

# Financial Reports to Policy Council and Board Members

July, 2020 – Policy Council Meeting

July 27, 2020 – 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 2019-20 HEAD START (WKU index 525158-159)**

- Pages 1-6: Monthly financial reports APR- JUN 2020 expenditures on track
- Pages 7-9: Notice of Award Amendment 2 Received Supplemental funds for COLA/Quality Improvement, permanent increase \$90,543. Note COLA 2% increase was applied to all child care staff in June 2020 payroll, retroactive to November 1, 2019 per COLA instructions. Also received one time supplement \$156,428 for COVID expenses, working on outline of costs for re-opening planned for August, 2020.
- Page 10: Second Quarter Report (FEB-APR), Summary of Expenditures, non-federal; credit card, USDA, administrative costs (Documentation in separate file)

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

- Pages 11-16: Monthly financial reports JAN- FEB 2020 expenditures on track
- Pages 17-18: Third Quarter Report, (MAR-MAY) Summary of Expenditures, non-federal; credit card, USDA, administrative costs

## **CACFP**

- Page 19: Summary report of food expenditure and CACFP reimbursements

## **SEPARATE ATTACHMENTS:**

1. **Year Two Head Start Grant Application Budget Narrative and Self Assessment Improvement Plan**
2. **Head Start semi-annual documentation, grantee and delegate agencies**

## **OTHER**

- COVID alerts: email from Regional Office 3/23 re: wages; 5/21 Questions Response; and 7/1 Wages follow up (5 pages)
- PI-HS-20-04 Funding Guidance Coronavirus (2 Pages)
- IM-HS-20-03 Coronavirus Fiscal Flexibilities (7 pgs.)
- IM-HS-20-04 Head Start Transportation Services (4 pages)

For your Information and Review the above 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 Policies and Regulations, Program Instructions or Information Memoranda, to view entire content of large announcements and to keep informed on Head Start happenings.

# FY 2019- 20 HEAD START



INDEX NUMBER 525158

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$28,428.00		100%				\$28,428
Staff SAL 61111	\$369,916.00	\$152,004.30						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130	\$2,200.00	\$879.19						
CELL PLAN 61180		\$360.00						
STUDENT 61501	\$13,000.00							
<b>TOTAL PERSONNEL</b>	<b>\$446,972.00</b>	<b>\$181,671.49</b>			<b>\$0.00</b>	<b>\$265,300.51</b>	<b>41%</b>	<b>\$28,428</b>
<b>FRINGE</b>	<b>\$290,972.00</b>	<b>\$130,505.21</b>		<b>12.05%</b>		<b>\$160,466.79</b>	<b>45%</b>	<b>\$15,726</b>
<b>TRAVEL</b>	<b>\$250.00</b>							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$62.21</b>	<b>\$62.21</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$187.79</b>		<b>\$2</b>
<b>SUPPLIES</b>	<b>\$15,900.00</b>							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$761.08	\$761.08					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$387.84	\$387.84					
Food 71120		\$1,070.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$15,900.00</b>	<b>\$2,219.53</b>	<b>\$1,599.53</b>		<b>\$0.00</b>	<b>\$13,680.47</b>	<b>14%</b>	<b>\$0</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$363,765.33</b>				<b>\$580,610.67</b>	<b>39%</b>	
<b>OTHER</b>	<b>\$15,976.00</b>							
Phone line serv 71203/05		\$110.04	\$0.00					
Internet 71208		\$320.00	\$320.00					
Hous Auth utilities 71211		\$2,095.00						
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,097.57	\$0.00	1%				\$11
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$80.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73549			\$0.00					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$450.00		1%				\$5
LD Phone 73911/12		\$35.15		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949								
Inv. Equip 78100								\$0
<b>TOTAL OTHER</b>	<b>\$15,976.00</b>	<b>\$7,775.79</b>	<b>\$993.75</b>		<b>\$0.00</b>	<b>\$8,200.21</b>	<b>49%</b>	<b>\$16</b>
<b>CONSULTANTS</b>	<b>\$1,000.00</b>							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
<b>TOTAL CONSULT</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	
<b>TOTALS</b>	<b>\$1,715,446</b>	<b>\$685,999.56</b>	<b>\$2,655.49</b>		<b>\$0.00</b>	<b>\$1,029,446.44</b>	<b>40%</b>	<b>\$44,172</b>
<b>INDIRECT</b>	<b>\$61,686</b>	<b>\$25,778.66</b>		<b>100%</b>		<b>\$35,907.34</b>	<b>42%</b>	<b>\$25,779</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$711,778.22</b>	<b>\$2,655.49</b>		<b>\$0.00</b>	<b>\$1,065,353.78</b>	<b>40%</b>	<b>\$69,951</b>



TRAINING PA 20 - Index #525159

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,270.00	\$2,316.48				-\$46.48		
Staff SAL 61150						\$0.00		\$0.00
<b>TOTAL PERSONNEL</b>	<b>\$4,540.00</b>	<b>\$2,316.48</b>			<b>\$0.00</b>	<b>\$2,223.52</b>	<b>51%</b>	
<b>FRINGE</b>	<b>\$1,635.00</b>	<b>\$800.66</b>				<b>\$834.34</b>	<b>49%</b>	<b>\$0.00</b>
<b>TRAVEL</b>	<b>\$3,750.00</b>							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$250.00	\$250.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$0.00	\$0.00					
<b>TRAVEL 74000</b>	<b>\$3,750.00</b>	<b>\$1,471.88</b>	<b>\$1,471.88</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$2,278.12</b>	<b>39%</b>	<b>\$58.88</b>
<b>SUPPLIES</b>	<b>\$600.00</b>							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$600.00</b>		<b>\$0.00</b>
<b>SUBCONTRACT 72311</b>	<b>\$8,995.00</b>	<b>\$2,215.75</b>				<b>\$6,779.25</b>	<b>25%</b>	
<b>OTHER</b>	<b>\$1,462.00</b>							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$191.67	\$0.00	1%				\$1.92
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
<b>TOTAL OTHER</b>	<b>\$1,462.00</b>	<b>\$191.67</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,270.33</b>	<b>13%</b>	<b>\$2</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>\$6,996.44</b>	<b>\$1,471.88</b>		<b>\$0.00</b>	<b>\$13,985.56</b>		<b>\$61</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>\$6,996.44</b>	<b>\$1,471.88</b>		<b>\$0.00</b>	<b>\$13,985.56</b>	<b>33%</b>	<b>\$61</b>



PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$33,166.00		100%				\$33,166
Staff SAL 61111	\$369,916.00	\$176,028.30						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130	\$2,200.00	\$879.19						
CELL PLAN 61180		\$420.00						
STUDENT 61501	\$13,000.00	\$640.00						
<b>TOTAL PERSONNEL</b>	<b>\$446,972.00</b>	<b>\$211,133.49</b>			<b>\$0.00</b>	<b>\$235,838.51</b>	<b>47%</b>	<b>\$33,166</b>
<b>FRINGE</b>	<b>\$290,972.00</b>	<b>\$151,162.55</b>		<b>12.05%</b>		<b>\$139,809.45</b>	<b>52%</b>	<b>\$18,215</b>
<b>TRAVEL</b>	<b>\$250.00</b>							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$62.21</b>	<b>\$62.21</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$187.79</b>		<b>\$2</b>
<b>SUPPLIES</b>	<b>\$15,900.00</b>							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$1,833.98	\$1,833.98					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$387.84	\$387.84					
Food 71120		\$1,070.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$15,900.00</b>	<b>\$3,292.43</b>	<b>\$2,672.43</b>		<b>\$0.00</b>	<b>\$12,607.57</b>	<b>21%</b>	<b>\$0</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$363,765.33</b>			<b>\$580,610.67</b>	<b>\$0.00</b>	<b>39%</b>	
<b>OTHER</b>	<b>\$15,976.00</b>							
Phone line serv 71203/05		\$232.87	\$0.00					
Internet 71208		\$400.00	\$400.00					
Hous Auth utilities 71211		\$2,095.00						
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71801			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,318.34	\$0.00	1%				\$13
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$80.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$540.00		1%				\$5
LD Phone 73911/12		\$37.88		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
<b>TOTAL OTHER</b>	<b>\$15,976.00</b>	<b>\$8,926.34</b>	<b>\$1,570.47</b>		<b>\$0.00</b>	<b>\$7,049.66</b>	<b>56%</b>	<b>\$19</b>
<b>CONSULTANTS</b>	<b>\$1,000.00</b>							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
<b>TOTAL CONSULT</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	
<b>TOTALS</b>	<b>\$1,715,446</b>	<b>\$738,342.35</b>	<b>\$4,305.11</b>		<b>\$580,610.67</b>	<b>\$396,492.98</b>	<b>77%</b>	<b>\$51,403</b>
<b>INDIRECT</b>	<b>\$61,686</b>	<b>\$29,966.10</b>		<b>100%</b>		<b>\$31,719.90</b>	<b>49%</b>	<b>\$29,966</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$768,308.45</b>	<b>\$4,305.11</b>		<b>\$580,610.67</b>	<b>\$428,212.88</b>	<b>76%</b>	<b>\$81,369</b>



