City of San Antonio

AGENDA
Head Start Policy Council

Tuesday, August 25, 2020 **6:15 PM** **Video Conference**

No in-person public access to the Board Meeting

Read below for multiple ways to participate and provide comment

To protect the health and safety of the public and limit the potential spread of COVID -19, the Department of Human Services Head Start Policy Council will hold this meeting via video conference. These meeting standards are based upon the various suspended provision of the Open Meetings Act issued by the Texas governor in response to the COVID-19 crisis. These modified standards shall remain in place until further notice or until the state disaster declaration expires or is otherwise terminated by the Texas governor.

Members of the public may listen to the live meeting by calling toll-free +1(415)-655-0001 and dialing the access code, 133 155 3431.

Once a quorum is established, the Head Start Policy Council shall consider the following:

Public Comments

Public Comment will be scheduled during the meeting by the Chair. Public Comments can be submitted until 5:00 PM on the day before the meeting. Comments received will be made part of the record of the meeting. Comments may be provided in English or Spanish and interpretation services will be provided with advanced notice. Public Comment can be submitted in one of the following options:

1. Email comments up to 300 words to andrea.martinez@sanantonio.gov. A summary of the comment will be read into the record.

2. Leave a message at (210) 206-5544. Voice messages will be limited to 300 words transcribed. A summary of the comment will be read into the record.

3. Those who would like to receive a live call back should include their name, telephone number, and topic on which they would like to speak in their voice message at (210) 206-5544. Live call back comment time limits to 3 minutes.

Call to Order

Meeting Minutes

1. Approval of July 28, 2020 Meeting Minutes

Briefing and Possible Action

2. Review of DHS Head Start and Early Head Start Child Care Partnership COVID Program Information Guidance

3. Review of Office of Head Start Program Federal Review- Focus Area 1 Head Start and EHS-CCP

4. Review of Office of Head Start Federal Review- CLASS Head Start

5. Review of EHS-CCP Monitoring Report for 2019 - 2020

6. Review of EHS-CCP Monitoring Calendar 2020 - 2021

7. Review of Head Start and EHS-CCP Monthly Report

8. Review of Head Start, Early Head Start, and EHS-CCP Fiscal Reports

Governing Body

Announcements

Adjournment

EXECUTIVE SESSION

At any time during the Head Start Policy Council meeting, the Policy Council may meet in Executive Session under Chapter 551 of the Texas Government Code, including consultation with an attorney.

DEPARTMENT OF HUMAN SERVICES HEAD START MISSION STATEMENT

Preparing children and engaging families for school readiness and life-long success

ROLL CALL

MEETING MINUTES

HEAD START POLICY COUNCIL MEETING
August 25, 2020
6:15 P.M.
Virtual Meeting

Members Present	San Antonio Independent School District (SAISD): Naomi Castellanos, Joe Betty Garcia EHS-CCP (East) Tanya Bocanegra Community Representative: Jeremiah Rivera, Alice Alvarez
Members Absent	San Antonio Independent School District (SAISD): Becky Maldonado Edgewood Independent School District (EISD): Jessica Ruiz, Yvanimarie DeJesus EHS-CCP (West) Rosalinda Huereca Pena
Alternate Members Present	SAISD: Nancy Gallegos
Alternate Members Absent	SAISD: Melinda Pina, Josefina Macias, Meeta Helms EISD: Araceli Elena Martinez, Rebeca Anguiano EHS- CCP East: Christian Charles EHS-CCP West: Janice Garcia

I. CALL TO ORDER

2019-2020 Chair, Ms. Tanya Bocanegra called the meeting to order at 6:17 p.m.

Chair, Ms. Tanya Bocanegra asked Ms. Elvia Pace, Management Analyst to start roll call to record attendance. Ms. Pace announced quorum was met.

II. PUBLIC COMMENTS

None to report

III. MEETING MINUTES

Motion: Joe Betty Garcia moved to approve the July 28, 2020 meeting minutes.
Seconded (2nd): Alice Alvarez
Vote: All in favor (unanimous)- The motion carried.

IV.BRIEFING AND POSSIBLE ACTION (a-i)

a.) Review of DHS Head Start and Early Start Child Care Partnership COVID Program Information Guidance

Chair, Tanya Bocanegra asked Ms. Audrey Jackson, Head Start Administrator to present DHS Head Start and Early Start Child Care Partnership COVID Program Information Guidance. Ms. Jackson reported guidance was to assist with the upcoming school year during the COVID pandemic. Families

can choose to attend virtually or in person and the child's enrollment will not be affected. The program would still be required to do home visits but can be conducted over the phone. Ms. Jackson also reported in person instruction will look a little different. Examples given were family style meals will be served to the children instead of the children serving themselves, tooth brushing will have a different procedure, all children and all staff will wear masks and the number of children in the classroom will follow Metro Health Guidelines. There were no additional questions.

b.) Review of Office of Head Start Program Federal Review- Focus Area 1 Head Start and EHS-CCP

Chair, Tanya Bocanegra asked Ms. Audrey Jackson to present the review of the Office of Head Start Program Federal Review- Focus Area 1 for Head Start and EHS-CCP. MS. Jackson reported the monitoring process has changed from previous times. Reviewers would come out every 3 years and now there is a different process where it is broken up in different three (3) parts. The Focus Area One (1) was completed over the phone on December 2019. This review was the baseline which discussed what systems the program had in place. We were in compliant in all areas and even received a letter congratulating our program for doing so well. Ms. Jackson was not sure when we would be having the in person Focus 2 Area review. There were no questions.

c.) Review of Office of Head Start Program Federal Review- CLASS Head Start

Chair, Tanya Bocanegra asked Ms. Mica Clark-Peterek to present the Review of Office of Head Start Program Federal Review- CLASS Head Start. Ms. Clark-Peterek reported that in 2010 guidance was given in 2010 reviewers were looking at the quality of services children were receiving. In 2011, the Federal government used to send down teams to programs to do a CLASS review every three (3)-five (5) years. The City of San Antonio decided to adopt the tool as an internal observation. In March 2020, we were not able to complete our CLASS program review due to COVID. We did have a Federal review in February of 2020 and reviewed fifty-five (55) classrooms and received scores in March. The last time we had a federal review was in the 2014-2015 school year. We also did receive the national scores within seventy-two (72) classrooms and our scores were lower than our previous year's one hundred and fifty four (154) classrooms.

d.) Review of EHS-CCP Monitoring Report 2019-2020

Chair, Tanya Bocanegra asked Ms. Dianne Mendez, Management Analyst, to review the EHS-CCP Monitoring Report 2019-2020. Ms. Mendez reported that the monitoring was conducted, and they were in compliance in all areas. There were no further questions.

e.) Review of EHS-CCP Monitoring Calendar 2020-2021

Ms. Diane Mendez reviewed the EHS-CCP Monitoring calendar during the same time she reviewed the Monitoring Report in the above agenda item. Ms. Mendez reviewed the screener calendar for the 2020-2021 school year indicating which dates screeners will be on campus with childcare providers.

f.) Review of Head Start and EHS-CCP Monthly Report

Chair, Tanya Bocanegra asked Ms. Audrey Jackson to present the review of the Head Start and EHS-CCP Monthly Report. Ms. Jackson reviewed April-June numbers that shifted during the COVID Pandemic. FSW's percentages were very high for their attainment of documents. They were able to complete this virtually with families. Ms. Jackson also went over ERSEA and the number of children that were not enrolled during the last months of the 2019-2020 school year after COVID Pandemic forced all schools to remove children from campuses. We serviced three thousand four hundred and nine (3,409) children and we retained eighty-nine (89) percent of children during the pandemic.

For the EHS-CCP program we were able to retain eighty one percent (81%) of our children when the pandemic hit. For this program well exams are needed every three (3) months. During March through May children were unable to go to their primary doctors for their well exam's checks. During their ninety (90) days they met their one hundred (100) percent. EHS-CCP was at seven (7) percent instead of the ten (10) percent. A rational for this was they probably aged out or no longer needed services.

g.) Review of Head Start, Early Head Start, EHS-CCP Fiscal Reports

Chair, Tanya Bocanegra asked Mr. Issac Espinoza, Fiscal Analyst to present the Fiscal Report. Mr. Espinoza began with the Head Start program report. Mr. Espinoza reported the grant runs from February 1, 2020 and ends on January 31, 2021. He stated that we are halfway through the program year and the total budget has increased 1.3 million due to the cost of living adjustment and quality funding. There was a variance of six hundred thousand (600) dollars due to personnel costs for positions that could not be filled due to COVID. These savings would be moved to contractual services. Service providers also had outstanding invoices that they had forty-five (45) days to address before they close. Mr. Espinoza also reported that there was an additional variance of twenty-two (22) percent that was due to Metro Health and University of Incarnate Word not being able to provide services due to COVID during the spring semester. There were no questions over the Head Start fiscal report.

Mr. Espinoza began the 2020-2021 Early Head Start program year, sharing that this is a new grant which began July 1. 2020 and will end on January 31, 2021. Next year this grant will run from February 1, 2021 thru January 31, 2022. This new grant created seven (7) new positions that should be filled by October 2020. Seventy-six-point seven (76.7) percent of cost incurred were for Administrative costs to get the setup of the new grant although the program has not begun yet. Mr. Espinoza reported that the grant received one hundred and seven (107) thousand thru eighty-three (83) thousand startup funds that are being used for Edgewood Independent School district for the new grant. There were no questions for the EHS fiscal report.

The final fiscal report covered was for the 2019-2020 EHS-CCP grant which runs from August 1, 2019 thru July 31, 2020. Mr. Espinoza reported they are in their ninety (90) day close out period. HSPC member Nancy Gallegos asked if the money that listed as a variance in personnel could be used for COVID funding needed. Ms. Jackson responded that our program received COVID funding through the CARES Act that is already being used for more custodial for cleaning. Mr. Espinoza added that all COVID funding needed to be tracked and accounted for. There were no questions for the EHS-CCP fiscal report.

V. GOVERNING BODY

Chair, Tanya Bocanegra asked Mrs. Andrea Martinez to present items from the Governing Body and Advisory Committees. Mrs. Martinez informed HSPC members she was going to provide a training refresher for Districts 3,8 and 9. Mrs. Martinez also reported the Community Action Advisory Board (CAAB) will meet on September 10, 2020, and all items presented during this meeting will be presented to the committee for review and approval. There was no further discussion.

VI. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

None to report.

VII. ADJOURNMENT

Motion: Ms. Naomi Castellanos moved to adjourn the meeting.
Seconded (2nd): Mr. Jeremiah Rivera
Vote: All in favor (unanimous) – The motion carried.

Chair, Tanya Bocanegra, adjourned the meeting at 7:05 pm.

Naomi Castellanos _____ *08/25/2020* _____
Chair **Date**

BRIEFING AND POSSIBLE ACTION ITEMS

Review of
DHS Head Start and
Early Head Start Child Care Partnership
COVID Program
Information Guidance

HEAD START
City of San Antonio
Department of Human Services

HEAD START

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Early Education Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Learning Options** – The City of San Antonio Head Start Program will offer remote and in-person instruction for the 2020-2021 school year. Both remote and in-person instruction must align with the Head Start Early Learning Outcomes Framework and the Texas Prekindergarten Guidelines. The program will follow guidance provided by the City of San Antonio Metro Health Department (Metro Health), Center for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), and Edgewood and San Antonio ISD.

- **Home Visits** – The City of San Antonio Head Start Program requires teachers to complete two home visits for each child enrolled in the program according to the Benchmark Due Date Guide. During the 2020-2021 school year, teachers may complete a home visit by phone or virtual meeting. If a home visit is completed by phone or virtual meeting, the teacher is required to review information on the Home Visit form and include Completed by Phone on the signature block. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.

- **Parent/Teacher Conferences** – The City of San Antonio Head Start Program requires teachers to complete two parent/teacher conferences for each child enrolled in the program according to the Benchmark Due Date Guide. During the 2020-2021 school year, teachers may complete a parent/teacher conference by phone or virtual meeting. If a parent/teacher conference is completed by phone or virtual meeting, the teacher is required to review information on the Parent/Teacher Conference form and include Completed by Phone on the signature block. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.

- **Multi- Disciplinary Staffing (MDS/URS)** – The City of San Antonio Head Start Program requires the Education Service Providers to complete two MDS/URS meetings for each child enrolled in the program according to the Benchmark Due Date Guide. The MDS/URS meeting may be conducted by phone or virtual meeting. Every effort should be made to include administrative staff, teachers, and the Family Support Worker in the meeting. If the MDS/URS meeting is completed by phone or virtual meeting, a designated staff member must include the names of those in attendance and follow the ChildPlus Data Entry Guide to document completion.

- **Behavioral and Developmental Screenings** – The City of San Antonio Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening. Teachers should complete the ASQ-3 and ASQ:SE-2 in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.

- **Child Assessment** – The CIRCLE Progress Monitoring System has been selected as the formal assessment tool for the 2020-2021 school year. The assessment will be administered three times during the school year, Beginning-of-the-Year (BOY), Middle-of-the-Year (MOY), and End-of-the-Year (EOY) for children participating in remote and in-person instruction. The City of San Antonio Head Start Program will follow guidance from TEA and the Edgewood and San Antonio ISD Testing & Evaluation Department regarding assessment windows and administration. Additionally, the City of San Antonio Head Start Program will analyze and aggregate available assessment data three times during the school year according to the Benchmark Due Date Guide.

- **CLASS** – The Classroom Assessment Scoring System (CLASS) is a teacher-child observation instrument that assesses the quality of teacher-child interactions in center-based classrooms that support children's learning and development in three domains: Emotional Support; Classroom Organization; and Instructional Support. The City of San Antonio Head Start Program conducts CLASS observations annually during the Spring Semester. The Spring CLASS Observation window is pending. The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood San Antonio ISD regarding campus visitation. The CLASS Observation Team will continue to meet through the school year and should complete the re-certification process to ensure their certification does not expire.

- **Tooth Brushing** – City of San Antonio Head Start Program will follow guidance from the Office of Head Start and the City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Education Service Providers should continue to discuss and model proper tooth brushing techniques and share resources on tooth brushing and supplies with families. In addition, staff should encourage parents/guardians to brush their child's teeth with fluoride toothpaste before they start the school day, whether participating in remote or in-person instruction, and before bedtime.

- **Family Style Meals** – The City of San Antonio Head Start Program will follow guidance provided by Metro Health, Childcare Licensing, and Edgewood San Antonio ISD regarding meal service. When in-person instruction resumes, children and teachers should eat together and engage in conversation and learning during mealtime. Children should have individual trays/plates and should not serve themselves. Staff and children should wash their hands prior to and immediately after eating.

- **Toileting & Diapering** – A child cannot be denied enrollment, removed from the program, or forced to enroll in the remote learning option based on toileting needs or the use of diapers and/or pull-ups. The Education Service Providers will provide guidance related to toileting and diapering, including assisting a child when toileting needs occur, sanitation and hygiene practices, and provision of extra clothing, diapers, and wipes.

- **Naptime** – The City of San Antonio Head Start Program will follow guidance from Metro Health, Childcare Licensing, and Edgewood ISD San Antonio ISD regarding nap time. Children will be given the opportunity to rest or nap every day. Cloth face coverings are not recommended for children during naptime. Children's naptime mats should be spaced out as much as possible, ideally 6 feet apart, placing children head to toe in order to

further reduce the potential transmission of germs. Each child's bedding should be kept separate from other children's bedding. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

- **Disability Requirement** – The Office of Head Start requires that 10% of enrollment slots are occupied by children with a disability. Due to barriers related to COVID-19, the City of San Antonio Head Start Program will determine the percentage of children with a disability by using the number of children with an up-to-date Individualized Education Plan (IEP) and the total number of children enrolled in the program.

- **Classroom Volunteers** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood San Antonio ISD regarding classroom volunteers. Education Service Providers should offer parents/guardians and community members the opportunity to volunteer during virtually, such as a guest reader, leading an activity or virtual field trip, or planning online/virtual activities.

- **Student Observation & Informal Assessment** – The City of San Antonio Head Start Program requires teachers to implement a system to collect and document ongoing informal assessment used to evaluate a child's progress and inform instruction. During remote instruction, teachers should continue, to the best extent possible, collect information that helps them understand each child's status and progress. Parents/guardians, as feasible, can collect or photograph samples of children's work and share their observations of what children know and can do.

- **School Closures** – The City of San Antonio Head Start Program will follow guidance from Metro Health, CDC, TEA, and Edgewood and San Antonio ISD regarding school closures if a child or staff member is exposed to or tests positive for COVID-19.

- **Exclusion & Readmittance** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood and San Antonio ISD regarding exclusion and readmittance if a child is exposed to or tests positive for COVID-19.

- **Teacher/Student Ratio** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood and San Antonio ISD regarding physical distancing recommendations and class size. Two qualified staff are required in the classroom to ensure high quality and safe environments. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs.

- **Masks & Face Covering** - The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood ISD and San Antonio ISD regarding face coverings for children and adults. Masks, face coverings, and face shields (as appropriate) will be distributed by the City of San Antonio Head Start Program and Edgewood and San Antonio ISD.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start established Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Health and Safety Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **90 Day Physical and Dental Exam –** Head Start staff must support parents/guardians to ensure their child is up-to-date on preventative annual physical/well-child visits for the 2020-2021 school year. Family Support Workers (FSW) should make every effort to obtain a copy of the child's most recent well-child/physical exam within 90 calendar days of the child's enrollment for the 2020-2021 school year. If a parent/guardian is not able to make an appointment due to COVID-19, the FSW should document this information in the Routine Contact Event in the Health Tab in ChildPlus. The FSW should continue to follow up with parent/guardian monthly. FSWs and the Education Service Providers should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.

- **45 Day Hearing and Vision Screenings –** Completing the hearing and vision screenings is vitally important to ensuring a child's success in school. The hearing and vision screening may be completed in person on campus or obtained from the child's most recent well-child/physical exam. The City of San Antonio will follow guidance from the Education Service Providers' Health Services Department the Texas Education Agency. Education Service Providers and FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.

- **30 Day Medical and Dental Home** – The City of San Antonio Head Start Program is required to determine whether a child has ongoing sources of continuous, accessible health care and health insurance coverage within 30 days of the child's enrollment for the 2020-2021 school year. Family Support Workers should continue to assist families in accessing medical and dental services and health insurance coverage. FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.

- **Telehealth Services –** The City of San Antonio Head Start Program will accept screenings and annual well-child/physical exam completed by a healthcare provider through telehealth services. During the COVID-19 Pandemic, children should still receive the recommended immunizations and continue to schedule an annual physical exam/well-child visits with their medical and dental homes.

- **Lead Testing Clinics** – For the 2020-2021 school year, on-campus Lead Testing Clinics have been postponed until further notice. Select campuses may schedule limited Lead Testing Clinics during the 2020 Fall Semester based on the recommendation from the Education Service Provider Health Coordinator and University of Incarnate Word.

- **Metro Health Dental Clinics** – For the 2020-2021 school year, Metro Health Dental Clinics are cancelled until further notice. Education Service Providers should continue to promote effective oral health hygiene in the classroom. Select campuses may schedule limited Dental Clinics during the 2020 Fall Semester based on the recommendation from the Education Service Provider Health Coordinator and Metro Health.

- **Tooth Brushing** – The City of San Antonio Head Start Program will follow guidance from the Office of Head Start and the City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Education Service Providers should continue to discuss and model proper tooth brushing techniques and share resources on tooth brushing and supplies with families. In addition, staff should encourage parents to brush their child's teeth with fluoride toothpaste before they start the school day, whether participating in remote or in-person instruction, and before bedtime.

- **Nutrition Services** – The City of San Antonio Head Start Program will provide meals and snacks to children participating in remote and in-person instruction. Education Service Providers will follow guidance from the Nutrition Services Department and Childcare Licensing regarding meal service. During in-person instruction, children and teachers should continue to eat together and engage in conversation and learning during mealtime. Children should have individual trays/plates and should not serve themselves. Staff and children should wash their hands prior to and immediately after eating. Education Service Providers will accommodate special diets for children participating in remote and in-person instruction. Head Start staff should follow guidance from the Nutrition Services Department regarding documentation for special diets. FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet requirements related to nutrition services and special diets.

- **Health Event Follow-up, Tracking, and Data Documentation** – Monthly follow-up is required for any medical, dental, nutrition, or other health related concern or missing ChildPlus event that is identified by the City of San Antonio Head Start Program. Family & Community Services and Wellness Support staff should continue to contact families and provide support regarding health, wellness, dental, and nutrition related services, including health insurance coverage. Staff should encourage families to contact their medical home regarding health concerns and annual well-child/physical exams. The Health Content/T&TA Team will work with the Education Service Provider Health and Nutrition Coordinators and the Family and Community Support Team to identify priorities related to health and nutrition, including physicals/well-child exams, health concerns, special diets, etc.

