

# Financial Reports to Policy Council and Board Members

October 29, 2019 – Policy Council Meeting

October 21, 2019 – Board Meeting

*FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15<sup>th</sup> of each month, and let us know if you have any questions/comments on content or design.*

Following is a list of the items presented for review and discussion:

## **FY 2018-19 HEAD START (WKU index 525156-157)**

- Pages 1-2: Monthly financial report JUL 2019 expenditures on track
- Pages 3-4: Third Quarter (MAY-JUL) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs, grantee and delegates
- Pages 5-8: Monthly financial reports AUG-SEP expenditures on track

## **FY 2018-19 EARLY HEAD START (WKU index 544833-834)**

- Pages 9-14: Monthly financial reports JUL-SEP 2019 expenditures Complete.
- Pages 15-17: 4th Quarter (JUN-AUG) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs and Semi-Annual 425 report

## **FY 2019-20 EARLY HEAD START (WKU index 544837-838)**

- Pages 18-19: Monthly financial reports SEP 2019 expenditures on track

## **CACFP**

- Page 20: Summary report of food expenditure and CACFP reimbursements

## **SEPARATE ATTACHMENTS:**

1. **Final Head Start Grant Application budgets, grantee and delegates**
2. **PIR REPORT 2018-19 HS Service Report includes delegate data; EHS summary. Full data reports can be reviewed on**

## **OTHER**

- IM-HS-19-02 Notice of Proposed Rulemaking on Designation Renewal System (2 pgs.)
- IM-HS-29-03 HS/EHS Eligibility for Children in Kinship Care (2 pgs.)
- Notice Public Comments request on Quality Child Care from OHS (1 pg.)

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to: <https://eclkc.ohs.acf.hhs.gov> and click on Policys and Regulations, Program Instructions or Information Memoranda, or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.



# FY 2018- 19 HEAD START



INDEX NUMBER 525156

YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$45,792.00		100%				\$45,792
Staff SAL 61111	\$363,477.00	\$266,823.48						
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,219.37						
CELL PLAN 61180	\$780.00	\$540.00			92016			
STUDENT 61501	\$5,000.00	\$4,020.76						
<b>TOTAL PERSONNEL</b>	<b>\$432,060.00</b>	<b>\$318,395.61</b>			<b>\$92,016.00</b>	<b>\$21,648.39</b>	<b>95%</b>	<b>\$45,792</b>
<b>FRINGE</b>	<b>\$289,159.00</b>	<b>\$209,175.63</b>		<b>12.05%</b>	<b>\$61,083.00</b>	<b>\$18,900.37</b>	<b>93%</b>	<b>\$25,206</b>
<b>TRAVEL</b>	<b>\$250.00</b>							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$250.00</b>		<b>\$0</b>
<b>SUPPLIES</b>	<b>\$21,250.00</b>							
Office 71102		\$1,168.46	\$1,168.46	5%				\$58
Janitor/Maint. 71103		\$3,976.24	\$3,976.24					\$0
Household 71106		\$0.00	\$0.00					\$0
Classroom 71109		\$2,932.69	\$2,932.69					
Food 71120		\$3,030.91	\$372.39					
Grounds 71149			\$0.00		\$1,114.61			\$0
			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$21,250.00</b>	<b>\$11,108.30</b>	<b>\$8,449.78</b>		<b>\$1,114.61</b>	<b>\$9,027.09</b>	<b>58%</b>	<b>\$58</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$574,006.13</b>			<b>\$370,369.87</b>	<b>\$0.00</b>	<b>61%</b>	
<b>OTHER</b>	<b>\$16,500.00</b>							
Phone line serv 71203/05		\$135.21	\$95.42					
Internet 71208		\$640.00	\$640.00					
Hous Auth utilities 71211		\$2,095.00						
Postage 71310/20		\$2.21	\$0.00					
Insurance Non-emp 71401				0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$1,756.47	\$364.80	1%				\$18
Maint. software 72105		\$2,581.29	\$0.00	1%				\$26
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%	\$1,148.98			\$6
Misc.background ch. Stud. 73513		\$111.00	\$111.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$50.00						
Misc.background ch. 73523			\$0.00					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901		\$849.10						\$0.00
Fac Mgmt supp 73902		\$1,481.04						\$0.00
Local Phone 73910		\$864.00		1%				\$9
LD Phone 73911		\$103.15		1%				\$1
Printing Serv. 73920		\$79.00						
Inv. Equip 78100	2980				\$2,928.04			\$0
<b>TOTAL OTHER</b>	<b>\$19,480.00</b>	<b>\$12,152.72</b>	<b>\$1,971.05</b>		<b>\$4,077.02</b>	<b>\$3,250.26</b>	<b>83%</b>	<b>\$59</b>
<b>CONSULTANTS</b>	<b>\$8,872.00</b>							
Consult 72204		\$950.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
<b>TOTAL CONSULT</b>	<b>\$8,872.00</b>	<b>\$7,690.16</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,181.84</b>	<b>87%</b>	
<b>TOTALS</b>	<b>\$1,715,447</b>	<b>\$1,132,528.55</b>	<b>\$10,420.83</b>		<b>\$528,660.50</b>	<b>\$54,257.95</b>	<b>97%</b>	<b>\$71,115</b>
<b>INDIRECT</b>	<b>\$61,685</b>	<b>\$45,135.60</b>		<b>100%</b>		<b>\$16,549.40</b>	<b>73%</b>	<b>\$45,136</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$1,177,664.15</b>	<b>\$10,420.83</b>		<b>\$528,660.50</b>	<b>\$70,807.35</b>	<b>96%</b>	<b>\$116,250</b>



TRAINING PA 20 - Index #525157

YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$3,701.09				\$885.91		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$3,701.09			\$0.00	\$885.91	81%	
FRINGE	\$1,588.00	\$1,279.41				\$308.59	81%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$478.83	\$355.43					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$0.00	\$1,704.54	60%	\$101.82
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109		\$29.90	\$29.90					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$319.66	\$202.62		\$0.00	\$80.34		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$7,544.52				\$1,450.48	84%	
OTHER	\$1,162.00							
Line Service 71203		\$60.96	\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$443.46	\$21.79	1%				\$4.43
Maint. COMP Softw 72105		\$300.00	\$300.00	1%				\$3.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$96.50	\$96.50					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$900.92	\$418.29		\$0.00	\$261.08	78%	\$7
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$16,291.06	\$1,984.30		\$0.00	\$4,690.94		\$109
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$16,291.06	\$1,984.30		\$0.00	\$4,690.94	78%	\$109



