23,311	899,774	521,509	63.31%	
CATHOLIC COMMUNITY	10,009,426	2,411,119	3,510,548	6,498,878	35.07%	
ST ALBANS DAY CARE	1,342,990	186,569	684,028	658,962	50.93%	
KIDCO DAYCARE	2,444,433	192,134	1,210,197	1,234,236	49.51%	
CHRISTIAN COMMUNIT	3,755,856	490,482	1,825,638	1,930,218	48.61%	
LE JARDIN HEADSTAR	3,776,372	-	1,978,912	1,797,460	52.40%	
CENTRO MATER CHILD	5,133,075	566,612	2,114,538	3,018,537	41.19%	
SUNFLOWERS ACADEMY	317,675	10,307	142,048	175,627	44.71%	
HAITIAN YOUTH & CO	1,818,642	193,397	909,264	909,378	50.00%	
UNITED WAY OF MIA	704,324	-	253,472	450,852	35.99%	
MIAMI DADE COUNTY PUBLIC	14,518,295	1,238,544	5,511,913	9,006,382	37.97%	

YWCA	2,143,005	155,492	589,651	1,553,354	27.52%
EASTER SEALS SOUTH FLORIDA	3,674,136	240,793	1,887,008	1,787,128	51.36%
8f. Contracts	204,290	-	-	204,290	0.00%
8.1f. Other Contracts	351,260	-	26,690	324,570	7.60%
TOTAL CONTRACTUAL	56,618,226	6,063,680	24,213,577	32,404,649	42.77%
CONSTRUCTION	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Construction	-	-	-	-	0.00%
OTHERS	BUDGET	MONTHLY ACTUALS FEBRUARY 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	1,144	26,219	174,050	13.09%
5h. Bldg & Child Liability Ins *****	45,604	-	-	45,604	0.00%
6h. Bldg Maintenance (Includes One Time Facilities Supplement)	159,500	9,137	68,444	91,056	42.91%
7h. Incidental Alterations	-	-	-	-	0.00%
8h. Local Travel & Field Trips	65,637	1,681	20,462	45,175	31.17%
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)					
GRANTEE APPROVAL REQUIRED	49,000	3,269	19,317	29,683	39.42%
13h. Parent Services (RESTRICTED)	3,100	-	1,425	1,675	45.97%
14h. Accounting & Legal Svcs	45,000	-	-	45,000	0.00%
15h. Publication/Adv/Printing	173,170	38,041	80,911	92,259	46.72%
16h. Training or Staff Development	93,805	-	26,850	66,955	28.62%
17h. Other:	58,768	15,896	161,234	(102,466)	274.36%
TOTAL OTHERS	1,024,554	69,169	434,672	589,882	42.43%
TOTAL PROGRAM EXPENDITURES	65,907,918	6,703,841	28,571,932	37,335,986	43.35%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	-	-	-	-	0.00%
CARRYOVER	-	-	-	-	0.00%
AMENDED TOTAL PROGRAM EXPENDITURE		65,907,918 6	5,703,841 28,5	71,932 37	,335,986
	on- Federal Share			57	,,
		· · ·		r	
NFS Requirement based on G		1	\$ 6,476,980		5.00%
NFS Required based on YTD Expe	nditures		\$ 7,142,983		25.00%
NFS YTD Recorded		\$			0.00%
In-Kind TO BE reported in Info Difference (+/-)	rms	\$	\$ 7,142,983)		0.00% 2 5.00%



DATE: JANUARY 31, 2022

AGENDA ITEM NUMBER: 3A3a3

AGENDA ITEM SUBJECT: CORRECTED: HEAD START/EARLY

HEAD START FINANCIAL STATEMENT FOR JANUARY 31, 2022.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD START PROGRAM THROUGH JANUARY 31, 2021, PERTAINS TO THE 6TH MONTH OF THE 12TH MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$65,907,918 WHICH INCLUDES COLA OF \$784,768 AND ACTUAL ADJUSTED EXPENDITURES OF \$21,877,088. OUTSTANDING INVOICES ARE IN PROCESS OF \$1,572,098.91

THE CURRENT FUNDS UTILIZATION RATE IS 33.19%.

FUNDING SOURCE: FEDERALPY: 2021-22

BUDGET PERIOD: JULY 31, 2021, TO JULY 30, 2022

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

Head Start/Early Head Start Year-to-Date Financial Report as of January 31, 2022

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Expenditures	BUDGET	MONTHLY ACTUALS		BALANCE	VARIANCE
SALARIES	BUDGET	JANUARY 2022	YTD ACTUALS 2022		(-\+)
Salaries Full Time	5,676,698	481,159	2,446,200	3,230,498	43.09%
RINGE BENEFITS	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
ringe Benefits	2,448,321	177,627	882,435	1,565,886	36.04%
TRAVEL	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	56,923			56,923	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Other Equipment					0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Office Supplies	54,541 28,655	4,120	24,056	30,485	44.11% 0.00%
Child & Family Serv. Supplies Food Services Supply	20,033		1. · · ·	-	0.00%
Other Supplies TOTAL SUPPLIES	83,196	4,120	24,056	59,140	0.00%
IOINE SUPPLIES					VARIANCE
CONTRACTUAL	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2022	BALANCE	(-\+)
1f. Admn. Services (Legal,Accounting)	20,000			20,000	0.00%
2f. Health/Disability Services/Mental Health) 3f. Food Service	50,000			50,000	0.00%
4f. Child Transportation Services	85,000	43,870		33,290	60.84% 74.34%
5f. Training & Technical Assistance (RESTRICTED)	481,816	159,615	358,162	123,654	0.00%
6f, Family Child Care O'farrill COMMUNITY BASED OR	1,951,729	1,927	985,310	966,419	50.48%
Landow COMMUNITY BASED OR	871,396	66,626		637,178	26.88%
Allapattah OTHER GRANTS/SERVI	610,360 932,863	<u>93,737</u> 78,441	331,040	279,320	38.24%
OUR LITTLE ONES CH	1,421,283	161,940		544,821	61.67%
CATHOLIC COMMUNITY	10,009,426	274,280	1,099,428	8,909,998	10.98%
ST ALBANS DAY CARE	1,342,990	102,169		845,531 1,426,370	37.04%
KIDCO DAYCARE	2,444,433 3,755,856	527,486 256,025	_	2,420,700	35.55%
CHRISTIAN COMMUNIT LE JARDIN HEADSTAR	3,776,372	730,996		1,797,460	52.40%
CENTRO MATER CHILD	5,133,075	430,694		3,587,380	30.11%
SUNFLOWERS ACADEMY	317,675	25,198		185,935 1,102,775	41.47% 39.36%
HAITIAN YOUTH & CO	1,818,642 704,324	132,717		450,852	35.99%
UNITED WAY OF MIA MIAMI DADE COUNTY PUBLIC	14,518,295	1,158,119	4,273,369	10,244,926	29.43%
YWCA	2,143,005		434,159	1,708,846	20.26%
EASTER SEALS SOUTH FLORIDA	3,674,136 204,290	352,715	1,646,215	204,290	0.00%
8f. Contracts 8.1f. Other Contracts	351,260	34,390	37,630	313,631	10.71%
TOTAL CONTRACTUAL	56,618,226	4,765,00	18,160,835	38,457,391	32.08%
CONSTRUCTION	BUDGET	MONTHLY ACTUALS	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Construction			-	•	0.009
OTHERS	BUDGET	MONTHLY ACTUALS	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+) 0.00%
1h. Depreciation/Use Allowance 2h. Rent ****	33,280	29,810	29,810	3,470	89.57%
3h. Mortgage	-	6,678	25,075	175,194	0.00%
4h. Utilities ***** 5h. Bldg & Child Liability Ins *****	200,269 45,604			45,604	0.00%
6h. Bidg Maintenance (Includes One Time Facilities Supplement)	159,500		\$ 59,306	100,194	37.18%
7h. Incidental Alterations		2,83		46,856	0.00%
8h. Local Travel & Field Trips 9h. Nutrition Services	65,637	2,03			0.00%
10h. Child Services - Consultants	97,421		- 350	97,071	0.36%
12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REOUIRED	49,000			32,952	32.75%
13h. Parent Services (RESTRICTED)	3,100			1,675	45.979
14h. Accounting & Legal Svcs	45,000		4 42,870	45,000	24.769
15h. Publication/Adv/Printing 16h. Training or Staff Development	93,805		9 26,850	66,955	28.629
17h. Other: TOTAL OTHERS	58,768 1,024,554	86,85		(84,278) 660,992	243.419 35.48
TOTAL PROGRAM EXPENDITURES	65,907,918	1		44,030,830	33.199
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	03,507,510			-	0.005
CARRYOVER					0.005
AMENDED TOTAL PROGRAM EXPENDITURES Non- Federal Share	65,907,918 (NES) Report	5,609,53	2 21,877,088	44,030,830	
NFS Requirement based on Grant	\$	16,476,9			
NFS Required based on YTD Expenditures	5	5.469.2	72 25.00%		
NFS YTD Recorded					

55

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

	Totals as of		
OtherAccount Description	December 202	1 January 2022	Grand Total
Budget			\$58,768
Other Outside Contractual Services	\$3,736.59	\$60.00	\$3,796.59
Printing & Reproduction	\$39,587.86	<mark>\$20,800.00</mark>	<mark>\$60,387.86</mark>
Information Tech Allocation Costs	\$58.62	<mark>\$65,949.76</mark>	<mark>\$66,008.38</mark>
License and Permit Fees	\$11,287.65	\$0.00	\$11,287.65
Employ Processing/Screening Charges	\$74.50	\$0.00	\$111.75
Clothing and Uniforms	\$3.458.66	\$37.25	\$3,458.66
Misc. Other Operating Supplies	\$279.00		\$279.00
Administrative Overhead Construction	\$0.00	\$7.99	\$7.99
Total	\$58,482.88	\$86,855	<u>\$145,337.88</u>

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

charges for notable amounts for \$58,482.88 which include expenses for \$39,857.86 Printing and reproduction and \$11,287.65- License and Permit Fees, \$3,736.59 Other Outside Contractual Services \$3,458.66-Clothing and Uniforms and other charges of \$412.12.

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

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

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



Date: March 31, 2022

Agenda Item Number: 3A3b1

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: FederalPY: 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 Y	ear: Augu	st 1st, 2021 J	July 31st, 202	2	
Expenditures				1	
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	71.975
TRAVEL	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	15,135		-	15,135	0.009
EQUIPMENT	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Other Equipment	Ĺ			0	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Office Supplies	12,010	-		12,010	0.009
Child & Family Serv. Supplies	10,700	12,758	25,704	-15,004	240.229
Food Services Supply				0	0.009
Other Supplies				0	0.009
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)		-	5,201	0	0.009
3f. Food Service	5,600	4,740	6,600	0	100.009
If. Child Transportation Services				D	0.009
if. Training & Technical Assistance (RESTRICTED)	30,240	648	18,817	11,423	62.239
6f. Family Child Care					0.009
ROVIDER AGENCIES: CHILD DEVELOPMENT				•	0.009
Crystal Learning Center, Inc.	305,226	23,315	188,359	116,867	61.719
Decroly Learning Child Care Center, Inc.	457,839	35,272	289,226	168,613	63.179
Universal Academy	228,921	14,221	138,039	90,882	60.309
Memorial Temple Missionary Baptist Church, Inc.	152,613		56,548	96,065	37.059
St. Alban's (Delegate/Provider)	457,840	63,853	191,693	266,147	41.879
Rising Star Academy	152,613	12,811	121,726	30,887	79.769
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	50.149
Community Outreach Center	152,614	27,288	105,394	47,220	69.065
					0.00%
of. 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	the second s
6h. Bidg Maintenance	2,884		607	2,277	88.57%
8h. Local Travel & Field Trips				4,217	21.04%
12h. Substitutes (IF NOT PAY BENEFITS)					0.00%
GRANTEE APPROVAL REQUIRED	10,000		41	10,000	0.00%
13h. Parent Services (RESTRICTED)	-		-	10,000	the second se
14h. Accounting & Legal Svcs	3,200			3,200	0.00%
15h. Publication/Adv/Printing	0,200	-	4,817	and the second se	0.00%
16h. Training or Staff Development	200		4,017	-4,817	0.00%
17h. Other:	11,493	3,662	4.170	200	0.00%
TOTAL OTHERS		the second s	4,170	7,323	36.29%
IOTAL 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		1 12.55	-)	
NFS Requirement based on Grant S			879,374		
NFS Reguired based on YTD Expenditures \$			555,386		
NFS YTD Recorded \$					
In-Kind TO BE reported in FAMIS S					
Difference (+/-) \$			(555,386)		



DATE: FEBRUARY 28, 2022

AGENDA ITEM NUMBER: 3A3b2

AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE

PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR FEBRUARY 28,

2022

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM FOR FEBRUARY 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%.

FUNDING SOURCE: FEDERAL PY: 2021-22

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

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

Child Care Partnership Program Year-to-Date Financial Report as of February 28, 2022

Distance in the second s		ry 28, 2022			
Child Care Partnership -EHS Program	Year: Augu	st 1st, 2021	July 31st, 20	22	
Expenditures					
SALARIES	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	harmen 7	
Calmins = 0 P		FEBRUARY 2022	2021	BALANCE	VARIANCE
Salaries Full Time	733,765	54,346	479,315	254,450	65.3
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	341,759	25,394	187,802	153,957	54.9
TRAVEL	allaren	Turner and the second			24.3
	OUDGET	FEBRUARY 2022	YTD ACTUALS 2021	BALANCE	VAIIIANCE (-\r)
Staff Travel out of Town	15,135			15,135	D.0
EQUIPMENT	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Other Equipment				0	
SUPPLIES				uj	0.00
	BUDGET	FEBRUARY 2022	YTD ACTUALS 7021	BALANCE	VARIANCE (-\+)
Office Supplies	12,010				
Child & Family Serv. Supplies	10,700		10.000	12,010	0.00
Food Services Supply			12,945	-2,245	120.99
Other Supplies				0	D.00
TOTAL SUPPLIES	22,710	-	12,945	0	0.00
A A LINE & AND I			+4,343	9,765	57.00
CONTRACTUAL	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTO ACTUALS 2021	BALANCE	VARIANCE (-\+)
f. Admin. Services (Legal, Accounting)	-	5,184	5,184	- F 101	
f. Health/Disability Services/Mental Health)	14	UNIOT -	5,164	-5,184	0.00
f. Food Service	6,600	-	1,860	4,740	0.00
f. Child Transportation Services			2,000	4,740	28.18
Training & Technical Assistance (RESTRICTED) Anning Child Care	30,240	993	18,169	12,071	0.00
			-	-	0.00
ROVIDER AGENCIES: OHILD DEVELOPMENT					0.00
Crystal Learning Center, Inc. Decroly Learning Child Care Center, Inc.	305,226	6,527	165,044	14D,182	54.07
Universal Academy	457,839	55,815	253,954	203,885	55.47
Memorial Temple Missionery Baptist Church, Inc.	228,921	17,263	123,618	105,103	54.09
St. Alban's (Delegate/Provider)	152,613	11,496	55,548	96,065	37.05
Rising Star Academy	457,840	10.000	127,840	330,000	27.925
Cambridge Academy	152,613 228,920	13,325	108,915	43,698	71.375
Shioning Light Childcare Dev Center	152,613		118,232	110,588	51.653
Community Outreach Center	152,614	10 km	64,031	88,582	41.969
	+58/014	18,531	78,105	74,508	51.189
Other Contracts	30,953	21,277	11.64		0.009
TOTAL CONTRACTUAL	2,356,992	150,411	44,631	-13,578	144.199
	- Jers	*90,411	1,166,332	1,190,660	49.489
THERS	BUDGET	MONTHLY ACTUALS FEBRUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-)-)
. Rent ****	-	-			
. Otilities *****	17,408		3,981	0	0,00%
Bidg & Child Liability Ins *****	1,950		Spinz	13,967	19,76%
Bidg Maintenance	2,884		607	1,950	0.00%
Local Travel & Field Trips h. Substitutes (IF NOT PAY BENEFITS)			944	0	21.04%
ANTEE APPROVAL REQUIRED	ne li co			4	0.00%
h. Parent Services (RESTRICTED)	10,000	-		10,000	0.00%
h. Accounting & Legal Svcs	2 200			0	D.00%
h. Publication/Adv/Printing	3,200	0.00		3,200	0.00%
 Training or Staff Development. 	200	963	4,817	-4,817	0.00%
- Other:	11,493	(3,149)	500	200	0.00%
TOTAL OTHERS	47,135	(2,186)	508	10,985	4.42%
TOTAL		1-1-4-4V	3,513	37,762	19.88%
TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	3,517,496	237,965	1,855,767	1,661,730	52.76%
AMENDED TOTAL PROGRAM EXPENDITURES	3,517,496	237,965	1,855,767	1.661,730	
Non-Federal Share (NFS Requirement based on Grant s					
NFS Required based on YTD Excenditures			879,374		
NPS YTD Recorded 5			463,942		
In-Kind TO BE reported in FAMS \$					
Diffurence (+L) 5			[483, 682]		



DATE: JANUARY 31, 2022

AGENDA ITEM NUMBER: 3A3b3

AGENDA ITEM SUBJECT: CORRECTED: EARLY HEAD START

CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT

FOR JANUARY 31, 2022

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM THROUGH JANUARY 31, 2022, PERTAINS TO THE 6^{TH} MONTH OF THE 12^{TH} , MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$3,517,496 WHICH INCLUDES COLA OF \$41,485. THERE ARE ACTUAL ADJUSTED EXPENDITURES OF \$1,617,802.

THE CURRENT FUNDS UTILIZATION RATE IS 45.99%.

FUNDING SOURCE: FEDERAL PY: 2021-22

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

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

Child Care Partnership Program Year-to-Date Financial Report as of

January 31, 2022

Child Care Partnership -EHS Program Y	ear: Augus	st 1st, 2021 J	uly 31st, 202	2	
Expenditures					
SALARIES	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	733,765	79,452	414,969	318,796	56.55%
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	341,759	33,891	162,408	179,351	47.52%
TRAVEL	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	15,135		-	15,135	0.00%
	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
EQUIPMENT	BODGET	JANUARY 2022	2021	DADANCE	(-\+)
Other Equipment		-	-	0	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Supplies	12,010		-	12,010	0.009
Child & Family Serv. Supplies	10,700	954	12,945	-2,245	120.999
Food Services Supply			-	0	0.009
Other Supplies			-	0	0.009
TOTAL SUPPLIES	22,710	954	12,945	9,765	57.009
CONTRACTUAL	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
1f. Admn. Services (Legal, Accounting)	-		-	0	0.009
2f. Health/Disability Services/Mental Health)		1		0	0.009
3f. Food Service	6,600	1,860	1,860	4,740	28.189
4f. Child Transportation Services	30,240	16,343	17,176	13,064	0.00%
5f. Training & Technical Assistance (RESTRICTED) 6f. Family Child Care	50,240	10,343	17,170	15,004	0.009
PROVIDER AGENCIES: CHILD DEVELOPMENT		-		4	0.009
Crystal Learning Center, Inc.	305,226	40,631	158,517	146,709	51.939
Decroly Learning Child Care Center, Inc.	457,839	-	198,140	259,699	43.289
Universal Academy	228,921	26,669	106,555	122,366	46.559
Memorial Temple Missionary Baptist Church, Inc.	152,613	7,115	45,052	107,561	29.529
St. Alban's (Delegate/Provider) Rising Star Academy	457,840	71,352	127,840	330,000	27.929
Cambridge Academy	228,920	47,810	118,232	110,688	51.659
Shinning Light Childcare Dev Center	152,613	32,014	64,031	88,582	41.969
Community Outreach Center	152,614		59,575	93,039	39.049
4					0.009
8f. Other Contracts	30,953		23,354	7,599	75.459
TOTAL CONTRACTUAL	2,356,992	248,214	1,015,920	1,341,072	43.109
OTHERS	BUDGET	MONTHLY ACTUALS JANUARY 2022	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
2h. Rent ****	~		×	0	0.009
4h. Utilities *****	17,408	297	3,441	13,967	19.769
5h. Bldg & Child Liability Ins *****	1,950		607	1,950	0.009
6h. Bldg Maintenance 8h. Local Travel & Field Trips	2,884	-	- 007	2,217	0.009
12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REQUIRED	10,000	-		10,000	0.009
13h. Parent Services (RESTRICTED)				0	0.009
14h. Accounting & Legal Svcs	3,200	739	3,855	3,200	0.009
15h. Publication/Adv/Printing 16h. Training or Staff Development	200		5,655	200	0.009
17h. Other:	11,493		3,657	7,836	31.829
TOTAL OTHERS	47,135		11,559	35,576	24.529
TOTAL PROGRAM EXPENDITURES	3,517,496	363,546	1,617,802	1,899,695	45.999
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:					
AMENDED TOTAL PROGRAM EXPENDITURES	3,517,496	363,546	1,617,802	1,899,695	
Non- Federal Share					
	s s		879,374 404,451		
	s				
	5				

Printed: 3/14/2022 63 3/14/2022

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



Date: March 31, 2022

Agenda Item Number: 3A3c1

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: FederalPY: 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 Pro	gram Year: Au	igust 1st, 20	21 July 31st.	2022
expenditures				and and	
SALARIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Salaries Full Time	598,551	75,653	349,325	210.224	
PRINCE PROVIDENCE			515,465	249,226	58.3
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Fringe Benefits	237,882	59,610	176,297	61,585	74.1
TRAVEL	BUDGET	MONTHLY ACTUALS		and the second second	14.4
man and a second		MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Staff Travel out of Town		1	-	0	
EQUIPMENT	BUDGET			0	0.0
	BODGEI	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE
Office Equipment			-	0	0.0
Classroom/Outdoor/Homebased		÷.	-	0	0.0
Other Equipment		- ×		0	0.0
and Equipment				0	0.0
SUPPLIES	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Office Supplies	10,000	3,690	10,487	102	
Child & Family Serv. Supplies	13,758	738	8,354	-487	104.87
ood Services Supply	-		Viast	5,404	60.72
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	BALANCE	VARIANCE
f. Admn. Services (Legal, Accounting)	7,500		5,184	5.542	(-\+)
f. Health/Disability Services/Mental Health)			5,104	2,316	69.12
f. Food Service		3,333	3,333	-3,333	0.00
f. Child Transportation Services				0	0.00
f. Training & Technical Assistance (RESTRICTED) f. Family Child Care	143,175	1,642	41,436	101,739	28.94
ELEGATES:				0	0.00
COMMUNITY BASED OR (LANDOW)	222,578	22.002		0	0.00
PARADISE CHRISTIAN	445,156	33,992 45,226	57,921	164,657	26,02
CATHOLIC COMMUNITY	1,669,336	143,247	389,788	55,368	87.56
KIDCO DAYCARE	445,156	91,200	702,563 281,615	966,673	42.09
CHRISTIAN COMMUNIT	445,156	36,083	214,734	163,541	63.25
CENTRO MATER CHILD	1,001,602	220,660	741,173	230,422	48.24
SUNFLOWERS ACADEMY	333,867	46,812	202,096	131,771	74.00
HAITIAN YOUTH & CO & (LMW)	1,112,892		361,125	751,767	50.53
YWEA	556,446	43,783	349,454	206,992	32.45
ROVIDERS:		4		0	0.005
Decroly Learning Child	210.210			0	0.005
Cambridge Academy	219,749	39,607	179,080	40,669	81.495
	219,749	18,677	142,770	76,979	64.979
BRICKS Early Learning Center	219,749	25,334	197,321	22,428	89.795
BRICKS Early Learning Center Early Learning Center	292 997	74 205			
Early Learning Center	292,997	24,603	176,464	116,533	60.239
Early Learning Center	292,997	24,603	176,464	0	0.005
Early Learning Center	292,997	24,603			

CONSTRUCTION	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
Construction		4		Ó	
ATT LEAST			1.00		0.00%
OTHERS	BUDGET	MONTHLY ACTUALS MARCH 2022	YTD ACTUALS 2022	BALANCE	VARIANCE (-\+)
2h. Rent ****					
4h. Utilities *****				0	0.00%
5h. Bidg & Child Liability Ins *****				0	0.00%
6h. Bidg Maintenance		1,110	1,131	-1,131	0.00%
8h. Local Travel & Field Trips	3.000			0	0.00%
13h. Parent Services (RESTRICTED)	5,000	1,273	1,273	1,727	42.43%
14h. Accounting & Legal Svcs				0	0.00%
25h. Publication/Adv/Printing	29,773	4 720		0	0.00%
16h. Training or Staff Development	67,112	4,730	11,743	18,030	39.44%
17n. Other:	47,380	2,354		0	0.00%
TOTAL OTHERS	80,153	9,467	3,159	44,221	6.67%
		3,407	17,300	52,847	21.59%
TOTAL PROGRAM EXPENDITURES	8,419,502	929,012	4,651,453	3,768,049	55.25%
Less/Add Adjustment reallocation of expenses				511 001045	33.2370
AMENDED TOTAL PROGRAM EXPENDITURES	8,419,502	929,012	4,651,453	3,768,049	
Non- Federal	Share (NFS) Report		10000	5,700,045	
NES Regurement based on Grant S	the first of hepoth		A /A		
NFS Required based on YTD Expenditures \$ NFS YTD Recorded			2,104,876 1,162,863,15		
In-Kind TO BE reported in FAMIS \$					
Children Trust Cash Match					
Difference (+/-) \$			(1,162,863)		

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



DATE: FEBRUARY 28, 2022

AGENDA ITEM NUMBER: 3A3c2

AGENDA ITEM SUBJECT: EXPANSION EARLY HEAD START CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR FEBRUARY 28, 2022.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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%.FUNDING SOURCE: FEDERALPY: 2021-22BUDGET PERIOD: AUGUST 1, 2021, TO JULY 31, 2022CLOSEOUT PERIOD: AUGUST 1, 2022, TO OCTOBER 31, 2022

Combination Early Head Start Expansion Program Year-to-Date Financial Report as of February 28, 2022

COMBINATION EHS EXPANSION	GRANT Pro	gram Year: Au	iquist 1st 20	21 July 21ct	2022
Expenditures		<u></u>	-gust 130, 20	zi July Jist,	2022
SALARIES	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	598,551	38,681	273,672		
		50,001	2/3,0/2	324,879	45.725
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	237,882	16,458	116,687	121,195	49.05%
		and the second		262/200	49.057
TRAVEL	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	-	÷	÷.	0	0.00%
EQUIPMENT	BUDGET	MONTHING A PROVIDE A			
ECONTREAT	aublet	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Equipment	1				
Classroom/Outdoor/Homebased				0	0.00%
Vehicle Purchase				0	0.00%
Other Equipment	141			0	0.00%
			-	0	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Supplies	10,000	6,465	6,796	7.004	
Child & Family Serv. Supplies	13,758	0,103	7,616	3,204	67.96%
Food Services Supply	-		7,018	6,142	55.36%
Other Supplies	9,000	1.0		0	0.00%
TOTAL SUPPLIES	32,758	6,465	14,412	9,000	0.00%
		0,403	14,412	18,346	44.00%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	and such	
		FEBRUARY 2021	2021	BALANCE	VARIANCE (-\+)
1f. Admn. Services (Legal, Accounting)	7,500	5,184	5,184	2,316	
2f. Health/Disability Services/Mental Health)			0/104	2,310	69.12%
3f. Food Service				0	0.00%
4f. Child Transportation Services		-		0	0.00%
St Training 9. Toping and Available of the series					

IDTAL CONTRACTUAL	7,470,158	622,232	3,309,830	4,160,328	44.31%
TOTAL CONTRACTUAL	135,050	2,781	37,873	97,177	28.04%
Bf. Other Contracts	125.050	•		0	0.00%
		•		0	0.00%
Early cearming Center	292,997	-	151,861	141,136	51.83%
Early Learning Center	219,749	17,296	171,987	47,762	78.27%
BRICKS Early Learning Center	219,749		124,093	95,656	56.47%
Cambridge Academy	219,749	18,231	139,473	80,276	63.47%
Decroly Learning Child				0	0.00%
PROVIDERS:				0	0.00%
(WCA	556,446	39,159	305,671	250,775	54.93%
YWCA	1,112,892	72,503	361,125	751,767	32.45%
HAITIAN YOUTH & CO & (LMW)	333,867	13,041	155,283	178,584	46.51%
SUNFLOWERS ACADEMY	1,001,602	119,748	520,513	481,089	51.97%
CHRISTIAN COMMUNIT CENTRO MATER CHILD	445,156	69,327	178,651	266,505	40.13%
KIDCO DAYCARE	445,156		190,415	254,741	42.77%
CATHOLIC COMMUNITY	1,669,336	235,119	559,416	1,109,920	33.51%
PARADISE CHRISTIAN	445,156	4,917	344,562	100,594	77,40%
COMMUNITY BASED OR (LANDOW)	222,578	23,929	23,929	198,649	10.75%
DELEGATES:			14	0	0.00%
6f. Family Child Care			- Fe	0	0.00%
5f. Training & Technical Assistance (RESTRICTED)	143,175	997	39,794	103,381	27.79%
4f. Child Transportation Services	(A)			D	0.00%
3f. Food Service			1.1	0	0.00%
2f. Health/Disability Services/Mental Health)			5,184	2,316	69.12%

				the second s	1 110 27
CONSTRUCTION	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Construction					
		~	-	0	0.009
OTHERS	BUDGET	MONTHLY ACTUALS FEBRUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
2h. Rent ****					
4h. Utilities *****	-	-		0	0.00%
5h. Bldg & Child Liability Ins *****				0	0.00%
6h. Bldg Maintenance			20	-20	0.00%
8h. Local Travel & Field Trips	2.000			0	0.00%
13h. Parent Services (RESTRICTED)	3,000	-		3,000	0.00%
14h. Accounting & Legal Svcs		1.00	÷	0	0.00%
15h. Publication/Adv/Printing		-		0	0.00%
16h. Training or Staff Development	29,773	÷	7,013	22,760	23.55%
17h. Other:	47.000	-		0	0.00%
TOTAL OTHERS	47,380	-	805	46,575	1.70%
TOTAL OTHERS	80,153		7,838	72,315	9.78%
TOTAL PROGRAM EXPENDITURES	8,419,502	683,836	3,722,440	4,697,062	44.21%
Less/Add Adjustment reallocation of expenses					44.21/0
AMENDED TOTAL PROGRAM EXPENDITURES	8,419,502	683,836	3,722,440	4,697,062	
Non-Federa	al Share (NFS) Report			1,007,002	
NFS Requirement based on Grant	S		5 101 170		
NFS Required based on YTD Expenditures	S		2,104.876 930,610.07		
NFS YTD Recorded			300,010,07		
In-Kind TO BE reported in FAMIS	\$				
Children Trust Cash Match					
Difference (+/-)	\$		(930,610)		

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



DATE: JANUARY 31, 2022

AGENDA ITEM NUMBER: 3A3c3

AGENDA ITEM SUBJECT: EXPANSION EARLY HEAD START

CHILDCARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT

FOR JANUARY 31, 2022.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE 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%.

FUNDING SOURCE: FEDERALPY: 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 JANUARY 31, 2022

Expenditures					
SALARIES	BUDGET	MONTHLY ACTUALS JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	598,551	51,223	234,991	363,560	39.20
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	237,882	22,206	100,229	137,653	42.13
TRAVEL	BUDGET	MONTHLY ACTUALS JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Staff Travel out of Town				0	0.00
EQUIPMENT	BUDGET	MONTHLY ACTUALS	YTD ACTUALS		
	uuuuu	JANUARY 2021	2021	BALANCE	VARIANCE (-\+)
Office Equipment			-	0	0.00
Classroom/Outdoor/Homebased				0	0.00
Other Equipment				0	0.00
SUPPLIES	BUDGET	MONTHLY ACTUALS	NTD ACTUALS		
SUPPLIES	BUUGEI	JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Supplies	10,000	324	331	9,669	3.31
Child & Family Serv. Supplies	13,758	2,235	7,616	6,142	55.36
Other Supplies	9,000			9,000	0.00
TOTAL SUPPLIES	32,758	2,559	7,947	24,811	24.26
CONTRACTUAL	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
f. Admn. Services (Legal,Accounting)	7 500	JANUARY 2021	2021		(-\+)
f. Health/Disability Services/Mental Health)	7,500			7,500	0.00
f. Food Service		- (A.		0	0.00
f. Child Transportation Services				0	0.00
f, Training & Technical Assistance (RESTRICTED) f. Family Child Care	143,175	35,135	38,798	104,377	27.10
ELEGATES:				0	0.00
COMMUNITY BASED OR (LANDOW)	222,578		-	222,578	0.00
PARADISE CHRISTIAN	445,156	101,264	339,645	105,511	76.30
CATHOLIC COMMUNITY KIDCO DAYCARE	1,669,336 445,156	123,407	324,297	1,345,039	19.43
CHRISTIAN COMMUNIT	445,156	-	109,324	254,741 335,832	42.77 24.56
CENTRO MATER CHILD	1,001,602	153,191	400,765	600,837	40.01
SUNFLOWERS ACADEMY HAITIAN YOUTH & CO & (LMW)	333,867	28,271	142,242	191,625	42.60
YWCA	1,112,892 556,446	145,292	288,622 266,512	824,270	25.93
		-	-	0	0.00
PROVIDERS:			-	0	0.00
Decroly Learning Child Cambridge Academy	219,749	16,944 46,066	121,242	98,507	55.17
BRICKS Early Learning Center	219,749	22,509	154,691	95,656	56.47
Early Learning Center	292,997	48,087	151,861	141,136	51.83
				0	0.00
f. Other Contracts	135,050	33,488	35,092	0 99,958	0.00 25.98
TOTAL CONTRACTUAL	7,470,158	856,300	2,687,598	4,782,560	35.98
CONSTRUCTION	BUDGET	MONTHLY ACTUALS JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Construction				0	0.00
DTHERS	BUDGET	MONTHLY ACTUALS JANUARY 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
h. Rent ****				0	0.00
h. Utilities ***** h. Bldg & Child Liability Ins *****				0	0.009
h. Bldg Maintenance			20	-20	0.009
h. Local Travel & Field Trips	3,000			3,000	0.009
8h. Parent Services (RESTRICTED) 4h. Accounting & Legal Svcs				0	0.00%
5h. Publication/Adv/Printing	29,773	1,828	7,013	22,750	23.55%
5h. Training or Staff Development 7h. Other:	47,380	:	805	46,575	0.009
TOTAL OTHERS	80,153	1,828	7,838	72,315	1.709
TOTAL PROGRAM EXPENDITURES	8,419,502	934,116	3,038,604	5,380,898	36.099
Less/Add Adjustment reallocation of expenses AMENDED TOTAL PROGRAM EXPENDITURES	8,419,502	934,116	3,038,604	5,380,898	
Non- Federal S	hare (NFS) Report		2,000,004	-1000/000	
NFS Requirement based on Grant \$	1 1 P P P P P P		2,104,876		
NFS Required based on YTD Expenditures \$ NFS YTD Recorded			759,651.03		
In-Kind TO BE reported in FAMIS \$ Children Trust Cash Match					
Difference (+/-) \$			(759,651)		

Printed. 3/14/2022. 3/14/2022.

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DATE: March 31, 2022

AGENDA ITEM NUMBER: 3A3d1

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. Exper	nses: PY21 - 22					
March 31, 2022						
CCRSA/Americar	n Rescue Plan					
Budget Period	Grant Name	Aw	varded 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%



DATE: FEBRUARY 28, 2022

AGENDA ITEM NUMBER: 3A3d2

AGENDA ITEM SUBJECT: COVID-19 GRANTS FOR FEBRUARY 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 \$956,340.72.

THE CURRENT FUNDS UTILIZATION RATE IS 0.085.

FUNDING SOURCE: FEDERALPY: 2021-23

*BUDGET PERIOD: APRIL 1, 2021, TO MARCH 31, 2023

Grant #: 04HE000544-01-01 Budget vs. Expenses: PY21 - 22 February 28, 2022 CCRSA/American Rescue Plan						
Budget Period Grant Name	Av	varded Budget		Actual as of	Balance	Rate of
			Fel	bruary/28/2022		Expenditure
4/1/21-3/31/23 CRRSA	\$	2,271,715.00	\$	614,964.33	\$ 1,656,750.67	0.271
4/1/21 -3/31/23 American Rescue Plar	n \$	9,031,182.00	\$	341,376.39	\$ 8,689,805.61	0.038
Total	\$	11,302,897.00	\$	956,340.72	\$ 10,346,556.28	0.085



DATE: JANUARY 2022

AGENDA ITEM NUMBER: 3A3d3

AGENDA ITEM SUBJECT: CORRECTION: COVID-19 Grants

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) American Rescue Plan (ARP) 04HE000544-01-01

FOR JANUARY 2022.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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%

FUNDING SOURCE: FEDERALPY: 2021-23

*BUDGET PERIOD: APRIL 1, 2021, TO MARCH 31, 2023

Grant #: 04HE000544-01-01 Budget vs. Expenses: PY21 - 22 January 31st, 2022

CCRSA/American Rescue Plan

Budget Period	Grant Name	Awa	arded Budget	-	tual as of ry 31st, 2021	Balance	% Rate of Expendit	
4/4/21 -3/31/23	CRRSA	\$	2,271,715.00	\$	573,873.27	\$ 1,697,841.73	25.260	%
4/4/21 -3/31/23	American Rescue Plan	\$	9,031,182.00	\$	239,857.04	\$ 8,791,324.96	0.027	%
Total		\$	11,302,897.00	\$	813,730.31	\$ 10,880,687.44	0.0720	%



DATE: MAY 2ND, 2022

AGENDA ITEM NUMBER: 3A3e1

AGENDA ITEM SUBJECT: COLA and Quality Improvement: Head

Start/Early Head Start Grant

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

The Community Action and Human Services Department Head Start/Early Head Start (Base Grant) is in Year 2 of the five-year project period that has a budget period from 08/01/2022-07/31/2023. The proposed budget for Head Start/Early Head Start is \$65,907,918.

The Head Start Base Grant Program Operations has received invitation to apply for a Cost-of-Living-Adjustment (COLA) of \$1,323,682 and Quality Improvement funds of \$328,394 to serve 6310 children and families for the FY 2022-2023.

The Early Head Start Base Grant Program Operations has received invitation to apply for a COLA of \$160,827 and Quality Improvement funds of \$35,463 to serve 446 children and families for the FY 2022-2023.

The increased total budget amount will be \$84,233,264 for FY 2022-2023 which requires a Non-Federal share of \$16,476,980.

FUNDING SOURCE: FEDERAL

Tota	Gran	1	017 YWC			2.1	012 Hait			1		006 Alla	1			002 Cath	001 Le Ja	Grants to C			10		9 Other					11		1 Parts	Item # Description	-		
Grant Total Federal Share Required Non Federal Share Total Budget Federal Share and Non-Federal Share	Grant Total		CA of Greater Miami-Dade Inc.	Miami-Dade County Public Schools	Easter Seals of South Florida Inc.	Our Child Care Inc.	Haitian Youth and Community Center of Florida, Inc. & Li United Way of Miami Dade	Sunflowers Academy Inc.	Paradise Christian School & Development Center Inc.	Centro Mater Child Care Services Inc.	0'Farrill Learning Center	Alliapattan Community Action Inc. Friends of Lubavitch of Florida Inc	KIDCO Child Care, Inc.	The Family Christian Association of America Inc.	St Alban's Child Enrichment Center.	Catholic Charities of the Archdiocese of Miami, Inc.	Le Jardin Community Center, Inc.	Grants to Outside Agencies-Sub-Recipients				Total Direct Charges	Other	Contractual	Training Technical Assistance	Supplies	Equipment	Travel	ee Benefits	Personnel (80.80 FTP's)	cription			
1	6310 \$		220	1535		118	3/1	40		526			250	432	170	1275	480	Slots	1											Slots		1		
	\$ 58,814,876 \$	\$ 48,769,583					\$ 1,333,936 \$ 934 888			\$ 4,118,240		C 6062,860	1			5 9,982,426	\$ 3,758,091	Base		\$ 10,045,293		10	S 657 054	5 426,942	5 644,483		•			5 5 938 333				
	\$ 1,326,285	\$ 1,111,946	s.	s	s	\$ 21,064		- 10	s	\$ 93,896	5	< 14,745 C 14,781	v		s	s	_	COLA		5 214,338		\$ 214,338	5 14 981	-	5		5	5	~	COLA S 135 394	Head Start		BUDGET PERIC	
	\$ 60,141,161	S 49,881,529	5		5	5		1 10	5		5	5 640 678 505				\$ 10,210,025	5 3,843,775	Total		\$ 10,259,631		10	5 670 035	5 436,676			5			5 6.073.727			DD: AUGUST 1ST	
	1 446	ió		18 192	1 8		32 32		5		4 i		32			15	ιñ	Slots	1	1		1	7	6		8		õ	x	Slots			2022 THR	
\$ 65,907,918 \$ 16,476,980 \$ 82,384,898	\$ 7,093,042	5 6,397,165	\$ 468,879	\$ 2,711,842	\$ 113,679	\$	5 4/2,096 5 461 944	5		\$ 992,106	\$ 114,404	870 950 5	\$ 472,095	\$ 354,072	s ,	s .	s	Base		\$ 695,877		695,877		137,082	153,376	34,690	5	S		5 180.058	Early	GRAVE NO. OF	BUDGET PERIOD: AUGUST 1ST, 2022 THROUGH JULY 31, 2023	
COLA (2.28%) \$	\$ 158,224 \$	S 145,855 S	10,690	\$ 61,830	2,592		S 10,764		s	\$ 22,620 \$	2,608	C 5 280 C	10,764	\$ 8,073 \$,	S		COLA		S 12,369 \$		12,369	S 2707 S	3,125		791		1,010	1 645	3 4105 S	Head Start		23	
1,484,509	\$ 7,251,266	5 6,543,020	1	\$ 2,773,672			5 482,860 5 472 476		1		\$ 117,012	Т		\$ 362,145		S -	s .	Total		708,246			101 000		l.	\$ 35,481				Total 5 184 163				
\$ 363,857																		QI		\$ 363,857			S 963 857							QI HS/EHS	Ouality Improvement			
Total: 5 5	6,756 \$	5			488 5		20/ 5	40 5		\$ 965		000	282 5	456 \$	170 5	1,275 \$	480 \$	Grant			5					s	s	5	-	Grant				
67,756,284 16,476,980 84,233,264	67,756,284	56,424,550	2,176,52	14,815,560	3,737,96	944,927	1,847,21	320,315	1,441,41	5,226,862	1,980,88	650 (88 509'919	2,484,824	3,821,545	1,361,337	10,210,02	3,843,775	Grant Total		11,331,734		11,331,734	1 157 094	576,884	797,859	113,884	-		7 478 17	Grant Total				



DATE: MAY 2ND, 2022

AGENDA ITEM NUMBER: 3A3e2

AGENDA ITEM SUBJECT: COLA and Quality Improvement Early Head Start-Child Care Partnership Funding Guidance

AGENDA ITEM TYPE: APPROVAL RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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 that has a budget period from 08/01/2022 - 07/31/2023. The proposed budget for Early Head Start-Child Care Partnership Program grant is \$3,517,496.

The Early Head Start Base -Child Care Partnership Grant Program Operations has received invitation to apply for a Cost-of-Living-Adjustment (COLA) of \$78,475 and Quality Improvement funds of \$19,083 totaling \$97,558 to serve 240 Early Head Start children and families for the FY 2022-2023.

The increased total budget amount will be \$4,494,429 for FY 2022-2023 which requires a Non-Federal share of \$879,374.

FUNDING SOURCE: FEDERAL

PY2022-23	BASE & Cost of Living Adjustment (COLA)	Grant Application Summary Report
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PY	
Y2022-23	(
ω	

	GRANT NO:				GRAN	NT NO: 04HP000219	IP00	0219		
tem #	Item # Description			EHS - Child	Chil	d Care Partnership Program	ershi	p Program		
		Slots		BASE			Imp	Quality Improvement		Total
								Quality		
Grant	Grants to Outside Agencies	Slots		BASE		COLA	Imp	Improvement		Total
203	003 St Alban's Child Enrichment Center.	48	Ş	451,789	\$	10,301			Ş	462,090
HIL	CHILD CARE PROVIDERS									
P01	Crystal Learning Center, Inc.	32	Ş	301,192	\$	6,867			\$	308,059
PO2	Decroly Learning Child Care Center, Inc.	48	Ş	451,789	\$	10,301			\$	462,090
PO3	Universal Academy	24	Ş	225,896	\$	5,150			\$	231,046
POS	Memorial Temple Missionary Baptist Church, Inc.	16	Ş	150,597	\$	3,434			\$	154,031
P06	Community Outreach Center	16	Ş	150,597	\$	3,434			\$	154,031
P07	Rising Star Academy	16	Ş	150,597	Ş	3,434			\$	154,031
P08	Cambridge Academy	24	Ş	225,896	Ş	5,150			Ş	231,046
P09	Shining Light Childcare Development Center, Inc.	16	Ş	150,597	\$	3,434			Ş	154,031
		240	\$	2,258,950	Ş	51,504			\$	2,310,455
	Grant Total Federal Share		s	3.517.496	ŝ	78.475	ŝ	19.083	ŝ	3.615.055
	Required Non Federal Share		ŝ	879,374					ŝ	879,374
	Total Budget Federal Share and Non-Federal Share		\$	4,396,870	Ş	78,475	Ş	19,083	Ş	4,494,429

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



DATE: MAY 2ND, 2022

AGENDA ITEM NUMBER: 3A3e3

AGENDA ITEM SUBJECT: COLA and Quality Improvement: Early Head Start-Child Care Partnership Expansion Grant

AGENDA ITEM TYPE: APPROVAL RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

The Community Action and Human Services Department Early Head Start-Child Care Partnership Expansion grant is in Program Year 4 of a five-year project period that 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.

The Expansion Early Head Start Base -Child Care Partnership Grant Program Operations has received invitation to apply for Supplement for a Cost-of-Living-Adjustment (COLA) of \$187,536 and Quality Improvement funds of \$43,892, totaling \$231,428 to serve 552 Early Head Start children and families for the FY 2022-2023.

The increased total budget amount will be \$10,755,806 for FY 2022-2023 which requires a Non-Federal share of \$2,104,786.

FUNDING SOURCE: FEDERAL

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DATE: MARCH 3, 2022

AGENDA ITEM NUMBER: 3A3f

AGENDA ITEM SUBJECT: Identifying Patterns of Children's Approaches to Learning in Head Start: A Strengths-Based Ecological Perspective Grant

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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 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.

Approved by the Head Start Policy Council on March 3, 2022. **FUNDING SOURCE:**

The University of Miami, Department of Psychology, in collaboration with the Miami-Dade County Community Action Agency Head Start/Early Head Start Program, will apply for a grant from the National Head Start Office to fund this project.

MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES

HEAD START/EARLY HEAD START PROGRAM FACT SHEET

- Program Title: Identifying Patterns of Children's Approaches to Learning in Head Start: A Strengths-based, Ecological Perspective
- Description: 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 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.
- Funding Source:The University of Miami, Department of Psychology in collaboration with the Miami-Dade County
Community Action and Human Services Head Start/Early Head Start Program will apply for a
grant from the National Head Start Office to fund this project.
- Program Year: October 1, 2022 September 30, 2023
- Participants: This project will be a secondary analysis of a nationally representative dataset. The data for this project was collected through the Family and Child Experiences Survey (FACES) in the 2014-2015 school year. This project includes observations of teacher-child interactions in the classroom as well as questionnaires completed by parents, teachers, and assessors. The secondary dataset includes approximately 2,000 children participating in Head Start programs across the United States.

Benefits: Information from this study will be shared with the Miami-Dade County Head Start program.

Information from this project will help Head Start understand how children exhibit different approaches to learning in preschool, as well as how certain parent and classroom practices can influence children's early approaches to learning skills and set children on a firm foundation for future success and support through future challenges. Additionally, this study will inform as to how different profiles of approaches to learning relate to children's academic readiness when entering kindergarten.



DATE: MARCH 3, 2022

AGENDA ITEM NUMBER: 3A3g

AGENDA ITEM SUBJECT: Relocation of Family Christian Association of America (FCAA) Slots

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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. Approved by the Head Start Policy Council on March 3, 2022.

FUNDING SOURCE:

U.S. Department of Health and Human Services



DATE: MARCH 3, 2022

AGENDA ITEM NUMBER: 3A3h

AGENDA ITEM SUBJECT: Relocation of YWCA Slots

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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.

Approved by the Head Start Policy Council on March 3, 2022.

FUNDING SOURCE:

U.S. Department of Health and Human Services



DATE: May 2nd, 2022

AGENDA ITEM NUMBER: 3A3i

AGENDA ITEM SUBJECT: Slot Reallocation South Hialeah Elementary to

Oa rove Elementary

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.



DATE: March 17, 2022

AGENDA ITEM NUMBER: 3A3j

AGENDA ITEM SUBJECT: 2021-2022 HEAD START/EARLY HEAD

START SELF-ASSESSMENT REPORT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment



Policy Council Approval:

CAA Board Approval

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

SECTION 1. INTRODUCTION

PROGRAM DESCRIPTION

Miami-Dade County Community Action and Human Services Department (CAHSD), Head Start/Early Head Start (HS/EHS) administers a comprehensive child development program for low-income families and their children ages birth to five years. The program is funded to serve 6,310 preschool children, and 446 infants, toddlers, and pregnant women. Our mission is: to develop socially competent young children, promote school readiness, and serve as a catalyst to empower families for growth and change. Miami Dade County has provided HS services for over 50 years. The program has delegated HS/EHS services to 17 subrecipient agencies. These services are provided on an annual basis for a minimum of 175 days for HS and 46 weeks for EHS.

CONTEXT FOR SELF-ASSESSMENT

Self-Assessment is a vital component of the planning cycle and creates a time for the program to critically examine data collected throughout the program year. The program seeks to uncover patterns and trends in data that may not be immediately evident during the regular ongoing monitoring process. This process also provides insight into assessing the program's goals and objectives. The results of the Self-Assessment inform specific program planning inclusive of the development of an action plan and budget for the upcoming year. As the program moves forward, the ongoing monitoring system will provide periodic evaluations throughout the year and provide insight into reaching several benchmarks.

