

# CSNT Head Start Monthly Report

Program Year 03 2017 06CH7174/03

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   | NA   | 516    | 516       |         |          |
| # additional students (partnerships) | 14       | 16      | 16       | 15     | 12     | 8      | NA   | NA   | 13     | 13        |         |          |
| % with Special Needs                 | 7%       | 7%      | 8%       | 9%     | 9%     | 10%    | NA   | NA   | 5%     | 6%        |         |          |
| ADA Funded Enrolled* (516)           | 94%      | 95%     | 95%      | 95%    | 95%    | 93%    | NA   | NA   | 96%    | 96%       |         |          |
| Enrollment (w/additional students)   | 91%      | 92%     | 92%      | 92%    | 93%    | 92%    | NA   | NA   | 94%    | 94%       |         |          |
| Present/ Absent                      | 485/31   | 488/28  | 488/28   | 487/29 | 488/28 | 482/34 | NA   | NA   | 495/34 | 496/33    |         |          |
| * If below 85% (Why) -               | NA       | N/A     | N/A      | NA     | NA     | NA     | NA   | NA   | NA     | NA        | NA      | NA       |

## Non-Federal Share

\$932,236 (\$165,867) \$1,098,103 -18% Needed

|                    | December   | January    | February   | March      | April      | May        | June      | July      | August    | September  | October | November |
|--------------------|------------|------------|------------|------------|------------|------------|-----------|-----------|-----------|------------|---------|----------|
| <b>\$1,098,103</b> | \$ 125,895 | \$ 139,165 | \$ 135,665 | \$ 133,007 | \$ 137,013 | \$ 129,121 | \$ 55,484 | \$ 54,579 | \$ 53,252 | \$ 134,923 | \$ -    | \$ -     |

## Admin Expenditures (including non-federal share)

| *Should not be above 15% | December  | January   | February   | March      | April      | May        | June       | July       | August     | September  | October | November |
|--------------------------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|---------|----------|
| <b>12%</b>               | \$ 48,210 | \$ 96,814 | \$ 133,471 | \$ 189,394 | \$ 235,524 | \$ 286,212 | \$ 354,886 | \$ 404,451 | \$ 456,586 | \$ 523,448 | \$ -    | \$ -     |

## Meals/Reimbursements

| \$106,427           | December | January   | February  | March     | April     | May       | June | July | August   | September | October | November |
|---------------------|----------|-----------|-----------|-----------|-----------|-----------|------|------|----------|-----------|---------|----------|
| # of service days   | 14       | 20        | 19        | 18        | 19        | 19        | NA   | NA   | 9        | 20        |         |          |
| # of meals served   | 4,766    | 7,193     | 7,345     | 6,906     | 7,098     | 7,246     | NA   | NA   | 3,729    | 7,806     |         |          |
| CACFP Reimbursement | \$ 9,670 | \$ 14,611 | \$ 14,862 | \$ 14,110 | \$ 14,535 | \$ 14,780 | NA   | NA   | \$ 7,706 | \$ 16,154 |         |          |

## Program Monitoring

|                         | December | January | February | March | April | May | June | July | August | September | October | November |
|-------------------------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| # Child Files Reviewed  | 155      | 139     | 154      | 287   | 475   | 419 | NA   | NA   | 30     | 496       |         |          |
| # Classrooms Observed   | 14       | 19      | 78       | 70    | 91    | 93  | NA   | NA   | 21     | 76        |         |          |
| Incomes Verified        | 67       | 62      | 2        | 22    | 5     | 10  | NA   | NA   | 0      | 366       |         |          |
| # Parents Interviewed   | 15       | 5       | 5        | 5     | 5     | 5   | NA   | NA   | 0      | 5         |         |          |
| # of Staff interviewed  | 5        | 5       | 5        | 8     | 5     | 4   | NA   | NA   | 0      | 0         |         |          |
| # Bus Routes Observed   | 7        | 7       | 1        | 1     | 1     | 1   | NA   | NA   | 0      | 1         |         |          |
| # Staff Files Reviewed  | 1        | 1       | 21       | 16    | 16    | 22  | NA   | NA   | 0      | 14        |         |          |
| # Community Contacts    | 13       | 100     | 106      | 106   | 41    | 30  | NA   | NA   | 30     | 10        |         |          |
| # of Findings Corrected | 8        | 48      | 37       | 47    | 74    | 29  | NA   | NA   | 11     | 32        |         |          |