# QUARTERLY REPORT

3rd QTR 04CH4776	HEAD START 525156, 525157				Reporting Period:		
	FY: NOV. 1, 2018 - OCT. 31, 2019				11/1/18 TO 7/31/19		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$432,060	\$318,396		73.69%	\$113,664		\$ 45,792
Fringe Benefits	\$289,159	\$209,176		72.34%	\$79,983		\$ 25,206
Travel	\$250			0.00%	\$250		
Equipment	\$0						
Supplies	\$21,250	\$11,108		52.27%	\$10,142	\$ 8,450	\$ 58
Contractual	\$944,376	\$574,006		60.78%	\$370,370		
Other	\$19,480	\$12,153		62.39%	\$7,327	\$ 1,971	\$ 59
Consultants	\$8,872	\$7,690		86.68%	\$1,182		
TOTAL DIRECT	\$1,715,447	\$1,132,529	\$0	66.02%	\$582,918	\$10,421	\$ 71,115
Indirect Costs	\$61,685	\$45,136		73.17%	\$16,549		\$ 45,136
TOTAL PA 22	\$1,777,132	\$1,177,664	\$0	66.27%	\$599,468	\$10,421	\$116,251
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$6,175	\$4,981					
Supplies/Other	\$1,562	\$1,220				\$ 621	\$ 7
consultant	\$0						
Contractual	\$8,995	\$7,545					
Travel	\$4,250	\$2,545				\$ 1,363	\$ 102
TOTAL PA20	\$20,982	\$16,291	\$0	77.64%	\$4,691	\$ 1,984	\$ 109
TOTAL AWARD	\$1,798,114	\$1,193,955	\$0		\$604,159	\$12,405	\$116,360
NON FEDERAL						Non Fed Space 5%	\$5,452
	Grantee \$211,186	\$157,515				% Admin WKU	5.4%
	Audubon \$136,985	\$33,600					
	Murray \$101,358	\$49,551				Audubon	\$5,601
Total Non Federal	\$449,529	\$240,666	\$0		\$208,863	Murray	\$13,075
TOTAL OUTLAYS	\$2,247,643	\$1,434,621	\$0			Total Admin Costs	\$140,488
						TOTAL % Admin	6.3%
						USDA NOV-APR HS	\$36,553
QTRLY NOTES:	Category:						
CONTRACTUAL: all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)							
OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees,							
telephone and printing							
EXPENDITURES: on track (partial funding received, which impacts % spent calculation)							



NON-FEDERAL TRACKING FORM  
04CH4776

HEAD START NOVEMBER 1, 2018- OCTOBER 31, 2019  
525156-157

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$7.60	1038	1641	2679	\$20,360.40	1023.5		1023.5	\$7,778.60	\$211,186	\$136,985	\$101,358
Parent Hours	\$11.69	42	95	137	\$1,601.53	56		56	\$654.64			
Community Hours	\$11.69	5	14.25	19.25	\$225.03	3		3	\$35.07			
Interns	\$22.10	0	0	0	\$0.00	0		0	\$0.00			
Speech, OT, Graduate Students	\$20.94	202.3	160.5	362.8	\$7,595.99	49.25		49.25	\$1,031.30			
Policy Council	\$56.95	4	4	8	\$455.60	4		4	\$1,822.40			
Professional/Adv Councils/Comm	\$63.05	38.25	63.5	101.8	\$6,415.34	7		7	\$441.35	\$48,417	\$2,163	\$1,842
TOTAL VOLUNTEERS = \$60,913					\$36,653.89				\$11,763.36			

OTHER:

List Items:	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	TOTAL
Toys, puzzles, books	60				\$0.00
Audubon: services; transportation					\$0.00
Murray: contracted services					
Indirect Cost: Base =					\$0.00
Approved rate 42% =					\$0.00
WKUCCC rate 8% =					\$0.00
TOTAL OTHER					\$60.00

\$ 31,437

\$ 47,709

\$60

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,015	12.1	\$36,346	\$36,346		\$72,692
145382					\$72,692