Ongoing monitoring and follow-up take place throughout the program year, examines whether the program is meeting regulatory requirements, and looks to answer the question, "How can we do things better?"

The Self-Assessment process allows the program to evaluate effectiveness of management systems that impact services delivered to children and families. Through the implementation process, we will focus on pertinent issues, where we will ask and answer three questions:

1. How can we better serve children and families in our community?

2. Where are we at risk?

3. How can we improve or streamline operations?

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

PERFORMANCE STANDARD AND RELATED REGULATIONS:

1302.102(b)(2)(i-iii) (Ongoing assessment of program goals)

SECTION II. METHODOLOGY

SELF-ASSESSMENT DESIGN

Michelle Toral is the 2021-2022 Self-Assessment Coordinator. The role of the recipient and subrecipient agencies' Self-Assessment Coordinators was to:

• Assemble a Self-Assessment Leadership Team.

• Recruit members of Policy Council/Committee and Board Members/Community Partners for participation.

- Conduct a training for all participants involved in the Self-Assessment process.
- Provide ongoing support and guidance to Self-Assessment teams.
- Ensure completion of Self-Assessment reports and related Program Improvement Plans; and
- Present all Self-Assessment related documents to the Policy Council/Committee and Governing Board for approval.

Self-Assess	ment Coordinators
Miami Dade County CAHSD HS/EHS Michelle Toral	Le Jardin - Heather Dueňas
Allapattah - Carolyn Livingston	Miami-Dade County Public Schools (M-DCPS) – Patricia Ortega
Catholic Charities – Venante Exalante	O'Farrill's Learning Center - Ernesto Iribar
Centro Mater - Soledad Serrano	Our Little Ones- Jennifer Bonnet
Easter Seals – Niurvect Leyva-Hernandez	Paradise Christian - Eileen Fluney

HEAD START/EARLY HEAD START PROGRAM

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Family Christian Association of America (FCAA) - Catherine Hall-Brown	St. Alban's – Dr. Chemika Burkhalter
Haitian Youth - Rose Virgile	Sunflowers - Monica Carbonell
KIDCO - Ivette Riano	United Way Center for Excellence (CFE) - Paula Moujalli
Landow Yeshiva – Mindi Gordon	Young Women's Christian Association (YWCA) – JB Arbello

SELF-ASSESSMENT LEADERSHIP TEAM

The Self-Assessment Leadership Team was comprised of:

- One (1) recipient Self-Assessment Coordinator;
- Six (6) recipient Goal Leaders.
- 17 subrecipient agency Self-Assessment Coordinators & their Goal Leaders.
- Head Start parents; and
- Community Partner(s).

SELF-ASSESSMENT TEAMS/GOAL FOCUS GROUPS

Self-Assessment teams and focus groups were developed for the recipient and each subrecipient agency inclusive of staff, Policy Council/Committee members, parents, Board Members, and Community Partners. The number of teams and focus groups varied between subrecipient agencies and were culturally and linguistically varied. This process took place from October 2021 through February 2022.

PREPARATION FOR SELF-ASSESSMENT

Training was provided for the subrecipient Agency Directors and Coordinators on October 5, 2021. The training detailed the process of the goal focus groups, how to identify data sources, and collect and analyze data for measuring progress toward goal/objective attainment. The Self-Assessment Coordinators and Recipient Goal Leaders provided guidance to the subrecipient Agency Self-Assessment

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

Leadership teams on how to analyze Classroom Assessment Scoring System (CLASS) and Galileo reports to identify trends in scores from Fall 2021 to Fall 2022.

Miami-Dade County HS/EHS, through collective strategic planning has adopted the following 5year broad goals:

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

- Program Goal 2:create intentional opportunities that empower at-risk families towards self-
sufficiency through strategic interventions that break cycles of poverty.
- Program Goal 3:empower staff to become highly qualified innovative leaders sensitive to the needs
of the community with a focus on improving parent, and child outcomes.
- Program Goal 4:become established as a force for positive change in the community and a leader
for innovation in early childhood; and
- Program Goal 5:maximize program efficiency by increasing technologically innovative practices
that enhance productivity.

Data Colle	ction Tools
Galileo Outcomes Analysis Report	Program Information Reports (PIR)
Ages and Stages Questionnaire (ASQ-3)	Ages and Stages Questionnaire Social and Emotional (ASQ-SE)
CLASS Scores	Ongoing Monitoring Reports
(Fall 2021 to Fall 2022)	
ChildPlus Data Reports	Results of Record Reviews
Devereux Early Childhood Assessment (DECA)	Agenda and Sign-in Sheets
Community Collaboration Reports	Parent Surveys
2020-2021 Program Improvement Plan	Professional Development and Training

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

SECTION III. KEY INSIGHTS

PROGRAM STRENGTHS

- The Early Head Start Program has been reporting full enrollment for the past 3 months.
- The Online Application has made a major impact on our recruitment and enrollment process because families now have two options to apply: at the centers or thru the Online Application process.
- The EHS Programs have all reached the 10% mandate for children with a disability.
- Mental health consultation and related services resumed on site and in person this program year for all teachers, parents, and staff.
- 80% of agencies in all program options have established at least one agreement with a community mental health partner.
- Staff consultations reflect that mental health services and supports and collaboration with teachers, social services and other team member are available beyond children with concerns as required. Positive team efforts in the centers and case management working in collaboration with mental health, education, family and community engagement and disability service areas ensured more timely and effective delivery and support to teachers and parents.
- Additional program practices were implemented to prevent preschool suspension and expulsion, address concerns identified in consultation with family services concerning risk factors that impact children and their families, increased consultations, and referrals for interested families and ensure that mental health consent forms were accurately completed in consultation with the social services team members.
- Program wide Pyramid model tier 1 prevention and promotion strategies have been implemented in Head Start and Early Head Start centers. There are currently ten (10) participants that are pending completion of the Pyramid Infant and Toddler certification series and 11 participants completed the Preschool Pyramid certification in December. During the 2021-22 program year,

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

recipient service area staff awarded 9 Preschool and 14 Infant and Toddler Train the Trainer Certifications to program staff persons. Through our collaborative efforts with the subrecipient and partner agencies, over 129 and 54 Infant and Toddler Pyramid Model trainers have been certified since 2010.

- The program has contracted with Barry University to provide licensed mental health consultants to ensure all agencies receive the proper services and supports. Through this partnership, Barry University provides professional development opportunities to education staff and parents.
- The Devereux Adult Resilience Survey wellness plan was made available electronically to 100% of teachers and other service area team members. The Devereux Early Childhood Assessment (DECA) screening instruments made available for parents to complete electronically once a child transitioned from Early Head Start to Head Start.
- Most agencies have begun the mid assessment process conducted between January and February with teachers and parents. Follow up consultation, individualized planning and referrals have been initiated for children with continued concerns. The DECA and ASQ data reflected 77% progress in the areas of social and emotional development for children identified with pre concerns in July 2021.
- The program surpassed the ten percent (10%) disability enrollment requirement during the 2020-2021 program year.
- The program has established a relationship with Part C -Local Early Step (LES) program to refer children with suspected disability and also to receive for children to be enrolled in EHS.
- The program has established a Memorandum of Understanding (MOU) with the part C agency in North Miami-Dade County and is in the process of establishing the MOU with the new part C agency in South Miami-Dade County.
- The program has also established a relationship and system with Part B -Local Education Agency (LEA), to refer children to ensure screening (or review of aligned screening data), evaluation and eligibility determination of children.
- The program is in the process of establishing a MOU with the part B agency.
- Staff multi-disciplinary team (MDT) meetings were used to collaborate amongst services area staff to review screening concerns, family concerns, discuss next steps.

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- Staff/ Parent MDT meetings were used to collaborate with families to review concerns, discuss supports available, provide referrals to private providers and Part C/B agencies, and develop Follow-up Intervention Plans (FUIP) to support children awaiting formal evaluation.
- Children identified with Speech/Language concerns received evaluations through a contracted provider to assist the LEA conducting Speech/Language evaluations and expedite eligibility determination.
- Targeted training provided for staff relating to identification and intervention for children suspected and diagnosed with a disability (Autism Training).
- Third Early Childhood Inclusion Certification Cohort with Miami-Dade College established.
- Coordination of transportation services for Head Start children with a disability to attend therapy services at sites assigned by the LEA.
- Coordination of onsite therapy with LEA and private therapists. Coordination of at home therapy services with private providers.
- Collaboration with part C agencies for children with an IFSP to receive intervention in the learning environment and/or at home with Infant/Toddler Development Specialist (ITDS).
- Health was able to acquire Hemoglobin machines to assist in ensuring all children meet the mandates, as well as Blood pressures.
- Health secured a partnership with the following agencies: Seals on Wheels and Jessie Trice dental, CHI, and other community centers to assist in linking families to community health providers
- The program has moved toward a Paperless system utilizing ChildPlus to upload required documentation.
- The program offers staff a variety of professional development opportunities that align with the program goals and the staff's goals.
- Based on Monitoring Report 8005 all classrooms are implementing Mindfulness (Gratitude Activity: Fill a Bucket) achieving the agency objective.
- 70% of Head Start classrooms scored a minimum of 6 in the Instructional Support Domain

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- 67% of Early Head Start classrooms scored a 5 or above in the Emotional Behavior Support Domain.
- In Head Start and Early Head Start child outcome gains across domains exceed the expectations.
- 98% of Head Start classrooms are currently implementing SEEDS of Early Learning strategies.
- The program has registered and licensed Dietitians as managers and or consultants at each subrecipient agency. The Dietitians are able to provide professional expertise and individualized services for each child identified with a nutrition related health problem in-person and through Telehealth as the need arises. Individualized nutrition services are being provided timely despite an uptick in the rate of positivity in COVID-19 infections.
- The recipient exceeds requirements set by Child Care Food Program and the Head Start performance standards; ensuring that each child enrolled in the program receives nourishing breakfast, lunch and afternoon snack that meets two-thirds of the daily dietary requirement. This is accomplished by reviewing the menus and nutrient analysis for sufficiency and preventing any choking hazards in meeting needs of children 0-5 years of age.
- Since August 23, 2021, the program has served over 1,489,132 total meals to date which indicates the rise of in-person participation. Out of these 3,178 meals were served as "grab and go" for children who could not participate in-person sessions. In addition, all infants and toddlers enrolled in the Early Head Start program received individualized formula, baby food and developmentally appropriate foods based on their needs.
- All newly enrolled children have received a thorough nutrition assessment. Children identified with nutrition related health problems are receiving individualized dietary interventions and follow-up services to include nutrition assessments, dietary modifications, and nutritional education and or counseling to parents and training to staff for in-person services.
- Each child/family enrolled in the program received a nutrition education calendar with current and relevant health and nutrition information to safeguard themselves from the COVID-19 virus and support their immune system.
- The nutrition education calendar also contains healthy recipes prepared with minimal ingredients in keeping with food availability during the pandemic that costs less than \$5.

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- The recipient continues to maintain viability in its participation with Child Care Food Program funded by USDA. This has been accomplished with zero (0) findings during annual administrative reviews of the Child Care Food Program at all subrecipient agencies.
- The recipient continues its successful partnership with Women, Infant and Children (WIC) to ensure enrolled pregnant women, infants, toddlers, and young children receive at no cost to them healthy foods, nutrition education and counseling, breastfeeding support, and referrals for health care and community services.
- The recipient has continued its successful partnership with Cooperative Extension Services of University of Florida to provide nutrition education to enrolled families through the Expanded Food and Nutrition Education Program (EFNEP). In addition, the recipient is also partnering with Family Nutrition Program part of Cooperative Extension, to provide resources for classroom gardening efforts in support of our program goals and objectives.
- The recipient has also availed the provision of nutrition assessment and follow- up services for infants and toddlers enrolled in the Early Head Start program through graduate dietetic interns from a partnership with Florida International University, Department of Dietetics and Nutrition.
- The fiscal team has had minimal changes in subrecipients and their fiscal staff.
- The program had a successful single audit during FY2021.
- The program implemented a variety of online platforms to improve services:
 - o Learning Genie to improve parent communication, as well as to track in-kind.
 - Ready Rosie, a research-based digital parenting curriculum to continue to provide parents with on-going information, and strategies.
 - Waterford, a program for Head Start children that digitally provides age-appropriate activities in literacy, language, math, and social and emotional developmental.
- 4,703 (85%) Head Start children will engage in Waterford an online learning platform for an average of 180 minutes a month.

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SYSTEMIC BARRIERS

ERSEA

Head Start is 87% Enrolled

- Root Cause
 - o Enrollment Challenges for Head Start: Traditional recruitment opportunities such as recruitment fairs, back-to-school events, community canvassing, in-person church services, etc. have been negatively impacted due to the local conditions.
 - In the last 3-4 months due to the high spread of Covid-19 and new variants we have had to follow strict protocols. This has then made us have to close classrooms due to a teacher or child exposure to COVID-19. Sometimes parents become fearful and start keeping them home longer than necessary. So instead of a 5-day absence it can be 10 or more days of absences.
- Recommendation
 - As soon as our community is able to get through the worst of the pandemic many of the Health & Safety Protocols will be lifted so making traditional recruitment activities become more present throughout the County.
 - Communication and Collaboration between center staff and content area staff need to be improved so that gaps in services will not happen.

Early Head Start children will maintain at least 85% Attendance

- Root Cause
 - o Many parents are cautious due to the pandemic.
 - o Parents may choose to keep children in due to any kind of illness.
- Recommendations
 - More regular training and information shared to parents about current health and safety practices and how to stay safe during the pandemic.
 - o Provide trainings to all staff.
 - o Provide parents individualized support when needed.

CHILD MENTAL HEALTH

88% of children with a social-emotional concern received referrals or follow up by the end of the program year. It is the goal of the program to increase referrals and follow-up earlier in the program year.

- Root Cause
 - New mental health team members/ support staff may require additional training to facilitate the referral process.

HEAD START/EARLY HEAD START PROGRAM

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- Recommendation
 - Provide training and technical assistance as required to address above concern to ensure that the number of families referred to a community mental health provider to receive appropriate social-emotional-behavioral support services are increased early in the program year.
 - o Ensure that the program's mental health professionals and leadership maintain community mental health partnership agreements at the agency level and work collaboratively with family and community engagement personnel.

EDUCATION

26% of Head Start classrooms scored a 6 or higher in Classroom Organization Domain on the CLASS© Pre-School Tool

- Root Cause
 - Educators need support with implementation of strategies that support indicators in the Instructional Learning Format Domain.
- Recommendation
 - o Provide professional development opportunities
 - o Ensure curriculum specialists and education staff are implementing mentor coaching strategies.

63% of Early Head Start classrooms scored a 3 or above in the Engaged Support for Learning Domain on the CLASS© Toddler Tool in the fall of 2021.

- Root Cause
 - Educators need support with implementation of strategies that support indicators in the Quality of Feedback and Language Modeling domains.
- Recommendation
 - Increase the number of Early Head Start classrooms scoring a 3 or above in the Engaged Support for Learning Domain on Toddler CLASS©.
 - o Provide professional development opportunities

An average of 32% of children currently meet or exceed expectations in the Cognitive Development domain; and an average of 33% of children currently meet or exceed expectations in the Social & Emotional Development domain.

Root Cause

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- Teachers' need assistance with aligning and implementing activities within Experience the Music that support children's Cognitive and Social & Emotional development.
- Recommendation
 - Enhance Experience the Music curricular activities, its alignment to the Galileo Assessment and implementation of strategies to improve children's outcomes in the Cognitive and Social & Emotional Development Domains.

FAMILY & COMMUNITY ENGAGEMENT

54% of families showed an increase in Family Well-Being on the family assessment

- Root Cause
 - Families are exhausted from COVID-19
 - o Access to resources has slowed drastically after the onset of COVID-19
- Recommendations
 - o Continue sending community resources to families
 - Provide resources to families based on their individual needs

The unemployment rate of enrolled families increased 33%

- Root Cause
 - Parents cannot work because children are home
 - Many families are afraid of the pandemic
 - School closures interfere with work schedules, so families are not able to keep employment because their children are home
- Recommendations
 - o Continue to provide families employment listings
 - Create a pathway for parents to become teachers/teacher assistants
 - Provide parents employability skills

HEALTH

85% (HS base grant) and 84% (EHS base grant) for 90-day requirements

- Root Cause:
 - o lead and professional dental exams/dental follow up
- Strategies for Improvement:
 - Lead- Collaborating with physician offices to ensure lead testing is complete (explain the program/requirements, inviting them to the HSAC meetings), research lead resources in

HEAD START/EARLY HEAD START PROGRAM

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the community, possible partnership with LabCorp, Quest, WIC, etc. to complete lead screenings, educating parents on the importance of the screening. Professional Dentalcontinuing to encourage parents to utilize their dental home, educating parents on the importance of dental care and completion of dental treatment, continuing to use the dental resources in the community.

HUMAN RESOURCES

13% of Staff Vacancies in Head Start and 22% Staff Vacancies in Early Head Start

- Root Cause:
 - o The Great Resignation
 - o Increase Salaries and Benefits provided by Other jobs.
- Strategies for Improvement:
 - o Encourage staff with retention incentives.
 - o Attend Job Fairs
 - o Provide additional trainings for Parents

FISCAL

The program will meet the 25% non-federal share match

- Root Cause:
 - Due to COVID Health and Safety Protocols, parents are not consistently volunteering with the same frequency as in previous years.
- Strategies for Improvement:
 - o Provide training at the annual pre-service conference
 - o Provide small group training on how to report in-kind
 - o Provide trainings on Learning Genie to encourage a consistent tracking of in-kind.
 - o Provide technical assistance as needed

FEEDBACK FROM THE POLICY COUNCIL

Increased unemployment

- Root Cause
 - o Transportation
 - o Childcare

HEAD START/EARLY HEAD START PROGRAM

2021-2022 Self-Assessment

- o Qualifications
- o Pay scale
- o Work hours
- o Taking care of sick children due to COVID
- o Lack of support system to watch children when they are sick
- Recommendations
 - o Transportation to job fairs
 - o longer school hours
 - o Pathway for parents to become teachers/teacher assistants
 - o Resume writing, mock interviews

Head Start Enrollment

- Recommendations
 - o Encourage parents to tell family and friends
 - o Advertise on social media
 - o Promote HS as a free program
 - o Recruit at hospitals, pediatricians, WIC

PROGRAM IMPROVEMENT PLAN (separate document)



DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3k

AGENDA ITEM SUBJECT: 2021-2022 EARLY HEAD START-

CHILD CARE PARTNERSHIP SELF-ASSESSMENT REPORT AGENDA ITEM TYPE: APPROVAL RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report



POLICY COUNCIL APPROVAL: //2022 CAA BOA

CAA BOARD APPROVAL: //2022

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Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

Section I. Introduction

Program Description

The Miami-Dade County (MDC) Community Action and Human Services Department (CAHSD), Head Start/Early Head Start (HS/EHS), administers a comprehensive child development program for low-income families and their children birth to three years. During the 2021-2022 program year, eleven local partners improved children's services through the Early Head Start -Child Care Partnership (EHS-CCP) grant. EHS-CCP serves approximately 240 infants and toddlers. Our mission is: To develop socially competent young children, promote school readiness and serve as a catalyst to empower families for growth and change. Miami-Dade County has provided Head Start services for over 50 years. Implementing the EHS-CCP expands services to improve community-based early childhood education and increases parents' engagement in various activities where leadership and advocacy are emphasized and strongly encouraged.

Context for Self-Assessment

Self-Assessment is a vital component of the planning cycle. It creates a time for MDC to examine data collected throughout the program year critically. MDC seeks to uncover patterns and trends in data that may not be immediately evident during the regular ongoing monitoring process. This process also provides insight into assessing the program's goals and objectives. The Self-Assessment results inform specific program planning, including developing an action plan and budget for the upcoming year. As MDC moves forward, the ongoing monitoring system will provide periodic evaluations throughout the year and provide insight into reaching several benchmarks.

Ongoing monitoring and follow-up take place throughout the program year, examines whether MDC meets regulatory requirements, and looks to answer the question, "Are we doing things better?"

The Self-Assessment process allows MDC to evaluate management systems' effectiveness that impact services delivered to children and families. Through the implementation process, we will focus on pertinent issues, where we will ask and answer three questions:

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

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

Performance Standard and Related Regulations:

1302.102(b)(2)(i-iii) (Ongoing assessment of program goals)

Section II. Methodology

Describe the design of your Self-Assessment and identify the members

Cassandra Alexander was the 2021-2022 Self-Assessment Coordinator. The role of the Self-Assessment Coordinator was to:

- Assemble a Self-Assessment Leadership Team;
- Recruit members of the Policy Council and Board Members/Community Partners for participation;
- Conduct training for all participants involved in the Self-Assessment process;
- Provide ongoing support and guidance to Self-Assessment team members;
- Ensure completion of the Self-Assessment Report and related Program Improvement Plan; and
- Present all Self-Assessment documents to the Policy Council and Governing Board for approval.

Self-Assessment Leadership Team

The Self-Assessment Leadership Team comprised of:

- Recipient Self-Assessment Coordinator;
- Recipient Service Area Coordinators;
- EHS-CCP providers;
- EHS-CCP parents; and
- Key Community Partner(s)

Self-Assessment Team/ Focus Groups

MDC developed the Self-Assessment team and focus groups, including Recipient staff, childcare partners, Policy Council members, parent committee members, Board Members, and Community Partners. This process took place from October 2021 through February 2022.

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

Preparation for Self-Assessment

MDC provided training for the 2021-2022 EHS-CCP Self-Assessment on October 13, 2021, and November 10, 2021. The training detailed the self-assessment process, how to identify data sources, and how to collect and analyze data for measuring progress toward goal/objective attainment.

Miami-Dade County EHS-CCP, through collaborative strategic planning, adopted the following 5-year broad goals:

Program Goal 1:	promote meaningful interactions and early intervention strategies to foster school and tech-ready children;
Program Goal 2:	create intentional opportunities that empower at-risk families towards self- sufficiency through strategic interventions that break cycles of poverty;
Program Goal 3:	empower staff to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent, and child outcomes;
Program Goal 4:	become established as a force for positive change in the community and a leader for innovation in early childhood; and
Program Goal 5:	maximize program efficiency by increasing technologically innovative practices that enhance productivity;

Data Collection Tools				
Galileo Outcomes Analysis Report	Program Information Reports (PIR)			
Ages and Stages Questionnaire (ASQ-3)	Ages and Stages Questionnaire Social and Emotional (ASQ-SE 2)			
ChildPlus Data Reports	Ongoing Monitoring Reports			
Community Collaboration Reports	Results of Record Reviews			
Agenda and Sign-in Sheets	2020-2021 Program Improvement Plan			
Parent Surveys	Professional Development and Training			

Section III. Key Insights

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

Program Strengths

- The program met and continues to maintain full enrollment for this program year
- The Program developed an online application for families to submit electronically.
- 33% of families provided in-kind services to the Program
- The program implemented a variety of online platforms:
 - o Learning Genie to improve parent communication as well as track in-kind services
 - ReadyRosie- a research-based digital parenting curriculum to provide parents with ongoing parenting information and strategies
- The Program partnered with Waterford to provide parent engagement workshops
- The program developed a parent handbook in English, Spanish, and Creole which included community resources. The handbooks were provided to every Early Head Start family.
- 100% of the centers are using technology to sign children in and out
- The Program enrolled 15.8% children with a diagnosed disability, exceeding the 10% mandate
- 100% of children with a medical home provider, dental home provider, and insurance coverage documentation within 30-days of enrollment
- 100% of children with up-to-date immunizations
- 98% of children with evidenced-based hearing and vision screenings completed within 45 days of enrollment
- 97% of children with ASQ-3 and ASQ-SE and growth assessment within 45 days of enrollment
- The program has registered and licensed Dietitians who provide direct services to enrolled children and families
- The Recipient exceeds requirements set by Child Care Food Program and the Head Start performance standards; ensuring that each child enrolled in the program receives nourishing breakfast, lunch and afternoon snack that meets two-thirds of the daily dietary requirement and that it is developmentally appropriate and preventing any choking hazards
- All newly enrolled children have received a thorough nutrition assessment.
- Each family received a nutrition education calendar with current and relevant health and nutrition information to safeguard themselves from the COVID-19 virus and support their immune system.
- 100% of providers established at least one agreement with a community mental health partner.
- The Devereux Adult Resilience Survey wellness plan was made available electronically to 100% of teachers and other service area team members.

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

Systemic Barriers

ERSEA

14% of enrolled children receive childcare subsidy

- Root Cause
 - Child-care subsidy funding is limited and is not always available, causing families to remain on the subsidy waiting list until funds are available. The application process is also lengthy, and families are not immediately accepted.
- Recommendation
 - Recruit families receiving childcare subsidy
 - o Monitor childcare subsidy EHS-CCP enrollment

The Average Daily Attendance is at 81%

- Root Cause
 - We have had to follow strict COVID-19 Protocols due to the high spread of Covid-19 and its new variants. As a result, classrooms were closed due teacher or child exposure. Parents are also fearful and keep their children home longer than necessary.
- Recommendations
 - o Track each child's attendance weekly
 - o Develop strategies to promote attendance
 - o Identify children with absence patterns using attendance data

CHILD MENTAL HEALTH

30% of children received referrals early in the program year and on an ongoing basis to ensure the timely delivery of services for children and families identified as requiring additional resources and services.

- Root Cause
 - Upon review of the data, children who were referred to Early Steps and received an IFSP, pending an evaluation by a mental health professional, or were not eligible for services due to the results of the evaluation, were not counted in this number
- Recommendations
 - o Revise policies and procedures to include children who were referred to Early Steps

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

o Provide training to mental health professionals and support staff on revised policies and procedures

FAMILY & COMMUNITY ENGAGEMENT

52% of families showed an increase in Family Well-Being on the family assessment

- Root Cause
 - o Families are exhausted from COVID-19
 - o Access to resources has slowed drastically after the onset of COVID-19
- Recommendations
 - o Continue sending community resources to families
 - o Provide resources to families based on their individual needs

The unemployment rate of enrolled families increased 26%

- Root Cause
 - o Parents cannot work because children are home
 - o Many families are afraid of the pandemic
 - o School closures interfere with work schedules, so families are not able to keep employment because their children are home
- Recommendations
 - o Continue to provide families employment listings
 - o Create a pathway for parents to become teachers/teacher assistants
 - o Provide parents employability skills

FISCAL

The program will meet the 25% non-federal share match

- Root Cause:
 - Due to COVID Health and Safety Protocols, parents are not consistently volunteering with the same frequency as in previous years
- Recommendations:
 - o Provide training at the annual pre-service conference
 - o Provide small group training on how to report in-kind
 - o Provide trainings on Learning Genie to encourage a consistent tracking of in-kind.

Early Head Start-Child Care Partnerships

2021-2022 Self-Assessment Narrative Report

o Provide technical assistance as needed

POLICY COUNCIL FEEDBACK

Increased unemployment

- Root Cause
 - o Transportation
 - o Childcare
 - o Qualifications
 - o Pay scale
 - o Work hours
 - o Taking care of sick children due to COVID
 - o Lack of support system to watch children when they are sick
- Recommendations
 - o Transportation to job fairs
 - o longer school hours
 - o Pathway for parents to become teachers/teacher assistants
 - o Resume writing, mock interviews

PROGRAM IMPROVEMENT PLAN (a separate document)



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A31

AGENDA ITEM SUBJECT: 2021-2022 EARLY HEAD START

EXPANSION-CHILD CARE PARTNERSHIP SELF-ASSESSMENT

REPORT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



POLICY COUNCIL APPROVAL: //2022 CAA BOARD APPROVAL: //2022

Section I. Introduction

Program Description

The Miami-Dade County (MDC) Community Action and Human Services Department (CAHSD), Head Start/Early Head Start (HS/EHS), administers a comprehensive child development program for low-income families and their children birth to three years. During the 2021-2022 program year, ten Subrecipients and four local partners improved children's services through the Early Head Start Expansion-Child Care Partnership grant. Early Head Start Expansion-Child Care Partnership serves approximately 552 infants and toddlers. Our mission is: To develop socially competent young children, promote school readiness and serve as a catalyst to empower families for growth and change. Miami-Dade County has provided Head Start services for over 50 years. Implementing the Early Head Start Expansion-Child Care Partnership expands services to improve community-based early childhood education and increases parents' engagement in various activities where leadership and advocacy are emphasized and strongly encouraged.

Context for Self-Assessment

Self-Assessment is a vital component of the planning cycle. It creates a time for MDC to examine data collected throughout the program year critically. MDC seeks to uncover patterns and trends in data that may not be immediately evident during the regular ongoing monitoring process. This process also provides insight into assessing the program's goals and objectives. The Self-Assessment results inform specific program planning, including developing an action plan and budget for the upcoming year. As MDC moves forward, the ongoing monitoring system will provide periodic evaluations throughout the year and provide insight into reaching several benchmarks.

Ongoing monitoring and follow-up takes place throughout the program year, examines whether MDC meets regulatory requirements, and looks to answer the question, "Are we doing things better?"

The Self-Assessment process allows MDC to evaluate management systems' effectiveness that impact services delivered to children and families. Through the implementation process, we will focus on pertinent issues, where we will ask and answer three questions:

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

Performance Standard and Related Regulations: 1302.102(b)(2)(i-iii) (Ongoing assessment of program goals)

Section II. Methodology

Describe the design of your Self-Assessment and identify the members

Cassandra Alexander was the 2021-2022 Self-Assessment Coordinator. The role of the Self-Assessment Coordinator was to:

- Assemble a Self-Assessment Leadership Team;
- Recruit members of the Policy Council and Board Members/Community Partners for participation;
- Conduct training for all participants involved in the Self-Assessment process;
- Provide ongoing support and guidance to Self-Assessment team members;
- Ensure completion of the Self-Assessment Report and related Program Improvement Plan; and
- Present all Self-Assessment documents to the Policy Council and Governing Board for approval.

Self-Assessment Leadership Team

The Self-Assessment Leadership Team comprised of:

- Recipient Self-Assessment Coordinator;
- Recipient Service Area Coordinators;
- Subrecipients and EHS-CCP providers;
- Early Head Start parents; and
- Key Community Partner(s)

Self-Assessment Team/ Focus Groups

MDC developed the Self-Assessment team and focus groups, including Recipient staff, Subrecipients, childcare partners, Policy Council members, parent committee members, Board Members, and Community Partners. This process took place from October 2021 through February 2022.

Preparation for Self-Assessment

MDC provided training for the 2021-2022 Early Head Start Expansion-Child Care Partnership Self-Assessment on October 5, 2021. The training detailed the self-assessment process, how to identify data sources, and how to collect and analyze data for measuring progress toward goal/objective attainment. Miami-Dade County Early Head Start Expansion-Child Care Partnership, through collaborative strategic

planning, adopted the following 5-year broad goals:

- **Program Goal 1:** promote meaningful interactions and early intervention strategies to foster school and tech-ready children;
- Program Goal 2:create intentional opportunities that empower at-risk families towards self-
sufficiency through strategic interventions that break cycles of poverty;

Program Goal 3:	empower staff to become highly qualified innovative leaders sensitive to the needs
	of the community with a focus on improving parent, and child outcomes;
Program Goal 4:	become established as a force for positive change in the community and a leader
	for innovation in early childhood;
Program Goal 5:	maximize program efficiency by increasing technologically innovative practices
	that enhance productivity; and
Program Goal 6:	build capacity for practitioners in implementing Montessori practices in their work
	with infants, toddlers, and preschoolers.

Data Collection Tools				
Galileo Outcomes Analysis Report	Program Information Reports (PIR)			
Ages and Stages Questionnaire (ASQ-3)	Ages and Stages Questionnaire Social and Emotional (ASQ-SE 2)			
ChildPlus Data Reports	Ongoing Monitoring Reports			
Community Collaboration Reports	Results of Record Reviews			
Agenda and Sign-in Sheets	2020-2021 Program Improvement Plan			
Parent Surveys	Professional Development and Training			

Section III. Key Insights

Program Strengths

- The Program met and continues to maintain full enrollment for this program year
- The Program developed an online application for families to submit electronically
- The Program enrolled 11.23% children with a diagnosed disability, exceeding the 10% mandate
- All domains in the Galileo Pre K assessment exceeded the developmental point gain expectation for children 0- 3years
- The Program has registered and licensed Dietitians who provide direct services to enrolled children and families
- The Program exceeded requirements set by Child Care Food Program and the Head Start Performance Standards; ensuring that each child enrolled in the program received nourishing breakfasts, lunches and afternoon snacks that meet two-thirds of the daily dietary requirement and that it is developmentally appropriate and preventing any choking hazards
- 100% of newly enrolled children have received a thorough nutrition assessment
- Each child/family enrolled in the Program received a nutrition education calendar with current and relevant health and nutrition information to safeguard themselves from the COVID-19 virus and support their immune system. The nutrition education calendar also contains healthy recipes prepared with minimal ingredients in keeping with food availability during the pandemic that costs less than \$
- The Program established a relationship with Part C -Local Early Step (LES) program to refer children with suspected disability and to receive children eligible for EHS

- The Program coordinated onsite therapy with LEA and private therapists and at-home therapy services with private providers
- The Program established a partnership with the Woody Foundation to increase awareness and expose enrolled children to ambulatory disabilities
- The Devereux Adult Resilience Survey wellness plan was made available electronically to 100% of teachers and other service area team members
- Staff multi-disciplinary team (MDT) meetings were used to collaborate amongst service area staff to review screening concerns, family concerns, and discuss next steps
- 92.5% of enrolled children were up to date with 90-day requirements
- The Program acquired hemoglobin machines to assist with ensuring all children meet the mandates, as well as blood pressures
- MDC established a partnership agreement with Florida International University to provide parenting workshops using a research-based parenting curriculum
- MDC developed a partnership with Florida International University's Building Bridges program to assist families with children transitioning from EHS to HS.
- Established partnership with Miami Community Ventures to assist families with employment opportunities
- 32% of families volunteered for the Program
- The program implemented a variety of online platforms:
 - o Learning Genie to improve parent communication as well as track in-kind services
 - ReadyRosie- a research-based digital parenting curriculum to provide parents with ongoing parenting information and strategies
- The Program partnered with Waterford to provide parent engagement workshops
- The program developed a parent handbook in English, Spanish, and Creole which included community resources. The handbooks were provided to every Early Head Start family.
- Collaborated with Miami Dade College to increase EHS Expansion-CCP staff opportunities to attain/matriculate or renew required credentials.
- The Program moved toward a paperless system utilizing ChildPlus to upload required documents
- The Program offers staff a variety of professional development opportunities that align with the program and staff goals

Systemic Barriers

ERSEA

The Average Daily Attendance is at 81%

- Root Cause
 - We have had to follow strict COVID-19 Protocols due to the high spread of Covid-19 and its new variants. As a result, classrooms were closed due teacher or child exposure. Parents are also fearful and keep their children home longer than necessary.
- Recommendations
 - o Track each child's attendance weekly

- o Develop strategies to promote attendance
- o Identify children with absence patterns using attendance data

EDUCATION

An average of 31% of children currently meet or exceed expectations in the Cognitive Development domain.

An average of 32% of children currently meet or exceed expectations in the Social & Emotional Development domain

- Root Cause
 - Teachers need assistance with aligning and implementing activities within Experience the Music that supports children's Cognitive and Social & Emotional Development.
- Recommendation
 - Enhance Experience the Music curricular activities, its alignment to the Galileo Assessment, and implementation of strategies to improve children's outcomes in the Cognitive and Social & Emotional Development Domains.

Montessori professional development is available for educators on teacher planning days.

- Root Cause
 - o Educator retention in Montessori classrooms.
 - Educators are unable to attend in-person professional development and coaching sessions with Montessori experts/coaches due to high COVID 19 transmission rates.
- Recommendations
 - Provide on-going professional development, coursework and coaching focused on Montessori curriculum, methods, and materials to enhance practitioners' understanding, knowledge and implementation.
 - Develop a system of retrieving sign-in sheets and coaching documentation from the Barry University Team to ensure adequate documentation of supports and follow-up.

CHILD MENTAL HEALTH

31% of children received referrals early in the program year and on an ongoing basis to ensure the timely delivery of services for children and families identified as requiring additional resources and services.

- Root Cause
 - Upon review of the data, children who were referred to Early Steps and received an IFSP, pending an evaluation by a mental health professional, or were not eligible for services due to the results of the evaluation, were not counted in this number
- Recommendations
 - o Revise policies and procedures to include children who were referred to Early Steps
 - o Provide training to mental health professionals and support staff on revised policies and procedures

FAMILY & COMMUNITY ENGAGEMENT

48% of families showed an increase in Family Well-Being on the family assessment

- Root Cause
 - o Families are exhausted from COVID-19
 - o Access to resources has slowed drastically after the onset of COVID-19
- Recommendations
 - o Continue sending community resources to families
 - o Provide resources to families based on their individual needs

The unemployment rate of enrolled families increased 26%

- Root Cause
 - o Parents cannot work because children are home
 - o Many families are afraid of the pandemic
 - o School closures interfere with work schedules, so families are not able to keep employment because their children are home
- Recommendations
 - o Continue to provide families employment listings
 - o Create a pathway for parents to become teachers/teacher assistants
 - o Provide parents employability skills

FISCAL

The program will meet the 25% non-federal share match

- Root Cause:
 - o Due to COVID Health and Safety Protocols, parents are not consistently volunteering with the same frequency as in previous years
- Recommendations:
 - o Provide training at the annual pre-service conference
 - o Provide small group training on how to report in-kind
 - o Provide trainings on Learning Genie to encourage a consistent tracking of in-kind.
 - o Provide technical assistance as needed

POLICY COUNCIL FEEDBACK

The unemployment rate of enrolled families increased 26%

- Root Cause
 - o Transportation
 - o Childcare
 - o Qualifications
 - o Pay scale
 - o Work hours
 - o Taking care of sick children due to COVID
 - o Lack of support system to watch children when they are sick
- Recommendations
 - o Transportation to job fairs
 - o longer school hours
 - o Pathway for parents to become teachers/teacher assistants
 - o Resume writing, mock interviews

PROGRAM IMPROVEMENT PLAN (a separate document)



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3m

AGENDA ITEM SUBJECT: 2021-2022 HEAD START/EARLY HEAD

START PROGRAM IMPROVEMENT PLAN

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



SERVIC	E AREA/MANAGEMENT SYSTEM: ERSEA			
OUTCC	ME: 100% Head Start Enrollment			
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
1.	Work with Miami-Dade County Communications Department to	ERSEA	August 1, 2022	
	create a campaign to promote the Head Start program to	Coordinator,		
	include radio, print, billboards and more.	Subrecipient		
2.	Send out mailers to families in areas of low enrollment.	ERSEA Lead staff,		
3.	Create a door-to-door campaign.	and Social Services		
4.	Partner with local churches to promote the Head Start program	Team and Content		
5.	Partner with local community-based organizations.	area staff		
6.	Partner with Miami Dade County Libraries, Parks and Public	Recipient ERSEA		
	Housing to provide information about enrollment in Head Start	Coordinator		
OUTCO	DME: Children will maintain at least 85% attendance			
1.	Track each child's attendance weekly	Social Services	May 1, 2022 & Weekly	
2.	Develop strategies to promote attendance	Supervisors, Social		
3.	Identify children with absence patterns using attendance data	Workers		

SERVICE AREA/MANAGEMENT SYSTEM: Education (Head Start) OUTCOME: 80% of Head Start classrooms will score a minimum of 6 in the domains of Emotional Support and Classroom Organization and a 3 in Instructional Support on the CLASS by the Spring of each year.				
Action StepsStaff ResponsibleTarget Completion DateActual Completion Date				
 Provide Repeated Read Aloud professional development to support implementation of strategies that will positively impact the Instructional Support Domain. 	Education Manager Education Specialist Curriculum Specialist	6/17/2022		

2.	a) Use the 8005 Report to identify the percentage of classrooms implementing SEEDs of Learning Strategies (Big 5 Transitions) and other transition activities that will positively impact the Classroom Organization Domain. b) Provide additional coaching and modeling to support implementation of strategies.	Education Manager Special Projects Administrator Education Specialists Curriculum Specialists	6/17/2022	
	Review CLASS data during the Spring CLASS to identify tier 1 teachers. Implement intensive coaching strategies as outlined in the Coaching Tier List, to support educators that fall below in 5 in Emotional Support and Classroom organization and a 2 in instructional support.	Education Manager Special Projects Administrator Education Specialists Curriculum Specialists	6/17/2022	nains: Approaches to
	ng, Social & Emotional Development, Language and Literacy, Cog			
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
1.	Provide SELC Repeated Read Aloud professional development to support Head Start teachers with implementation of strategies to improve child outcomes in Literacy.	Education Manager Education Specialist Curriculum Specialist	6/17/2022	
2.	Continue HighScope Math and Conflict Resolution professional development sessions on teacher workdays.	Education Manager Education Specialist Curriculum Specialist	6/17/2022	

SERVIC	E AREA/MANAGEMENT SYSTEM: Education (Early Head Start)					
	ME: 75% of Early Head Start classrooms will score on the CLASS	-		s; and a 5 in		
Emotio	Emotional/Behavior Support and a 3 in Engaged Support for Learning for Toddlers by the Spring of year 3.					
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date		
1	Provide professional development for EHS educators that		Date	Date		
1.	provide strategies to positively impact the Facilitation of	Education Manager				
	Learning and Development domain (in Toddler CLASS) when	Education Specialist	4/15/2022			
	implementing the <i>Experience the Music</i> Curriculum	Curriculum Specialist				
2.	Develop a Toddler CLASS Educator Tip sheet.	Education Manager Education Specialist Curriculum Specialist	4/29/2022			
3.	Review CLASS data during the Spring CLASS to identify tier 1 teachers. Implement intensive coaching strategies as outlined in the Coaching Tier List, to support educators that fall below in 5 in Responsive Caregiving for Infants; and a 5 in Emotional/Behavior Support and a 3 in Engaged Support for Learning for Toddlers.	Education Manager Special Projects Administrator Education Specialists Curriculum Specialists	6/17/2022			
	ME: 80% of Head Start and Early Head Start children will meet on the second start and Early Head Start children will meet on the second start and Emotional Development, La poment.		•	•		
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date		
1.	Develop an alignment between Experience the Music Curriculum and the Galileo Social & Emotional Domain indicators.	Education Manager Education Specialist Curriculum Specialist	4/1/2022			
2.	Provide training from Creative Curriculum to support teachers with planning activities to support development in the Social & Emotional Development domain.	Education Manager Education Specialist Curriculum Specialist	4/15/2022			

Policy Council Approval: //2022

CAA Board Approval: //2022

OUTCOME: Parents are self-sufficient				
Action St	eps	Staff Responsible	Target Completion Date	Actual Completion Date
 Reduce unemployment rates Provide parent employment re Provide families with employm Develop community partnersh employment Provide parents resume writin Create a plan for parents to be teacher assistants in the Head 	nent listings ips to assist families with g assistance ecome employed as teachers and	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	September 1, 2022	
 Increase family well-being Provide specific resources for r Provide referrals for needs ide Designate an area for parent r Include reminders at the parer available resources Share resources for parents th 	ntified esources nt committee meetings of	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	December 1, 2022	

SERVICE AREA/MANAGEMENT SYSTEM: Child Mental Health and Social and Emotional Well-Being					
OUTCOME: Increase referrals and follow up early in the program year and on an ongoing basis to ensure the timely delivery of services for children					
and families identified as requiring additional resources and services					
Action Steps Staff Responsible Target Completion Date Actual Completion Dat					
1. Provide training and technical assistance as required to ensure	Mental Health				
that the number of families referred to a community mental	Coordinators,				
health provider to receive appropriate social-emotional-	Mental Health	March 31, 2022			
behavioral support services are increased early in the program	Consultants,				
year.	Recipient Child				

Policy Council Approval: //2022

CAA Board Approval: //2022

2.	Ensure that the program's mental health professionals and	Mental Health	
	leadership maintain community mental health partnership	team, Education	
	agreements at the agency level and work collaboratively with	Managers, all MDT	
	family and community engagement personnel.	members	
3.	Provide ongoing training and technical assistance on how to	including Family	
	increase the number of referrals to a community mental health	and Community	
	provider and increase documentation of follow-up in a timely	Engagement,	
	manner.	program	
4.	Monitor process systemically.	administrative	
		leadership.	

OUTCOME: Staff Shortages and Retention			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
 Meet with Management to include Human Resources and Fiscal to discuss raising teacher salaries and create incentives for programs to retain teaching staff. Hire staff interested in an early childhood career Recruit high school seniors interested in childcare Participate in job fairs at early childcare institutions Hire candidates with less qualification under contingency of immediate enrollment in school Recruit parents and retired Head Start teachers & teacher assistants 	Management Human Resources Center Directors Fiscal	December 1, 2022	

OUTCOME: The program will meet the 25% non-federal share match					
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date	
Provide 1. 2. 3. 4.	e in-kind training to Directors Provide training at the annual pre-service conference Provide small group training on how to report in-kind Provide trainings on Learning Genie to encourage a consistent tracking of in-kind. Provide technical assistance as needed	Fiscal Administrator	August 1, 2021, and ongoing		
Monito 1. 2. 3.		Fiscal Administrator/Reci pient Accountants	August 1, 2021, and ongoing		

SERVICE AREA/MANAGEMENT SYSTEM: Health				
OUTCOME: Increase the percentage of students up to date on the 90-day requirements. 85% of HS (base grant) children were up to date on the 90-day requirements 84% of EHS (base grant) children were up to date on the 90-day requirements Mainly pending lead and dental exams for both EHS/HS 				
Action Steps Staff Responsible Target Completion Date Actual Con				
 Collaborate with physician offices to ensure lead testing is complete (explain the program/requirements, inviting them to the HSAC meetings) Find lead resources in the community 	Health Coordinators/ Health staff	Ongoing		

Policy Council Approval: //2022

3.	Work on possible partnership with LabCorp, Quest, WIC, etc. to complete lead screenings		
4.	importance of dental care and completion of dental treatment		
5.	Encourage parents to utilize their dental home		
6.	Continue to use the dental resources in the community.		



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3n

AGENDA ITEM SUBJECT: 2021-2022 CHILD CARE PARTNERSHIP

PROGRAM IMPROVEMENT PLAN

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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 selfassessment report.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



OUTCO	ME: 25% of enrolled children will obtain childcare subsidy			
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
1. 2. 3.	program Assist eligible EHS-CCP families with completing the childcare subsidy application	ERSEA Coordinator, Infant/Toddler Coordinator, EHS- CCP Social Services Supervisor, Social Workers	August 1, 2022	
Monitc 1. 2. 3. 4.	or childcare subsidy EHS-CCP enrollment Obtain copies of each participant's childcare subsidy voucher Review ChildPlus reports on the status of EHS-CCP childcare subsidy enrollment Notify parents three months before the voucher expiration Assist families with the recertification process	Infant Toddler Coordinator, Social Services Supervisor, Social Workers	August 1, 2022, and monthly	
OUTCC	ME: Children will maintain at least 85% attendance			
1. 2. 3.	Track each child's attendance weekly Develop strategies to promote attendance Identify children with absence patterns using attendance data	Social Services Supervisors, Social Workers	May 1, 2022	

OUTCOME: Parents are self-sufficient					
Action Steps	Staff Responsible	Target Completion Date	Actual Completior Date		
 Reduce unemployment rates Provide parent employment resources Provide families with employment listings Develop community partnerships to assist families with employment Provide parents resume writing assistance Create a plan for parents to become employed as teachers and teacher assistants in the Head Start program 	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	September 1, 2022			
 Increase family well-being Provide specific resources for needs identified Provide referrals for needs identified Designate an area for parent resources Include reminders at the parent committee meetings of available resources Share resources for parents through texts and emails 	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	December 1, 2022			

SERVICE AREA/MANAGEMENT SYSTEM: Child Mental Health and Social and Emotional Well Being				
OUTCOME: Accurate counting of children referred for mental health services.				
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date	

Policy Council Approval: //2022

1.	Revise policies and procedures to include children who were referred to Early Steps	Mental Health Coordinator;	3/31/2022	
2.	Provide training to mental health professionals and support staff on revised policies and procedures	Mental Health Consultants		

OUTCOME: The program will meet the 25% non-federal share match Action Steps	Staff Responsible	Target Completion Date	Actual Completion
 Provide in-kind training to Directors 1. Provide training at the annual pre-service conference 2. Provide small group training on how to report in-kind 3. Provide trainings on Learning Genie to encourage a consistent tracking of in-kind. 4. Provide technical assistance as needed 	Fiscal Administrator	August 1, 2022 and ongoing	Date
 Monitor each agency's in-kind Provide monthly in-kind status report to each agency Review reimbursement packages to identify potential third- party contributors and record in-kind properly Share monthly in-kind status reports to the Policy Council and CAA Board 	Fiscal Administrator Recipient Accountants	August 1, 2022 and ongoing	



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3s

AGENDA ITEM SUBJECT: 2021-2022 EARLY HEAD START

EXPANSION-CHILD CARE PARTNERSHIP PROGRAM

IMPROVEMENT PLAN

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



SERVICE AREA/MANAGEMENT SYSTEM: ERSEA					
OUTCOME: Children will maintain at least 85% attendance					
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date		
1. Track each child's attendance weekly	ERSEA Coordinator	May 1, 2022, and weekly			
 Develop strategies to promote attendance Identify children with absence patterns using attendance data 	Social Services				

OUTCOME: 80% of Head Start and Early Head Start children will meet or exceed developmental growth expectations to include the following domains: Approaches to Learning, Social & Emotional Development, Language and Literacy, Cognition, and Perceptual, Motor and Physical development.

Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date	
 Develop an alignment between Experience the Music Curriculum and the Galileo Social & Emotional Domain indicators. Provide training from Creative Curriculum to support teachers with planning activities to support development in the Social & Emotional Development domain. 	Education Manager Education Specialist Curriculum Specialist	4/1/2022 4/15/2022		
OUTCOME: 75% of Montessori practitioners will improve their understanding of the Montessori philosophy as specified by an increase in their knowledge of the curriculum, and the methods and materials by completing coursework/professional development				

SERVICE AREA/MANAGEMENT SYSTEM: EDUCATION				
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date	
 Plan and provide Montessori professional development during the spring for educators. Develop a system of retrieving sign-in sheets and coaching documentation from the Barry University Team to ensure adequate documentation of supports and follow-up. 	Special Project Administrator Education Manager	5/20/2022 6/3/2022		

SERVICE AREA/MANAGEMENT SYSTEM: Child Mental Health and Social and Emotional Well Being OUTCOME: Accurate counting of children referred for mental health services.						
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date		
1.	Revise policies and procedures to include children who were referred to Early Steps	Mental Health Coordinator;	3/31/2022			
2.	Provide training to mental health professionals and support staff on revised policies and procedures	Mental Health Consultants				

SERVICE AREA/MANAGEMENT SYSTEM: Family and Community Engagement

Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
 Reduce unemployment rates Provide parent employment resources Provide families with employment listings Develop community partnerships to assist families with employment Provide parents resume writing assistance Create a plan for parents to become employed as teachers and teacher assistants in the Head Start program 	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	September 1, 2022	
 Increase family well-being Provide specific resources for needs identified Provide referrals for needs identified Designate an area for parent resources Include reminders at the parent committee meetings of available resources Share resources for parents through texts and emails 	Family Engagement Coordinator; Social Services Staff; Human Resources Manager	December 1, 2022	

SE	ERVICE AREA/MANAGEMENT SYSTEM: Fiscal Management
Ol	UTCOME: The program will meet the 25% non-federal share match

Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
 Provide in-kind training to Directors Provide training at the annual pre-service conference Provide small group training on how to report in-kind Provide trainings on Learning Genie to encourage a consistent tracking of in-kind. 	Fiscal Administrator	August 1, 2022 and ongoing	
 4. Provide technical assistance as needed Monitor each agency's in-kind 1. Provide monthly in-kind status report to each agency 2. Review reimbursement packages to identify potential third-party contributors and record in-kind properly 3. Share monthly in-kind status reports to the Policy Council and CAA Board 	Fiscal Administrator Recipient Accountants	August 1, 2022 and ongoing	



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3p

AGENDA ITEM SUBJECT: 2022-2023 HEAD START/EARLY HEAD

START TRAINING AND TECHNICAL ASSISTANCE PLAN

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Miami-Dade County Community Action & Human Services Department HEAD START/EARLY HEAD START PROGRAM 2022-2023 Training and Technical Assistance Plan



COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

5 YEAR PROGRAM GOALS

- The program will promote meaningful interactions and early intervention strategies to foster school and tech-ready **children**.
- The program will create intentional opportunities that empower at-risk **families** towards self-sufficiency through strategic interventions that break cycles of poverty.
- The program will empower **staff** to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent, and child outcomes.
- The program will become established as a force for positive change in the **community** and a leader for innovation in early childhood.
- The program will maximize program **efficiency** by increasing technologically innovative practices that enhance productivity.
- The program will build capacity for practitioners in implementing **Montessori** practices in their work with infants, toddlers, and preschoolers.

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2022-2023 TRAINING PRIORITIES

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

TRAINING NEEDS ANALYSIS

Miami-Dade County Community Action & Human Services Department HEAD START/EARLY HEAD START PROGRAM

2022-2023 Training and Technical Assistance Plan

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

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

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Performance Standards; Head Start Act; Office of Head Start (OHS) priorities; Program Goals; the 2020 Community Assessment; the 2022-2023 Self-Assessment; Federal, State, and local mandates including licensing requirements, and other County, Department and Program required (or requested) trainings for staff, parents, and volunteers.

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

Pre-Service Training Conference

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

Miami-Dade County Community Action & Human Services Department HEAD START/EARLY HEAD START PROGRAM 2022-2023 Training and Technical Assistance Plan

Volunteer Orientation

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAININGS

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

State of Florida Child Care Licensing Regulations requires all staff working in childcare to participate in a minimum of 45 hours of introductory childcare training. These trainings, and subsequent competency tests, must be completed within 120 days of beginning work in childcare. Throughout the program year,

Miami-Dade County Community Action & Human Services Department HEAD START/EARLY HEAD START PROGRAM

2022-2023 Training and Technical Assistance Plan

as the need presents itself, staff are referred to community partners that offer these trainings and/or assisted with the process of registering and testing for these trainings.

State of Florida Director's Credential

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

First Aid/CPR Training

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

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

Miami-Dade County Community Action & Human Services Department HEAD START/EARLY HEAD START PROGRAM 2022-2023 Training and Technical Assistance Plan

Training Budget Summary

T/TA Activity	An	nount	Description
Goal 1: promote meaningful interactions and early intervention strategies to foster school and tech- ready children .	\$144,755	\$69,461	Includes: Curriculum Trainings CLASS Training Mentor/Coaching
Goal 2: create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break cycles of poverty.	\$52,920	\$3,780	Includes: • Pre-Service Workshops
Goal 3: empower staff to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent, and child outcomes.	\$125,540	\$12,610	Includes: Pre-Service Workshops ChildPlus/COR Advantage Health, nutrition and safety Curriculum Trainings CLASS Training Mentor/Coaching
Goal 4: become established as a force for positive change in the community and a leader for innovation in early childhood.	\$40,584	0	Includes: • Infant & Toddler Conference
Goal 5: maximize program efficiency by increasing technologically innovative practices that enhance productivity.	\$21,000	\$1,500	Includes: • ChildPlus
Goal 6: build capacity for practitioners in implementing Montessori practices in their work with infants, toddlers, and preschoolers	\$84,200	0	Includes: Montessori Professional Development, Certification and Coaching
Mandated Training- Not Listed Elsewhere	\$145,197	\$37,650	Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$30,286	\$28,371	Includes: • National, Regional and State level trainings Specialized Trainings
TOTAL BUDGET	Head Start PA20 \$644,483	Early Head Start PA11 \$153,376	

Progra	m Goal 1: Promote	e meaningful inte		y interventio	-	to foster sc		-ready <mark>ch</mark>	ildren.	Γ
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	WHO Target Audience	Responsible Manager	WHEN Timeline	Estimated	COST Allocation	HS	EHS	RATIONAL DOCUMENT
Mindful Moments -Daily Routine Breathing	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022- July 2023	0	36% EHS - CCP; 64% other funding	0	0	HSPS 45 CFR 1302.45(a)
SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2022- July 2023	\$36,000	36% EHS - CCP; 64% other funding	0	\$12,960	HSPS 45 CFR 1302.45(a)
CLASS; Reliability Renewals & Training	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	Jan-23	\$9,000	84% HS; 6% EHS; 10% other funding	\$7560	\$540	HSPS 45 CFR 1302.45(b(5)
SEEDS of Learning Curricular Enhancement for Teachers	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.92

Program	n Goal 1: Promote	e meaningful inter	ractions and earl	y interventio	on strategies t	to foster sc	hool and tech-	-ready <mark>ch</mark>	ildren.	
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
SEEDS of Learning Coaching Strategies	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2022 – July 2023	\$5,000	Head Start	\$5,000	\$0	HSPS 45 CFR 1302.92
CLASS Preschool Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2022- On- going	\$1,000	Head Start	\$1,000	\$0	HSPS 45 CFR 1302.92
CLASS Infant/Toddler Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2022- On- going	\$10,500	36% EHS; 64% other funding	\$0	\$3,780	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)
Utilizing Class Observation Data to Plan/Instructional Support Strategies	DATA & EVALUATION	Internal	Instructional Staff; Directors	Education Coordinator	Aug. 2022 and on-going	\$1,505	Head Start	\$1,505	\$0	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)

Program	n Goal 1: Promote	e meaningful inte	ractions and earl	y interventio	on strategies	to foster sc	hool and tech	-ready <mark>ch</mark>	ildren.	
T/TA Strategies	MANAGEMENT		wнo		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Creative Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 & March 2023	\$63,000	36% EHS; 64% other funding	\$0	\$22,680	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)
Creative Curriculum Coaching to Fidelity	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 & March 2023	\$50,000	36% EHS; 64% other funding	\$O	\$18,000	HSPS 45 CFR 1302.32
Partners for Healthy Babies Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2022 & March 2023	\$7,535	45% EHS; 55% other funding	\$0	\$3,390.8	HSPS 45 CFR 1302.32
HighScope Training	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2022 — July 2023	\$50,000	Head Start	\$50,000	\$0	HSPS 45 CFR 1302.92

Program	n Goal 1: Promoto	e meaningful inter	actions and earl	y interventio	n strategies t	to foster sc	hool and tech	-ready <mark>ch</mark>	ildren.	
T/TA Strategies	MANAGEMENT		wнo		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
COR Advantage	EDUCATION & CHILD DEVELOPMENT	Contract/Internal	HS/EHS Staff	Education	August 2022-As Needed	\$50,000	84% HS; 6% EHS; 10% other funding	\$42000	\$3000	HSPS 45 CFR 1302.92
Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2022 – July 2023	\$10,000	36% EHS; 64% other funding	\$0	\$3,600	HSPS 45 CFR 1301.101
Linking The IEP/IFSP To the Child Assessment System	EDUCATION & CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2022-July 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS CFR 45 1302.46 (a)
Waterford	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.60

Program	n Goal 1: Promote	e meaningful inter	actions and earl	y interventio	on strategies	to foster sc	hool and tech	-ready <mark>ch</mark>	ildren.	
T/TA Strategies	MANAGEMENT		who		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Consumer Nutrition Education W/ Emphasis on Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2022 – July 2023	\$5,000	85% HS; 11% EHS; 4% other funding	\$4,250	\$550.00	HSPS 45 CFR 1301.101
Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience) and The Use of Interventions and Resources for Children, Parents and Staff	CHILD MENTAL HEALTH	Contract	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2022- July 2023	\$5,000	84% HS; 6% EHS; 10% other funding	\$4200	\$300	HSPS 45 CFR 1302.102(a)(1)-(2)
Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom and Home Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2022- July 2023	\$5,000	84% HS; 6% EHS; 10% other funding	\$4200	\$300	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Integrating Universal Strategies Which Promote Positive Social and Emotional Development of Children into The Curriculum, Daily Lesson Plan and Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training Institute for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2022 Pre-Service Conference; Train the Trainer Cert. Series 10- 2022 through 12- 2023	\$6,000	84% HS; 6% EHS; 10% other funding	\$5040	\$360	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)

Program Goal 2:	Create intentional opp	ortunities that empor	wer at-risk families t	owards self-su	fficiency throug	h strategic int	erventions that b	preak the cy	cles of pov	erty.
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Back to School with Dad	Family Engagement	Contract	Fathers, and Families	Family and Community Engagemen t	August 2022	\$20,000	84% HS; 6% EHS; 10% other funding	\$16800	\$1200	HSPS 45 CFR 1302.50
Financial Literacy	COMMUNITY & FAMILY ENGAGEMENT	Internal/	HS/EHS Parents	Family & Community Engagemen t	November 2022	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.51
Nutrition Education	COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents	Nutrition Services	March 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.46(b)(ii)
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagemen t Coordinato r	August 2022-June 2023	0	3% EHS -CCP; 97% other funding	0	0	HSPS 45 CFR 1302.46(b)(ii) 1302.93(b)
Family Partnership Agreement Process	Family services staff will develop skills to assist families in creating	Internal	Social Services staff	Family Engagemen t	August 2022-June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.45(a)(1)

T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
	family partnership agreements			Coordinato r						
Follow Up on Goals and Services Provided	Family services staff will develop skills to complete follow up on goals and services	Internal	Social Services staff	Family Engagemen t Coordinato r	August 2022-June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS CFR 45 1302.46 (a)
Parent Involvement in the Transition Process	Family services staff will develop skills to assist parents in the transition process	Community Partner	Social Services staff	Family Engagemen t Coordinato r	August 2022 Pre-Service Conference	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.50
Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2022- as needed	\$20,000	84% HS; 6% EHS; 10% other funding	\$16800	\$1200	HSPS 45 CFF 1302.50
Mental Health Education to Strengthen Services in response to the Evolving Impact of the Pandemic on Staff and Families	CHILD MENTAL HEALTH	Contract	Parents; Teachers	Mental Health	Aug-22	\$7,000	84% HS; 6% EHS; 10% other funding	\$5880	\$420	HSPS 45 CFF 1302.50

T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagemen t Coordinato r	August 2022-June 2023	\$0	3% EHS -CCP; 97% other funding	0	0	HSPS 45 CFR 1302.50
Child Development and Curriculum Overview	EDUCATION & CHILD DEVELOPMENT	Internal	Parents	Education	Oct-22	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.50
Parent Pop Up	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2022-July 2023	\$10,000	84% HS; 6% EHS; 10% other funding	\$8,400	\$600	HSPS 45 CFR 1302.50
Strategies for Effective Parent Engagement	Family services staff	FIU, Barry, Miami- Dade College	Social Service Staff	Family Services Coordinato r	August 2022- Pre- Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50

Program Goal 2: (Create intentional op	portunities that empow	ver at-risk <mark>families</mark> to	owards self-sul	fficiency throug	h strategic int	erventions that k	preak the c	cles of pove	erty.
T/TA Strategies	MANAGEMENT	WHO			WHEN			RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Menu planning for families	NUTRITION	Community Partner	Parents, Nutrition Managers; Social Services Staff	Nutrition Services	Ongoing	\$2,500	85% HS; 11% EHS; 4% other funding	\$2100	\$150	Head Start Act Sec 648(d)(1)(H)
Nutrition Education	NUTRITION & Community Engagement	Internal	Parents & Staff	Nutrition Services	Mar-23	\$1,000	85% HS; 11% EHS; 4% other funding	\$840	\$60	HSPS 45 CFR 1302.46(b)(ii)

Program Goal 3: Er	npower Staff to becor	ne highly qualified inno	ovative leaders sens	itive to the ne	eds of the comn	nunity with a	focus on improvi	ng parent a	and child out	comes
T/TA Strategies	MANAGEMENT	WHO			WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Developing Social Work Skills	Family services staff will develop social work skills	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2022 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.60

T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Transitioning from Early Head Start to Head Start	Family services staff will learn about strategies involving transitions from EHS to HS	Internal	Social Services staff	Family Engagemen t Coordinato r	August 2022, and March 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1301.101
ePyramid Coaching Certification and Related Materials including the Teaching Pyramid Observation Tools for HS and the Teaching Pyramid Observation Tool for Early Head Start	CHILD MENTAL HEALTH	On Site Trainer	Mental Health; Disabilities; Education Managers	Mental Health	Sep-22	\$10,000	50% HS; 40% EHS; 10% other funding	\$5,000	\$4,000	HSPS 45 CFR 1301.101
The importance of Infant/Early Childhood Mental Health Consultants facilitating positive and collaborative relationships with program staff and families to ensure the provision of high-quality consultation services.	CHILD MENTAL HEALTH	On Site Trainer/Distance Learning	Mental Health Consultants, Coordinators, Team Member; Disabilities; Disabilities; Education Social Services Managers,	Mental Health	Sep-22	\$7,000	84% HS; 6% EHS; 10% other funding	\$5880	\$420	HSPS 45 CFR 1302.45, HSP 45 CFR 1302.31, HSP 45 CFR and 1302.60
Identifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagemen t Coordinato r	March 2023- May 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.45, HSP 45 CFR 1302.31, HSP 45 CFR and 1302.60

Program Goal 3: E	mpower <mark>Staff</mark> to becor	ne highly qualified inno	ovative leaders sens	sitive to the ne	eds of the comn	nunity with a	focus on improvi	ng parent a	ind child out	tcomes
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2022 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.45(a)(2), 1302.91(8)(ii)
Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2022-July 2023	\$22,500	84% HS; 6% EHS; 10% other funding	\$18900	\$1350	HSPS 45 CFR 1302.50
Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2022-July 2023	\$100,000	86% HS; 6% EHS; 8% other funding	\$84000	\$6000	HSPS 45 CFR 1302.50
Identifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagemen t Coordinato r	March 2023- May 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.50

Program Goal 3: E	mpower <mark>Staff</mark> to becor	ne highly qualified inno	ovative leaders sens	itive to the ne	eds of the comn	nunity with a	focus on improvi	ng parent a	and child out	tcomes
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2022 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.50

	Program Goal 4: Beo	come established as a f	orce for positive cha	ange in the <mark>cor</mark>	<mark>nmunity</mark> and a l	eader for inno	ovation in early c	hildhood.		
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Health and Safety Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Agency Staff	Technical & Training Supervisor	August 2022	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.102
Content Area Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Agency Staff	Technical & Training Supervisor	August 2022	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.102

	Program Goal 4: Be	come established as a f	·	ange in the <mark>co</mark> r		eader for inno		hildhood.		
T/TA Strategies	MANAGEMENT		WHO	Responsibl	WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Physical Environments	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2022– July 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFF 1302.102
Equipment And Furnishings	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2022– July 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFF 1302.102
Lean Six Sigma Blue Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFF 1302.102
Lean Six Sigma Orange Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFI 1302.102

	Program Goal 4: Be	come established as a f	orce for positive cha	ange in the <mark>cor</mark>	nmunity and a l WHEN	eader for inno	ovation in early c	hildhood.		
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	RATIONAL DOCUMENT
Lean Six Sigma Yellow Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.102
Certified Playground Inspector	ONGOING MONITORING & CONTINOUS IMPROVEMENT	National Recreation and Park Association	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	\$9,120	84% HS; 6% EHS; 10% other funding	\$7660.8	\$547.2	HSPS 45 CFR 1302.102
Data Basics	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA Online	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.102
Lean Six Sigma Orange Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.102

	Program Goal 4: Be	come established as a f	orce for positive ch	ange in the <mark>cor</mark>	nmunity and a l	eader for inno	ovation in early c	hildhood.		
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Lean Six Sigma Yellow Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.47(b)(1)
Certified Playground Inspector	ONGOING MONITORING & CONTINOUS IMPROVEMENT	National Recreation and Park Association	QA Unit	Technical & Training Supervisor	August 2022 - June 2023	\$9,120	84% HS; 6% EHS; 10% other funding	\$7660	\$547	HSPS 45 CFR 1302.47(b)(2)
Health Summit	Health	Internal/ Consultant	All Staff and Parents	Health Coordinato r	Apr-23	\$30,000	84% HS; 6% EHS; 10% other funding	\$25200	\$1800	HSPS 45 CFR 1302.102

	Program Goal	5: Maximize program E	<mark>fficiency</mark> by increas	ing technologie	cally innovative	practices that	enhance produc	tivity		
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Instructional Design Certificate	PROFESSIONAL DEVELOPMENT	In-State University	Technical and Training Supervisor	Technical & Training Supervisor	August 2022 – July 2023	\$5,000	84% HS; 6% EHS; 10% other funding	\$4200	\$300	HSPS 45 CFR 1302.92
ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2022-As Needed	\$15,000	84% HS; 6% EHS; 10% other funding	\$12600	\$900	HSPS 45 CFR 1301.101
ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2022 – July 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.101(a)(4)
Learning Genie In-Kind Module	TECHNOLOGY & INFORMATION SYSTEMS	Consultant	HS/EHS Staff	ChildPlus System Admin	August 2022-July 2023	\$5000	84% HS; 6% EHS; 10% other funding	\$4200	\$300	HSPS 45 CFR 1302.92

Pr	ogram Goal 6: Build Ca	apacity for Practitione	s in Implementing N	Aontessori pra	ctices in their w	ork with infai	nts, toddlers, and	preschoole	ers	
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Montessori Preschool Credential	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff & Education Staff	Education	August 2022-On- Going	\$75,000	Head Start	\$75,000	\$0	HSPS 45 CFR 1302.92
Montessori Fidelity Checklist Training	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff & Education Staff	Education	August 2022-2023	\$10,000	92% HS; 8% other funding	\$9,200	\$0	HSPS 45 CFR 1302.92

		REQUIF	RED HEAD START	AND EARLY HEA	D START TRAINING	ì				
T/TA Strategies			WHO		WHEN		COST	-		RATIONAL
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Devereux Early Childhood Assessment (DECA) training	Valid and reliable administration of research- based developmental standardized screening tool	Internal	HS/EHS Staff	Mental Health	August 2022-As Needed	\$2,500	Head Start	\$2100	\$150	HSPS 45 CFR 1301.101
Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2	Valid and reliable administration of research- based developmental standardized screening tool	Internal	EHS Caregivers	Education; Mental Health	August 2022-As Needed	\$0	36% EHS; 64% other funding	0	0	HSPS 45 CFR 1301.101

		REQUIF	ED HEAD START	AND EARLY HEA	D START TRAINING	6				
T/TA Strategies			WHO		WHEN		COST	-		RATIONAL
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.12(a)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information regarding the eligibility criteria for families and how to complete attendance follow-up appropriately.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.12; 1302.16
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	Nov-22	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1301.5
Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	Sep-22	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.102(b)
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$O	HSPS 45 CFR 1302.92
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.92
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information regarding the eligibility criteria for families and how	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.42(b)(1) (i)

		REQUIE	RED HEAD START	AND EARLY HEA	D START TRAINING	3				
T/TA Strategies			WHO		WHEN		COST	ſ		RATIONAL
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
	to complete attendance follow-up appropriately.									
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.42(b)(1) (i)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information regarding the eligibility criteria for families and how to complete attendance follow-up appropriately.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.47(b)(4) (1)(G)
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	Nov-22	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.102(c)
Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	Sep-22	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.46(a)
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.46(b)(1) (i)
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.47(b)(6)

		REQUIF	RED HEAD START	AND EARLY HEAI	O START TRAINING	6				
T/TA Stratagias			WHO		WHEN		COST	ſ		RATIONAL
T/TA Strategies EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.47(b)(4) (i)(C)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information regarding the eligibility criteria for families and how to complete attendance follow-up appropriately.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	Nov-22	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1303.74
Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	Sep-22	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.47(b)(6) (i-iii)
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.47(b)(4) (i)(A)
Interviewing and Probing Techniques	ERSEA staff to conduct effective in-person or over the telephone interviews and asking the right open- ended questions.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.46(b)(1) (i)
Documenting eligibility and attendance follow-up	ERSEA staff to accurately verify information regarding the eligibility criteria for families and how to complete attendance follow-up appropriately.	Consultant	Social Services Staff	ERSEA	August 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	HSPS 45 CFR 1302.13; 1302.14(b)

REQUIRED HEAD START AND EARLY HEAD START TRAINING										
T/TA Strategies		WHO			WHEN	COST				RATIONAL
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Reading fiscal statements and making informed decisions	Policy Council and governing board understand information received in order to make informed decisions	Internal	Policy Council and governing board members	Fiscal	Nov-22	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.13; 1302.14(b)
Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective ongoing oversight and correction	Consultant	HS/EHS Staff	Quality Assurance	Sep-22	\$2,500	84% HS; 6% EHS; 10% other funding	\$2100	\$150	OMB Uniform Guidance for Federal Awards
College Coursework for HS Instructional Staff: Early Childhood Education	50% of HS Instructional staff obtain a BS in Early Childhood Development	Local College	Instructional Staff	Human Resources	August 2022 – July 2023	\$10,000	Head Start	\$10,000	\$0	OMB Uniform Guidance for Federal Awards
Active Supervision	HEALTH	Internal	Instructional Staff; Directors	Education	August 2022 – July 2023	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.47(b)(4) (J)
Health and development consequences of tobacco product use and exposure to lead	Parents understand the consequences of tobacco product use and exposure to lead	Internal	Parents	Health	August 2022 – July 2023 Ongoing	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.47(5)(iii)
Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health	August 2022 – July 2023 Ongoing	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.46(b)(1) (i)
Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program and on the ways they are implemented	Internal	New Staff	Human Resources	August 2022 – July 2023 as needed	0	84% HS; 6% EHS; 10% other funding	0	0	HSPS 45 CFR 1302.46(b)(1) (i)

REQUIRED HEAD START AND EARLY HEAD START TRAINING											
T/TA Strategies		WHO			WHEN		COST	RATIONAL			
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Int erna	HS/EHS Staff	Head Start Director	Aug-22	\$75,000	84% HS; 6% EHS; 10% other funding	\$63000	\$4500	HSPS 45 CFR 1302.92(a)	
Early Head Start Infant/Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Contract/ Int ernal	Early Head Start Staff	Head Start Director	Apr-23	\$50,000	36% EHS; 64% other funding	\$0.00	\$18,000	HSPS 45 CFR 1302.92(b)	
Program Governance Training	Governing bodies and policy groups understand information received and effectively oversee and participate in the program	Consultant/ I nternal	Governing bodies, policy groups and staff	Family & Community Engagement	November 2022, and ongoing	\$20,000	84% HS; 6% EHS; 10% other funding	\$16800	\$1200	HSPS 45 CFR 1302.92(b)	
Recipient Professional Development Day	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/ I nternal	Recipient Program Staff	Director	January 2023	\$15,000	84% HS; 6% EHS; 10% other funding	\$12600	\$900	HSPS 45 CFR 1301.5	
Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2022 and on going	\$2,500	36% EHS; 64% other funding	\$2100	\$150	HSPS 45 CFR 1302.92(b)	
Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups and staff	Fiscal	November 2022	0	84% HS; 6% EHS; 10% other funding	0	0	Head Start Act Sec. 642(c)	

TRAVEL PLANS									
Specific Area	Title	Persons	Total per person	TOTAL	Head Start	Early Head Start			
All Areas & Parents	NHSA Fall Leadership Conference	5	\$579	\$2,895	\$2,431.80	\$173.70			
MH-Disabilities	DEC's Annual Conference on Children with Special Needs	9	\$500	\$4,500	\$3,780	\$270			
PFCE & Parents	NHSA Parent Conference	5	\$549	\$2,745	\$2305.8	\$164.70			
All Areas & Parents	NHSA Winter Leadership Institute	5	\$579	\$2,895	\$2431.8	\$173.70			
All Areas & Parents	RIVHSA Leadership Conference	5	\$300	\$1,500	\$1260	\$90			
All Areas & Parents	NHSA Annual Conference & Expo	5	\$649	\$3,245	\$2725.8	\$194.70			
All Areas & Parents	FHSA Annual Conference	5	\$450	\$2,250	\$1890	\$135			
All Areas & Parents	One Goal Summer Conference	5	\$125	\$625	\$525	\$37.50			
Mental Health	National Training of Effective Practices	3	\$500	\$1,500	\$1260	\$90			
ERSEA	H.G. Jones Associates: ERSEA Certification	2	\$500	\$1,000	\$840	\$60			
Nutrition	Annual Florida Food and Nutrition Symposium	3	\$700	\$2,100	\$1764	\$126			
Nutrition	Annual Food and Nutrition Conference	3	\$1,300	\$3,900	\$3276	\$234			
All Areas	FHSA Leadership Training	3	\$325	\$975	\$819	\$58.5			
All Areas	NAEYC Annual Conference	5	\$585	\$2,925	\$2457	\$175.5			
All EHS Staff	NHSA Early Head Start Institute	10	\$1,295.58	\$12,955.80	0	\$12955.8			
System Database	ChildPlus User Group Meeting	3	\$500	\$1,500	\$1260	\$90			
All Areas & Parents	Zero to Three Annual Conference	10	\$1,325.56	\$13,255.60	0	\$13255.6			
PFCE & Mental Health	National Association of Social Workers- Florida Annual Conference	3	\$500	\$1,500	\$1260	\$90			
	TOTAL				\$30286.2	\$28374.7			



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3q

AGENDA ITEM SUBJECT: 2022-2023 CHILD CARE PARTNERSHIP

TRAINING AND TECHNICAL ASSISTANCE PLAN

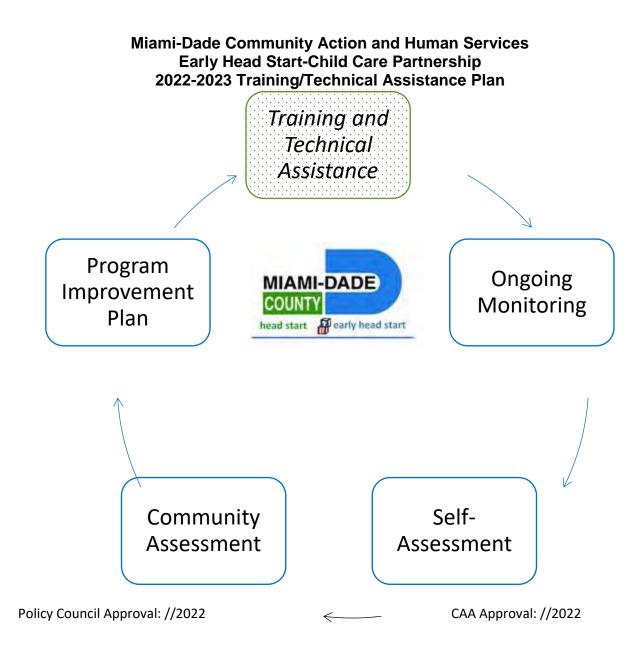
AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

5 YEAR PROGRAM GOALS

- The program will promote meaningful interactions and early intervention strategies to foster school and tech-ready **children**
- The program will create intentional opportunities that empower at-risk **families** towards self-sufficiency through strategic interventions that break the cycle of poverty
- The program will empower **staff** to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes
- The program will become established as a force for positive change in the **community** and a leader for innovation in early childhood
- The program will maximize program **efficiency** by increasing technologically innovative practices that enhance productivity

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2022-2023 TRAINING PRIORITIES

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

TRAINING NEEDS ANALYSIS

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

- 1. Community Assessment
- 2. Self-Assessment and Program Improvement Plans
- 3. Program Information Report
- 4. Federal Monitoring Review Report and Corrective Action Plan (when applicable)
- 5. Internal Monitoring Reports
- 6. Service Area Monthly Reports
- 7. Child Outcomes Reports
- 8. ASQs/CLASS/ITERS Scores
- 9. Program Assessment Scale Scores

10. Head Start Program Performance Standards and the Head Start Act (including Information Memorandums and Policy Clarifications)

- 11. Training/Technical Assistance Requests
- 12. Professional Development Plans
- 13. Program Managers Assessments and Evaluations

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Program Performance Standards, Head Start Act, Office of Head Start (OHS) priorities, Program Goals, 2022 Community Assessment Update, 2021-2022 Self-Assessment, Federal, State, and local mandates including licensing requirements, and other County, Department, and Program required (or requested) training for staff, parents, and volunteers.

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

Pre-Service Training Conference

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

Volunteer Orientation

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAINING

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

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

State of Florida Director's Credential

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

First Aid/CPR Training

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

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

TRAINING BUDGET SUMMARY

T/TA Activity	Amount	Description
Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children	\$ 41,249	Includes: Pre-Service Workshops Curriculum Training CLASS Training Mentor/Coaching
Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycle of poverty	\$ 1,590	Includes: • Pre-Service Workshops
Goal 3: Empower staff to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes	\$ 4,605	 Includes: Pre-Service Workshops Health, nutrition, and safety Curriculum Training CLASS Training Mentor/Coaching
Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood	\$1,450	Includes: Infant & Toddler Conference
Goal 5: Maximize program efficiency by increasing technologically innovative practices that enhance productivity	\$750	Includes: Blackboard ChildPlus
Mandated Training- Not Listed Elsewhere	\$19,920	 Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$ 6,061	 Includes: National, Regional, and State level training Specialized Training
TOTAL BUDGET	Early Head Start-Child Care Partnership	
	\$75,625	

	Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children									
	T/TA Strategies	MANAGEMENT	who			WHEN		соѕт	RATIONAL	
EVENT/ACTIVITY		SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
1	Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience) and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2022-July 2023	\$5,000	3% EHS- CCP; 97% other funding	\$150	HSPS 45 CFR 1302.46(b)(iv); 1302.93(b)
2	Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom and Home Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2022-July 2023	\$5,000	3% EHS- CCP; 97% other funding	\$150	HSPS 45 CFR 1302.46(b)(iv); 1302.93(b)
3	Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training Institute for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2022-July 2023	\$6,000	3% EHS- CCP; 97% other funding	\$180	HSPS 45 CFR 1302.45(a)(1)
4	Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2022 – July 2023	\$5,000	3% EHS- CCP; 97% other funding	\$150	HSPS 45 CFR 1302.102(a)(1)- (2)

		Program Goal 1: Promote	meaningful inte	ractions and early into	ervention strategies	to foster scho	ol and tech-re	ady children		
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
5	Mindful Moment Daily Routine Breathing: SoBe Mindful Practices	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.45(a)
6	CLASS; Reliability Renewals and Training	EDUCATION AND CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Managers	Education	August 2022 – July 2023	\$9,000	3% EHS- CCP; 97% other funding	\$270	HSPS 45 CFR 1302.32
7	CLASS Primer Training	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$10,500	3% EHS- CCP; 97% other funding	\$315	HSPS 45 CFR 1302.32
8	Social and Emotional Support for Child Care Partnership Classrooms	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2024	\$9,374	100% EHS- CCP	\$9,374	HSPS 45 CFR 1302.32
9	Creative Curriculum Training	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$63,000	19% EHS- CCP; 81% other funding	\$11,970	HSPS 45 CFR 1302.32
10	Creative Curriculum Coaching to Fidelity	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$50,000	19% EHS- CCP; 81% other funding	\$9,500	HSPS 45 CFR 1302.32
11	Cor training on how to Administer, Engage Parents, and Implement Strategies	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Database	August 2022 – July 2023	\$15,000	3% EHS- CCP; 97% other funding	\$450	HSPS 45 CFR 1302.101

		Program Goal 1: Promote	meaningful inte	ractions and early into	ervention strategies	to foster scho	ol and tech-re	ady children		
	T/TA Strategies	MANAGEMENT		wно		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
12	Linking the IEP/IFSP To the Child Assessment System	EDUCATION AND CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2022 – July 2023	\$0	3% EHS- CCP; 97% other funding	\$O	HSPS 45 CFR 1302.47(b)(1)
13	Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2022 – July 2023	\$10,000	19% EHS- CCP; 81% other funding	\$1,900	HSPS CFR 45 1302.46 (a)
14	SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2022- July 2023	\$36,000	3% EHS- CCP; 97% other funding	\$6,840	HSPS 45 CFR 1302.45(a)

Program Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycle of poverty											
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL	
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT	
1	Parent Engagement for Children with Social, Emotional, and Behavioral Concerns	COMMUNITY & FAMILY ENGAGEMENT	Internal	Mental Health Services; Disabilities, Education, Social Services Staff	Mental Health	August 2022 and as needed	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.45(b)(5)	
2	Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2022 and as needed	\$10,000	3% EHS- CCP; 97% other funding	\$300	HSPS 45 CFR 1302.45(a)(1)	

	Program Goal 2: Creat	te intentional opportuniti	es that empower	at-risk families towa	ards self-sufficiency th	nrough strateg	gic interventio	ons that break t	the cycle of	poverty
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
3	Mental Health Education to Strengthen Services in response to the Evolving Impact of the Pandemic on Staff and Families	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2022	\$7,000	3% EHS- CCP; 97% other funding	\$210	HSPS CFR 45 1302.46 (a)
4	Building on Family Strengths & Identifying Needs and Interests	COMMUNITY & FAMILY ENGAGEMENT	Internal	Social Services staff	Family Engagement Coordinator	June 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.50
5	Nutrition Education	NUTRITION AND COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents and Staff	Nutrition Services	March 2023	\$1,000	3% EHS- CCP; 97% other funding	\$30	HSPS 45 CFR 1302.46(b)(ii); 1302.93(b)
6	Child Development and Curriculum Overview	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	Octobert 2022	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.30
7	Implementing Family Engagement Strategies	FAMILY AND COMMUNITY ENGAGEMENT	Consultant	Social Services staff	Family Engagement Coordinator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
8	Building on Family Strengths and Identifying Needs and Interests	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engagemen t Coordinator	August 2022 - December 2022	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
9	Family Partnership Agreement Process	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engagemen t Coordinator	August 2022- February 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52

	Program Goal 2: Creat	te intentional opportuniti	es that empower	at-risk families towa	ards self-sufficiency th	nrough strateg	gic interventio	ns that break	the cycle of	poverty
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
10	Follow-up on Goals and Services	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engagemen t Coordinator	November 2022- February 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
11	Parent Involvement in the Transition Process	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engagemen t Coordinator	January 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.70
12	Back to School with Dad	FAMILY AND COMMUNITY ENGAGEMENT	Internal/Partn er	Parents	Program Governance Coordinator	August 2022	\$20,000	3% EHS- CCP; 97% other funding	\$600	HSPS 45 CFR 1302.50(b)(1)
13	Family Menu Planning Develop with families nutritious and economic meal planning	NUTRITION	Consultant	Nutrition Manage rs; Social Services Staff	Nutrition Services Manager	August 2022 and on going	\$2,500	3% EHS- CCP; 97% other funding	\$75	HSPS 45 CFR 1302.46(b)(ii)
14	Financial Literacy Train parents in budgeting, opening a savings account, and other financial responsibilities	FAMILY AND COMMUNITY ENGAGEMENT	Internal/Partn er	Parents	Family Engagemen t Coordinator	November 2022	\$0	3% EHS- CCP; 97% other funding	\$0	Head Start Act Sec 648(d)(1)(H)
15	Parent Pop Up	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2022-July 2023	\$10,000	3% EHS- CCP; 97% other funding	\$300	HSPS CFR 45 1302.46 (a)

	Program Goal 3: Empowe	er Staff to become highly-	qualified innova	tive leaders sensitive	to the needs of the	community wit	th a focus on i	mproving pare	nt and child	loutcomes
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
1	ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Consultant	Mental Health; Disabilities; Education Managers	Mental Health	September 2022 and January 2023	\$9,000	3% EHS- CCP; 97% other funding	\$270	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
2	ePyramid Coaching Certification and Related Materials including the Teaching Pyramid Observation Tools for HS and the Teaching Pyramid Observation Tool for Early Head Start	CHILD MENTAL HEALTH	Consultant	Mental Health; Disabilities; Education Managers	Mental Health	September 2022; June 2023	\$10,000	3% EHS- CCP; 97% other funding	\$300	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
3	The importance of Infant/Early Childhood Mental Health Consultants facilitating positive and collaborative relationships with program staff and families to ensure the provision of high quality consultation services.	CHILD MENTAL HEALTH	Consultant	Mental Health Consultants, Coordinators, Team Member; Disabilities; Disabilities; Education Social Services Managers	Mental Health	September 2022; June 2023	\$7,000	3% EHS- CCP; 97% other funding	\$210	HSPS 45 CFR 1302.45(a)(2),13 02.91(8)(ii)
4	Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Manag er	August 2022 - July 31, 2023	\$22,500	3% EHS- CCP; 97% other funding	\$675	HSPS 45 CFR 1302.60
5	Learning Genie	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Parents	Family Engageme nt Coordinator	August 2022 and ongoing	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.50

	T/TA Strategies	MANAGEMENT		WHO	•	WHEN		COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
6	Identifying Community Resources	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engageme nt Coordinator	September 2022-May 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
7	Developing Effective Co mmunication Skills	FAMILY AND COMMUNITY ENGAGEMENT	Consultant	Social Services Staff	Family Engageme nt Coordinator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
8	Developing Social Work Skills	FAMILY AND COMMUNITY ENGAGEMENT	Contract	Social Services Staff	Family Engageme nt Coordinator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
9	Transitioning from Early Head Start to Head Start	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engageme nt Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.70(c); 1302.71(b)
10	Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2022-July 2023	\$100,000	3% EHS- CCP; 97% other funding	\$3,000	HSPS 45 CFR 1302.101

	Program Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood												
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL			
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimate d	Allocation	CCP 1	DOCUMENT			
1	Physical Environments Provide training on facilities maintained policies and procedures	FACILITIES AND LEARNING	Internal	EHS-CCP Staff	Facilities Manager	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)			
2	Equipment And Furnishings Provide training on equipment maintenance policies and procedures	FACILITIES AND LEARNING	Internal	EHS-CCP Staff	Facilities Manager	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)			
3	Health Summit	TRAINING AND PROFESSIONAL DEVELOPMENT	Consultant/Internal	HS/EHS Staff; Parents; Community	Health Coordinator	April 2022	\$30,000	3% EHS- CCP; 97% other funding	\$900	HSPS 45 CFR 1302.101			
4	Data Basics	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$2,500	3% EHS- CCP; 97% other funding	\$75	HSPS 45 CFR 1302.102			
5	Data Essentials	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$4,720	3% EHS- CCP; 97% other funding	\$142	HSPS 45 CFR 1302.102			
6	Fiscal Basics	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$500	3% EHS- CCP; 97% other funding	\$15	HSPS 45 CFR 1302.102			
7	Fiscal Essentials	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$1,475	3% EHS- CCP; 97% other funding	\$44	HSPS 45 CFR 1302.102			

	Program Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood												
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL			
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimate d	Allocation	CCP 1	DOCUMENT			
8	Lean Six Sigma Yellow Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.102			
9	Lean Six Sigma Orange Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$O	HSPS 45 CFR 1302.102			
10	Lean Six Sigma Blue Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.102			
11	Certified Playground Inspector	ONGOING MONITORING & CONTINOUS IMPROVEMENT	National Recreation and Park Association	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$9,120	3% EHS- CCP; 97% other funding	\$274	HSPS 45 CFR 1302.102			
12	Health and Safety Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Staff	Technical & Training Supervisor	August 2022	\$0	3% EHS- CCP; 97% other funding	\$O	HSPS 45 CFR 1302.102			
13	Content Area Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Staff	Technical & Training Supervisor	August 2022	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.102			

		Program Goal 5: Max	imize program	Efficiency by increasi	ng technologically inr	novative pract	ices that enha	ance productiv	ity	
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1	DOCUMENT
1	Learning Genie Inkind Module	EDUCATION AND CHILD DEVELOPMENT	Consultant	HS/EHS Staff	Education	August 2022 - July 2023	\$5,000	3% EHS- CCP; 97% other funding	\$150	HSPS 45 CFR 1302.50
2	Instructional Design Certificate	PROFESSIONAL DEVELOPMENT	In-State University	Technical and Training Supervisor	Technical & Training Supervisor	August 2022 – July 2023	\$5,000	3% EHS- CCP; 97% other funding	\$150	HSPS 45 CFR 1302.102
3	ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2022 – July 2023	\$15,000	3% EHS- CCP; 97% other funding	\$450	HSPS 45 CFR 1302.101(a)(4)
4	ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2022 – July 2023	\$0	3% EHS- CCP; 97% other funding	\$0	HSPS 45 CFR 1302.101(a)(4)

				REQUIRED CCP 1	RAINING				
	T/TA Strategies			WHO		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1
1	Ages and Stages Questionnaire (ASQ-3) and ASQ:SE-2	Valid and reliable administration of research- based developmental standardized screening tool	Internal	HS/EHS Staff	Education; Mental Health	August 2022 - July 2023	\$0	19% EHS- CCP; 81% other funding	\$0

				REQUIRED CCP T	RAINING				
	T/TA Strategies			WHO		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1
2	Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
3	Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
4	Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
5	Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition, and mental health	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
6	Health and development consequences of tobacco product use and exposure to lead	Parents understand the implications of tobacco product use and exposure to lead	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
7	Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0

				REQUIRED CCP T	RAINING				
	T/TA Strategies			wнo		WHEN		COST	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1
8	Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
9	First Aid and Safety and CPR	Staff will be certified in First Aid/CPR	Consultant	Recipient and EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$10,000	3% EHS- CCP; 97% other funding	\$300
10	Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
11	Hygiene, Food Safety, And Sanitation	HEALTH & NUTRITION	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$4,000	3% EHS- CCP; 97% other funding	\$120
12	Medication Administration and Storage	Health Safety Practices	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$2,500	3% EHS- CCP; 97% other funding	\$75
13	Child Abuse Training	Health Service Safety Practices	Consultant	Recipient and EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0
14	Universal/Standards Precautions	Health Service Safety Practices	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$2,500	3% EHS- CCP; 97% other funding	\$75
15	Prevention and Control of Infectious Diseases	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$2,500	3% EHS- CCP; 97% other funding	\$75

				REQUIRED CCP 1	RAINING				
	T/TA Strategies			WHO		WHEN		COST	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1
16	Active Supervision	Health Service Safety Practices	Consultant	Instructional Staff; Directors	Education Manager	August 2022 - July 2023	\$0.00	3% EHS- CCP; 97% other funding	\$0
17	Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2022 - July 2023	\$2,500	19% EHS- CCP; 81% other funding	\$475
18	Interviewing and Probing Techniques training	ERSEA to conduct effective in-person or over the telephone interviews	Consultant	Social Services Staff	ERSEA Coordinator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75
19	Documenting eligibility and attendance follow- up training	ERSEA to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA Coordinator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75
20	Reading fiscal statements and making informed decisions	Policy Council and governing board understand the information received to make informed decisions	Internal	Policy Council and governing board members	Fiscal Administrator	November 2022	\$0	3% EHS- CCP; 97% other funding	\$0
21	Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective on-going oversight and correction	Consultant	EHS-CCP Staff	Quality Assurance Administrator	August 2022	\$2 <i>,</i> 500	3% EHS- CCP; 97% other funding	\$75

	REQUIRED CCP TRAINING													
	T/TA Strategies			wнo		WHEN		соѕт						
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1					
22	College Coursework for EHS Staff: Infant/Toddler Specialization	Teachers will receive CDA coursework	Local College	EHS Caregivers	Human Resources Manager	August 2022 - July 2023	\$30,000	19% EHS- CCP; 81% other funding	\$5,700					
23	Recruitment strategies focusing on the 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0					
24	Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff; governing board and policy groups	ERSEA Coordinator	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0					
25	Procurement, Inventory, and the Davis-Bacon Act	Staff can implement procedures based on procurement, inventory, and the Davis- Bacon	Consultant	Fiscal Staff	Fiscal Administrator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75					
26	OMB Uniform Guidance for Federal Awards	Staff can implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal Administrator	August 2022	\$2,500	3% EHS- CCP; 97% other funding	\$75					
27	Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program, and on the ways they are implemented	Internal	New Staff	Human Resources Manager	August 2022 - July 2023	\$0	3% EHS- CCP; 97% other funding	\$0					

	REQUIRED CCP TRAINING													
	T/TA Strategies			wно		WHEN		COST						
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	CCP 1					
28	Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/Internal	HS/EHS Staff	Head Start Director	August 2022 - July 2023	\$2,500	3% EHS- CCP; 97% other funding	\$75					
29	Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/Internal	EHS-CCP Staff	Head Start Director	August 2022	\$75,000	3% EHS- CCP; 97% other funding	\$2,250					
30	Early Head Start Infant and Toddler Conference	Staff receive knowledge and skills needed to provide high-quality, comprehensive services	Consultant/Internal	Early Head Start Staff	Head Start Director	July 2023	\$50,000	19% EHS- CCP; 81% other funding	\$9,500					
31	Program Governance Training	Governing bodies and policy groups understand the information received and effectively oversee and participate in the program	Consultant/Internal	Governing bodies, policy groups, and staff	Governance Coordinator	November 2022- June 2023	\$15,000	3% EHS- CCP; 97% other funding	\$450					
32	Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups, and staff	Fiscal Administrator	November 2022	\$0	3% EHS- CCP; 97% other funding	\$0					
33	Recipient Professional Development Day	Staff learn new trends and changes in early childhood development	Consultant /Internal	Recipient Staff	Head Start Director	January 1, 2023	\$15,000	3% EHS- CCP; 97% other funding	\$450					

		TRAVI	EL PLANS				
	Specific Area	Title	Persons	Total per person	Total	Allocation	Total CCP
1	Nutrition	Annual Florida Food and Nutrition Symposium	3	\$700.00	\$2,100	3% EHS-CCP; 97% other funding	\$63.00
2	Nutrition	Annual Food and Nutrition Conference	3	\$1,300.00	\$3,900	3% EHS-CCP; 97% other funding	\$117.00
3	All Areas & Parents	NHSA Fall Leadership Conference	5	\$579	\$2,895	3% EHS-CCP; 97% other funding	\$86.85
4	MH-Disabilities	DEC's Annual Conference on Children with Special Needs	9	\$500	\$4,500	3% EHS-CCP; 97% other funding	\$135.00
5	PFCE & Parents	NHSA Parent Conference	5	\$549	\$2,745	3% EHS-CCP; 97% other funding	\$82.35
6	All Areas & Parents	NHSA Winter Leadership Institute	5	\$579	\$2,895	3% EHS-CCP; 97% other funding	\$86.85
7	All Areas & Parents	RIVHSA Leadership Conference	5	\$300	\$1,500	3% EHS-CCP; 97% other funding	\$45.00
8	All Areas & Parents	NHSA Annual Conference & Expo	5	\$649	\$3,245	3% EHS-CCP; 97% other funding	\$97.35
9	All Areas & Parents	FHSA Annual Conference	5	\$450	\$2,250	3% EHS-CCP; 97% other funding	\$67.50
10	All Areas & Parents	One Goal Summer Conference	5	\$125	\$625	3% EHS-CCP; 97% other funding	\$18.75
11	Mental Health	National Training of Effective Practices	3	\$500	\$1,500	3% EHS-CCP; 97% other funding	\$45.00
12	ERSEA	H.G. Jones Associates: ERSEA Certification	2	\$500	\$1,000	3% EHS-CCP; 97% other funding	\$30.00
13	All Areas	FHSA Leadership Training	3	\$325	\$975	3% EHS-CCP; 97% other funding	\$29.25
14	All Areas	NAEYC Annual Conference	5	\$585	\$2,925	3% EHS-CCP; 97% other funding	\$87.75
15	All EHS Staff	NHSA Early Head Start Institute	10	\$1,296	\$12,956	19% EHS-CCP; 81% other funding	\$2,461.60
16	System Database	ChildPlus User Group Meeting	3	\$500	\$1,500	3% EHS-CCP; 97% other funding	\$45.00
17	All Areas & Parents	Zero to Three Annual Conference	10	\$1,326	\$13,256	19% EHS-CCP; 81% other funding	\$2,518.56
18	PFCE & Mental Health	National Association of Social Workers-Florida Annual Conference	3	\$500	\$1,500	3% EHS-CCP; 97% other funding	\$45.00



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 17, 2022

AGENDA ITEM NUMBER: 3A3r

AGENDA ITEM SUBJECT: 2022-2023 EARLY HEAD START

EXPANSION-CHILD CARE PARTNERSHIP TRAINING AND

TECHNICAL ASSISTANCE PLAN

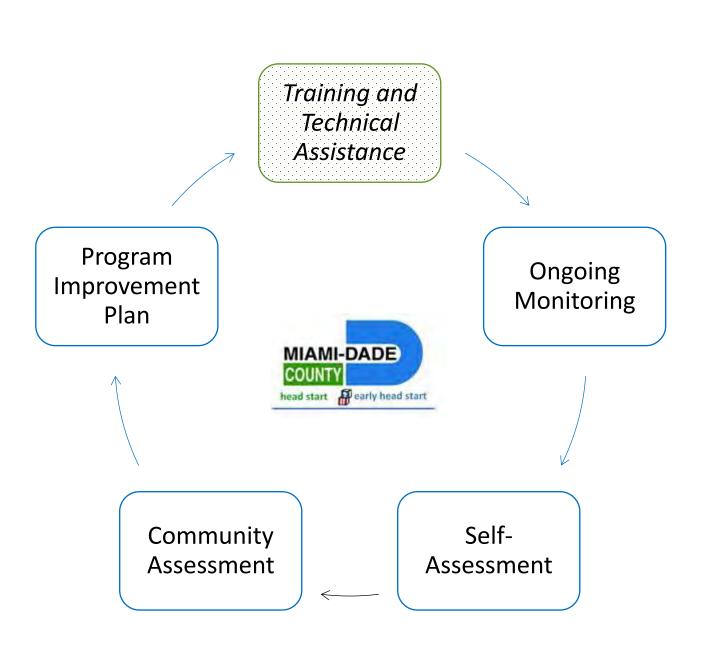
AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

The 2022-2023 Early Head Start Expansion-Child Care Partnership Training and Technical Assistance Plan details the Program's 2022-2023 budget, trainings, and technical assistance for staff and parents.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Policy Council Approval: //2022

CAA Approval: //2022

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

5-YEAR PROGRAM GOALS

- The program will promote meaningful interactions and early intervention strategies to foster school and tech-ready **children**
- The program will create intentional opportunities that empower at-risk **families** towards self-sufficiency through strategic interventions that break the cycle of poverty
- The program will empower **staff** to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes
- The program will become established as a force for positive change in the **community** and a leader for innovation in early childhood
- The program will maximize program **efficiency** by increasing technologically innovative practices that enhance productivity
- The program will build capacity for practitioners in implementing Montessori practices in their work with infant, toddlers, and preschoolers

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2022-2023 TRAINING PRIORITIES

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

TRAINING NEEDS ANALYSIS

Miami-Dade County (MDC) uses a systematic and comprehensive approach to identify training needs. Each year, program staff analyzes program data and mandates to guide the process of

identifying systemic and program-wide weaknesses and areas for potential growth. This process informs the training needs identification and begins the formulation of the annual Training and Technical Assistance Plan. Information is extracted from the following documents/sources in this process:

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

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING, & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

The Training/Technical Assistance (T/TA) Plan was developed based on the Head Start Program Performance Standards, Head Start Act, Office of Head Start (OHS) priorities, Program Goals, 2022 Community Assessment Update, 2021-2022 Self-Assessment, and Federal, State, and local mandates including licensing requirements, and other County, Department, and Program required (or requested) training for staff, parents, and volunteers.