TRAINING PA 20 - Index #525159

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,270.00	\$2,702.56				-\$432.56		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,540.00	\$2,702.56			\$0.00	\$1,837.44	60%	
FRINGE	\$1,635.00	\$933.68				\$701.32	57%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$250.00	\$250.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$0.00	\$0.00					
TRAVEL 74000	\$3,750.00	\$1,471.88	\$1,471.88	4%	\$0.00	\$2,278.12	39%	\$58.88
SUPPLIES	\$600.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$600.00	\$0.00	\$0.00		\$0.00	\$600.00		\$0.00
SUBCONTRACT 72311	\$8,995.00	\$2,215.75			\$6,779.25	\$0.00	25%	
OTHER	\$1,462.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$205.52	\$0.00	1%				\$2.06
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,462.00	\$205.52	\$0.00		\$0.00	\$1,256.48	14%	\$2
CONSULTANTS								
Consult WKU 61160								
Non Empl serv 72249								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,982.00	\$7,529.39	\$1,471.88		\$6,779.25	\$6,673.36		\$61
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,982.00	\$7,529.39	\$1,471.88		\$6,779.25	\$6,673.36	68%	\$61



INDEX NUMBER 525158

YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL.	% SPENT	ADMIN COSTS
Admin SAL 61111	\$56,856.00	\$37,904.00		100%				\$37,904
Staff SAL 61111	\$369,916.00	\$227,515.48						
Part Time SAL 61123	\$5,000.00							
Staff OT 61130	\$2,200.00	\$879.19						
CELL PLAN 61180		\$480.00						
STUDENT 61501	\$13,000.00	\$1,160.00						
<b>TOTAL PERSONNEL</b>	<b>\$446,972.00</b>	<b>\$267,938.67</b>			<b>\$0.00</b>	<b>\$179,033.33</b>	<b>60%</b>	<b>\$37,904</b>
<b>FRINGE</b>	<b>\$290,972.00</b>	<b>\$188,863.49</b>		<b>12.05%</b>		<b>\$102,108.51</b>	<b>65%</b>	<b>\$22,758</b>
<b>TRAVEL</b>	<b>\$250.00</b>							
INSTATE 74101		\$62.21	\$62.21					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
<b>TRAVEL 74000</b>	<b>\$250.00</b>	<b>\$62.21</b>	<b>\$62.21</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$187.79</b>		<b>\$2</b>
<b>SUPPLIES</b>	<b>\$15,900.00</b>							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$1,871.07	\$1,871.07					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$2,960.91	\$2,960.91					
Food 71120		\$1,070.61	\$450.61					
Grounds 71149			\$0.00					\$0
			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$15,900.00</b>	<b>\$5,902.59</b>	<b>\$5,282.59</b>		<b>\$0.00</b>	<b>\$9,997.41</b>	<b>37%</b>	<b>\$0</b>
<b>SUBCONTRACT 72311</b>	<b>\$944,376.00</b>	<b>\$536,066.26</b>			<b>\$408,309.74</b>	<b>\$0.00</b>	<b>57%</b>	
<b>OTHER</b>	<b>\$15,976.00</b>							
Phone line serv 71203/05		\$357.74	\$0.00					
Internet 71208		\$560.00	\$560.00					
Hous Auth utilities 71211		\$3,352.00						
Postage 71310/20		\$99.55	\$0.00					
Insurance Non-emp 71401		\$2,500.00		0%				\$0
Subscrip/Dues Data 71801		\$840.00	\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$1,339.92	\$21.58	1%				\$13
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint Repair 72149			\$0.00	1%				\$0
background ch. Stud. 73513		\$593.75	\$593.75					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$80.00	\$80.00					
Misc.background ch. 73523			\$0.00					
Misc. Other 73502		\$496.72	\$496.72					
Fac Mgmt Labor 73901								\$0.00
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$630.00		1%				\$6
LD Phone 73911/12		\$40.61		1%				\$0
Printing Serv. 73920								
Dept Charges misc 73949		\$137.50						
Inv. Equip 78100								\$0
<b>TOTAL OTHER</b>	<b>\$15,976.00</b>	<b>\$11,522.07</b>	<b>\$1,752.05</b>		<b>\$0.00</b>	<b>\$4,453.93</b>	<b>72%</b>	<b>\$20</b>
<b>CONSULTANTS</b>	<b>\$1,000.00</b>							
Consult 72204								
TEMP 72211								
Non emp gen 72249								
<b>TOTAL CONSULT</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	
<b>TOTALS</b>	<b>\$1,715,446</b>	<b>\$1,010,355.29</b>	<b>\$7,096.85</b>		<b>\$408,309.74</b>	<b>\$296,780.97</b>	<b>83%</b>	<b>\$60,685</b>
<b>INDIRECT</b>	<b>\$61,686</b>	<b>\$37,621.25</b>		<b>100%</b>		<b>\$24,064.75</b>	<b>61%</b>	<b>\$37,621</b>
<b>GRAND TOTAL</b>	<b>\$1,777,132</b>	<b>\$1,047,976.54</b>	<b>\$7,096.85</b>		<b>\$408,309.74</b>	<b>\$320,845.72</b>	<b>82%</b>	<b>\$98,306</b>



TRAINING PA 20 - Index #525159

						YTD Average Percent		67%
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,540.00	\$3,127.36				\$1,412.64		
Staff SAL 61150						\$0.00		\$0.00
<b>TOTAL PERSONNEL</b>	<b>\$4,540.00</b>	<b>\$3,127.36</b>			<b>\$0.00</b>	<b>\$1,412.64</b>	<b>69%</b>	
FRINGE	\$1,635.00	\$1,076.01				\$558.99	66%	\$0.00
TRAVEL	\$3,750.00							
INSTATE 74101		\$435.00	\$435.00					
registration instate 74110		\$250.00	\$250.00					
OUT STATE 74201		\$786.88	\$786.88					
REGISTRATION OUT 74210		\$0.00						
TRAVEL 74000	\$3,750.00	\$1,471.88	\$1,471.88	4%	\$0.00	\$2,278.12	39%	\$58.88
SUPPLIES	\$600.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$600.00</b>		<b>\$0.00</b>
SUBCONTRACT 72311	\$8,995.00	\$3,985.95			\$5,009.05	\$0.00	44%	
OTHER	\$1,462.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101		\$205.52	\$0.00	1%				\$2.06
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73513/23			\$0.00					
Misc. Other 72249								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
<b>TOTAL OTHER</b>	<b>\$1,462.00</b>	<b>\$205.52</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$1,256.48</b>	<b>14%</b>	<b>\$2</b>
CONSULTANTS								
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>\$9,866.72</b>	<b>\$1,471.88</b>		<b>\$5,009.05</b>	<b>\$6,106.23</b>		<b>\$61</b>
INDIRECT	\$0.00					\$0.00		\$0
<b>GRAND TOTAL</b>	<b>\$20,982.00</b>	<b>\$9,866.72</b>	<b>\$1,471.88</b>		<b>\$5,009.05</b>	<b>\$6,106.23</b>	<b>71%</b>	<b>\$61</b>



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start	<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH011269-01-02	<b>3a. AMEND. NO.:</b> 2
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**4. FAIN:** 04CH011269