ADMIN 5% = \$ 5,452

AWARD TOTAL DUE NFS \$449,529

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

BAL DUE	\$53,671	\$103,385	\$51,807
Total NFS	\$240,666		
BAL DUE	\$208,863		

\*rates updated 2/1/19

SUBMITTED: Becky Johnson

9/18/19



		INDEX NUMBER 525156		YTD Average Percent		83%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$50,880.00		100%			\$50,880
Staff SAL 61111	\$363,477.00	\$295,066.06			\$67,663.77		
Part Time SAL 61123	\$0.00	\$0.00					
Staff OT 61130	\$1,747.00	\$1,438.67					
CELL PLAN 61180	\$780.00	\$600.00					
STUDENT 61501	\$5,000.00	\$4,020.76			7100		
<b>TOTAL PERSONNEL</b>	<b>\$432,060.00</b>	<b>\$352,005.49</b>			<b>\$74,763.77</b>	<b>\$5,290.74</b>	<b>99%</b>
<b>FRINGE</b>	<b>\$289,159.00</b>	<b>\$232,692.78</b>		<b>12.05%</b>	<b>\$50,057.60</b>	<b>\$6,408.62</b>	<b>98%</b>
<b>TRAVEL</b>	<b>\$250.00</b>						
INSTATE 74101			\$0.00				
REGISTRATION 74110			\$0.00				
REGISTRATION 74210			\$0.00				
OUT STATE 74201			\$0.00				
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$0</b>
<b>SUPPLIES</b>	<b>\$21,250.00</b>						
Office 71102		\$1,168.46	\$1,168.46	5%			\$58
Janitor/Maint. 71103		\$4,297.05	\$4,297.05				\$0
Household 71106			\$0.00				\$0
Classroom 71109		\$3,610.04	\$3,610.04				
Food 71120		\$3,147.76	\$372.39				
Grounds 71149		\$1,237.39	\$0.00				\$0
<b>TOTAL SUPPLIES</b>	<b>\$21,250.00</b>	<b>\$13,460.70</b>	<b>\$9,447.94</b>		<b>\$0.00</b>	<b>\$7,789.30</b>	<b>63%</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$667,956.02</b>			<b>\$276,419.98</b>	<b>\$0.00</b>	<b>71%</b>
<b>OTHER</b>	<b>\$16,500.00</b>						
Phone line serv 71203/05		\$135.21	\$95.42				
Internet 71208		\$720.00	\$720.00				
Hous Auth utilities 71211		\$4,609.00					
Postage 71310/20		\$4.96	\$0.00				
Insurance Non-emp 71401				0%			\$0
Subscrip/Dues 71801-10			\$0.00				
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%			\$0
Maint. Copy Mach. 72101		\$2,081.05	\$364.80	1%			\$21
Maint. software 72105		\$2,581.29	\$0.00	1%			\$26
Maint. BLDG 72106			\$0.00	1%			\$0
Maint Repair 72149		\$550.00	\$0.00	1%			\$6
c.background ch. Stud. 73513		\$111.00	\$111.00				
Misc. Accreditation 73514		\$1,016.76	\$1,016.76				
Misc. Licensing Fees 73515		\$50.00					
Misc.background ch. 73523			\$0.00				
Misc. Other 73549		\$225.25	\$225.25				
Fac Mgmt Labor 73901		\$849.10					\$0.00
Fac Mgmt supp 73902		\$1,481.04					\$0.00
Local Phone 73910		\$972.00		1%			\$10
LD Phone 73911		\$111.83		1%			\$1
Printing Serv. 73920		\$79.00					
Dept Charges misc 73949		\$220.00					
Inv. Equip 78100	2980				\$2,928.04		\$0
<b>TOTAL OTHER</b>	<b>\$19,480.00</b>	<b>\$16,427.49</b>	<b>\$3,067.81</b>		<b>\$2,928.04</b>	<b>\$124.47</b>	<b>99%</b>
<b>CONSULTANTS</b>	<b>\$8,872.00</b>						
Consult 72204		\$950.00			720		
TEMP 72211		\$6,740.16					
Non emp gen 72249							
<b>TOTAL CONSULT</b>	<b>\$8,872.00</b>	<b>\$7,690.16</b>	<b>\$0.00</b>		<b>\$720.00</b>	<b>\$461.84</b>	<b>95%</b>
<b>TOTALS</b>	<b>\$1,715,447</b>	<b>\$1,290,232.64</b>	<b>\$12,515.75</b>		<b>\$404,889.39</b>	<b>\$20,324.97</b>	<b>99%</b>
<b>INDIRECT</b>	<b>\$61,685</b>	<b>\$49,781.97</b>		<b>100%</b>		<b>\$11,903.03</b>	<b>81%</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$1,340,014.61</b>	<b>\$12,515.75</b>		<b>\$404,889.39</b>	<b>\$32,228.00</b>	<b>98%</b>



TRAINING PA 20 - Index #525157

YTD Average Percent 83%								
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$4,122.06			\$841.94	-\$377.00		
Staff SAL 61150						\$0.00		\$0.00
<b>TOTAL PERSONNEL</b>	<b>\$4,587.00</b>	<b>\$4,122.06</b>			<b>\$841.94</b>	<b>(\$377.00)</b>	<b>90%</b>	
<b>FRINGE</b>	<b>\$1,588.00</b>	<b>\$1,424.59</b>			<b>\$290.36</b>	<b>(\$126.95)</b>	<b>90%</b>	<b>\$0.00</b>
<b>TRAVEL</b>	<b>\$4,250.00</b>							
INSTATE 74101		\$478.83	\$355.43					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96					
REGISTRATION OUT 74210		\$485.00	\$485.00					
<b>TRAVEL 74000</b>	<b>\$4,250.00</b>	<b>\$2,545.46</b>	<b>\$1,363.39</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$1,704.54</b>	<b>60%</b>	<b>\$101.82</b>
<b>SUPPLIES</b>	<b>\$400.00</b>							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109		\$29.90	\$29.90					
Food 71120		\$289.76	\$172.72					
<b>TOTAL SUPPLIES</b>	<b>\$400.00</b>	<b>\$319.66</b>	<b>\$202.62</b>		<b>\$0.00</b>	<b>\$80.34</b>		<b>\$0.00</b>
<b>SUBCONTRACT 72311</b>	<b>\$8,995.00</b>	<b>\$7,613.90</b>			<b>\$1,381.10</b>	<b>\$0.00</b>	<b>85%</b>	
<b>OTHER</b>	<b>\$1,162.00</b>							
Line Service 71203		\$113.18	\$113.18					
Equip. <1,000 71501			\$0.00		\$32.93			
Subscrip/Dues 71801			\$0.00		\$16.71			
Maint. Copy Mach. 72101		\$582.83	\$21.79	1%				\$5.83
Maint. COMP Softw 72105		\$300.00	\$300.00	1%				\$3.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$96.50	\$96.50					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
<b>TOTAL OTHER</b>	<b>\$1,162.00</b>	<b>\$1,092.51</b>	<b>\$531.47</b>		<b>\$49.64</b>	<b>\$19.85</b>	<b>98%</b>	<b>\$9</b>
<b>CONSULTANTS</b>								
Consult WKU 61160								
Non Empl serv 72249								
<b>TOTAL CONSULT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>		
<b>TOTALS</b>	<b>\$20,982.00</b>	<b>\$17,118.18</b>	<b>\$2,097.48</b>		<b>\$2,563.04</b>	<b>\$1,300.78</b>		<b>\$111</b>
<b>INDIRECT</b>	<b>\$0.00</b>					<b>\$0.00</b>		<b>\$0</b>
<b>GRAND TOTAL</b>	<b>\$20,982.00</b>	<b>\$17,118.18</b>	<b>\$2,097.48</b>		<b>\$2,563.04</b>	<b>\$1,300.78</b>	<b>94%</b>	<b>\$111</b>



