City of San Antonio

AGENDA

Head Start Policy Council Meeting

Tuesday, June 28, 2022 **6:15 PM** **1227 Brady Blvd**

In compliance with the Texas Open Meetings Act, the Department of Human Services Head Start Policy Council will hold an open meeting at the Head Start Office, 1227 Brady Blvd, San Antonio Texas 78207 on Tuesday, June 28, 2022, at 6:15 PM.

Public Comments
Public Comments may be submitted in-person or until 5:00 PM on the day before the meeting. Comments received will be limited to 3 minutes and made a part of the record of the meeting, and can be submitted in one of the following options:

1. Email comments to andrea.martinez@sanantonio.gov
2. Leave a message at (210) 206-5544
3. To receive a live call back during the meeting, leave name, telephone number, and topic by either method above

The following will be considered:
Call to Order

Meeting Minutes

1. Approval of the minutes from the Head Start Policy Council meeting on May 24, 2022.

Public Comments

Briefing and Possible Action on the following items

2. Correspondence – ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce
3. Review of 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care

Partnership Program (EHS-CCP) School Readiness Goals

4. Review of Head Start, EHS, and EHS-CCP Fiscal Report
5. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
6. Review of Head Start Program Monitoring
7. Review of EHS and EHS-CCP Program Monitoring

Adjournment

At any time during the meeting, the Head Start Policy Council Meeting may meet in executive session for consultation with the City Attorney's Office concerning attorney client matters under Chapter 551 of the Texas Government Code.

ACCESS STATEMENT

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Posted on: 06/24/2022 01:54 PM

Approval of Head Start Policy Council May 24, 2022 Meeting Minutes

HEAD START
City of San Antonio
Department of Human Services

MEETING MINUTES

HEAD START POLICY COUNCIL MEETING

May 24, 2022

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Maria C Martinez San Antonio Independent School District (SAISD): Candice Stafford, Melinda Pina, Maritza Mendoza EHS-EISD: Sabrina Garcia EHS-CCP: None Community Representative: Christy Caez Claudio
Members Absent	Edgewood Independent School District (EISD): Ariana Patino San Antonio Independent School District (SAISD): Alexis Alfaro EHS EISD: None EHS-CCP: Naomi Castellanos, Krizia Franklin Community Representative: Ernest De La Rosa
Alternate Members Present	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Sherise N Campbell EHS-EISD: none EHS-CCP: none
Alternate Members Absent	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao San Antonio Independent School District (SAISD): Martha Alvarez, Jessica Gomez, Isabel Martinez EHS-EISD: Mercedes Brinkley EHS-CCP: Lashonika Simpson, Ruby Arizola

I. CALL TO ORDER

2021-2022 San Antonio Independent School District (SAISD) HSPC Secretary, Candice Stafford, called the meeting to order at 6:36 p.m.

II. MEETING MINUTES

Motion: Ms. Sherise N. Campbell moved to approve the April 26, 2022, meeting minutes.
Seconded (2nd): Ms. Christy Caez Claudio
Vote: All in favor (unanimous)- The motion carried.

III. PUBLIC COMMENTS

None to report

BRIEFING AND POSSIBLE ACTION (a-m)

a. Correspondence

HSPC Secretary, Candice Stafford, introduced Ms. Audrey Jackson, Head Start Administrator, to present on the ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program (SNAP). Ms. Jackson reported on the expansion of eligibility for the families in our program. Parents are eligible for this program if they receive Temporary Assistance for Needy Families (TANF), or Supplemental Security Income (SSI) and the expansion of eligibility now includes those families that receive SNAP. Furthermore, Ms. Jackson informed this would help with low enrollment and allow for more families to qualify for the program.

HSPC member, Sherise N. Campbell, asked if this new eligibility item was in addition to the income qualification. Ms. Jackson stated yes, regardless of your wages and your income, if a parent receives or any family member receives SSI, then they are eligible for our program and the same eligibility criteria applies to families that receive SNAP. No further questions were asked.

b. Approval of Eligibility Recruitment Selection Enrollment, and Attendance (ERSEA) Point System Matrices for Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP)

HSPC Secretary, Candice Stafford, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) Point System Matrices for Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP). Ms. Jackson indicated that an updated point system could be found in the parent packet which demonstrates, in the eligibility status section of the form, the word "SNAP" was added to the public assistance column with a value of two hundred (200) points for a family that receives SNAP assistance and submits supportive documentation (current award letter). Ms. Jackson informed that the parent packet contains an updated point system for all three programs; Head Start, Early Head Start and Early Head Start-Child Care Partnership. No questions were asked.

Motion: Ms. Maria C. Martinez moved to approve the Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) Point System Matrices for Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) with minor edits.
Seconded (2nd): Ms. Sherise N. Campbell
Vote: All in favor (unanimous)

c. Approval of the 2022-2023 DHS Head Start Program Policy Updates

HSPC Secretary, Candice Stafford, introduced Ms. Andrea Martinez, Senior Management Analyst, to present the Approval of the 2022-2023 DHS Head Start Program Policy Updates. Ms. Martinez reviewed the policy updates for the Head Start and Early Head Start Program. There was collaboration with the school districts to review the edits and receive information feedback. Ms. Martinez informed that once these policies are approved, they will go to the Community Action

Advisory Board where, upon approval, the policies will be printed and then provided to the school districts for the new school year.