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

Pre-Service Training Conference

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

Volunteer Orientation

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAINING

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

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

State of Florida Director's Credential

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

First Aid/CPR Training

All classroom staff is required to obtain and maintain a current Pediatric First Aid/CPR certification. The Recipient maintains an agreement with community partners to provide training.

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

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TRAINING BUDGET SUMMARY Training Budget Summary

T/TA Activity	Amount	Description
Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children	\$68,105	Includes: • Curriculum Trainings • CLASS Training • Mentor/Coaching
Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycle of poverty	\$3,710	Includes: • Pre-Service Workshops
Goal 3: Empower staff to become highly qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes	\$11,095	Includes: Pre-Service Workshops Health, nutrition, and safety Curriculum Training CLASS Training Mentor/Coaching
Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood	\$3382.05	Includes: • Infant & Toddler Conference
Goal 5: Maximize program efficiency by increasing technologically innovative practices that enhance productivity	\$1,400	Includes: • Blackboard • ChildPlus
Goal 6: The program will build capacity for practitioners in implementing Montessori practices in their work with infant, toddlers, and preschoolers	\$44,827	Includes: • Montessori Professional Development, Certification, and Coaching
Mandated Training- Not Listed Elsewhere	\$47,380	 Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$14,319	 Includes: National, Regional, and State level training Specialized Training
TOTAL BUDGET	Early Head Start Expansion-Child Care Partnership	
	\$194,218	

		Program Goal 1:	Promote meaningful i	interactions and early in	tervention strateg	ies to foster sc	hool and tech-re	eady children		
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT
1	Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience) and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2022-July 2023	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350	HSPS 45 CFR 1302.46(b)(iv); 1302.93(b)
2	Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom and Home Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2022-July 2023	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350	HSPS 45 CFR 1302.46(b)(iv); 1302.93(b)
3	Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training Institute for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2022-July 2023	\$6,000	7% EHS Expansion- CCP; 93% other funding	\$420	HSPS 45 CFR 1302.45(a)(1)

	Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children												
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL			
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT			
4	Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2022 – July 2023	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350	HSPS 45 CFR 1302.102(a)(1)- (2)			
5	Mindful Moment Daily Routine Breathing: SoBe Mindful Practices	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.45(a)			
6	CLASS; Reliability Renewals and Training	EDUCATION AND CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Managers	Education	August 2022 – July 2023	\$9,000	7% EHS Expansion- CCP; 93% other funding	\$630	HSPS 45 CFR 1302.32			
7	CLASS Primer Training	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$7,000	7% EHS Expansion- CCP; 93% other funding	\$490	HSPS 45 CFR 1302.32			
8	Creative Curriculum Training	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$63,000	45% EHS Expansion- CCP; 55% other funding	\$28,350	HSPS 45 CFR 1302.32			
9	Creative Curriculum Coaching to Fidelity	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2022 – July 2023	\$50,000	45% EHS Expansion- CCP; 55% other funding	\$22,500	HSPS 45 CFR 1302.32			

Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children												
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL		
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT		
10	Cor Advantage training on how to Administer, Engage Parents, and Implement Strategies	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Database	August 2022 – July 2023	\$50,000	7% EHS Expansion- CCP; 93% other funding	\$3,500	HSPS 45 CFR 1302.101		
11	Linking the IEP/IFSP To the Child Assessment System	EDUCATION AND CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2022 – July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)		
12	Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2022 – July 2023	\$10,000	45% EHS Expansion- CCP; 55% other funding	\$4,500	HSPS CFR 45 1302.46 (a)		
13	Partners for Healthy Babies Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2022- March 2023	\$7,535	55% EHS Expansion- CCP; 45% other funding	\$4,144	HSPS 45 CFR 1302.32		
14	SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2022- July 2023	\$36,000	19% EHS Expansion- CCP; 81% other funding	\$2,520	HSPS 45 CFR 1302.45(a)		

	T/TA Strategies	MANAGEMENT		WHO	1	WHEN		COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT
1	Parent Engagement for Children with Social, Emotional, and Behavioral Concerns	COMMUNITY & FAMILY ENGAGEMENT	Internal	Mental Health Services; Disabilities, Education, Social Services Staff	Mental Health	August 2022 and as needed	\$0	7% EHS Expansion- CCP; 93% other funding	\$0.00	HSPS 45 CFR 1302.45(b)(5)
2	Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2022 and as needed	\$10,000	7% EHS Expansion- CCP; 93% other funding	\$700.00	HSPS 45 CFR 1302.45(a)(1)
3	Mental Health Education to Strengthen Services in response to the Evolving Impact of the Pandemic on Staff and Families	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2022	\$7,000	7% EHS Expansion- CCP; 93% other funding	\$490.00	HSPS CFR 45 1302.46 (a)
4	Building on Family Strengths & Identifying Needs and Interests	COMMUNITY & FAMILY ENGAGEMENT	Internal	Social Services staff	Family Engagement Coordinator	June 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0.00	HSPS 45 CFR 1302.50
5	Nutrition Education	NUTRITION AND COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents and Staff	Nutrition Services	March 2023	\$1,000	7% EHS Expansion- CCP; 93% other funding	\$70.00	HSPS 45 CFR 1302.46(b)(ii) 1302.93(b)

	Program Goal	2: Create intentional oppo	rtunities that empow		ds self-sufficiency	through strate	gic interventi	ons that break th	e cycle of pov	rerty
	T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	WHO Target Audience	Responsible	WHEN	Estimated	COST Allocation	Expansion	RATIONAL DOCUMENT
6	Child Development and Curriculum Overview	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Manager Education	October 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.30
7	Implementing Family Engagement Strategies	FAMILY AND COMMUNITY ENGAGEMENT	Consultant	Social Services staff	Family Engagement Coordinator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50
8	Building on Family Strengths and Identifying Needs and Interests	Family and Community Engagement	Internal	Social Services Staff	Family Engage ment Coordina tor	August 2022 - December 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
9	Family Partnership Agreement Process	Family and Community Engagement	Internal	Social Services Staff	Family Engage ment Coordina tor	August 2022- February 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
10	Follow-up on Goals and Services	Family and Community Engagement	Internal	Social Services Staff	Family Engage ment Coordina tor	November 2022- February 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
11	Parent Involvement in the Transition Process	Family and Community Engagement	Internal	Social Services Staff	Family Engage ment Coordina tor	January 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70

	T/TA Strategies	MANAGEMENT		WHO	1	WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT
12	Back to School with Dad	Family and Community Engagement	Internal/Partner	Parents	Program Governance Coordinator	August 2022	\$20,000	7% EHS Expansion- CCP; 93% other funding	\$1,400	HSPS 45 CFR 1302.50(b)(1)
13	Family Menu Planning Develop with families nutritious and economic meal planning	Nutrition	Consultant	Nutrition Managers; Social Services Staff	Nutrition Servi ces Manager	August 2022- July 2023	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.46(b)(ii)
14	Financial Literacy Train parents in budgeting, opening a savings account, and other financial responsibilities	Family and Community Engagement	Internal/Partner	Parents	Family Engage ment Coordina tor	November 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	Head Start Act Sec 648(d)(1)(H)
15	Parent Pop Up	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2022-July 2023	\$10,000	7% EHS Expansion- CCP; 93% other funding	\$700	HSPS CFR 45 1302.46 (a)

Program Goal 3: Empower Staff to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes										tcomes
	T/TA Strategies	MANAGEMENT		WHO				COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline Estimated Allocation E		Expansion	DOCUMENT	
1	ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Consultant	Mental Health; Disabilities; Education Managers	Mental Health	September 2022 and January 2023	\$9,000	7% EHS Expansion- CCP; 93% other funding	\$630	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
2	ePyramid Coaching Certification and Related Materials including the Teaching Pyramid Observation Tools for HS and the Teaching Pyramid Observation Tool for Early Head Start	CHILD MENTAL HEALTH	Consultant	Mental Health; Disabilities; Education Managers	Mental Health	September 2022; June 2023	\$10,000	7% EHS Expansion- CCP; 93% other funding	\$700	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
3	The importance of Infant/Early Childhood Mental Health Consultants facilitating positive and collaborative relationships with program staff and families to ensure the provision of high quality consultation services.	CHILD MENTAL HEALTH	Consultant	Mental Health Consultants, Coordinators, Team Member; Disabilities; Disabilities; Education Social Services Managers,	Mental Health	September 2022; June 2023	\$7,000	7% EHS Expansion- CCP; 93% other funding	\$490	HSPS 45 CFR 1302.45(a)(2),1 302.91(8)(ii)
4	Early Childhood Incl usion Certification	EDUCATION AND CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Man ager	August 2022 - July 31, 2023	\$22,500	7% EHS Expansion- CCP; 93% other funding	\$1,575	HSPS 45 CFR 1302.60

	Program Goal 3: Empower Staff to become highly-qualified innovative leaders sensitive to the needs of the community with a focus on improving parent and child outcomes									
	T/TA Strategies	MANAGEMENT		WHO		WHEN		соѕт		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT
5	Learning Genie	FAMILY AND COMMUNITY ENGAGEMENT	Consultant	Parents	Family Engage ment Coordina tor	August 2022 - July 31, 2023	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350	HSPS 45 CFR 1302.50
6	Identifying Commu nity Resources	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engage ment Coordina tor	September 2022-May 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.52
7	Developing Effectiv e Communication Skills	FAMILY AND COMMUNITY ENGAGEMENT	Consultant	Social Services Staff	Family Engage ment Coordina tor	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50
8	Developing Social Work Skills	FAMILY AND COMMUNITY ENGAGEMENT	Contract	Social Services Staff	Family Engage ment Coordina tor	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50
9	Transitioning from Early Head Start to Head Start	FAMILY AND COMMUNITY ENGAGEMENT	Internal	Social Services Staff	Family Engage ment Coordina tor	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70(c); 1302.71(b)
10	Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2022-July 2023	\$100,000	7% EHS Expansion- CCP; 93% other funding	\$7,000	HSPS 45 CFR 1302.101

	Program Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood										
	T/TA Strategies	MANAGEMENT		WHO		WHEN		СОЅТ		RATIONAL	
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT	
1	Physical Environme nts Provide training on facilities maintained policies and procedures	FACILITIES AND LEARNING	Internal	EHS-CCP Staff	Facilities Mana ger	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)	
2	Equipment And Furnishings Provide training on equipment maintenance polici es and procedures	FACILITIES AND LEARNING	Internal	EHS-CCP Staff	Facilities Mana ger	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)	
3	Health Summit	TRAINING AND PROFESSIONAL DEVELOPMENT	Consultant/Intern al	HS/EHS Staff; Parents; Community	Health Coordinator	April 2023	\$30,000	7% EHS Expansion- CCP; 93% other funding	\$2,100	HSPS 45 CFR 1302.101	
4	Data Basics	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.102	
5	Data Essentials	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$4,720	7% EHS Expansion- CCP; 93% other funding	\$330	HSPS 45 CFR 1302.102	

		Program Goal 4: Becor	ne established as a for	ce for positive change in	n the community a	and a leader for	innovation in e	arly childhood	l	
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL
	EVENT/ACTIVITY	SYSTEM	T/TA Resource Target Audience		Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT
6	Fiscal Basics	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$500	7% EHS Expansion- CCP; 93% other funding	\$35	HSPS 45 CFR 1302.102
7	Fiscal Essentials	ONGOING MONITORING & CONTINOUS IMPROVEMENT	NHSA ONLINE	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$1,475	7% EHS Expansion- CCP; 93% other funding	\$103	HSPS 45 CFR 1302.102
8	Lean Six Sigma Yellow Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.102
9	Lean Six Sigma Orange Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.102
10	Lean Six Sigma Blue Belt	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Miami-Dade County	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.102
11	Certified Playground Inspector	ONGOING MONITORING & CONTINOUS IMPROVEMENT	National Recreation and Park Association	Quality Assurance	Technical & Training Supervisor	August 2022 - July 2023	\$9,120	7% EHS Expansion- CCP; 93% other funding	\$638	HSPS 45 CFR 1302.102

	Program Goal 4: Become established as a force for positive change in the community and a leader for innovation in early childhood										
	T/TA Strategies	MANAGEMENT		WHO		WHEN		СОЅТ		RATIONAL	
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT	
12	Health and Safety Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Staff	Technical & Training Supervisor	August 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.102	
13	Content Area Monitoring Process	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Internal	HS/EHS Staff	Technical & Training Supervisor	August 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.102	

	Program Goal 5: Maximize program Efficiency by increasing technologically innovative practices that enhance productivity										
	T/TA Strategies	MANAGEMENT	WHO			WHEN		COST		RATIONAL	
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT	
1	Learning Genie Inkind Module	EDUCATION AND CHILD DEVELOPMENT	Consultant	HS/EHS Staff	Education	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.50	
2	Instructional Design Certificate	PROFESSIONAL DEVELOPMENT	In-State University	Technical and Training Supervisor	Technical & Training Supervisor	August 2022 – July 2023	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350	HSPS 45 CFR 1302.102	
3	ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2022 - July 2023	\$15,000	7% EHS Expansion- CCP; 93% other funding	\$1,050	HSPS 45 CFR 1302.1 01(a)(4)	

	Program Goal 5: Maximize program Efficiency by increasing technologically innovative practices that enhance productivity											
	T/TA Strategies	MANAGEMENT		WHO		WHEN	соѕт		RATIONAL			
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT		
4	ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2022 – July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.1 01(a)(4)		

	Program Goal 6: Build Capacity for Practitioners in Implementing Montessori practices in their work with infants, toddlers, and preschoolers										
	T/TA Strategies	MANAGEMENT		WHO		WHEN		COST		RATIONAL	
	EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion	DOCUMENT	
1	Montessori Fidelity Checklist	EDUCATION AND CHILD DEVELOPMENT	Consultant	Teachers, Education Managers, Curriculum Specialists	Education	August 2022 - July 2023	\$10,000.00	8% EHS Expansion- CCP; 92% other funding	\$800	HSPS 45 CFR 1302.31	
2	Montessori Training and Certification	Training and Professional Development	Consultant	Early Head Start Montessori teachers	Education Manager	August 2022 - July 2023	\$44,027.00	100% EHS Expansion	\$44,027	HSPS 45 CFR 1302.31	

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			WHO		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource Target Audience		Responsible Manager	Timeline	Estimated	Allocation	Expansion
1	Ages and Stages Questionnaire (ASQ- 3) and ASQ:SE-2	Valid and reliable administration of research- based developmental standardized screening tool	Internal	HS/EHS Staff	Education; Mental Health	August 2022 and as needed	\$0.00	45% EHS Expansion CCP; 55% other funding	\$0.00
2	Immunization Requirements and Documentation	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start- Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
3	Child medical and oral health requirements	Children are up to date on a schedule as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program	Internal	Early Head Start- Child Care Partnership Staff	Health Coordinator	0	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
4	Emergency Procedures	Staff are knowledgeable in emergency preparedness and response planning for emergencies to keep children safe	Community Partner	Early Head Start- Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
5	Parent Health Literacy	Parents understand support services for their child's medical, oral, nutrition, and mental health	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			wнo		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion
6	Health and development consequences of tobacco product use and exposure to lead	Parents understand the implications of tobacco product use and exposure to lead	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
7	Emergency First Aid	Parents are knowledgeable in emergency first aid	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
8	Health and Safety practices at home	Parents learn how to implement health and safety practices at home	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
9	First Aid and Safety and CPR	Staff will be certified in First Aid/CPR	Consultant	Recipient and EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$10,000.00	7% EHS Expansion- CCP; 93% other funding	\$700.00
10	Oral Health Care	Parents are knowledgeable in oral health care for their child	Internal	Parents	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
11	Hygiene, Food Safety, And Sanitation	HEALTH & NUTRITION	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$4,000.00	7% EHS Expansion- CCP; 93% other funding	\$280.00

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			wнo		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion
12	Medication Administration and Storage	Health Safety Practices	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$2,500.00	7% EHS Expansion- CCP; 93% other funding	\$175.00
13	Child Abuse Training	Health Service Safety Practices	Consultant	Recipient and EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
14	Universal/Standards Precautions	Health Service Safety Practices	Consultant	EHS Expansion- CCP Staff	Health Coordinator	August 2022 - July 2023	\$2,500.00	7% EHS Expansion- CCP; 93% other funding	\$175.00
15	Prevention and Control of Infectious Diseases	Health Service Safety Practices	Consultant	Early Head Start- Child Care Partnership Staff	Health Coordinator	August 2022 - July 2023	\$2,500.00	7% EHS Expansion- CCP; 93% other funding	\$175.00
16	Active Supervision	Health Service Safety Practices	Consultant	Instructional Staff; Directors	Education Manager	August 2022 - July 2023	\$0.00	7% EHS Expansion- CCP; 93% other funding	\$0.00
17	Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2022 - July 2023	\$2,500.00	45% EHS Expansion- CCP; 55% other funding	\$1,125.00

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			WHO		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion
19	Interviewing and Probing Techniques training	ERSEA to conduct effective in- person or over the telephone interviews	Consultant	Social Services Staff	ERSEA Coordinator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
20	Documenting eligibility and attendance follow-up training	ERSEA to accurately verify information and eligibility criteria for families	Consultant	Social Services Staff	ERSEA Coordinator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
21	Reading fiscal statements and making informed decisions	Policy Council and governing board understand the information received to make informed decisions	Internal	Policy Council and governing board members	Fiscal Administrator	November 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0
22	Internal monitoring systems, cycles, and procedures	A system implemented to ensure effective on-going oversight and correction	Consultant	EHS-CCP Staff	Quality Assurance Administ rator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
23	College Coursework for EHS Staff: Infant/Toddler Specialization	Teachers will receive CDA coursework	Local College	EHS Caregivers	Human Resources Manager	August 2022 - July 2023	\$30,000	45% EHS Expansion- CCP; 55% other funding	\$13,500
24	Recruitment strategies focusing on the 10% disability enrollment mandate	10% enrollment includes children with disabilities	Consultant	Social Services Staff	ERSEA Coordinator	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			wнo		WHEN		COST	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion
25	Determining eligibility and attendance	Staff, governing body and policy groups understand eligibility and attendance requirements	Internal	Social Services Staff; governing board and policy groups	ERSEA Coordinator	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0
26	Procurement, Inventory, and the Davis-Bacon Act	Staff can implement procedures based on procurement, inventory, and the Davis-Bacon	Consultant	Fiscal Staff	Fiscal Administrator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
27	OMB Uniform Guidance for Federal Awards	Staff can implement procedures based on the OMB Uniform Guidance for Federal Awards	Consultant	Fiscal Staff	Fiscal Administrator	August 2022	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
28	Staff Orientation	Staff is knowledgeable of the goals and underlying philosophy of the program, and on the ways they are implemented	Internal	New Staff	Human Resources Manager	August 2022 - July 2023	\$0	7% EHS Expansion- CCP; 93% other funding	\$0
29	Aggregating and Analyzing Program Data	Staff will understand how to use data to identify program strengths and needs	Consultant/Internal	HS/EHS Staff	Head Start Director	August 2022 - July 2023	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175
30	Pre-Service Training Conference	Staff receive knowledge and skills needed to provide high- quality, comprehensive services	Consultant/Internal	EHS-CCP Staff	Head Start Director	August 2022	\$75,000	7% EHS Expansion- CCP; 93% other funding	\$5,250

			REQUIRE	D EHS EXPANSION-CO	CP TRAINING				
	T/TA Strategies			WHO		WHEN		соѕт	
	EVENT/ACTIVITY	Expected Outcome	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	Expansion
31	Early Head Start Infant and Toddler Conference	Staff receive knowledge and skills needed to provide high- quality, comprehensive services	Consultant/Internal	Early Head Start Staff	Head Start Director	July 2023	\$50,000	45% EHS Expansion- CCP; 55% other funding	\$22,500
32	Program Governance Training	Governing bodies and policy groups understand the information received and effectively oversee and participate in the program	Consultant/Internal	Governing bodies, policy groups, and staff	Governance Coordi nator	November 2022- June 2023	\$20,000	7% EHS Expansion- CCP; 93% other funding	\$1,400
33	Budget Decisions and Fiscal Planning	Governing bodies and policy groups understand how to make budget decisions and fiscal planning	Internal	Governing bodies, policy groups, and staff	Fiscal Administrator	November 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0
34	Recipient Professional Development Day	Staff learn new trends and changes in early childhood development	Consultant /Internal	Recipient Staff	Head Start Director	January 2023	\$15,000	7% EHS Expansion- CCP; 93% other funding	\$1,050

				TRAVEL PL	ANS		
SI	pecific Area	Title	Persons	Total per person	Total	Allocation	Total Expansion
1	Nutrition	Annual Florida Food and Nutrition Symposium	3	\$700.00	\$2,100	7% EHS Expansion-CCP; 93% other funding	\$147
2	Nutrition	Annual Food and Nutrition Conference	3	\$1,300.00	\$3,900	7% EHS Expansion-CCP; 93% other funding	\$273
3	All Areas & Parents	NHSA Fall Leadership Conference	5	\$579	\$2,895	7% EHS Expansion-CCP; 93% other funding	\$202.65
4	MH- Disabilities	DEC's Annual Conference on Children with Special Needs	9	\$500	\$4,500	7% EHS Expansion-CCP; 93% other funding	\$315
5	PFCE & Parents	NHSA Parent Conference	5	\$549	\$2,745	7% EHS Expansion-CCP; 93% other funding	\$192.15
6	All Areas & Parents	NHSA Winter Leadership Institute	5	\$579	\$2,895	7% EHS Expansion-CCP; 93% other funding	\$202.65
7	All Areas & Parents	RIVHSA Leadership Conference	5	\$300	\$1,500	7% EHS Expansion-CCP; 93% other funding	\$105
8	All Areas & Parents	NHSA Annual Conference & Expo	5	\$649	\$3,245	7% EHS Expansion-CCP; 93% other funding	\$227.15
9	All Areas & Parents	FHSA Annual Conference	5	\$450	\$2,250	7% EHS Expansion-CCP; 93% other funding	\$157.50
10	All Areas & Parents	One Goal Summer Conference	5	\$125	\$625	7% EHS Expansion-CCP; 93% other funding	\$43.75
11	Mental Health	National Training of Effective Practices	3	\$500	\$1,500	7% EHS Expansion-CCP; 93% other funding	\$105
12	ERSEA	H.G. Jones Associates: ERSEA Certification	2	\$500	\$1,000	7% EHS Expansion-CCP; 93% other funding	\$70
13	All Areas	FHSA Leadership Training	3	\$325	\$975	7% EHS Expansion-CCP; 93% other funding	\$68.25
14	All Areas	NAEYC Annual Conference	5	\$585	\$2,925	7% EHS Expansion-CCP; 93% other funding	\$204.75
15	All EHS Staff	NHSA Early Head Start Institute	10	\$1,296	\$12,956	45% EHS Expansion-CCP; 55% other funding	\$5,830.11
16	System Database	ChildPlus User Group Meeting	3	\$500	\$1,500	7% EHS Expansion-CCP; 93% other funding	\$105
17	All Areas & Parents	Zero to Three Annual Conference	10	\$1,326	\$13,256	45% EHS Expansion-CCP; 55% other funding	\$5,965.02
18	PFCE & Mental Health	National Association of Social Workers-Florida Annual Conference	3	\$500	\$1,500	7% EHS Expansion-CCP; 93% other funding	\$105.00



DATE: N/A

AGENDA ITEM NUMBER: 3A3s

AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START GRANT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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:

<u>The Head Start Base Grant Program Operations is \$58,700,726, and it</u> <u>includes Training and Technical Assistance of \$644,483 to serve 6310</u> 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.

FUNDING SOURCE: FEDERAL

Grant Application Summary Report PY2022-23

BUDGET PERIOD: AUGUST 1ST, 2022 THROUGH JULY 31, 2023

					GRANT	NO	: 04CH01209	96		
ltem	Description		Head	Start	Earl	у Не	ad Start			
		Slots		Base	Slots		Base	Grai		Total
1	Personnel (79 FTE's)		\$	5,290,717		\$	332,253		\$	5,622,970
2	Fringe Benefits		\$	2,407,587		\$	150,617		\$	2,558,204
3	Travel		\$	-		\$	-		\$	-
4	Equipment		\$	-		\$	-		\$	-
5	Supplies		\$	76,640		\$	6,541		\$	83,181
6	Training Technical Assistance		\$	644,483		\$	153,376		\$	797,859
7	Contractual		\$	673,468		\$	37,083		\$	710,551
8	Construction		\$	-		\$	-		\$	-
9	Other		\$	952,398		\$	16,007		\$	968,405
	Total Direct Charges		\$	10,045,293		\$	695,877		\$	10,741,170
10	Indirect Charges		\$	-		\$	-		\$	-
			\$	10,045,293		\$	695,877		\$	10,741,170

Gran	ts to Outside Agencies-Sub-Recipients	Slots	Base	Slots	Base	G	rant	t Total
001	Le Jardin Community Center, Inc.	480	\$ 3,758,091		\$ -	480	\$	3,758,091
002	Catholic Charities of the Archdiocese of Miami, Inc.	1275	\$ 9,982,426		\$ -	1,275	\$	9,982,426
003	St Alban's Child Enrichment Center.	170	\$ 1,330,990		\$ -	170	\$	1,330,990
004	The Family Christian Association of America Inc.	432	\$ 3,382,284	24	\$ 354,072	456	\$	3,736,356
005	KIDCO Child Care, Inc.	250	\$ 1,957,338	32	\$ 472,095	282	\$	2,429,433
006	Alllapattah Community Action Inc.	77	\$ 602,860		\$ -	77	\$	602,860
007	Friends of Lubavitch of Florida Inc.	80	\$ 626,348	16	\$ 236,048	96	\$	862,396
008	O'Farrill Learning Center	242	\$ 1,822,325	8	\$ 114,404	250	\$	1,936,729
009	Centro Mater Child Care Services Inc.	526	\$ 4,118,240	70	\$ 992,106	596	\$	5,110,346
010	Paradise Christian School & Development Center Inc.	180	\$ 1,409,283		\$ -	180	\$	1,409,283
011	Sunflowers Academy Inc.	40	\$ 313,175		\$ -	40	\$	313,175
012	Haitian Youth and Community Center of Florida, Inc. & I	175	\$ 1,333,936	32	\$ 472,096	207	\$	1,806,032
013	United Way of Miami Dade	30	\$ 234,888	32	\$ 461,944	62	\$	696,832
014	Our Child Care Inc.	118	\$ 923,863		\$ -	118	\$	923,863
015	Easter Seals of South Florida Inc.	480	\$ 3,540,957	8	\$ 113,679	488	\$	3,654,636
016	Miami-Dade County Public Schools	1535	\$ 11,659,303	192	\$ 2,825,992	1,727	\$	14,485,295
017	YWCA of Greater Miami-Dade Inc.	220	\$ 1,659,126	32	\$ 468,879	252	\$	2,128,005
			\$ 48,655,433		\$ 6,511,315		\$	55,166,748
	Grant Total	6310	\$ 58,700,726	446	\$ 7,207,192	6,756	\$	65,907,918
	Grant Total Federal Shar			-	\$ 65,907,918	Total:		65,907,918
	Required Non Federal Share				\$ 16,476,980		\$	16,476,980
	Total Budget Federal Share and Non-Federal Shar	е			\$ 82,384,898		\$	82,384,898

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



DATE: N/A

AGENDA ITEM NUMBER: 3A3t

AGENDA ITEM SUBJECT: EARLY HEAD START-CHILD CARE

PARTNERSHIP GRANT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY: APPROVAL

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.

FUNDING SOURCE: FEDERAL

	Grant Application Summary Re GRANT NO: 04HP000219 PY2022-23	eport		
	BUDGET PERIOD: AUGUST 1ST, 2022 THROUGH JULY	31, 2023		
item	Description	EHS - Ch	ild Care	Partnership Program
				BASE
1	Personnel (14FTE's)		\$	696,120
2	Fringe Benefits		\$	351,43
3	Travel		\$	
4	Equipment		\$	
5	Supplies		\$	10,00
6	Training Technical Assistance		\$	75,62
7	Contractual		\$	44,48
8	Construction		\$	
9	Other		\$	80,873
	Total Direct Charges		\$	1,258,54
10	Indirect Charges		\$	
	Total Direct & Indirect Charges		\$	1,258,54
Gran	ts to Outside Agencies	SLOTS		BASE
CHIL	D CARE DELEGATE			
003	St Alban's Child Enrichment Center.	48	\$	451,78
CHIL	D CARE PROVIDERS	0		
201	Crystal Learning Center, Inc.	32	\$	301,19
°02	Decroly Learning Child Care Center, Inc.	48	\$	451,78
	Universal Academy	24		225,89
	Memorial Temple Missionary Baptist Church, Inc.	16		150,59
206	Community Outreach Center	16		150,59
	Rising Star Academy	16		150,59
809	Cambridge Academy	24	\$	225,89
P09	Shining Light Childcare Development Center, Inc.		\$	150,59
		240	s	2,258,94
-	Grant Total Federal Share		s	3,517,49
	Required Non Federal Share		\$	879,37
	Total Budget Federal Share and Non-Federal Share		\$	4,396,87

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



DATE: N/A

AGENDA ITEM NUMBER: 3A3u

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

AGENDA ITEM TYPE: APPROVAL

BACKGROUND/SUMMARY:

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.

FUNDING SOURCE: FEDERAL

Grant Application Summary Report GRANT NO: 04HP000158 PY2022-23

Item #	Description		Formation	No. I. Martin Press			
	- and design of the second s	Espansion Carly Head Start - CCP DASE					
ĩ	Personnel (9 FTE's)		5	594,012.00			
2	Fringe Benefits	-	\$	249,578.00			
3	Travel		5	249,578.00			
4	Equipment	-	5				
5	Supplies	-	5	25 600 00			
6	Training Technical Assistance	-	5	25,600.00			
7	Contractual		5	194,218.00			
8	Construction		S	135,051.00			
9	Other	-	5	24 510 00			
-	Total Direct Charges		5	36,610.00			
10	Indirect Charges	-	5	1,235,069.00			
	Total Direct & Indirect Charges		S	1,235,069.00			
			*	1,233,009,00			
Gran	ts to Outside Agencies	stors	-	BASE			
002	Catholic Charities of the Archdiocese of Miami, Inc.	120	5				
004	The Family Christian Association of America Inc.	32	5	1,669,336			
005	KIDCO Child Care, Inc.	32	\$	445,156			
007	Friends of Lubavitch of Florida Inc.	16	3	445,156			
009	Centro Mater Child Care Services Inc.	72	1.00	222,578			
010	Paradise Christian School & Development Center Inc.	32	\$	1,001,602			
011	Sunflowers Academy Inc.	and the second se	5	445,156			
04.4	Suniowers Academy Inc.	24	\$	333,867			
012	Haitian Youth and Community Center of Florida, Inc. & Lillie M Williams	80	5	1,112,892			
017	YWCA of Greater Miami-Dade Inc.	40	S	556,446			
CHIL	D CARE PROVIDERS			2014112			
209	Decroly Learning Child Care Center, Inc.	24	\$	219,749			
809	Cambridge Academy	24	\$	219,749			
P10	Early Learning Center	32	\$	292,998			
211	Bricks Early Learning Center	24	\$	219,749			
		552	\$	7,184,433			
_	Grant Total Federal Share		\$	0.440 800			
-				8,419,502			
	Required Non Federal Share		\$	2,104,876			
	Total Budget Federal Share and Non-Federal Share		\$	10,524,378			

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



DATE: APRIL 16, 2021

AGENDA ITEM NUMBER: 3A4a

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

AGENDA ITEM TYPE: APPROVAL

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

BACKGROUND/SUMMARY:

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

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

Expected out Short-Term & or/l)			Indio	cators			Documentation/Frequency of Meas			easurements
Children will dem appropriate soci developr	al emotional			DECA Post Assessment						
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience) and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv ; 1302.93(b)
Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2021 Pre-Service Conference; Train the Trainer Cert. Series 10- 2021 through 12-	\$6,000	84% HS; 6% EHS; 10% other funding	\$5,040	\$360	HSPS 45 CFR 1302.45(a)(1

Program	m Goal 1: Promote	e meaningful intera	actions and early	/ interventio	n strategies	to foster sc	hool and tech	-ready <mark>ch</mark>	ildren.	
Expected out (Short-Term & or/			Indie	cators			Documentat	Documentation/Frequency of Me		
Children will den appropriate soc develop	ial emotional		-	A Post Assess s Promotion S						
T/TA Strategies	MANAGEMENT		WHO	December 211	WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline 2022	Estimated	Allocation	HS	EHS	DOCUMENT
Mindful Moments	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021- July 2022	\$0	36% EHS - CCP; 64% other funding	\$0	\$0	HSPS 45 CFR 1302.45(a)
SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2021- July 2022	\$36,000	36% EHS - CCP; 64% other funding	\$0	\$12,960	HSPS 45 CFR 1302.45(a)

Program	n Goal 1: Promote	meaningful inter	actions and early	interventio	n strategies	to foster sc	hool and tech-	-ready <mark>ch</mark>	ildren.		
Expected out (Short-Term & or/			India	cators			Documentation/Frequency of Measure			easurements	
Children will dem appropriate soc developi	ial emotional		-	A Post Assess s Promotion S				DECA Post Assessment			
T/TA Strategies	MANAGEMENT	WHO			WHEN		COST			RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Increasing Parent Engagement For Children With Social, Emotional Or Behavioral Concerns	COMMUNITY & FAMILY ENGAGEMENT	Internal	Mental Health Services; Disabilities; Education; Social Services Staff	Mental Health	August 2021 and as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.45(b(5)	

Program	Program Goal 1: Promote meaningful interactions and early intervention strategies to foster school and tech-ready children.											
Expected out (Short-Term & or/		Indicators	Documentation/Frequency of Measurement									
Head Start classroon SEEDS of Early Lear CLASS se	ning to Improve	Implementation of SEEDS to improv	Implementation of SEEDS to improve CLASS scores CLA		CLASS Scores							
T/TA Strategies	MANAGEMENT	who	WHEN		COST RATIONAL							

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

Expected ou (Short-Term & or/			Indie	Documentat	ion/Frequ	ency of M	easurements			
Head Start classroor SEEDS of Early Lea CLASS s	rning to Improve	Implementation of SEEDS to improve CLASS scores					CLASS Scores			
T/TA Stratagias	MANAGEMENT		wнo		WHEN		COST	RATIONAL		
T/TA Strategies EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline E	Estimated	Allocation	HS	EHS	DOCUMENT
CLASS Infant/Toddler Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinato r	August 2021- On- going	\$10,500	36% EHS; 64% other funding	\$0	\$3,780	HSPS 45 CF 1302.33(b)((2); 1302.31(b)((iii)
Utilizing Class Observation Data to Plan/Instructional Support Strategies	DATA & EVALUATION	Internal	Instructional Staff; Directors	Education Coordinato r	Aug. 2021 and on- going	\$5,000	84% HS; 6% EHS; 10% other funding	\$5000	\$0	HSPS 45 CF 1302.33(b)((2); 1302.31(b)((iii)

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

Children will me developmental grov		• 80% of F	-	n will meet or th expectatio ible Gardens		opmental		Galileo/ 3 times a Year Waterford		
T/TA Strategies	MANAGEMENT	wнo			WHEN		COST		RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Physical Health and Development Activities for Preschoolers	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Directors	Education	August 2021 & March 2022	\$0	Head Start	\$0	\$0	HSPS 45 CFR 1302.32
Creative Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	36% EHS; 64% other funding	\$0	\$21,000	HSPS 45 CFR 1302.32
Creative Curriculum Coaching to Fidelity	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$40,000	36% EHS; 64% other funding	\$0	\$14,400	HSPS 45 CFR 1302.32
Partners for Healthy Babies Curriculum	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2021 & March 2022	\$10,000	50% EHS; 50% other funding	\$0	\$5,000	HSPS 45 CFR 1302.32

Progra	m Goal 1: Promote	meaningful intera	actions and early	interventio	n strategies	to foster sc	hool and tech	-ready <mark>ch</mark>	ildren.		
Expected ou (Short-Term & or,			Indio	ators			Documentat	Documentation/Frequency of Measurements			
Children will m developmental gro		 80% of HS and EHS children will meet or exceed developmental growth expectations Edible Gardens 					Galileo/ 3 times a Year Waterford		ear		
T/TA Stratagias	MANAGEMENT		who		WHEN		COST			RATIONAL	
T/TA Strategies EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMEN	
HighScope Training	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$75,000	Head Start	\$75,000	\$0	HSPS 45 CF 1302.92	
Galileo Training	EDUCATION & CHILD DEVELOPMENT	Internal	HS/EHS Staff	Education	Aug 2021-As Needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CF 1301.101	
Pop Into Learning Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$6,249	84% HS; 6% EHS; 10% other funding	\$6,249	\$0	HSPS CFR 4 1302.46 (a	

Program	n Goal 1: Promote	e meaningful intera	actions and early	, interventio	n strategies 1	o foster sc	hool and tech	-ready <mark>ch</mark>	ildren.			
Expected out (Short-Term & or/			Indio	cators			Documentat	Documentation/Frequency of Measurements				
Children will me developmental grov		• 80% of H	•	n will meet or th expectatio ible Gardens		ed developmental Galileo/ 3 times a Year Waterford			ear			
T/TA Stratagies	MANAGEMENT		wнo		WHEN		COST			RATIONAL		
T/TA Strategies EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT		
Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS CFR 45 1302.46 (a)		
Linking The IEP/IFSP To The Child Assessment System	EDUCATION & CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021-July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60		
Waterford	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$20,500	100% HS	\$20,500	\$0	HSPS 45 CFR 1301.101		

Expected out (Short-Term & or/			India	cators			Documentation/Frequency of Measure			easurements
Children will me developmental grov		 80% of HS and EHS children will meet or exceed developmental growth expectations Edible Gardens 					Galileo/ 3 times a Year Waterford			'ear
T/TA Strategies	MANAGEMENT	WHO		WHEN		COST			RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMEN
Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFI 1302.102(a))-(2)

Program Goal 2: Cro	Program Goal 2: Create intentional opportunities that empower at-risk families towards self-sufficiency through strategic interventions that break the cycles of poverty.											
Expected outcome Indicators Documentation/Frequency of Measurem (Short-Term & or/Long-Term)												
Families will make strides towards breaking the cycles of poverty		 75% of families will show an increa Outcome Meas Reduce the Unemployme Provide male engagement Parent Literad 	ure nt Rate by 5% opportunities	-	Family Assessment Questionnaire							
T/TA Strategies	MANAGEMENT	WHO	WHEN		COST	RATIONAL						

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

Program Goal 2: Cre	ate intentional op	portunities that ei	-	amilies towa of poverty.	ards self-suffi	iciency thro	ough strategic	interven	tions that	break the	
Expected ou (Short-Term & or/			Indi	cators			Documentat	Documentation/Frequency of Measurements			
Families will make breaking the cyc		• 759	 Reduce the Provide male	utcome Meas Unemployme	ure nt Rate by 5% opportunities	-	Family Assessment Questionnaire				
T/TA Strategies	MANAGEMENT	WHO WHEN			COST			RATIONAL			
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagemen t Coordinato r	June 2022- August 2022	\$0	3% EHS -CCP; 97% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Family Partnership Agreement Process	Family services staff will develop skills to assist families in creating family partnership agreements	Internal	Social Services staff	Family Engagemen t Coordinato r	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Follow Up on Goals and Services Provided	Family services staff will develop skills to complete follow up on goals and services	Internal	Social Services staff	Family Engagemen t Coordinato r	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	

Program Goal 2: Cre	ate intentional op	portunities that en	•	amilies towa of poverty.	ards self-suffi	iciency thro	ough strategic	intervent	tions that	break the	
Expected out (Short-Term & or/			Indi	cators			Documentat	Documentation/Frequency of Measurements			
Families will make breaking the cyc	Provide male engagement opportunities Parent Literacy WHO WHEN COST				ment Ques	tionnaire					
T/TA Strategies	MANAGEMENT								RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Parent Involvement in the Transition Process	Family services staff will develop skills to assist parents in the transition process	Community Partner	Social Services staff	Family Engagemen t Coordinato r	August 2021 Pre-Service Conference	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Back to School with Dad	Family Engagement	Contract	Fathers, and Families	Family and Community Engagemen t	August 2021	\$20,000	84% HS; 6% EHS; 10% other funding	\$16,800	\$1,200	HSPS 45 CFR 1302.50	
Menu planning for families	NUTRITION	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.46(b)(ii)	

Program Goal 2: Cr	eate intentional op	portunities that er	•	amilies towa of poverty.	ards self-suffi	iciency thro	ough strategic	interven	tions that	break the
Expected or (Short-Term & or			Indi	cators			Documentat	ion/Frequ	uency of M	easurements
Families will mak breaking the cy		• 759	 Reduce the Provide male	utcome Meas Unemployme	ure nt Rate by 5% opportunities	-	Fam	ily Assess	ment Ques	tionnaire
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	WHO WHEN T/TA Resource Target Audience				COST Allocation	HS	EHS	RATIONAL DOCUMENT
Financial Literacy	COMMUNITY & FAMILY ENGAGEMENT	Internal/ Partner	HS/EHS Parents	e Manager Family & Community Engagemen t	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec 648(d)(1)(H)
Nutrition Education	COMMUNITY & FAMILY ENGAGEMENT	Internal	Parents	Nutrition Services	March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(ii)

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

Expected out (Short-Term & or/			India	cators			Documentat	tion/Frequ	iency of M	easurements
Highly-Quali	ified Staff	and/or • 90% of St • 95% of • 10	0% of staff will rec center directors w do	om per center e in at least or ants and EHS mum of a CD eive the inclu	in the Pyrami ne staff wellne teachers will a A sion certificati eadership prof	d Model ss activity attain a on	Certifica	tions, cred	lentials, Att	endance
T/TA Strategies	MANAGEMENT		who		WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Distant Learning- Consultant-Internal	Mental Health; Disabilities; Education Managers	Mental Health	September 2021 January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60
Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021-July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60
Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2021-July 2022	\$100,000	86% HS; 6% EHS; 8% other funding	\$86,000	\$6,000	HSPS 45 CFR 1301.101

Expected or (Short-Term & or			Indi	cators			Documentat	ion/Frequ	ency of M	easurements
Highly-Qua	lified Staff	and/or 90% of 9 95% of 95% of	LO% of staff will rec f center directors w d	om per center e in at least or ants and EHS mum of a CD eive the inclu	in the Pyrami ne staff wellne teachers will a A sion certificati eadership prof	d Model ss activity attain a on	Commentation/Frequency of I Certifications, credentials, A COST Allocation HS EHS 84% HS; 6% \$4,200 \$300 EHS; 10% \$4,200 \$300 other funding I I	entials, At	ttendance	
T/TA Strategies	MANAGEMENT	WHO		I	WHEN		COST			RATIONA
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMEN
Learning Genie	EDUCATION & FAMILY ENGAGEMENT	Contract	Parents, Teachers, Staff	Education Coordinato r	August 2021-On- going	\$5,000	EHS; 10%	\$4,200	\$300	HSPS 45 C 1301.102
dentifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagemen t Coordinato r	March 2022- May 2022	\$0	84% HS; 6% EHS; 10% \$0 \$0 other funding		HSPS 45 C 1302.50	

Expected ou (Short-Term & or/			Indio	cators			Documentat	tion/Frequ	iency of M	easurements
Highly-Qua	lified Staff	and/or 90% of S 95% o 10	0% of staff will rec center directors w d	om per center e in at least or ants and EHS mum of a CD eive the inclu	in the Pyramin ne staff wellne teachers will a A sion certificatio eadership prof	d Model ss activity attain a on	Certifica	EHS; 10% \$2,100 \$150		
T/TA Strategies	MANAGEMENT	wнo			WHEN		соѕт	•		RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2021 Pre-Service Conference	\$2,500	,	\$2,100	\$150	HSPS 45 CFI 1302.50
Developing Social Work Skills	Family services staff will develop social work skills	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	EHS; 10% \$2,100 \$150		HSPS 45 CF 1302.50

Program Goal 3: Emp	ower <mark>Staff</mark> to becc	ome highly-qualifie		ders sensitiv Id outcomes		ds of the co	ommunity witl	h a focus	on impro	ving parent	
Expected ou (Short-Term & or/			Indi	cators			Documentat	ion/Frequ	iency of M	Measurements	
Highly-Qual	ified Staff	and/or • 90% of S • 95% o • 10	0% of staff will rec center directors w d	om per center e in at least or ants and EHS imum of a CD eive the inclu	in the Pyrami ne staff wellne teachers will a A sion certificati eadership prof	d Model ss activity attain a on	Certifica	Certifications, credentials, Atternations COST Allocation HS EHS 84% HS; 6% EHS; 10% \$2,100 \$150			
T/TA Strategies	MANAGEMENT	wнo			WHEN		COST			RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Strategies for Effective Parent Engagement	Family services staff will develop effective parent engagement	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagemen t Coordinato r	August 2021 Pre-Service Conference	\$2,500	,	\$2,100	\$150	HSPS 45 CFR 1302.50	
Transitioning from Early Head Start to Head Start	Family services staff will learn about strategies involving transitions from EHS to HS	Internal	Social Services staff	Family Engagemen t Coordinato r	May 2022, June 2022, August 2021, and March 2022	\$0	84% HS; 6% EHS; 10% \$0 \$0 other funding		HSPS 45 CFR 1302.50		

Program G	oal 4: Become esta	ablished as a force	for positive cha	nge in the <mark>co</mark>	ommunity an	d a leader f	for innovation	in early	childhood	•	
Expected out (Short-Term & or/			Indie	cators			Documentation/Frequency of Measurements				
Increase Head Star Commu	-	• • Parti	rease community Improve Qualit • Create c ner with Miami-Da Partner with Miam	Conference y Assurance C ommunity pa Ide Parks to p Swim lesson	at the Infant & Compliance Rat rtnerships rovide Water S s ies to promote	es afety and	Soc		communit [.] ty partners		
T/TA Strategies	MANAGEMENT		WHO	WHEN			COST	1		RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Physical Environments	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(1)	
Equipment And Furnishings	FACILITIES & LEARNING	Internal	August 2021					\$0	\$0	HSPS 45 CFR 1302.47(b)(2)	

Progra	am Goal 5: Maximi	ize program <mark>Efficie</mark>	<mark>ncy</mark> by increasing	g technologi	cally innovat	ive practice	es that enhand	e produc	tivity	
Expected out (Short-Term & or/			Indio	ators			Documentat	ion/Frequ	iency of M	easurements
Program Efficiency	and Productivity	 70% of parents will register on the web-based platform to promote communication 100% of centers will implement sign in/out for child attendance using technology 50% of Professional development activities and meetings will be offered virtually 					tion HS EHS D 5; 6% 0% \$12,600 \$900 HS		orts	
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST	RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021-As Needed	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.101
ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	HSPS 45 CFR 1302.101(a)(4)		

Prog	ram Goal 5: Maximi	ize program <mark>Efficie</mark>	<mark>ncy</mark> by increasin	g technologi	cally innovat	ive practice	es that enhand	ce produc	tivity	
Expected or (Short-Term & or			Indi	cators			Documentat	tion/Frequ	iency of M	easurements
Program Efficienc	y and Productivity	 70% of parents will register on the web-based platform to promote communication 100% of centers will implement sign in/out for child attendance using technology 50% of Professional development activities and meetings will be offered virtually 				Learning	ance Sheet Genie Rep Ylus Report	orts		
T/TA Strategies	T/TA Strategies MANAGEMENT		WHO				COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Blackboard	PROFESSIONAL DEVELOPMENT	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$50,000	84% HS; 6% EHS; 10% other funding	\$42,000	\$3,000	HSPS 45 CFI 1302.92
Excel Beginner	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% \$1,260 \$90 other funding			HSPS 45 CFI 1302.92