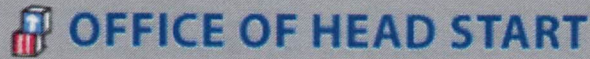
## Annual Self Assessment Findings

Date: Week of 2/13/2017 Completed

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

## Program Updates

ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes (See Document Attached)  
New Compliance Date Around Head Start Program Performance Standards at 45 CFR §1302 (See Document Attached)



## New Compliance Date around Head Start Program Performance Standards at 45 CFR § 1302

The following was published today, Thursday, September 28, 2017, in the Federal Register:

URL: <https://www.gpo.gov/fdsys/pkg/FR-2017-09-28/pdf/2017-20499.pdf>

**Summary:** The Office of Head Start will delay the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Both requirements are described in the Head Start Program Performance Standards (HSPPS) final rule that was published in the Federal Register on September 6, 2016. We believe programs and states will benefit from more time to fully implement these changes.

**Dates:** The date for programs to comply with background checks procedures described in 45 CFR 1302.90(b) and for programs to participate in QRIS described in 45 CFR 1302.53(b)(2) is delayed until September 30, 2018.

### Supplemental Information:

#### Background

The Head Start program provides grants to local public and private nonprofit and for-profit agencies to deliver comprehensive education and child development services to economically disadvantaged children, birth to age 5, and their families. It also strives to help young children develop the skills they need to be successful in school.

The Head Start Program Performance Standards (HSPPS) define requirements grantees and delegate agencies must implement to operate high-quality Head Start or Early Head Start programs and provide a structure to monitor and enforce quality standards. The Office of Head Start (OHS) amended the HSPPS in a final rule that was published in the [Federal Register](#) on Sept. 6, 2016.

#### Promoting Child Safety and State Partnerships

Child safety is a top priority in the final rule. We strengthened our criminal background check requirements at [45 CFR 1302.90\(b\)](#), in the final rule, to reflect changes in the Improving Head Start for School Readiness Act of 2007, Public Law 110-134, and to complement background check requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014, Public Law 113-186.

In addition to background check requirements, we aim to strengthen partnerships between states and Head Start programs. As part of this effort, 45 CFR 1302.53(b) in the final rule requires Head Start programs to take an active role in promoting coordinated early childhood systems, including those in their state. As part of these requirements, most Head Start programs must participate in QRIS, if they meet certain conditions.

#### Compliance Dates

In the Supplementary Information section of the final rule, we provided a table, *Table 1: Compliance Table*, that lists dates by which programs must implement specific standards. We currently list September 30, 2017, as the date by which programs must comply with background check requirements at 45 CFR 1302.90(b). We had previously extended background check requirements until September 30, 2017, to align with the background check requirement deadline in the CCDBG Act through a Federal Register document, published on December 6, 2016. However, programs are required to continue to adhere to the criminal record check requirements in section 648A of Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-

134. We list August 1, 2017, as the date programs must participate in their states' Quality Rating and Improvement Systems (QRIS) pursuant to 45 CFR 1302.53(b)(2).

### **Background Checks**

Generally, 45 CFR 1302.90(b)(1) requires that before a person is hired, programs must conduct a sex offender registry check and obtain either a state or tribal criminal history records, including fingerprint checks, or a Federal Bureau of Investigation (FBI) criminal history records, including fingerprint checks.

In 45 CFR 1302.90(b)(2), (4), and (5), we afford programs 90 days to obtain whichever check they could not obtain before the person was hired, as well as child abuse and neglect state registry check, if available. We require programs to have systems in place that ensure these newly hired employees do not have unsupervised access to children until their background process is complete. A complete background check consists of a sex offender registry check, state or tribal history records, including fingerprint check and FBI criminal history records, including fingerprint check, as well as a child abuse and neglect state registry check, if available. We also require programs to conduct complete background checks for each employee at least once every five years.

We believe programs will need more time to implement systems to complete the backgrounds checks process listed at 45 CFR 1302.90(b)(2), (4), and (5) in our final rule. Also, we recognize most states will have systems that can accommodate our programs' background checks requests by September 30, 2018. Congress requires states that receive CCDBG funds to implement systems for comprehensive background checks for all child care teachers and staff. These states must have requirements, as well as policies and procedures to enforce and conduct criminal background checks for existing and prospective child care providers, by September 30, 2017, but Congress gave states the authority to request extensions until September 30, 2018, and several states have done so. Since these systems enable Head Start programs to meet the HSPPS requirements in 45 CFR 1302.90(b), we can minimize burden on Head Start programs if we extend the compliance date for 45 CFR 1302.90(b) to September 30, 2018. Until September 30, 2018, the criminal record check requirements from section 648A of the Head Start Act continue to remain in place.