- **Immunizations** – The City of San Antonio Head Start Program must comply with state immunization requirements, as well as any exemptions from vaccine requirements. Head Start staff will work with parents to help bring their child up-to-date on immunizations and preventative well-child visits, including the recommended influenza vaccine. Education Service Providers should maintain records of services provided and those that were suspended or not provided.

- **Wellness Assessment** – Head Start staff will not complete the 2020-2021 Beginning of the Year (BOY) Wellness Assessment. Due to the current situation regarding COVID-19, many families with children enrolled in our Head Start and Early Head Start Programs are facing additional hardships related to food insecurity and wellness. The City of San Antonio Head Start Program Health Services Advisory Committee (HSAC) will provide further guidance regarding the End of Year (EOY) Wellness Assessment.

- **COVID-19 Health Screening** – The City of San Antonio Head Start Program will follow guidance related to COVID-19 health screenings, including checking an individual's temperature, and sign-in, from the Centers for Disease Control and Prevention (CDC), the City of San Antonio Metro Health Department, and applicable guidance from the Texas Education Agency and school district regarding COVID-19 health screenings for staff, children, and visitors to a campus or other buildings and children receiving transportation services.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, and/or the City of San Antonio Metro Health Department. This guidance supersedes the current City of San Antonio Head Start Program established policies or procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Wellness Support Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Wellness Consultations –** Head Start staff must support parents/guardians and staff to ensure wellness needs are met. When wellness needs are identified, members of the Wellness Team (Family Wellness Specialists and Coordinator of Wellness Services) will provide consultations to address and resolve needs. Consultations will occur by phone or virtual meeting while physical meetings are not feasible during the 2020-2021 school year. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts related to the provision of consultation services.

- **Permission for Wellness Services –** Obtaining parental/guardian consent for child observations remains necessary to ensure parental involvement in the provision of wellness services. Parents will be given multiple options to complete and return the Head Start Permission for Services form for such services including mail in, contact free drop off, and contact free pick up. Family Wellness Specialists (FWS) and Family Support Workers (FSW) will provide support to parents in the form of phone, text, and ChildPlus message reminders. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts related to the provision of consultation services.

- **Classroom Observations** – The City of San Antonio Head Start Program is required to provide classroom observations to identify and address wellness concerns. The Wellness Team will follow school district guidance regarding visitors to a campus and/or classroom. In addition, when possible, observations will occur virtually during both remote and in-person instruction and other opportunities to observe children until further notice. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts.

- **Wellness Referrals –** The City of San Antonio Head Start Program is required to ensure that children and families receive information and referrals related to mental wellness needs. FWS will continue to provide targeted referrals to parents for such resources and will work to assist parents in making self-referrals with FWS assistance whenever possible, and when not possible will continue to facilitate referrals for the family at the family's request. Prior to sharing information with a community provider of services, a signed release form must be completed. FWS may obtain signatures mailing the form to the parent with a pre-paid postage envelope, contact free drop off, or contact free pick up. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts.

- **Parent Education** – The City of San Antonio Head Start Program is required to provide parents/guardians with opportunities to increase their knowledge of parenting skills and issues related to social and emotional development and functioning. Ready Rosie will remain the foundational parenting education curriculum. Mental Wellness Team members will also implement the Triple P tiered parenting curriculum using virtual platforms. Staff will follow the ChildPlus Data Entry guide on documenting their efforts.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, and/or the City of San Antonio Metro Health Department. This guidance supersedes the current City of San Antonio Head Start Program established policies or procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Family and Community Support Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

FAMILY AND COMMUNITY SUPPORT SERVICES:

- **Family Engagement Approach –** To minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and City of San Antonio Metropolitan Health District, face-to-face engagement opportunities will be limited. The Head Start program continues to recognize parents/guardians as their children's primary teachers and nurtures and will continue to implement intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement. Family Support Workers (FSWs) will host meetings and engagement opportunities virtually until face to face opportunities can be reintroduced safely.

- **Parent Communication –** The Head Start program develops relationships with parents/guardians and structures services to encourage trust and respectful communication. Ongoing two-way communication between staff and parents/guardian is used to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

  All Head Start staff will ensure continuous communication between families and themselves. Family engagement services will be conducted in the family's preferred language or through an interpreter, to the extent, possible, to ensure families have the opportunity to share personal information in an environment in which they feel safe.

  FSWs will communicate with parents through weekly check-ins regardless if they are receiving in-person instruction or virtual learning. Check-ins may occur face to face at the schools during drop off or pick up time, through telephone, or email dependent upon the FSWs onsite schedule

and the parent's preferred method of communication. Communication will be documented in ChildPlus.

- **School Communication** – The Head Start program recognizes the importance of ongoing communication between the Grantee and Education Service Provider staff. Ongoing communication between the Grantee and Education Service Provider helps to develop a sense of knowledge, trust and respect that allows all staff to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.
- **Parent Connection Committee Meetings and Parent Engagement Activities –**In order **t**o minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and City of San Antonio Metropolitan Health District, face-to-face engagement opportunities will be limited and may be conducted virtually.

  Head Start Grantee will work with the Education Services Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each school as early in the program year as possible.

  Parent Connection Committee (PCC) Meetings and on-site family activities that will be conducted virtually until face-to-face opportunities can be reintroduced safely.

- **Parent Activities to Promote Child Learning and Development –** The Head Start Grantee and Education Services Provider share responsibility with parents/guardians for their child's early learning and development. FSWs support families by providing engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

  All families enrolled in the program receive monthly School Readiness Home Learning Activities regardless if they are receiving in-person instruction or virtual learning. Activities provided are taken from Ready Rosie, Creative Curriculum and Conscious Discipline and are intended to support the parent child bond and enhance their learning experiences.

  The Head Start Program also offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parent /guardian's knowledge and offers them the opportunity to practice parenting skills to promote children's learning and development. The program's chosen parent curriculum remains Ready Rosie. Parents will continue to receive weekly videos via text message or email. Face to face workshops are suspended until they can be reintroduced safely. Staff will attempt to provide workshops virtually.

- **Family Meetings** – When a child is accepted into the Head Start program, staff meets with the family to complete a family meeting. The family meeting is an integral part of the enrollment process and allows an opportunity for staff to learn more about the family and the family to

learn more about the Head Start Program. Face to face family meetings are suspended at this time until they can be reintroduced safely.

FSWs will contact families and complete the family meeting by phone or virtually. All forms requiring signatures will be explained during the meeting. Forms needing signatures will be placed in a large envelope and left for the family at the child's classroom. All forms must be received back within 10 days of the child's entry date. If signatures are not obtained within 10 days, FSW will seek further guidance from their supervisor and/or Health Management Analyst. Forms requiring signatures include:

- Release of Information
- Permission for Services
- University of the Incarnate Word Consent (signature may be obtained at a later time)
- San Antonio Metropolitan Health District (signature may be obtained at a later time)

For all other forms completed during the family meeting that do not require a parent signature, including the Family Meeting Form and Partnership Agreement, the following statement will be added to the signature block:

"*Completed by phone due to COVID-19 crisis*"

If a family has opted to receive virtual learning and is unable to pick up a packet from the center a home visit may be conducted by following the guidelines written in the Home Visit Procedures. Safety guidelines will follow all CDC, the State of Texas and City of San Antonio Metropolitan Health District recommendations concerning COVID-19. All family meetings must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

Please refer to Procedure: Re-Enrollment and New Enrollment Process Change – COVID-19 for further details regarding forms.

- **Family Partnership Services** – The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, services and resources that support family well- being, including family safety, health, and economic stability. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents.

    Beginning of Year (BOY) Assessments – FSWs will complete the BOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

    - **End of Year (BOY) Assessments** – FSWs will complete the EOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced

safely. All assessments must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

- **Goals** – FSWs will continue to work with each family to offer and develop an individualized goal that includes strategies for success, time frame, and community resources available. The Goal form will be completed by phone or virtual meeting and the following statement will be added to the signature block:

  "*Completed by Phone due to COVID-19 crisis*"

  All goals must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide and scanned, attached and saved into ChildPlus.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, and/or the City of San Antonio Metro Health Department. This guidance supersedes the current City of San Antonio Head Start Program established policies or procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Program Design and Management

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Governance** – The City of San Antonio Head Start Program will follow City of San Antonio guidance and will host virtual Policy Council and Parent Committee Meetings during the pandemic. The Office of Head Start has determined that digital signatures and electronic records are recognized equivalents of an official paper files. The program will continue to provide information, reports and training to our governing bodies (Policy Council and the Community Action Advisory Board) during the COVID-19 pandemic. Governing bodies play an important role in our program's decision-making processes and play an active role informing budgetary and other decisions impacting all aspects of program design and service delivery in an effort to best meet the needs of enrolled children and families. The City of San Antonio Head Start Program's governing bodies will be continually updated on changes and challenges as our program navigates through COVID-19.

- **Professional Development** – The Office of Head Start requires staff to receive 15 hours of professional development. The City of San Antonio Head Start Program will continue to provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.

- **Coaching –** The City of San Antonio Head Start Program will implement a research-based coordinator coaching program for staff, including teachers leading remote and in-person instruction. Education Service Providers should develop and implement a plan to continue coaching while limiting exposure of other adults to children and teaching staff. To reduce the risk of spreading COVID-19, remote or virtual coaching for individuals or groups is recommended.

- **Criminal Background Checks** –The safety of children is of the highest priority to the City of San Antonio Head Start Program. Per guidance from the Office of Head Start, our program will comply with current requirements in the Head Start Act, Section 648A(g). This states that grantees must complete a criminal record check prior to hiring of new staff member. Despite the current closures of many state and local fingerprinting offices, a name-based check will 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.

- **Health Screenings** – The City of San Antonio Head Start Program requires identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure staff do not pose a significant risk to the health and safety of others in the program. Due to the risk of COVID-19, the health screening must be completed prior to the employee coming into ~~in-person~~ contact with children, families, and staff. The staff member may begin working virtually, even if they are not able to get the required health screenings.

- **CDA Credential Requirements** – The Office of Head Start requires teaching assistants to have, at a minimum, a Child Development Associate (CDA) Credential within two years of hire. Due to restricted or closed campuses related to COVID-19, staff may be unable to meet the requirements to apply for CDA Credential. Education Service Providers should maintain a list of staff working towards meet this requirement.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, and/or the City of San Antonio Metro Health Department. This guidance supersedes the current City of San Antonio Head Start Program established policies or procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Head Start Program

Program Monitoring

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will utilize the 2020-2021 COVID-19 Program Information Guidance documents for each service area as guidance for monitoring projects.
- A Program Monitoring calendar for SY 2020-2021 has been developed to identify each service area monitoring project and timeframe. The Program Monitoring calendar is subject to change due to issues related to COVID-19.
- A Monitoring checklist for each services area will be used in the ChildPlus data system to complete monitoring projects. Monitoring checklists will be updated to align with COVID 20-21 Program Information Guidance.
- Monitoring projects will consist of child file review and an on-site review when deemed necessary.
- Ongoing Monitoring may consist of service area interviews by phone, virtual meetings, or in-person when deemed necessary.
- The Education Services Providers will receive Safe Environment Monitoring visits to ensure the COVID-19 Re-opening Safety Plan of Action protocols are enforced. Monitoring will be conducted to ensure that hand washing, social distancing, and screenings are done. During site visits, facilities, classrooms, and playgrounds will be reviewed for Environmental Health and Safety.
- When on site, the Monitor will request to review documents in a separate room to promote physical distancing and safety, dependent on the COVID-19 climate at the time of monitoring.
- The Education Service Providers are responsible for maintaining child assessment data entry, collecting ASQ's from parents and data entry, and ensuring classroom daily checklist are completed.
- Education Service Providers may be asked to email classroom lesson plans, schedules, classroom checklists, sign-in logs and/or any other additional documentation needed to complete a monitoring review.
- Head Start and Services Area Managers will continue to respond to any noted findings during ongoing monitoring through the ChildPlus Data system.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, and/or the City of San Antonio Metro Health Department. This guidance supersedes the current City of San Antonio Head Start Program established policies or procedures during the COVID-19 pandemic.

EARLY HEAD START

CHILD CARE PARTNERSHIP

(EHS-CCP)

2020-2021 COVID-19 Program Information Guidance

Early Head Start –Child Care Partnership

Early Education Services

During the 2020-2021 program year, what are the Head Start requirements related to education, disabilities and wellness services to ensure the health and safety of children, families, and staff during the COV-19 Pandemic.

While Early Head Start-Child Care Partnership (EHS-CCP) child care centers are providing center based and remote services during the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start Program will follow the recommendations below:

Home Visits

Due to physical distancing guidelines, teachers may complete home visits by phone or virtual meeting. Teachers must review the information on the Home Visit form and complete the form according to the *Virtual/Phone Home Visit Completion Guide*.

If the parent requests an in-person home visit, home visits should be completed at the child care center or a safe place agreeable to the parent and teacher. Teachers must collaborate with their Center Director to ensure all health and safety guidelines are followed including face mask and physical distancing requirements.

All Home Visits must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Parent Conferences

Due to physical distancing guidelines, teachers may complete parent conferences by phone or virtual meeting. Teachers must review all information on the Parent Teacher Conference form and complete the form according to the *Virtual/Phone Parent Teacher Conference Completion Guide*.

If the parent requests an in-person parent conference, parent conferences must be completed at the child care center. Teachers must collaborate with their Center Director to ensure all health and safety guidelines are followed including face mask and physical distancing requirements.

All parent conferences must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Developmental and Behavioral Screenings

The Early Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening. The developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date.

The ASQ: 3 and the ASQ:SE-2 can be completed by providing the questionnaire to the parent or through telephone/virtual interview with the parent. Center staff must collaborate with parents to ensure ASQ-3 & ASQ: SE-2 questionnaires are completed on or before the 45th calendar day of the child's entry date. ASQ-3 & ASQ: SE-2 questionnaires must be entered in ChildPlus according to the ChildPlus Data Entry Guide.

Teachers must continue to follow up with parents to provide support, and address any needs or concerns related to development and/or behavior. If the parents express concerns with their child's development and/or behavior, a referral must be offered to the parent.

For children who score with concerns on the ASQ:SE-2 and are participating in in remote services, the EHS-CCP Mental Wellness Contractor will reach out to parents/guardians to address any concerns the parent may have related to development and/or behavior.

Multi-Disciplinary Staffing (MDS/URS)

The Multi-Disciplinary Staffing can be conducted through virtual, phone or in-person meetings for this program year. If the MDS is completed through in-person meeting, staff must ensure all health and safety guidelines are followed including face mask and physical distancing requirements. The Multidisciplinary Staffing must include the Center Director, teachers, and the Family Support Worker in the meeting.

If the MDS is completed through virtual or phone meetings, indicate the event was completed by virtual/phone meeting on the MDS Signature Form and include the names of those in attendance.

All MDS must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Children who enroll in the EHS-CCP Program before January 31, 2021, will have two MDS completed by the end of the program year.

CLASS

The 2020 Fall CLASS Observation Window is pending. The CLASS Observation Team should complete the re-certification process to ensure their certification does not expire.

Family Style Meals

Children and teachers should continue to eat together and engage in conversation and learning during mealtime. Children should be served individual trays and should not serve themselves. Children and teachers must ensure that all health and safety guidelines are being followed including physical distancing to the best extent possible.

Fidelity Observations

BOY & EOY Fidelity Observations must be completed for the 2020-2021 program year by the established due date on the City of San Antonio Benchmark Due Date Guide. Peer Coaches will review data from fidelity observations and set goals to support teachers in their understanding of Creative Curriculum and implementing curriculum with fidelity.

Individual Professional Development Plans (IPDP)

Individual Professional Development Plans must be completed according to the City of San Antonio Benchmark Due Date Guide. Center Directors should review the IPDP with each employee to guide professional development.

A copy of the completed IPDP must be provided to the SMA for Education Services for all teachers who do not have a current CDA.

Child Classroom Files

Teachers must ensure that child classrooms files are kept for children who participate in center-based and remote services. The child classroom files must be kept up to date with current information including parent/guardian input, documentation from home visits and parent teacher conferences, developmental and behavioral screeners, formal assessment summary information (BOY, MOY, and EOY), IFSP/IEP (if applicable), transition activities (if applicable), and work samples.

Individualization

Teachers must continue to provide individualized activities to meet each child's unique characteristics, strengths and needs, taking into consideration the cultural and linguistic background, pattern of development and learning for children participate in center-based and remote services.

Individualized caregiving and/or activities should be provided to children using information from IFSP/IEP (if applicable), parent/guardian input, educational assessments, behavioral and developmental screeners, teacher observations and medical/dental evaluations and treatments.

Teachers must document individualized caregiving, and/or activities for all children on the Teaching Strategies Child Planning Form.

Educational Assessments

The Early Head Start Program uses the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile 3rd Edition (LAP-3) as the formal educational assessments. E-LAP/LAP-3 will be completed for children participating in center-based and remote services. Additional guidance will be provided to ensure E-LAP and LAP-3 are completed with fidelity for all children.

Teachers must review assessment data and follow up with parents to discuss any needs or concerns related to development.

Children who receive Intervention Services

Currently, some intervention services are being provided through telehealth services. If a parent reports that their child is unable to participate in telehealth services due to not having access to technology, center staff must inform the Senior Management Analyst for Education Services.

The Senior Management Analyst and Family Support Worker will collaborate with the parent to assist the family in obtaining access to technology.

Wellness Observations

The Early Head Start wellness contractor will complete classroom observations for wellness referrals received for children who participate in centers based services. The wellness contractor will follow all health and safety guidelines while at the child care centers.

Continued Guidance

All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Early Head Start- Child Care Partnership Program

ERSEA

During the 2020-2021 program year, what are the Head Start requirements related to Early Head Start – Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selections, Enrollment, Attendance (ERSEA) to ensure the health and safety of children, families, and staff during the COV-19 Pandemic.

To ensure the health and safety of children, families, and staff during the COVID-19 Pandemic, the City of San Antonio Department of Human Services EHS-CCP Program will follow the recommendations below:

Eligibility – 2020-2021 applications will be completed by phone. In place of parent signatures staff will replace with "PHONE" in ChildPlus on the ERSEA modules to include: Student Residency Questionnaire, Home Language Survey, and Statement of Income (if applicable). Staff will capture their own original signature. Refer to Phone Applications –COVID 19 Procedures.

Recruitment – EHS-CCP staff will continue to recruit families through promotion with our Service Providers, Community Agencies, social media, and ESD, a third party digital marketing company.

Selections – will be conducted virtually to include at a minimum 3 staff members who may include, Head Start Senior Management Analyst (SMA), EHS-CCP ERSEA Management Analyst and EHS-CCP Disability SMA.

Enrollment –

- To ensure the safety of children, families and staff, the EHS-CCP will prioritize enrollment for returning children. Full enrollment may not be met at centers that are impacted by COVID-19. The EHS-CCP program will strive to reach full enrollment and will continue to enroll new children as capacity and safety allows.
- The established selection criteria will be used to enroll and prioritize children on the waitlist. All programs are encouraged to revisit their selection criteria to ensure it is relevant to the current health crisis.
- Classroom sizes will be reduced to the extent possible to ensure physical distancing is a priority and based on local and state guidance in response to the pandemic. Two teachers in a classroom are still required for the reduced classroom size.
- Parents will be provided the options of In Person and Remote Services. Parents may choose to alternate options with advance notice to program staff to ensure adequate staffing and safety is met for in-person services.
- The program continues to prioritize children with disabilities.
- Child Care Service Providers may have adjusted operating hours.

Attendance –

- The EHS-CCP will continue to track and analyze attendance for in-person and remote based services.
- The EHS-CCP staff will work to reengage families with extended absences.
- Children will remain enrolled in the EHS-CCP program until the family has notified program staff the child will not return.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Family and Community Services

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start- Child Care Partnership (EHS-CCP) program services for Family and Community Support Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will follow the recommendations below. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the program's Data Entry and Benchmark Due Date Guide.

FAMILY AND COMMUNITY SUPPORT SERVICES:

Family Engagement Approach – To minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and San Antonio Metro Health, face-to-face engagement opportunities will be limited. The EHS-CCP program continues to recognize parents/guardians as their children's primary teachers and nurtures and will continue to implement intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement. Family Support Workers (FSWs) will host meetings and engagement opportunities virtually until face to face opportunities can be reintroduced safely.