Progr	am Goal 5: Maximi	ize program <mark>Efficie</mark>	<mark>ncy</mark> by increasin	g technologi	cally innovat	tive practice	es that enhand	ce produc	tivity	
Expected ou (Short-Term & or,			Indi	cators			Documentat	tion/Frequ	iency of M	easurements
Program Efficiency	v and Productivity	 70% of parents will register on the web-based platform to promote communication 100% of centers will implement sign in/out for child attendance using technology 50% of Professional development activities and meetings will be offered virtually 					Learning	ance Sheet Genie Rep Plus Report	orts	
T/TA Strategies	MANAGEMENT	who			WHEN		COST			RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation			DOCUMENT
Excel Intermediate	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92
PowerPoint Beginner	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% \$1,260 \$90 other funding			HSPS 45 CFR 1302.92

Expected ou /Short-Term & or			Indi	cators			Documentation/Frequency of Measurements				
Program Efficiency	and Productivity	• 100% of	centers will imple usin Professional develo	e communica ment sign in/c ng technology	tion out for child at ies and meetir	ttendance		Learning	ance Sheet Genie Repo Plus Reports	orts	
T/TA Strategies	MANAGEMENT	WHO			WHEN	COST			RATIONA		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMEN	
PowerPoint Intermediate	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% \$1,260 \$90 other funding		HSPS 45 CFF 1302.92		

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

Implementation of the Montessori Curriculum		 15 HS/EHS classrooms will implement Montesso 75% of Montessori practitioners will improvunderstanding of the philosophy as specified by a their knowledge of the curriculum, and the mematerials 75% of practitioners will consistently develop leusing data attained from student assessments a the philosophy 75% of practitioners will design and maintain environments consistent with the philosophy 				cheir ncrease in ods and on plans ned with ssroom				
T/TA Strategies	MANAGEMENT		WHO		WHEN	WHEN COST				RATIONAL
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsibl e Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Montessori Preschool Certificate	EDUCATION & CHILD DEVELOPMENT	Instructional Contract Staff & Education Education Staff			August 2021-On- Going	\$50,000	84% HS; 6% EHS; 10% other funding	\$50,000	\$0	HSPS 45 CFR 1302.92

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

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

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

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

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

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

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

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

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



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 4, 2021

AGENDA ITEM NUMBER: 3A4b

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL - This item as approved by the Head Start/Early Head Start Policy Council on March 4, 2021 and is pending approval by the CAA E ecutive Committee and the CAA Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services

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



SERVICE AREA/MANAGEMENT SYSTEM: ERSEA			
OUTCOME: 25% of enrolled children will obtain child care subsidy			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
 Recruit families receiving child care subsidy 1. Review selection criteria to include families receiving child care subsidy 2. Attend monthly meetings with the local child care subsidy program 3. Assist eligible EHS-CCP families with completing the child care subsidy application 	ERSEA Coordinator, Infant/Toddler Coordinator, EHS- CCP Social Services Supervisor, Social Workers	August 1, 2021	
 Monitor child care subsidy EHS-CCP enrollment Obtain copies of each participant's child care subsidy voucher Review ChildPlus reports on the status of EHS-CCP child care subsidy enrollment Notify parents three months before the voucher expiration Assist families with the recertification process 	Infant Toddler Coordinator, Social Services Supervisor, Social Workers	August 1, 2021, and monthly	

SERVICE AREA/MANAGEMENT SYSTEM: Family and Community Engagement								
OUTCOME: Engage parents in their child's learning and development								
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date					
 Increase parent access to the Galileo Parent Portal Provide parent training at the beginning of the school year Provide parent user name and passcode at the first home visit Assist families with logging on and discussing the importance of reviewing the Galileo Parent Portal at the first home visit Provide at-home learning activities Designate an area for parents to use the computer at school Include reminders at the parent committee meetings Schedule times in the school year for parents to review their child's progress in Galileo Send quarterly reminders to parents through texts and emails 	Social Workers, Teaching staff	December 1, 2021						
 Increase the number and hours of parent volunteers Provide parent volunteer training Provide parents with a list of volunteer opportunities Create home learning activities quarterly Provide training on documenting parent volunteers Develop incentives for parents to volunteer 	Child Care Directors, Teaching Staff, Social Workers	September 1, 2021						

SERVICE AREA/MANAGEMENT SYSTEM: Mental Health								
OUTCOME: Engage parents in social and emotional supports for their cl	nildren							
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date					
 Increase the number of parent consultations Identify children with social and emotional concerns Schedule MDT meetings for children with concerns Develop follow-up intervention plan to include strategies 	Mental Health Consultant	December 1, 2021						
 Increase the number of parent trainings in the area of social and emotional development 1. Discuss Mental Health Services and Social and Emotional Development during parent orientation 2. Develop a list of training topics of interest to families in the area of Social and Emotional Development to present during parent meetings 3. Document trainings provided to families in the professional development module of ChildPlus 	Mental Health Consultant Social Workers	December 1 2021						

SERVIC	E AREA/MANAGEMENT SYSTEM: Human Resources			
OUTCO	DME: Reduce turnover of EHS-CCP caregivers			
	Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
Hire st	aff interested in an early childhood career	Child Care	December 2021	
1.	Recruit high school seniors interested in child care	Directors, Miami-		
2.	Participate in job fairs at early child care institutions	Dade Human		
3.	Create a Program Design and Management tool to access the	Resources staff		
	EHS-CCP program systematically and to monitor classroom			
staffing	patterns and ratios regularly			
Create	a cohort of parents interested in obtaining the National CDA	Miami-Dade	December 2021	
1.	Develop a survey to identify interested parents	Human Resources		
2.	Assess each participant's readiness	staff,		
3.	Schedule a cohort of at least 25 parents to begin the CDA	Infant/Toddler		
	program	Coordinator, Social		
4.	Provide support to parents throughout the CDA cohort	Workers		
5.	Assist parents with employment in an Early Head Start Center			

SERVICE AREA/MANAGEMENT SYSTEM: Fiscal Management			
OUTCOME: The program will meet the 25% non-federal share match			
Action Steps	Staff Responsible	Target Completion Date	Actual Completion Date
 Provide in-kind training to Directors 1. Provide training at the annual pre-service conference 2. Provide small group training on how to report in-kind 3. Provide technical assistance as needed 	Fiscal Administrator	August 1, 2021, and ongoing	
 Monitor each agency's in-kind Provide monthly in-kind status report to each agency Review reimbursement packages to identify potential third party contributors and record in-kind properly Share monthly in-kind status reports to the Policy Council and CAA Board 	Fiscal Administrator/Gra ntee Accountants	August 1, 2021, and ongoing	



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 4, 2021

AGENDA ITEM NUMBER: 3A4c

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services

MIAMI DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT HEAD START/EARLY HEAD START PROGRAM 2021-2022 Training and Technical Assistance Plan



Policy Council Approval: March 4, 2021

CAA Board Approval:

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

5 YEAR PROGRAM GOALS

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

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2021-2022 TRAINING PRIORITIES

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

TRAINING NEEDS ANALYSIS

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

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

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

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

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

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

Pre-Service Training Conference

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

Volunteer Orientation

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAININGS

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

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

State of Florida Director's Credential

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

First Aid/CPR Training

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

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

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Training Budget Summary

T/TA Activity	An	nount	Description
Goal 1: Foster a culture of lifelong learning among infants, toddlers, preschoolers, families and Head Start/Early Head Start staff	\$376,289	\$79,550	Includes: Pre-Service Workshops Curriculum Trainings CLASS Training Mentor/Coaching
Goal 2: Create health and safe environments, which are child- focused, family-friendly and environmentally sustainable	\$21,797	\$600	 Includes: Pre-Service Workshops Trainings on health, nutrition and safety
Goal 3: Be a leader in technological innovation and efficiency among Head Start programs	\$59,640	\$4,260	Includes: Pre-Service Workshops ChildPlus Galileo
Mandated Training- Not Listed Elsewhere	\$158,000	\$40,650	 Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$28,757	\$28,316	 Includes: National, Regional and State level trainings Specialized Trainings
TOTAL BUDGET	Head Start PA20 \$644,483	Early Head Start PA11 \$153,376	

	Program Goal 1: Foste	er a culture of lifelong	learning for infants	, toddlers, pres	choolers, families	and Head S	itart/Early Head S	Start staff.		
Expected out (Short-Term & or/			Ind	icators			Documentati	ion/Frequ	iency of N	leasurements
Infants, toddlers, children will sh social/emotional, g language and literacy to learning	ow growth in eneral cognition, ,, and approaches	Average growth of 75 Developmental Level (DL) points					Galileo Outco		ysis Report ear	/Three times a
T/TA Strategies	MANAGEMENT		Target Responsible Estimat						RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimat ed	Allocation	HS	DOCUMENT	
Understanding Mental Health Issues (to include substance abuse, parental depression, risk factors for preschool suspension and expulsion, trauma informed approaches and resilience) and The Use Of Interventions And Resources For Children, Parents And Staff	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health; Human Resources	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)
Promoting Positive Relationships: Tips for Teachers & Everyday Ideas to promote Social and Emotional Skills (Classroom Visuals & Supports)	CHILD MENTAL HEALTH	Internal	Mental Health Services; Disabilities; Education; Social Services; Management Staff	Mental Health	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(iv) ; 1302.93(b)

	Program Goal 1: Fost	er a culture of lifelong l	earning for infants	, toddlers, pres	choolers, families	and Head S	tart/Early Head S	Start staff.			
Expected out (Short-Term & or/			Indi	icators			Documentati	on/Frequ	ency of M	easurements	
Infants, toddlers, children will sh social/emotional, g language and literacy to learning	ow growth in eneral cognition, , and approaches	 Average 	growth of 75 D	evel opmental	Level (DL) poin	ts	Gal ileo Outco		/sis Report/ ear	/Three ti mes a	
T/TA Strategies	MANAGEMENT		WHO WHEN							RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimat ed	Allocation	COST Allocation HS EHS			
Integrating Universal Strategies Which Promote Positive Social And Emotional Development Of Children Into The Curriculum, Daily Lesson Plan And Daily Routine	CHILD MENTAL HEALTH	Internal/ Consultants and National Training for Effective Practices Conference	Mental Health Services, Disabilities, Education Staff	Mental Health	August 2021 Pre-Service Conference; Train the Trainer Cert. Series 10-2021 through 12- 2022	\$6,000	84% HS; 6% EHS; 10% other funding	\$5,040	\$360	HSPS 45 CFR 1302.45(a)(1)	
Parent and Staff Wellness Support and Resources	CHILD MENTAL HEALTH	Internal\	Parents; Teachers	Mental Health	August 2021- as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$21,000	\$1,500	HSPS 45 CFR 1302.45(a)(1)	
ePyramid Model Train the Trainer and Coaching Certification and Related Materials	CHILD MENTAL HEALTH	Distant Learning- Consultant-Internal	Mental Health; Disabilities; Education Managers	Mental Health	September 2021 January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.45, HSPS 45 CFR 1302.31, HSPS 45 CFR and 1302.60	

	Program Goal 1: Foste	er a culture of lifelong	learning for infants	, toddlers, pres	choolers, families	and Head S	tart/Early Head S	Start staff.				
Expected out (Short-Term & or/			Ind	icators			Documentati	ion/Frequ	iency of M	easurements		
Infants, toddlers, children will sh social/emotional, g language and literacy to learning	ow growth in eneral cognition, ,, and approaches	• Average	e growth of 75 D	evel opmenta l	Level (DL) poin [.]	ts	Galileo Outco		ysis Report, ear	/Three times a		
T/TA Strategies	MANAGEMENT		WHO WHEN						COST			
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimat ed	Allocation					
Utilizing Class Observation Data to Plan/Instructional Support Strategies	DATA & EVALUATION	Internal	Instructional Staff; Directors	Education Coordinator	Aug. 2021 and on-going	\$5,000	84% HS; 6% EHS; 10% other funding	\$5000	\$0	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)		
CLASS Preschool Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021- On-going	\$7,000	84% HS; 6% EHS; 10% other funding	\$5,880	\$420	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)		
CLASS Infant/Toddler Primer Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education Coordinator	August 2021- On-going	\$10,500	36% EHS; 64% other funding	\$0	\$3,780	HSPS 45 CFR 1302.33(b)(1) (2); 1302.31(b)(1) (iii)		
Physical Health and Development Activities for Preschoolers	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Directors	Education	August 2021 & March 2022	\$0	Head Start	\$0	\$0	HSPS 45 CFR 1302.32		

	Program Goal 1: Foste	er a culture of lifelong	learning for infants	, toddlers, pres	choolers, families	and Head S	tart/Early Head S	itart staff.		
Expected out (Short-Term & or/			Ind	icators			Documentati	on/Frequ	iency of M	easurements
Infants, toddlers, children will sho social/emotional, go language and literacy to learning o	ow growth in eneral cognition, , and approaches	• Average	e growth of 75 D	evelopmental	Level (DL) point	ts	Galileo Outco		ysis Report/ ear	'Three times a
T/TA Strategies	MANAGEMENT		WHO	Target Responsible Timeline Estimat Allocation HS FHS [RATIONAL	
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline		Allocation	HS	EHS	DOCUMENT
Linking The IEP/IFSP To The Child Assessment System	EDUCATION & CHILD DEVELOPMENT	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60
Creative Curriculum Training	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	36% EHS; 64% other funding	\$0	\$21,000	HSPS 45 CFR 1302.32
Creative Curriculum Coaching to Fidelity	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$40,000	36% EHS; 64% other funding	\$0	\$14,400	HSPS 45 CFR 1302.32
Partners for Healthy Babies Curriculum	EDUCATION & CHILD DEVELOPMENT	Consultant	Home Visitors	Education	August 2021 & March 2022	\$10,000	50% EHS; 50% other funding	\$O	\$5,000	HSPS 45 CFR 1302.32

	Program Goal 1: Foste	er a culture of lifelong l	earning for infants	s, toddlers, pres	choolers, families	and Head S	tart/Early Head S	Start staff.		
Expected out (Short-Term & or/			Ind	icators	Documentation/Frequency of Measure					
Infants, toddlers, children will sh social/emotional, g language and literacy to learning	ow growth in eneral cognition, ,, and approaches	• Average	growth of 75 D	evel opmenta l	Level (DL) point	ts	Galileo Outco		ysis Report/ ear	Three times a
T/TA Strategies	MANAGEMENT		WHO WHEN COST							
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimat ed	Allocation	HS	EHS	DOCUMENT
SoBe Mindful Practices for EHS Children and Parents	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff; Parents	Education	August 2021- July 2022	\$36,000	36% EHS - CCP; 64% other funding	\$0	\$12,960	HSPS 45 CFR 1302.45(a)
Mindful Moments	EDUCATION & CHILD DEVELOPMENT	Consultant	Instructional Staff	Education	August 2021- July 2022	\$0	36% EHS - CCP; 64% other funding	\$0	\$0	HSPS 45 CFR 1302.45(a)
Early Childhood Inclusion Certification	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021- July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.60

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short Term)	t-Term & or/Long-		Ind	icators			Documentati	ocumentation/Frequency of Measurements			
Improved CLASS scor half point e	•	• 75% of teachers with improved CLASS Scores					1. CL/	ASS Scores,	/Twice pe	er year	
T/TA Strategies	MANAGEMENT	WHO WHEN COST				RATIONAL					
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
CLASS Behavioral Markers My Teachstone	EDUCATION & CHILD DEVELOPMENT	MY TEACHSTONE	Education Management; Specialists; Instructional staff	Education	Aug. 2021	\$10,000	Head Start	\$10,000	\$0	HSPS 45 CFR 1302.32; 1302.92(5)(c)(1-5)	
CLASS; Reliability Renewals & Training	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	January 2022	\$9,000	84% HS; 6% EHS; 10% other funding	\$7,560	\$540	HSPS 45 CFR 1302.32	
SEEDS of Learning Curricular Enhancement for Teachers	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$30,000	Head Start	\$30,000	\$0	HSPS 45 CFR 1302.92	
SEEDS of Learning Coaching Strategies	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$15,000	Head Start	\$15,000	\$0	HSPS 45 CFR 1302.92	
HighScope Training	EDUCATION AND CHILD DEVELOPMENT	Contract	Instructional Staff	Education	August 2021 – July 2022	\$75,000	Head Start	\$75,000	\$0	HSPS 45 CFR 1302.92	

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.									
Expected outcome (Shor Term)			Indicators Documentation/Frequency of M					ency of Me	easurements	
Improved CLASS scor half point e	•	• 759	• 75% of teachers with improved CLASS Scores 1. CLASS Scores/Twice per					r year		
T/TA Strategies	MANAGEMENT		WHEN		COST					
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Montessori Preschool Certificate	EDUCATION & CHILD DEVELOPMENT	Contract	Instructional Staff & Education Staff	Education	August 2021-On- Going	\$50,000	84% HS; 6% EHS; 10% other funding	\$50,000	\$0	HSPS 45 CFR 1302.92

	Program Goal 1: Fost	er a culture of lifelong l	earning for infants	s, toddlers, pres	choolers, familie	es and Head S	tart/Early Head S	start staff.		
Expected outcome (Shor Term)				Documentation/Frequency of Measurements						
Families are activel child's ed		 33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year 45% of parents will volunteer in the program 1. Galileo Parent Activity Report/M 2. Parent volunteer report in the Ch database/Monthly 								
T/TA Strategies	MANAGEMENT		WHEN		COST	COST				
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Galileo Training	EDUCATION & CHILD DEVELOPMENT	Internal	HS/EHS Staff	Education	Aug 2021-As Needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1301.101
Child Development and Curriculum Overview	EDUCATION & CHILD DEVELOPMENT	Internal	Parents	Education	October 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.30

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short Term)			Ind	icators			Documentati	ion/Frequ	iency of M	easurements
Families are activel child's ed		assessr	s will learn and nent system (Ga % of parents wil	lileo) during	the program y		1. Galileo 2. Parent v	olunteer r		rt/Monthly e ChildPlus
T/TA Strategies	MANAGEMENT	WHO WHEN				COST		RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Leadership Training for Center Directors	EDUCATION & FAMILY ENGAGEMENT	Contract	Center Directors	Director	August 2021-July 2022	\$100,000	86% HS; 6% EHS; 8% other funding	\$86,000	\$6,000	HSPS 45 CFR 1301.101
Increasing Parent Engagement For Children With Social, Emotional Or Behavioral Concerns	Community & Family Engagement	Internal	Mental Health Services; Disabilities; Education; Social Services Staff	Mental Health	August 2021 and as needed	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.45(b(5)
Pop Into Learning Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$6,249	84% HS; 6% EHS; 10% other funding	\$6,249	\$0	HSPS CFR 45 1302.46 (a)
Pop Into Learning Early Head Start	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff	Education	August 2021 – July 2022	\$30,000	36% EHS; 64% other funding	\$0	\$10,800	HSPS CFR 45 1302.46 (a)
Parent Pop Into Learning	EDUCATION AND CHILD DEVELOPMENT	Internal	Parents	Education	August 2021-July 2022	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1302.51
Learning Genie	EDUCATION & FAMILY ENGAGEMENT	Contract	Parents, Teachers, Staff	Education Coordinator	August 2021-On- going	\$5,000	84% HS; 6% EHS; 10% other funding	\$4,200	\$300	HSPS 45 CFR 1301.101

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Shor Term)				Documentation/Frequency of Measurements							
Families are actively child's ed		assessr	s will learn and nent system (Ga % of parents wil	lileo) during	the program y		1. Galileo 2. Parent v	ort/Monthly ne ChildPlus			
T/TA Stratagias		WHO WHEN			COST			RATIONAL			
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Mental Health Education	CHILD MENTAL HEALTH	Internal	Parents; Teachers	Mental Health	August 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS CFR 45 1302.46 (a)	
Implementing Family Engagement Strategies	Community & Family Engagement	Contract/Internal	Social Services staff	Family & Community Engagement	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50	
Building on Family Strengths & Identifying Needs and Interests	Family services staff will develop skills in building on family strengths, needs and interests	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	3% EHS -CCP; 97% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Family Partnership Agreement Process	Family services staff will develop skills to assist families in creating family partnership agreements	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Follow Up on Goals and Services Provided	Family services staff will develop skills to complete follow up on goals and services	Internal	Social Services staff	Family Engagement Coordinator	June 2022- August 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.										
Expected outcome (Short Term)	t-Term & or/Long-		Ind	icators			Documentati	on/Frequ	ency of M	easurements	
Families are actively child's edu		 • 33% of parents will learn and access the parent portal of the child assessment system (Galileo) during the program year • 45% of parents will volunteer in the program • 45% of parents will volunteer in the program 			eport in th						
T/TA Strategies	MANAGEMENT		WHO WHEN				COST		RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation HS EHS			DOCUMENT	
Identifying Community Resources	Family services staff will develop skills to identify community resources	Internal	Social Services staff	Family Engagement Coordinator	March 2022- May 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	
Develop Effective Communication Skills	Family services staff will develop skills to effectively communicate	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50	
Developing Social Work Skills	Family services staff will develop social work skills	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50	
Strategies for Effective Parent Engagement	Family services staff will develop effective parent engagement	FIU, Barry, Miami- Dade College	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.50	
Parent Involvement in the Transition Process	Family services staff will develop skills to assist parents in the transition process	Community Partner	Social Services staff	Family Engagement Coordinator	August 2021 Pre-Service Conference	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50	

	Program Goal 1: Fost	er a culture of lifelong l	earning for infants	, toddlers, pres	choolers, familie	es and Head S	start/Early Head	Start staff.		
Expected outcome (Shor Term)			Documentation/Frequency of Measurements							
Families are activel child's ed		 33% of parents assessr 45% 	 Galileo Parent Activity Report/Monthly Parent volunteer report in the ChildPlus database/Monthly 							
			wнo		WHEN		COST			DATIONAL
T/TA Strategies EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	RATIONAL DOCUMENT
Transitioning from Early Head Start to Head Start	Family services staff will learn about strategies involving transitions from EHS to HS	Internal	Social Services staff	Family Engagement Coordinator	May 2022, June 2022, August 2021, and March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.50
Back to School with Dad	Family Engagement	Contract	Fathers, and Families	Family and Community Engagement	August 2021	\$20,000	84% HS; 6% EHS; 10% other funding	\$16,800	\$1,200	HSPS 45 CFR 1302.50
	Program Goal 1: Foste	er a culture of lifelong l	earning for infants	, toddlers, pres	choolers, familio	es and Head S	Start/Early Head S	Start staff.		
Expected outcome (Shor Term)	t-Term & or/Long-		Documentation/Frequency of Measurements							
Families will partic literacy s	•	 33% of familie 25% of fau 	 Parent Involvement Summary Report/Monthly 							
T/TA Strategies	MANAGEMENT	WHO WHEN					COST			RATIONAL
T/TA Strategies MANAGEMENT EVENT/ACTIVITY SYSTEM		T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, preschoolers, families and Head Start/Early Head Start staff.											
Expected outcome (Short Term)	-Term & or/Long-		Documentation/Frequency of Measurements									
Families are actively child's edu		 33% of parents assessr 45% 	 Galileo Parent Activity Report/Monthly Parent volunteer report in the ChildPlus database/Monthly 									
T/TA Strategies	MANAGEMENT	who			WHEN		COST	RATIONAL				
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT		
Menu planning for families	NUTRITION	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.46(b)(ii)		
Financial Literacy	Community & Family Engagement	Internal/ Partner	HS/EHS Parents	Family & Community Engagement	November 2021	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	Head Start Act Sec 648(d)(1)(H)		

	Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable											
	Expected outcome (Short-Term & or/Long- Term)						Documentation/Frequency of Measurements					
15% fewer monitori health and saf	•	•	Reduced hea	Ith and safety f	indings		 Monitoring Reports/Once a year with follow- up if necessary 					
T/TA Strategies	MANAGEMENT	WHO			WHEN		COST					
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT		
Physical Environments	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(1)		
Equipment And Furnishings	FACILITIES & LEARNING	Internal	HS/EHS Staff	Facilities	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(b)(2)		

	Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable											
Expected outcome (Shor Term)	· · · · ·		Indicators						Documentation/Frequency of Measurements			
15% fewer monitoring findings on the health and safety protocol.		•	1. Monitoring Reports/Once a year with follow- up if necessary									
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL		
EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT		
Hygiene, Food Safety And Sanitation	HEALTH	Contract	HS/EHS Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6)		
Medication administration and storage	HEALTH	Internal	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4) (i)(C)		
Child Abuse Training	HEALTH	Community Partner	HS/EHS Staff	Health	August 2021-as needed	\$10,000	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)		
Bus and Pedestrian Safety Training	TRANSPORTATION	Internal	Head Start staff	Transportation	September 2021-as needed	\$11,297	Head Start	\$11,297	\$0	HSPS 45 CFR 1303.74		
Universal/Standards Precautions	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021–July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(6) (i-iii)		
Prevention and Control of Infectious Diseases	HEALTH	Community Partner	Head Start/Early Head Start Staff	Health	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.47(b)(4) (i)(A)		
Redundant Active Supervision	HEALTH	Internal	Instructional Staff; Directors	Education	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.47(5)(iii)		

Program Goal 2: To create healthy and safe environments, which are child focused, family oriented and environmentally sustainable											
Expected outcome (Shor	t-Term & or/Long-Term)		Documentation/Frequency of Measurements								
Children, parents, and HS/EHS staff will design and plant gardens at 15% of sites		• 15% of H	1. Site visit report/ bi-annually								
T/TA Strategies EVENT/ACTIVITY			WHO		WHEN		COST			RATIONAL	
	MANAGEMENT SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
Consumer Nutrition Education W/ Emphasis On Creating Nutrition Gardens	NUTRITION	Consultant	Nutrition Managers, Family Service Workers, and Social Workers	Nutrition Services	August 2021 – July 2022	\$2,500	84% HS; 6% EHS; 10% other funding	\$2,100	\$150	HSPS 45 CFR 1302.102(a)(1)-(2)	
Nutrition Education	Community & Family Engagement	Internal	Parents	Nutrition Services	March 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.46(b)(ii)	

Program Goal 3: To be a leader in technological innovation and efficiency among HS programs nationally											
Expected outcome (Shor			Indicators			Documentation/Frequency of Measurements					
Utilize technology community partn number	 Increased partnership agreements by 10% 				2. Community Partnership Agreements/Three times a year						
T/TA Strategies		wнo			WHEN		COST			RATIONAL	
EVENT/ACTIVITY	MANAGEMENT SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline Estimated Allocation				EHS	DOCUMENT	

	Program Goa	ll 3:To be a lead	er in technologica	l innovation and	efficiency amo	ong HS progra	ms nationally				
Expected outcome (Short-Te	erm & or/Long-Term)		I	ndicators			Documentation/Frequency of Measurements				
Create a system that rec work, improve employed and decreases the am	 Reduced Paperwork Improved employee satisfaction 					 Database system/annually Staff Satisfaction Survey/annually 					
T/TA Strategies	MANAGEMENT		WHO		WHEN		COST			RATIONAL	
T/TA Strategies EVENT/ACTIVITY	SYSTEM	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT	
ChildPlus	TECHNOLOGY & INFORMATION SYSTEMS	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021-As Needed	\$15,000	84% HS; 6% EHS; 10% other funding	\$12,600	\$900	HSPS 45 CFR 1301.101	
ChildPlus "Initial" Training	TECHNOLOGY & INFORMATION SYSTEMS	Internal	New HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$0	84% HS; 6% EHS; 10% other funding	\$0	\$0	HSPS 45 CFR 1302.101(a)(4)	
Blackboard	PROFESSIONAL DEVELOPMENT	Contract	HS/EHS Staff	ChildPlus System Admin	August 2021 – July 2022	\$50,000	84% HS; 6% EHS; 10% other funding	\$42,000	\$3,000	HSPS 45 CFR 1302.92	
Excel Beginner	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92	
Excel Intermediate	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92	
PowerPoint Beginner	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92	
PowerPoint Intermediate	ONGOING MONITORING & CONTINOUS IMPROVEMENT	Contract	HS/EHS Staff	Technical & Training Supervisor	June 2022	\$1,500	84% HS; 6% EHS; 10% other funding	\$1,260	\$90	HSPS 45 CFR 1302.92	

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

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

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

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

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

		REQUIF	RED HEAD START	AND EARLY HEAD	D START TRAINING	1				
T/TA Strategies			WHO		WHEN	COST				RATIONAL
EVENT/ACTIVITY	Expected Outcomes	T/TA Resource	Target Audience	Responsible Manager	Timeline	Estimated	Allocation	HS	EHS	DOCUMENT
Developmentally appropriate feeding practices for EHS children	Staff are able to feed infants and toddlers according to their individual developmental readiness and feeding skills	Consultant	Nutrition Managers; Food Service Workers; Caregivers	Nutrition Services	August 2021 and on going	\$2,500	36% EHS; 64% other funding	\$0	\$900	HSPS 45 CFR 1302.44(a)(2)(iv)
Reach out and Read		Consultant	Physicians, Health staff, social workers, parents	Grantee Health Coordinator	August 2021– July 2022	\$7,500	36% EHS; 64% other funding	\$0	\$2700	HSPS 45 CFR 1302.46
Social Work Summer Institute	Social Services staff will learn social work principles	Consultant	Social workers	Family Engagement Coordinator	June –July 2021	\$40,000	84% HS; 6% EHS; 10% other funding	\$33,600	\$2,400	HSPS 45 CFR 1302.92

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

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



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 4, 2021

AGENDA ITEM NUMBER: 3A4d

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

AGENDA ITEM TYPE: APPROVAL

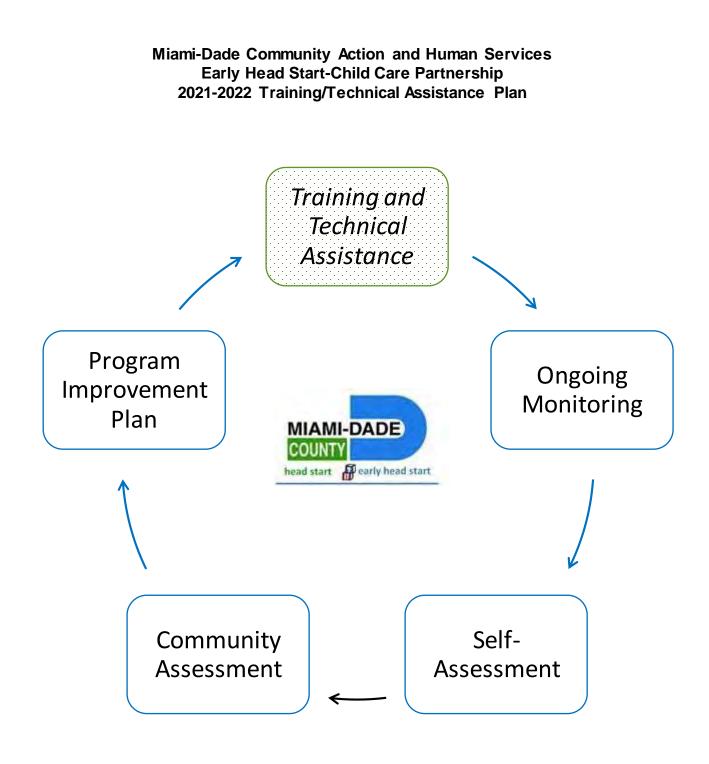
RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



Policy Council Approval: March 4, 2021

CAA Approval: //2021

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

5 YEAR PROGRAM GOALS

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

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2020-2021 TRAINING PRIORITIES

1. Provide mandatory training for staff, parents, volunteers, governing body members, and Policy Council members

2. Address training needs identified from on-going monitoring and the annual self-assessment

TRAINING NEEDS ANALYSIS

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

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

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

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

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

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

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

Pre-Service Training Conference

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

Volunteer Orientation

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAINING

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

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

State of Florida Director's Credential

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

First Aid/CPR Training

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

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

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TRAINING BUDGET SUMMARY

T/TA Activity	Amount	Description
Goal 1: Foster a culture of lifelong learning among infants, toddlers, families, and Early Head Start-Child Care Partnership Staff	\$ 34,345	Includes: Pre-Service Workshops Curriculum Training CLASS Training Mentor/Coaching
Goal 2: Create healthy and safe environments, which are child- focused, family-friendly, and environmentally sustainable Goal 3: Be a leader in	\$ 675	 Includes: Pre-Service Workshops Training on health, nutrition, and safety
technological innovation and efficiency among Head Start programs	\$ 2,580	Includes: • Pre-Service Workshops • ChildPlus • Galileo
Mandated Training- Not Listed Elsewhere	\$18,200	 Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$ 19,825	 Includes: National, Regional, and State level training
TOTAL BUDGET	Early Head Start-Child Care Partnership \$75,625	

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

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

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

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

		Program Goa	al 1: Foster a culture	of lifelong learning for	r infants, toddlers	, families, and Ea	rly Head Start	Staff.		
	Expected O (Short-Term & or			Indicate	ors		Documen	tation/Freque	ency of Meas	surements
	Improve CLASS Scores			or above on Emotio on Engaged Suppor		• •		Class Scores 1	Twice per Ye	ar
			Who			When		Cost		
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS -CCP Amount	RATIONAL (Why we do this)
12	CLASS; Reliability Renewals& Training	Education and Child Development	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education Manager	August 2021	\$9,000	3% EHS - CCP; 97% other	\$270.00	HSPS 45 CFR 1302.32

2021-2022 EHS-CCP Training and Technical Assistance Plan

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

	Program Go	al 1: Foster a culture	of lifelong learning fo	or infants, toddlers	families, and Ea	arly Head Start	: Staff.		
Expected Outc (Short-Term & or/Lo			Indicato	rs		Document	ation/Frequen	cy of Measu	rements
Families are actively engage education	d in their child's	assessment	villlearn and access system (Galileo) d parents will volun	luring the progra	am year		arent Activity ol unteer repor ⁄lonthly	•	•
			Who		When		Cost		
Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)

		Program Go	al 1: Foster a culture	e of lifelong learning fo	or infants, toddlers	, families, and E	arly Head Start	: Staff.		
	Expected Outco (Short-Term & or/Lor			Indicato	rs		Documenta	ation/Frequen	cy of Measu	rements
14	Galileo Training Provide training to parents on how to navigate the Galileo Parent Portal	Family and Community Engagement	Internal	Parents	Family and Community Engagement	October 2021 and as needed	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.50(b)(1)
15	Child Development and Curriculum Overview	Education and Child Development	Internal	Parents	Education Manager	October 2021	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.30
16	Parent Engagement Provide parents social, emotional, and behavioral Concerns- Additional Referrals	Family and Community Engagement	Internal	Mental Health Services; Disabilities; Education; Social Services Staff; parents	Mental Health Coordinator	August 2021 and as needed	\$0	3% EHS - CCP; 97% other funding	\$0.00	HSPS 45 CFR 1302.45(b(5)
17	EHS Pop Into Learning	EDUCATION & CHILD DEVELOPMENT	Internal	Instructional Staff/Parents	Education Manager	Ongoing	\$40,000	3% EHS - CCP; 97% other funding	\$1,200	HSPS CFR 45 1302.46 (a)
	Families are actively engaged education	d in their child's	assessment	willlearn and access system (Galileo) c parents will volun	luring the progr	am year		arent Activity F Diunteer repor Nonthly	•	•
	Strategy (Event/Activity)	Management System	T/TA Resource	Who Participants (Targeted Audience)	Responsible Manager	When Timeline	Estimated	Cost Allocation	EHS-CCP Amount	RATIONAL (Why we do this)

		Program Go	al 1: Foster a culture	of lifelong learning fo	r infants, toddlers	, families, and E	arly Head Start	: Staff.		
	Expected Outco (Short-Term & or/Lor			Indicator	rs		Documenta	ation/Frequen	cy of Measu	rements
18	Implementing Family Engagement Strategies	Family and Community Engagement	Consultant /Internal	Social Serviœs staff	Family Engagement Coordinator	August 2021 and on- going	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50
19	Building on Family Strengths and Identifying Needs and Interests	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021- December 2021	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
20	Family Partnership Agreement Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	August 2021- February 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
21	Follow-up on Goals and Services	Family and Community Engagement	Internal	Social Serviœs Staff	Family Engagement Coordinator	November 2021- February 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
22	Identifying Community Resources	Family and Community Engagement	Internal	Social Serviœs Staff	Family Engagement Coordinator	September 2021-May 2022	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.52
23	Developing Effective Communication Skills	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.50

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

		Program Go	al 1: Foster a culture	of lifelong learning fo	or infants, toddlers	, families, and E	arly Head Start	Staff.		
	Expected Outco (Short-Term & or/Lor			Indicato	rs		Documenta	ation/Frequen	cy of Measu	rements
30	Back to School with Dad	Family and Community Engagement	Internal/Partner	Parents	Program Governance Coordinator	August 2021	\$20,000	3% EHS - CCP; 97% other funding	\$600	HSPS 45 CFR 1302.50(b)(1)
31	Learning Genie	Family and Community Engagement	Consultant	Parents	Family Engagement Coordinator	August 2021 and ongoing	\$5,000	3% EHS - CCP; 97% other funding	\$150	

	Program (Goal 2: To create h	ealthy and safe	environments,	which are child-f	ocused, famil	y-friendly, and	l environmenta	lly sustainable	
	Expected outcom (Short-Term & or/Long			Indica	itors		Doc	umentation/F	Frequency of M	easurements
	Health and Safety compliance 85% for all cente		Re	duced health a	nd safety findi	ngs	Monitorin	g Reports/Onc	e a year with fo	llow-up if necessary
				WHO		WHEN		COST		
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)
1.	Physical Environments Provide training on facilities maintained policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)
2.	Equipment And Furnishings Provide training on equipment maintenance policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)
3.	Hygiene, Food Safety, And Sanitation Provide hygiene, food safety, and sanitation training	Health Safety Practices	Consultant	EHS-CCP Staff	Health Coordinator	August 2021and Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(6)
4.	Medication administration and storage Provide policies and procedures, and process training	Health Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(4)(i)(C)
5.	Child Abuse Training Provide child abuse reporting prevention, and standards of conduct training	Health Service Safety Practices	Consultant	EHS-CCP Staff	Health Coordinator	August 2021-as needed	\$10,000	3% EHS - CCP; 97% other funding	\$300	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)
6.	Universal/Standards Precautions Provide policies and procedures, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(6)(i-iii)

-		Program G	Goal 2: To create h	ealthy and safe	environments, v	which are child-f	focused, famil	y-friendly, and	l environmenta	ally sustainable	
		Expected outcom (Short-Term & or/Long			Indica	tors		Doc	umentation/	Frequency of Me	asurements
		Health and Safety compliance 85% for all cente		Re	duced health a	nd safety findi	ngs	Monitorin	g Reports/On	ce a year with fol	ow-up if necessary
					WHO		WHEN		COST		
		Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)
	7.	Prevention and Control of Infectious Diseases Provide policies and procedures, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health Coordinator	August 2021- Ongoing	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(4)(i)(A)
	8.	Redundant Active Supervision Provide policies and procedures training	Health Serviœ Safety Practices	Consultant	Instructional Staff; Directors	Education Manager	August 2021 and on-going	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.47(5)(iii)

	Program (Goal 2: To create h	ealthy and safe	e environments, v	which are child-f	ocused, famil	y-friendly, and	d environmenta	lly sustainable	
	Expected outcon (Short-Term & or/Long			Indica	tors		Doc	umentation/	Frequency of Me	asurements
	Children, parents, and EHS-CCP sta plant gardens at 15% o	0	• 15% c	of the EHS-CCP ce	nters will haveg	gardens		Site visi	t report/ bi-annua	lly
				wно		WHEN		COST		
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)
9.	Center Garden Provide consumer nutrition education with an emphasis on creating nutrition gardens	Nutrition	Consultant	Nutrition Manager, Family Service Workers, and Social Workers	Nutrition Services Manager	August 2021	\$2,500	3% EHS - CCP; 97% other funding	\$75	HSPS 45 CFR 1302.47(b)(1)
10.	Nutrition Education Provide consumer education, menu planning strategies, and edible garden planting	Community and Family Engagement	Internal	Parents	Nutrition Services Manager	August 2021	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.46(b)(ii)

	Pro	ogram Goal 3: The pr	ogram will imp	prove the techno	ological innovati	on and efficie	ncy among Ear	ly Head Start p	rograms.	
	Expected outcome (Short-Term	& or/Long-Term)		Indica	ators		Do	cumentation/I	Frequency of Mea	surements
	Become paperless for enrolln professional development, r school/home connectio	monitoring, and	90% (of agencies will docume		gy for	Site	e visit reports a	nd professional de	velopment
				Who		When		Cost		
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)
1	Galileo Training Provide training on how to administer, engage parents, and implement strategies	Education and Child Development	Consultant	Instructional Staff	Database Admin	August 2021 and as needed	\$15,000	3% EHS - CCP; 97% other funding	\$450	HSPS 45 CFR 1301.101
2.	ChildPlus Technology and Information Management Systems	Technology and Information System	Consultant	EHS-CCP Staff	Database Admin	August 2021-As Needed	\$15,000	3% EHS - CCP; 97% other funding	\$450	HSPS 45 CFR 1301.101
3.	ChildPlus "Initial" Training	Technology and Information System	Internal	New EHS- CCP Staff	Database Admin	Monthly	\$0	3% EHS - CCP; 97% other funding	\$0	HSPS 45 CFR 1302.101(a)(4)
4.	Blackboard	Training and Professional Development	Consultant	EHS-CCP Staff	Da ta base Admin	August 2021-As Needed	\$50,000	3% EHS - CCP; 97% other funding	\$1,500	HSPS 45 CFR 1302.92

	Pro	ogram Goal 3: The pr	ogram will imp	prove the techno	ological innovati	on and efficie	ncy among Ear	ly Head Start p	rograms.	
	Expected outcome (Short-Term	& or/Long-Term)		Indica	ators		Do	cumentation/f	Frequency of Mea	surements
	Become paperless for enrollm professional development, r school/home connectio	nonitoring, and	90% (of agencies will docume		gy for	Site	e visit reports a	nd professional de	velopment
				Who		When		Cost		
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS-CCP Amount	RATIONAL (Why we do this)
5.	Excel Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
6.	Excel Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021–July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
7.	PowerPoint Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92
8.	PowerPoint Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	3% EHS - CCP; 97% other funding	\$45	HSPS 45 CFR 1302.92

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

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

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

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

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

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



COMMUNITY ACTION AGENCY BOARD

DATE: MARCH 18, 2021

AGENDA ITEM NUMBER: 3A4e

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

AGENDA ITEM TYPE: APPROVAL

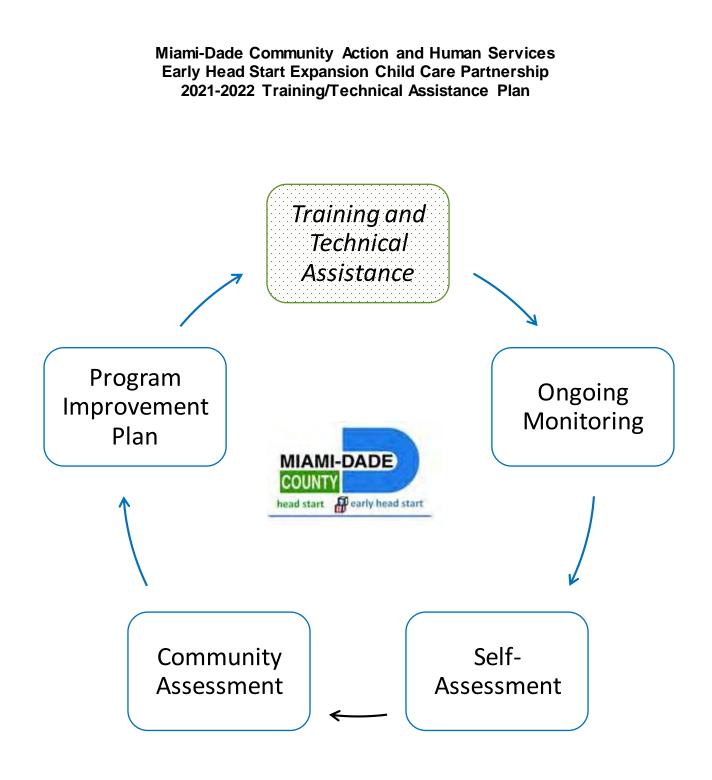
RECOMMENDATIONS: APPROVAL -

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



Policy Council Approval: //2021

CAA Approval: //2021

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT MISSION

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

PROGRAM PHILOSOPHY

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

4-YEAR PROGRAM GOALS

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

TRAINING/TECHNICAL ASSISTANCE GOAL

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

2021-2022 TRAINING PRIORITIES

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

TRAINING NEEDS ANALYSIS

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

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

TIERED-APPROACH TO TRAINING

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

PROGRAM MANAGEMENT, PLANNING, & OVERSIGHT SYSTEMS TRAINING OBJECTIVES

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

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

Pre-Service Training Conference

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

Volunteer Orientation

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

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

New Employee Orientation

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

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

Child Abuse Training

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

College Courses

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

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

FLORIDA: DEPARTMENT OF CHILDREN AND FAMILIES: REQUIRED TRAINING

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

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

care. As the need presents itself throughout the program year, staff are referred to community partners that offer this training and assist them with registering and testing for this training. **State of Florida Director's Credential**

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

First Aid/CPR Training

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

TRAINING AND TECHNICAL ASSISTANCE TRACKING SYSTEM

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

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TRAINING BUDGET SUMMARY Training Budget Summary

T/TA Activity	Amount	Description
Goal 1: Foster a culture of lifelong learning among infants, toddlers, preschoolers, families, and Early Head Start-Child Care Partnership Staff	\$61,185	 Includes: Pre-Service Workshops Curriculum Training CLASS Training Mentor/Coaching
Goals 2: Build capacity for practitioners in implementing Montessori practices in their work with infants and toddlers	\$70,208	Includes:Montessori Training
Goal 3: Create healthy and safe environments, which are child-focused, family-friendly, and environmentally sustainable	\$1,575	 Includes: Pre-Service Workshops Training on health, nutrition, and safety
Goal 4: Be a leader in technological innovation and efficiency among Head Start programs	\$6,020	Includes: • Pre-Service Workshops • ChildPlus • Galileo
Mandated Training- Not Listed Elsewhere	\$31,600	 Includes: Pre-Service Workshops New Staff Orientation Program Governance training for policy groups and governing board
Travel Expenses	\$23,630	 Includes: National, Regional, and State level training Specialized Training
TOTAL BUDGET	Early Head Start-Child Care Partnership	
	\$194,218	

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

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

	Program G	oal 1: Foster a cu	Iture of lifelong learni	ing for infants, toddle	rs, families, and Ear	ly Head Start E	xpansion-Child	Care Partnersh	ip Staff.	
	Expected outcon (Short-Term & or/Lon			Indicator	s		Documer	ntation/Frequ	ency of Mea	asurements
	Infants and toddlers will shown social/emotional, general cog language and communication approaches to learning doma	gnition, n, and	Average growth o	f 75 Devel opmental	Level (DL) points		Galileo Ou	tcomes Analy ye	sis Report/T ear	Three times a
			Who		When		Cost		RATIONAL	
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	neline Estimated Allocation -CCP		Expansion	DOCUMENT (Why we do this)
7.	Utilizing CLASS Observation Data to Plan	Data and Evaluation	Internal	Instructional Staff/Directors	Education	August 2021-July 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.45(a)
8.	Linking the IEP/IFSP to the Child Assessment System	Education and Child Development	Internal	Disabilities Coordinators; Social Services Staff	Disabilities	August 2021-July 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.60
9.	Creative Curriculum Training	Education and Child Development	Consultant	Instructional Staff	Education	August 2021 & March 2022	\$60,000	45% EHS Expansion- CCP; 55% other funding	\$27,000	HSPS 45 CFR 1302.32
10.	Creative Curriculum Coaching to Fidelity	Education and Child Development	Consultant	Instructional Staff	Education	August 2021 and ongoing	\$40,000	45% EHS Expansion- CCP; 55% other funding	\$18,000	HSPS 45 CFR 1302.32

	Program G	Goal 1: Foster a cu	Iture of lifelong learni	ng for infants, toddler	s, families, and Ear	ly Head Start E	xpansion-Child	Care Partnersh	ip Staff.	
	Expected outco (Short-Term & or/Lon			Indicators	5		Documen	tation/Frequ	ency of Mea	asurements
	Infants and toddlers will sho social/emotional, general co language and communicatio approaches to learning dom	gnition, n, and	Average growth o	f 75 Devel opmental l	Level (DL) points		Galileo Ou	tcomes Analy ye	sis Report/T ear	Three times a
				Who		When	Cost			RATIONAL
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion -CCP Amount	DOCUMENT (Why we do this)
11.	Early Childhood Inclusion Certification	Education and Child Development	Consultant	Instructional Staff	Education	August 2021-July 2022	\$0	7% EHS Expansion- \$0 CCP; 93% \$0 other funding		
	Program Goal 1: Foster a cultur	e of lifelong learn	ing for infants, toddle	rs, families, and Early I	Head Start Expansic	on-Child Care P	artnership Staf	f.		
	Expected outcome (Short-Term & or/Long-Term	i)		Indicators	5		Documen	tation/Frequ	ency of Mea	asurements
	Improve CLASS Score By at le point	east one-half	10% of	teachers with impro	oved CLASS Score	es	(Class Scores	ſwice per Ye	ar
				Who		When		Cost	-	RATIONAL
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated Allocation EHS -CCP Amount			DOCUMENT (Why we do this)
12	CLASS; Reliability Renewals & Training	Education and Child Development	Internal	Instructional Staff; Directors; Education Support Staff; Monitors	Education	August 2021	7% EHS Expansion- \$9,000 CCP; 93% \$630 other funding		HSPS 45 CFR 1302.32	

