

# CSNT Head Start Monthly Report

Program Year 05 2019

06CH7174/05

2019

CSNT HS Report  
Revised 2/21/17

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	516	NA	NA	516	516		
# additional students (partnerships)	2	5	4	3	3	2	NA	NA	12	8		
% with Special Needs	6%	6%	6%	8%	9%	10%	NA	NA	5%	5%		
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%	NA	NA	96%	96%		
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%	NA	NA	94%	95%		
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38	NA	NA	483/45	496/32		
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		

## Non-Federal Share

\$965,823 (\$168,918) \$1,134,741 -17% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$1,134,741</b>	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503	\$ 59,947	\$ 59,241	\$ 60,859	\$ 129,056		

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>11%</b>	\$ 38,054	\$ 85,840	\$ 141,140	\$ 192,247	\$ 242,059	\$ 301,101	\$ 348,083	\$ 398,720	\$ 448,788	\$ 495,413		

## Meals/Reimbursements

\$110,528	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15	17	19	16	21	18	NA	NA	15	20		
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540	NA	NA	4,528	7,802		
CACFP Reimbursement	\$ 10,982	\$ 13,194	\$ 15,300	\$ 12,891	\$ 17,071	\$ 14,126	\$ -	\$ -	\$ 9,896	\$ 17,068		

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	29	130	221	269	327	138	NA	NA	10	335		
# Classrooms Observed	26	64	92	93	80	76	NA	NA	24	67		
Incomes Verified	2	15	10	5	100	150	NA	NA	50	75		
# Parents Interviewed	2	2	0	27	7	18	NA	NA	0	10		
# of Staff interviewed	7	4	0	18	20	18	NA	NA	0	12		
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0	1		
# Staff Files Reviewed	0	0	10	0	0	4	NA	NA	0	9		
# Community Contacts	25	25	48	52	50	25	NA	NA	0	35		
# of Findings Corrected	14	23	81	33	40	16	NA	NA	16	43		

## Annual Self-Assessment Findings

Date: Week of 4/3/2019 Completed 6/3/2019

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings					2	2	2	2	2	2		
# findings corrected					0	0	0	0	1	2		
# findings remaining					2	2	2	2	0	0		

## Annual Detailed Monitoring Findings

Week of 2/13/2019 Completed 6/3/2019

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	13	13	7	7	7	7	7	7	7	7		
# findings corrected	13	13	1	1	5	7	7	7	7	7		
# findings remaining	0	0	6	6	2	0	0	0	0	0		

## Program Updates

Completing 45 and 90 day deadlines  
Preparing and Analyzing Data from First Assessments and Reports  
ACF-IM-HS-19-03 Kinship Care



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-03	2. Issuance Date: 09/30/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Kinship care; Eligibility; Homelessness; Economic hardship relative; Foster care; Child welfare; Partnerships	

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

**SUBJECT:** Head Start and Early Head Start Eligibility for Children in Kinship Care

**INFORMATION:**

The Office of Head Start (OHS) has received questions from grantees who want to enroll children living in kinship care and are concerned about the eligibility of these children. Formal or informal kinship care, for the purposes of this IM, broadly refers to children who are living with relatives or caregivers other than their parents. In most cases, these children are eligible for Head Start services according to the Head Start Act and Head Start Program Performance Standards (HSPPS) and programs can enroll them. OHS encourages grantees to include children in kinship care in their enrollment and selection process.

The following descriptions provide grantees with information about ways children in kinship care can be eligible for Head Start.

**Public Assistance**

- Relative caregivers are often eligible for public assistance, such as Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI). If the caregiver receives or is eligible to receive public assistance, a child in their care is eligible for Head Start because they meet the definition of a family under HSPPS [45 CFR §1305.2](#).
- If the child living with relatives receives a "child-only" TANF grant, then the child receives public assistance. A child who receives or is eligible to receive public assistance is eligible for Head Start.
- For information about the TANF programs in your state, visit: <https://www.acf.hhs.gov/ofa/help>

**Foster Care**

- Each state has jurisdiction of its child welfare system. OHS considers a child in foster care if the child is placed in a setting away from parents or guardians by the child welfare system and the state agency has placement and care responsibility ([45 CFR §1305.2](#)). A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child.
- If the child welfare agency has placed the child away from parents or guardians and in the care of relatives, the child is considered to be in foster care under the HSPPS. A child in foster care is eligible for Head Start.
- For additional resources for kinship caregivers and the child welfare system, visit: <https://www.childwelfare.gov/pubs/f-kinshi/>

**Homeless**

- Head Start follows the definition of homeless child in the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)). If a child is living with non-parent relatives due to loss of housing, economic hardship, or a similar reason, the child may meet this definition of a homeless child. A child experiencing homelessness is eligible for Head Start.

- Some examples of circumstances leading a child to kinship care include economic hardship, substance misuse, or incarceration. If the child is living with non-parent relatives for these or similar reasons, the child may be considered homeless and then would be eligible for Head Start.
- For additional resources for early care and education and homeless children, visit: <https://www.acf.hhs.gov/ecc/interagency-projects/ece-services-for-homeless-children>

If you have any questions regarding eligibility, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-04	2. Issuance Date: 10/10/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Administrative Simplification; Accounting Codes; Common Accounting Numbers (CANs)	

**INFORMATION MEMORANDUM**

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

**SUBJECT:** Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

**INFORMATION:**

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA) CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

<b>Current CAN Structure</b>	<b>No.</b>	<b>New CAN Structure</b>	<b>No.</b>
Head Start Operations	4122	Head Start and Early Head Start Operations	4122
Early Head Start Operations	4125		
Head Start T/TA	4120	Head Start T/TA	4120
Early Head Start T/TA	4121	Early Head Start T/TA	4121

This accounting change is expected to relieve some of the administrative burdens grantees regularly face when operating both a Head Start and Early Head Start program. The existing structure forces grantees to allocate multiple shared costs between the two programs when

submitting budget estimates through the Head Start Enterprise System Grant Application Budget Instrument. Currently, when operations funds are awarded in separate CANs for Head Start and Early Head Start, there is no flexibility to make adjustments by moving funds between programs once an award has been issued without an ACF-approved budget modification. This simplified accounting procedure will alleviate that problem. It will also allow grantee requests for enrollment conversions from Head Start to Early Head Start—and in the case of American Indian and Alaska Native programs only, from Early Head Start to Head Start—to be implemented more timely due to the ability to reallocate funds between programs within the same CAN when needs arise.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

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

/ Dr. Deborah Bergeron /

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