Parent Communication – The EHS-CCP program develops relationships with parents/guardians and structures services to encourage trust and respectful communication. Ongoing two-way communication between staff and parents/guardian is used to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All EHS-CCP staff will ensure continuous communication between families and themselves. Family engagement services will be conducted in the family's preferred language or through an interpreter, to the extent, possible, to ensure families have the opportunity to share personal information in an environment in which they feel safe.

FSWs will communicate with parents through weekly check ins regardless if they are receiving center based or remote services. Check-ins may occur face to face at the center during drop off or pick up time, through telephone or email dependent upon the FSWs onsite schedule and the parent's preferred method of communication. Communication will be documented in ChildPlus.

Center Communication – The EHS-CCP program recognizes the importance of ongoing communication between the Grantee and Provider staff. Ongoing communication between the Grantee and Provider helps to develop a sense of

knowledge, trust and respect that allows all staff to work easily together to ensure that each child and family are receiving the full amount of benefits that EHS-CCP has to offer.

FSWs and Directors will continue to meet weekly either in person, while maintaining social distancing guidelines and safety protocols, or virtually to discuss any issues, concerns or simply to provide updated information.

Parent Connection Committee Meetings and Parent Activities –In order **t**o minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and San Antonio Metro Health, face-to-face engagement opportunities will be limited.

DHS Early Head Start CCP Grantee will work with the Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible.

Parent Connection Committee (PCC) Meetings and on-site family activities will be conducted virtually until face-to-face opportunities can be reintroduced safely.

Parent Activities to Promote Child Learning and Development – The EHS-CCP Grantee and Provider share responsibility with parents/guardians for their child's early learning and development. FSWs support families by providing engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

All families enrolled in the program receive monthly School Readiness Home Learning Activities regardless if they are receiving center based or virtual services. Activities provided are taken from Ready Rosie, Creative Curriculum and Conscious Discipline and are intended to support the parent child bond and enhance their learning experiences.

The EHS-CCP Program also offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parent /guardian's knowledge and offers them the opportunity to practice parenting skills to promote children's learning and development. The program's chosen parent curriculum remains Ready Rosie. Parents will continue to receive weekly videos via text message or email. Face to face workshops are suspended until they can be reintroduced safely. Staff will attempt to provide workshops virtually through live and recorded methods.

Family Meetings – When a child is accepted into the program, staff meets with the family to complete a family meeting. The family meeting is an integral part of the enrollment process and allows an opportunity for staff to learn more about the family and the family to learn more about the EHS-CCP Program. Face to face family meetings are suspended at this time until they can be reintroduced safely.

FSWs will contact families and complete the family meeting by phone or virtually. All forms requiring signatures will be explained during the meeting. Forms needing signatures will be placed in a large envelope and left for the family at the childcare facility. All forms must be received back within 10 days of the child's entry date. If signatures are not obtained within 10 days, FSW will seek further guidance from their supervisor and/or Health Management Analyst. Forms requiring signatures include:

- Release of Information
- Permission for Services
- University of Incarnate Word Consent (signature may be obtained at a later time)
- San Antonio Metro Health (signature may be obtained at a later time)

For all other forms completed during the family meeting that do not require a parent signature, including the Family Meeting Form and Partnership Agreement, the following statement will be added to the signature block:

"Completed by phone due to COVID-19 crisis"

If a family has opted to receive virtual services and is unable to pick up a packet from the center a home visit may be conducted by following the guidelines written in the Home Visit Procedures. Safety guidelines will follow all CDC, the State of Texas and San Antonio Metro Health recommendations concerning COVID 19. All family meetings must be completed according the program's Data Entry and Benchmark Due Date Guide.

Please refer to Procedure: Re-Enrollment and New Enrollment Process Change – COVID-19 for further details regarding forms.

Family Partnership Services – The EHS-CCP Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, services and resources that support family well- being, including family safety, health, and economic stability. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents.

- **Beginning of Year (BOY) Assessments** – FSWs will complete the BOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed according the program's Data Entry and Benchmark Due Date Guide.
- **End of Year (BOY) Assessments** – FSWs will complete the EOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed according the program's Data Entry and Benchmark Due Date Guide.
- **Goals** – FSWs will continue to work with each family to offer and develop an individualized goal that includes strategies for success, time frame, and community resources available. The Goal form will be completed by phone or virtual meeting and the following statement will be added to the signature block:

  "Completed by Phone due to COVID-19 crisis"

All goals must be completed according the program's Data Entry and Benchmark Due Date Guide and scanned, attached and saved into ChildPlus.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Health, Nutrition and Dental Services

During challenges related to the COVID-19 Pandemic, what are the Head Start requirements related to health services?

To ensure the health and safety of children, families, and staff during the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start- Child Care Partnership (EHS-CCP) Program will follow the recommendations below. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

While adhering to these procedures is vitally important, the program will not be penalized in the 2020-2021 program year if they are unable to meet these requirements within the required timeframes, due to challenges related to the COVID-19 pandemic. Centers are expected to make every effort to complete these requirements within the timeframes, and should document those efforts.

- **Forms for Applications-** Applications are being completed via phone. In place of parent signature staff will replace with "Phone" in ChildPlus on the health modules to include: Child Health History, Nutrition Assessment, TB Questionnaire, and Health Acknowledgement. (Refer to Phone Applications – COVID-19.)
    - The Permission for Services module will be completed at the time of application, in place of parent signature staff will replace with "Phone" and save but not attached. The Family Support Worker (FSW) will have the parent/ guardian sign a hard copy Permission for Services form when they return to the sites. The form will then be scanned, attached and saved in ChildPlus.
    - The Release of Information Form will require a parent/ guardian signature on the hard copy form. The FSW will have the parent sign a hard copy Release of Information form when they return to the sites. The forms will then be scanned, attached and saved in ChildPlus.

- **30 Day Medical/ Dental Home and Insurance** – The EHS-CCP program is required to determine whether a child has ongoing sources of continuous, accessible health care and health insurance coverage within 30 days of a child's enrollment for the 2020-2021 program year. The FSW will continue to assist families in accessing medical and dental services and health insurance coverage when needed. The FSW's will follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.

- **45 day Hearing and Vision screenings** – Completing the hearing and vision screenings are vitally important to ensuring a child's success in school. Completing these screenings will be challenging in the 2020-2021 program year, particularly for children who are receiving virtual services. All efforts will be made to complete in-person hearing and vision screenings on site, but will depend on the COVID-19 guidance from The City of San Antonio, Metro Heath, CDC, TEA, and Office of Head Start.

- The program will continue to obtain written consent from parents for all health and developmental screenings they administer.
- In the event that hearing and vision screenings do not occur the following note will be added to the hearing and vision events in ChildPlus:
  - *This child was enrolled on or after August 17, 2020 and due to COVID-19, the 45 day Federal Head Start requirements for _____has not been met and is postponed until further notice. (in the blank fill in: hearing, vision and/or ASQ's)*

- **90 Day Well Child Exam** – EHS-CCP staff will support parents/guardians to ensure their child is up-to-date on preventative well-child visits, for the 2020-2021 school year.
  - Family Support Workers (FSW) with the assistance of the Health MA will make every effort to obtain a copy of the child's most recent well child exam within 90 calendar days of the child's enrollment for the 2020-2021 school year. Staff should follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.
  - If a child is not up to date FSWs will follow up with the parent and document in ChildPlus every 30 days.
  - Due to the COVID-19 crisis, children enrolled for the 2020-2021 program year may not have a 90 day well child exam. (i.e.: no immunizations, special diet, or care plan needed) The following note will be added to ChildPlus, if needed:
    - *This child was enrolled on XX/XX/XX, due to COVID-19, the 90 day Federal Head Start requirement was not met.*

- **Immunizations** –The program will work with parents to help bring their child up-to-date on immunizations and preventative well child visits as quickly as possible.
  - Family Support Workers (FSW) with the assistance of the Health MA will make every effort to obtain a copy of the child's most recent immunization records. Staff should follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.
  - If a child is not up to date FSWs will follow up with the parent and document in ChildPlus every 30 days.

- **A Parent/ Guardian not comfortable with taking their child(ren) to their Health Care Professional –** The EHS-CCP Program will take actions that are feasible, reasonable, and safe in terms of continuing to provide services and implementing management and oversight systems. We will communicate with parents to understand the importance of keeping the child up to date on well child exams and immunizations.

- **Telehealth Services –** The City of San Antonio will accept screenings and annual well-child exams completed by a healthcare provider through telehealth services. During the COVID-19 Pandemic, children will need to receive the recommended immunizations and continue to schedule any well-child visits with their medical and dental homes.

- **Hemoglobin and Lead Testing Clinics** – For the 2020-2021 program year, on campus Lead Testing Clinics have been postponed until further notice. Select centers may schedule limited Lead Testing Clinics during the 2020 Fall Semester based on the recommendation from the EHS-CCP Staff, Center staff, and University of Incarnate Word.

- **Metro Health Dental Clinics** – Completing dental screenings are vitally important to ensuring a child's success in school. Completing these screenings will be challenging in the 2020-2021 program year, particularly for children

who are receiving virtual services. All efforts will be made to complete in person dental screenings on-site, but will depend on the COVID-19 guidance from The City of San Antonio, Metro Heath, CDC, TEA, and Office of Head Start.

- **Tooth brushing** – The City of San Antonio EHS-CCP Program will follow guidance from the Office of Head Start and City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Child Care Centers should continue to discuss and model proper tooth-brushing techniques with props such as dental puppets and share resources on tooth brushing and supplies with families. In addition, encourage parents to brush their child's teeth with fluoride toothpaste before they start the school day, whether in-person or remote instruction, and before bedtime.

- **Family Style Meals** – For the 2020-2021 program year, children and teachers should continue to eat together and engage in conversation and learning during mealtime. The City of San Antonio will follow guidance from the Office of Head Start, Metro Health, USDA/CACFP, and Childcare Licensing regarding meal service. Children should have individual trays/plates and should not serve themselves. Staff should ensure children wash hands prior to and immediately after eating. Child Care Centers will develop a plan to distribute food to children participating in remote learning services. (i.e. Essential needs days)

- **Health Event Follow-up, Tracking, and Data Documentation** – Required monthly follow-up for any medical, dental, nutrition, other health related missing event or concern identified by the EHS-CCP Program or as indicated on screenings, health assessments, or well child exams is required for the 2020-2021 school year.
    - FSW's and Child Care Center staff should continue to contact families and provide support regarding health, wellness, dental, and nutrition services, including health insurance coverage. Staff should encourage families to contact their medical home regarding health concerns and well child exams.
    - The EHS-CCP staff, and Center Staff will work together to identify priorities related to health and nutrition, including well child exams, immunizations, health concerns, special diets, etc.

  Wellness Assessment – Early Head Start-CCP staff will not complete the 2020-2021 Beginning of the Year (BOY) Wellness Assessment. . Due to the current situation regarding COVID-19, many families with children enrolled in our EHS-CCP Program are facing additional hardships related to food insecurity and wellness. Further guidance will be provided by the program's Health Services Advisory Committee regarding the End of Year (EOY) Wellness Assessment.
- **Health Screening** – The Child Care Centers will follow guidance related to health screenings, including checking an individual's temperature, and sign-in, from the CDC, Metro Health, TEA, CCL health screenings for staff, children, and visitors to a campus or other buildings and children receiving transportation services.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start established Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Program Monitoring

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start-Child Care Partnership (EHS-CCP) program services for Monitoring Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will utilize the Program Information COVID Guidnace documents for each Service Area as guidance for monitoring projects.

The Program Monitor will be expected to use the Program Information COVID Guidance while completing all monitoring projects.

A Program Monitoring calendar for 2020-2021 has been developed to identify each Service Areas monitoring project and timeframe. The Program Monitoring calendar is subject to change applicable to COVID – 19.

Monitoring checklist per Services Areas will be used in the ChildPlus data system to complete monitoring projects. The monitor will document on the checklist if changes are needed to align with the Program Information Guidance.

Monitoring projects will consist of a desk review and on site review when deemed necessary of child files using the ChildPlus data system.

Ongoing Monitoring may consist of Services Area interviews by telephone, WebEx sessions and in person when deemed necessary.

EHS-CCP Providers will receive unannounced Safe Environment visits to ensure the COVID Re-opening Safety Plan of Action protocols are enforced. Monitor will ensure hand washing; social distancing and screenings are done. During the site visits as permitted the monitor will observe facilities, classrooms and playgrounds for the environmental health and safety component of the program.

When on site, the monitor will request to review Curriculum to Fidelity tools, Human Resources files and other documents in a separate room to promote physical distancing and safety, dependent on the COVID climate at the time of monitoring.

Classroom child files, including those files with Special Diets and Individual Family Service Plan (IFSP) may be requested and placed in the office area or a separate room for the monitor to review.

EHS-CCP Providers will still be responsible for maintaining Curriculum to Fidelity tools; E-Lap data entry, collecting ASQ's from parents and data entry and ensuring classroom daily checklist are completed.

Providers may be asked to email classroom lesson plans to the monitor for review, instead of the monitor visiting the classrooms.

Interviewing Director/Teachers for Education Services may occur by telephone and or WebEx sessions dependent on the COVID-19 climate at the time of monitoring. Monitor will coordinate with the EHS-CCP Provider to schedule.

EHS-CCP Providers and Services Area Managers will continue to respond to any noted findings during ongoing monitoring through the ChildPlus Data system.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.

2020-2021 COVID-19 Program Information Guidance

Early Head Start- Child Care Partnership Program

Safe Environments

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start-Child Care Partnership (EHS-CCP) program services for Safe Environment Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will work with the Child Care Service Providers to support their use and practices for the Reopening Safety Protocols as required by the Health and Human Services Texas Child Care Licensing and CDC for child care facilities. EHS-CCP Program staff will frequently visit websites for updates.

Screening

The following individuals must be screened every day before entering the facility:

- Operations staff;
- Persons with legal authority to enter e.g., law enforcement officers, Head Start staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Children enrolled at the operation; and
- Parents who have children enrolled and present at the operation. Parents should only enter when necessary.

Parent Drop-Off and Pick-Up

- The pick-up and drop-off of children should be completed outside of the operation, unless the operation determines that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the operation, the parent must be screened by the operation as outlined in this document.

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reached and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.

- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
    - Have teachers or classroom staff greets children outside as they arrive.
    - Designate a parent to be the drops off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
    - Infants could be transported in their car seats. Store car seat out of children's reach.

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older family members such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk.
- Stagger arrival and drop off times.
- Plan arrival and drop off outside the facility.
- Provide hand sanitizer for sign-in/out.
- Limit direct contact with parents/guardians.
- Designated parent or person should not be a 'vulnerable' person.
- Refrain from hugging and shaking hands.

Screen Children Upon Arrival

Persons who have a fever of 100.4^0 (38.0^0C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Staying Home when Appropriate

- Educate staff and families about when they/their child (ren) should stay home and when they can return to school.
- CDC's criteria can help inform when employees should return to work:

Signs and Messages

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

Maintaining Healthy Environments

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting surfaces and objects that are frequently touched, especially toys. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet tables, chairs, cubbies, and playground structures. Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Diapering

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas.

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.

Review of
Office of Head Start Program
Federal Review-
Focus Area 1
Head Start and EHS-CCP

HEAD START
City of San Antonio
Department of Human Services

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Ron Nirenberg

City of San Antonio

106 S. St. Mary's Street, 7th Floor

San Antonio, TX 78205

From: Responsible HHS Official

Date: 03/20/2020

Dr. Deborah Bergeron

Director, Office of Head Start

From December 9, 2019 to December 13, 2019, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of the City of San Antonio Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. The FA1 review allows the OHS to understand how programs are progressing in providing services in the 5-year grant cycle. The report includes the performance measures used to understand grantee progress towards program goals. You can use this report to identify where your program was able to describe progress toward implementing program services that promote quality outcomes for children and families. Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program’s continuous improvement.

DISTRIBUTION OF THE REPORT

Mr. Kenneth Gilbert, Regional Program Manager
Ms. Melody Woosley, Chief Executive Officer/Executive Director
Ms. Audrey Jackson, Head Start Director
Ms. Audrey Jackson, Early Head Start Director

Glossary of Terms

Opportunity for Continuous Improvement (OCI)	An OCI is identified when the grantee is determined compliant in an area; however, through intentional, continuous improvement strategies, the agency has the opportunity to enhance overall program quality.
Area of Concern (AOC)	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance (ANC)	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

Program Design and Management

Program Design
The grantee’s program design and structure takes into account community strengths and needs.

Program Management
The grantee has an approach for providing effective management and oversight of all program areas and fiduciary responsibilities.

Program Governance
The grantee maintains a formal structure for program governance that includes a governing body, a policy council (or policy committee for delegates), and parent committees.

Program Design and Management Highlight

The City of San Antonio, Department of Human Services (DHS), Head Start Program provided services in 19 school districts located within Bexar County. San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) had the highest need for program services due to several risk factors, such as homelessness, domestic violence, foster care, and children with disabilities. The DHS Head Start mission was to provide high-quality early childhood education and to improve child and family outcomes. Data was used to drive continuous improvement and to inform both the policy council (PC) and the governing body (GB).

The City of San Antonio monitoring team physically monitored all 28 sites by conducting classroom observations. Classroom monitoring of each content area took place at a minimum of two times a year except health and safety was monitored three or four times a year. The Classroom Assessment Scoring System (CLASS) was used to conduct observation in all 184 classrooms, and the program had 40 reliable CLASS observers on staff. The program also had bilingual CLASS observers and attended consortium quarterly with other grantees in the district.

Each Director developed and utilized professional development plans. They were reviewed periodically throughout the year with individual staff. During pre-service each year, the program covered topics such as working with dual language learners, child assessments, and coaching systems. Principals and coaches worked with teachers to help build skills and support targeted professional development.

Designing Quality Education and Child Development Program Services

Alignment with School Readiness
The grantee's approach to school readiness aligns with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

Effective and Intentional Teaching Practices
The grantee has strategies to ensure teaching practices promote progress toward school readiness.

Supporting Teachers in Promoting School Readiness
The grantee has an approach for ensuring teachers are prepared to implement the curriculum and support children's progress toward school readiness.

Home-based Program Services
Not Applicable.

Designing Quality Education and Child Development Program Services Highlight

The City of San Antonio, Department of Human Services (DHS) Head Start Program and San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD) shared the same philosophy regarding school readiness. Creative Curriculum, Little Texan State Teachers, and Scholastic Big Day curriculum were used in Head Start to ensure alignment and a continuum of instruction to kindergarten classrooms. Early Head Start (EHS) classrooms used the Creative Curriculum. All curriculums were aligned with the Texas Prekindergarten Guidelines, the Head Start Early Learning Outcomes Framework (HSELOF) and ensured a smooth transition for children entering kindergarten. Both school districts held orientation sessions, provided strategies, and provided information to families on how to make the transition easier for children. Head Start Family Service Workers invited principals to the orientation sessions and the centers during the Head Start Awareness Month. Principals offered information on special education, reviewed the evaluation process, the Individual Disability Education Act (IDEA), and parental rights.

The program reinforced the parent's role as their child's first teacher. They shared Information with parents during home visits and parent/teacher conferences to keep families informed of activities to use based on data to help parents prepare their child to enter kindergarten. In addition, teachers shared information with parents regarding the curriculum, children's individual progress, and ways to improve skills in the home. Parents were invited to volunteer to participate in the classroom and encouraged to be a part of the Education Advisory Committee and Health Service Advisory Committee (HSAC).

At the end of each school year, the program used data to improve education services by making decisions about professional development and goals for the upcoming year. Professional development opportunities allowed teachers to see the connection with the Classroom Assessment Scoring System (CLASS), the Parent, Family, and Community Engagement (PFCE) Framework, Texans Big Teachers, Child Assessment, and school readiness goals. Ongoing training helped teachers understand how to support children in each learning domain. Districts had an integrated approach to school readiness for both Head Start and Early Head Start. Training also included the vertical alignment to the Kindergarten Texas Essential Knowledge and Skills (TEKS), so they knew what the expectations were for kindergarten and beyond.

Designing Quality Health Program Services

Child Health Status and Care
The grantee has an approach for ensuring the delivery of high-quality health services.

Safety Practices
The grantee implements a process for monitoring and maintaining healthy and safe environments and ensuring all staff have complete background checks.