<b>5. TYPE OF AWARD:</b> Service	<b>6. TYPE OF ACTION:</b> Supplement	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ
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<b>8. BUDGET PERIOD:</b> 11/01/2019 THRU 10/31/2020	<b>9. PROJECT PERIOD:</b> 11/01/2019 THRU 10/31/2024	<b>10. CFDA NO.:</b> 93.600 - Head Start
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<b>11. RECIPIENT ORGANIZATION:</b> Western Kentucky University 1906 College Heights Blvd Bowling Green, KY 42101-1000 Grantee Authorizing Official: Laura Hagan , Chairman, WKURF Board	<b>12. PROJECT / PROGRAM TITLE:</b> Head Start - COLA/QUALITY IMPROVEMENT
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<b>13. COUNTY:</b> Warren	<b>14. CONGR. DIST:</b> 02	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Thelma Jackson
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<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 490,317.00	A. NON-FEDERAL SHARE.....	\$ 449,529.00 18.02%
Fringe Benefits.....	\$ 323,036.00	B. FEDERAL SHARE.....	\$ 2,045,085.00 81.98%
Travel.....	\$ 4,000.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 2,045,085.00
Supplies.....	\$ 36,500.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 1,064,921.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 1,798,114.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	\$ 246,971.00
Other.....	\$ 54,593.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	\$ 2,045,085.00
Direct Costs.....	\$ 1,973,367.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
Indirect Costs.....	\$ 71,718.00	Additional Costs	
In Kind Contributions.....	\$ 0.00	<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
Total Approved Budget.....	\$ 2,045,085.00	616055628	1616055628A1
		<b>24. OBJECT CLASS:</b> 41.51	

<b>25. FINANCIAL INFORMATION:</b>				<b>DUNS 077876258</b>	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG. NONFED %
	04CH01126901	75-20-1536	0-G044122	\$90,543.00	
	04CH01126901C3	75-2021-1536	0-G040900	\$156,428.00	

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Dionne Bounds 61 Forsyth St SW Atlanta, GA 30303-8931 Phone: 4045622910	<b>ISSUE DATE:</b> 07/07/2020	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Mr. Omar Barrett 07/02/2020
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<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Mr. Stanley Thompson - Senior Program Specialist	<b>DATE:</b> 07/06/2020
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH011269-01-02	<b>3a. AMEND. NO.:</b> 2
<b>4. FAIN:</b> 04CH011269				
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Supplement		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ
<b>8. BUDGET PERIOD:</b> 11/01/2019 THRU 10/31/2020	<b>9. PROJECT PERIOD:</b> 11/01/2019 THRU 10/31/2024	<b>10. CFDA NO.:</b> 93.600 - Head Start		
<b>11. RECIPIENT ORGANIZATION:</b> Western Kentucky University				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>  
This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND  
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.



## **26. REMARKS (Continued from previous page)**

This grant action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program operations.

This grant action awards one-time funds under Common Accounting Number 0900 to prevent, prepare for and respond to coronavirus disease 2019 (COVID-19). COVID-19 funds can be used for costs incurred from January 20, 2020 in response to the public health emergency.

This grant action approves the purchase of equipment identified on the 'Equipment' object class category, if applicable.

This grant action approves a non-federal match waiver for the federal funds awarded for COLA, Quality Improvement and COVID-19, if applicable.

# Early Head Start FY 2019-20



# QUARTERLY REPORT

2ND QTR 04CH01269	<b>HEAD START 525158, 525159</b>				Reporting Period:		
	FY: NOV. 1, 2019 - OCT. 31, 2020				11/1/19 TO 4/30/20		
<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	\$446,972	\$181,671		40.64%	\$265,301		\$ 28,428
Fringe Benefits	\$290,972	\$130,505		44.85%	\$160,467		\$ 15,726
Travel	\$250	\$62		24.88%	\$188	\$ 62	\$ 2
Equipment	\$0						
Supplies	\$15,900	\$2,220		13.96%	\$13,680	\$ 1,600	
Contractual	\$944,376	\$363,765		38.52%	\$580,611		
Other	\$15,976	\$7,776		48.67%	\$8,200	\$ 994	\$ 16
Consultants	\$1,000			0.00%	\$1,000		
<b>TOTAL DIRECT</b>	<b>\$1,715,446</b>	<b>\$686,000</b>	<b>\$0</b>	<b>39.99%</b>	<b>\$1,029,446</b>	<b>\$2,655</b>	<b>\$ 44,172</b>
Indirect Costs	\$61,686	\$25,779		41.79%	\$35,907		\$ 25,779
<b>TOTAL PA 22</b>	<b>\$1,777,132</b>	<b>\$711,778</b>	<b>\$0</b>	<b>40.05%</b>	<b>\$1,065,354</b>	<b>\$2,655</b>	<b>\$69,951</b>
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$6,175	\$3,117					
Supplies/Other consultant	\$2,062	\$192					\$ 2
Contractual	\$8,995	\$2,216					
Travel	\$3,750	\$1,472				\$ 1,472	\$ 59
<b>TOTAL PA20</b>	<b>\$20,982</b>	<b>\$6,996</b>	<b>\$0</b>	<b>33.34%</b>	<b>\$13,986</b>	<b>\$ 1,472</b>	<b>\$ 61</b>
<b>TOTAL AWARD</b>	<b>\$1,798,114</b>	<b>\$718,775</b>	<b>\$0</b>		<b>\$1,079,339</b>	<b>\$4,127</b>	<b>\$70,012</b>
<b>NON FEDERAL</b>							
Grantee \$211,186		\$90,442				Non Fed Space 5%	\$3,600
Audubon \$136,985		\$62,189				% Admin WKU	3.3%
Murray \$101,358		\$37,104				Audubon	\$18,811
<b>Total Non Federal</b>	<b>\$449,529</b>	<b>\$189,735</b>	<b>\$0</b>		<b>\$259,794</b>	Murray	\$14,586
<b>TOTAL OUTLAYS</b>	<b>\$2,247,643</b>	<b>\$908,510</b>	<b>\$0</b>			<b>Total Admin Costs</b>	<b>\$107,009</b>
						<b>TOTAL % Admin</b>	<b>4.8%</b>
<b>QTRLY NOTES:</b>	Category:					<b>USDA FY20 - HS</b>	<b>\$54,271</b>
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						
<b>EXPENDITURES: COMPLETED</b>							

MONTHLY EXPENDITURE REPORT  
APR 1- 30 2020

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

04CH11242-201

GENERAL FUNDS PA 25 - Index #544837 YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$63,079.20						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$63,079.20			\$0.00	\$41,594.80	60%	\$0
FRINGE	\$90,269.00	\$56,625.82				\$33,643.18	63%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$612.80	\$612.80	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$1,245.12	\$1,245.12		\$0.00	\$2,954.88	30%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
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								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$122,145.20			\$0.00	\$79,134.80	61%	\$39
INDIRECT	\$16,102.00	\$9,771.66		100%		\$6,330.34	61%	\$9,772
GRAND TOTAL	\$217,382.00	\$131,916.86	\$1,245.12		\$0.00	\$85,465.14	61%	\$9,811



TRAINING PA 26 - Index #544838

YTD Average Percent 67%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 4/30/20	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		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
<b>TRAVEL 74000</b>	<b>\$1,400.00</b>	<b>\$1,011.31</b>	<b>\$636.80</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$388.69</b>	<b>72%</b>	<b>\$40</b>
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$500.00</b>	<b>\$25.25</b>	<b>\$25.25</b>		<b>\$0.00</b>	<b>\$474.75</b>	<b>5%</b>	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$162.73	\$0.00	1%				\$1.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
<b>TOTAL OTHER</b>	<b>\$697.00</b>	<b>\$383.98</b>	<b>\$221.25</b>		<b>\$0.00</b>	<b>\$313.02</b>	<b>55%</b>	<b>\$1.63</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>\$1,420.54</b>			<b>\$0.00</b>	<b>\$3,576.46</b>	<b>28%</b>	<b>\$2</b>
INDIRECT	\$0.00	\$0.00				\$0.00		
<b>GRAND TOTAL</b>	<b>\$4,997.00</b>	<b>\$1,420.54</b>	<b>\$883.30</b>		<b>\$0.00</b>	<b>\$3,576.46</b>	<b>28%</b>	<b>\$2</b>