	Program G	Goal 1: Foster a cu	Ilture of lifelong learni	ing for infants, toddler	s, families, and Ear	ly Head Start E	xpansion-Child	Care Partnersh	ip Staff.		
	Expected outco (Short-Term & or/Lon			Indicators	5		Documentation/Frequency of Measurements				
	Infants and toddlers will sho social/emotional, general co language and communicatio approaches to learning dom	gnition, n, and	Average growth o	f 75 Devel opmental l	Level (DL) points		Galileo Outcomes Analysis Report/Three year			Γhree times a	
				Who When				RATIONAL			
	Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion -CCP Amount	DOCUMENT (Why we do this)	
13	CLASS Primer Training	Education and Child Development	Consultant	Instructional Staff	Education Manager	August 2021 – July 2022	\$7,000	7% EHS Expansion- CCP; 93% other funding	\$490		

Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.										
Expected outcome (Short-Term & or/Long-Term	ı)		Indicators Documentation/F						asurements	
Families are actively engaged child's education	d in their	•	ll learn and access th system (Galileo) d	• •		Galileo Parent Activity Report/Monthly				
			Who		When		Cost			
Strategy (Event/Activity)	Management System	T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline Estimated Allocation C			EHS- CCP Amount	RATIONAL DOCUMENT (Why we do this)	

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

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

	Program Goal 1: Foster a cultur	e of lifelong learn	ing for infants, toddle	rs, families, and Early	Head Start Expansic	on-Child Care P	artnership Sta	ff.			
	Expected outcome (Short-Term & or/Long-Term	h)		Indicator	S		Documentation/Frequency of Measurements				
	Families are actively engaged child's education	d in their	33% of parents wi assessment	Galileo Parent Activity Report/Monthly							
24	Developing Social Work Skills	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50	
25	Effective Parent Engagement Strategies	Family and Community Engagement	Consultant	Social Services Staff	Family Engagement Coordinator	August 2021	\$2500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.50	
26	Parent Involvement in the Transition Process	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	January 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70	
27	Transitioning from Early Head Start to Head Start	Family and Community Engagement	Internal	Social Services Staff	Family Engagement Coordinator	September 2021, January 2022, April 2022, and July 2022	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.70(c); 1302.71(b)	
28	Family Menu Planning Develop with parents nutritious and economical meal planning	Nutrition	Consultant	Nutrition Managers; Social Services Staff	Nutrition Services	August 2021 and as needed	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.46(b)(ii)	

	Program Goal 1: Foster a culture of lifelong learning for infants, toddlers, families, and Early Head Start Expansion-Child Care Partnership Staff.												
	Expected outcome (Short-Term & or/Long-Term))		Indicator	S		Documer	ntation/Frequer	ncy of Mea	asurements			
	Families are actively engaged child's education	d in their		ll learn and access th system (Galileo) di			Galile	o Parent Activit	y Report/	Monthly			
29	Financial Literacy Train parents on budgeting, opening a savings account, and other fiscal responsibilities	Family and Community Engagement	Internal/Partner	EHS-CCP Parents	Family & Community Engagement Staff	November 2021	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	Head Start Act Sec 648(d)(1)(H)			
30	Back to School with Dad	Family and Community Engagement	Internal/Partner	Parents	Program Governance Coordinator	August 2021	\$20,000	7% EHS Expansion- CCP; 93% other funding	\$1,400	HSPS 45 CFR 1302.50(b)(1)			
31	Learning Genie	Family and Community Engagement	Consultant	Parents	Family Engagement Coordinator	August 2021 and on-going	\$5,000	7% EHS Expansion- CCP; 93% other funding	\$350				

	Program	Goal 2: To build c	apacity for pra	ctitioners in impl	ementing Mont	essori practic	es in their wor	k with infants a	and toddlers		
	Expected outcom (Short-Term & or/Long			Indica	tors		Documentation/Frequency of Measurements				
	Increased practitioner knov different workshop topics a Montessori princip	ligned with	Completion of Montessori Binder with 11 sections aligned with workshop topics				Monitoring Reports/Once a year with follow-up if neces				
			WHO WHEN			WHEN		COST	RATIONAL		
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)	
1.	Montessori Training and Certification	Training and Professional Development	Consultant	Early Head Start Montessori teachers	Education Manager	August 2021 and as needed	\$70,208	100% EHS Expansion- CCP	\$70,208	HSPS 45 CFR 1302.31	

	Program G	Goal 3: To create h	ealthy and safe	e environments, v	vhich are child-	ocused, famil	y-friendly, and	l environmenta	ally sustainable		
	Expected outcom (Short-Term & or/Long			Indica	tors		Documentation/Frequency of Measurements				
	Classrooms are healthy	and safe	75% of cla	ssrooms s coring	5 or above or	n the ITERS	Monitoring	Reports/Onc	e a year with foll	ow-upifnecessary	
			WHO WHE			WHEN		COST		RATIONAL	
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)	
1.	Physical Environments Provide training on facilities maintained policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities	August 2021 and as needed	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(1)	
2.	Equipment And Furnishings Provide training on equipment maintenance policies and procedures	Facilities and Learning	Internal	EHS-CCP Staff	Facilities	August 2021 and as needed	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(b)(2)	

	Program G	ioal 3: To create he	ealthy and safe	environments, v	which are child-	focused, famil	y-friendly, and	d environmenta	ally sustainable	
	Expected outcom (Short-Term & or/Long			Indica	tors		Docu	mentation/F	requency of Me	asurements
	Classrooms are healthy	and safe	75% of clas	ssrooms s coring	5 or above o	n the ITERS	Monitoring	gReports/Onc	e a year with follo	ow-upifnecessary
			WHO			WHEN		COST		RATIONAL
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)
3.	Hygiene, Food Safety, And Sanitation Provide hygiene, food safety, and sanitation training	Health Safety Practices	Consultant	EHS-CCP Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(6)
4.	Medication administration and storage Provide Policies and procedures, and process training	Health Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(4)(i)(C)
	10% fewer monitoring findings and safety protoc		Red	uced health ar	id safety findi	ngs	Monitoring	Reports/Onc	e a year with follo	ow-upif necessary
				WHO	1	WHEN		COST	1	RATIONAL
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)
5.	Child Abuse Training Provide child abuse reporting, prevention, and standards of conduct training	Health Service Safety Practices	Consultant	Community Partner	EHS-CCP Staff	August 2021 and as needed	\$10,000	7% EHS Expansion- CCP; 93% other funding	\$700	HSPS 45 CFR 1302.47(4)(i)(b)(F)(K)(5)(i)

	Program G	ioal 3: To create h	ealthy and safe	environments, v	which are child-	focused, famil	ly-friendly, and	d environmenta	ally sustainable	
	Expected outcom (Short-Term & or/Long			Indica	tors		Docu	mentation/F	requency of Me	asurements
	Classrooms are healthy	and safe	75% of cla	ssrooms s coring	5 or above o	n the ITERS	Monitoring	g Reports/Onc	e a year with foll	ow-upifnecessary
				WHO		WHEN	COST			RATIONAL
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)
6.	Universal/Standards Precautions Provide policies and procedure, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(6)(i-iii)
7.	Prevention and Control of Infectious Diseases Provide policies and procedure, and prevention training	Health Service Safety Practices	Consultant	Early Head Start-Child Care Partnership Staff	Health	August 2021 and as needed	\$2,500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(4)(i)(A)
8.	Redundant Active Supervision Provide policies and procedure training	Health Service Safety Practices	Consultant	Instructional Staff; Directors	Education	August 2021 and as needed	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.47(5)(iii)
	Children, parents, and EHS-CCP sta plant gardens at 50%% c	-	• 50% o	f the EHS-CCP cer	nters will have g	ardens		Site visit	report/bi-annual	у
				WHO		WHEN		COST		RATIONAL
	Торіс	Management System	T/TA Resource	Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)
9.	Center Gardens Provide consumer nutrition education with an emphasis on creating nutrition gardens	Nutrition	Consultant	Nutrition Manager, Family Service Workers, and Social	Nutrition Services	March- 2021	\$2500	7% EHS Expansion- CCP; 93% other funding	\$175	HSPS 45 CFR 1302.47(b)(1)

	Program G	Goal 3: To create h	ealthy and safe	environments, v	vhich are child-f	ocused, famil	y-friendly, and	l environmenta	Illy sustainable		
	Expected outcom (Short-Term & or/Long			Indica	tors		Docu	mentation/F	requency of Me	asurements	
	Classrooms are healthy	and safe	75% of cla	ssrooms s coring	5 or above or	n the ITERS	Monitoring	Reports/Onc	e a year with foll	ollow-up if necessary	
			WHO			WHEN	COST			RATIONAL	
	Торіс	Topic Management System		Participants (Target Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	DOCUMENT (Why we do this)	
				Workers							
10.	Nutrition Education Provide consumer education, menu planning strategies, and edible garden planting	Family and Community Engagement	Internal	Parents	Nutrition Services	March- 2021	\$0	7% EHS Expansion- CCP; 93% other funding	\$0	HSPS 45 CFR 1302.46(b)(ii)	

	Pro	gram Goal 4: The	program will ir	nprove technologi	ical innovation and e	efficiency among e	arly childhood	l programs in N	/liami-Dade Cou	inty
	Create a system f duplication of work the amount of pape	and decreases	Nu	mber of staff train	ied in web-based pr	programs Monitoring Reports, agendas/			oorts, agendas/o	quarterly
			Who			When	Cost			T/TA Need
	Strategy Managemen (Event/Activity) System		T/TA Resource	Participants (Targeted Audience)	Responsible Manager	Timeline	Estimated	Allocation	EHS Expansion- CCP Amount	Rational Document (Why we do this)
1.	Galileo Training Provide training on how to administer, engage parent, and implement	Education and Child Development	Consultant	Instructional Staff	Database Admin	August 2021 and as needed	\$15,000	7% EHS Expansion- CCP; 93% other funding	\$1,050	HSPS 45 CFR 1301.101

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

	Pro	gram Goal 4: The	program will ir	mprove technologi	ical innovation and	efficiency among e	arly childhood	programs in N	1iami -Dade Coເ	inty
7.	PowerPoint Beginner	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	7% EHS Expansion- CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92
8.	PowerPoint Intermediate	Ongoing Monitoring & Continuous Improvement	Consultant	HS/EHS Staff	Technical & Training Supervisor	August 2021 – July 2022	\$1,500.00	7% EHS Expansion- CCP; 93% other funding	\$105	HSPS 45 CFR 1302.92

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

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

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

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

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

2021-2022 EHS-CCP Training and Technical Assistance Plan

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



DATE: DECEMBER 2, 2021

AGENDA ITEM NUMBER: 3A4f

AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START

FINANCIAL STATEMENT FOR SEPTEMBER 2021.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS FOR REVIEW AND APPROVAL BY COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE HEAD START/EARLY HEAD START PROGRAM THROUGH JULY 30, 2021, PERTAINS TO THE 12^{TH} MONTH OF THE 12^{TH} MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$66,060,042 WHICH INCLUDES COLA & QUALITY IMPROVEMENT OF \$3,066,864 AND ONE-TIME SUPPLEMENTAL OF \$936,892 AND ACTUAL ADJUSTED EXPENDITURES OF \$63,357,842. OUTSTANDING INVOICES ARE IN PROCESS.

THE CURRENT FUNDS UTILIZATION RATE IS 95.91%.

FUNDING SOURCE: FEDERAL PY:2020-21

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

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

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

Expenditures	a part of the				
SALARIES	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	5,415,930	(244,112)	5,096,513	319,417	94.109
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
ringe Benefits	2,302,942	90,626	2,064,608	238,334	89.65%
TRAVEL	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	153,249			153,249	0.009
EQUIPMENT	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
Other Equipment	762,892	39,603	218,705	544,187	28.679
SUPPLIES	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
Office Supplies	101,533	19,150	38,456	63,077	37.889
Child & Family Serv. Supplies		-		0	0.00%
Food Services Supply Other Supplies	-	-		0	0.00%
TOTAL SUPPLIES	101,533	19,150	38,455	63,077	37.889
CONTRACTUAL	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	YTD ACTUALS SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
If. Admn. Services (Legal, Accounting)	-			0	0.009
2f. Health/Disability Services/Mental Health) 3f. Food Service	35,000 51,187		18,442	35,000 32,745	0.009
f. Child Transportation Services	159,417			159,417	0.009
5f. Training & Technical Assistance (RESTRICTED) 5f. Family Child Care	593,386	118,919	561,948	31,438	94.70
D'farrill COMMUNITY BASED OR	1,820,129	153,070	1,818,868	1,261	99.939
andow COMMUNITY BASED OR Allapattah OTHER GRANTS/SERVI	825,214 568,649	37,384 35,407	758,184	67,030 4,468	91.889
DUR LITTLE ONES CH	868,942	41,277	854,871	14,071	98.389
PARADISE CHRISTIAN	1,323,776	(501)	1,461,564	-137,788	110.419
CATHOLIC COMMUNITY	9,318,753	686,126 7,052	9,823,050	-504,297 73,378	105.419
IDCO DAYCARE	2,303,318	400,119	2,491,552	-188,234	108.17
LE JARDIN HEADSTAR	3,517,571 3,516,354	(90,968)	3,319,465	198,106	94.379
CENTRO MATER CHILD	4,836,179	45,658	4,982,426	-146,247	103.029
SUNFLOWERS ACADEMY	296,006	81,091 250,273	282,858	13,148	95.56
HAITIAN YOUTH & CO JNITED WAY OF MIA	1,718,591 682,504	113,444	673,322	9,182	98.65
MIAMI DADE COUNTY PUBLIC	16,479,734	2,608,026	15,326,227	1,153,507	93.00
YWCA EASTER SEALS SOUTH FLORIDA	2,018,943 3,415,365	9,510 210,127	1,772,529	246,414 62,625	87.79
8f. Contracts	332,013		-	332,013	0.00
8.1f. Other Contracts TOTAL CONTRACTUAL	171,301 56,103,233	47,231 4,753,245	174,629 54,610,236	-3,328	101.94
CONSTRUCTION	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	SEPTEMBER 2021	BALANCE	VARIANCE
Construction	174,000	-		174,000	0.00
OTHERS	BUDGET	MONTHLY ACTUALS SEPTEMBER 2021	SEPTEMBER 2021	BALANCE	VARIANCE (-\+)
1h. Depreciation/Use Allowance 2h. Rent ****	30,000		30,687	-687	0.009
3h. Mortgage			-	0	0.00
4h. Utilities *****	51,390	28,456 36,092	96,004	-44,615 37,667	186.82
5h. Bldg & Child Liability Ins ***** 6h. Bldg Maintenance (Includes One Time Facilities Supplement)	73,759	55,603	319,988	-176,168	222.49
7h. Incidental Alterations	-	(075)		0	0.00
Bh. Local Travel & Field Trips 9h. Nutrition Services	82,610	(855)	11,243	71,367	13.61
10h. Child Services - Consultants	80,000	-	20,816	59,184	26.02
12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REOUIRED	48,721	3,985	112,128	-63,408	230.15
13h. Parent Services (RESTRICTED)	20,053	12,441	13,691	6,362	68.28
14h. Accounting & Legal Svcs 15h. Publication/Adv/Printing	43,187 52,705	48,749	21,700 240,816	21,487	50.25 456.91
16h. Training or Staff Development	82,781	-	11,524	71,257	13.92
17h. Other: TOTAL OTHERS	337,238	27,694	414,634	-77,396 (283,062)	122.95
TOTAL PROGRAM EXPENDITURES	66,060,041	4,870,677	63,357,842	2,702,199	95.91
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: CARRYOVER	640,588		150,653	0 489,935	0.00
AMENDED TOTAL PROGRAM EXPENDITURES	66,700,629	4,870,677	63,508,495	3,192,134	23.32
Non-Federal Share (
NFS Requirement based on Grant	\$	16,515,010			
	\$	15,839,461	25.00%		
	\$	14,859,789			

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Head Start/ Early Head Start - 04CH010192-05-00 PY2020-21



AGENDA ITEM NUMBER: 3A4g

AGENDA ITEM SUBJECT: HEAD START/EARLY HEAD START

FINANCIAL STATEMENT FOR MARCH 2021 ONE TIME ACTIVITIES COVID-19 AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

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

THE CURRENT FUNDS UTILIZATION RATE IS 100%.

FUNDING SOURCE: FEDERALPY:2019-20

*ONE TIME ACTIVITIES COVID-19 BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020

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

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

Head Start/Early Head Start Program Y	'ear: March	1st, 2020 to [December 31st	t, 2020	
Expenditures					
SALARIES	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
		March 2021	March 2021		(-\+)
Salaries Full Time	-	-	-	0	0.009
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE
		March 2021	Warch 2021		(-\+)
Fringe Benefits	-	-	-	0	0.009
TRAVEL	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
			Warch 2021		(-(+)
Staff Travel out of Town	-	-	-	0	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
					(()
Other Equipment	-	-	-	0	0.009
SUPPLIES	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Office Supplies				1 107	
Office Supplies Child & Family Serv. Supplies	- 252,492	- 89,206	(1,187) 96,271	1,187 156,222	0.00%
Food Services Supply	202,492	- 07,200	- 70,271	150,222	0.00%
Other Supplies	-	-	-	0	0.00%
TOTAL SUPPLIES	252,492	89,206	95,084	157,409	37.66%
	NUDCET	MONTHLY ACTUALS			VARIANCE
CONTRACTUAL	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	(-\+)
1f. Admn. Services (Legal, Accounting)	-	-	-	0	0.00%
2f. Health/Disability Services/Mental Health)	-	-	-	0	0.00%
3f. Food Service	-	-	8,391	-8,391	0.00%
4f. Child Transportation Services 5f. Training & Technical Assistance (RESTRICTED)	-	-	-	0	0.00%
6f. Family Child Care	-	-	-	0	0.00%
O'farrill COMMUNITY BASED OR	167,180	-	173,174	-5,994	103.59%
Landow COMMUNITY BASED OR					
	63,680	-	60,480	3,200	94.97%
Allapattah OTHER GRANTS/SERVI OUR LITTLE ONES CH	51,590 79,060		39,004 77,729	<u>12,586</u> 1,331	75.60%
PARADISE CHRISTIAN	120,600	-	136,731	-16,131	113.38%
CATHOLIC COMMUNITY					
ST ALBANS DAY CARE	854,250 113,900	320,053	708,080 71,852	146,170 42,048	82.89% 63.08%
KIDCO DAYCARE	113,700		/1,032	42,040	03.007
	187,660	84,609	187,661	-1	100.00%
CHRISTIAN COMMUNIT LE JARDIN HEADSTAR	304,560 321,600	-	<u>68,207</u> 112,457	236,353 209,143	22.40%
CENTRO MATER CHILD	396,520	-	386,384	10,136	97.44%
SUNFLOWERS ACADEMY	26,800	-	4,402	22,398	16.43%
HAITIAN YOUTH & CO	137,410	8,182	82,040	55,370	59.70%
UNITED WAY OF MIA	40,260	-	36,120	4,140	89.72%
MIAMI DADE COUNTY PUBLIC	1,149,410	936,256	1,149,411	-1	100.00%
YWCA	167,560	87,540	167,527	33	99.98%
EASTER SEALS SOUTH FLORIDA DELEGATE AGENCIES	326,640	-	331,565	-4,925 0	<u>101.51%</u> 0.00%
8f. Other Contracts	470,000	-	-	470,000	0.00%
TOTAL CONTRACTUAL	4,978,680	1,436,640	3,801,212	1,177,468	76.35%
OTHERS	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
		March 2021	March 2021		(-\+)
2h. Rent ****	-	-	-	0	0.00%
4h. Utilities ***** 5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance		-	-	0	0.00%
8h. Local Travel & Field Trips	-	-	-	0	0.00%
12h. Substitutes (IF NOT PAY BENEFITS)				_	
GRANTEE APPROVAL REQUIRED 13h. Parent Services (RESTRICTED)	-	-	-	0	0.00%
14h. Accounting & Legal Svcs	-	-	-	0	0.00%
15h. Publication/Adv/Printing	-	-	-	0	0.00%
16h. Training or Staff Development 17h. Other:	- 706,052	- 745,894	- 1,042,629	0 -336,577	0.00%
TOTAL OTHERS	706,052	745,894 745,894	1,042,629 1,042,629	(336,577)	147.67%
	•	•			
TOTAL PROGRAM EXPENDITURES	5,937,224	2,271,740	4,938,920	998,304	83.19%
		_	(28,941)	28,941	
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:					
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES	5,937,224	2,271,740	4,909,979	1,027,245	
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES Non- Federal Sha	re (NFS) Report	<u> </u>		1,027,245	
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES Non- Federal Shar NFS Requirement based on Grant	re (NFS) Report \$	2,271,740	0.00%	1,027,245	
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES Non- Federal Shar NFS Requirement based on Grant NFS Required based on YTD Expenditures	re (NFS) Report	<u> </u>		1,027,245	

In-Kind TO BE reported in FAMIS

Difference (+/-)

\$

\$

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0.00%

0.00%



DATE: DECEMBER 16, 2021

AGENDA ITEM NUMBER: 3A4h

AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE

PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR

OCTOBER 2021.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE CHILDCARE PARTNERSHIP PROGRAM THROUGH JULY 30, 2021, PERTAINS TO THE 12^{TH} MONTH OF THE 12^{TH} , MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$3,476,011 WHICH INCLUDES COLA AND QUALITY IMPROVEMENT OF \$152,792 AND ACTUAL ADJUSTED EXPENDITURES OF \$3,476,011.

THE CURRENT FUNDS UTILIZATION RATE IS 100%.

FUNDING SOURCE: FEDERAL PY: 2020-21

BUDGET PERIOD: AUGUST 1, 2020, TO JULY 30, 2021 CLOSEOUT PERIOD: AUGUST 1, 2021, TO OCTOBER 30, 2021

Child Care Partnership Program Year-to-Date Financial Report as of OCTOBER 31, 2021

Child Care Partnership -EHS Program Ye	an. August	1 2020 301	y 5134 2021		
Expenditures			1	DALANCE	VADIANOS
SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	726,088	(16,866)	666,957	59,131	91.86%
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	340,329	(1,147)	308,640	31,689	90.69%
	BUDGET	MONTHLY ACTUALS		BALANCE	VARIANCE
TRAVEL	BODGET	OCTOBER 2021	YTD ACTUALS 2021	DALANCE	(-\+)
Staff Travel out of Town	15,135	-	-	15,135	0.00%
EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS	BALANCE	VARIANCE (-\+)
			2021		6.10
Other Equipment	-	-		0	0.00%
SUPPLIES	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Supplies	12,010	-	28,286	-16,276	235.52%
Child & Family Serv. Supplies	10,700	-	33,782	-23,082	315.72%
Food Services Supply Other Supplies	-	-		0	0.00%
TOTAL SUPPLIES	22,710		62,068	(39,358)	273.31%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
CONTRACTUAL	000021	OCTOBER 2021	2021	Direction of the second s	(-\+)
1f. Admn. Services (Legal, Accounting)		-		0	0.00%
2f. Health/Disability Services/Mental Health)		-	~	0	0.009
3f. Food Service	6,600	8,402	40,211	-33,611	609.269 0.009
4f. Child Transportation Services 5f. Training & Technical Assistance (RESTRICTED)	30,240	1,301	63,900	-33,660	211.319
6f. Family Child Care	201210	-	-	-	0.009
PROVIDER AGENCIES: CHILD DEVELOPMENT		-	27,760	(27,760)	0.009
Crystal Learning Center, Inc.	301,596	-	315,191	-13,595	104.519
Decroly Learning Child Care Center, Inc.	452,394	-	447,881	4,513	99.00%
Early Childhood Professional Services (Bethany)	226,198	15,324	224,075	2,122	99.069
Memorial Temple Missionary Baptist Church, Inc.	150,798	70.096	109,591	41,207	72.679
St. Alban's (Delegate/Provider)	452,395	70,986	427,760	24,635	104.399
Rising Star Academy Cambridge Academy	226,197	-	204,729	21,468	90.519
Shinning Light Childcare Dev Center	150,798	-	164,211	-13,413	108.90%
Community Outreach Center (New)	150,799	-	116,950	33,849	77.559
commonly our com of the there		-			0.009
8f. Other Contracts	30,953	540	91,971	-61,018	297.139
TOTAL CONTRACTUAL	2,329,766	96,553	2,391,647	(61,881)	102.669
OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
2h. Rent ****	-		-	0	0.00%
4h. Utilities *****	12,256	-	2,903	9,353	23.699
5h. Bldg & Child Liability Ins *****	1,950	-	1,804	145	92,519
6h. Bldg Maintenance	2,884	-	16,221	-13,337	562.469
8h. Local Travel & Field Trips 12h. Substitutes (IF NOT PAY BENEFITS)		-	-	0	0.009
GRANTEE APPROVAL REOUIRED	10,000	-	12,043	-2,043	120.439
13h. Parent Services (RESTRICTED)	-	4	-	0	0.00%
14h. Accounting & Legal Svcs	3,200		-	3,200	0.00%
15h. Publication/Adv/Printing	-	-	247	-247	0.009
16h. Training or Staff Development	200	-	670	-470	335.149
17h. Other: TOTAL OTHERS	11,493 41,983	-	12,811 46,700	-1,318	111.479
TOTAL PROGRAM EXPENDITURES	3,476,011	78,540	3,476,011	0	100.00%
LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	3,470,011	10,340	5,473,011		100.007
AMENDED TOTAL PROGRAM EXPENDITURES	3,476,011	78,540	3,476,011	0	
Non- Federal Share					
			869,003		
NFS Requirement based on Grant					
NFS Required based on YTD Expenditures	3		654,682		
	5		(654,682)		



DATE: MARCH 31, 2021

AGENDA ITEM NUMBER: 3A4i

AGENDA ITEM SUBJECT: EARLY HEAD START CHILDCARE

PARTNERSHIP PROGRAM FINANCIAL STATEMENT FOR

MARCH 2021 ONE TIME ACTIVITIES COVID-19.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

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

THE CURRENT FUNDS UTILIZATION RATE IS 100%.

FUNDING SOURCE: FEDERAL PY: 2019-20

***ONE TIME ACTIVITIES COVID-19 BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020** CLOSEOUT PERIOD: JANUARY 1, 2021 TO MARCH 30, 2021

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

SALARIES BUGGET MONTHLY ACTUALS March 2021 YTO ACTUALS March 2021 BALANCE Salaries Fuill Time - - 0 0 FRINGE BENEFITS BUDGET MONTHLY ACTUALS March 2021 VTD ACTUALS March 2021 BALANCE Trape Benefits - - 0 0 TRAVEL BUDGET MONTHLY ACTUALS March 2021 BALANCE Staff Travel out of Town - - 0 CQUIPMENT BUDGET MONTHLY ACTUALS March 2021 BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 BALANCE OTION SUPPLIES <th></th> <th></th> <th></th> <th></th> <th></th> <th>Child Care Partnership -EHS Program Y Expenditures</th>						Child Care Partnership -EHS Program Y Expenditures
BUDGET MONTHLY ACTUALS March 2021 PTD ACTUALS March 2021 BALANCE ringe Benefits - - 0 TRAVEL BUDGET MONTHLY ACTUALS March 2021 YTD ACTUALS March 2021 BALANCE Staff Travel out of Town - - 0 0 Staff Travel out of Town - - 0 0 Staff Travel out of Town - - 0 0 Staff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Travel out of Town - - 0 0 Stuff Staff S	VARIANCE (-\+)	BALANCE			BUDGET	SALARIES
NUME DURING March 2021 March 2021 rings Benefits - - 0 TRAVEL BUDGET MONTHLY ACTUALS WTD ACTUALS BALANCE Staff Travel out of Town - - 0 0 EQUIPMENT BUDGET MONTHLY ACTUALS WTD ACTUALS BALANCE Dther Equipment - - 0 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 March 2021 March 2021 BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 March 2021 0 SUPPLIES BUDGET MONTHLY ACTUALS YTD ACTUALS BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 0 Ottal Supples - - 0 0 Ottal Supples - - 0 0 Ottal Supples - - 0 0 If Admin Services (Losal Accounting) - - 0 0 If Admin Servic	0.00	0	-	-	-	Salaries Full Time
RAVEL BUDGET MONTHLY ACTUALS March 2021 PRAVMET Staff Travel out of Town - - 0 EQUIPMENT BUDGET MONTHLY ACTUALS March 2021 WTD ACTUALS March 2021 BALANCE SUPPLIES BUDGET MONTHLY ACTUALS March 2021 VTD ACTUALS March 2021 BALANCE 2010er Equipment - - - 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 VTD ACTUALS March 2021 BALANCE 2010er Supplies - - 0 0 2010er Supplies - - 0	VARIANCE (-\+)	BALANCE			BUDGET	FRINGE BENEFITS
Number March 2021 March 2021 March 2021 Staff Travel out of Town - - 0 EQUIPMENT BUDGET MONTHLY ACTUALS March 2021 March 2021 BALANCE Dther Equipment - - 0 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 March 2021 BALANCE Office Supplies - - 0 0 Other Equipment - - 0 0 Other Supplies - - 0 0 Total supplies - - 0 0 The Supplies - - 0 0 Total supplies - - 0 0 The March 2021 March 2021 March 2021 0 0 Total supplies <	0.00	0	-	-	-	Fringe Benefits
EQUIPMENT BUDGET MONTHLY ACTUALS March 2021 YTD ACTUALS March 2021 BALANCE Other Equipment - - - 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 YTD ACTUALS March 2021 BALANCE OTICS Supplies - - 0 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 BALANCE OTICS Supplies - - 0 ODIES Supply - - 0 ODIES Supply - - 0 OTICL SUPPLIES - - 0 CONTRACTUAL BUDGET MONTHLY ACTUALS March 2021 BALANCE If Adms Sundes (Legal Accounting) - - 0 If Adms Sundes (Legal Accounting) - <td< td=""><td>VARIANCE (-\+)</td><td>BALANCE</td><td></td><td></td><td>BUDGET</td><td>TRAVEL</td></td<>	VARIANCE (-\+)	BALANCE			BUDGET	TRAVEL
CLOP INTERN March 2021 March 2021 Other Equipment - - 0 SUPPLIES BUDGET MONTHLY ACTUALS March 2021 March 2021 Office Supplies - - 0 Office Supplies - - 0 Office Supplies - - 0 Other Supplies - - 0 Other Supplies - - 0 Other Supplies - - 0 TOTAL SUPPLIES March 2021 March 2021 March 2021 March 2021 March 2021 March 2021 0 CONTRACTUAL BUDGET MONTHLY ACTUALS March 2021 March 2021 March 2021 March 2021 - - Tr Addity Disability Services/Mental Health) - - - 0 Training & Terrainal Assistance (EstRICTED) - - 0 0 RevVIDE RAGEWOLES - - 0 0 - - Crysta	0.00	0	-	-	-	Staff Travel out of Town
SUPPLIES BUDGET MONTHLY ACTUALS March 2021 WTD ACTUALS March 2021 BALANCE Office Supplies - - 0 0 Child & Family Serve, Supplies - - 0 0 Conter Supplies - - 0 0 Conter Supplies - - 0 0 CONTRACTUAL BUDGET Monthux Actuals March 2021 0 CONTRACTUAL BUDGET Monthux Actuals March 2021 0 If. Adm. Services (Legal Accounting) - - 0 0 2f. Tool Services - - 0 0 2f. Tool Services - - 0 0 Crystal Learning Contery, Inc. 19,712 7,234 19,712 0 Decrety Learning Child Care Center, Inc. 19,856 - - 9,856 Starty Childhood Professional Services (Bethany) 114,764 466 7,067 7,717 Memorial Start Center, Inc. 19,856 - - 9,	VARIANCE (-\+)	BALANCE			BUDGET	EQUIPMENT
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2f. Health/Disability Services/Mental Health) . <td< td=""><td>(-\+)</td><td></td><td>March 2021</td><td>March 2021</td><td></td><td>CONTRACTORE</td></td<>	(-\+)		March 2021	March 2021		CONTRACTORE
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8h. Local Travel & Field Trips - - 0 12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REQUIRED - - 0 12h. Substitutes (IF NOT PAY BENEFITS) GRANTEE APPROVAL REQUIRED - - 0 13h. Parent Services (RESTRICTED) - - 0 14h. Accounting & Legal Svcs - - 0 15h. Publication/Adv/Printing - - 0 16h. Training or Staff Development 14,818 - 14,818 17h. Other: 48,256 52,984 135,794 -87,538 TOTAL OTHERS 63,074 52,984 150,612 (87,538) TOTAL PROGRAM EXPENDITURES 210,914 62,963 211,224 (310) LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: (310) (310) 310 AMENDED TOTAL PROGRAM EXPENDITURES 210,914 62,653 210,914 (0)	0.00					
12h. Substitutes (IF NOT PAY BENEFITS) - - - 0 GRANTEE APPROVAL REQUIRED - - - 0 13h. Parent Services (RESTRICTED) - - - 0 14h. Accounting & Legal Svcs - - - 0 15h. Publication/Adv/Printing - - 0 0 16h. Training or Staff Development 14,818 - 14,818 0 17h. Other: 48,256 52,984 135,794 87,538 TOTAL OTHERS 63,074 52,984 150,612 (87,538) TOTAL PROGRAM EXPENDITURES 210,914 62,963 211,224 (310) LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: (310) (310) 310 AMENDED TOTAL PROGRAM EXPENDITURES 210,914 62,653 210,914 (0)	0.00		-	-		
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AMENDED TOTAL PROGRAM EXPENDITURES 210,914 62,653 210,914 (0)	100.15		· · · · ·	•	210,914	
	100.00				210,914	
				CABLE)	eport (NO APPLIC	Non- Federal Share (NFS) F
NFS Requirement based on Grant \$ 0.00%						
NFS Required based on YTD Expenditures \$ - 0.00%						
NFS YTD Recorded \$ - 0.00% In-Kind TO BE reported in FAMIS \$ - 0.00%				-		
Difference (+/-) \$ - 0.00%				-		



DATE: MARCH 31, 2021

AGENDA ITEM NUMBER: 3A4j

AGENDA ITEM SUBJECT: COMBINATION -EARLY HEAD START-

CHILD CARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT

FOR MARCH 2021 ONE TIME ACTIVITIES COVID-19.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS BEING SUBMITTED FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

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

THE CURRENT FUNDS UTILIZATION RATE IS 100%.

FUNDING SOURCE: FEDERAL PY: 2020-21

***ONE TIME ACTIVITY COVID-19**

BUDGET PERIOD: MARCH 1, 2020 TO DECEMBER 31, 2020 CLOSEOUT PERIOD: JANUARY 1, 2021 TO MAY 31, 2021

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

Expenditures		· · · · · · · · · · · · · · · · · · ·			
SALARIES	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	-	-	-	0	0.00
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Fringe Benefits	-	-	-	0	0.005
TRAVEL	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Staff Travel out of Town	-	-	-	0	0.009
EQUIPMENT	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Office Equipment	-	-			0.00%
Classroom/Outdoor/Homebased Vehicle Purchase		-			0.009
Other Equipment	-	-	-	0	0.009
SUPPLIES	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
Office Supplies	-	-	12,710	-12,710	0.009
Child & Family Serv. Supplies Food Services Supply	13,474	7,248	7,248	6,226 0	<u>53.799</u> 0.009
Other Supplies TOTAL SUPPLIES	- 13,474	- 7,248	- 19,958	0 (6,484)	0.00%
CONTRACTUAL	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
	505011	March 2021	March 2021		(-\+)
1f. Admn. Services (Legal, Accounting) 2f. Health/Disability Services/Mental Health)		-	-	0	0.00%
3f. Food Service 4f. Child Transportation Services	10,386	-	10,386	0	100.009 0.009
5f. Training & Technical Assistance (RESTRICTED)	34,080	-	34,080	0	100.00%
6f. Family Child Care				0	0.00%
	0.05/		0.05/	0	0.00%
COMMUNITY BASED OR (LANDOW) PARADISE CHRISTIAN	9,856 19,712	-	9,856	19,712	100.00%
CATHOLIC COMMUNITY	73,920	32,066	73,920	0	100.00%
KIDCO DAYCARE	19,712	5,395	19,712	0	100.00%
CHRISTIAN COMMUNIT	19,712	-	5,056	14,657	25.65%
CENTRO MATER CHILD SUNFLOWERS ACADEMY	44,352 14,784	-	43,990	362 14,784	99.18% 0.00%
HAITIAN YOUTH & CO & (LMW)	49,280	26,036	31,597	17,683	64.12%
YWCA	24,640	8,570	24,632	9	99.97%
				0	0.00%
PROVIDERS: Decroly Learning Child	14 704			0	0.00%
Cambridge Academy	14,784 14,784	-	-	14,784 14,784	0.00%
BRICKS Early Learning Center	14,784	-	14,541	243	98.369
Early Learning Center	19,712	-	16,859	2,853	85.53%
8f. Other Contracts	9,996	-	17,663	-7,667	176.709
TOTAL CONTRACTUAL	394,494	72,067	302,292	92,202	76.639
CONSTRUCTION	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
	-	-		0	0.009
OTHERS	BUDGET	MONTHLY ACTUALS March 2021	YTD ACTUALS March 2021	BALANCE	VARIANCE (-\+)
2h. Rent **** 4h. Utilities *****	-	-	-	0	0.009
5h. Bldg & Child Liability Ins *****	-	-	-	0	0.00%
6h. Bldg Maintenance 8h. Local Travel & Field Trips	-	-	-	0	0.00%
20. Local Travel & Field Trips 12h. Substitutes (IF NOT PAY BENEFITS)	-	-	-	U	0.00%
GRANTEE APPROVAL REQUIRED	-	-	-	0	0.00%
13h. Parent Services (RESTRICTED) 14h. Accounting & Legal Svcs		-	-	0	0.00%
15h. Publication/Adv/Printing			-	0	0.009
		-	-	0	0.00%
		59,574	76,484 76,484	650 650	99.169 99.16 9
	77,134 77,134	59,574			
16h. Training or Staff Development 17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES		59,574 138,887	398,731	86,371	82.20%
17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES:	77,134 485,102	138,887	398,731		82.209
17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES	77,134 485,102 485,102	138,887 138,887		86,371 86,371	82.209
17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES Non- Federal Share (NFS) NFS Requirement based on Grant	77,134 485,102 485,102 Report (No Appli \$	138,887 138,887	398,731 398,731		82.209
17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES NFS Requirement based on Grant NFS Required based on YTD Expenditures	77,134 485,102 485,102 Report (No Appli \$ \$	138,887 138,887	398,731 398,731 0.00% 0.00%		82.209
17h. Other: TOTAL OTHERS TOTAL PROGRAM EXPENDITURES LESS/ADD: ADJUSTMENT REALLOCATION OF EXPENSES: AMENDED TOTAL PROGRAM EXPENDITURES NFS Requirement based on Grant NFS Required based on YTD Expenditures NFS YTD Recorded	77,134 485,102 485,102 Report (No Appli \$	138,887 138,887 cable)	398,731 398,731		



DATE: DECEMBER 16, 2021

AGENDA ITEM NUMBER: 3A4k

AGENDA ITEM SUBJECT: COMBINATION - EXPANSION EARLY HEAD

START-CHILD CARE PARTNERSHIP PROGRAM FINANCIAL STATEMENT

FOR OCTOBER 2021.

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

THIS ITEM IS FOR REVIEW AND APPROVAL BY THE COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

THE FINANCIAL REPORT FOR THE COMBINATION -EXPANSION EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM THROUGH JULY 31, 2021, PERTAINS TO THE 17TH MONTH OF THE 17TH, MONTH CONTRACT YEAR. THIS INCLUDES THE BUDGETED AMOUNT OF \$12,809,076 WHICH INCLUDES THE COLA AND QUALITY IMPROVEMENT OF \$357,407, CARRYOVER OF \$1,021,895 AND FIVE-MONTH BUDGET EXTENSION OF \$3,466,818. ACTUAL EXPENDITURES OF \$12,364,505 APPROXIMATELY.

THE CURRENT FUNDS UTILIZATION RATE IS 96.5%.

FUNDING SOURCE: FEDERAL PY: 2020-21

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

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

Combination Early Head Start Expansion Program Year-to-Date Financial Report as of OCTOBER 31, 2021

COMBINATION EHS EXPANSION G					
Expenditures SALARIES	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Salaries Full Time	824,029	4,721	602,587	221,442	73.139
FRINGE BENEFITS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
ringe Benefits	402,982	2,017	296,865	106,117	73.67
	BUDGET	MONTHLY ACTUALS	YTD ACTUALS	BALANCE	VARIANCE
TRAVEL	PODOLI	OCTOBER 2021	2021		(-\+)
Staff Travel out of Town	-		-	0	0.00
	1				
EQUIPMENT	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Equipment	- 4	-	-	0	0.00
Classroom/Outdoor/Homebased				0	0.00
Vehicle Purchase				0	0.00
sense equipment	-				
SUPPLIES	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Office Supplies	21,967		2,138	19,829	9.73
Child & Family Serv. Supplies	30,347	10,611	137,699	-107,352	453.75
Food Services Supply		-	-	0	0.00
Other Supplies TOTAL SUPPLIES	- 52,314	10,611	509	-509 (88,032)	268.28
CONTRACTUAL	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
1f. Admn. Services (Legal, Accounting) 2f. Health/Disability Services/Mental Health)	7,500			7,500	0.0
3f. Food Service	-			0	0.0
Af. Child Transportation Services		-	-	0	0.0
Sf. Training & Technical Assistance (RESTRICTED)	194,153	2,992	337,269	-143,116	173.7
6f. Family Child Care				0	0.0
DELEGATES:	212 614	44,462	264,171	49,443	0.0 84.2
COMMUNITY BASED OR (LANDOW) PARADISE CHRISTIAN	313,614 630,188	44,402	613,777	16,411	97.4
CATHOLIC COMMUNITY	2,352,110	175,799	2,424,855	-72,746	103.0
KIDCO DAYCARE	627,229	7,507	642,543	-15,314	102.4
CHRISTIAN COMMUNIT	627,229	32,027	592,895	34,334	94.5
CENTRO MATER CHILD	1,411,256 470,422	15,815	1,470,923	-59,657	104.2
SUNFLOWERS ACADEMY HAITIAN YOUTH & CO & (LMW)	1,568,073	13,015	1,529,880	38,193	97.5
YWCA	784,037	227,479	777,789	6,248	99.2
			-	0	0.0
PROVIDERS:			(127,632)	127,632	0.0
Decroly Learning Child	310,702 310,702		315,644 288,703	-4,942	101.5
Cambridge Academy BRICKS Early Learning Center	310,702		364,822	-54,120	117.4
Early Learning Center	414,267		430,737	-16,470	103.9
8f. Other Contracts	1,071,895	7,684	746,466	325,429	69.6
TOTAL CONTRACTUAL	11,404,089	513,766	11,131,817	272,273	97.6
CONSTRUCTION	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
Construction				0	0.0
OTHERS	BUDGET	MONTHLY ACTUALS OCTOBER 2021	YTD ACTUALS 2021	BALANCE	VARIANCE (-\+)
2h. Rent ****			-	0	0.0
4h. Utilities ***** Sh. Bldg & Child Liability Ins *****	10,200 4,500		30,989	-20,789 3,340	322.10
6h. Bidg Maintenance	11,583	2,801	16,335	-4,752	141.0
8h. Local Travel & Field Trips	8,933		1,749	7,184	19.5
13h. Parent Services (RESTRICTED) 14h. Accounting & Legal Svcs	8,114			8,114	0.0
14h. Accounting & Legal SVCS 15h. Publication/Adv/Printing	23,747	-	51,141	-27,394	215.3
16h. Training or Staff Development	•		6,118	-6,118	0.0
17h. Other: TOTAL OTHERS	58,585	33,930 36,731	85,400	-26,815	145.7
TOTAL PROGRAM EXPENDITURES	12,809,076	567,845	12,364,505	444,571	96.5
Less/Add Adjustment reallocation of expenses AMENDED TOTAL PROGRAM EXPENDITURES	12,809,076	567,845	12,364,505	444,571	
	Share (NFS) Repo	and the second s			
			3,202,269		
NFS Requirement based on Grant S					
NFS Required based on YTD Expenditures \$			2,494,180 572,402		
			2,494,180		

Printed: 12/14/2021 12/14/2021 366



DATE: MARCH 18, 2021

AGENDA ITEM NUMBER: 3A41

AGENDA ITEM SUBJECT: EARLY HEAD START-CHILD CARE

PARTNERSHIP GRANT PROPOSED BUDGET AND COLA

APPLICATIONS FOR FY21-22

AGENDA ITEM TYPE: APPROVAL RECOMMENDATIONS: APPROVAL

The Early Head Start Child Care Partnership Program Budget and <u>COLA</u> <u>Applications is being recommended to the CAA Board for review and</u> <u>approval to accept this report, as set forth below.</u>

BACKGROUND/SUMMARY:

The Community Action and Human Services Department 04HP000219 Early Head Start-Child Care Partnership Program grant is in Program Year 3 of a five-year Project Period (08/01/2019 -07/31/2024 and has a budget period beginning 08/01/202107/31/2022. The Proposed Budget for Early Head Start-Child Care Partnership Program grant is \$3,517,496 to serve 240 Early Head Start children and families for the FY 2021-2022. This amount also includes the base amount of \$3,476,011 and a 1.22% COLA totaling \$41,485.

FUNDING SOURCE: FEDERAL

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

			GRANT NO:	: 04HP000219	
Item	Description		EHS - Child Care P	Partnership Program	n
		Slots	BASE	COLA	Total
1	Personnel (14FTE's)		696,126		696,126
2	Fringe Benefits		336,236	15,203	351,439
3	Travel				0
4	Equipment				0
5	Supplies		10,000		10,000
6	Training Technical Assistance		75,625		75,625
7	Contractual		44,484		44,484
8	Construction				0
9	Other		159,184		159,184
	Total Direct Charges		1,321,655	15,203	1,336,858
10	Indirect Charges		0	0	0
			1,321,655	15,203	1,336,858
	·				
Gran	its to Outside Agencies	Slots	BASE	COLA	Total
	St Alban's Child Enrichment Center.	48	430,871	5,257	436,128
	D CARE PROVIDERS		,	,	
P01	Crystal Learning Center, Inc.	32	287,247	3,504	290,751
P02	Decroly Learning Child Care Center, Inc.	48	430,871	5,257	436,128
P03	Early Childhood Professional Services	24	215,436	2,628	218,064
P05	Memorial Temple Missionary Baptist Church, Inc.	16	143,624	1,752	145,376
P06	Community Outreach Center	16	143,624	1,752	145,376
	Rising Star Academy	16	143,624	1,752	145,376
	Cambridge Academy	24	215,435	2,628	218,063
P07 P08	Cambridge Academy		143,624	1,752	145,376
P07	Shining Light Childcare Development Center, Inc.	16	145,024	1)/01	
P07 P08		16	2,154,356	26,282	2,180,638

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



DATE: MARCH 18, 2021

AGENDA ITEM NUMBER: 3A4m

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

<u>The Combination Expansion Early Head Start-Child Care</u> <u>Partnership Program Budget and COLA Applications is being</u> <u>recommended to the CAA Board for review and approval to accept</u> <u>this report, as set forth below.</u>

BACKGROUND/SUMMARY:

<u>The Community Action and Human Services Department</u> <u>Combination Expansion Early Head Start-Child Care Partnership</u> <u>Program grant is in Program Year 3 of a five-year Project Period</u> 08/01/2019 -07/31/2024 and has a budget period beginning 08/01/2021-07/31/2022. The Proposed Budget for Combination Expansion Early Head Start-Child Care Partnership Program grant is \$8,419,502 to serve 552 Early Head Start children and families for the FY 2021-2022. This amount also includes the base amount of \$8,320,363 and a 1.22% COLA totaling \$99,139.