Designing Quality Health Program Services Highlight

The grantee provided monitoring multiple times a year and worked with each health provider and family to ensure special diets were accommodated, and children's health data was up to date. They held regular review meetings with teachers and families to go over important health information. The health team met monthly with Health Coordinators, District Health teams, and used the ChildPlus report to support the coordinator meetings, data meetings, and multidisciplinary meetings. The team ran weekly and monthly reports on children's health requirements, missing health events, expired, or health concerns or any past due health events. Reports were shared with Family Service Workers (FSWs) to follow up with families. Health Coordinators were responsible for running reports and worked with Family Support Supervisors in discussing reports. Once the data was analyzed, within 45 days, all screening vision, hearing, blood pressure, growth assessment, Ages and Stages Questionaire (ASQ) were conducted. If there were any concerns, immediate follow up was undertaken by the FSW, who worked in partnership with the nurse. The parent received all the results, and an action plan was created based on what the need was. For example, if a child had a vision screening and failed, and the family did not have insurance, the program reached out to Lion's Club or other resources to secure services and supports. Families received a vision voucher with First Sight if the child needed glasses and was temporarily uninsured.

The program used the expertise of the members of the Health Service Advisory Committee (HSAC) to support each child's health and mental health needs. They recently held a series on childhood obesity. The dentist spoke how to improve oral health to childhood obesity, nurses spoke on prevention efforts, and they provided recommendations on program policy related to staff health requirements as it relates to staff physical exams and TB skin test. The HSAC helped create a Wellness Assessment Survey for families to complete. The survey asked about their habits at home, such as eating or drinking sugary drinks or starches. The pediatric dietician on staff provided one on one nutrition education, food demos, training at parent meetings.

The grantee's full-time licensed counselor supported the children's Mental Health Consultation Model. They consulted and advised on program policy, curriculum environment, impacting mental wellness, and approaching things from a trauma-informed lens. The training was available to staff and parents on information such as social and emotional development, mental health, and parenting skills for prevention and intervention. Support was provided to parents through the Individual Education Program (IEP) process, individual consultations with staff and parents regarding social-emotional development, functioning, and overall mental wellness issues. were targeted. There were five staff that work under the Mental Health Consultant.

The program monitored safety by conducting site visits. All centers were required to have a maintenance log. The program created a Health and Safety Resource Booklet on procedures for evacuations, lockdown, drop cover a hold, universal infections, handwashing, and diaper changing, and shelter and place emergencies. The booklet was accessible to all staff. All centers were required to adhere to childcare licensure minimum standards as well as Federal regulations. If there were ever lockdown drills, the center must alert childcare licensure within 24 hours. Both used Caring for Children, Critical Incident Report (CIR) if an incident occurred on-site, centers were required to complete that report.

Designing Quality Family and Community Engagement Services

Family Well-being
The grantee has an approach for collaborating with families to support family well-being.

Strengthening Parenting and Parent-Child Supports
The grantee has an approach for providing services that strengthen parenting skills.

Designing Quality Family and Community Engagement Services Highlight

The grantee's approach to supporting family well-being and strengthening parenting skills began as families were completing applications. The process included introducing and completing the Family Assessment Tool. This document allowed the Family Support Worker (FSW) to establish goals and provide resources to families in need. Resources included safety, health, economic stability, job training, housing programs, veteran affairs, family assistance, financial accounting, child care services, mental health services, and food assistance programs. The grantee provided Resource Fairs and a community resource binder, located at every center and was updated annually and categorized by goals.

The FSWs participated in training on how to build relationships with families. ChildPlus data entry system was used to enter family goals. A drop-down box allowed them to choose one of the seven Parent, Family, and Community Engagement (PFCE) Framework outcomes. This helped to know where the families were and where they needed to concentrate their efforts. FSW reviewed goals with families monthly to see if adjustments needed to be made to the goal. They updated the goals annually. If they met a goal, they discussed setting another goal.

The grantee worked on parenting skills with a parenting curriculum used by all programs. Ready Rosie was selected as their program's research-based curriculum. The FSWs provided 6 workshops focused on foundational parenting strategies, challenging behaviors, the importance of being a child's first teacher, and research that supports a literacy-rich environment, how to become leaders in the home, community, and school. Another curriculum offered to parents was SafeCare used in the home to focus on parent-child interaction, safety, and health.

Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Strategies and Fiscal Infrastructure

Eligibility, Recruitment, Selection, Enrollment, and Attendance
At least 10% of the grantee's total funded enrollment is filled by children eligible for services under IDEA or the grantee has received a waiver.

The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

Enrollment Verification
The grantee maintains and tracks full enrollment.

Fiscal Infrastructure, Capacity, and Responsiveness
The grantee's fiscal staff have the qualifications needed to provide oversight of the grant.

The grantee has a budget development and revision process that includes stakeholders and appropriate approvals, and ensures continuous alignment with program design, goals, and objectives.

Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Strategies and Fiscal Infrastructure Highlight

The grantee had an approach to determine the accuracy of eligibility for each enrolled child. All staff received Eligibility Recruitment, Selection, Enrollment, and Attendance (ERSEA) training annually. Staff conducted face-to-face interviews with all families. During that time, they collected proof of income and proof of age. All documents were scanned and entered into ChildPlus to create an eligibility determination record. Parents signed an undocumented declaration income or a declaration of no income. All documentation was kept and stored electronically. If a family was homeless, the program completed a student residency questionnaire to determine if they could be considered for the McKinney Vento Act.

At the time of the review, 12.8 percent of enrolled children in Head Start received services under the Individuals with Disabilities Education Act (IDEA), and 11 percent of Early Head Start children were receiving services. The program made referrals that have not been determined eligibility yet for IDEA services. The EHS-CCP staff received training on how to identify children that need to be referred for an Individual Education Program (IEP). Historically the program met the 10 percent requirement. The grantee had a process for filling slots that have been vacant for 30 days and kept a waiting list of over 300 children in the EHS CCP and 119 in the Head Start program.

The San Antonio City Council's Community Health and Equity Committee served as the City of San Antonio, Department of Human Services (DHS) Head Start's governing body (GB). The GB and the DHS Head Start program partnered with each other and key management staff to develop, review, and approve program policies and planning items. The GB provided oversight of specific DHS Head Start program functions and received monthly fiscal and program reports, which were provided one week before each scheduled meeting. Training opportunities were presented to the governing body and the policy council.

The program used the Municipality of Department of Systems Application and Products and Data Processing (SAP). The use of SAP, along with internal controls of state, ensured the program met state and federal regulations. Multiple funding streams, state local and federal. Before the start of the grant year, the city created a grant fund that was unique grant number and fund number then broken out into internal order programmatic cost and administrative cost and individual orders for childcare providers.

---------- End of Report ----------

Review of
Office of Head Start
Federal Review-
Class Head Start

- During the 2011-2012 program year, the Office of Head Start (OHS) began using the Classroom Assessment Scoring System (CLASS) teacher-child observation instrument during its on-site reviews.

- CLASS is an observation instrument that assesses the quality of teacher-child interactions in center-based classrooms that support children's learning and development in three domains: Emotional Support; Classroom Organization; and Instructional Support

- Score Ranges - Seven point scoring scale
    - Low Range (1-2) - Quality of teacher-child interactions is low and typically includes: poor management of behavior, rote teaching, or lack interaction between teachers and children
    - Middle Range (3-5) - Classrooms show a mix of effective interactions with periods when interactions are not effective or are absent
    - High Range (6-7) - Effective teacher-child interactions are consistently observed throughout the observation period

- Re-competition - Two circumstances require a grantee to re-compete as a result of low CLASS scores
    - Average scores fall below the established minimum threshold in any of the three domains
    - Scores that fall below 10% of all grantees reviewed

City of San Antonio Federal Review Results and Office of Head Start Thresholds

Source	Emotional Support	Classroom Organization	Instructional Support
2014 – 2015 OHS Monitoring	5.9978	5.8216	2.5585
2019 – 2020 OHS Monitoring	5.8500	5.6788	2.6818
Standard of Excellence	6	6	6
Minimum Threshold	4	3	2

Office of Head Start National Average Scores

Source	Emotional Support	Classroom Organization	Instructional Support
2011-2012	5.90	5.45	2.98
2012-2013	5.99	5.63	2.72
2013-2014	6.10	5.83	2.90
2014-2015	6.03	5.80	2.88
2015-2016	6.00	5.73	2.83
2016-2017	6.07	5.83	3.00
2017-2018	6.08	5.80	2.96
2018-2019	6.05	5.79	2.91
2019-2020	6.03	5.78	2.94

Historic Average CLASS Scores Triggering Re-Competition (Lowest 10%)

Source	Emotional Support	Classroom Organization	Instructional Support
2011-2012	5.49	4.85	2.19
2012-2013	5.54	5.05	2.10
2013-2014	5.71	5.36	2.20
2014-2015	5.65	5.27	2.22
2015-2016	5.59	5.25	2.22
2016-2017	5.70	5.32	2.30
2017-2018	5.66	5.28	2.31
2018-2019	5.68	5.32	2.33
209-2020	5.67	5.31	2.38

City of San Antonio Head Start Program
2012 – 2013 through 2019-2020 Internal Monitoring CLASS Results

Program Year	Emotional Support	Classroom Organization	Instructional Support
2012-2013	5.83	5.26	3.7
2013-2014	5.74	5.32	3.39
2014-2015	5.57	4.84	2.91
2015-2016	5.82	5.18	2.86
2016-2017	5.65	5.02	2.99
2017-2018	5.78	5.16	2.98
2018-2019*	5.75	5.19	3.12
2019-2020**	-	-	-

**100% of classrooms observed*
***Due to COVID-19, CLASS Observations were not conducted*

A National Overview of Grantee CLASS® Scores in 2020

eclkc.ohs.acf.hhs.gov/data-ongoing-monitoring/article/national-overview-grantee-class-scores-2020
View the Latest Coronavirus Disease 2019 (COVID-19) Updates from the Office of Head Start »

During the 2019–2020 program year, the Office of Head Start (OHS) used the Classroom Assessment Scoring System (CLASS®) Pre-K Teacher-Child Observation Instrument during its on-site reviews of grantees. CLASS®-reliable reviewers visited a random sample of preschool classrooms to obtain **grantee-level** scores. This document provides descriptive statistics of the 2020 grantee-level CLASS® data.

For more information, see: Use of CLASS® in Head Start, available on the ECLKC. Individual grantee CLASS® reports also are available on the ECLKC in the Grantee Service Profiles.

National Statistics by Dimension

In 2020, 78 Head Start grantees received CLASS® reviews. Fewer grantees received CLASS® reviews in FY2020 than in previous years due to the impact of coronavirus disease 2019 (COVID-19). The CLASS® tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low to high. The 10 CLASS® dimensions are organized into three domains: Emotional Support, Classroom Organization, and Instructional Support.

- **Emotional Support** assesses the degree to which teachers establish and promote a positive climate in their classroom through their everyday interactions.
- **Classroom Organization** assesses classroom routines and procedures related to the organization and management of children's behavior, time, and attention in the classroom.
- **Instructional Support** assesses the ways in which teachers implement the curriculum to effectively promote cognitive and language development.

OHS CLASS® Descriptive Statistics, 2020
National Grantee-Level Scores by Dimension

Domain	Dimension	Mean	Standard Deviation	Minimum	Maximum
Emotional Support	Positive Climate	5.98	0.28	5.17	6.61
	Negative Climate	1.09	0.08	1.00	1.50
	Teacher Sensitivity	5.88	0.30	5.06	6.63
	Regard for Student	5.33	0.38	4.10	6.19

	Perspectives				
	Behavior Management	5.96	0.33	5.29	6.75
Classroom Organization	Productivity	6.07	0.35	5.00	6.81
	Instructional Learning Formats	5.32	0.37	4.43	6.14
Instructional Support	Concept Development	2.46	0.41	1.76	3.46
	Quality of Feedback	2.90	0.40	2.08	3.88
	Language Modeling	3.45	0.48	2.22	4.50

OHS CLASS® Descriptive Statistics, 2020
National Grantee-Level Scores by Dimension

National Statistics by Domain

Grantee-level dimension scores are averaged to produce grantee-level domain scores.* Previous large-scale studies of CLASS® have shown that the average preschool classroom scores are higher in the domains of Emotional Support and Classroom Organization than in the domain of Instructional Support.

OHS CLASS® Descriptive Statistics, 2020
National Grantee-Level Scores by Domain

Domain	Mean	Standard Deviation	Minimum	Maximum
Emotional Support	6.03	0.21	5.42	6.42
Classroom Organization	5.78	0.31	5.06	6.56
Instructional Support	2.94	0.40	2.11	3.88

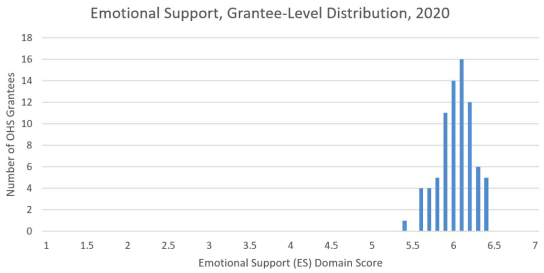
*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

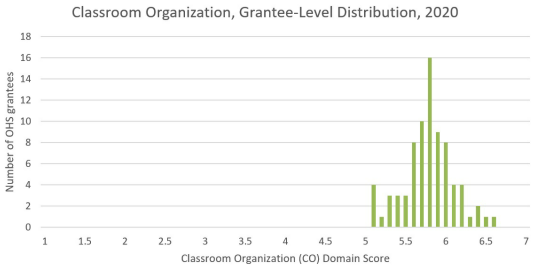
Distribution by Domain

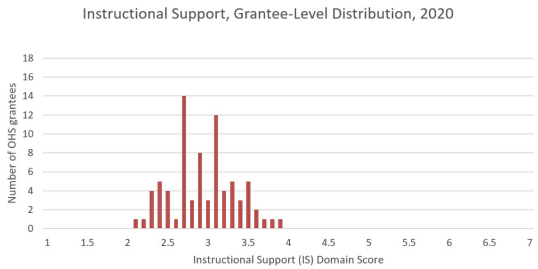
The following table and graphs provide additional information on how grantee-level domain scores are distributed nationally.

OHS CLASS® Descriptive Statistics, 2020
National Distribution of Grantee-Level Domain Scores

Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52







Glossary

Mean: the average value, calculated by summing all scores and dividing by the number of scores

Median: the middle value, where half the scores are below this point and half are above it

N: the total number of values in a set

Standard Deviation: a value that shows how much variation exists in a set of data. There are two types of standard deviation (i.e., sample and population). We use the population standard deviation because this dataset includes all 2020 CLASS® scores.

Topic: Data and Ongoing Monitoring

Keywords: Classroom Assessment Scoring System

Last Updated: August 14, 2020

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

To: Board Chairperson
Hon. Mayor Ron Nirenberg, Board Chairperson
City of San Antonio
106 S. St. Mary's Street, 7th Floor
San Antonio, TX 78205

From: Responsible HHS Official

Date: 03/05/2020
Dr. Deborah Bergeron
Director, Office of Head Start

Results from CLASS® Observations

Thank you for your support during the recent Office of Head Start onsite CLASS® review conducted from **02/24/2020** to **02/29/2020** of your Head Start program. Grant **06CH010821**.

Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	5.8500	Classroom Organization	5.6788	Instructional Support	2.6818

DIMENSIONS					
Positive Climate	5.75	Behavior Management	5.97	Concept Development	2.35
Negative Climate*	1.13	Productivity	5.98	Quality of Feedback	2.71
Teacher Sensitivity	5.69	Instructional Learning Formats	5.08	Language Modeling	2.98
Regard for Student Perspectives	5.09				

*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

For more information on CLASS® domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching.

If you have any questions, please contact your Regional Office.

cc: *Mr. Kenneth Gilbert*, Regional Program Manager
Ms. Tanya Bocanegra, Policy Council Chairperson
Ms. Melody Woosley, CEO/Executive Director
Ms. Audrey Jackson, Head Start Director

About CLASS®

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.

CLASS® assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS® remain central to its approach to child development and education and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions*, the scoring principles are as follows:

Low range score
1-The low range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
2-The low range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle range score
3-The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
4-The middle range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
5-The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High range score
6-The high range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
7-The high range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

*Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grantee to result in **grantee-level** dimension scores. The grantee dimension scores are then used to calculate the grantee-level domain scores.

The scores from CLASS® observations can be used for a variety of purposes, including professional development, program improvement, policy, goal-setting and monitoring. The Office of Head Start began using the CLASS® for monitoring purposes in FY2010 to collect information on the experiences of children at each grantee.

In FY2012, OHS refined the use of the CLASS® in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations, a clearly articulated methodology followed by CLASS® reviewers, and additional support for the CLASS® reviewer pool. For each preschool class selected in the sample, trained and certified CLASS® reviewers conduct two 20 minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

Review of EHS-CCP Monitoring Report

City of San Antonio Head Start Program

Monitoring Report – February 2020

The Early Head Start-Child Care Partnership (EHS-CCP) has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given and corrective action plans are implemented to correct systemic issues so that these areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

Following is a summary of findings during the time period indicated above:

Monitoring Projects:	
Midyear Health and Safety Screener	February 2020
90 Day Health Child File Review	February 2020
Wellness Support	February 2020
Family and Community Support Child File Review	February 2020 - Pending

Non-Compliances - One area addressed during the Midyear Health and Safety Screener was documented as a systemic breakdown in meeting performance standards and policies during the month of February 2020.

A site was found out of compliance with the required EHS - CCP staff to child ratio.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):

Midyear Health and Safety Screener:
Six EHS – CCP sites were visited and concerns were noted related to lack of evidence of teacher training certificates, current TB screeners, current Physical's Exams, general cleaning in classrooms and grounds control on playgrounds.

90 Day Health Child Rile Review:
A total of 66 EHS – CCP child files were reviewed with concerns found with missing evidence of blood pressure results, Lead toxicity screening results and follow-up documentation.

Wellness Support:
A total of 19 EHS – CCP child files reviewed with concerns noted with missing evidence of classroom observation completed within required timeframe.

Follow-up Activities:

Unannounced Safe Environment Visit
Corrections and follow up completed in February 2020 for the January 2019 monitoring.

Nutrition Child File Review
Follow - ups for Child File review pending corrections.

Program Strengths:

We would like to commend the EHS – CCP Providers for:

- One EHS – CCP site had no findings noted during the Midyear Health and Safety Screener visit.
- All EHS – CCP sites where current during the Midyear Health and Safety Screener visit with required Health and Fire Department inspections.

For more detailed information: dianne.mendez@sanantonio.gov

City of San Antonio Head Start Program

Monitoring Report – March 2020

The Early Head Start-Child Care Partnership (EHS-CCP) has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given and corrective action plans are implemented to correct systemic issues so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

Following is a summary of findings during the time period indicated above:

Monitoring Projects:	
Midyear Health and Safety Screener - YWCA	March 2020
ERSEA Eligibility	March 2020
Nutrition Child File	March 2020

Non-Compliances - One area addressed during the Mid-year Health and Safety Screener and was documented as a classroom Health and Safety issue which did not meet performance standards and policies during the month of March 2020.

A site was found out of compliance for leaving a plastic bag in an empty crib while children were engaged in morning meal time.

- The interim center director provided technical assistance to all staff regarding classroom safety guidelines.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):

Midyear Health and Safety Screener:
One EHS – CCP sites was visited and concerns were found related to lack of evidence of teacher training certificates and parents and teacher did not follow proper handwashing guidelines.

ERSEA #2 Child File Review:
A total of 20 EHS – CCP child files were reviewed with no concerns noted.

Nutrition #2 Child File Review :
A total of 20 EHS – CCP child files reviewed with no concerns found during review.

Follow-up Activities:
ChildPlus Data System follow ups:

Unannounced Safe Environment Visit
Corrections and follow-up completed in March 2020 for the February 2020 monitoring.

Wellness Support
Follow - ups for Child File review pending corrections.

Program Strengths:

We would like to commend the EHS – CCP Providers for:

- ERSEA #2 Child File monitoring project had no findings noted during review.
- Nutrition #2 Child File monitoring project had no findings noted during review.

For more detailed information: dianne.mendez@sanantonio.gov

City of San Antonio Head Start Program

Monitoring Report – April 2020

The Early Head Start-Child Care Partnership (EHS-CCP) has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given and corrective action plans are implemented to correct systemic issues so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

Following is a summary of findings during the time period indicated above:

Monitoring Projects:

Due to the COVID 19 epidemic there were no new EHS – CCP site visits or monitor projects for the month of April 2020.

Follow-up Activities:

The monitor has reviewed response to previous findings to ensure evidence of corrections was completed. Corrected findings noted as CAP Verified in the Internal Monitoring tab of the ChildPlus Data System, have been closed for Program year 2019 – 2020.

- 45 Day Sensory child file review
- Family and Community Support child file review
- 90 Day Health child file review
- ERESA Attendance child file review

Midyear Health Safe Environment Screener Visit

Corrections and follow-up completed in April 2020 for finding noted during Midyear visit.