INDEX NUMBER 525156

YTD Average Percent 92%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$61,056.00	\$55,968.00		100%				\$55,968
Staff SAL 61111	\$363,477.00	\$319,221.89			\$37,373.78			
Part Time SAL 61123	\$0.00	\$0.00						
Staff OT 61130	\$1,747.00	\$1,636.69						
CELL PLAN 61180	\$780.00	\$660.00						
STUDENT 61501	\$5,000.00	\$6,300.76			3300			
<b>TOTAL PERSONNEL</b>	<b>\$432,060.00</b>	<b>\$383,787.34</b>			<b>\$40,673.78</b>	<b>\$7,598.88</b>	<b>98%</b>	<b>\$55,968</b>
<b>FRINGE</b>	<b>\$289,159.00</b>	<b>\$253,854.23</b>		<b>12.05%</b>	<b>\$28,040.93</b>	<b>\$7,263.84</b>	<b>97%</b>	<b>\$30,589</b>
<b>TRAVEL</b>	<b>\$250.00</b>							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$250.00</b>		<b>\$0</b>
<b>SUPPLIES</b>	<b>\$21,250.00</b>							
Office 71102		\$1,168.46	\$1,168.46	5%				\$58
Janitor/Maint. 71103		\$4,982.91	\$4,982.91					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$4,427.00	\$4,427.00					
Food 71120		\$3,446.20	\$670.83					
Grounds 71149		\$1,237.39	\$0.00					\$0
			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$21,250.00</b>	<b>\$15,261.96</b>	<b>\$11,249.20</b>		<b>\$0.00</b>	<b>\$5,988.04</b>	<b>72%</b>	<b>\$58</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$687,972.56</b>			<b>\$256,403.44</b>	<b>\$0.00</b>	<b>73%</b>	
<b>OTHER</b>	<b>\$16,500.00</b>							
Phone line serv 71203/05		\$135.21	\$95.42					
Internet 71208		\$800.00	\$800.00					
Hous Auth utilities 71211		\$4,609.00						
Postage 71310/20		\$4.96	\$0.00					
Insurance Non-emp 71401				0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801		\$630.00	\$630.00	0%				\$0
Maint. Copy Mach. 72101		\$2,366.16	\$364.80	1%				\$24
Maint. software 72105		\$2,581.29	\$0.00	1%				\$26
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149		\$550.00	\$0.00	1%				\$6
c.background ch. Stud. 73513		\$302.25	\$302.25					
Misc. Accreditation 73514		\$1,666.76	\$1,666.76					
Misc. Licensing Fees 73515		\$50.00						
Misc.background ch. 73523		\$38.25	\$38.25					
Misc. Other 73549		\$225.25	\$225.25					
Fac Mgmt Labor 73901		\$849.10						\$0.00
Fac Mgmt supp 73902		\$1,728.18						\$0.00
Local Phone 73910		\$1,080.00		1%				\$11
LD Phone 73911		\$125.01		1%				\$1
Printing Serv. 73920		\$106.80						
Dept Charges misc 73949		\$220.00						
Inv. Equip 78100	2980	\$2,928.04						\$0
<b>TOTAL OTHER</b>	<b>\$19,480.00</b>	<b>\$20,996.26</b>	<b>\$4,027.31</b>		<b>\$0.00</b>	<b>(\$1,516.26)</b>	<b>108%</b>	<b>\$67</b>
<b>CONSULTANTS</b>	<b>\$8,872.00</b>							
Consult 72204		\$1,670.00						
TEMP 72211		\$6,740.16						
Non emp gen 72249								
<b>TOTAL CONSULT</b>	<b>\$8,872.00</b>	<b>\$8,410.16</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$461.84</b>	<b>95%</b>	
<b>TOTALS</b>	<b>\$1,715,447</b>	<b>\$1,370,282.51</b>	<b>\$15,276.51</b>		<b>\$325,118.15</b>	<b>\$20,046.34</b>	<b>99%</b>	<b>\$86,683</b>
<b>INDIRECT</b>	<b>\$61,685</b>	<b>\$54,584.61</b>		<b>100%</b>		<b>\$7,100.39</b>	<b>88%</b>	<b>\$54,585</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$1,424,867.12</b>	<b>\$15,276.51</b>		<b>\$325,118.15</b>	<b>\$27,146.73</b>	<b>98%</b>	<b>\$141,267</b>



TRAINING PA 20 - Index #525157

YTD Average Percent							92%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,587.00	\$4,543.03			\$420.97	-\$377.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,587.00	\$4,543.03			\$420.97	(\$377.00)	99%	
FRINGE	\$1,588.00	\$1,569.77			\$145.18	(\$126.95)	99%	\$0.00
TRAVEL	\$4,250.00							
INSTATE 74101		\$478.83	\$355.43					
registration instate 74110		\$125.00	\$0.00					
OUT STATE 74201		\$1,456.63	\$522.96		1043.45			
REGISTRATION OUT 74210		\$485.00	\$485.00					
TRAVEL 74000	\$4,250.00	\$2,545.46	\$1,363.39	4%	\$1,043.45	\$661.09	60%	\$101.82
SUPPLIES	\$400.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109		\$29.90	\$29.90					
Food 71120		\$289.76	\$172.72					
TOTAL SUPPLIES	\$400.00	\$319.66	\$202.62		\$0.00	\$80.34		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$7,713.73			\$1,281.27	\$0.00	86%	
OTHER	\$1,162.00							
Line Service 71203		\$129.89	\$129.89					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$615.76	\$21.79	1%				\$6.16
Maint. COMP Softw 72105		\$300.00	\$300.00	1%				\$3.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23		\$96.50	\$96.50					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,162.00	\$1,142.15	\$548.18		\$0.00	\$19.85	98%	\$9
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$17,833.80	\$2,114.19		\$2,890.87	\$257.33		\$111
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$17,833.80	\$2,114.19		\$2,890.87	\$257.33	99%	\$111



# FY2018- 19 EARLY HEAD START



MONTHLY EXPENDITURE REPORT  
JULY 1- 31 2019  
FINAL

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 92%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$95,137.92			\$7,674.60			
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$102,842.00	\$95,137.92			\$7,674.60	\$29.48	100%	\$0
FRINGE	\$88,598.00	\$81,757.90			\$6,870.81	(\$30.71)	100%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$1,921.54	\$1,921.54	0%				\$0
Medical/Househ 71104/06			\$0.00	0%	\$453.19			\$0
Classroom 71109		\$1,123.60	\$1,123.60					
Food 71120		\$558.22	\$558.22					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$3,742.81	\$3,742.81		\$453.19	\$4.00	100%	\$7
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$1,739.00	\$963.26	\$780.00		\$0.00	\$775.74	55%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400				400			
TOTAL CONSULT	\$400.00				\$400.00	\$0.00		\$0
TOTALS	\$197,779.00	\$181,601.89			\$15,398.60	\$778.51	100%	\$9
INDIRECT	\$15,822.00	\$14,632.26		100%	\$1,189.74	\$0.00	100%	\$14,632
GRAND TOTAL	\$213,601.00	\$196,234.15	\$4,522.81		\$16,588.34	\$778.51	100%	\$14,642