MONTHLY EXPENDITURE REPORT  
MAY 1- 31 2020

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

04CH11242-201

GENERAL FUNDS PA 25 - Index #544837

YTD Average Percent

75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$71,318.20						
Part Time SAL 61123					24717			
STUDENT 61501								
<b>TOTAL PERSONNEL</b>	<b>\$104,674.00</b>	<b>\$71,318.20</b>			<b>\$24,717.00</b>	<b>\$8,638.80</b>	<b>92%</b>	<b>\$0</b>
<b>FRINGE</b>	<b>\$90,269.00</b>	<b>\$63,939.50</b>			<b>\$21,941.04</b>	<b>\$4,388.46</b>	<b>95%</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		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$612.80	\$612.80	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$4,200.00</b>	<b>\$1,245.12</b>	<b>\$1,245.12</b>		<b>\$0.00</b>	<b>\$2,954.88</b>	<b>30%</b>	<b>\$3</b>
<b>OTHER</b>	<b>\$1,737.00</b>							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
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>\$1,195.06</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$541.94</b>	<b>69%</b>	<b>\$36</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>\$137,697.88</b>			<b>\$46,658.04</b>	<b>\$16,924.08</b>	<b>92%</b>	<b>\$39</b>
<b>INDIRECT</b>	<b>\$16,102.00</b>	<b>\$11,015.88</b>		<b>100%</b>		<b>\$5,086.12</b>	<b>68%</b>	<b>\$11,016</b>
<b>GRAND TOTAL</b>	<b>\$217,382.00</b>	<b>\$148,713.76</b>	<b>\$1,245.12</b>		<b>\$46,658.04</b>	<b>\$22,010.20</b>	<b>90%</b>	<b>\$11,055</b>



TRAINING PA 26 - Index #544838

YTD Average Percent 75%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 5/31/20	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		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
<b>TRAVEL 74000</b>	<b>\$1,400.00</b>	<b>\$1,011.31</b>	<b>\$636.80</b>	<b>4%</b>	<b>\$0.00</b>	<b>\$388.69</b>	<b>72%</b>	<b>\$40</b>
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
<b>TOTAL SUPPLIES</b>	<b>\$500.00</b>	<b>\$25.25</b>	<b>\$25.25</b>		<b>\$0.00</b>	<b>\$474.75</b>	<b>5%</b>	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$162.73	\$0.00	1%				\$1.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
<b>TOTAL OTHER</b>	<b>\$697.00</b>	<b>\$383.98</b>	<b>\$221.25</b>		<b>\$0.00</b>	<b>\$313.02</b>	<b>55%</b>	<b>\$1.63</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>\$1,420.54</b>			<b>\$0.00</b>	<b>\$3,576.46</b>	<b>28%</b>	<b>\$2</b>
INDIRECT	\$0.00	\$0.00				\$0.00		
<b>GRAND TOTAL</b>	<b>\$4,997.00</b>	<b>\$1,420.54</b>	<b>\$883.30</b>		<b>\$0.00</b>	<b>\$3,576.46</b>	<b>28%</b>	<b>\$2</b>

MONTHLY EXPENDITURE REPORT  
JUNE 1- 30 2020

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

04CH11242-201

GENERAL FUNDS PA 25 - Index #544837

YTD Average Percent

83%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$104,674.00	\$82,792.64						
Part Time SAL 61123								
STUDENT 61501								
TOTAL PERSONNEL	\$104,674.00	\$82,792.64			\$0.00	\$21,881.36	79%	\$0
FRINGE	\$90,269.00	\$73,665.36				\$16,603.64	82%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,200.00							
Office 71102		\$58.86	\$58.86	5%				\$3
Janitor/Maint. 71103		\$612.80	\$612.80	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$185.85	\$185.85					
Food 71120		\$387.61	\$387.61					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,200.00	\$1,245.12	\$1,245.12		\$0.00	\$2,954.88	30%	\$3
OTHER	\$1,737.00							
Postage 71310			\$0.00	0%				\$0
Insurance Other 71401		\$600.00		5%				\$30
Software 71501				0%				\$0
Dues 71811		\$250.00	\$0.00	1%				\$3
Maint Copy 72101		\$345.06	\$0.00	1%				\$3
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								
TOTAL OTHER	\$1,737.00	\$1,195.06	\$0.00		\$0.00	\$541.94	69%	\$36
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		\$0
TOTALS	\$201,280.00	\$158,898.18			\$0.00	\$42,381.82	79%	\$39
INDIRECT	\$16,102.00	\$12,711.91		100%		\$3,390.09	79%	\$12,712
GRAND TOTAL	\$217,382.00	\$171,610.09	\$1,245.12		\$0.00	\$45,771.91	79%	\$12,751



TRAINING PA 26 - Index #544838

YTD Average Percent 83%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 6/30/20	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$1,425.00	\$424.17			\$745.16			
TOTAL PERSONNEL	\$1,425.00	\$424.17			\$745.16	\$255.67	30%	
FRINGE	\$575.00	\$319.40			\$579.32	(\$323.72)	56%	
TRAVEL	\$1,400.00							
INSTATE 74101		\$49.01	\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201		\$962.30	\$636.80					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$1,400.00	\$1,011.31	\$636.80	4%	\$0.00	\$388.69	72%	\$40
SUPPLIES	\$500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$25.25	\$25.25					
Food 71120			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$500.00	\$25.25	\$25.25		\$0.00	\$474.75	5%	
OTHER	\$697.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101		\$162.73	\$0.00	1%				\$1.63
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23		\$191.25	\$191.25					
Misc. Accreditation 73514/17		\$30.00	\$30.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$697.00	\$383.98	\$221.25		\$0.00	\$313.02	55%	\$1.63
	400							
TOTAL CONSULT	\$400.00	\$0.00			\$0.00	\$400.00		
TOTALS	\$4,997.00	\$2,164.11			\$1,324.48	\$1,508.41	43%	\$2
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$2,164.11	\$883.30		\$1,324.48	\$1,508.41	43%	\$2

# QUARTERLY REPORT

3RD QTR 04CH11242-201		EARLY HEAD START 544837-838			Reporting Period: 9/1/19 TO 5/31/20		
FY: Sep. 1, 2019 - Aug. 31, 2020							
FINAL LINE ITEMS	APPROVED BUDGET	YTD EXPENDED	Obligations	PER CENT SPENT	Unobligated	YTD Credit card	YTD Admin cost
Personnel	\$104,674	\$71,318		68.13%	\$33,356		\$ -
Fringe Benefits	\$90,269	\$63,940		70.83%	\$26,330		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,200	\$1,245		29.65%	\$2,955	\$ 1,245	\$ 3
Contractual	\$0		\$0		\$0		
Other Consultants	\$1,737 \$400	\$1,195		55.92%	\$542 \$400		\$ 36
<b>TOTAL DIRECT</b>	<b>\$201,280</b>	<b>\$137,698</b>	<b>\$0</b>	<b>68.41%</b>		<b>\$1,245</b>	<b>\$39</b>
Indirect Costs	\$16,102	\$11,016		68.41%			\$ 11,016
<b>TOTAL PA 25</b>	<b>\$217,382</b>	<b>\$148,714</b>	<b>\$0</b>	<b>68.41%</b>	<b>\$0</b>	<b>\$1,245</b>	<b>\$11,055</b>
PA 26 Training					\$0		
Personnel/Frg	\$2,000	\$0					
Supplies/Other	\$1,197	\$409				221.25	\$ 2.00
Consultants	\$400						
Travel	\$1,400	\$1,011				636.8	\$ 40
<b>TOTAL PA26</b>	<b>\$4,997</b>	<b>\$1,421</b>	<b>\$0</b>	<b>28.43%</b>	<b>\$3,576</b>	<b>\$ 858</b>	<b>\$ 42</b>
<b>TOTAL AWARD**</b>	<b>\$222,379</b>	<b>\$150,134</b>	<b>\$0</b>	<b>68%</b>	<b>\$72,245</b>	<b>\$2,103</b>	<b>\$11,097</b>
<b>NON FEDERAL</b>						Non Fed Space 5%	\$2,368
Space		\$26,082				% Admin WKU	4.8%
Volunteers		\$21,282					
Other						<b>TOTAL ADMIN</b>	<b>\$13,465</b>
<b>Total Non Federal</b>	<b>\$55,595</b>	<b>\$47,364</b>	<b>\$0</b>	<b>85.19%</b>	<b>\$8,231</b>	<b>2019-20 EHS</b>	
<b>TOTAL OUTLAYS</b>	<b>\$277,974</b>	<b>\$197,498</b>	<b>\$0</b>			<b>USDA FY20</b>	<b>\$11,116</b>
<b>QTRLY NOTES:</b>	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures: on track						

NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2019- August 31, 2020  
544837-838