Wellness Support

Follow - ups for Child File review pending corrections due to COVID 19. EHS – CCP staff and Wellness contractor unable to complete site visits to correct findings.

For more detailed information: dianne.mendez@sanantonio.gov

City of San Antonio Head Start Program

Monitoring Report – May 2020

The Early Head Start-Child Care Partnership (EHS-CCP) has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given and corrective action plans are implemented to correct systemic issues so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

Following is a summary of findings during the time period indicated above:

Monitoring Projects:

Due to the COVID 19 epidemic there were no new EHS – CCP site visits or monitor projects for the month of May 2020.

Follow-up Activities:

The monitor has reviewed response to previous findings to ensure evidence of corrections was completed. Corrected findings noted as CAP Verified in the Internal Monitoring tab of the ChildPlus Data System, have been closed for Program year 2019 – 2020.

- Family and Community Support child file review
- 90 Day Health child file review

Midyear Health Safe Environment Screener Visit

Corrections and follow-up completed in May 2020 for finding noted during Midyear visit.

For more detailed information: dianne.mendez@sanantonio.gov

City of San Antonio Head Start Program

Monitoring Report – June 2020

The Early Head Start-Child Care Partnership (EHS-CCP) has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given and corrective action plans are implemented to correct systemic issues so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

Following is a summary of findings during the time period indicated above:

Monitoring Projects:

Due to the COVID 19 epidemic there were no new EHS – CCP site visits or monitor projects for the month of May 2020.

Follow-up Activities:

The monitor has reviewed response to previous findings to ensure evidence of corrections was completed. Corrected findings noted as CAP Verified in the Internal Monitoring tab of the ChildPlus Data System, have been closed for Program year 2019 – 2020.

- 90 Day Health child file review

For more detailed information: dianne.mendez@sanantonio.gov

Review of

EHS-CCP

Monitoring Calendar

Health & Safety Screening Plan & Calendar

Early Head Start-Child Care Partnership

8/10/2020

Purpose: Successfully complete the Health and Safety requirements
Project Start Date: August 10, 2020
Project End Date: September 22, 2020

Key Dates:

August 18, 2020 - Site visits begin
- Within 15 calendar days of each visit – Findings MUST be corrected

August 26, 2020- Site visits completed
September 16, 2020- All findings MUST be corrected
September 22, 2020 – Process Letter to the Mayor
October 15, 2020 - Send signed Certification of Health & Safety Screening to Office of Head Start (OHS)

Approach:

Site Visits:
- EHS-CCP Monitoring Staff completes each visit.
- Corrective Action completed on-site when possible.
- EHS -CCP Monitoring Staff will email child care Service Providers (Service Providers) of the released monitoring project in ChildPlus no later than noon the day following the visit.
- Service Providers have 15 days to submit a corrective action plan response.
- Service Provider's will use the ChildPlus internal monitoring checklist to document actions taken to correct the findings including the date it was completed.
- If said action cannot be completed within the required 15 days, Service Provider MUST communicate with the EHS-CCP Monitoring Staff and include a timeline for completion within 8 calendar days.
- EHS - CCP Monitoring Staff work with Service Providers to correct findings and verify corrective action.
- Once all corrective action is completed the Head Start Administrator signs Certification of Health and Safety Screening.

Policy Council:
- Results of the Health & Safety Screener presented to the Head Start Policy Council on **September 22, 2020** for their review.
- Policy Council reviews and upon approval Policy Council Chair signs the Certification of Health and Safety Screening.

Mayor Signature:
- Process letter and obtain City of San Antonio Mayor signature of the completed Health and Safety Certification on **September 22, 2020.**

CAAB: COMMUNITY ACTION ADVISORY BOARD:
- Results of Health & Safety Screener presented to Community Action Advisory Board on **October 1, 2020** for their review. (Dates subject to change)

Submittal:

- Signed Certification of Health and Safety Screening will be submitted to OHS on **October 15, 2020**.

Schedule

August 2020						
Sun	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Sat**
						1
2	3	4	5	6	7	8
9	10 **First Day of Program 2020-2021**	11	12	13	14	15
16	17	18 Health & Safety Screening Ella	19 Health & Safety Screening Seton	20 Health & Safety Screening Inman	21 Health & Safety Screening YWCA	22
23	24	25 Health & Safety Screening Heal	26 Health & Safety Screening BSA	27	28	**29**
30	31					

September 2020

◄

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
		1	2	3	4	5
6	7 Labor Day Holiday	8 Health & Safety Screener follow up visits Ella	9 Health & Safety Screener follow up visits Seton Home **30th Day**	10 Health & Safety Screener follow up visits Inman	11 Health & Safety Screener follow up visits YWCA	12
13	14	15 Health & Safety Screener follow up visits Healy	16 Health & Safety Screener follow up visits BSA	17	18 Submit Health and Safety Environment Screener Status Report to PMD - SMA	19
20	21	22 Results of Health and Safety Environment Screener during PC meeting **Process Letter to the Mayor**	23 **45th Day**	24	25	26
27	28	29	30			

October 2020

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
				1 Review Health & Safety Results to CAAB	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Submit Health & Safety Screener to OHS **75th Day**	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Head Start and EHS-CCP Monthly Program Report (February-June)

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start
Monthly Report to Policy Council
February 2020

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	777	2,243	3,020
YTD Enrollment	828	2,555	3,383
Enrollment Turnover	6%	12%	9%
Enrollment as of 2/29/2020	769	2,222	2,991
Number of Days to Fill a Vacancy	3	4	4
Waiting List	44	70	114
Average Daily Attendance	91%	93%	93%
Income Eligible <100%	66%	61%	62%
Over Income 101-130%	13%	13%	13%
Over Income 131% +	7%	6%	6%
Foster	1%	2%	2%
Homeless	8%	12%	11%
Public Assistance	6%	7%	7%
Disability Enrollment			
Percent (#) of enrolled children with a disability	14.67%	14.53%	14.57%
Food Reports			
Meals Served	24,512	73,905	98,417
Snacks Served	12,476	36,483	48,959
Special Diets	139	51	190
Education Services - Complete			
1st Home Visit (Benchmark Due Date: SAISD 11/11/19; EISD: 11/18/19)	98%	96%	96%
2nd Home Visit (Benchmark Due Date: 3/25/2020)	19%	18%	18%
1st Parent Conference (Benchmark Due Date: 12/20/2019)	94%	92%	92%
2nd Parent Conference Benchmark Due Date: 5/22/2020)	0%	0%	0%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 1/17/2020)*	0%	0%	0%
Family Assessments EOY *(Benchmark Due Date: 6/5/2020)*	0%	0%	0%
Family Meeting Home Visits *(Benchmark Due Date: 9/17/2019)*	0%	0%	0%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	9	11	20
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
ASQ - SE Behavioral (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
Health Screenings - Complete			
Nutrition Assessment	98%	99%	99%
TB Questionnaire	98%	99%	99%
Hearing Screening	98%	98%	98%
Vision Screening	98%	98%	98%
Blood Pressure	98%	98%	98%
Growth Assessment	98%	98%	98%
Lead Test	59%	87%	80%
Physical Exams	98%	98%	98%
Dental Exams	94%	92%	92%

Head Start
Monthly Report to Policy Council
March 2020
Last Day of School Due to CoVID-19 March 6, 2020

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	777	2,243	3,020
YTD Enrollment	829	2,566	3,395
Enrollment Turnover	6%	13%	11%
Enrollment as of 3/31/2020	770	2,227	2,997
Number of Days to Fill a Vacancy	0	24	25
Waiting List	45	75	120
Average Daily Attendance	95%	96%	96%
Income Eligible <100%	66%	61%	62%
Over Income 101-130%	13%	13%	13%
Over Income 131% +	7%	6%	6%
Foster	1%	2%	2%
Homeless	8%	12%	11%
Public Assistance	6%	7%	7%
Disability Enrollment			
Percent (#) of enrolled children with a disability	15.19%	15.20%	15.20%
Food Reports			
Meals Served	0	0	0
Snacks Served	0	0	0
Special Diets	139	51	190
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: SAISD 11/11/19; EISD: 11/18/19)*	98%	97%	97%
2nd Home Visit *(Benchmark Due Date: 3/25/2020)*	52%	48%	49%
1st Parent Conference *(Benchmark Due Date: 12/20/2019)*	94%	92%	93%
2nd Parent Conference *Benchmark Due Date: 5/22/2020)*	0%	0%	0%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 1/17/2020)*	100%	98%	99%
Family Assessments EOY *(Benchmark Due Date: 6/5/2020)*	0%	41%	45%
Family Meeting Home Visits *(Benchmark Due Date: 9/17/2019)*	100%	100%	100%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	3	14	17
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
ASQ - SE Behavioral (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
Health Screenings - Complete			
Nutrition Assessment	98%	100%	99%
TB Questionnaire	98%	100%	99%
Hearing Screening	98%	99%	98%
Vision Screening	98%	99%	98%
Blood Pressure	98%	99%	98%
Growth Assessment	98%	99%	99%
Lead Test	86%	89%	88%
Physical Exams	99%	98%	98%
Dental Exams	95%	92%	92%

Head Start
Monthly Report to Policy Council
April 2020

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	777	2,243	3,020
YTD Enrollment	829	2,579	3,408
Enrollment Turnover	6%	13%	13%
Enrollment as of 4/30/2020	770	2,238	3,008
Number of Days to Fill a Vacancy	0	14	14
Waiting List	45	73	118
Average Daily Attendance	0%	0%	0%
Income Eligible <100%	65%	61%	62%
Over Income 101-130%	13%	12%	13%
Over Income 131% +	7%	6%	6%
Foster	8%	2%	2%
Homeless	8%	12%	11%
Public Assistance	6%	7%	7%
Disability Enrollment			
Percent (#) of enrolled children with a disability	15.2%	15.6%	15.5%
Food Reports			
Meals Served	0	0	0
Snacks Served	0	0	0
Special Diets	0	0	0
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: SAISD 11/11/19; EISD: 11/18/19)*	99%	97%	98%
2nd Home Visit *(Benchmark Due Date: 3/25/2020)*	74%	50%	56%
1st Parent Conference *(Benchmark Due Date: 12/20/2019)*	95%	93%	93%
2nd Parent Conference *Benchmark Due Date: 5/22/2020)*	0%	0%	0%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 1/17/2020)*	0%	0%	0%
Family Assessments EOY *(Benchmark Due Date: 6/5/2020)*	0%	0%	0%
Family Meeting Home Visits *(Benchmark Due Date: 9/17/2019)*	0%	0%	0%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	3	0	3
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
ASQ - SE Behavioral (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
Health Screenings - Complete			
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	98%	99%	99%
Vision Screening	98%	99%	99%
Blood Pressure	98%	99%	99%
Growth Assessment	99%	99%	99%
Lead Test	86%	89%	88%
Physical Exams	99%	98%	98%
Dental Exams	95%	92%	92%

Head Start
Monthly Report to Policy Council
May 2020

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	777	2,243	3,020
YTD Enrollment	829	2,580	3,409
Enrollment Turnover	0%	0%	0%
Enrollment as of 5/31/2020	770	2,239	3,009
Number of Days to Fill a Vacancy	0	0	0
Waiting List	45	72	117
Average Daily Attendance	0%	0%	0%
Income Eligible <100%	66%	61%	62%
Over Income 101-130%	13%	12%	13%
Over Income 131% +	7%	6%	6%
Foster	1%	2%	2%
Homeless	8%	12%	11%
Public Assistance	6%	7%	7%
Disability Enrollment			
Percent (#) of enrolled children with a disability	15.57%	15.9%	15.8%
Food Reports			
Meals Served	0	0	0
Snacks Served	0	0	0
Special Diets	28	127	155
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: SAISD 11/11/19; EISD: 11/18/19)*	99%	97%	97%
2nd Home Visit *(Benchmark Due Date: 3/25/2020)*	93%	56%	65%
1st Parent Conference *(Benchmark Due Date: 12/20/2019)*	96%	7%	96%
2nd Parent Conference *Benchmark Due Date: 5/22/2020)*	6%	10%	9%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 1/17/2020)*	100%	99%	99%
Family Assessments EOY *(Benchmark Due Date: 6/5/2020)*	0%	98%	95%
Family Meeting Home Visits *(Benchmark Due Date: 9/17/2019)*	100%	100%	100%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	0	0	0
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
ASQ - SE Behavioral (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	98%	97%	97%
Health Screenings - Complete			
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	98%	98%	98%
Vision Screening	98%	99%	99%
Blood Pressure	98%	99%	99%
Growth Assessment	99%	99%	99%
Lead Test	86%	88%	88%
Physical Exams	99%	98%	98%
Dental Exams	95%	91%	92%

Head Start
Monthly Report to Policy Council
June 2020

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	777	2,243	3,020
YTD Enrollment	0	0	0
Enrollment Turnover	0%	0%	0%
Enrollment as of 6/30/2020	0	0	0
Number of Days to Fill a Vacancy	0	0	0
Waiting List	0	0	0
Average Daily Attendance	0%	0%	0%
Income Eligible <100%	0%	0%	0%
Over Income 101-130%	0%	0%	0%
Over Income 131% +	0%	0%	0%
Foster	0%	0%	0%
Homeless	0%	0%	0%
Public Assistance	0%	0%	0%
Disability Enrollment			
Percent (#) of enrolled children with a disability	15.5%	15.9%	15.830%
Food Reports			
Meals Served	0	0	0
Snacks Served	0	0	0
Special Diets	0	0	0
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: SAISD 11/11/19; EISD: 11/18/19)*	99%	97%	97%
2nd Home Visit *(Benchmark Due Date: 3/25/2020)*	93%	56%	65%
1st Parent Conference *(Benchmark Due Date: 12/20/2019)*	96%	97%	96%
2nd Parent Conference *Benchmark Due Date: 5/22/2020)*	99%	90%	92%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 1/17/2020)*	100%	99%	99%
Family Assessments EOY *(Benchmark Due Date: 6/5/2020)*	100%	98%	99%
Family Meeting Home Visits *(Benchmark Due Date: 9/17/2019)*	100%	100%	100%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	0	0	0
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	96%	97%	97%
ASQ - SE Behavioral (Benchmark Due Date: SAISD 9/26/19; EISD: 10/3/2019)	99%	97%	96%
Health Screenings - Complete			
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	98%	98%	98%
Vision Screening	98%	99%	99%
Blood Pressure	98%	99%	99%
Growth Assessment	99%	99%	99%
Lead Test	86%	88%	88%
Physical Exams	99%	98%	98%
Dental Exams	95%	91%	92%

EARLY HEAD START

CHILD CARE PARTNERSHIP

(EHS-CCP)

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
February 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
End of Month as reported to the Office of Head Start	28	64	56	28	20	20	216
YTD Enrollment	30	74	61	36	35	22	258
Enrollment Turnover	7%	14%	8%	22%	43%	9%	16%
Enrollment as of 2/29/2020	28	64	56	28	18	20	214
Number of Days to fill a vacancy	0	0	0	0	1	0	1
Waiting List	67	72	79	40	0	92	350
Income Eligible <100%	50%	58%	61%	61%	9%	45%	51%
Over Income 101-130%	7%	4%	7%	3%	0%	5%	4%
Over Income 131% +	7%	1%	2%	0%	0%	5%	2%
Foster	3%	3%	7%	6%	0%	9%	4%
Homeless	33%	26%	16%	17%	91%	32%	33%
Public Assistance	0%	8%	8%	14%	0%	5%	6%
Average Daily Attendance	91%	90%	93%	96%	91%	96%	92%
Disability Enrollment							
Percent (#) of enrolled children with a disability	7%	8%	14%	11%	5%	10%	9%
Food Reports							
Meals Served	949	2,027	1,887	1,078	396	719	7,056
Snacks Served	465	978	931	529	198	350	3,451
Special Diets	7	11	16	8	7	7	56
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/24/2018)	100%	97%	100%	89%	72%	100%	95%
2nd Home Visit (Benchmark Due Date: 4/5/2019)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/14/2018)	96%	92%	96%	89%	56%	95%	90%
2nd Parent Conference (Benchmark Due Date: 7/5/2019)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/22/2019)	100%	100%	100%	100%	100%	100%	100%
Family Assessments EOY (Benchmark Due Date: 6/12/2020)	0%	0%	0%	0%	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	8	18	11	9	7	6	59
Education Screenings- Complete							
ASQ - 3 Developmental	100%	98%	100%	100%	80%	100%	96%
ASQ - SE2 Behavioral	100%	98%	100%	100%	80%	100%	96%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	100%	100%	100%	100%	100%
Vision Screening	100%	100%	100%	100%	100%	100%	100%
Hemoglobin Test	96%	91%	93%	82%	75%	100%	90%
Lead Test	69%	78%	80%	71%	70%	90%	76%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	95%	100%	99%
Well-Child Exams	75%	72%	79%	71%	65%	80%	74%
Dental Exams	96%	91%	96%	89%	60%	90%	87%

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
March 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
End of Month as reported to the Office of Head Start	28	64	56	28	20	20	216
YTD Enrollment	30	74	61	36	37	22	260
Enrollment Turnover	7%	14%	8%	23%	46%	10%	17%
Enrollment as of 3/31/2020	28	64	56	28	18	20	214
Number of Days to fill a vacancy	0	0	0	0	18	0	18
Waiting List	69	77	83	41	0	97	367
Income Eligible <100%	50%	58%	61%	61%	8%	45%	50%
Over Income 101-130%	7%	4%	7%	3%	0%	5%	4%
Over Income 131% +	7%	1%	2%	0%	0%	5%	2%
Foster	3%	3%	7%	6%	0%	9%	4%
Homeless	33%	26%	16%	17%	92%	32%	33%
Public Assistance	0%	8%	8%	14%	0%	5%	6%
Average Daily Attendance	99%	98%	95%	97%	100%	97%	97%
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	5%	13%	11%	5%	10%	9%
Food Reports							
Meals Served	340	917	828	469	254	346	3,154
Snacks Served	169	465	411	222	55	171	1,493
Special Diets	7	10	14	6	8	6	51
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/23/2019)	100%	100%	100%	89%	89%	100%	98%
2nd Home Visit (Benchmark Due Date: 4/6/2020)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/16/2019)	96%	92%	96%	89%	56%	62%	91%
2nd Parent Conference (Benchmark Due Date: 7/7/2020)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/22/2019)	100%	100%	100%	100%	100%	100%	100%
Family Assessments EOY (Benchmark Due Date: 6/12/2020)	4%	0%	0%	0%	0%	6%	10%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	8	20	13	11	7	6	65
Education Screenings- Complete							
ASQ - 3 Developmental	100%	100%	100%	100%	89%	100%	98%
ASQ - SE2 Behavioral	100%	100%	100%	100%	89%	100%	98%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	100%	96%	89%	100%	98%
Vision Screening	100%	100%	100%	96%	89%	100%	98%
Hemoglobin Test	96%	89%	88%	79%	72%	100%	87%
Lead Test	68%	75%	73%	68%	72%	80%	73%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	95%	100%	99%
Well-Child Exams	75%	69%	68%	68%	56%	70%	68%
Dental Exams	96%	91%	96%	89%	56%	90%	86%

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
April 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
End of Month as reported to the Office of Head Start	28	64	56	28	20	20	216
YTD Enrollment	30	74	61	36	39	22	262
Enrollment Turnover	7%	14%	8%	22%	49%	9%	18%
Enrollment as of 4/30/2020	28	64	56	28	20	20	216
Number of Days to fill a vacancy	0	0	0	0	0	0	0
Waiting List	71	78	84	41	1	97	372
Income Eligible <100%	50%	58%	61%	61%	8%	45%	50%
Over Income 101-130%	7%	4%	7%	3%	0%	5%	4%
Over Income 131% +	7%	1%	2%	0%	0%	5%	2%
Foster	3%	3%	7%	6%	0%	9%	4%
Homeless	33%	26%	16%	17%	92%	32%	34%
Public Assistance	0%	8%	8%	14%	0%	5%	6%
Average Daily Attendance	Closed due to COVID 19	Closed due to COVID 19	Closed due to COVID 19	Closed due to COVID 19	Closed due to COVID 19	Closed due to COVID 19	Closed due to COVID 19
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	5%	13%	11%	5%	10%	9%
Food Reports							
Meals Served	0	0	0	0	0	0	0
Snacks Served	0	0	0	0	0	0	0
Special Diets	7	10	13	6	8	5	49
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/24/2018)	100%	100%	100%	89%	85%	100%	94%
2nd Home Visit (Benchmark Due Date: 4/5/2019)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/14/2018)	96%	92%	96%	89%	50%	95%	91%
2nd Parent Conference (Benchmark Due Date: 7/5/2019)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/22/2019)	100%	100%	100%	100%	90%	100%	99%
Family Assessments EOY (Benchmark Due Date: 6/12/2020)	11%	0%	0%	0%	0%	6%	2%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	8	20	13	11	7	6	65
Education Screenings- Complete							
ASQ - 3 Developmental	100%	100%	100%	100%	85%	100%	98%
ASQ - SE2 Behavioral	100%	100%	100%	100%	85%	100%	98%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	100%	100%	80%	100%	97%
Vision Screening	100%	100%	100%	100%	80%	100%	97%
Hemoglobin Test	89%	89%	91%	79%	55%	95%	83%
Lead Test	57%	72%	71%	68%	50%	75%	66%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	80%	100%	97%
Well-Child Exams	50%	66%	64%	54%	30%	50%	52%
Dental Exams	96%	91%	96%	89%	50%	90%	85%