TRAINING PA 26 - Index #544834						YTD Average Percent	92%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 7/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$1,425.00	\$1,280.44						
TOTAL PERSONNEL	\$1,425.00	\$1,280.44			\$0.00	\$144.56	90%	
FRINGE	\$575.00	\$525.97				\$49.03	91%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$628.24	\$499.24		\$298.60			
REGISTRAT KY 74110		\$125.00	\$0.00		425			
OUT STATE 74201			\$0.00		240			
REGISTRATION 74210			\$0.00		\$90.00			
TRAVEL 74000	\$1,750.00	\$753.24	\$499.24	4%	\$1,053.60	(\$56.84)	43%	\$30
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$62.56	\$62.56		\$120.40			
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$179.60	\$179.60		\$120.40	\$0.00	60%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$576.97	\$190.10	1%				\$5.77
Maint software 72105		\$250.00	\$0.00	1%				\$3
.background ch. Stud. 73513/23		\$114.75	\$114.75					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$941.72	\$304.85		\$0.00	\$5.28	99%	\$8.27
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$3,680.97			\$1,174.00	\$142.03	74%	\$8
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$3,680.97	\$983.69		\$1,174.00	\$142.03	74%	\$8



MONTHLY EXPENDITURE REPORT  
AUGUST 1- 31 2019  
FINAL

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$102,812.52						
Part Time SAL 61123								
STUDENT 61501								
<b>TOTAL PERSONNEL</b>	<b>\$102,842.00</b>	<b>\$102,812.52</b>			<b>\$0.00</b>	<b>\$29.48</b>	<b>100%</b>	<b>\$0</b>
FRINGE	\$88,598.00	\$88,628.52				(\$30.52)	100%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$2,110.99	\$2,110.99	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$1,282.13	\$1,282.13					
Food 71120		\$663.43	\$663.43					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$4,200.00</b>	<b>\$4,196.00</b>	<b>\$4,196.00</b>		<b>\$0.00</b>	<b>\$4.00</b>	<b>100%</b>	<b>\$7</b>
OTHER	\$1,739.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
.background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514		\$775.74	\$775.74					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
<b>TOTAL OTHER</b>	<b>\$1,739.00</b>	<b>\$1,739.00</b>	<b>\$1,555.74</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$3</b>
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400	\$400.00						
<b>TOTAL CONSULT</b>	<b>\$400.00</b>	<b>\$400.00</b>			<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0</b>
<b>TOTALS</b>	<b>\$197,779.00</b>	<b>\$197,776.04</b>			<b>\$0.00</b>	<b>\$2.96</b>	<b>100%</b>	<b>\$9</b>
INDIRECT	\$15,822.00	\$15,821.95		100%	\$1,189.74	(\$1,189.69)	108%	\$15,822
<b>GRAND TOTAL</b>	<b>\$213,601.00</b>	<b>\$213,597.99</b>	<b>\$5,751.74</b>		<b>\$1,189.74</b>	<b>(\$1,186.73)</b>	<b>101%</b>	<b>\$15,831</b>



TRAINING PA 26 - Index #544834						YTD Average Percent	100%	
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 8/31/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$1,280.44						
TOTAL PERSONNEL	\$1,425.00	\$1,280.44			\$0.00	\$144.56	90%	
FRINGE	\$575.00	\$525.97				\$49.03	91%	
TRAVEL	\$1,750.00							
INSTATE 74101		\$856.24	\$499.24					
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201			\$0.00		298.6			
REGISTRATION 74210		\$425.00	\$0.00		\$90.00			
TRAVEL 74000	\$1,750.00	\$1,406.24	\$499.24	4%	\$388.60	(\$44.84)	80%	\$56
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$182.96	\$182.96					
Food 71120		\$117.04	\$117.04					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$300.00	\$300.00	\$300.00		\$0.00	\$0.00	100%	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$576.97	\$190.10	1%				\$5.77
Maint software 72105		\$250.00	\$0.00	1%				\$3
background ch. Stud. 73513/23		\$114.75	\$114.75					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$947.00	\$941.72	\$304.85		\$0.00	\$5.28	99%	\$8.27
TOTAL CONSULT	\$0.00	\$0.00			\$0.00	\$0.00		
TOTALS	\$4,997.00	\$4,454.37			\$388.60	\$154.03	89%	\$8
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$4,454.37	\$1,104.09		\$388.60	\$154.03	89%	\$8