FUNDING SOURCE: FEDERAL

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

			GRANT NO	D: 04HP000158	
Item	Description		EHS-1	EXPANSION	
			BASE	COLA	Total
1	Personnel (9 FTE's)		594,012		594,012
2	Fringe Benefits		237,033	12,545	249,578
3	Travel				(
4	Equipment				(
5	Supplies		25,600		25,600
6	Training Technical Assistance		194,218		194,218
7	Contractual		135,051		135,052
8	Construction				(
9	Other		36,610		36,610
	Total Direct Charges		1,222,524	12,545	1,235,069
10	Indirect Charges		0	0	(
			1,222,524	12,545	1,235,069
Gran	ts to Outside Agencies		BASE	COLA	Total
002	Catholic Charities of the Archdiocese of Miami, Inc.	120	1,649,216	20,120	1,669,336
004	The Family Christian Association of America Inc.	32	439,791	5,365	445,156
005	KIDCO Child Care, Inc.	32	439,791	5,365	445,156
007	Friends of Lubavitch of Florida Inc.	16	219,895	2,683	222,578
009	Centro Mater Child Care Services Inc.	72	989,530	12,072	1,001,602
010	Paradise Christian School & Development Center Inc.	32	439,791	5,365	445,156
011	Sunflowers Academy Inc.	24	329,843	4,024	333,862
012	Haitian Youth and Community Center of Florida, Inc. &	80	1,099,478	13,414	1,112,892
017	YWCA of Greater Miami-Dade Inc.	40	549,739	6,707	556,446
CHIL	D CARE PROVIDERS				(
P02	Decroly Learning Child Care Center, Inc.	24	217,100	2,649	219,748
P08	Cambridge Academy	24	217,100	2,649	219,748
P10		32	289,466	3,531	292,998
P11	Bricks Early Learning Center	24	217,100	2,649	219,748
			7,097,839	86,594	7,184,433
	Grant Total	552	8,320,363	99,139	8,419,502

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



DATE: APRIL 19, 2021

AGENDA ITEM NUMBER: 3A4n

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL-

<u>The Head Start/Early Head Start program budgets and COLA</u> <u>applications are being recommended to the CAA Board for review</u> <u>and approval as set forth below.</u>

BACKGROUND/SUMMARY:

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

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

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

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

FUNDING SOURCE: FEDERAL

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

1 2 3 4 5 5 6 7 8 9	Description Personnel (79 FTE's) Fringe Benefits Travel Equipment Supplies Training Technical Assistance Contractual Construction Other Total Direct Charges	Slots	Base 5,290,717 2,294,279 76,655 644,483 673,468	Head Start COLA 113,308	<i>Total</i> 5,290,717 2,407,587 0 0	Slots	Early Base 332,253 144,079	y Head Start COLA 6,538	Total 332,253 150,617	Grai	, ,
1 2 3 4 5 5 6 7 8 9	Personnel (79 FTE's) Fringe Benefits Travel Equipment Supplies Training Technical Assistance Contractual Construction Other	Slots	Base 5,290,717 2,294,279 76,655 644,483	COLA	5,290,717 2,407,587 0 0	Slots	Base 332,253	COLA	332,253	Grai	5,622,97
2 3 3 4 5 5 6 7 8 9	Fringe Benefits Travel Equipment Supplies Training Technical Assistance Contractual Construction Other		5,290,717 2,294,279 76,655 644,483		5,290,717 2,407,587 0 0	51013	332,253		332,253		5,622,97
2 3 3 4 5 5 6 7 8 9	Fringe Benefits Travel Equipment Supplies Training Technical Assistance Contractual Construction Other		2,294,279 76,655 644,483	113,308	2,407,587 0 0		,	6,538	,		, ,
3 4 5 6 7 8 9	Travel Equipment Supplies Training Technical Assistance Contractual Construction Other		76,655 644,483		0		=, ;				2,558,20
4 5 6 7 8 9	Equipment Supplies Training Technical Assistance Contractual Construction Other		644,483		0				0		
5 6 7 8 9	Supplies Training Technical Assistance Contractual Construction Other		644,483						0		
6 7 7 8 9 9	Training Technical Assistance Contractual Construction Other		644,483		76,655		6,541		6,541		83,19
7 8 9	Contractual Construction Other		673,468		644,483		153,376		153,376		797,85
8 9	Construction Other				673,468		37,083		37,083		710,55
9	Other				0		. ,		0		
	Total Direct Charges		952,391		952,391		16,007		16,007		968,39
			9,931,993	113,308	10,045,301		689,339	6,538	695,877		10,741,17
10	Indirect Charges										
	ž	0	9,931,993	113,308	10,045,301	0	689,339	6,538	695,877		10,741,17
1				· · · · · ·		1			Ì		
rants	s to Outside Agencies	Slots	Base	COLA	Total	Slots	Base	COLA	Total	Grai	nt Total
	Le Jardin Community Center, Inc.	480	3,712,795	45,296	3,758,091				-	480	3,758,09
02	Catholic Charities of the Archdiocese of Miami, Inc.	1275	9,862,108	120,318	9,982,426				-	1,275	9,982,42
03	St Alban's Child Enrichment Center.	170	1,314,948	16,042	1,330,990				-	170	1,330,99
04	The Family Christian Association of America Inc.	432	3,341,517	40,767	3,382,284	24	349,804	4,268	354,072	456	3,736,35
	KIDCO Child Care, Inc.	250	1,933,746	23,592	1,957,338	32	466,405	5,690	472,095	282	2,429,43
06	Alllapattah Community Action Inc.	77	595,594	7,266	602,860		-	-	-	77	602,86
07	Friends of Lubavitch of Florida Inc.	80	618,799	7,549	626,348	16	233,203	2,845	236,048	96	862,39
08	O'Farrill Learning Center	242	1,800,361	21,964	1,822,325	8	113,025	1,379	114,404	250	1,936,72
09	Centro Mater Child Care Services Inc.	526	4,068,603	49,637	4,118,240	70	980,148	11,958	992,106	596	5,110,34
10	Paradise Christian School & Development Center Inc.	180	1,392,297	16,986	1,409,283		-	-	-	180	1,409,28
	Sunflowers Academy Inc.	40	309,400	3,775	313,175		-	-	-	40	313,17
12	Haitian Youth and Community Center of Florida, Inc. &	175	1,317,858	16,078	1,333,936	32	466,406	5,690	472,096	207	1,806,03
13	United Way of Miami Dade	30	232,049	2,831	234,880	32	456,376	5,568	461,944	62	696,82
14	Our Child Care Inc.	118	912,728	11,135	923,863		-	-	-	118	923,86
15	Easter Seals of South Florida Inc.	480	3,498,278	42,679	3,540,957	8	112,309	1,370	113,679	488	3,654,63
16	Miami-Dade County Public Schools	1535	11,518,774	140,529	11,659,303	192	2,791,930	34,062	2,825,992	1,727	14,485,29
17	YWCA of Greater Miami-Dade Inc.	220	1,639,129	19,997	1,659,126	32	463,228	5,651	468,879	252	2,128,00
			48,068,984	586,441	48,655,425		6,432,834	78,481	6,511,315		55,166,74
	Grant Total	6310	58,000,977	699,749	58,700,726	446	7,122,173	85,019	7,207,192	6,756	65,907,9
			, , , , , , , ,		0		.,,_,0		· ,= · · ,= / =	.,	
				Fe	deral Base Fund	ing	65,123,150	COLA (1.22%)	784,768	Total:	65,907,9 2

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



DATE: APRIL 15, 2021

AGENDA ITEM NUMBER: 3A4o

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL-<u>The</u><u>All Head Start, Early</u> <u>Head Start, Early Head Start-Child Care</u><u>Partnership Program</u> <u>Proposed Budget and Application for COVID-19 One-time activities</u> <u>is being recommended to the CAA Board for revie</u><u>and approval,</u> <u>as set forth below.</u>

BACKGROUND/SUMMARY:

<u>The Community Action and Human Services Department Head</u> <u>Start-Start Program has been informed of its eligibility to apply for</u> <u>a</u> funding amount of \$2,271,715 for one-time activities to prevent, prepare for and respond to COVID-19 and it is funded by the Consolidated Appropriations Act, 2021, CRRSA (COVID-19). The new grant number is 04HET001142 |01. The Budget Period is 04/01/2021 -3/31/2023 | Non-Competing New. This grant includes funding for all grants based on the current funded enrollment. The allocations are as follows:

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

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

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

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

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

FUNDING SOURCE: FEDERAL

Grant Application Summary Report Grant No. 04HET001142

2 Firsge Sendits 1 <th1< th=""> <th1< th=""> 1 <t< th=""><th>Item #</th><th>Description</th><th>Slots</th><th>Head Start</th><th>Slots</th><th>Early Head Start</th><th>Slots</th><th>Combination Early Head Start & Childcare Partnerships</th><th>Slots</th><th>Child Care Partnership Early Head Start Program</th><th>Gr</th><th>ant Total</th></t<></th1<></th1<>	Item #	Description	Slots	Head Start	Slots	Early Head Start	Slots	Combination Early Head Start & Childcare Partnerships	Slots	Child Care Partnership Early Head Start Program	Gr	ant Total
2 Finage Sendits Image	1 F	Personnel (79 FTE's)									0	
3 Travit Image: Second											0	
Singles Image of the second seco											0	
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Total: 2,271,7			.,	_,;;=,:0;		_01,107		100,127		00,000	_	2,271,7

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

Revised: 4.7.2021

4/8/2021

12:10 PM



DATE: MAY 20, 2021

AGENDA ITEM NUMBER: 3A4p

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

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

THIS ITEM IS BEING SUBMITTED AS AN INFORMATIONAL ITEM TO THE COMMUNITY ACTION AGENCY BOARD.

BACKGROUND/SUMMARY:

<u>The Community Action and Human Services Department Head</u> Start-Start Program has been informed of its eligibility to apply for a funding amount of \$9,031,182 to carry out activities under the Head Start Act funded by the American Rescue Plan Act of 2021. The new grant number is 04HE000544 |01 The Budget Period is 04/01/2021 -3/31/2023 Non-Competing New. This grant includes funding for all grants based on the current funded enrollment. The allocations are as follows:

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

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

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

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

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

FUNDING SOURCE: FEDERAL



DATE: JULY 15, 2021

AGENDA ITEM NUMBER: 3A4q

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

AGENDA ITEM TYPE: APPROVAL

For review and approval by the Community Action Agency Board

RECOMMENDATIONS:

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

FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS



Daniella Levine Cava, Mayor

July 15, 2021

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

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

Dear Mr. Lee,

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

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

Program Year 2020-2021

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

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

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



DATE: JULY 15, 2021

AGENDA ITEM NUMBER: 4A3r

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS:

<u>The Head Start/Early Head Start Program's Proposed Low-Cost</u> <u>Extension Request of \$1,871,302 for Fiscal Year 2020-2021 was is</u> <u>being recommended to the CAA Board to accept and approve this</u> <u>Low-Cost Extension request</u>

BACKGROUND/SUMMARY:

<u>The Community Action and Human Services Department Head</u> <u>Start/Early Head Start Grant Program is requesting a Low-Cost</u> <u>Extension request estimate of \$1,871,302 from Program Year 6,</u> 2020-2021. This grant Project period ends July 30th, 2021 which makes these funds ineligible for carryover to a new Program year. The Grant funds were made available due to uncompleted projects due to COVID-19 and other delays at the Delegates and Grantee prior to the end of Program Year 6. This \$1,871,302 amount represents the unobligated funds remaining to complete the outstanding projects. We are requesting the Low-Cost Extension for a period of nine months or until April 30, 2022.

FUNDING SOURCE: FEDERAL



DATE: JULY 15, 2021

AGENDA ITEM NUMBER: 3A4s

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

AGENDA ITEM TYPE: APPROVAL

This item is recommended for review and approval by the Community Action Agency Board

RECOMMENDATIONS:

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

FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS



Daniella Levine Cava, Mayor

July 15, 2021

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

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

Dear Mr. Lee,

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

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

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

Program Year 2020-2021

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

The amount of non-Federal share requested to be waived for the Head Start/Early Head Start-grant is $\frac{1,243,316}{5}$ of the $\frac{2,946,795}{5}$ required match for 2020-2021 budget period. The $\frac{1,703,479}{5}$ is the amount collected at this time.



DATE: JULY 15, 2021

AGENDA ITEM NUMBER: 3A4t

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

AGENDA ITEM TYPE: APPROVAL

<u>This item is being submitted for review and approval by the</u> Community Action Agency Board

RECOMMENDATIONS:

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

FUNDING SOURCE: FEDERAL/STATE/GENERAL FUNDS



Community Action and Human Services Department 701 NW 1 Court Floor 10 Miami, Florida 33136 T 786-469-4600 F 786-469-4703

Daniella Levine Cava, Mayor

July 15, 2021

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

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

Dear Mr. Lee,

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

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

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

Program Year 2020-2021

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

The amount of non-Federal share requested to be waived for the Early Head Start Child Care Partnership grant is <u>\$24,294</u> of the <u>\$869,003</u> required match for 2020-2021 budget period. The <u>\$44,709</u> is the amount collected at this time.



DATE: MAY 6, 2021

AGENDA ITEM NUMBER: 3A4u

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

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

This item is recommended for review and approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



DATE: JUNE 17, 2021

AGENDA ITEM NUMBER: 3A4v

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

This item is recommended for review and approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

Florida International University – Center for Children and Families

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

Applicant: Florida International University (FIU) – Center for Children and Families (CCF) Principal Investigator: Katie Hart, Ph.D. Project Title: Building Resilient Early Childhood Professionals in Head Start

Project Description & Goals:

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

The overarching goals of this funding mechanism are to:

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

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

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



DATE: JULY 15, 2021

AGENDA ITEM NUMBER: 3A4w

AGENDA ITEM SUBJECT: New CCP Provider: Universal Academy

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

This item is recommended for review and approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



DATE: AUGUST 19, 2021

AGENDA ITEM NUMBER: 3A4x

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL – This item is being recommended for approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



2021-2022 Annual Self-Assessment Plan

Purpose:

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

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

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

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

Performance Standard and Related Regulations:

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

Policy:

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

<u>Participants</u>:

Self-Assessment Coordinator

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

Self-Assessment Leadership Team

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

Self-Assessment Teams/Focus Groups

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

Process:

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

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

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

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

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



COMMUNITY ACTION AGENCY BOARD

DATE: AUGUST 19, 2021

AGENDA ITEM NUMBER: 3A4y

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL – This item is recommended for approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



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

Purpose:

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

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

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

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

Performance Standard and Related Regulations:

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

Policy:

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

Participants:

Self-Assessment Coordinator

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

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

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

Self-Assessment Leadership Team

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

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

Self-Assessment Focus Groups

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

Process:

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

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

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

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

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

Task	Target Completion Date		
Develop a Self-Assessment Plan & submit to Head Start/Early Head Start Director.	7/30/2021		
Submit the Self-Assessment Plan to Policy Council Executive Committee for approval.	8/19/2021		
Submit the Self-Assessment Plan to Policy Council for approval.	9/2/2021		
Submit the Self-Assessment Plan to CAA Board for approval.	10/4/2021		
Initial Planning Meeting & Training 10/8/202			
Implementation Planning	10/11/2021 - 1/20/2022		
Child Care Partners will submit Data Analysis Framework	1/21/22		
Granted hosted Focus Groups	1/24/2022 - 1/28/2022		
Grantee team develop and submits Self-Assessment Report and Program Improvement Plan to Head Start/Early Head Start Director	2/11/2022		
Submit the Self-Assessment Report and Program Improvement Plan to Policy Council Executive Committee for approval.	2/17/2022		
Submit the Self-Assessment Report and Program Improvement Plan to Policy Council for approval.	3/3/2022		
Submit the Self-Assessment Report and Program Improvement04/11/2Plan to CAA Board for approval.04/11/2			
Implement the Program Improvement Plan.	4/12/2022		



COMMUNITY ACTION AGENCY BOARD

DATE: AUGUST 19, 2021

AGENDA ITEM NUMBER: 3A4z

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

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL – This item is being recommended for approval by the Community Action Agency Board

BACKGROUND/SUMMARY:

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

FUNDING SOURCE:

U.S. Department of Health and Human Services



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

Purpose:

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

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

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

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

Performance Standard and Related Regulations:

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

<u>Policy</u>:

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

Participants:

Self-Assessment Coordinator

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

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

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

Self-Assessment Leadership Team

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

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

Self-Assessment Focus Groups

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

Process:

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

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

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

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

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

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



COMMUNITY ACTION AGENCY BOARD

DATE: 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 FEBRUARY 2022
- HEAD START/EARLY HEADSTART CONTENT AREA REPORT FOR MARCH 2022
- COVID-19 CASES/CLOSURES FOR FEBRUARY 2022
- 2021-2022 Community Assessment Update
- ACF-IM-HS-22-02 Documenting Services to Enrolled Pregnant Women
- 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
- HEAD START RESEARCH BRIEF
- CAHSD CHEAT SHEET

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, et.) 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	0	19
The Home Rehabilitation Program provides rehabilitation, repairs, and	(Homes	(Homes
upgrades in owner occupied low-to moderate-income single homes. The	Completed)	Completed)
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.		
HOME (County Wide)		
Contract Year October 01, 2016 - September 30, 2018	0	19
The Home Repair Program provides repairs and upgrades in owner	(Homes	(Homes
occupied low-to moderate-income single homes. The HOME (County Wide)	Completed)	Completed)
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.		
HOME (Liberty City)		
Contract Year January 01, 2016 – December 31, 2017		
The Home Repair Program provides repairs and upgrades in owner	0	22
occupied low-to moderate-income single homes. The HOME (Liberty City)	(Homes	(Homes
program area includes NW 7th Avenue (East boundary), NW 32nd Avenue	Completed)	Completed)
(West boundary), SR112 (South boundary), and NW 79th Street (North	comprotoay	compieted)
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.		
Paint and Hurricane Shutter Program (Surtax)		
Contract Year June 01, 2014 – May 31, 2016	0	0
The Paint and Shuttering Program provides assistance to homeowners of	(Homes	(Homes
single-family detached homes through the provision and installation of	Completed)	Completed)
shuttering systems as well as exterior painting services.	completed	completed
Note: Program was extended to December 31, 2019.		
Hurricane Shutter Program (General Funds)		
The Hurricane Shuttering Program provides assistance to homeowners of	0	10
single-family detached homes through the provision and installation of	(Homes	(Homes
shuttering systems.	Completed)	Completed)
	completedy	, ,
Residential Chore Program		
The Residential Chore Program provides services to eligible elderly	0	0
residents by assisting with the heavy cleaning of their homes. This	(Hours	(Hours
assistance includes cleaning behind refrigerators, cleaning ceiling fans,	Completed)	Completed)
cleaning cabinets/cupboards, cleaning stoves, carpet cleaning, cleaning	I	
		1
windows/blinds, organizing rooms, disposing of unwanted items, yard		



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 <u>March</u> 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

Rev. 9/30/2021

Ivon Mesa, Bureau Chief



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

Agnieszka Sandakow, Division Director



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 28, 2022

AGENDA ITEM NUMBER: 4A8

AGENDA ITEM SUBJECT: February 2022 Head Start Content Area Report

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The February 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

Enrollment:

Eligibility Statuses-Enrolled Child Care Partners 1 Early Head Start Participants As of February 28, 2022

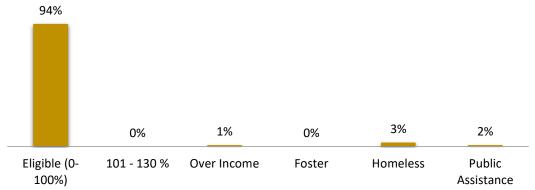
Inco	Income Status-Enrolled Participants Child Care Partners 1 (CCP1)				
88%					
	0%	0%	0%	5%	7%
Eligible (0- 100%)	101 - 130 %	Over Income	Foster	Homeless	Public Assistance

Child Care Partners 1 Current Enrollment	Current Enrollment %/ Vacant slots 98% 5 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.	100% 0 of 32 slots vacant
CCP-Decroly Learning Child Care Ctr	100% 0 of 48 slots vacant
CCP- Memorial Temple Early Childhood	94% 1 of 16 slots vacant
CCP- Rising Star Academy	100% 0 of 16 slots vacant
CCP- Shining Light Childcare Center	94% 1 of 16 slots vacant
CCP-Universal Academy	100% 0 of 24 slots vacant
St. Alban's Child Enrichment Center	94% 3 of 48 slots vacant

Enrollment:

Eligibility Statuses-Enrolled EHS Expansion Child Care Partners Participants As of February 28, 2022

Income Status-Enrolled Participants EHS Expansion Child Care Partners

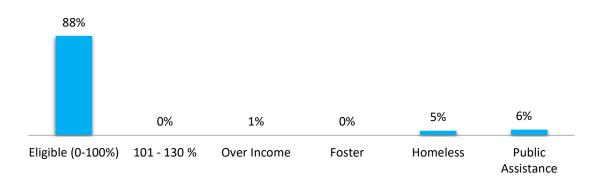


Child Care Partners 2 Current Enrollment	Current Enrollment %/ Vacant slots 98% 7 of 552 slots vacant	
Catholic Charities	98% 1 of 120 slots vacant	
CCP-Bricks Early Learning Center	100% 0 of 24 slots vacant	
CCP-Cambridge Academy	100% 0 of 24 slots vacant	
CCP-Decroly Learning Child Care Ctr	100% 0 of 24 slots vacant	
CCP-Early Learning Center	99% 1 of 32 slots vacant	
Centro Mater	99% 1 of 72 slots vacant	
FCAA	97% 1 of 32 slots vacant	
Haitian Youth	100% 0 of 80 slots vacant	
KIDCO Creative Learning	97% 1 of 32 slots vacant	
Landow	100% 0 of 16 slots vacant	
Paradise Christian School, Inc.	94% 2 of 32 slots vacant	
Sunflowers Academy	100% 0 of 24 slots vacant	
YWCA Of Greater Miami-Dade	100% 0 of 40 slots vacant	

Enrollment:

Eligibility Statuses-Enrolled Early Head Start Participants As of February 28, 2022

Income Status-Enrolled Participants Early Head Start

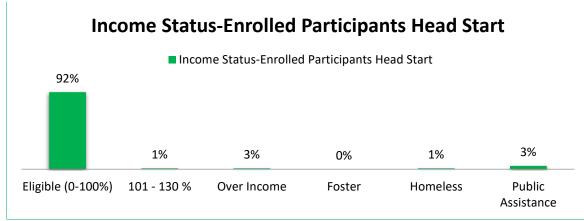


EARLY HEAD START Current Enrollment	Current Enrollment %/ Vacant slots 99% 2 of 446 slots vacant
Centro Mater	100% 0 of 70 slots vacant
Easter Seals	100% 0 of 8 slots vacant
FCAA	100% 0 of 24 slots vacant
Haitian Youth	100% 0 of 32 slots vacant
KIDCO Creative Learning	100% 0 of 32 slots vacant
Landow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

Enrollment:

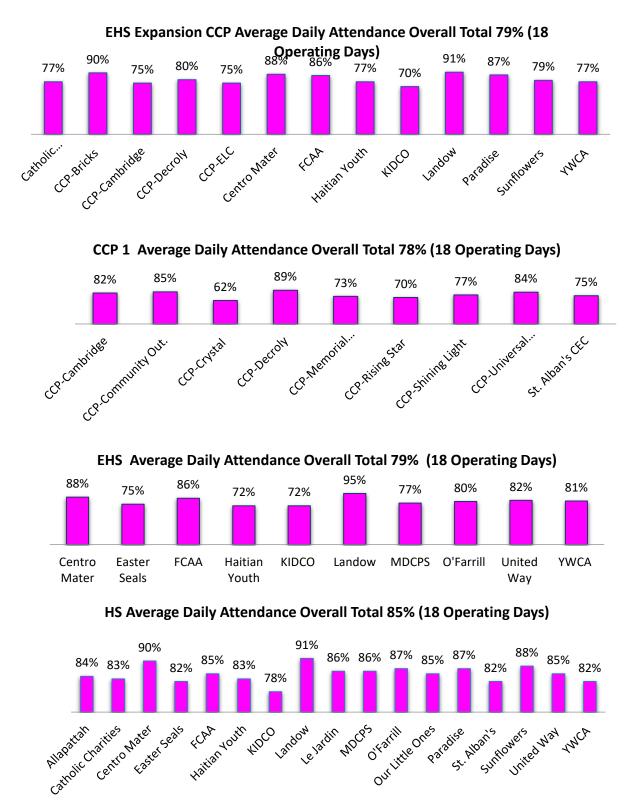
Eligibility Statuses-Enrolled Head Start Participants





Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 92% 536 of 6310 slots vacant
Allapattah	100% 0 of 77 slots vacant
Catholic Charities	93% 111 of 1275 slots vacant
Centro Mater	99% 5 of 526 slots vacant
Easter Seals	84% 76 of 480 slots vacant
FCAA	86% 94 of 432 slots vacant
Haitian Youth	100% 0 of 175 slots vacant
KIDCO Creative Learning	89% 54 of 250 slots vacant
Landow	100% 0 of 80 slots vacant
Le Jardin Community Center, Inc.	97% 15 of 480 slots vacant
Miami Dade County Public Schools	98% 28 of 1535 slots vacant
O'Farrill Learning Center	71% 71 of 242 slots vacant
Our Little Ones	100% 0 of 118 slots vacant
Paradise Christian School, Inc.	83% 30 of 180 slots vacant
St. Alban's Child Enrichment Center	78% 37 of 170 slots vacant
Sunflowers Academy	100% 0 of 40 slots vacant
United Way Center Of Excellence	100% 0 of 30 slots vacant
YWCA Of Greater Miami-Dade	93% 15 of 220 slots vacant

Attendance:

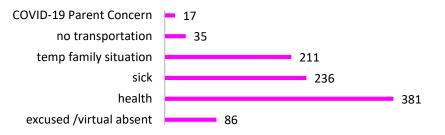


Attendance:

Head Start Reasons of Absence February 2022



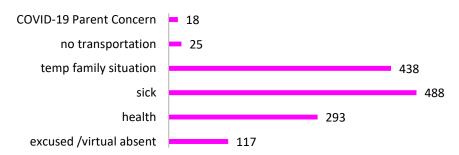
Child Care Partners 1 Reasons of Absence February 2022

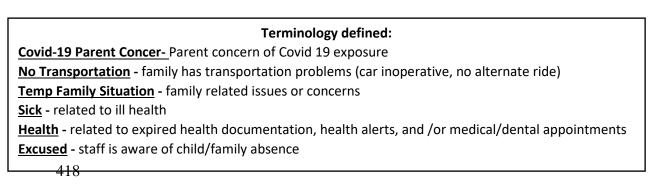


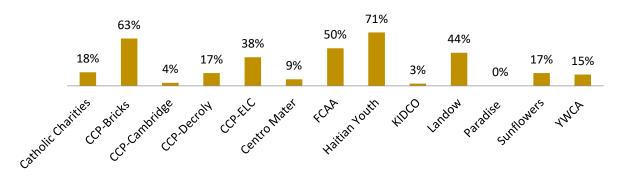
EHS Expansion CCP Reasons of Absence February 2022



Early Head Start Reasons of Absence February 2022

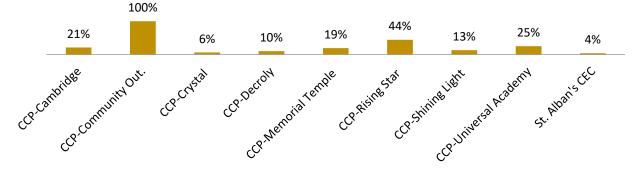




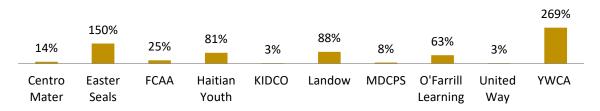


EHS Expansion CCP Wait List Application for the month ending in January 2022

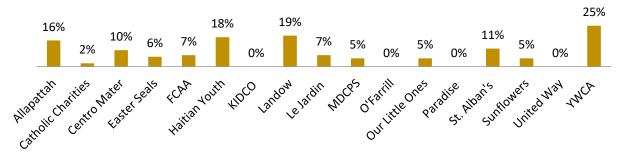
CCP 1 Wait List Application for the month ending in February 2022



EHS Waitlist Applications for the month ending in February 2022



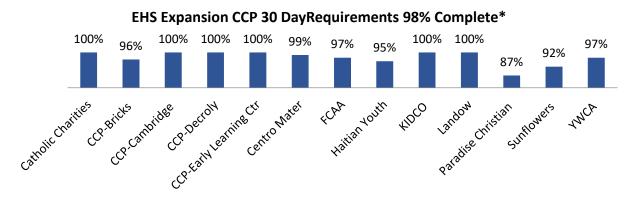
HS Waitlist Applications for the month ending in February2022



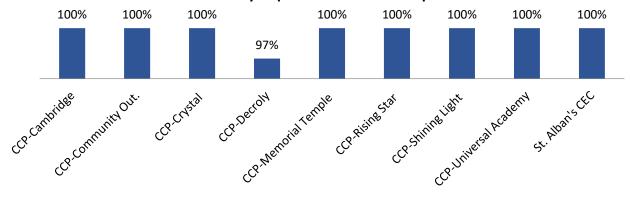
NOTE: Program Term 2021-2022 Applications in the "Term-Waitlist/Waitlist Status

HEALTH SERVICES:

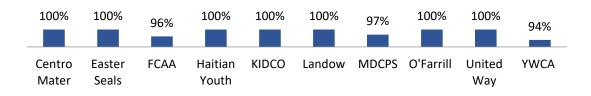
30-Day Screenings:



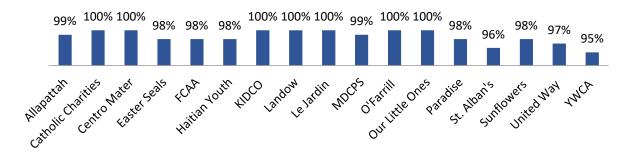
CCP 1 -30 DayRequirements 100% Complete*



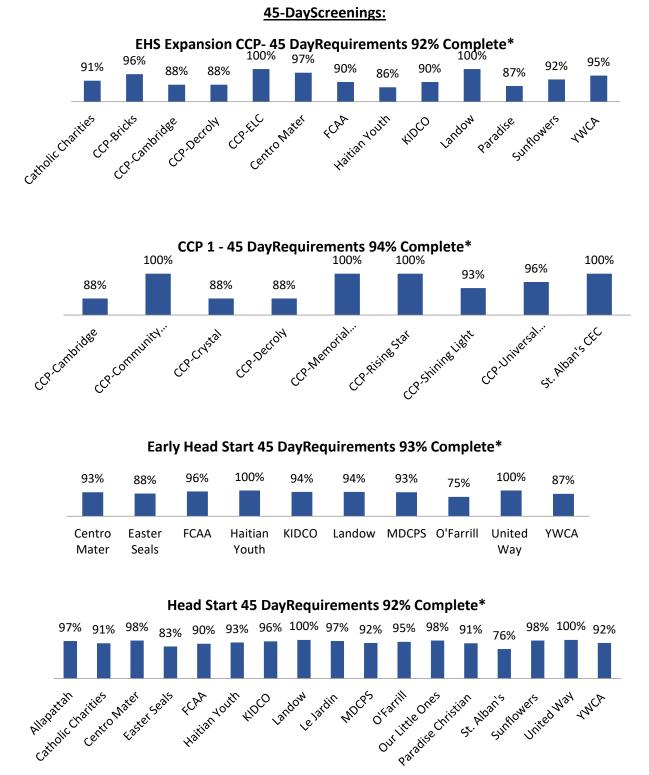
EHS 30 DayRequirements 98% Complete*



HS 30 DayRequirements 99% Complete*



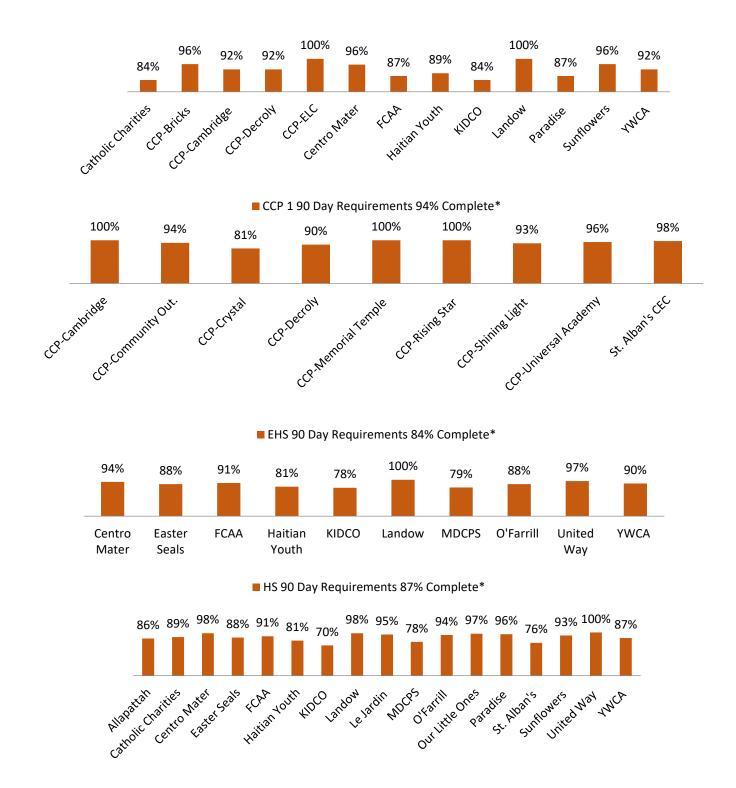
HEALTH SERVICES:



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.



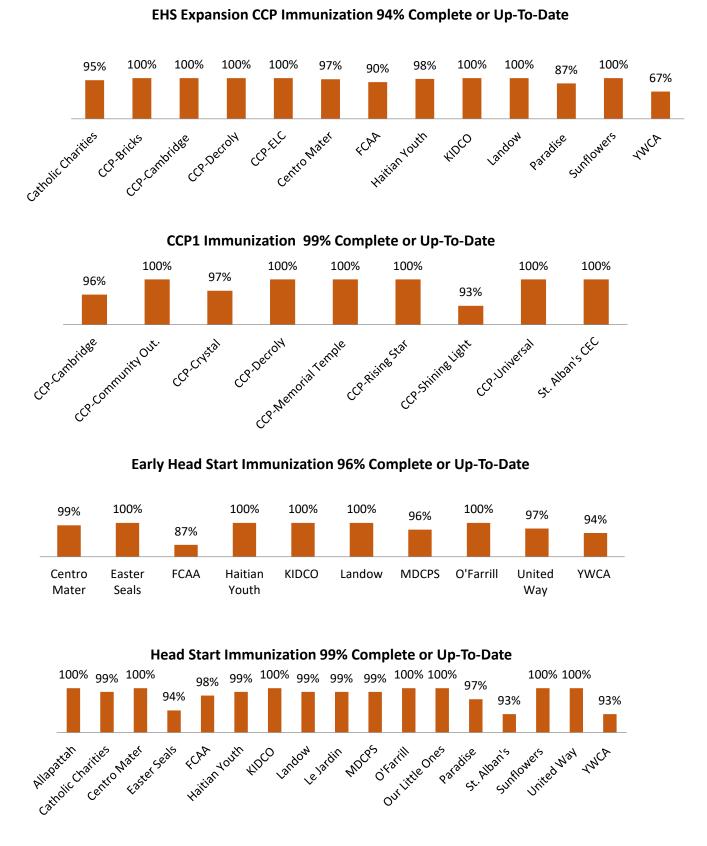
EHS Expansion CCP 90 Day Requirements 90% Complete*



<u>90-DayHealthRequirements:</u> 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.**

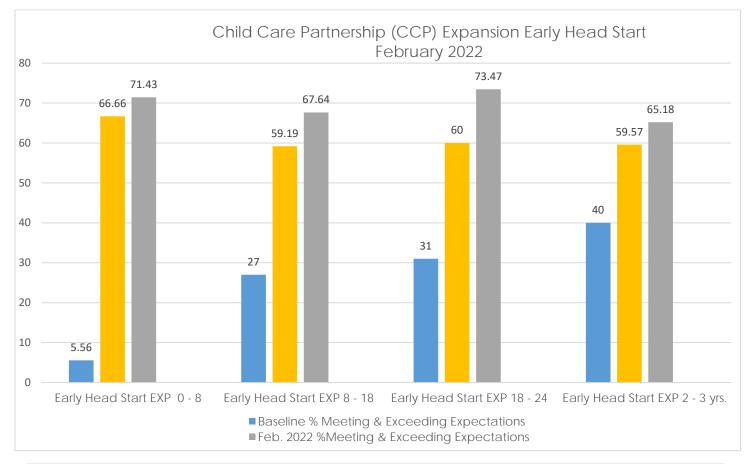
HEALTH SERVICES:

Immunization:

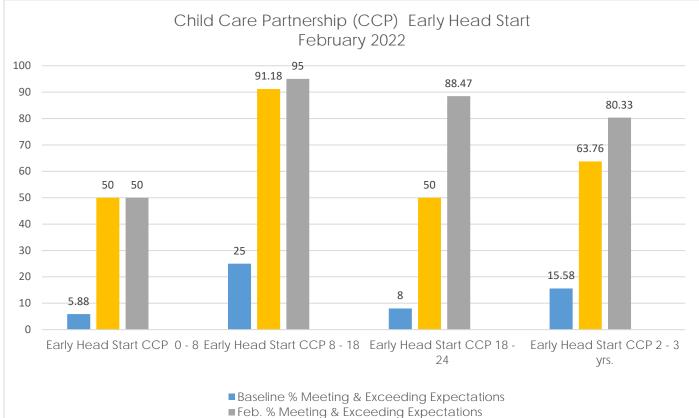


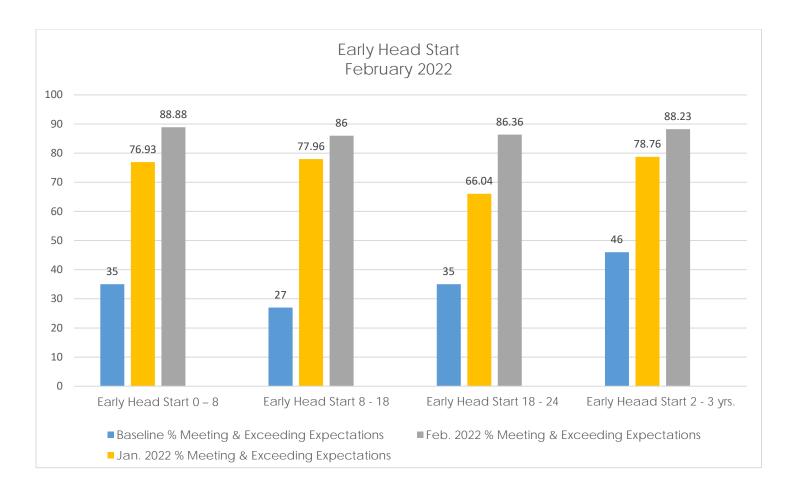
NOTE: 100% of all children must have a "complete" or "up-to-date" immunizations status within 90 calendar days of entry into the program.

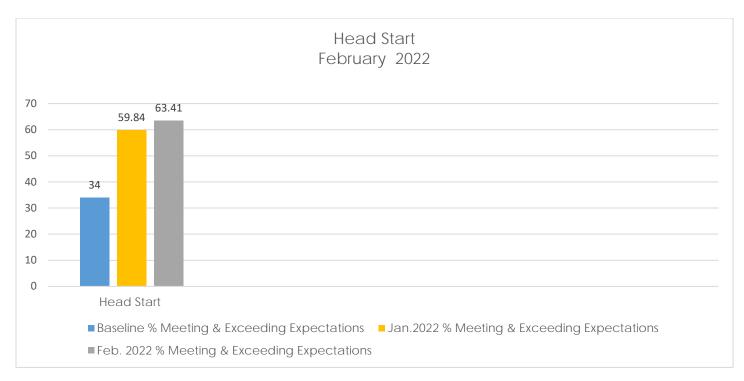
Miami - Dade County Head Start/Early Head Start



Child Outcomes Report - School Readiness Data







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 February 2022

The DECA and ASQ mid assessment process was conducted by each delegate agency between January 18th and 28th for Head Start-Early Head Start children who had identified areas of need during the initial screening process in October. The mid follow up consultation and planning process with teachers and parents was facilitated by mental health professionals February 1st -February 28^t. A preliminary review of the data reflected improvements for 67% of Head Start children who were identified with initial DECA concern. The data calculation for ASQ-SE2 for Early Head Start are pending.

Mental health on-site technical assistance was provided for coordinators, managers and licensed professionals with a focus on increasing support teachers and parents, and engaging parents in the mid assessment and related clinical processes through March 11, 2022. Licensed professionals received additional modeling and support which would enable them to facilitate earlier clinical assessments and plans, new plans and safety plans for individualized services and consistently use community resources and referrals for children with continued areas of need, including to FDLRS and Early Steps. Guidance was also provided to concerning the prevention of preschool suspension and expulsion, staff and parent wellness the PIR Validation process and a careful review and follow up for the Quality Assurance monitoring results with agencies identified with concerns.

Other activities included preparation and participation in the Federal **Review** planning and **Self-Assessment** ongoing process. The. Service area team members participated in the Mock Review interview and follow up sessions with JFK Consultants and assisted in facilitating the Self-Assessment focus group and planning session with agencies on January 31st. A planning meeting was also held with **Barry University** and program and sub recipient agency leadership to discuss plans for the provision of mental health consultants for agencies who do not have someone on staff or under contract.

In continuation of meeting the five year goal of a Pyramid classroom in each agency/center the **Infant and Toddler ePyramid Model** for Positive Behavior Individualized Support (*PBIS*) train the trainer certification series **Module 2:** "Responsive Routines, Environments and Targeted Strategies to Support the Social and Emotional Development of Infants and Toddlers" was held on **February 23rd.** These trainings assists in building program capacity for evidenced based practices which **promote** positive behavior and **prevent** and **address** challenging behavior.

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 **February 28th** regarding prevention, early intervention consultations, clinical assessments and planning and referrals follow:

⊠Pre- Assessment DECA/ ASQ	⊠Mid Assessment	□Post Assessments FU	⊠Clin.AssessPlans for children
45 Day Req.	DECA/ASQ/Consults/Plans/Ref	DECA/ASQ/Consults/Plan/Ref	non-responsive to Initial Plans
🛛 90 Day ConsInd. Planning	⊠Safety Plans	⊠3015 MDT Review w-MHC	⊠ Delegate LMHP Contracts
Req.		FU Process	
Agency Monthly Reports Rev.	⊠Self-Assessment	⊠Quarterly Trainings, ChildPlus Training, Pyramid Training	⊠ Delegate Risk Assessments
Community Part. Agreements	Federal Review Preparation-Grant Planning	☐ FUIP Summer Plan Prevention ConsPlans Ret. C	☑ Program Information Report (PIR)

Child Mental Health and Social and Emotional Well Being Service Area Report February 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. Pending reschedule	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 2 10 participants attended	54
Grantee Trainings and Technical Assistance Sessions Provided/Attended	TA: 23 Trainings: 1 Att. 3	
Co-consultations with Agencies for Children with Concerns/Center Visits/Classroom Visits	CC: 88 CV: 73 CLV: 32	
CMH TA Summary Reports, 7 Day Data Review and Corrections -QA Guidance to Agencies	18	

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

HEAD START DECA 45 DAY SCREENING and 90 DAY FOLLOW UP

PRE and MID COMPARISON DATA AS OF February 28, 2022 (67% IMPROVEMENT)

Agency Name	PreRating	PreRating	PreNeeds	Mid Ratin	Mid Rating	PreToMid
As of 2/28/2022	Count	NeedsCount	Pct	Count	Needs Count	Improvemen
Allapattah	49	4	0.08	3	2	0.5
Catholic Charities	713	51	0.07	34	18	0.65
Centro Mater	356	15	0.04	14	7	0.53
Easter Seals	293	47	0.16	37	13	0.72
FCAA	246	40	0.16	36	9	0.78
Haitian Youth	130	17	0.13	13	2	0.88
KIDCO Child Care	154	19	0.12	13	9	0.53
Landow	46	9	0.2	5	1	0.89
Lejardin Communit	311	33	0.11	29	9	0.73
Miami Dade Count	1052	61	0.06	56	22	0.64
O'Farrill Learning Co	129	14	0.11	13	6	0.57
Our Little Ones	82	12	0.15	8	5	0.58
Paradise Christian S	106	27	0.25	17	11	0.59
St. Albans	99	25	0.25	25	6	0.76
Sunflowers Acaden	34	12	0.35	8	2	0.83
United Way Center	18	4	0.22	4	1	0.75
YWCA Of Greater N	161	19	0.12	20	14	0.26
Totals:	3979	409	0.1	335	137	0.67

DIRECT CHILD MENTAL HEALTH SERVICES DATA

Program Totals Head Start 6310	Total # of Screenings Conducted 3979	Concerns	# of PRE Parent Concerns 168	# of MID Teacher Concerns 3 137	Consultations	Teacher- Home Visitor Consultati ons	Parent Consultation s	Int. Plans	Menta I Health Assess- ments	# of Clinical Plans	Referrals	Svcs.
						#of			# of Ind.			

EARLY HEAD START-EARLY HEAD START EXPANSION-EARLY HEAD START CHILD CARE PARTNERS DIRECT SERVICES DATA as of 2-28-2022

EHS ASQ-SE2 STATS SNAPSHOT BY PROGRAM REPORT

FEBRUARY 2022 (PERCENTAGE OF CONCERNS REMAINED at 8%).

Pre-MID Rating Count	1148
Pre-MID Rating Needs/Concerns	90
Pre-MID Needs Percentage	8%

EARLY HEAD START CHILD MENTAL HEALTH DIRECT SERVICE DATA ALL PROGRAM OPTIONS 2-28-2022

Program Totals	Screener Type		# of PRE- MID Teacher- Parent Concerns		the second s	# of Parent	Follow up	# of Ind. Mental Health Assess- ments	# of Clinical	# of Outside	
EHS w-HB 446	ASQ SE2	477	43	57	29	19	27	2	1	19	0

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE- MID Teacher Parent Concerns		# of Teacher Home Visitor Consultatio ns	# of Parent	# of Follow up Int. Plans	# of Ind, Mental Health Assess- ments		# of Outside Referrals	
EHS Expansion we	ASQ SE2	401	24	43	35	29	25	. 0	2	0	 0

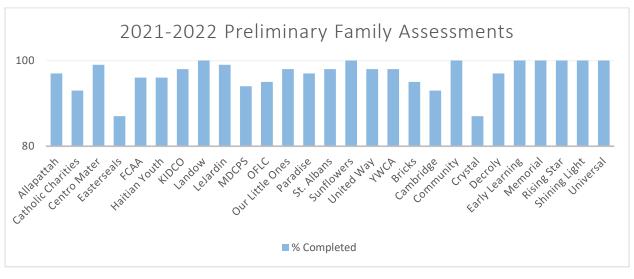
Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE- MID Teacher- Parent Concerns		the second s	# of Parent Consults	Follow up		Clinical		
EHS-CCP1 240	ASQ SE2	252	23	42	27	2	7 27	0	0	9	1

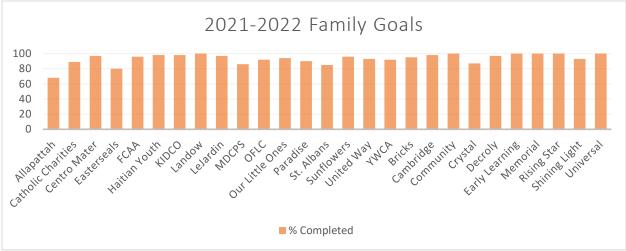
FAMILY & COMMUNITY ENGAGEMENT:

Head Start/Early Head Start parents conducted parent meetings for February. The Program provided parent workshops and training to include family literacy, Vehicle and Pedestrian Safety, and Health and Financial Literacy.

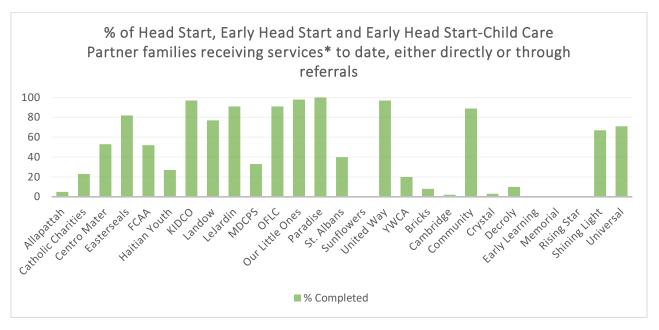
This month, the Head Start/Early Head Start program engaged families in activities such as Black History Programs, where children sang a song or recited a poem. There were also father engagement activities such as Black History Literature Distribution and African-American Read-In.

Family assessments continue to be completed with families to identify their strengths and needs and develop individualized family goals. Below are charts detailing the completion status for each delegate agency and childcare partner.



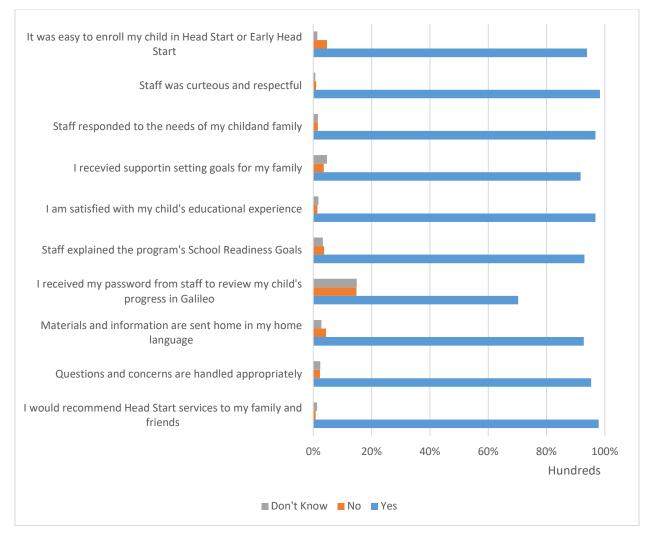


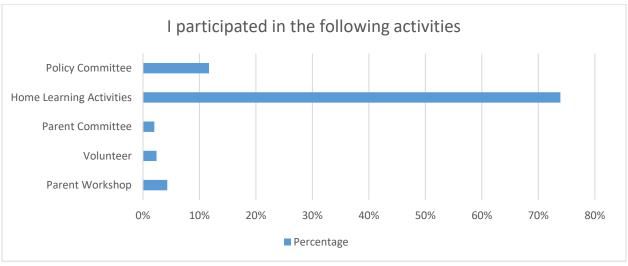
FAMILY & COMMUNITY ENGAGEMENT:

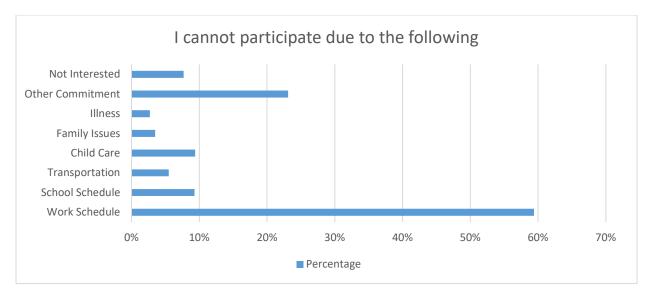


*Services as indicated on the Program Information Report (i.e. emergency, crisis assistance, food, clothing, housing assistance, mental health services, ESL, adult education, job training, substance abuse prevention/treatment, child abuse neglect services, domestic violence services, child support assistance,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

Families completed a Mid-Year Parent Satisfaction Survey to get feedback on the services provided to the families and children this program year. Below are the results of the survey as well as some of the comments collected from the survey.