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
May 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
End of Month as reported to the Office of Head Start	28	64	56	28	20	20	216
YTD Enrollment	30	74	61	36	39	22	262
Enrollment Turnover	7%	14%	8%	22%	49%	9%	18%
Enrollment as of 5/31/2020	28	64	56	28	20	20	216
Number of Days to fill a vacancy	0	0	0	0	0	0	0
Waiting List	56	60	67	29	1	76	289
Income Eligible <100%	50%	58%	61%	61%	8%	45%	50%
Over Income 101-130%	7%	4%	7%	3%	0%	5%	4%
Over Income 131% +	7%	1%	2%	0%	0%	5%	2%
Foster	3%	3%	7%	6%	0%	9%	4%
Homeless	33%	26%	16%	17%	92%	32%	34%
Public Assistance	0%	7%	8%	14%	0%	5%	6%
Average Daily Attendance	Closed due to COVID 19	to COVID 19	to COVID 19	due to COVID 19	to COVID 19	due to COVID 19	due to COVID 19
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	5%	14%	7%	5%	5%	9%
Food Reports							
Meals Served	0	0	0	0	0	0	0
Snacks Served	0	0	0	0	0	0	0
Special Diets	7	10	13	6	8	5	49
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/24/2018)	100%	100%	100%	100%	85%	100%	99%
2nd Home Visit (Benchmark Due Date: 4/5/2019)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/14/2018)	96%	92%	96%	89%	55%	95%	90%
2nd Parent Conference (Benchmark Due Date: 7/5/2019)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/22/2019)	100%	100%	100%	100%	100%	100%	100%
Family Assessments EOY (Benchmark Due Date: 6/12/2020)	15%	98%	85%	95%	55%	88%	73%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	8	20	13	11	7	6	65
Education Screenings- Complete							
ASQ - 3 Developmental	100%	100%	100%	100%	95%	100%	99%
ASQ - SE2 Behavioral	100%	100%	100%	100%	95%	100%	99%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	100%	100%	94%	100%	99%
Vision Screening	100%	100%	100%	100%	94%	100%	99%
Hemoglobin Test	89%	88%	92%	91%	86%	98%	91%
Lead Test	50%	67%	73%	83%	84%	92%	75%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	99%	100%	100%
Well-Child Exams	32%	52%	48%	36%	20%	40%	38%
Dental Exams	96%	91%	97%	95%	84%	97%	93%

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
June 2020

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
End of Month as reported to the Office of Head Start	28	64	56	28	20	20	216
YTD Enrollment	31	74	64	36	39	23	267
Enrollment Turnover	10%	15%	12%	22%	49%	13%	20%
Enrollment as of 6/30/2020	28	63	56	28	20	20	215
Number of Days to fill a vacancy	0	4	0	0	0	0	4
Waiting List	56	60	66	35	3	80	300
Income Eligible <100%	52%	57%	61%	61%	8%	48%	50%
Over Income 101-130%	6%	4%	6%	3%	0%	4%	4%
Over Income 131% +	6%	1%	2%	0%	0%	4%	2%
Foster	3%	3%	8%	6%	0%	9%	4%
Homeless	32%	26%	16%	17%	92%	30%	33%
Public Assistance	0%	8%	8%	14%	0%	4%	6%
Average Daily Attendance	91%	91%	92%	95%	86%	93%	91%
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	5%	14%	4%	0%	5%	7%
Food Reports							
Meals Served	81	14	123	54	30	62	364
Snacks Served	39	6	60	27	12	31	175
Special Diets	4	7	11	6	8	5	41
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/24/2018)	96%	100%	95%	100%	95%	100%	98%
2nd Home Visit (Benchmark Due Date: 4/5/2019)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/14/2018)	93%	92%	91%	89%	55%	95%	88%
2nd Parent Conference (Benchmark Due Date: 7/5/2019)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/22/2019)	100%	98%	96%	100%	100%	94%	98%
Family Assessments EOY (Benchmark Due Date: 6/12/2020)	96%	96%	96%	100%	55%	94%	92%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	8	20	13	11	7	6	65
Education Screenings- Complete							
ASQ - 3 Developmental	96%	100%	94%	100%	95%	100%	98%
ASQ - SE2 Behavioral	96%	100%	94%	100%	95%	100%	98%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	96%	100%	94%	100%	80%	100%	95%
Vision Screening	96%	100%	94%	100%	80%	100%	95%
Hemoglobin Test	89%	86%	89%	91%	83%	98%	89%
Lead Test	50%	63%	66%	61%	40%	65%	58%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	25%	36%	43%	33%	20%	65%	37%
Dental Exams	93%	91%	91%	89%	50%	90%	84%

Review of

Head Start,

EHS-CCP and Early Head Start

Fiscal Reports

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start Fiscal Reports GY 20-21 as of July 31, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$4,387,260	$1,914,339	$1,818,472	$95,867	5.0%
FRINGE	$1,702,797	$687,437	$641,609	$45,828	6.7%
TRAVEL	$25,000	$227	$227	$0	0.0%
SUPPLIES	$329,986	$19,118	$17,730	$1,388	7.3%
EQUIPMENT	$0	$0	$0	$0	0.0%
CONTRACTUAL	$18,139,904	$5,739,524	$5,657,767	$81,757	1.4%
COSA	$199,171	$79,117	$60,109	$19,008	24.0%
Edgewood	$4,525,272	$1,506,889	$1,482,280	$24,608	1.6%
San Antonio ISD	$13,064,241	$4,062,348	$4,044,199	$18,149	0.4%
SAMH/UIW	$351,220	$91,170	$71,179	$19,991	21.9%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$452,735	$106,374	$90,673	$15,701	14.8%
TOTAL FEDERAL BUDGET	$25,037,682	$8,467,020	$8,226,478	$240,541	2.8%
Non Federal/In Kind	$5,941,154	$2,027,213	$2,029,800	($2,587)	-0.1%
TOTAL BUDGET	$30,978,836	$10,494,233	$10,256,278	$237,955	2.3%

Variance Explanations:

Personnel Salaries Fringe Benefits	Variance associated with Head Start Division Vacancies, Vacancies will continue to persist for a short while due to current events. This will result in a cost savings of $600k to be shifted down to Contractual, split between EISD and SAISD.
Travel	Funds to be reallocated, travel is not anticipated to this degree for HS GY20-21
Supplies	
Contractual - COSA	
- SAISD/EISD	Invoiced 45 days after period close
- SAMH/UIW	SAMH - $273,740.00 Budgeted - Variance tied to inablilty to provide these direct services as a result of COVID-19. UIW - $70,244.00 - Variance tied to inablilty to provide these direct services as a result of COVID-19.
Other	JE to recognize utilitiy expenditures in process. Variance is also associated with staff mileage. As a result of COVID-19, HS has experienced a reduction in staff mileage reimbursements.
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	$4,646,825	N/A	$1,181,870	N/A	11.5%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	$277,322	$57,362	$47,716	$9,646	16.8%
(Earmarked costs)					

* $64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Procurement Card Transaction Log

For the Period Ending: July 31, 2020

Date	IO	GL	Vendor	Purpose	Amount
			No Additional Transactions in July		
				Monthly Total:	$0.00

IO	GL	Account Name	Amount
138000002570	5201025	Educations - Clases	$2,221.00
138000002567	5203070	Subscriptions to Publications	$275.00
		Year to Date Total:	$2,496.00

Head Start 2020		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 30,978,836.01**	**$ 10,494,232.69**	**$ 10,256,277.79**	**$ 237,954.90**	**2.27%**	**$ 11,833,193.00**
Regular Salaries	5101010	$ 4,387,260.00	$ 1,914,339.45	$ 1,817,225.98	$ 97,113.47	5.07%	$ -
Overtime Salaries	5101020	$ -	$ -	$ 36.01	$ (36.01)	0.00%	$ -
Retiree Payout Sal	5101070	$ -	$ -	$ 1,210.11	$ (1,210.11)	0.00%	$ -
Personnel Services		**$ 4,387,260.00**	**$ 1,914,339.45**	**$ 1,818,472.10**	**$ 95,867.35**	**5.01%**	**$ -**
Language Skill Pay	5101050	$ 17,750.00	$ 6,350.00	$ 7,300.00	$ (950.00)	-14.96%	$ -
FICA & Medicare Exp	5103005	$ 467,865.00	$ 146,446.97	$ 134,210.59	$ 12,236.38	8.36%	$ -
Life Insurance	5103010	$ 4,228.00	$ 1,914.34	$ 1,303.42	$ 610.92	31.91%	$ -
Transportation Allow	5103056	$ 2,730.00	$ 1,290.00	$ 1,040.00	$ 250.00	19.38%	$ -
Cell Phone Reimburse	5103105	$ 1,100.00	$ 500.00	$ 500.00	$ (0.00)	0.00%	$ -
Retirement Exp	5105010	$ 492,874.00	$ 223,211.98	$ 219,523.22	$ 3,688.76	1.65%	$ -
Civln Actv Healthcr	5170040	$ 668,250.00	$ 307,724.17	$ 277,731.74	$ 29,992.43	9.75%	$ -
Fringe Benefits		**$ 1,702,797.00**	**$ 687,437.45**	**$ 641,608.97**	**$ 45,828.48**	**6.67%**	**$ -**
Travel-Official	5207010	$ 25,000.00	$ 227.46	$ 227.46	$ -	0.00%	$ -
Travel-Official		**$ 25,000.00**	**$ 227.46**	**$ 227.46**	**$ -**	**0.00%**	**$ -**
Fees to Prof Contr.	5201040	$ 109,200.00	$ 42,292.66	$ 26,971.70	$ 15,320.96	36.23%	$ 54,388.98
Temporary Services	5202010	$ 1,500.00	$ 1,400.00	$ 1,559.43	$ (159.43)	-11.39%	$ 39.71
Contractual Services	5202020	$ 17,755,464.00	$ 5,623,652.86	$ 5,576,289.35	$ 47,363.51	0.84%	$ 11,474,429.65
EISD	5202020	$ 4,525,272.00	$ 1,506,888.62	$ 1,482,280.18	$ 24,608.44	1.63%	$ 2,850,013.82
SAISD	5202020	$ 13,064,241.00	$ 4,062,348.00	$ 4,044,198.76	$ 18,149.24	0.45%	$ 8,462,948.24
UIW	5202020	$ 77,480.00	$ 18,992.00	$ 18,232.45	$ 759.55	4.00%	$ 14,192.55
SAMH	6102100	$ 273,740.00	$ 72,178.00	$ 52,946.27	$ 19,231.73	26.64%	$ -
Direct	5202020	$ 21,923.00	$ 3,349.35	$ 195.75	$ 3,153.60	94.16%	$ 112,109.25
TTA	5202020	$ 66,548.00	$ 32,074.89	$ 31,382.21	$ 692.68	2.16%	$ 35,165.79
Contractual		**$ 18,139,904.00**	**$ 5,739,523.52**	**$ 5,657,766.75**	**$ 81,756.77**	**1.42%**	**$ 11,528,858.34**
Office Supplies	5302010	$ 83,843.91	$ 8,379.35	$ 7,735.00	$ 644.35	7.69%	$ 4,412.14
Cap<5000 - Comp Equ.	5501000	$ 76,478.45	$ 8,977.78	$ 8,729.60	$ 248.18	2.76%	$ 8,059.48
Cap<5000 - M&E Other	5501055	$ 8,500.00	$ 661.11	$ 500.00	$ 161.11	24.37%	$ 2,336.89
Cap<5000 - Furn &Fix	5501065	$ 11,000.00	$ 1,100.00	$ 765.32	$ 334.68	30.43%	$ 5,128.82
Supplies		**$ 329,985.86**	**$ 19,118.24**	**$ 17,729.92**	**$ 1,388.32**	**7.26%**	**$ 170,100.83**
Education - Classes	5201025	$ 85,703.00	$ 19,841.24	$ 19,819.36	$ 21.88	0.11%	$ 32,415.00
Binding & Printing	5203060	$ 30,128.09	$ 10,235.00	$ 9,873.32	$ 361.68	3.53%	$ -
Subs to Publications	5203070	$ 2,000.00	$ 1,055.56	$ 869.00	$ 186.56	17.67%	$ 542.40
Transportation Fees	5203090	$ 10,382.31	$ 4,325.96	$ 1,471.55	$ 2,854.41	65.98%	$ -
Linen & Laundry Serv	5204010	$ 400.00	$ 50.00	$ -	$ 50.00	100.00%	$ -
Maint & Rep - Cmrcl	5204020	$ 1,000.00	$ 125.00	$ 289.63	$ (164.63)	-131.70%	$ -
Maint - Buildings	5204050	$ 118,520.05	$ 32,665.75	$ 29,164.85	$ 3,500.90	10.72%	$ 81,859.85
Maint.- Repair Auto	5204090	$ 2,000.00	$ 300.00	$ 359.58	$ (59.58)	-19.86%	$ -
Mail and Parcel Post	5205010	$ 300.00	$ 200.00	$ 589.63	$ (389.63)	-194.82%	$ -
Rental Office Equip.	5205020	$ 12,000.00	$ 4,920.00	$ 3,916.13	$ 1,003.87	20.40%	$ -
Alarm and Sec. Serv.	5208530	$ 2,021.00	$ 500.00	$ 190.70	$ 309.30	61.86%	$ 276.00
M&R Parts Automotive	5301020	$ 2,000.00	$ 200.00	$ 727.57	$ (527.57)	-263.79%	$ -
Food	5304010	$ 15,010.00	$ 4,000.00	$ 2,013.74	$ 1,986.26	49.66%	$ 3,823.69
Cell Phone Services	5403040	$ 27,092.93	$ 10,700.00	$ 8,683.03	$ 2,016.97	18.85%	$ -
Wireless Data Comm.	5403510	$ 12,077.76	$ 3,180.00	$ 3,693.98	$ (513.98)	-16.16%	$ -
Motor Fuel and Lub.	5403545	$ 1,000.00	$ 310.00	$ 156.27	$ 153.73	49.59%	$ -
Software Licenses	5404520	$ 2,000.00	$ 250.00	$ -	$ 250.00	100.00%	$ -
Gas and Electricity	5404530	$ 31,900.00	$ 10,675.08	$ 7,035.69	$ 3,639.39	34.09%	$ -
Water and Sewer	5404540	$ 3,250.00	$ 1,040.00	$ 709.73	$ 330.27	31.76%	$ -
DW Other	5407032	$ 5,500.00	$ 775.00	$ 87.75	$ 687.25	88.68%	$ -
Subs - Comp. Serv	5203080	$ 56,250.00	$ 1,025.00	$ 1,021.51	$ 3.49	0.34%	$ 10,082.89
Other		**$ 452,735.14**	**$ 106,373.58**	**$ 90,673.02**	**$ 15,700.56**	**14.76%**	**$ 134,233.83**
In Kind Salaries	6501010	$ 32,000.00	$ 22,187.00	$ 16,173.00	$ 6,014.00	27.11%	$ -
In Kind Social Security	6503005	$ 3,000.00	$ 1,695.00	$ 1,236.18	$ 458.82	27.07%	$ -
In Kind Life Insurance	6503010	$ 25.00	$ 22.00	$ 16.16	$ 5.84	26.55%	$ -
In Kind - Flex Benefit	6504030	$ 3,000.00	$ 2,179.00	$ 1,576.60	$ 602.40	27.65%	$ -
In Kind TMRS	6505010	$ 4,000.00	$ 2,660.00	$ 1,943.39	$ 716.61	26.94%	$ -
In Kind Other Contrc	6602025	$ 5,899,129.00	$ 1,998,469.99	$ 2,008,854.24	$ (10,384.25)	-0.52%	$ -
In Kind		**$ 5,941,154.00**	**$ 2,027,212.99**	**$ 2,029,799.57**	**$ (2,586.58)**	**-0.13%**	**$ -**
Total		**$ 30,978,836.01**	**$ 10,494,232.69**	**$ 10,256,277.79**	**$ 237,954.90**	**2.27%**	**$ 11,833,193.00**

Head Start GY 20-21 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**
Regular Salaries	5101010	$ 1,817,225.98	$ 284,518.63	$ 312,213.75	$ 300,589.45	$ 292,398.83	$ 317,176.52	$ 310,328.80
Overtime Salaries	5101020	$ 36.01	$ -	$ -	$ -	$ -	$ -	$ 36.01
Retiree Payout Sal	5101070	$ 1,210.11	$ -	$ 184.99	$ 391.95	$ 633.17	$ -	$ -
Personnel Services		**$ 1,818,472.10**	**$ 284,518.63**	**$ 312,398.74**	**$ 300,981.40**	**$ 293,032.00**	**$ 317,176.52**	**$ 310,364.81**
Language Skill Pay	5101050	$ 7,300.00	$ 100.00	$ 1,300.00	$ 1,500.00	$ 1,500.00	$ 1,450.00	$ 1,450.00
FICA & Medicare Exp	5103005	$ 134,210.59	$ 21,042.36	$ 22,918.19	$ 22,500.15	$ 21,943.07	$ 23,176.41	$ 22,630.41
Life Insurance	5103010	$ 1,303.42	$ 223.00	$ 220.55	$ 214.05	$ 215.69	$ 225.71	$ 204.42
Transportation Allow	5103056	$ 1,040.00	$ -	$ 260.00	$ 195.00	$ 195.00	$ 195.00	$ 195.00
Cell Phone Reimburse	5103105	$ 500.00	$ -	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00
Retirement Exp	5105010	$ 219,523.22	$ 34,529.53	$ 37,838.77	$ 36,695.88	$ 34,811.59	$ 38,107.07	$ 37,540.38
Civln Actv Healthcr	5170040	$ 277,731.74	$ 47,192.08	$ 45,839.61	$ 45,807.07	$ 45,594.08	$ 47,887.98	$ 45,410.92
Fringe Benefits		**$ 641,608.97**	**$ 103,086.97**	**$ 108,477.12**	**$ 107,012.15**	**$ 104,359.43**	**$ 111,142.17**	**$ 107,531.13**
Travel-Official	5207010	$ 227.46	$ 227.46	$ -	$ -	$ -	$ -	$ -
Travel-Official		**$ 227.46**	**$ 227.46**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 26,971.70	$ 4,027.88	$ 3,421.87	$ 2,856.47	$ 3,114.55	$ 10,780.68	$ 2,770.25
Temporary Services	5202010	$ 1,559.43	$ 1,360.48	$ -	$ 147.05	$ 17.30	$ 34.60	$ -
Contractual Services	5202020	$ 5,576,289.35	$ -	$ 19,268.45	$ 1,429,507.08	$ 1,355,780.38	$ 1,381,264.07	$ 1,390,469.37
EISD	5202020	$ 1,482,280.18	$ -	$ -	$ 393,791.77	$ 338,366.92	$ 380,833.62	$ 369,287.87
SAISD	5202020	$ 4,044,198.76	$ -	$ -	$ 1,033,222.26	$ 1,015,746.81	$ 998,763.80	$ 996,465.89
UIW	5202020	$ 18,232.45	$ -	$ 17,406.05	$ 826.40	$ -	$ -	$ -
SAMH	6102100	$ 52,946.27	$ -	$ -	$ 43,459.73	$ -	$ 9,486.54	$ -
Direct	5202020	$ 195.75	$ -	$ 195.75	$ -	$ -	$ -	$ -
TTA	5202020	$ 31,382.21	$ -	$ 1,666.65	$ 1,666.65	$ 1,666.65	$ 1,666.65	$ 24,715.61
Contractual		**$ 5,657,766.75**	**$ 5,388.36**	**$ 22,690.32**	**$ 1,475,970.33**	**$ 1,358,912.23**	**$ 1,401,565.89**	**$ 1,393,239.62**
Total		**$ 10,256,277.79**	**$ 407,090.89**	**$ 472,693.00**	**$ 1,908,397.29**	**$ 1,764,968.25**	**$ 3,881,683.93**	**$ 1,821,444.43**