MONTHLY EXPENDITURE REPORT  
SEPT 1- 30 2019  
FINAL

EARLY HEAD START - FY: SEPTEMBER 1, 2018 - AUGUST 31, 2019

GENERAL FUNDS PA 25 - Index #544833 YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$102,842.00	\$102,812.52						
Part Time SAL 61123								
STUDENT 61501								
<b>TOTAL PERSONNEL</b>	<b>\$102,842.00</b>	<b>\$102,812.52</b>			<b>\$0.00</b>	<b>\$29.48</b>	<b>100%</b>	<b>\$0</b>
<b>FRINGE</b>	<b>\$88,598.00</b>	<b>\$88,628.52</b>				<b>(\$30.52)</b>	<b>100%</b>	
<b>TRAVEL</b>	<b>\$0.00</b>							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
<b>SUPPLIES</b>	<b>\$4,200.00</b>							
Office 71102		\$139.45	\$139.45	5%				\$7
Janitor/Maint. 71103		\$2,110.99	\$2,110.99	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$1,285.09	\$1,285.09					
Food 71120		\$663.43	\$663.43					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$4,200.00</b>	<b>\$4,198.96</b>	<b>\$4,198.96</b>		<b>\$0.00</b>	<b>\$1.04</b>	<b>100%</b>	<b>\$7</b>
<b>OTHER</b>	<b>\$1,739.00</b>							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811		\$210.00	\$210.00	1%				\$2
Maint Copy 72101		\$41.40	\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149		\$550.00	\$550.00					\$0
background ch. Stud. 73513/23		\$20.00	\$20.00					
Misc. Accreditation 73514		\$775.74	\$775.74					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgt 73901/02		\$141.86						
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
<b>TOTAL OTHER</b>	<b>\$1,739.00</b>	<b>\$1,739.00</b>	<b>\$1,555.74</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$3</b>
<b>CONSULTANTS</b>								
Consult WKU 61160								
Consult 72204/09	400	\$400.00						
<b>TOTAL CONSULT</b>	<b>\$400.00</b>	<b>\$400.00</b>			<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0</b>
<b>TOTALS</b>	<b>\$197,779.00</b>	<b>\$197,779.00</b>			<b>\$0.00</b>	<b>(\$0.00)</b>	<b>100%</b>	<b>\$9</b>
<b>INDIRECT</b>	<b>\$15,822.00</b>	<b>\$15,822.00</b>		<b>100%</b>		<b>\$0.00</b>	<b>100%</b>	<b>\$15,822</b>
<b>GRAND TOTAL</b>	<b>\$213,601.00</b>	<b>\$213,601.00</b>	<b>\$5,754.70</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$15,831</b>



TRAINING PA 26 - Index #544834

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,280.44	\$1,280.44						
<b>TOTAL PERSONNEL</b>	<b>\$1,280.44</b>	<b>\$1,280.44</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	
FRINGE	\$525.97	\$525.97				\$0.00	100%	
TRAVEL	\$1,750.00							
INSTATE 74101	44.84	\$856.24	\$499.24					
REGISTRAT KY 74110		\$125.00	\$0.00					
OUT STATE 74201		\$298.60	\$298.60					
REGISTRATION 74210		\$515.00	\$90.00					
TRAVEL 74000	\$1,794.84	\$1,794.84	\$887.84	4%	\$0.00	(\$0.00)	100%	\$72
SUPPLIES	\$300.00							
Office 71102	134.03		\$0.00	5%				\$0
Janitor/Maint. 71103		\$182.96	\$182.96					
Food 71120		\$251.07	\$251.07					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$434.03</b>	<b>\$434.03</b>	<b>\$434.03</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	
OTHER	\$947.00							
software 71501			\$0.00					
Subscrip/Dues 71801	\$14.72		\$0.00					
Maint copy mach 72101		\$576.97	\$190.10	1%				\$5.77
Maint software 72105		\$250.00	\$0.00	1%				\$3
background ch. Stud. 73513/23		\$134.75	\$114.75					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
<b>TOTAL OTHER</b>	<b>\$961.72</b>	<b>\$961.72</b>	<b>\$304.85</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$8.27</b>
<b>TOTAL CONSULT</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>		
<b>TOTALS</b>	<b>\$4,997.00</b>	<b>\$4,997.00</b>			<b>\$0.00</b>	<b>(\$0.00)</b>	<b>100%</b>	<b>\$8</b>
INDIRECT	\$0.00	\$0.00				\$0.00		
<b>GRAND TOTAL</b>	<b>\$4,997.00</b>	<b>\$4,997.00</b>	<b>\$1,626.72</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>100%</b>	<b>\$8</b>



# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  DEPARTMENT OF HEALTH AND HUMAN SERVICES	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  04CH4761-05	Page 1	of pages
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3. Recipient Organization (Name and complete address including Zip code)	WKU Research Foundation 1906 College Heights Blvd. Bowling Green, KY 42101
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4a. DUNS Number  02-998-0583	4b. EIN  61-1358086	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  544833-544834	6. Report Type  Quarterly <input checked="" type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year)  9/1/2018	To: (Month, Day, Year)  8/31/2019	9. Reporting Period End Date (Month, Day, Year)  8/31/2019
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	\$163,313.66
b. Cash Disbursements	\$218,598.00
c. Cash on Hand (line a minus b)	(\$55,284.34)

(Use lines d-g for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$218,598.00
e. Federal share of expenditures	\$218,598.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$218,598.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00


Recipient Share:	
i. Total recipient share required	\$54,650.00
j. Recipient share of expenditures	\$54,650.00
k. Remaining recipient share to be provided (line i minus j)	\$0.00

Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Pre-determined	8.00%	9/1/2018	8/31/2019	\$ 197,779.00	\$ 15,822.00	\$ 15,822.00
	g. Totals:					\$ 197,779.00	\$ 15,822.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	USDA \$13,969      ADMIN COSTS: \$18,647
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a. Typed or Printed Name and Title of Authorized Certifying Official  Paula Mattison Assistant Director, Grants & Contracts Accounting	c. Telephone (Area code, number and extension)  270-745-5338
	d. Email address  paula.mattison@wku.edu
b. Signature of Authorized Certifying Official  	e. Date Report Submitted (Month, Day, Year)  9-27-19
14. Agency use only:	

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

<p><b>Paperwork Burden Statement</b></p> <p>According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.</p>
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# QUARTERLY REPORT