If you could change one thing about the program, what would it be?

none After school care program Hours Nothing La entrada de los niños que sea más temprano ala 7am x los padres que trabajan (Drop off could be earlier like at 7 for parents who work) Horario de entrada y salida (Drop off and pick up) Nada (Nothing) Todo a sido excelente (Everything has been excellent) Muy contenta (Very satisfied) I truly can't think of any. Todo bien (Everything is good) Nothing to change Nada estoy satisfecho (Nothing I am satisfied) Send home homework for the kids Drop off time and pickup time

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	19		1199		1199	1199		1199	1199		1199
Catholic Charities	19		18400		18400	18573		18573	18002		18002
Centro Mater	19	19	9046	523	9569	9113	523	9636	9053	523	9576
Easter Seals	19	19	5966	111	6077	5989	110	6099	5929	110	6039
Family Christian	19	19	5473	381	5854	5501	381	5882	4901	359	5260
Haitian Youth	19	19	2917	486	3403	2917	486	3403	2917	486	3403
Kidco	19	19	2983	438	3421	2984	437	3421	2897	424	3321
Landow	19	19	1377	283	1660	1404	285	1689	1404	285	1689
LeJardin	19	0	7665	0	7665	7019	0	7019	6637	0	6637
MDCPS	19	19	25054	2867	27921	25055	2868	27923	25055	2868	27923
O'Farrill	19	19	2832	126	2958	2829	125	2954	2826	124	2950
Our Little Ones	19		1790		1790	1893		1893	1748		1748
Paradise Christian	19		2321		2321	2355		2355	2168		2168
St. Alban's	19		1978		1978	1978		1978	1978		1978
Sunflowers	19		672		672	672		672	672		672
United Way	19	19	508	385	893	508	385	893	508	385	893
YWCA	19	19	3178	471	3649	3207	477	3684	3163	462	3625
Total Number			93359	6071	99430	93196	6077	99273	91057	6026	97083

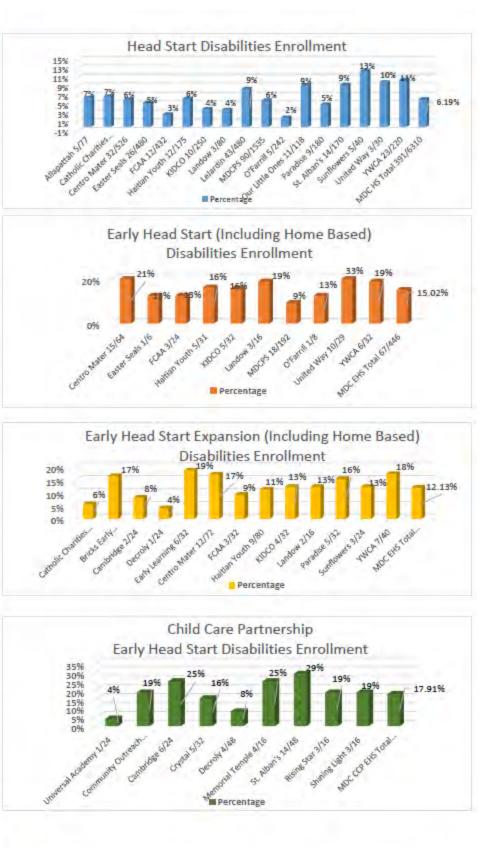
Child Care Food Program Meal Count Worksheet Delegate Sites February 2022

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

			ruary Lott		
		Number		T () ()	T (1 // 6
	Funded	of Operating	Total # of	Total # of Lunch	Total # of Snack
Child Care Partners	Enrollment	Days	Breakfast	Served	Served
CCP Crystal Learning Center	32	19	319	312	312
CCP Decroly Center	48	19	848	848	848
CCP Memorial Temple	16	19	233	233	233
CCP Comm. Outreach	16	19	279	279	279
CCP Cambridge Academy	24	19	296	296	296
CCP Rising Star Academy	15	19	202	202	202
CCP St.Albans	48	19	633	633	633
CCP Shinning Light Childcare	16	19	212	213	213
CCP Universal Academy	24	19	363	363	363
Total Number			3385	3379	3379

		Number	T-4-1 # -6	T-4-1# -6	T-4-1 # -6
		of		Total # of	
	Funded	Operating	Breakfast	Lunch	Snack
Child Care Partners	Enrollment	Days	Served	Served	Served
Bricks Early Learning Center INC	24	19	415	415	415
Cambridge Academy	24	19	320	320	320
Catholic Charities	120	19	1640	1642	1616
Centro Mater	104	19	284	284	284
Decroly Learning	24	19	388	388	388
Early Learning Center	32	19	447	447	447
FCAA	32	19	515	514	484
Haitian Youth	48	19	515	515	515
Haitian Youth Edison CRC	32	19	671	671	671
KIDCO	32	19	415	423	415
Landow	16	19	291	293	293
Paradise Christian	32	19	493	494	477
Sunflowers	24	19	372	372	372
YWCA	40	19	596	596	575
Total Number			7362	7374	7272

	rt Pearly h	
	CAHS	
Disa	bility R	eport
Fe	abruary 2	022
	HS & EHS	
Funded	Enrolled	Percentage
Enrollment	With a disability	enrolled with a
6756	477	disability 6.77%
3730	4//	0.77%
Chil	EHS Expansion d Care Partne	
Funded	Enrolled	Percentage
Enrollment	With a disability	enrolled with a
	diamanty .	disability
552	62	12.13%
Enrollment	With a disability	enrolled with a disability 17.91%
Pending LEA	Head Start Determinati Pending LEA Evaluation	on Pipeline Pending LEA
Pending LEA	Determinati	on Pipeline
Pending LEA Screening 83 Eligibility	Determinati Pending LEA Evaluation	on Pipeline Pending LEA Eligibility 62 art on Pipeline
Pending LEA Screening 83 Eligibility EHS	Determinati Pending LEA Evaluation 214 Early Head St. Determinati	on Pipeline Pending LEA Eligibility 62 art on Pipeline aluation 8
ending LEA screening 83 Eligibility EHS EHS EXP CCP	Oeterminati Pending LEA Evaluation 214 Early Head St: Determinati Pending Eva	on Pipeline Pending LEA Eligibility 62 art on Pipeline
Pending LEA Screening 83 Eligibility EHS EHS EXP CCP EHS CCP Referra	Determinati Pending LEA Evaluation 214 Early Head St Determinati Pending Eva I for Special P	on Pipeline Pending LEA Eligibility 62 art on Pipeline duation 8 5 10
Pending LEA Screening 83 Eligibility EHS EHS EXP CCP EHS CCP Referra	Oeterminati Pending LEA Evaluation 214 Early Head St: Determinati Pending Eva	on Pipeline Pending LEA Eligibility 62 art on Pipeline duation 8 5 10
Pending LEA Screening 83 Eligibility EHS EHS EXP CCP EHS CCP Referra	Determinati Pending LEA Evaluation 214 Early Head St Determinati Pending Eva I for Special P	on Pipeline Pending LEA Eligibility 62 art on Pipeline duation 8 5 10



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

Quality Assurance

In February, 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 February. Scores above 85% are considered indicative of good performance:

Center	Disability	Education	Mental Health	ERSEA	FCE	Nutrition	Health
CC Good Shepherd	31%	94%	42%	95%	95%	90%	100%
CC-Holy Redeemer EHS	0%	96%	36%	86%	52%	75%	100%
CC-Liberty City CRC EHS	0%	100%	45%	86%	47%	100%	100%
CC-Notre Dame EHS	46%	87%	56%	100%	90%	88%	95%
CC-Notre Dame HS	46%	88%	28%	95%	95%	100%	90%
CC-South Dade HS	41%	97%	70%	92%	100%	80%	100%
FCAA A Children's Place HS	70%	100%	73%	86%	100%	87%	81%
FCAA - FCAA Dr D D Simpson HS-Annex	57%	77%	68%	87%	95%	100%	86%
FCAA Dr D D Simpson HS-Portables	42%	82%	68%	86%	86%	100%	95%
FCAA Dr. Simpson EHS-Portables	80%	100%	66%	95%	100%	90%	90%
FCAA Mt. Calvary EHS	70%	85%	61%	95%	90%	100%	86%
FCAA Mt. Calvary HS	57%	72%	52%	87%	86%	100%	91%
FCAA New Hope EHS	80%	78%	60%	95%	100%	81%	95%
HY-Early Step Learning Cntr HS#2	N/A	68%	N/A	91%	95%	62%	75%
HY-Edison Community Resource Ctr	N/A	91%	N/A	56%	89%	50%	95%
HY-Lillie M. Williams EHS	N/A	94%	N/A	70%	89%	81%	95%
HY-Lillie M. Williams HS	N/A	100%	N/A	86%	90%	87%	83%
MDCPS-Charles Drew Elementary HS	14%	97%	47%	100%	95%	100%	77%
MDCPS-G K Edelman/Sabal Palm HS	50%	75%	57%	86%	90%	90%	77%
MDCPS-Henry ES Reeves Center	33%	94%	71%	91%	95%	100%	86%
MDCPS-John G Dupuis Elem HS	53%	94%	54%	95%	100%	100%	100%
MDCPS-Martin Luther King Elem HS	64%	94%	68%	91%	88%	88%	81%
MDCPS-Oak Grove Elementary HS	69%	72%	73%	95%	100%	80%	100%
MDCPS-Orchard Villa Elem HS	25%	100%	58%	95%	87%	100%	81%
MDCPS-Paul Laurence Dunbar K-8	50%	77%	57%	90%	91%	70%	63%
MDCPS-Phyllis Miller Elem HS	28%	100%	45%	100%	96%	100%	90%
MDCPS-Poinciana Elementary HS	0%	86%	70%	90%	91%	80%	81%
MDCPS-South Hialeah Elem HS	0%	97%	56%	91%	100%	90%	100%
MDCPS-Thena Crowder Elem HS	46%	89%	58%	90%	96%	100%	95%
Sunflowers Academy #4 HS	100%	97%	100%	95%	90%	80%	86%



COMMUNITY ACTION AGENCY BOARD

DATE: March 31, 2022

AGENDA ITEM NUMBER: 4A9

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

Enrollment:

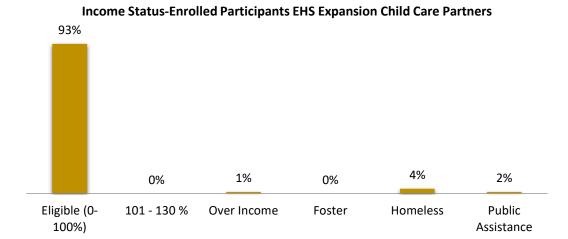
Eligibility Statuses-Enrolled Child Care Partners 1 Early Head Start Participants As of March 31, 2022

Inco	Income Status-Enrolled Participants Child Care Partners 1 (CCP1)					
88%						
	0%	0%	0%	5%	7%	
Eligible (0- 100%)	101 - 130 %	Over Income	Foster	Homeless	Public Assistance	

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

Enrollment:

Eligibility Statuses-Enrolled EHS Expansion Child Care Partners Participants As of March 31, 2022

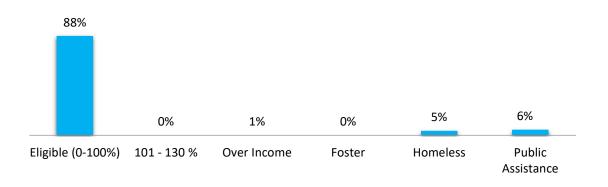


Child Care Partners 2 Current Enrollment	Current Enrollment % / Vacant slots 99% 5 of 552 slots vacant		
Catholic Charities	99% 1 of 120 slots vacant		
CCP-Bricks Early Learning Center	100% 0 of 24 slots vacant		
CCP-Cambridge Academy	100% 0 of 24 slots vacant		
CCP-Decroly Learning Child Care Ctr	96% 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		

Enrollment:

Eligibility Statuses-Enrolled Early Head Start Participants As of March 31, 2022

Income Status-Enrolled Participants Early Head Start

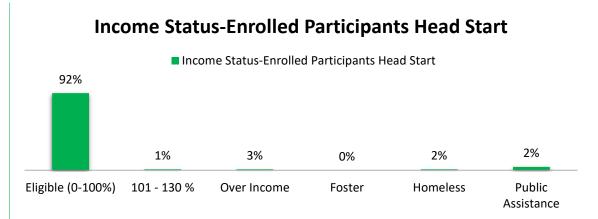


EARLY HEAD START Current Enrollment	Current Enrollment %/Vacant slots 99% 3 of 446 Vacant slots		
Centro Mater	99% 1 of 70 slots vacant		
Easter Seals	100% 0 of 8 slots vacant		
FCAA	100% 0 of 24 slots vacant		
Haitian Youth	97% 1 of 32 slots vacant		
KIDCO Creative Learning	100% 0 of 32 slots vacant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

Enrollment:

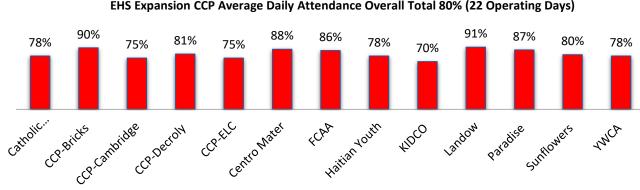
Eligibility Statuses-Enrolled Head Start Participants

As of March 31, 2022



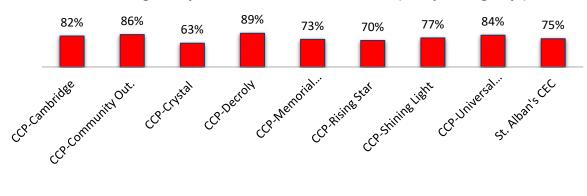
Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 93% 470 of 6310 slots vacant
Allapattah	100% 0 of 77 slots vacant
Catholic Charities	94% 72 of 1275 slots vacant
Centro Mater	99% 5 of 526 slots vacant
Easter Seals	82% 86 of 480 slots vacant
FCAA	81% 84 of 432 slots vacant
Haitian 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

Attendance:

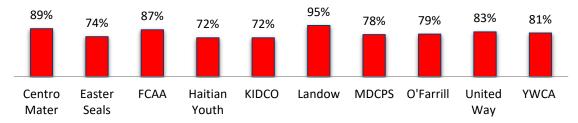


EHS Expansion CCP Average Daily Attendance Overall Total 80% (22 Operating Days)

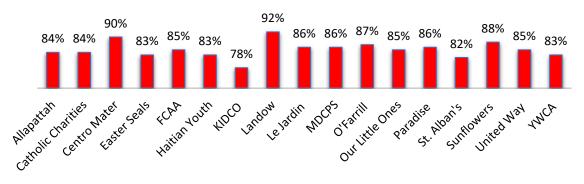
CCP 1 Average Daily Attendance Overall Total 78% (22 Operating Days)



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

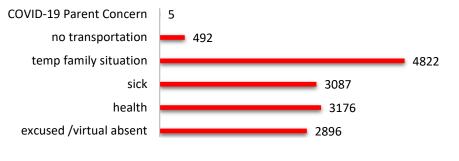






Attendance:

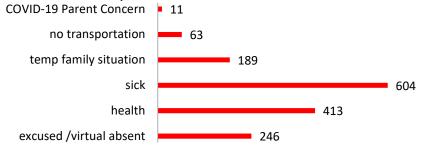
Head Start Reasons of Absence March 2022



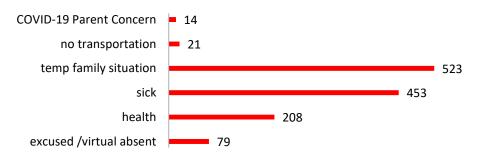
Child Care Partners 1 Reasons of Absence March 2022

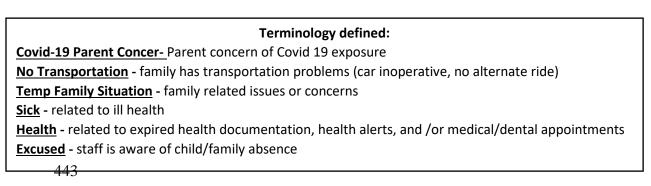


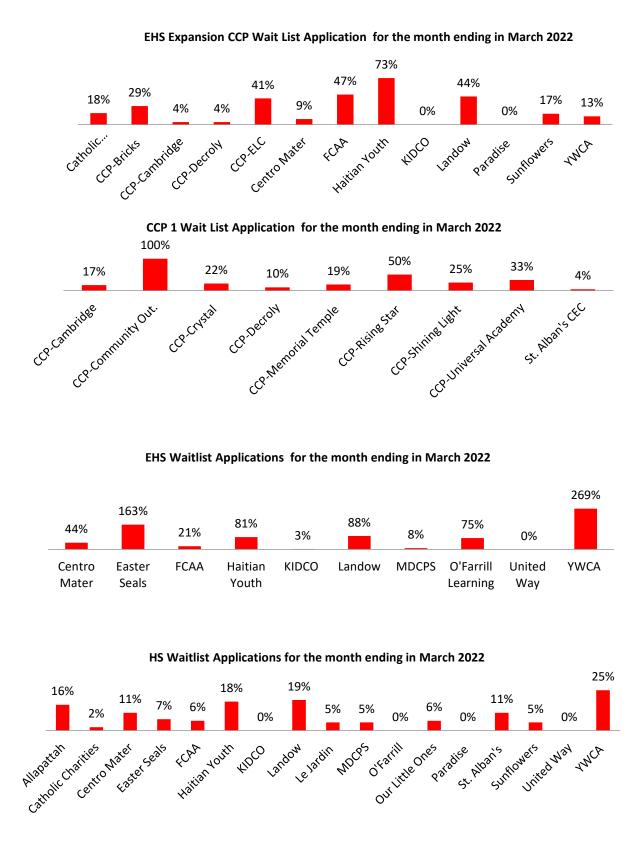
EHS Expansion CCP Reasons of Absence March 2022



Early Head Start Reasons of Absence March 2022

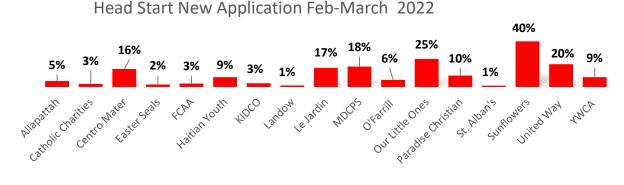




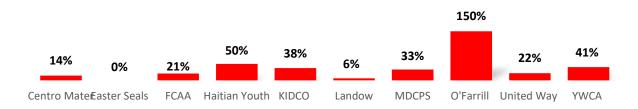


NOTE: Program Term 2021-2022 Applications in the "Term-Waitlist/Waitlist Status

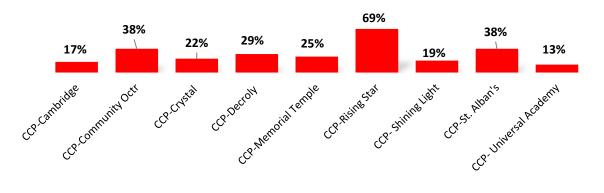
SELECTION Applications for the month February 2022 ending March 2022



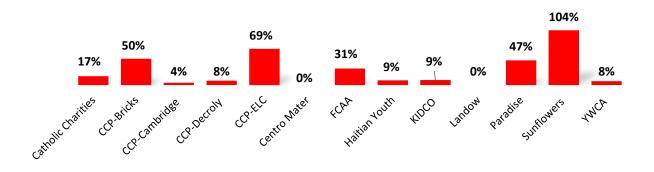
Early Head Start New Application Feb-March 2022



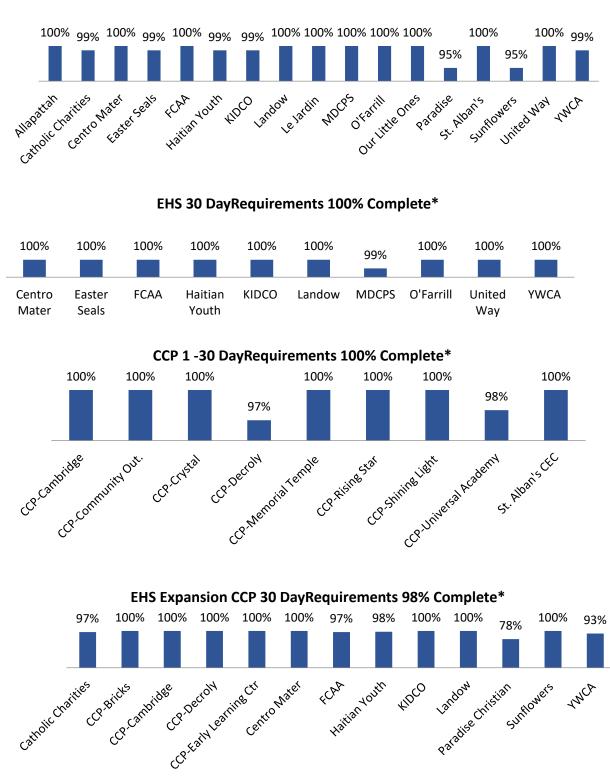
CCP 1 New Application Feb-March 2022

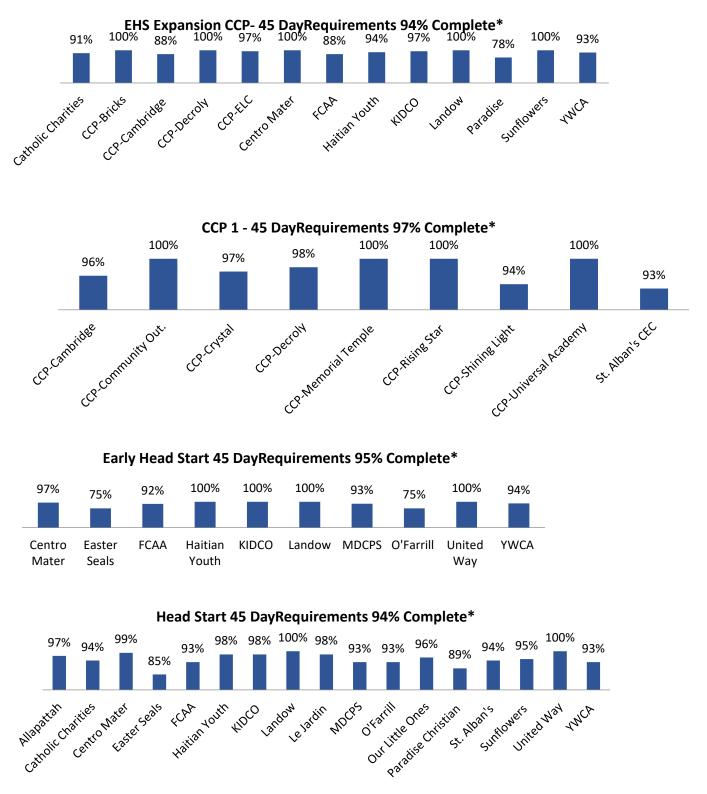


EHS Expansion CCP New Application Feb-March 2022



30-Day Screenings:



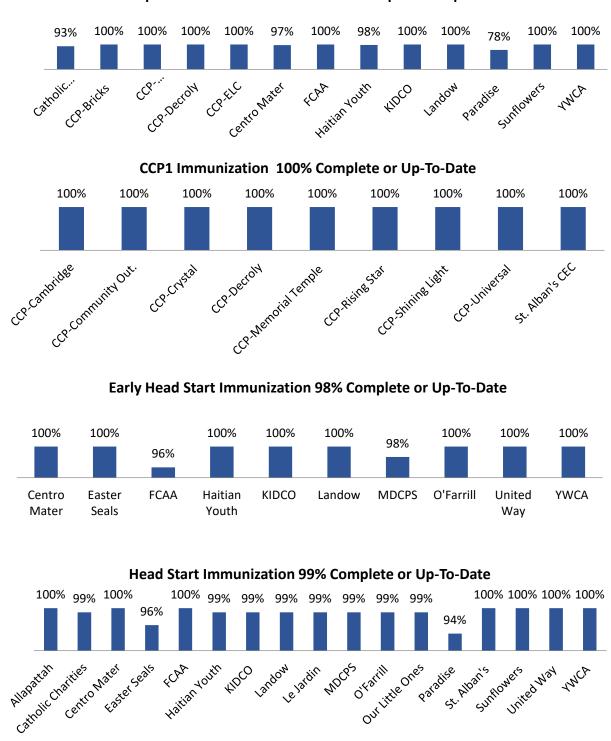


<u>45-DayScreenings:</u> 100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.



<u>90-DayHealthRequirements:</u> 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.**

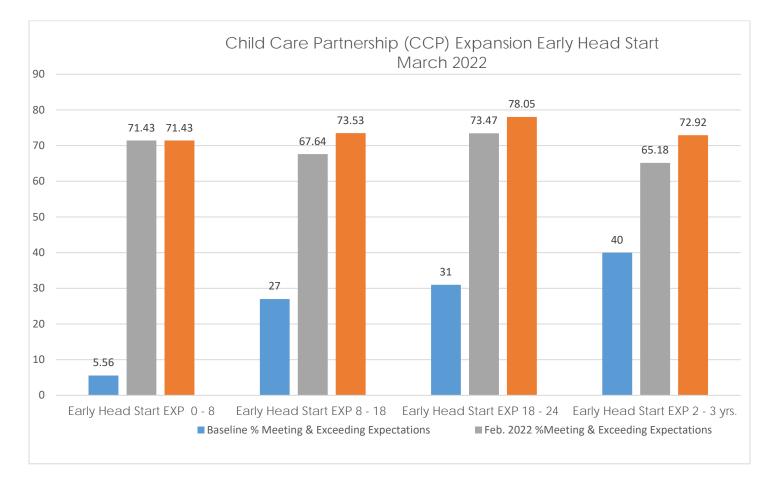
Immunization:

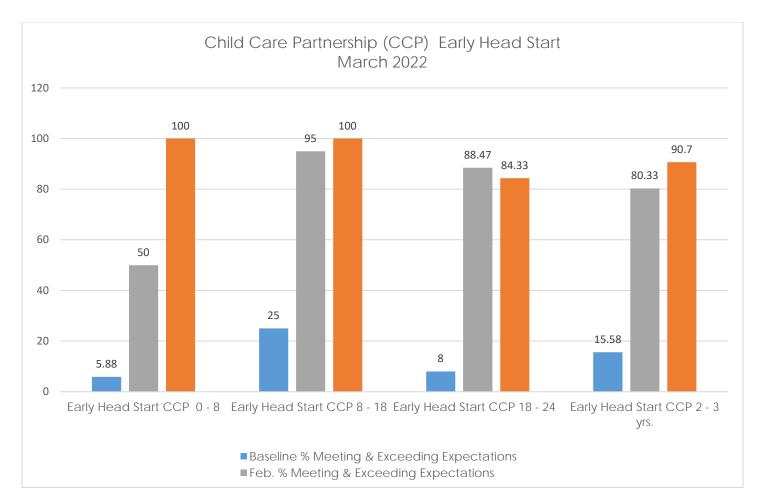


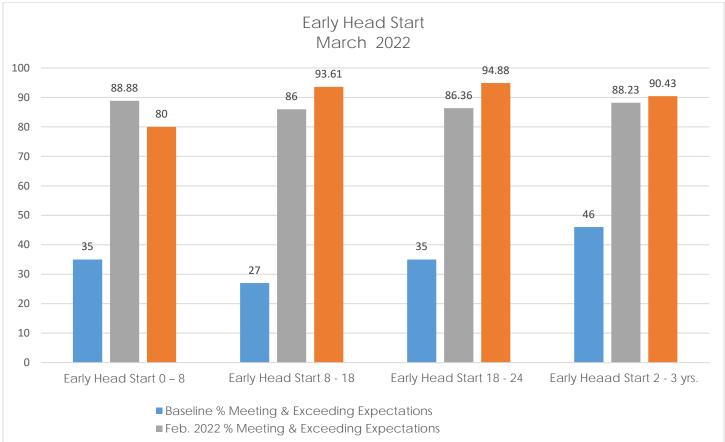
EHS Expansion CCP Immunization 96% Complete or Up-To-Date

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









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 31**st regarding prevention, early intervention consultations, clinical assessments and planning and referrals follow:

□ Pre- Assessment DECA/ ASQ	⊠Mid Assessment	□Post Assessments FU	⊠Clin.AssessPlans for children
45 Day Req.	DECA/ASQ/Consults/Plans/Ref	DECA/ASQ/Consults/Plan/Ref	non-responsive to Initial Plans
🛛 90 Day ConsInd. Planning	⊠Safety Plans	⊠3015 MDT Review w-MHC	⊠ Delegate LMHP Contracts
Req.		FU Process	
Agency Monthly Reports Rev.	⊠Self-Assessment	⊠Quarterly Trainings, ChildPlus Training, Pyramid	⊠ Delegate Risk Assessments
		Training	
Community Part. Agreements	☑ Federal Review Preparation-Grant Planning	FUIP Summer Plan Prevention ConsPlans Ret. C	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/Attended	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	

for CHILDREN, PARENTS AND STAFF

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 Cer	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

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

HEAD START DIRECT CHILD MENTAL HEALTH SERVICES DATA

Screener Type	Screenings	# of PRE Teacher Concerns	# of PRE Parent Concerns	# of MID Teacher Concerns		# of Teacher Home Visitor Consults	# of Parent	Follow up	# of Ind. Mental Health Assess- ments	# of Clinical	# of Outside	
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

Program Totals	Screener Type	Total #of Screenings	# of PRE MID Teacher- Parent Concerns	# of Staff Consultations	# of Teacher Home Visitor Consultations	# of Parent	Follow up		Clinical	# of Outside Referrals	
EHS w-HB 446	ASQ SE2	532	39	32	60	5	32	0	0	2	0

Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE- MID Teacher Parent Concerns		# of Teacher Home Visitor Consultations	# of Parent	# of Follow up Int. Plans			# of Outside Referrals	
EHS Expansion w CCP 552	ASQ SE2	566	35	46	41	27	31	. 0	0	6	3

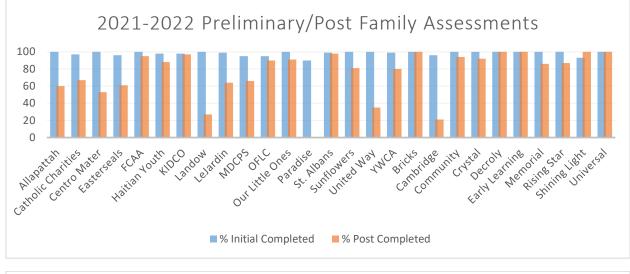
Program Totals	Screener Type	Total # of Screenings Conducted	# of PRE- MID Teacher Parent Concerns		# of Teacher Home Visitor Consultations	# of Parent	# of Follow up Int. Plans	# of Ind. Mental Health Assess- ments		# of Outside Referrals	100
EHS CCP1 240	ASQ SE2	148	21	48	40	27	21	0	0	14	1

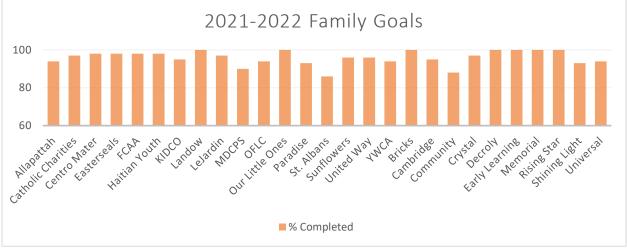
FAMILY & COMMUNITY ENGAGEMENT:

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.

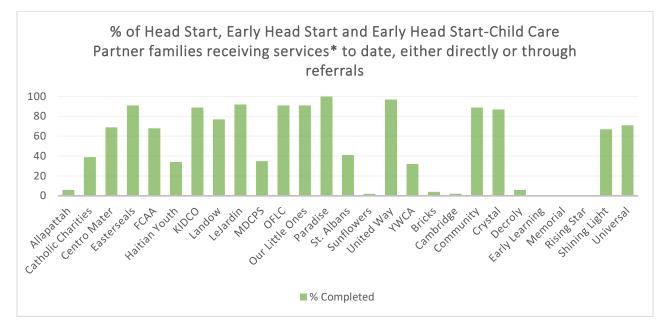
This month, the Head Start/Early Head Start program engaged families in activities such as Dr. Seuss literacy activities. There were also transition to kindergarten activities where parents received information on the process and information needed to transition into kindergarten.

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.

						-					
Delegate Sites	Number of HS Operating Days	Number of EHS Operating Days	Breakfast HS	Breakfas t 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	<mark>9</mark> 5	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
Kiđco	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 Delegate Sites March 2022

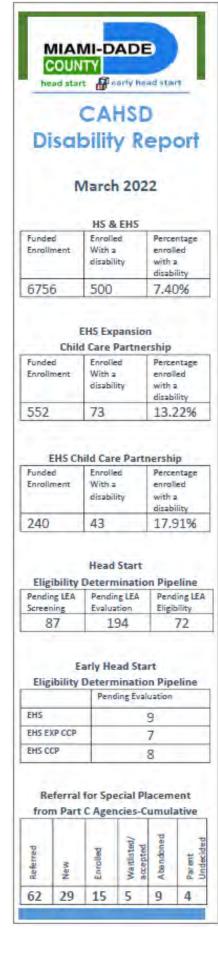
Child Care Food Program Meal Count Worksheet Early Head Start Child Care Partners March 2022

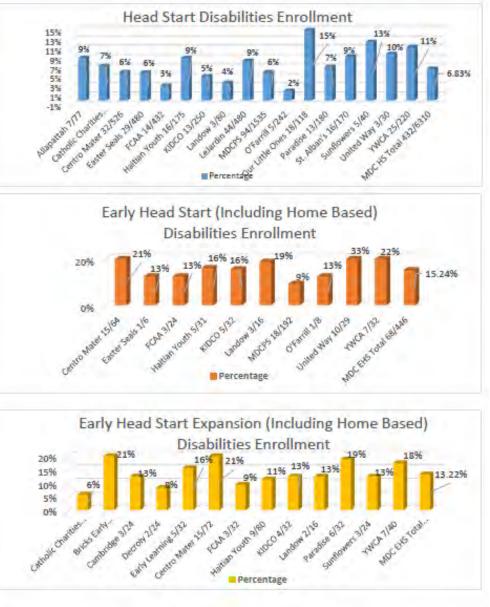
		Number of		Total # of	Total # of
	Funded	Operating	Total # of	Lunch	Snack
Child Care Partners	Enrollment	Days	Breakfast	Served	Served
CCP Crystal Learning Center	32	18	377	374	374
CCP Decroly Center	48	18	758	758	757
CCP Memorial Temple	16	18	181	181	181
CCP Comm. Outreach	16	18	266	266	266
CCP Cambridge 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

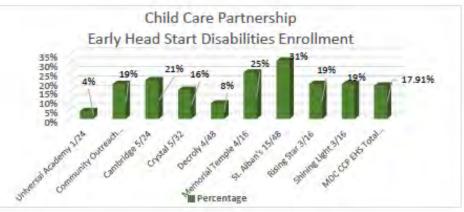
		Number			
		of	Total # of	Total # of	Total # of
	Funded	Operating	Breakfast	Lunch	Snack
Child Care Partners	Enrollment	Days	Served	Served	Served
Bricks Early Learning Center INC	24	18	385	385	385
Cambridge Academy	24	18	289	288	288
Catholic Charities	120	18	1691	1691	1667
Centro Mater	104	18	269	269	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'Famil											
Our Little Ones											
Paradise Christian											
St. Alban's											
Sunflowers											
United Way											
YWCA											
Total Number			61	0	61	61	0	61	56	0	56







*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: 4A10

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: MARCH 2022

AGENDA ITEM NUMBER: 4A11

AGENDA ITEM SUBJECT: 2021-2022 COMMUNITY ASSESSMENT UPDATE

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The Head Start Program reviewed and updated its Community Assessment to reflect current data on demographics, community needs, strengths, and resources. A comprehensive community assessment is required every five years and updated annually.

FUNDING SOURCE: U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

2021-2022 COMMUNITY ASSESSMENT UPDATE SUMMARY

The 2021-2022 Community Assessment Update was completed by Community Action and Human Services Administrative and Head Start staff. Below is a summary of key points:

- Demographics
 - o 69% Hispanic; 14% African American; 13% White; 1% Asian; 1% Other
 - o Language: 66.9% Spanish; 24% English; 5% Haitian Creole; 4.2% Other
- Head Start Eligible Children
 - o 15.8% of children under 5 are living in poverty
 - High areas of poverty include Homestead, Florida City, Opa-Locka, Liberty City, Little Haiti, Little Havana, Downtown Miami, Overtown, Model City, Brownsville, and West Little River
 - o 58% of the Hispanic population and 36% of the African American population live in poverty
- Health and Social Needs of Eligible Families
 - o 1,244 children were victims of maltreatment from January 2020 December 2020
 - Overall crime rate decreased by 2.6% since 2018; however, homicide offenses increased by 23.46% and forcible sex crimes by 18.11%
 - o 5,346 children were born in MDC with low birth rates: 448 infant deaths
- Nutrition Needs of Eligible Families
 - o 1,778,966 meals were served to HS children during the 2020-2021 school year
 - o 217,553 MDC families received SNAP benefits in 2019
 - Child food insecurity rate in 2019 was estimated at 14.4% and was projected to grow to 20.1% in 2021 with the impact of COVID-19

Housing and Homelessness

- o Housing units increased by 21% in Doral and 19% in Naranja/Princeton
- o Housing units decreased by 8% in Florida City and 7% in Carol City
- o 45,000 housing units less than \$1,000 in rent were lost in June 2020.
- o 4,067 eviction cases were pending with the Miami-Dade County Clerk of Courts in 2020
- o 3,355 individuals were reported homeless
- Child Care Availability
 - o 1,613 Childcare providers with 149,492 slots
 - o HS/EHS served 7,991 children and families during the 2020-2021 school year
- Transportation and Communication
 - o 10.3% of MDC households do not own a vehicle
 - o 49.8% of households with income less than \$20,000 do not have an internet subscription
 - 46% of households do not own a tablet or other wireless computer and 24.5% does not own a laptop or computer



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 24, 2022

AGENDA ITEM NUMBER: 4A12

AGENDA ITEM SUBJECT: ACF-IM-HS-22-01 DOCUMENTING SERVICES TO ENROLLED PREGNANT WOMEN

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The Office of Head Start Information Memorandum offers Early Head Start programs best practices in tracking services delivered to enrolled pregnant women, both directly and from community partners. EHS programs must identify their unmet needs and connect the family with resources in the community to promote positive health outcomes for both parents and babies. Programs must facilitate their ability to access comprehensive services through referrals that include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence

FUNDING SOURCE:

U.S. Department of Health and Human Services 466

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-02	2. Issuance Date: 2/24/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Early Head Start; pregnant women; pregnant people; data; documentation	

INFORMATION MEMORANDUM

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

SUBJECT: Documenting Services to Enrolled Pregnant Women

INFORMATION:

This Information Memorandum (IM) offers best practices for Early Head Start (EHS) programs in tracking services delivered to enrolled pregnant women, both directly and from community partners. It is supported by a toolkit of <u>Early Childhood Learning and Knowledge Center (ECLKC)</u> resources that EHS programs can use to identify ways to better engage expectant families.

Section 645A(a) of the Head Start Act authorizes funding for EHS programs to provide services that encompass the full range of the family's needs, from pregnancy through a child's third birthday, to promote the child's development and move the parents toward self-sufficiency. EHS programs are not required to enroll expectant families, but many choose to enroll pregnant women, as well as pregnant transgender or nonbinary people, based on community needs. In their grant applications, programs are required to identify the total number of pregnant women they anticipate serving each program year. Programs must provide all enrolled pregnant women high-quality prenatal and postnatal education and help them access comprehensive prenatal services through referrals to other programs in the community (<u>45 CFR §1302.80</u>). For purposes of meeting these requirements, programs should consider and include any pregnant person served by the program.

It is also important for programs to be able to account for any services provided either directly or through referral to community partners. Collecting and analyzing this data informs the ongoing conversations EHS program staff have with the expectant parent around their needs before and after baby is born. Service data, along with other screening and assessment data, informs planning for the individual and collective needs of expectant families served by the program.

Tracking and Recording EHS Program Services to and Interactions with Enrolled Pregnant Women

EHS programs providing services to pregnant women must identify their unmet needs and connect the family with resources in the community to promote positive health outcomes for both parents and babies. Programs should have a system to record interactions with expectant families that documents contact and identified needs. Programs should also have a way to track the type and content of services delivered to pregnant enrollees.

For example, if a home visitor meets with an enrolled pregnant mother to discuss the benefits of breastfeeding, the record for that interaction should go beyond just the date of the home visit. It should include specifics about the home visit, such as details about the specific breastfeeding information and any other parenting concepts, skills, and healthy practices discussed. The records should summarize the conversation and offer adequate details about any resources shared with the family. Any information or resources provided to pregnant families on best practices for safe sleep,

breastfeeding, and adherence to the Early and Periodic Screening, Diagnostic, and Treatment schedule should be culturally responsive and inclusive of people from all racial, ethnic, and cultural backgrounds.

All Head Start programs are already required to have systems in place to track attendance for each child they serve, per <u>45 CFR §1302.16(a)</u>. EHS programs may use their existing systems to record interactions with expectant families.

Tracking Services Enrolled Pregnant Women Receive from Community Partners

Programs should also have a system in place to consistently track the services enrolled pregnant women receive from community partners. To serve enrolled expectant families to the greatest extent possible, programs must facilitate their ability to access comprehensive services through referrals that include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence (<u>45 CFR §1302.80(c)</u>). EHS programs establish ongoing collaborative relationships and partnerships with community organizations to leverage existing funds for these resources and services (<u>45 CFR §1302.53(a)</u>). Community providers – like the local <u>Women</u>, <u>Infants and Children</u> (<u>WIC</u>) agency, <u>La Leche League International</u>, <u>Healthy Start</u>, local mental health centers, OB/GYN physicians, midwives, doulas, and health clinics – are excellent resources for services through referral.

To better track services that enrolled pregnant people receive through referral, EHS programs may establish partnerships such as working collaboratives, data-sharing agreements, or memoranda of understanding (MOU) with community providers. Programs must protect the privacy of records as required in <u>45 CFR §1303 Subpart C</u> when sharing information with other service providers. If an EHS program elects to establish an MOU with a community service provider, additional information on how to do so can be found on the <u>ECLKC[PDF</u>, 503KB].

To illustrate how partnerships can help EHS programs better track services expectant families receive from community providers, consider the following scenario:

An EHS program develops a partnership with its local WIC agency to share eligibility and nutritional information regarding pregnant enrollees. The EHS program refers an enrolled pregnant mother to the local WIC agency for a nutritional assessment. Based on the terms of the partnership, and with the permission of the enrollee, the local WIC agency shares their records with the EHS program to include information about the nutritional assessment, nutrition and breastfeeding classes the pregnant mother participates in, and food package prescriptions made to address prenatal nutrition needs. The EHS program has the information they need to provide documentation beyond just the date the program referred the enrolled pregnant woman to the local WIC agency, including a summary of the follow-up services the local WIC agency prescribed.

The more information and data that can be shared between the EHS program and the local WIC agency under the terms of the partnership, the easier it is for EHS programs to ensure expectant families get the support and services they need. Programs also use such data to inform planning and decisions, as well as documenting the services the pregnant woman receives.

Conclusion

We encourage EHS programs to identify ways to better document program interactions with enrolled pregnant women and people, as well as services they receive from community providers. The resources offered on the <u>ECLKC</u> provide further support in implementing high-quality services for expectant families in this challenging time.

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

Thank you for your work on behalf of children and families as we continue to navigate the COVID-19 pandemic.

/ Dr. Bernadine Futrell / Dr. Bernadine Futrell Director Office of Head Start



COMMUNITY ACTION AGENCY BOARD

DATE: April 14, 2022

AGENDA ITEM NUMBER: 4A13

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% cos 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-H: 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 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 an J 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: 4A14

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

ACF Administration for Children and Families	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



COMMUNITY ACTION AGENCY BOARD

DATE: May 9, 2022

AGENDA ITEM NUMBER: 4A16

AGENDA ITEM SUBJECT: CAHSD Cheat Sheet

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

The CAHSD Cheat sheet is being provided to the CAA Board as a follow up to a request made at the May 2nd, 2022 CAA Joint Finance Committee Meeting. The Cheat sheet is meant to capture all of CAHSD's resources in a quick, and easy format.

FUNDING SOURCE:

N/A



CAHSD's History

The Community Action and Human Services Department (CAHSD) was formed in September 2011 as a result of the merger between the Miami-Dade County Community Action Agency and the Miami-Dade County Department of Human Services.

Community Action Agency (CAA): CAHSD is the designated CAA for Miami-Dade County and has a longstanding history of providing critical programs and services to combat poverty. For over 50 years, since the inception of Community Action Agencies as part of the Economic Opportunity Act of 1964, the Department has helped low-income residents of Miami-Dade County escape poverty and achieve economic security.

The Department's established history includes the administration of several County legacy programs, created through federal grant awards: Community Services Block Grant(CSBG) Programs, the Low Income Home Energy Assistance Program (LIHEAP), and Head Start

Our Mission:

To empower individuals, families, and communities through the provision of comprehensive social services.

Our work focuses on:

- Improving the quality of life for seniors
- Closing achievement gaps
- Fighting the opioid epidemic and providing rehabilitative services to combat substance and alcohol addictions
- Reducing the energy burden on low-income families
- Supporting survivors of domestic violence and human trafficking
- Strengthening resiliency among low-income individuals, families, and communities
- Supporting economic development through job training and opportunities
- Empowering youth through training, education, and employment opportunities
- Creating safer and thriving neighborhoods
- Integration and empowerment for Miami-Dade's immigrant communities

Who we serve:

CAHSD provides comprehensive social services to individuals and families at every stage of life.

Our Standards:

CAHSD is a nationally accredited agency by the Council on Accreditation, the highest honor that can be bestowed upon a social services agency.

Family and Community Services Division

FCSD provides services for targeted populations, including low-income families, individuals and communities, Veterans, farmworkers, youth, and immigrants at 13 Community Resource Centers:

- Low-Income Home Energy Assistance Program (LIHEAP), Tax Preparation Services (VITA)
- Rent and mortgage assistance, Emergency food & shelter, Veterans services
- Workforce development, Computer classes, Migrant Farmworker career development
- □ Community advocacy and engagement, College scholarships

Head Start/Early Head Start

Through the Early Head Start-Child Care Partnership Grant and the Early Head Start Expansion Grant, CAHSD has transformed 11 local private day-care centers into high-quality early care and education centers rooted in Early Head Start principles:

- **Full-day**, high quality educational programs, Support services for special needs children, meals
- Child sensory and developmental screenings, social and emotional support services
- Evidence-based parenting curriculum, Parent engagement

Elderly & Disability Services

EDSD provides comprehensive case management and access to a continuum of support services designed to promote independent living for seniors and adults with disabilities:

- Home/Personal care, nutritious meals, Respite care, Chore services, Adult Day Care
- □ Volunteer opportunities, Field trips and activities, Recreational activities
- **D** Referrals, Telephone reassurance, Nutrition counselling/education

Violence Prevention and Intervention

VPID offers coordinated and supportive services for survivors of different forms of violence; domestic, dating, and sexual violence as well as human trafficking:

- Emergency shelter and transitional housing, advocacy and referrals, safety planning
- Protective orders, public benefits assistance, victim compensation claims, court advocacy
- DV hotline/helpline, direct relief, HIV/STI testing, and more

Rehabilitative Services

RSD provides both outpatient and residential treatment services for individuals struggling with substance use disorders and addiction:

- Assessment, Integrated primary & psychiatric care, medication-assistance treatment, pharmacy delivery
- □ Individual/group counselling, residential/outpatient treatment, educational/vocational instruction
- □ Telehealth screening of inmates, Urinalysis/screening, HIV testing and education

Office Housing and Tenant Advocacy

OHTA acts as a clearinghouse and coordinator to address issues of affordable housing and landlord and tenant rights by directing families and individual's to housing related resources. The Office collaborates with community stakeholders to formulate policies and initiatives that will expand affordable housing and prevent resident displacements:

- Referrals for housing complaints, rental assistance, and legal services; roadmap to resources
- Landlord/tenant rights training, tenant hotline,
- Collaborate with community, advocate for public housing renovation/redevelopment projects

Office of Neighborhood Safety

ONS brings together residents, community stakeholders, and County representatives to solve public safety and quality of life issues; engages directly with historically disenfranchised communities to ensure they help to guide decision-making and deliver innovative solutions to address gun violence, revitalize public spaces, improve community infrastructure, and minimize the need for residents to interact with the justice system:



 Provides oversight of the Peace & Prosperity Plan across five impact areas: Prevention, Intervention, Re-entry, Community Revitalization, and Economic Investments

Greater Miami Service Corps

GMSC engages out-of-school young people (18-24 years of age) with employment and training services that reconnect youth to education, community, and employment:

- High school or GED completion, leadership development, workforce development, paid experience
- Life and financial skills training; group, individual and motivational counseling; mentoring
- Community & business services ie graffiti removal, disaster relief assistance

Office of New Americans

ONS leads, supports, and manages a range of programs that increase access to legal services, integration, and empowerment for Miami-Dade's immigrant communities. ONA's mission is to promote the inclusion and full citizenship of immigrant residents into the county's civic and economic life:

- **Free Immigration Legal Services; CLE trainings on naturalization, TPS, DACA, etc;**
- Citizenship Classes at MPLS; Stakeholder convenings on special immigration topics
- □ "Miami is Home" Welcoming Initiative for new arrivals and immigrant integration guide

Energy, Facilities, and Transportation

EFT provides services designed to improve homes and communities; manages all CAHSD facilities and real estate development, as well as coordinates transportation services for our clients:

- **Weatherization**, Beautification, Paint and/or Shutter Installation, Home Rehabilitation Grant/loan
- Community Disaster Preparedness; Transportation of elderly and youth participants to CAHSD programs; Facilities Maintenance

Psychological Services

PSD is comprised of an internship program that is accredited by the American Psychological Association (APA). Doctoral level students provide direct mental health services, such as individual, group and family therapy, psychological evaluations and assessments, case management and consultation, to clients participating in select CAHSD programs. The Psychological Services Division also encompasses the training of students in psychology, social work, marriage and family counseling or other related social services programs at the undergraduate and graduate level through the provision of practical clinical work experience: Evidence-Based Interventions

Assets and Locations

CAHSD services are offered in more than 175 locations across the County and in the homes of more than 650 elderly/disabled residents.

- **13** Community Resource Centers
- 6 Computer Centers
- 19 Congregate Meal Sites
- 72 Vehicles (vans/buses)
- **5** Adult Day Centers
- 1 Residential Rehab Facility (109 beds)
- **7** Drive through food distribution sites
- 4 Emergency Domestic Violence Shelters (167 beds) 2 Youth Centers

- 90 Head Start Centers
- 31 Early Head Start Centers
- 1 DV Assistance Center
- 3 Outpatient Rehabilitation Centers
- 2 Transitional Housing Facilities (93 units)
- 1 Food Choice Pantry
- 1 Farmworker Career Center