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$7.60	1000	823	1823	\$13,854.80	278		278	\$2,112.80	\$55,595
Parent Hours	\$11.69	24.5	19	43.5	\$508.52	2		2	\$23.38	
Community Hours	\$11.69	18	24.5	42.5	\$496.83	0		0	\$0.00	
Interns	\$22.10	56	0	56	\$1,237.60	0		0	\$0.00	
Speech, OT, Graduate Students	\$20.94	0		0	\$0.00	0		0	\$0.00	
Policy Council	\$56.95	4	4	8	\$455.60	4		4	\$227.80	
Professional/Adv. Council/comm	\$63.05	8	25.5	33.5	\$2,112.18	4		4	\$252.20	
TOTAL BUDGET = \$20,820					\$18,665.52				\$2,616.18	\$21,282

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

SPACE:		1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
INDOOR/OUTDOOR SQ FT						\$0
SQ FT. 2874	12.1	\$8,694	\$8,694	\$8,694		\$8,694
TOTAL BUDGET = \$34,775						\$8,694

	Admin 5%	Total
	\$2,368	\$26,082
	\$2,368	\$47,364

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 1/1/20

Submitted Date  
Becky Johnson 7/6/2020



## 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	\$1,526.15	\$6,770.05			\$8,296.20	\$9,065.28
OCT	\$2,120.29	\$7,559.20			\$9,679.49	\$10,118.62
NOV	\$760.79	\$6,200.66			\$6,961.45	\$7,981.76
DEC	\$0.00	\$3,421.44			\$3,421.44	\$4,466.63
JAN 2020	\$1,967.19	\$6,559.08			\$8,526.27	\$8,662.24
FEB	\$1,481.77	\$6,921.87			\$8,403.64	\$9,043.47
MAR	\$776.43	\$4,544.05			\$5,320.48	\$5,488.62
APR					\$0.00	
MAY					\$0.00	
TOTALS	\$10,012.61	\$56,436.31	\$0.00	\$0.00	\$66,448.92	\$71,929.38

CACFP REIMBURSEMENT 2019-20 \$71,929.38

Non-reimbursed CANTEEN/CRS \$5,480.48

Snacks, breakfast &amp; Supplies CRS One Source\* \$3,337.59

\*paid by food account 2142.87

## 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	\$834
SEPT	1365	2511.6	1491	5094.31	727	683.38	\$6,872	\$1,407
OCT	1543	2839.12	1694	5776.54	661	621.34	\$7,667	\$1,570
NOV	1202	2211.68	1306	4453.46	675	634.5	\$6,059	\$1,241
DEC	652	1199.68	738	2516.58	391	367.54	\$3,390	\$694
JAN 2020	1285	2364.4	1422	4849.02	740	695.6	\$6,564	\$1,345
FEB	1347	2478.48	1491	5064.31	740	695.6	\$6,854	\$1,404
MAR	808	1486.72	915	3120.15	450	423	\$4,175	\$855
APR							\$0	\$0
MAY							\$0	\$0
Free meals							\$54,271	\$11,116
Paid meals							\$6,542.86	9.10%

# OTHER/ HHS NEWS ALERTS



**From:** "Jackson, Loren (ACF) (CTR)" <Loren.Jackson@acf.hhs.gov>

**Date:** March 23, 2020 at 3:37:44 PM CDT

**To:** "Jackson, Thelma" <thelma.jackson@wku.edu>, "jshive@commed.us" <jshive@commed.us>, "Mattison, Paula" <paula.mattison@wku.edu>, "Watkins, James" <james.watkins@wku.edu>, "lhagan@kerricklaw.com" <lhagan@kerricklaw.com>

**Cc:** "Moore, Calvin (ACF)" <Calvin.Moore@acf.hhs.gov>

**Subject:** (SENT TO ALL GRANTEES)- COVID-19 Pandemic- Urgent- 04CH4776 Western Kentucky University

**\*\* This message originated from outside WKU. Always use caution following links. \*\***

Dear Thelma Jackson, Laura M. Hagan, James Christopher Watkins, Paula Mattison, Jarrod Shive

Dr. Deborah Bergeron, better known as Dr. B, has asked me to convey this message personally to you today.

As our country copes with the growing Coronavirus Disease 2019 (COVID-19) pandemic, the Office of Head Start (OHS) has been one of the first federal offices to issue guidance related to program closures and continuing pay for Head Start staff.

OHS continues to urge all grantees to heed the guidance of your local health department officials and to consider the decisions made by your local public schools to inform the decisions your agency makes to keep your children, families and staff safe.

Surprisingly, OHS has received many complaints from Head Start staff who are being required to come to their office or center, even though their program is closed. While we understand some staff may need to come into their office or center for essential and critical work, it is irresponsible for any grantee to require all staff to report to work during program closures, especially when their work is non-essential, as it heightens the risk of spreading the COVID-19.

While we expect programs to continue to support families, during programs closures, we understand some staff are able to be more engaged in supporting families remotely than others. That said, regardless of what any staff can do remotely, they should be paid for the hours they normally worked before program closures.

Programs do not have the discretion to deny staff their regular wages and health benefits.

Supporting your Head Start staff by continuing to pay them is a critical factor in mitigating the fiscal crisis that is facing every American. It is also vital to recognizing the valuable work your staff do and ensures you will have the necessary staff in place when the time comes to resume services.

OHS will continue to provide guidance on the ECLKC and to answer other important questions.

On behalf of Dr. B,

Loren Jackson

Cc: Dr. Calvin E. Moore, Jr.

[View the web version](#)[Go to ECLKC](#)

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



Administration for Children &amp; Families

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## Staff Wages and Benefits: Flexibility Through Sept. 30

In recognition of the unique circumstances associated with coronavirus disease 2019 (COVID-19), the Office of Head Start (OHS) is reminding programs that they may continue to pay wages and provide benefits for staff who would otherwise be employed but are unable to report to their full work duties during center closures.

Programs are prohibited from charging salaries to the federal award without continuing to use those funds to pay all staff. Further, programs must only continue to charge salaries and benefits to currently active federal awards consistent with the recipients' policy of paying salaries under unexpected and extraordinary circumstances from all funding sources, federal and non-federal. If programs do not have policies and procedures that address ongoing payment wages and benefits during emergency circumstances, such policies and procedures should be developed as soon as possible.

Programs are expected to pay staff who are working remotely their regular wages and health benefits. All staff should be paid for hours they were regularly scheduled to work before the COVID-19 closures, regardless of whether staff can perform all of their job duties remotely. Please note, the continued payment of wages and benefits does not apply to program staff who would normally be laid off during annual end-of-year program closures for summer breaks in service.

The ability of grantees to pay wages and benefits as described above remains in effect through Sept. 30, 2020. It does not apply to any periods of time prior to Sept. 30, 2020 during which programs reopen centers and resume any home-based services. OHS will continue to monitor program closures and may adjust the effective date of this guidance as needed.

Supporting your Head Start staff by continuing to pay them is a critical factor in mitigating the fiscal crisis associated with COVID-19. It also recognizes their valuable work and ensures staff are available for assignment when services resume. This emergency response guidance is also important to ensure critical financial and grants management activities can continue during closures.

To the extent possible, employees should continue to engage families and deliver critical services remotely during center closures. However, we understand that some staff are able to be more engaged than others when centers are closed.

Visit the Early Childhood Learning and Knowledge Center for more information on how OHS is **responding to the COVID-19 pandemic**.

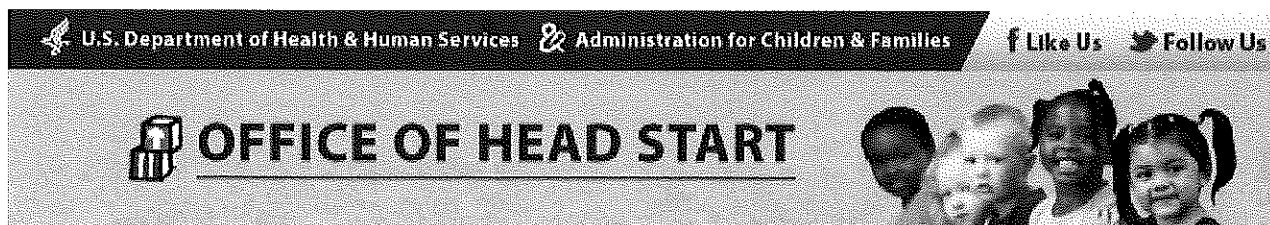
Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201

<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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## Responding to Head Start Grantee Questions on COVID-19: Volume May 21, 2020

The Office of Head Start (OHS) is empowering grantee leadership to make decisions that support Head Start children and families first, and also help others in need. OHS has received many questions from grantees seeking approval for local decisions about operations. OHS provides general guidance below. Grantees may join the **MyPeers** community to discuss particular situations with their colleagues. The questions and responses below are also posted on the Early Childhood Learning and Knowledge Center (ECLKC) **coronavirus disease 2019 (COVID-19)** page.