Head Start GY 20-21 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**
Office Supplies	5302010	$ 7,735.00	$ 1,208.92	$ 249.20	$ 279.40	$ 1,477.65	$ 4,519.83	$ -
Cap<5000 - Comp Equ.	5501000	$ 8,729.60	$ -	$ -	$ 3,440.00	$ -	$ -	$ 5,289.60
Cap<5000 - M&E Other	5501055	$ 500.00	$ -	$ -	$ 500.00	$ -	$ -	$ -
Cap<5000 - Furn &Fix	5501065	$ 765.32	$ -	$ -	$ -	$ -	$ 95.06	$ 670.26
Supplies		**$ 17,729.92**	**$ 1,208.92**	**$ 249.20**	**$ 4,219.40**	**$ 1,477.65**	**$ 4,614.89**	**$ 5,959.86**
Education - Classes	5201025	$ 19,819.36	$ 938.95	$ 2,250.00	$ 6,217.91	$ 325.00	$ 550.00	$ 9,537.50
Binding & Printing	5203060	$ 9,873.32	$ 3,448.75	$ 3,286.10	$ 1,668.67	$ -	$ 1,442.20	$ 27.60
Subs to Publications	5203070	$ 869.00	$ -	$ -	$ 594.00	$ -	$ 275.00	$ -
Transportation Fees	5203090	$ 1,471.55	$ -	$ 1,306.51	$ 165.04	$ -	$ -	$ -
Maint & Rep - Cmrcl	5204020	$ 289.63	$ 63.18	$ -	$ 5.00	$ 5.00	$ -	$ 216.45
Maint - Buildings	5204050	$ 29,164.85	$ 6,945.00	$ 15,977.50	$ (6,563.55)	$ 535.00	$ 12,003.40	$ 267.50
Maint.- Repair Auto	5204090	$ 359.58	$ 199.63	$ -	$ 11.85	$ -	$ -	$ 148.10
Mail and Parcel Post	5205010	$ 589.63	$ -	$ -	$ 284.63	$ -	$ -	$ 305.00
Rental Office Equip.	5205020	$ 3,916.13	$ -	$ 1,670.69	$ -	$ 1,481.00	$ (158.33)	$ 922.77
Alarm and Sec. Serv.	5208530	$ 190.70	$ 222.00	$ -	$ -	$ -	$ (31.30)	$ -
M&R Parts Automotive	5301020	$ 727.57	$ 81.37	$ -	$ 9.50	$ -	$ -	$ 636.70
Food	5304010	$ 2,013.74	$ 162.68	$ 1,217.13	$ 607.11	$ 8.91	$ 8.91	$ 9.00
Cell Phone Services	5403040	$ 8,683.03	$ -	$ 2,115.46	$ -	$ 4,396.77	$ 2,170.80	$ -
Wireless Data Comm.	5403510	$ 3,693.98	$ -	$ 853.30	$ 706.29	$ 418.41	$ 1,639.48	$ 76.50
Motor Fuel and Lub.	5403545	$ 156.27	$ 10.99	$ 113.18	$ 15.25	$ 16.85	$ -	$ -
Gas and Electricity	5404530	$ 7,035.69	$ -	$ -	$ 4,531.44	$ -	$ 2,504.25	$ -
Water and Sewer	5404540	$ 709.73	$ -	$ -	$ 380.20	$ -	$ 329.53	$ -
DW Other	5407032	$ 87.75	$ -	$ 87.75	$ -	$ -	$ -	$ -
Subs - Comp. Serv	5203080	$ 1,021.51	$ 588.00	$ -	$ -	$ -	$ 433.51	$ -
Other		**$ 90,673.02**	**$ 12,660.55**	**$ 28,877.62**	**$ 8,633.34**	**$ 7,186.94**	**$ 21,167.45**	**$ 12,147.12**
In Kind Salaries	6501010	$ 16,173.00	$ -	$ -	$ -	$ -	$ 22,186.97	$ (6,013.97)
In Kind Social Security	6503005	$ 1,236.18	$ -	$ -	$ -	$ -	$ 1,695.17	$ (458.99)
In Kind Life Insurance	6503010	$ 16.16	$ -	$ -	$ -	$ -	$ 22.16	$ (6.00)
In Kind - Flex Benefit	6504030	$ 1,576.60	$ -	$ -	$ -	$ -	$ 2,179.34	$ (602.74)
In Kind TMRS	6505010	$ 1,943.39	$ -	$ -	$ -	$ -	$ 2,659.80	$ (716.41)
In Kind Other Contrc	6602025	$ 2,008,854.24	$ -	$ -	$ 11,580.67	$ -	$ 1,997,273.57	$ -
In Kind		**$ 2,029,799.57**	**$ -**	**$ -**	**$ 11,580.67**	**$ -**	**$ 2,026,017.01**	**$ (7,798.11)**
Total		**$ 10,256,277.79**	**$ 407,090.89**	**$ 472,693.00**	**$ 1,908,397.29**	**$ 1,764,968.25**	**$ 3,881,683.93**	**$ 1,821,444.43**

San Antonio Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 9,440,771.00**	**$ 3,069,674.06**	**$ 6,371,096.94**	**$ 3,675,788.00**	**$ 1,457,247.67**	**$ 2,218,540.33**
FICA	$ 745,755.00	$ 224,882.19	$ 520,872.81	$ 172,400.00	$ 106,050.55	$ 66,349.45
Health Insurance	$ 1,194,000.00	$ 408,871.93	$ 785,128.07	$ 264,782.00	$ 216,635.51	$ 48,146.49
Retirement	$ 976,500.00	$ 317,698.46	$ 658,801.54	$ 140,000.00	$ 51,313.59	$ 88,686.41
Worker's Compensation	$ 74,000.00	$ 23,072.12	$ 50,927.88	$ 26,000.00	$ 11,003.89	$ 14,996.11
Unemployment	$ 11,500.00	$ -	$ 11,500.00	$ 2,000.00	$ -	$ 2,000.00
University of TX	$ 64,621.00	$ -	$ 64,621.00	$ -	$ -	$ -
Total:	**$ 12,507,147.00**	**$ 4,044,198.76**	**$ 8,462,948.24**	**$ 4,280,970.00**	**$ 1,842,251.21**	**$ 2,438,718.79**

San Antonio Independent School District GY19-20	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 9,440,771.00	$ 3,069,674.06	$ 6,371,096.94	$ 3,675,788.00	$ 1,457,247.67	$ 2,218,540.33
Fringes	$ 3,001,755.00	$ 974,524.70	$ 2,027,230.30	$ 605,182.00	$ 385,003.54	$ 220,178.46
Travel	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ -	$ -	$ -	$ -	$ -	$ -
Contractual	$ 64,621.00	$ -	$ 64,621.00	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 12,507,147.00**	**$ 4,044,198.76**	**$ 8,462,948.24**	**$ 4,280,970.00**	**$ 1,842,251.21**	**$ 2,438,718.79**

Edgewood Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 3,320,316.38**	**$ 1,164,549.39**	**$ 2,155,766.99**	**$ 1,345,517.00**	**$ 720,966.41**	**$ 624,550.59**
FICA	$ 48,145.00	$ 15,801.83	$ 32,343.17	$ 19,510.00	$ 9,216.91	$ 10,293.09
Health Insurance	$ 400,000.00	$ 120,367.45	$ 279,632.55	$ 100,000.00	$ 47,907.79	$ 52,092.21
Retirement	$ 350,000.00	$ 121,134.34	$ 228,865.66	$ 10,000.00	$ 21,218.05	$ (11,218.05)
Worker's Compensation	$ 130,000.00	$ 43,306.36	$ 86,693.64	$ 7,839.00	$ 10,853.64	$ (3,014.64)
Official Travel (out of town)	$ 3,000.00	$ -	$ 3,000.00	$ -	$ 250.00	$ (250.00)
Office Supplies	$ 2,000.00	$ -	$ 2,000.00	$ -	$ 3.01	$ (3.01)
Medical and Dental Supplies	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -
Janitorial Supplies	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -
Cap <5000 - Computers	$ 2,000.00	$ -	$ 2,000.00	$ -	$ 1,441.20	$ (1,441.20)
CPR Training	$ 7,000.00	$ -	$ 7,000.00	$ -	$ 432.00	$ (432.00)
Staff Development/Training/Seminars-Staff	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 42.95	$ (42.95)
Food (Refreshments-water/cofee for meetings)	$ 100.00	$ -	$ 100.00	$ -	$ 290.58	$ (290.58)
Advertising and Publications	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Binding Printing and Reproduction	$ 500.00	$ -	$ 500.00	$ -	$ 1,004.32	$ (1,004.32)
Transportation Fees-Staff Mileage	$ 500.00	$ 146.49	$ 353.51	$ -	$ -	$ -
Mail and Postage	$ 600.00	$ 123.50	$ 476.50	$ -	$ -	$ -
Food for children (NOT reimbursed by USDA)	$ 36,975.00	$ 4,581.50	$ 32,393.50	$ -	$ -	$ -
Gas and Electricity	$ 20,848.00	$ 11,999.33	$ 8,848.67	$ -	$ -	$ -
Transportation Fees-Employee Allowance	$ 810.00	$ 270.00	$ 540.00	$ -	$ 1,645.85	$ (1,645.85)
Total:	**$ 4,332,294.38**	**$ 1,482,280.19**	**$ 2,850,014.19**	**$ 1,482,866.00**	**$ 815,272.71**	**$ 667,593.29**

Edgewood Independent School District GY19-20	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 3,320,316.38	$ 1,164,549.39	$ 2,155,766.99	$ 1,345,517.00	$ 720,966.41	$ 624,550.59
Fringes	$ 928,145.00	$ 300,609.98	$ 627,535.02	$ 137,349.00	$ 89,196.39	$ 48,152.61
Travel	$ 3,000.00	$ -	$ 3,000.00	$ -	$ 250.00	$ (250.00)
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 12,000.00	$ -	$ 12,000.00	$ -	$ 1,444.21	$ (1,444.21)
Contractual	$ 7,000.00	$ -	$ 7,000.00	$ -	$ 432.00	$ (432.00)
Other	$ 61,833.00	$ 17,120.82	$ 44,712.18	$ -	$ 2,983.70	$ (2,983.70)
Total	**$ 4,332,294.38**	**$ 1,482,280.19**	**$ 2,850,014.19**	**$ 1,482,866.00**	**$ 815,272.71**	**$ 667,593.29**

EARLY HEAD START

Early Head Start Fiscal Reports GY 20-21 as of July 31, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$190,541	$31,509	$13,683	$17,826	56.6%
FRINGE	$66,570	$10,572	$4,059	$6,513	61.6%
TRAVEL	$4,083	$0	$0	$0	0.0%
SUPPLIES	$5,080	$0	$0	$0	0.0%
EQUIPMENT	$24,000	$0	$0	$0	0.0%
CONTRACTUAL	$982,758	$0	$0	$0	0.0%
COSA	$24,758	$0	$0	$0	0.0%
Edgewood	$875,000	$0	$0	$0	0.0%
Start Up - Edgewood	$83,000	$0	$0	$0	0.0%
SAMH/UIW	$0	$0	$0	$0	0.0%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$17,919	$0	$0	$0	0.0%
TOTAL FEDERAL BUDGET	$1,290,952	$42,081	$17,742	$24,339	57.8%
Non Federal/In Kind	$322,738	$0	$0	$0	0.0%
TOTAL BUDGET	$1,613,690	$42,081	$17,742	$24,339	57.8%

Variance Explanations:

Personnel Salaries Fringe Benefits	Grant began 07/01/20 - 7 New Positions created expected to be filled October 2020.
Travel	
Supplies	
Contractual - COSA	
- EISD	
- SAMH/UIW	
Other	
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	$108,590	N/A	$ 13,602.05	N/A	76.7%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance	$26,619	$0	$0	$0	0.0%
(Earmarked costs)					
Start Up*	$107,000	$0	$0	$0	0.0%
(Earmarked costs)					

* $83,000 in Start Up Cost allocated to Edgewood Independent School District

Procurement Card Transaction Log

For the Period Ending: July 31, 2020

Date	IO	GL	Vendor	Purpose	Amount
			No Transactions in July		
				Monthly Total:	$0.00

IO	GL	Account Name	Amount
		Year to Date Total:	$0.00

EHS GY20-21		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 1,613,690.00**	**$ 42,080.90**	**$ 17,741.94**	**$ 24,338.96**	**57.84%**	**$ 760.00**
Regular Salaries	5101010	$ 190,541.47	$ 31,509.13	$ 13,683.28	$ 17,825.85	56.57%	$ -
Personnel Services		**$ 190,541.47**	**$ 31,509.13**	**$ 13,683.28**	**$ 17,825.85**	**56.57%**	**$ -**
Language Skill Pay	5101050	$ 700.00	$ -	$ -	$ -	0.00%	$ -
FICA & Medicare Exp	5103005	$ 14,576.15	$ 2,410.45	$ 1,046.79	$ 1,363.66	56.57%	$ -
Life Insurance	5103010	$ 190.56	$ 31.51	$ 13.68	$ 17.83	56.58%	$ -
Pers Leave Buy Back	5103035	$ 1,458.34	$ -	$ -	$ -	0.00%	$ -
Retirement Exp	5105010	$ 22,217.18	$ 3,673.96	$ 1,633.78	$ 2,040.18	55.53%	$ -
CivIn Actv Healthcr	5170040	$ 27,427.91	$ 4,455.85	$ 1,364.41	$ 3,091.44	69.38%	$ -
Fringe Benefits		**$ 66,570.14**	**$ 10,571.78**	**$ 4,058.66**	**$ 6,513.12**	**61.61%**	**$ -**
Travel-Official	5207010	$ 4,083.34	$ -	$ -	$ -	0.00%	$ -
Travel-Official		**$ 4,083.34**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ -**
Fees to Prof Contr.	5201040	$ 19,450.09	$ -	$ -	$ -	0.00%	$ 760.00
Contractual Services	5202020	$ 963,308.34	$ -	$ -	$ -	0.00%	$ -
Contractual Services & Support					$ -	0.00%	$ -
EISD	5202020	$ 875,000.00	$ -	$ -	$ -	0.00%	$ -
Direct	5202020	$ 5,308.34	$ -	$ -	$ -	0.00%	$ -
Start Up - EISD	5202020	$ 83,000.00	$ -	$ -	$ -	0.00%	$ -
Contractual		**$ 982,758.43**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ 760.00**
Office Supplies	5302010	$ 2,917.84	$ -	$ -	$ -	0.00%	$ -
Other Commodities	5304080	$ 641.97	$ -	$ -	$ -	0.00%	$ -
Cap<5000 - M&E Other	5501055	$ 1,520.17	$ -	$ -	$ -	0.00%	$ -
Supplies		**$ 5,079.98**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ -**
Cap<5000 - M&E Auto	5501050	$ 24,000.00	$ -	$ -	$ -	0.00%	$ -
Equipment		**$ 24,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ -**
Education - Classes	5201025	$ 2,272.67	$ -	$ -	$ -	0.00%	$ -
Adv and Publications	5203040	$ 875.00	$ -	$ -	$ -	0.00%	$ -
Binding & Printing	5203060	$ 2,916.68	$ -	$ -	$ -	0.00%	$ -
Transportation Fees	5203090	$ 2,625.00	$ -	$ -	$ -	0.00%	$ -
Maint - Buildings	5204050	$ 2,129.18	$ -	$ -	$ -	0.00%	$ -
Mail and Parcel Post	5205010	$ 17.50	$ -	$ -	$ -	0.00%	$ -
Rental Office Equip.	5205020	$ 287.89	$ -	$ -	$ -	0.00%	$ -
Alarm and Sec. Serv.	5208530	$ 217.00	$ -	$ -	$ -	0.00%	$ -
Food	5304010	$ 2,431.34	$ -	$ -	$ -	0.00%	$ -
Cell Phone Services	5403040	$ 277.09	$ -	$ -	$ -	0.00%	$ -
Wireless Data Comm.	5403510	$ 616.00	$ -	$ -	$ -	0.00%	$ -
Software Licenses	5404520	$ 875.00	$ -	$ -	$ -	0.00%	$ -
Gas and Electricity	5404530	$ 729.18	$ -	$ -	$ -	0.00%	$ -
Water and Sewer	5404540	$ 93.34	$ -	$ -	$ -	0.00%	$ -
DW Other	5407032	$ 583.34	$ -	$ -	$ -	0.00%	$ -
Subs - Comp. Serv	5203080	$ 972.43	$ -	$ -	$ -	0.00%	$ -
Other		**$ 17,918.64**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ -**
In Kind Other Contrc	6602025	$ 322,738.00	$ -	$ -	$ -	0.00%	$ -
In Kind		**$ 322,738.00**	**$ -**	**$ -**	**$ -**	**0.00%**	**$ -**
Total		**$ 1,613,690.00**	**$ 42,080.90**	**$ 17,741.94**	**$ 24,338.96**	**57.84%**	**$ 760.00**

Early Head Start GY 20-21 Monthly Breakdown			Quarter 2
Description	**GL**	**YTD**	**July**
			10
Regular Salaries	5101010	$ 13,683.28	$ 13,683.28
Personnel Services		**$ 13,683.28**	**$ 13,683.28**
FICA & Medicare Exp	5103005	$ 1,046.79	$ 1,046.79
Life Insurance	5103010	$ 13.68	$ 13.68
Retirement Exp	5105010	$ 1,633.78	$ 1,633.78
CivIn Actv Healthcr	5170040	$ 1,364.41	$ 1,364.41
Fringe Benefits		**$ 4,058.66**	**$ 4,058.66**
Total		**$ 17,741.94**	**$ 17,741.94**

EARLY HEAD START

CHILD CARE PARTNERSHIP

(EHS-CCP)

Early Head Start Fiscal Reports GY 19-20 as of July 31, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$728,257	$713,522	$727,682	($14,160)	-2.0%
FRINGE	$273,892	$269,798	$259,470	$10,328	3.8%
TRAVEL	$3,130	$3,130	$2,138	$992	31.7%
EQUIPMENT	$0	$0	$0	$0	0.0%
SUPPLIES	$51,045	$38,045	$39,710	($1,665)	-4.4%
CONTRACTUAL	$1,738,800	$1,717,508	$1,656,577	$60,932	3.5%
COSA	$67,600	$50,308	$30,659	$19,649	39.1%
Blessed Sacrament	$215,600	$215,600	$215,600	$0	0.0%
Ella Austin	$492,800	$492,800	$451,737	$41,063	8.3%
Healy Murphy	$431,200	$431,200	$431,200	$0	0.0%
Inman Christian	$215,600	$215,600	$215,600	$0	0.0%
Seton Home	$154,000	$154,000	$154,000	$0	0.0%
YWCA	$154,000	$154,000	$154,000	$0	0.0%
UIW	$8,000	$4,000	$3,780	$220	5.5%
OTHER	$52,408	$48,091	$45,206	$2,885	6.0%
TOTAL FED BUDGET	$2,847,532	$2,790,095	$2,730,783	$59,311	2.1%
NON FED SHARE/IN KIND	$711,883	$534,516	$558,460	($23,944)	-4.5%
TOTAL BUDGET	$ 3,559,415	$ 3,324,610	$ 3,289,243	$ 35,367	1.1%

Variance Explanations:

Personnel	2 Vacant positions - Saving redirected to Supplies for emergency purchases due to COVID-19
Fringes	Related to Personnel variance
Travel	Travel suspended in March due to COVID-19
Supplies	
Contractual	Variance tied to additional funds provided to CCP partnerts to furnish new classrooms. EACC payment for July issued in August.
Other	
Non Federal Share/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Administrative Cost	$533,912	N/A	$206,975		6.3%
(may not exceed 15% of actual expenditures)					
Training and Technical Assistance	$64,800	$56,774	$49,752	$7,023	12.4%
(Earmarked costs)					

Procurement Card Transaction Log

YTD For the Period Ending: July 31, 2020

Date	IO	GL	Vendor	Purpose	Amount
			No Additional Transactions in July		
				Monthly Total:	$0.00

IO	GL	GL Name	Amount
138000002344	5201025	Education - Classes	$ 3,064.00
		Year to Date Total:	$3,064.00

