

CSNT Head Start Monthly Report

Program Year 03 2017 06CH1714/03

2017

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					
# additional students (partnerships)	14	16	16	15	12	8	NA					
% with Special Needs	7%	7%	8%	9%	9%	10%	NA					
ADA Funded Enrolled* (516)	94%	95%	95%	95%	95%	93%	NA					
Enrollment (w/additional students)	91%	92%	92%	92%	93%	92%	NA					
Present/ Absent	485/31	488/28	488/28	487/29	488/28	482/34	NA					
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA					NA

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
			\$58,548	\$873,688								
	\$873,688	\$932,236			6% Needed							
	\$ 48,208	\$ 96,814	\$ 119,142	\$ 189,395	\$ 235,524	\$ 129,121	\$ 55,484					

Admin Expenditures (including non-federal share)

	December	January	February	March	April	May	June	July	August	September	October	November
*Should not be above 15%	\$ 378,987	\$ 806,315	\$ 1,233,065	\$ 1,661,170	\$ 2,115,725	\$ 286,212						
	11%											

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$82,568												
# of service days	14	20	19	18	19	19	NA					
# of meals served	4,766	7,193	7,345	6,906	7,098	7,246	NA					
CACFP Reimbursement	\$ 9,670	\$ 14,611	\$ 14,862	\$ 14,110	\$ 14,535	\$ 14,780	NA					

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	155	139	154	287	475	419	NA					
# Classrooms Observed	14	19	78	70	91	93	NA					
Incomes Verified	67	62	2	22	5	10	NA					
# Parents Interviewed	15	5	5	5	5	5	NA					
# of Staff Interviewed	5	5	5	8	5	4	NA					
# Bus Routes Observed	7	7	1	1	1	1	NA					
# Staff Files Reviewed	1	1	21	16	16	22	NA					
# Community Contacts	13	100	106	106	41	30	NA					
# of Findings Corrected	8	48	37	47	74	29	NA					

Annual Self Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	1	1	11	11	11	11	11	0	0	0	0	0
# findings corrected	0	0	0	2	2	2	2	0	0	0	0	0
# findings remaining	1	1	11	9	9	9	9	0	0	0	0	0

Program Updates

Implementing the new Performance Standards - making updates where applicable.
 Preparing for Pre-Service August 2017
 ACF-IM-HS-17-010 See Attachment

Date: 2/13/2017 Week of 2/13/2017 Completed

**Summary of ACF-IM-HS-17-010
Facilities Guidance**

Date	Description of Item(s)	Cost(s)	Budget Line Item
6/28/17	This Information Memorandum (IM) supports grantees in understanding regulations, application development, and the funding process and post-award requirements associated with facilities. It also addresses common facility activities and clarifies questions posed by grantees.	NA	NA
	Total	NA	NA

Berny Harris

From: Office of Head Start <no-reply@hsicc.org>
Sent: Wednesday, June 28, 2017 1:55 PM
To: berny.harris@csntexas.org
Subject: ACF-IM-HS-17-01 Facilities Guidance

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U.S. Department of Health & Human Services & Administration for Children & Families



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-01	2. Issuance Date: 06/28/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Facilities; Depreciation; Real Property	

This Information Memorandum (IM) supports the commitment of the Office of Head Start (OHS) to children receiving services in good quality facilities with safe indoor and outdoor learning environments. It will support grantees in understanding applicable Head Start regulations, application development, the funding process, and post-award requirements. The IM also addresses a variety of common facilities activities and clarifies questions frequently posed by grantees.

Attachment A provides topical policy, fiscal, and program guidance related to:

- Facilities overview
- Availability of funds
- Project planning
- Applications
- Protection of the federal interest
- Repairs, minor renovations, and major renovations
- Financing, refinancing, and pledges of collateral
- Subordination agreements
- Leases
- Depreciation
- Reporting and recordkeeping
- Valuation and matching
- Disposition of real property and facilities

Please share this IM with your program, fiscal, and facilities managers. Direct any questions to your Regional Office.

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

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

See Attachments:
[Facilities Guidance Attachment A](#)

See PDF Version of Information Memorandum:
[Facilities Guidance](#)

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