**Q1: Will stimulus payments authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and unemployment compensation payments made to individuals who have lost employment during COVID-19 count as income for Head Start eligibility purposes?**

A1: OHS does not consider CARES Act payments or "stimulus payments," officially called recovery rebates, as income for program eligibility determination. The CARES Act recovery rebates are refundable tax credits paid in advance and, therefore, not considered income. Emergency unemployment compensation payments established by the CARES Act are also excluded when establishing Head Start income eligibility. The CARES Act payments are new short-term, federally funded assistance directly related to the COVID-19 pandemic and thus are treated differently than regular unemployment compensation for purposes of Head Start eligibility.

**Q2: Should Head Start grantees continue to pay partners in Early Head Start-Child Care (EHS-CC) Partnership grants? Should they continue making payments to child care contractors?**

A2: Head Start grantees should continue making payments to child care partners. While Head Start grantees continue to receive full grant funding, grantees are expected to abide by existing agreements, including all previously agreed-upon payments. Head Start children will need an enrollment space to return to upon resumption of services. Continuation of payments to child care partners will support EHS-CC Partnership programs in ensuring the availability of Head Start slots when programs re-open. Grantees should review their partnership agreements, and unless the agreements contain prohibition language, continue to pay partners.

**Q3: What if staff are shared with other programs and Head Start only pays part of an employee's wages and benefits?**

A3: Under normal operations, the cost of wages and benefits for agency staff whose services are shared between Head Start and other funding sources is allocated to the various funding sources based on the extent of benefit each program receives from the work. While sites are closed due to COVID-19, Head Start funds can only be used to pay the portion of staff wages and benefits that would have been paid prior to closure, unless the employee takes on additional Head Start duties on account of site closure. If additional Head Start duties are assigned, wages and benefits charged to Head Start should be adjusted accordingly. Grantees should review their own policies and procedures, consult state wage and hour requirements, and review the Family and Medical Leave Act (FMLA) and the CARES Act regarding ongoing availability of benefits to employees whose wages and benefits are not fully allocable to Head Start. If the non-Head Start portion of wages and benefits cannot be paid by another source, it may be in the employee's interests to apply for unemployment benefits. In most states, an employee can

receive both wages and unemployment benefits if the wages do not exceed applicable thresholds and are disclosed to the unemployment provider.

**Q4: Can staff continue to be paid with Maternal, Infant, and Early Childhood Home Visiting (MIECHV) funds as well as Head Start funds?**

A4: Yes, MIECHV funds can be used to pay staff wages and benefits during this time. Please refer to previous **OHS guidance** and U.S. Health Resources and Services Administration's (HRSA) **MIECHV guidance**.

**Q5: May programs hire staff if they are not able to get required health screenings?**

A5: A candidate for hire may begin working virtually, even if they are not able to get required health screenings, if it is a sensible decision for the grantee. However, all required health screenings for new hires must be completed prior to the employee coming into in-person contact with children, families, and staff.

**Q6: If state or local fingerprinting offices have been closed indefinitely due to COVID-19, do grantees still need to comply with background check requirements?**

A6: To comply with current Head Start Act requirements found at Section **648A(g)**, grantees must continue to complete a criminal record check prior to hiring a new individual. Despite the current closures of state and local fingerprinting offices, the name-based check can be completed using an internet-based background check service. The comprehensive background check requirements found in the Head Start Program Performance Standards (HSPPS), which include fingerprinting, are scheduled to go into effect Sept. 30, 2021.

Grantees required to comply with the updated Child Care and Development Block Grant Act requirement on background checks should check with their individual states. State Child Care and Development Fund administrators are making **state-based decisions about waivers of background checks** for licensed programs during the COVID-19 pandemic. Many states are accepting the same name-based checks referenced above, in addition to encouraging providers to check the **National Sex Offender Public Website**.

**Q7: How will programs be held accountable for requirements such as screenings, assessments, data collections, and enrollment?**

A7: Most Head Start sites and communities have been closed for several weeks and may remain closed for some time. OHS expects programs to take actions that are feasible, reasonable, and safe in terms of continuing to provide services and implementing management and oversight systems. OHS will not hold programs accountable for requirements that are not possible or reasonable for them to achieve during the current closures. OHS expects programs to maintain records of services they provided and those that were not provided. Many grantees have found it helpful to join the **MyPeers** community to discuss particular situations with their colleagues.

Please be advised that no Head Start requirement or HSPPS will be waived where failure to comply results in unreasonable risk to the health and safety of children, or constitutes fraud or misuse of federal funds. Grantees must be able to assure the safety of children in their care and financial accountability for funds and property.

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-04	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

## PROGRAM INSTRUCTION

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

**SUBJECT:** Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

### INSTRUCTION:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), makes available \$750 million for programs under the Head Start Act, which includes up to \$500 million for the purpose of operating supplemental summer programs.

The Office of Head Start (OHS) published Program Instruction (PI) ACF-PI-HS-20-03 on April 14, 2020 with information on applying for funding made available under the CARES Act. Due to the continued fluidity of the coronavirus disease 2019 (COVID-19) pandemic, this PI supersedes ACF-PI-HS-20-03.

In this PI, OHS updates funding instructions to provide greater flexibility so all grantees can respond to the unique and constantly evolving circumstances within their communities during the COVID-19 pandemic. It provides updated guidance and a simplified process for applying for all funds under the CARES Act. All CARES Act funding, including funds for voluntary summer programs, will be distributed as one-time funding by formula based on each grantee's funded enrollment.

### Updated Funding Guidance

Many states and localities implemented stay-at-home or shelter-in-place orders to combat the spread of COVID-19 in March, April, and May, resulting in an unprecedented closure of Head Start programs across the country. Federal, state, and local officials are issuing new guidance on how communities will reopen in the coming weeks and months, and decisions could shift based on emerging data. OHS recognizes grantees will need flexibility to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. Even with the best of planning, grantees may not be able to anticipate all needs and challenges that will arise over time.

Because grantees cannot predict with certainty when programs can safely open, OHS wants to ensure CARES Act funds are awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose those funds for other

one-time activities related to COVID-19, if needed. To achieve this, OHS has updated the funding guidance to fully distribute CARES Act funds by formula based on each grantee's funded enrollment. This will allow all grantees to be nimble and modify their spending plans as necessary based on state and local guidance. It will also mitigate the risk of either a substantial delay or unbalanced distribution of funding if a significant portion is separately awarded for the sole purpose of summer programs and some grantees are not able to operate during the summer as intended.

Grantees planning to operate summer programs are expected to continue to move forward with those plans if able to do so. Further, grantees that were not planning to operate summer programs now have the flexibility to do so. Summer programs are critical to offset losses in learning opportunities and comprehensive services due to program closures resulting from COVID-19. Grantees that are able to operate should continue to make every effort to prioritize (1) enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 school year and (2) enrolled children with an Individualized Education Program (IEP). Summer programs are still expected to provide the full range of comprehensive services to the extent possible, with a focus on preparing children for the coming school year.

Most grantees will receive sufficient funding to implement a summer program as planned. Others may need to revise their original plans to align with the adjusted one-time funding amount by formula, based on each grantee's funded enrollment. Grantees will have the flexibility to make programmatic changes or implement innovative approaches to adhere to state and local guidance. In addition, this simplified approach allows grantees the opportunity to use those funds for other one-time activities in response to COVID-19 if a summer program cannot operate.

To implement this updated funding approach, Supplement – COVID-19 One-Time applications already in progress will be amended to reflect adjusted amounts made available by formula. Programs no longer need to submit the separate 2020 Summer Supplement application.