4TH QTR 04CH4761	<b>EARLY HEAD START 544833-834</b>				Reporting Period:		
	FY: Sep. 1, 2018 - Aug. 31, 2019				9/1/18 TO 8/31/19		
<b>FINAL</b>	<b>APPROVED</b>	<b>YTD</b>		<b>PER CENT</b>		<b>YTD</b>	<b>YTD</b>
<b>LINE ITEMS</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>Obligations</b>	<b>SPENT</b>	<b>Unobligated</b>	<b>Credit card</b>	<b>Admin cost</b>
Personnel	\$102,842	\$102,813		99.97%	\$29		\$ -
Fringe Benefits	\$88,598	\$88,629		100.03%	(\$31)		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,200	\$4,199		99.98%	\$1	\$ 4,199	\$ 7
Contractual	\$0		\$0		\$0		
Other	\$1,739	\$1,739		100.00%	\$0	\$ 1,556	\$ 3
Consultants	\$400	\$400			\$0		
<b>TOTAL DIRECT</b>	<b>\$197,779</b>	<b>\$197,779</b>	<b>\$0</b>	<b>100.00%</b>		<b>\$5,755</b>	<b>\$10</b>
Indirect Costs	\$15,822	\$15,822		100.00%			\$ 15,822
<b>TOTAL PA 25</b>	<b>\$213,601</b>	<b>\$213,601</b>	<b>\$0</b>	<b>100.00%</b>	<b>\$0</b>	<b>\$5,755</b>	<b>\$15,832</b>
PA 26 Training					\$0		
Personnel/Frg	\$1,806	\$1,806					
Supplies/Other	\$1,396	\$1,396				738.88	\$ 8.00
Contractual	\$0						
Travel	\$1,795	\$1,795				887.84	\$ 72
<b>TOTAL PA26</b>	<b>\$4,997</b>	<b>\$4,997</b>	<b>\$0</b>	<b>100.00%</b>	<b>\$0</b>	<b>\$ 1,627</b>	<b>\$ 80</b>
<b>TOTAL AWARD**</b>	<b>\$218,598</b>	<b>\$218,598</b>	<b>\$0</b>	<b>100%</b>	<b>\$0</b>	<b>\$7,381</b>	<b>\$15,912</b>
<b>NON FEDERAL</b>						Non Fed Space 5%	\$2,735
	Space	\$13,386				% Admin WKU	6.8%
	Volunteers	\$41,264					
	Other					<b>TOTAL ADMIN</b>	<b>\$18,647</b>
<b>Total Non Federal</b>	<b>\$54,650</b>	<b>\$54,650</b>	<b>\$0</b>	<b>100.00%</b>	<b>\$0</b>	<b>2018-19 EHS</b>	<b>\$13,969</b>
<b>TOTAL OUTLAYS</b>	<b>\$273,248</b>	<b>\$273,248</b>	<b>\$0</b>				
<b>QTRLY NOTES:</b>	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures:	COMPLETE					



NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2018- August 31, 2019  
544833-834

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	993.3	887	1880	\$14,289.90	1090	994.5	2084.5	\$15,842.20	\$54,650
Parent Hours	\$11.69	21	26	47	\$549.43	8	10.5	18.5	\$216.27	
Community Hours	\$11.69	45.5	8	53.5	\$625.42	15	16.25	31.25	\$365.31	
Interns	\$22.10	0	0	0	\$0.00	0	0	0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0	0	0	\$0.00	0	0	0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60	4	4	8	\$455.60	
Professional/Adv. Council/comm	\$63.05	50	25.5	75.5	\$4,760.28	18	40.75	58.75	\$3,704.19	
<b>TOTAL BUDGET = \$19,874</b>					<b>\$20,680.62</b>				<b>\$20,583.57</b>	<b>\$41,264</b>

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
	Total	Total	Total	Total	
					\$0.00
					\$0.00
					\$0.00
<b>TOTAL OTHER</b>					<b>\$0.00</b>

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
					\$0
SQ FT. 1106	12.1	\$8,694	\$4,692		\$0
<b>TOTAL BUDGET = \$24,200</b>					<b>\$13,386</b>

Admin 5% \$2,733 \$54,650

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

\* Rates updated 2/1/19

BAL DUE \$0

Becky Johnson 9/25/2019  
Submitted Date



# Early Head Start FY 2019-20



MONTHLY EXPENDITURE REPORT  
SEPT 1- 30 2019  
FINAL

EARLY HEAD START - FY: SEPTEMBER 1, 2019 - AUGUST 31, 2020

GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 8%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$7,674.60						
Part Time SAL 61123								
STUDENT 61501								
<b>TOTAL PERSONNEL</b>	<b>\$104,674.00</b>	<b>\$7,674.60</b>			<b>\$0.00</b>	<b>\$96,999.40</b>	<b>7%</b>	<b>\$0</b>
<b>FRINGE</b>	<b>\$90,269.00</b>	<b>\$6,870.61</b>				<b>\$83,398.39</b>	<b>8%</b>	
<b>TRAVEL</b>	<b>\$0.00</b>							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
<b>SUPPLIES</b>	<b>\$4,200.00</b>							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109			\$0.00					
Food 71120			\$0.00					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$4,200.00</b>	<b>0%</b>	<b>\$0</b>
<b>OTHER</b>	<b>\$1,737.00</b>							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00					\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Fac. Mgmt 73901/02								
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
<b>TOTAL OTHER</b>	<b>\$1,737.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,737.00</b>	<b>0%</b>	<b>\$0</b>
<b>CONSULTANTS</b>								
Consult WKU 61160								
Consult 72204/09	400							
<b>TOTAL CONSULT</b>	<b>\$400.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$400.00</b>		<b>\$0</b>
<b>TOTALS</b>	<b>\$201,280.00</b>	<b>\$14,545.21</b>			<b>\$0.00</b>	<b>\$186,734.79</b>	<b>7%</b>	<b>\$0</b>
<b>INDIRECT</b>	<b>\$16,102.00</b>	<b>\$1,163.62</b>		<b>100%</b>		<b>\$14,938.38</b>	<b>7%</b>	<b>\$1,164</b>
<b>GRAND TOTAL</b>	<b>\$217,382.00</b>	<b>\$15,708.83</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$201,673.17</b>	<b>7%</b>	<b>\$1,164</b>



TRAINING PA 26 - Index #544838

YTD Average Percent

8%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 9/30/19	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00							
<b>TOTAL PERSONNEL</b>	<b>\$1,425.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$1,425.00</b>	<b>0%</b>	
FRINGE	\$575.00					\$575.00	0%	
TRAVEL	\$1,400.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
<b>TRAVEL 74000</b>	<b>\$1,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>0%</b>	<b>\$0</b>
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$500.00</b>	<b>0%</b>	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514/17			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
<b>TOTAL OTHER</b>	<b>\$697.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$697.00</b>	<b>0%</b>	<b>\$0.00</b>
400								
<b>TOTAL CONSULT</b>	<b>\$400.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$400.00</b>		
<b>TOTALS</b>	<b>\$4,997.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$4,997.00</b>	<b>0%</b>	<b>\$0</b>
INDIRECT	\$0.00	\$0.00				\$0.00		
<b>GRAND TOTAL</b>	<b>\$4,997.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$4,997.00</b>	<b>0%</b>	<b>\$0</b>