EHS CCP 2019		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 3,559,415.00**	**$ 3,324,610.06**	**$ 3,289,243.50**	**$ 35,366.56**	**1.06%**	**$ 83,767.55**
Regular Salaries	5101010	$ 728,257.00	$ 713,521.91	$ 727,682.27	$ (14,160.36)	-1.98%	$ -
Personnel Services		**$ 728,257.00**	**$ 713,521.91**	**$ 727,682.27**	**$ (14,160.36)**	**-1.98%**	**$ -**
Language Skill Pay	5101050	$ 4,800.00	$ 3,600.00	$ 3,400.00	$ 200.00	5.56%	$ -
FICA & Medicare Exp	5103005	$ 54,851.00	$ 53,723.93	$ 54,197.94	$ (474.01)	-0.88%	$ -
Life Insurance	5103010	$ 763.00	$ 745.77	$ 538.70	$ 207.07	27.77%	$ -
Pers Leave Buy Back	5103035	$ 5,400.00	$ 5,400.00	$ 6,474.85	$ (1,074.85)	-19.90%	$ -
Transportation Allow	5103056	$ 780.00	$ 650.00	$ 130.00	$ 520.00	80.00%	$ -
Retirement Exp	5105010	$ 90,839.00	$ 89,219.61	$ 89,013.65	$ 205.96	0.23%	$ -
Civln Actv Healthcr	5170040	$ 116,459.00	$ 116,459.00	$ 105,715.23	$ 10,743.77	9.23%	$ -
Fringe Benefits		**$ 273,892.00**	**$ 269,798.31**	**$ 259,470.37**	**$ 10,327.94**	**3.83%**	**$ -**
Travel-Official	5207010	$ 3,130.00	$ 3,130.00	$ 2,138.06	$ 991.94	31.69%	$ -
Travel-Official		**$ 3,130.00**	**$ 3,130.00**	**$ 2,138.06**	**$ 991.94**	**31.69%**	**$ -**
Fees to Prof Contr.	5201040	$ 25,331.00	$ 12,139.34	$ 13,990.71	$ (1,851.37)	-15.25%	$ 3,150.38
Contractual Services	5202020	$ 1,713,469.00	$ 1,705,369.00	$ 1,642,586.29	$ 62,782.71	3.68%	$ 66,468.81
BSA	5202020	$ 215,600.00	$ 215,600.00	$ 215,600.00	$ -	0.00%	$ -
Ella Austin	5202020	$ 492,800.00	$ 492,800.00	$ 451,737.00	$ 41,063.00	8.33%	$ 41,063.00
Healy	5202020	$ 431,200.00	$ 431,200.00	$ 431,200.00	$ -	0.00%	$ -
Inman	5202020	$ 215,600.00	$ 215,600.00	$ 215,600.00	$ -	0.00%	$ -
Seton Home	5202020	$ 154,000.00	$ 154,000.00	$ 154,000.00	$ -	0.00%	$ -
YWCA	5202020	$ 154,000.00	$ 154,000.00	$ 154,000.00	$ -	0.00%	$ -
Direct	5202020	$ 39,200.00	$ 35,100.00	$ 13,599.70	$ 21,500.30	5.50%	$ 25,405.81
T&TA	5202020	$ 3,069.00	$ 3,069.00	$ 3,069.00	$ -	0.00%	$ -
Support Services	5202020	$ 8,000.00	$ 4,000.00	$ 3,780.20	$ 219.80	0.00%	$ -
Contractual		**$ 1,738,800.00**	**$ 1,717,508.34**	**$ 1,656,577.00**	**$ 60,931.34**	**3.55%**	**$ 69,619.19**
Office Supplies	5302010	$ 16,045.00	$ 3,045.00	$ 3,756.30	$ (711.30)	-23.36%	$ 10,825.70
Other Commodities	5304080	$ 35,000.00	$ 35,000.00	$ 35,339.68	$ (339.68)	-0.97%	$ -
Cap<5000 - Comp Equ.	5501000	$ -	$ -	$ 614.36	$ (614.36)	0.00%	$ -
Supplies		**$ 51,045.00**	**$ 38,045.00**	**$ 39,710.34**	**$ (1,665.34)**	**-4.38%**	**$ 10,825.70**
Education - Classes	5201025	$ 5,700.00	$ 5,700.00	$ 6,648.84	$ (948.84)	-16.65%	$ 1,775.00
Binding & Printing	5203060	$ 7,431.00	$ 5,900.00	$ 7,266.07	$ (1,366.07)	-23.15%	$ -
Transportation Fees	5203090	$ 5,000.00	$ 5,000.00	$ 3,926.01	$ 1,073.99	21.48%	$ -
Maint - Buildings	5204050	$ 12,325.00	$ 12,316.00	$ 8,222.30	$ 4,093.70	33.24%	$ -
Mail and Parcel Post	5205010	$ -	$ -	$ 663.88	$ (663.88)	0.00%	$ -
Rental Office Equip.	5205020	$ 1,500.00	$ 1,496.00	$ 1,804.76	$ (308.76)	-20.64%	$ -
Alarm and Sec. Serv.	5208530	$ -	$ -	$ 25.95	$ (25.95)	0.00%	$ -
Food	5304010	$ 5,646.00	$ 5,125.00	$ 2,337.45	$ 2,787.55	54.39%	$ 92.66
Cell Phone Services	5403040	$ 1,548.00	$ 1,548.00	$ 2,889.89	$ (1,341.89)	-86.69%	$ -
Wireless Data Comm.	5403510	$ 1,824.00	$ 1,105.00	$ 1,140.06	$ (35.06)	-3.17%	$ -
Gas and Electricity	5404530	$ 3,300.00	$ 3,300.00	$ 3,054.05	$ 245.95	7.45%	$ -
Water and Sewer	5404540	$ 250.00	$ 250.00	$ 295.86	$ (45.86)	-18.34%	$ -
DW Other	5407032	$ 5,233.00	$ 4,000.00	$ 4,405.31	$ (405.31)	-10.13%	$ -
Subs - Comp. Serv	5203080	$ 2,351.00	$ 2,351.00	$ 2,525.32	$ (174.32)	-7.41%	$ -
Other		**$ 52,408.00**	**$ 48,091.00**	**$ 45,205.75**	**$ 2,885.25**	**6.00%**	**$ 3,322.66**
In Kind Salaries	6501010	$ 1,900.00	$ 1,900.00	$ 16,493.23	$ (14,593.23)	-768.06%	$ -
In Kind Social Security	6503005	$ 145.00	$ 145.00	$ 1,260.63	$ (1,115.63)	-769.40%	$ -
In Kind Life Insurance	6503010	$ 54.00	$ 54.00	$ 16.47	$ 37.53	69.50%	$ -
In Kind - Flex Benefit	6504030	$ 222.00	$ 222.00	$ 1,503.89	$ (1,281.89)	-577.43%	$ -
In Kind TMRS	6505010	$ 92.00	$ 92.00	$ 1,972.09	$ (1,880.09)	-2043.58%	$ -
In Kind Other Contrc	6602025	$ 709,470.00	$ 532,102.50	$ 537,213.40	$ (5,110.90)	-0.96%	$ -
In Kind		**$ 711,883.00**	**$ 534,515.50**	**$ 558,459.71**	**$ (23,944.21)**	**-4.48%**	**$ -**
Total		**$ 3,559,415.00**	**$ 3,324,610.06**	**$ 3,289,243.50**	**$ 35,366.56**	**1.06%**	**$ 83,767.55**

EHS-CCP GY 19-20 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**August**	**September**	**October**	**November**	**December**	**January**
Regular Salaries	5101010	$ 727,682.27	$ 12,356.59	$ 99,358.09	$ 64,408.63	$ 58,616.56	$ 58,221.74	$ 66,071.22
Personnel Services		**$ 727,682.27**	**$ 12,356.59**	**$ 99,358.09**	**$ 64,408.63**	**$ 58,616.56**	**$ 58,221.74**	**$ 66,071.22**
Language Skill Pay	5101050	$ 3,400.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00
FICA & Medicare Exp	5103005	$ 54,197.94	$ 773.69	$ 7,434.32	$ 4,745.45	$ 4,871.46	$ 4,280.47	$ 4,865.65
Life Insurance	5103010	$ 538.70	$ (3.33)	$ 85.95	$ 44.04	$ 43.98	$ 43.07	$ 46.64
Pers Leave Buy Back	5103035	$ 6,474.85	$ -	$ -	$ -	$ 6,474.85	$ -	$ -
Transportation Allow	5103056	$ 130.00	$ -	$ -	$ 65.00	$ 65.00	$ -	$ -
Retirement Exp	5105010	$ 89,013.65	$ 4,018.52	$ 9,254.23	$ 7,605.68	$ 7,766.38	$ 6,862.74	$ 9,393.36
Civln Actv Healthcr	5170040	$ 105,715.23	$ 2,379.81	$ 15,392.55	$ 9,129.30	$ 8,831.66	$ 8,771.18	$ 8,163.14
Fringe Benefits		**$ 259,470.37**	**$ 7,468.69**	**$ 32,467.05**	**$ 21,889.47**	**$ 28,353.33**	**$ 20,257.46**	**$ 22,768.79**
Travel-Official	5207010	$ 2,138.06	$ -	$ 322.87	$ 1,062.99	$ -	$ -	$ -
Travel-Official		**$ 2,138.06**	**$ -**	**$ 322.87**	**$ 1,062.99**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 13,990.71	$ -	$ 1,412.25	$ -	$ 331.82	$ 1,827.29	$ 3,767.82
Contractual Services	5202020	$ 1,642,586.29	$ 138,603.00	$ 142,529.08	$ 140,050.42	$ 248,394.57	$ 36,248.62	$ 139,940.42
BSA	5202020	$ 215,600.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 35,934.00	$ -	$ 17,967.00
Ella Austin	5202020	$ 451,737.00	$ 41,067.00	$ 41,067.00	$ 41,067.00	$ 82,134.00	$ -	$ 41,067.00
Healy	5202020	$ 431,200.00	$ 35,934.00	$ 35,934.00	$ 35,934.00	$ 71,868.00	$ -	$ 35,934.00
Inman	5202020	$ 215,600.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00
Seton Home	5202020	$ 154,000.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 25,668.00	$ -	$ 12,834.00
YWCA	5202020	$ 154,000.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00
Direct	5202020	$ 13,599.70	$ -	$ 857.08	$ 1,447.42	$ 1,989.18	$ 1,667.42	$ 1,337.42
Contractual		**$ 1,656,577.00**	**$ 138,603.00**	**$ 143,941.33**	**$ 140,050.42**	**$ 248,726.39**	**$ 38,075.91**	**$ 143,708.24**
Office Supplies	5302010	$ 3,756.30	$ -	$ -	$ 101.99	$ -	$ 541.88	$ -
Other Commodities	5304080	$ 35,339.68	$ -	$ -	$ -	$ -	$ -	$ -
Cap<5000 - Comp Equ.	5501000	$ 614.36	$ -	$ -	$ -	$ -	$ -	$ -
Supplies		**$ 39,710.34**	**$ -**	**$ -**	**$ 101.99**	**$ -**	**$ 541.88**	**$ -**
Education - Classes	5201025	$ 6,648.84	$ 780.00	$ -	$ 30.00	$ 1,814.00	$ -	$ 549.00
Binding & Printing	5203060	$ 7,266.07	$ -	$ -	$ -	$ 288.60	$ -	$ 681.10
Transportation Fees	5203090	$ 3,926.01	$ -	$ 579.42	$ 612.14	$ 744.64	$ 448.60	$ 397.88
Maint - Buildings	5204050	$ 8,222.30	$ -	$ -	$ 1,728.24	$ 811.87	$ 78.47	$ 1,898.81
Mail and Parcel Post	5205010	$ 663.88	$ -	$ -	$ -	$ -	$ -	$ -
Rental Office Equip.	5205020	$ 1,804.76	$ -	$ -	$ 491.77	$ -	$ 320.69	$ 225.48
Alarm and Sec. Serv.	5208530	$ 25.95	$ -	$ -	$ -	$ -	$ -	$ -
Food	5304010	$ 2,337.45	$ -	$ 282.42	$ 490.73	$ 606.42	$ 188.66	$ 518.05
Cell Phone Services	5403040	$ 2,889.89	$ -	$ 399.64	$ 413.85	$ (127.16)	$ 273.22	$ 553.55
Wireless Data Comm.	5403510	$ 1,140.06	$ -	$ 63.65	$ 114.37	$ 50.72	$ 231.94	$ 75.99
Gas and Electricity	5404530	$ 3,054.05	$ -	$ -	$ 844.22	$ -	$ 598.17	$ -
Water and Sewer	5404540	$ 295.86	$ -	$ -	$ 54.83	$ -	$ 59.12	$ -
DW Other	5407032	$ 4,405.31	$ -	$ -	$ -	$ -	$ -	$ 1.86
Subs - Comp. Serv	5203080	$ 2,525.32	$ -	$ -	$ -	$ 2,525.32	$ -	$ -
Other		**$ 45,205.75**	**$ 780.00**	**$ 1,325.13**	**$ 4,780.15**	**$ 6,714.41**	**$ 2,198.87**	**$ 4,901.72**
In Kind Salaries	6501010	$ 16,493.23	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Social Security	6503005	$ 1,260.63	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Life Insurance	6503010	$ 16.47	$ -	$ -	$ -	$ -	$ -	$ -
In Kind - Flex Benefit	6504030	$ 1,503.89	$ -	$ -	$ -	$ -	$ -	$ -
In Kind TMRS	6505010	$ 1,972.09	$ -	$ -	$ -	$ -	$ -	$ -
In Kind Other Contrc	6602025	$ 537,213.40	$ -	$ -	$ -	$ 174.28	$ -	$ 1,796.31
In Kind		**$ 558,459.71**	**$ -**	**$ -**	**$ -**	**$ 174.28**	**$ -**	**$ 1,796.31**
Total		**$ 3,289,243.50**	**$ 159,208.28**	**$ 277,414.47**	**$ 232,293.65**	**$ 342,584.97**	**$ 119,295.86**	**$ 239,246.28**

EHS-CCP GY 19-20 Monthly Breakdown			Quarter 3			Quarter 4		
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**
Regular Salaries	5101010	$ 727,682.27	$ 57,514.54	$ 63,672.25	$ 63,549.07	$ 58,718.14	$ 58,240.97	$ 66,954.47
Personnel Services		**$ 727,682.27**	**$ 57,514.54**	**$ 63,672.25**	**$ 63,549.07**	**$ 58,718.14**	**$ 58,240.97**	**$ 66,954.47**
Language Skill Pay	5101050	$ 3,400.00	$ 300.00	$ 300.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00
FICA & Medicare Exp	5103005	$ 54,197.94	$ 4,229.93	$ 4,686.81	$ 4,717.91	$ 4,389.09	$ 4,272.92	$ 4,930.24
Life Insurance	5103010	$ 538.70	$ 46.11	$ 46.91	$ 48.83	$ 45.44	$ 42.44	$ 48.62
Pers Leave Buy Back	5103035	$ 6,474.85	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Allow	5103056	$ 130.00	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Exp	5105010	$ 89,013.65	$ 6,820.68	$ 7,681.26	$ 7,678.11	$ 6,924.68	$ 6,983.78	$ 8,024.23
Civln Actv Healthcr	5170040	$ 105,715.23	$ 9,763.19	$ 8,163.78	$ 9,223.42	$ 8,591.33	$ 8,194.86	$ 9,111.01
Fringe Benefits		**$ 259,470.37**	**$ 21,159.91**	**$ 20,878.76**	**$ 21,918.27**	**$ 20,200.54**	**$ 19,744.00**	**$ 22,364.10**
Travel-Official	5207010	$ 2,138.06	$ 227.46	$ 524.74	$ -	$ -	$ -	$ -
Travel-Official		**$ 2,138.06**	**$ 227.46**	**$ 524.74**	**$ -**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 13,990.71	$ 647.18	$ -	$ -	$ 2,058.75	$ 1,229.15	$ 2,716.45
Contractual Services	5202020	$ 1,642,586.29	$ 139,647.08	$ 140,215.42	$ 139,574.67	$ 138,845.92	$ 139,186.92	$ 99,350.17
BSA	5202020	$ 215,600.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,963.00
Ella Austin	5202020	$ 451,737.00	$ 41,067.00	$ 41,067.00	$ 41,067.00	$ 41,067.00	$ 41,067.00	$ -
Healy	5202020	$ 431,200.00	$ 35,934.00	$ 35,934.00	$ 35,934.00	$ 35,934.00	$ 35,934.00	$ 35,926.00
Inman	5202020	$ 215,600.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,967.00	$ 17,963.00
Seton Home	5202020	$ 154,000.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,826.00
YWCA	5202020	$ 154,000.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,834.00	$ 12,826.00
Direct	5202020	$ 13,599.70	$ 1,044.08	$ 1,612.42	$ 971.67	$ 242.92	$ 583.92	$ 1,846.17
Contractual		**$ 1,656,577.00**	**$ 140,294.26**	**$ 140,215.42**	**$ 139,574.67**	**$ 140,904.67**	**$ 140,416.07**	**$ 102,066.62**
Office Supplies	5302010	$ 3,756.30	$ -	$ -	$ (450.00)	$ -	$ -	$ 3,562.43
Other Commodities	5304080	$ 35,339.68	$ -	$ -	$ -	$ 15,846.48	$ -	$ 19,493.20
Cap<5000 - Comp Equ.	5501000	$ 614.36	$ -	$ 356.51	$ (0.18)	$ -	$ -	$ 258.03
Supplies		**$ 39,710.34**	**$ -**	**$ 356.51**	**$ (450.18)**	**$ 15,846.48**	**$ -**	**$ 23,313.66**
Education - Classes	5201025	$ 6,648.84	$ 1,100.00	$ 446.25	$ 162.29	$ 150.00	$ -	$ 1,617.30
Binding & Printing	5203060	$ 7,266.07	$ -	$ 137.45	$ -	$ -	$ 42.85	$ 6,116.07
Transportation Fees	5203090	$ 3,926.01	$ 539.52	$ 429.00	$ 174.81	$ -	$ -	$ -
Maint - Buildings	5204050	$ 8,222.30	$ -	$ -	$ 901.75	$ -	$ 2,803.16	$ -
Mail and Parcel Post	5205010	$ 663.88	$ -	$ -	$ -	$ -	$ -	$ 663.88
Rental Office Equip.	5205020	$ 1,804.76	$ -	$ -	$ 238.68	$ -	$ 528.14	$ -
Alarm and Sec. Serv.	5208530	$ 25.95	$ -	$ -	$ -	$ -	$ 25.95	$ -
Food	5304010	$ 2,337.45	$ 96.01	$ 88.31	$ 61.85	$ -	$ -	$ 5.00
Cell Phone Services	5403040	$ 2,889.89	$ 275.85	$ 275.85	$ -	$ 550.06	$ 275.03	$ -
Wireless Data Comm.	5403510	$ 1,140.06	$ 144.39	$ 114.75	$ 114.75	$ 114.75	$ -	$ 114.75
Gas and Electricity	5404530	$ 3,054.05	$ -	$ -	$ 1,270.86	$ -	$ 340.80	$ -
Water and Sewer	5404540	$ 295.86	$ -	$ -	$ 137.06	$ -	$ 44.85	$ -
DW Other	5407032	$ 4,405.31	$ 3.45	$ -	$ -	$ -	$ -	$ 4,400.00
Subs - Comp. Serv	5203080	$ 2,525.32	$ -	$ -	$ -	$ -	$ -	$ -
Other		**$ 45,205.75**	**$ 2,159.22**	**$ 1,491.61**	**$ 3,062.05**	**$ 814.81**	**$ 4,060.78**	**$ 12,917.00**
In Kind Salaries	6501010	$ 16,493.23	$ -	$ -	$ -	$ -	$ 18,162.88	$ (1,669.65)
In Kind Social Security	6503005	$ 1,260.63	$ -	$ -	$ -	$ -	$ 1,388.35	$ (127.72)
In Kind Life Insurance	6503010	$ 16.47	$ -	$ -	$ -	$ -	$ 18.13	$ (1.66)
In Kind - Flex Benefit	6504030	$ 1,503.89	$ -	$ -	$ -	$ -	$ 1,637.51	$ (133.62)
In Kind TMRS	6505010	$ 1,972.09	$ -	$ -	$ -	$ -	$ 2,171.45	$ (199.36)
In Kind Other Contrc	6602025	$ 537,213.40	$ 28,187.41	$ -	$ -	$ -	$ 507,055.40	$ -
In Kind		**$ 558,459.71**	**$ 28,187.41**	**$ -**	**$ -**	**$ -**	**$ 530,433.72**	**$ (2,132.01)**
Total		**$ 3,289,243.50**	**$ 249,542.80**	**$ 227,139.29**	**$ 227,653.88**	**$ 236,484.64**	**$ 752,895.54**	**$ 225,483.84**

GOVERNING BODY