### **QRIS Requirement in the Final Rule**

QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. QRIS award quality ratings to programs that meet a set of defined program standards. Since the 1990s, many states have developed a QRIS.

The requirements at 45 CFR 1302.53(b) require Head Start programs to take an active role in promoting coordinated early childhood systems to maximize access to services, reduce system duplication, foster informed quality improvement, and ensure Head Start programs are part of larger early childhood systems within their states. These requirements went into effect on November 7, 2016. To further Head Start's role in state systems of quality improvement, the HSPPS requires programs to participate in QRIS, if they meet certain conditions described at 45 CFR 1302.53(b)(2).

We understood from the public comment process and from subsequent discussions with Head Start grantees and state organizations that there are concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS.

We understand programs have taken steps to participate in QRIS and that many states are assessing their QRIS with new Head Start QRIS participation policies, but additional time is needed to align these systems. We want to minimize any unintentional burden on states that choose to adapt their systems to incorporate Head Start participation, as well as alleviate programs' concerns about meeting the current compliance date for participation in QRIS.

Given the variation in the state/local QRIS landscape and the applicability of the conditions in the regulation, the original compliance date for the requirement in the HSPPS at 45 CFR 1302.53(b)(2) was August 1, 2017 in the previously mentioned compliance table. Through this document, we are delaying the date by which programs must implement the specific requirement for QRIS participation until September 30, 2018. The broader requirement for

Head Start programs to take an active role in promoting coordinated early childhood systems continues to be in effect.

### **Conclusion**

We ordinarily publish a notice of proposed rulemaking in the Federal Register to provide a period for public comment before the provisions of a rule take effect in accordance with section 553(b) of the Administrative Procedure Act (APA) (5 U.S.C. 553(b)). However, we can waive this notice and comment procedure if the Secretary finds, for good cause, that the notice and comment process is impracticable, unnecessary, or contrary to the public interest, and incorporates a statement of the finding and the reasons therefore in the notice.

We find good cause to waive public comment under section 553(b) of the APA because it is unnecessary and contrary to the public interest to provide for public comment in this instance. The delayed compliance date poses no harm or burden to programs or the public. A period for public comment would have only extended programs' concerns about complying with these requirements by the compliance date. Programs may voluntarily come into compliance at an earlier date if they have the processes already in place. Programs that do not have processes already in place, have until September 30, 2018, to comply with the requirements on background checks at 45 CFR 1302.90(b) and the requirement to participate in their states' QRIS at 45 CFR 1302.53(b)(2).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can [unsubscribe](#) here. You also may [modify your ECLKC email subscriptions](#). Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. [Contact](#) customer service for additional support.

**OFFICE OF HEAD START**

|  |  |                              |
|--|--|------------------------------|
| ACF<br>Administration for Children<br>and Families | U.S. DEPARTMENT<br>OF HEALTH AND HUMAN SERVICES  |                              |
|  | 1. Log No. ACF-IM-HS-17-02   | 2. Issuance Date: 09/21/2017 |
|  | 3. Originating Office: Office of Head Start  |                              |
|  | 4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families;<br>Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster |                              |

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

**SUBJECT:** Disaster Recovery from 2017 Hurricanes

**INFORMATION:**

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

**Serving Other Eligible Head Start Families**

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

**Administrative Flexibility**

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

### **Eligibility, Recruitment, Selection, and Enrollment**

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

### **Program Options and Hours of Program Operations**

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

### **Space, Class Size, and Ratios**

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

### **Additional Classroom Staffing and Teacher Credentials**

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

### **Safe Environments**

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

### **Health and Mental Health Services**

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

**The Head Start Emergency Preparedness Manual** addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

**Psychological First Aid** is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

**Children's Responses to Crises and Tragic Events** is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

**Helping Your Child Cope After a Disaster** is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

### **Nutrition**

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

### **Children with Disabilities**

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

### **Fiscal Management**

**Recovery Costs:** Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

**Budget Modifications:** It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

**Staffing and Wages:** Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds



for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

**Equipment:** Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

**Procurement:** Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

**Davis-Bacon Act:** Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

#### **Information on Damage and Recovery**

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

#### **Next Steps**

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services

among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can [unsubscribe](#) here. You also may [modify your ECLKC email subscriptions](#). Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office.

Please do not reply to this email. [Contact](#) customer service for additional support.