### **Additional Information**

Additional information and materials on COVID-19, including summer programing, are available on the [Responding to COVID-19](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Deborah Bergeron /

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Director  
Office of Head Start  
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-03	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2020	

## INFORMATION MEMORANDUM

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

**SUBJECT:** Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

### INFORMATION:

On March 30, 2020, the Administration for Children and Families (ACF) issued IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. It provides guidance related to fiscal flexibilities and waivers affecting grant applications, no-cost extensions, allowable costs, extension of certain deadlines, procurement, prior approvals, indirect cost rates, and single audit submissions.

This Information Memorandum (IM) describes how the Office of Head Start (OHS) is implementing each item from the ACF Memorandum. Please note that some items are implemented by OHS as issued by ACF and others are implemented with noted program-specific guidance.

#### **1. Flexibility with System for Award Management (SAM) registration. (45 CFR §75.205; 2 CFR §200.205)**

ACF is relaxing the requirement for active SAM registration at the time of application in order to expeditiously issue funding. However, Federal awarding agency review of risk posed by applicants at the time of award continues to apply. Current registrants in SAM with active registrations expiring before May 16, 2020, will be afforded a one-time extension of 60 days.

*OHS will accept applications from entities not having a SAM number. However, within 60 days of the date of application or by the date of award issuance, whichever is sooner, the awardee must have obtained a SAM number. This flexibility will apply to applications submitted and awards made through September 30, 2020 subject to adjustment at the discretion of OHS.*



**2. Flexibility with application deadlines.** (45 CFR §75.202; 2 CFR §200.202)

ACF is providing flexibility with regard to the submission of competing applications in response to specific announcements. As appropriate, ACF will post specific guidance on its websites and/or provide a point of contact for an Agency program official.

*There are currently no OHS-specific flexibilities with regard to application deadlines. Applicants should continue to submit them on their scheduled due dates. One-time applications, such as those needed to address facility health and safety concerns, will continue to be accepted for consideration. An applicant/grantee must contact their Regional Grants Management officer in the event it is unable to meet a scheduled due date.*

**3. No-cost extensions on expiring awards.** (45 CFR §75.308; 2 CFR §200.308)

To the extent permitted by law and at the respective Program Office's discretion, ACF will consider no-cost extension requests for awards active as of March 31, 2020, and scheduled to expire up to December 31, 2020, for a period of up to twelve (12) months. This will allow time for grantee/recipient assessments, resumption of individual projects, and a report on program progress and financial status to ACF staff. See Item 9 regarding financial, performance, and other reporting.

*Grantees with Head Start awards active as of March 31, 2020 and scheduled to end on or before December 31, 2020 may, at the discretion of OHS, receive a no-cost extension of the project period of their award for up to 12 months, inclusive of any previous extensions. Grantees with awards active during the designated period of March 31, 2020 through December 31, 2020 who require no-cost extensions should submit their extension request to the Regional Grants Management officer as soon as possible to allow time for processing and issuance of a revised notice of award.*

*OHS will address on a case-by-case basis the need for no-cost extensions for project periods to transition program services and assets, including real property, to a replacement grantee designated as a successor to some or all of a grantee's service area because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.*

**4. Abbreviated non-competitive continuation requests.** (45 CFR §75.308; 2 CFR §200.308)

For continuation requests scheduled to come in from April 1, 2020 to December 31, 2020, from projects with planned future support, ACF will accept a brief statement from grantees/recipients to verify that they are in a position to: 1) resume or restore their project activities; and 2) accept a planned continuation award. ACF will post any specific instructions on our website at <https://www.acf.hhs.gov/coronavirus>. ACF will examine the need to extend this approach on subsequent continuation award start dates as grantees/recipients have an opportunity to assess their situations.

*OHS is accepting abbreviated narrative information in support of continuation applications due between April 1 and December 31, 2020. A grantee submitting an application for a non-competitive continuation award during the noted period must complete the budget and schedule tables within the Head Start Enterprise System (HSES), and submit only a budget justification (Section II) for the Application and Budget Justification Narrative document. Applicants must also complete any other applicable tabs in HSES, with supporting documents. Previously published guidance around non-federal match waiver requests and governing body and Policy Council approvals is also applicable to continuation applications. Submission of the noted information indicates the applicant's intent to resume or restore their project activities and accept the continuation award once issued.*

**5. Allowability of salaries and other project activities.** (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR §75.430, 45 CFR §75.431, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR §200.430, 2 CFR §200.431, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients to continue to charge salaries and benefits to their currently active awards consistent with the grantees'/recipients' policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. Grantees/recipients will be permitted to amend/create emergency policies in order to put emergency contingencies in place. ACF will allow other allowable costs (e.g., program-related, allocable, reasonable) that are necessary to resume activities supported by the award to be charged to their awards, consistent with applicable Federal cost principles and the benefit to the project. ACF will evaluate the grantee's/recipient's ability to resume the project activity in the future and the appropriateness of future funding, as done under normal circumstances based on subsequent progress reports and other communications with the grantee/recipient. ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any salaries and other project activities costs related to interruption of operations or services. Grantees/Recipients are prohibited from using grant funds for costs that are reimbursed or compensated by other federal or state programs that provide for such benefits, including but not limited to the Small Business Administration's Paycheck Protection Program, the \$100 billion in the Public Health and Social Services Emergency Fund, or unemployment compensation.

*OHS has previously issued guidance related to ongoing payment of salary and benefits to employees during the COVID-19 outbreak and related center closures. Review:*

- *COVID-19: Staff Wages and Benefits*
- *Update to Wages and Benefits Flexibility During the COVID-19 Pandemic*
- *Responding to Head Start Grantee Questions on COVID-19*

*In summary, OHS has directed grantees to continue to pay regularly scheduled wages and benefits to employees unable to report to their usual work location because of COVID-19. Continued pay and benefits assures that families and children receive services to the full extent possible during center closures and employees are ready to report to work when centers re-open.*



*This flexibility does not extend to non-COVID-19 related closures during which employees would not otherwise be paid, such as summer breaks.*

**6. Allowability of costs not normally chargeable to awards.** (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR §200.405, 2 CFR Part 200 Subpart E – Cost Principles)

To the extent permitted by law, ACF will allow grantees/recipients who incur costs related to the cancellation of events, travel, and/or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant funded activities **due to the public health emergency**, to charge these costs to their award without regard to allowability of costs, reasonable costs, and allocable costs. ACF will allow grantees/recipients to charge the full cost of cancellation when the event, travel, and/or other activities are conducted under the auspices of the grant. **Grantees/recipients should not assume additional funds will be available should the charging of cancellation or other fees result in a shortage of funds to eventually carry out the event, travel, and/or other activities.** ACF will require grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services **due to the public health emergency**. As appropriate, ACF will post additional guidance on specific types of costs on its websites and/or provide a point of contact for an Agency program official.

*OHS recognizes that delivery of Head Start and Early Head Start services and family supports during the COVID-19 outbreak is both challenging and complex, especially when many families are isolated within their homes and may have experienced changes in life circumstances, such as job layoffs. In this unprecedented service environment, OHS understands costs that are necessary and reasonable for the performance of a Head Start award may be very different from allowable costs during normal operations. Circumstances in local communities may also vary significantly from state to state and within geographic areas. Grantees are expected to use prudent judgment and their knowledge of service populations and community circumstances to determine what expenses are necessary and reasonable to maintain services and, when possible, re-open centers. It will be important for grantees to document that costs incurred are necessary, reasonable, and allocable to the program's COVID-19 response for enrolled children and their families.*

**7. Prior approval requirement waivers.** (45 CFR §75.407; 2 CFR §200.407)

To the extent permitted by law and at the respective Program Office's discretion, ACF will waive existing requirements to seek prior approval for allowable costs within program-specific authorities to effectively address the public health emergency response. However, grantees/recipients may continue to seek prior approval to avoid any potential disallowance or dispute based on unreasonableness or allocability for the allowable cost proposed or charged to the Federal award related to COVID-19. Grantees/recipients should remain in communication with Office of Grants Management (OGM) and must continue to act within existing guidelines for use of Federal funds. This temporary flexibility does not make unallowable expenses



allowable under a Federal award. **For those selected items of cost that are not directly related to COVID-19, the prior approval requirements remain in effect.** All costs charged to Federal awards must be consistent with Federal cost policy guidelines and the terms of the award, except where specified in this memorandum. ACF is requiring grantees/recipients to maintain appropriate records and cost documentation as required by 45 CFR §75.302 (2 CFR §200.302) (financial management) and 45 CFR §75.361 (2 CFR §200.333) (record retention), to substantiate the charging of any cancellation or other fees related to interruption of operations or services. As appropriate, ACF will post additional guidance on specific types of costs being allowed (or not allowed) on its websites and/or will provide a point of contact for an ACF program official.