# OTHER/ HHS NEWS ALERTS



CACFP MEAL EXPENSE FOR WKUCCCC

MONTH	CRS	Canteen	HS	EHS	TOTAL	CACFP REIMBURSEMENT
JUN 2019		\$4,917.88			\$4,917.88	\$5,478.55
JULY	\$737.94	\$4,661.80			\$5,399.74	\$5,548.41
AUG	\$642.05	\$4,880.28			\$5,522.33	\$6,075.80
SEPT					\$0.00	
OCT					\$0.00	
NOV					\$0.00	
DEC					\$0.00	
JAN 2020					\$0.00	
FEB					\$0.00	
MAR					\$0.00	
APR					\$0.00	
MAY					\$0.00	
TOTALS	\$1,379.99	\$14,459.96	\$0.00	\$0.00	\$15,839.95	\$17,102.76

CACFP REIMBURSEMENT 2019-20 \$17,102.76

Non-reimbursed CANTEE/CRS \$1,263

CRS One Source\* \$460.01

\*paid by day care

Snacks, breakfast & Supplies

FREE MEALS SUMMARY

CACFP	# meals	BREAK	# meals	LUN	# meals	snack	HS 83%	EHS 17%
JUN	827	1480.33	903	2988.93	433	394.03	\$4,037	\$827
JULY	808	1486.72	896	3055.36	418	392.92	\$4,096	\$839
AUG	908	1670.72	982	3348.62	502	471.88	\$4,558	\$934
SEPT							\$0	\$0
OCT							\$0	\$0
NOV							\$0	\$0
DEC							\$0	\$0
JAN 2019							\$0	\$0
FEB							\$0	\$0
MAR							\$0	\$0
APR							\$0	\$0
MAY							\$0	\$0
Free meals							\$15,290	\$12,690
Paid meals							\$1,813.25	\$2,599
								89.40%
								10.60%



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	Log No. ACF-IM-HS-19-02	Issuance Date: 08/13/2019
	Originating Office: Office of Head Start	
	Key Words: Head Start; Education of disadvantaged; Grant programs; Social programs; Designation Renewal System; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Fiscal; Audit	

## INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies and Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Notice of Proposed Rulemaking (NPRM) on Designation Renewal System (DRS) Changes – Public Comment Period

### INFORMATION:

The Office of Head Start (OHS) has published a Notice of Proposed Rulemaking (NPRM) in the Federal Register, Head Start Designation Renewal System Changes. This publication opens a 45-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This NPRM proposes improvements for two of the seven conditions of the DRS: the condition related to the Classroom Assessment Scoring System: Pre-K (CLASS®) and the fiscal condition related to audit findings. The proposed revisions will ensure OHS identifies those communities where competition is the most warranted and more effectively holds grantees accountable, while making the DRS more transparent.

For the CLASS® condition, the NPRM proposes to remove the lowest 10 percent criterion and set more rigorous minimum thresholds across all three domains grantees must meet in order to avoid designation for competition. Specifically, the proposed rule would increase the minimum threshold for Emotional Support from 4 to 5, Classroom Organization from 3 to 5, and Instructional Support from 2 to 2.5.

For the fiscal condition, the NPRM proposes to add a second criterion that would consider Head Start findings from annual audits to determine whether fiscal management challenges exist. This specific use of Head Start audit findings provides OHS an earlier predictor that is more comprehensive to detect fiscal management and oversight risks.

The current DRS standards will remain in effect until a final rule is issued.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can effectively respond to your comments, clearly identify the issues on which you



are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g., page 10999, second column, §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "N/A" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS encourages all interested stakeholders to submit comments in response to the DRS changes by the 45 days deadline published in the NPRM.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

/ Dr. Deborah Bergeron /

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Director  
Office of Head Start  
Office of Early Child Development



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U.S. Department of Health &amp; Human Services



Administration for Children &amp; 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-19-03	2. Issuance Date: 09/30/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: 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/ecd/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

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](#)

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

**OFFICE OF HEAD START**

Title: Improving Access to Affordable, High Quality Child Care

Category: Notices

Issuing Agency: U.S. Department of Health and Human Services, Administration for Children and Families

Action: Notice; Request for Information

Issue Date Month/Year: 10/2019

Citation: Federal Register Volume 84, Number 191 (Wednesday, October 2, 2019) Pages 52507-52510

URL: <https://www.govinfo.gov/content/pkg/FR-2019-10-02/html/2019-21530.htm>

Summary: As part of the Administration for Children and Families (ACF) commitment to supporting working families and promoting the healthy development and well-being of children, ACF is seeking input from the public and interested stakeholders on strategies to improve access to high quality, affordable child care in the U.S. Child care is one of the biggest expenses a family faces and can be a barrier to work. The average cost of center-based infant child care in 28 states is more than college tuition. At the same time, child care settings are a place of learning and education for children from the time they are infants and toddlers through their school-age years. Access to high quality learning opportunities lays the foundation for children's development and, ultimately, their success in school and in life. Unfortunately, many families do not have access to the affordable, high quality child care their children need. This Request for Information seeks public comment on: Identifying emerging and innovative practices to improve access to high quality child care, as well as identifying regulatory and other policies that unnecessarily drive up the cost of care or limit parents' choice of different child care options; and identifying ways to improve funding of child care and other related early education programs to support quality and create a more streamlined, equitable, and sustainable financing framework for future generations. Information collected through this request may be used by ACF in the development of future rulemaking and technical assistance, formation of legislative proposals and research agendas, and/or strategic planning.

Action Date: Submit comments by December 2, 2019.

Addresses: You may send comments, identified by [docket number and/or RIN number], by either of the following methods:

- Federal eRulemaking Portal: <https://www.regulations.gov>. Follow instructions for sending comments. We prefer to receive comments via this method.
- Mail: Office of Child Care, Attention: Request for Information, 330 C Street SW, Washington, DC 20201.

Instructions: We urge you to submit comments electronically to ensure they are received in a timely manner. All submissions received must include our agency name and the docket number or Regulatory Information Number (RIN) for this notice. All comments will be posted without change to <https://www.regulations.gov>, including any personal information provided. We accept anonymous comments. If you wish to remain anonymous, enter "N/A" in the required fields.

Contact: Andrew Williams, Office of Child Care, Administration for Children and Families, 330 C Street SW, Washington, DC 20201; (202) 690-6782.

Full Text: <https://www.govinfo.gov/content/pkg/FR-2019-10-02/html/2019-21530.htm>

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