*Grantees may use funds from their current operating awards to respond to and recover from the impacts of COVID-19. For expenses necessary to respond to COVID-19, OHS grantees may utilize the following waivers of prior approval requirements. These waivers do not apply to COVID-specific summer program awards.*

- a. Prior approval for the purchase of equipment (45 CFR §75.308(c)(1)(xi)). Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval. This waiver applies to purchases made between January 20, 2020 and December 31, 2020.*
- b. Budget modifications (45 CFR §75.308(e)). In order to allow grantees more flexibility to spend funds as needed to respond to COVID-19 and, when possible, quickly move to re-open closed centers, prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1 million between January 20, 2020 and December 31, 2020.*
- c. Procurement by noncompetitive proposals (45 CFR §75.329(f)(2)). OHS recognizes that COVID-19 has created a public emergency for all grantees. Competitive solicitations may result in delays that impair a grantee's ability to respond to or recover from COVID-19. OHS is authorizing grantees to engage in sole source purchasing between January 20, 2020 and December 31, 2020 to obtain goods and services needed for COVID-19 response and recovery.*

**8. Exemption of certain procurement requirements. (45 CFR §75.328, 45 CFR §75.330; 2 CFR §200.319(b), 2 CFR §200.321)**

As appropriate, ACF will waive the procurement requirements related to geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

*OHS does not have Head Start-specific guidance associated with this flexibility. The exemption of certain procurement requirements noted above applies as stated to Head Start grantees.*

**9. Extension of financial, performance, and other reporting. (45 CFR §75.341, 45 CFR §75.342, 45 CFR §75.343; 2 CFR §200.327, 2 CFR §200.328, 2 CFR §200.329)**

ACF will allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. Grantees will be allowed to continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period. In addition, ACF will waive the requirement for recipients to notify the agency of problems, delays or adverse conditions related to COVID-19 on a grant by grant basis (45 CFR §75.342(d)(1); 2 CFR §200.328(d)(1)).

*The extension of financial performance and other reporting noted above applies as stated to Head Start grantees, except that grantees must continue to submit open/closed center status reports and enrollment information without postponement.*

**10. Extension of currently approved indirect cost rates. (45 CFR §75.414.(c); 2 CFR §200.414(c))**

The flexibility to extend currently approved indirect cost rates is the responsibility of the HHS Program Support Center, Cost Allocation Services (PSC/CAS). Grantees/recipients are instructed to contact PSC/CAS with any cost allocation and indirect cost rate questions. The contact information for PSC/CAS is available at <https://rates.psc.gov/fms/dca/map1.html>. Visit the disclaimer page. As a courtesy, grantees/recipients are encouraged to copy their respective assigned OGM specialist.

*OHS does not have Head Start-specific guidance associated with this flexibility and the extension of currently approved indirect cost rates noted above applies as stated to Head Start grantees.*

**11. Extension of closeout. (45 CFR §75.381; 2 CFR §200.343)**

ACF will allow the grantee/recipient to delay submission of any pending financial, performance, and other reports required by the terms of the award for the closeout of expired projects, provided that proper notice about the reporting delay is given by the grantee/recipient to the Agency. This delay in submitting closeout reports may not exceed one year after the award expires.

*OHS grantees with project periods ending between April 1 and December 31, 2020 may request a delay of up to one year for submission of any pending financial, performance, or other reports required by the terms of their award. To request an extension, a grantee must submit a written request to its Regional Grants Management officer indicating the financial, performance, or other reports for which an extension is requested and the length of the requested extension. Extensions will generally be given in three-month increments and are effective only when approved in writing by ACF.*

*OHS will not entertain requests for extension of any closeout reports or other materials needed to transition program services and assets, including real property, to a replacement grantee designated as a successor because of a designation renewal system competition, OHS de-funding, or grantee relinquishment of an award.*

**12. Extension of Single Audit submission. (45 CFR §75.512; 2 CFR §200.512)**

As permitted under the OMB M-20-17 memo, ACF will allow grantees/recipients and subrecipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of the date of the issuance of this memorandum and that have fiscal year-ends through June 30, 2020, to delay the completion and submission of the Single Audit reporting package, as required under Subpart F of 45 CFR §75.501 (2 CFR §200.501) (audit requirements), to six (6) months beyond the normal due date. This extension does not require individual grantees/recipients and subrecipients to seek approval for the extension by ACF or oversight agency for audit; however, grantees/recipients and sub-recipients should maintain documentation of the reason for the delayed filing. Grantees/recipients and subrecipients taking advantage of this extension would still qualify as a "low-risk auditee" under the criteria of 45 CFR §75.520(a) (2 CFR §200.520(a)) (low-risk auditee criteria).

*OHS does not have Head Start-specific guidance associated with this flexibility. The extension of single audit submission information noted above applies as stated to Head Start grantees.*

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

/ Dr. Deborah Bergeron /

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



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-04	2. Issuance Date: 06/22/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

## INFORMATION MEMORANDUM

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

**SUBJECT:** Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

### INFORMATION:

School buses and allowable alternate vehicles are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public healthcare systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce risk should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

### Support Transportation Staff Safety

- Strongly encourage staff members who are sick to stay home, particularly those who have tested positive or are showing COVID-19 symptoms. Sick staff members should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has recommendations sick people should follow.

- Send home staff experiencing symptoms during work hours.
- Assign vulnerable workers alternate duties that minimize their contact with children, families, and other employees, if possible.
- Make available and ensure the use of cloth face coverings per CDC recommendations. Vehicle operators should wear a cloth face covering only if it will not interfere with safe driving. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Make available and ensure the use of hand hygiene supplies per CDC recommendations. Proper hand hygiene is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

Key times to clean hands:

- Before and after eating, preparing, or handling food and drinks
- After using the toilet
- After coming in contact with bodily fluid
- After blowing your nose, coughing, or sneezing
- After handling garbage

Additional times to clean hands:

- Before and after work shifts and breaks
- After touching frequently touched surfaces, such as handrails
- After putting on, touching, or removing cloth face coverings

#### **Use of Head Start Vehicles During Periods of Service Interruption**

Based on public health guidance, programs may temporarily stop regular program operations, including center-based, family child care, and home-based services. During this time, to the extent possible, employees should continue to engage families and deliver critical services remotely. Programs should continue to provide children with supplies they would receive normally through the program, such as diapers, formula, snacks, meals, and learning supplies.

When programs use agency vehicles to transport food and supplies, they should:

- Minimize contact between vehicle operators and other staff, children, and families as they load and deliver supplies.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies, as described above. Ensure staff maintain at least 6 feet (about two adult arms' length) between each other and families receiving supplies.

#### **Use of Head Start Vehicles to Provide Transportation Services for Children**

For programs that are currently operating:

- Minimize contact between vehicle operators and other staff. If possible, stay at least 6 feet from other people.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies as described above.
- Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4°F (38°C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.
- Position children as far apart as possible, preferably 6 feet apart, with one child per bench and no consecutive rows. If children are coming from the same home, they may sit together. If possible, ensure children sit 6 feet away from the vehicle operator.
- Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.
- Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that young children do not understand the need for physical distancing. They rely on adults for their safety and care.
- Vehicle operators should avoid touching surfaces often touched by bus passengers, to the extent possible. Staff should use gloves if touching surfaces contaminated by body fluids.

### **Fluctuating Service**

Programs should check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. As community conditions continue to change, some programs may need to adjust their program operations and services.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

### **Clean Vehicles Between Each Use**

Programs should clean and disinfect vehicles between each use pursuant to CDC's recommended process using products that are U.S. Environmental Protection Agency-approved for use against the virus that causes COVID-19. Be sure to thoroughly clean and disinfect commonly touched surfaces. Ensure safe and correct use of cleaning and disinfection products, including storing products securely away from children. Cleaning products should not be used near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.



- For seatbelts, and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine- or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information, particularly:

- [Interim Guidance for Administrators of US K–12 Schools and Child Care Programs](#)
- [Guidance for Child Care Programs That Remain Open](#)
- [Child Care Decision Tool](#)
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [What Bus Transit Operators Need to Know About COVID-19](#)

Please stay in touch with your program specialist as you plan and provide program services.

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

/ Dr. Deborah Bergeron /

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