HSPC member, Maria C. Martinez, commented on her efforts to recruit a parent with two children. The parent informed Ms. Martinez about her hesitation to enroll her children in the Early Head Start program because of its 8:30 a.m. start time. The parent informed Ms. Martinez that she would have to wait at the school for an additional thirty minutes to drop off her children. Parent commented that there was a time conflict between Head Start's start time and Early Head Start's start time. Ms. Rhonda Roach, Senior Special Projects Manager, explained that the start time for Early Head Start had been set as a strategy to manage traffic and flow and that it was set at the height of the pandemic when we started the Early Head Start Program. Ms. Roach reported that a planning meeting is scheduled for Wednesday, May 25, 2022, with Dr. Mary Jane Miller-Baker and the EHS coordinator and that this issue will be added to the agenda.

HSPC member, Sherise N. Campbell, reported there were some employees at Carroll Early Childhood Campus that did not feel they were getting staff support. Ms. Martinez directed the issue to Ms. Aleida Perez, Director for Early Childhood for San Antonio Independent School District (SAISD). Ms. Perez informed that they are open to support any parental concerns about any of their campuses. Furthermore, Ms. Perez stated she welcomes any phone calls or emails that will provide more specific information so that it may be relayed to the executive team or the appropriate channels that oversee Carroll Early Childhood Campus. Ms. Perez provided her email and phone number in the WebEx chat and Ms. Campbell stated she would reach out to her. No further questions were asked.

Motion: Ms. Sherise N. Campbell moved to approve the 2022-2023 DHS Head Start Program Policy Updates with minor edits.
Seconded (2nd): Ms. Maritza Mendoza
Vote: All in favor (unanimous)

d. Approval of the Head Start Cost of Living (COLA) and Quality Improvement (QI) Application
HSPC Secretary, Candice Stafford, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Approval of the Head Start Cost of Living (COLA) and Quality Improvement (QI) Application. Ms. Jackson reviewed the total funding amount of $728,595.00 which includes the Cost of Living Adjustment (COLA) amount of $571,424.00 and Quality Improvement (QI) amount of $157, 171.00. Ms. Jackson reported that the COLA supports an adjustment to salaries/fringes of 2.28% to Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD). Furthermore, Ms. Jackson added that this funding includes six new positions: four new Family Support Workers, an ERSEA Management Analyst, and a Client Service Analyst (IT).

HSPC member, Sherise N. Campbell, inquired if this application included pending applications of children. Ms. Jackson explained that we have funded enrollment. This means that the Office of Head Start tells us how many children we need to serve which is different than a school district. A school district is funded by children's attendance and so their numbers can fluctuate. When we allocate to the school districts, we know that SAISD is funded for 2,243 children and EISD is funded for 777 children and those numbers do not shift or change. No further questions were asked.

Motion: Ms. Maria C. Martinez moved to approve the Head Start Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits.
Seconded (2nd): Ms. Sherise N. Campbell
Vote: All in favor (unanimous)

e. Approval of Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) Application

HSPC Secretary, Candice Stafford, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) Application. Ms. Roach reviewed the total funding amount of $58,002.00 which includes the Cost of Living Adjustment (COLA) amount of $47,824.00 and Quality Improvement (QI) amount of $10,178.00. Ms. Roach reported that the COLA supports a 2.28% adjustment increase in pay scale for all program staff. Ms. Roach also added that we are requesting a waiver of the Non-Federal match for both fees. There is a new position that will be added that is cost-allocated across all three programs, and that is the Client Service Analyst (IT) position. In reference to the QI application, the funding will be utilized to support the opening of three new classrooms due to the change in program design in which 24 homebased slots were moved to centerbased slots. These funds will be rolled back into their operating budget to offset the higher costs of opening the three new classrooms. No questions were asked.

Motion: Ms. Christy Caez Claudio moved to approve the Early Head Start (EHS) Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits.
Seconded (2nd): Ms. Maritza Mendoza
Vote: All in favor (unanimous)

f. Approval of Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application

HSPC Secretary, Candice Stafford, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present the Approval of Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application. Ms. Roach reviewed the total funding amount of $84,504.00 which includes the Cost of Living Adjustment (COLA) amount of $67,329.00 and Quality Improvement (QI) amount of $17,175.00. Ms. Roach reported that the COLA supports a 2.28% adjustment increase in pay scale for all program staff. Ms. Roach also reported we will be working with each of the six childcare providers to ensure this is implemented. In addition, the Client Service Analyst (IT) position will be supported through this grant and cost allocated, as well. In reference to the QI application, over half of the funding will be allocated back to the childcare providers and rolled back into their operating budgets to ensure the continuation of quality services. Also, some of the funds will be put back into our operating budget specifically supporting children with disabilities and supporting on-going professional development.

HSPC member, Maria C. Martinez, inquired about the source of the funding. Ms. Roach stated it is coming from the Federal government's Office of Head Start. We received a letter inviting us to apply for these funds and so an application was completed explaining how the funds would be implemented and once awarded, those funds will be rolled into allocations we provide to the

childcare providers, the school districts, or the City of San Antonio's Head Start, Early Head Start and EHS-CCP's operating budgets. Ms. Martinez inquired if the school districts were also applying for the same funds. Ms. Roach confirmed that our Head Start program also received the same letter to apply for the COLA and QI application. No further questions were asked.

Motion: Ms. Maritza Mendoza moved to approve the Early Head Start-Child Care Partnership (EHS-CCP) Cost of Living (COLA) and Quality Improvement (QI) Application with minor edits.
Seconded (2nd): Ms. Sherise N. Campbell
Vote: All in favor (unanimous)

g. Approval of Head Start Program Parent Engagement Activities

HSPC Secretary, Candice Stafford, introduced Ms. Andrea Martinez, Senior Management Analyst, to present the Approval of Head Start Program Parent Engagement Activities. Ms. Martinez presented the results of the parent survey which involved the voting of a Fall and Spring parent engagement activity. The Mindfulness activity and If You Give a Mouse a Cookie activity were the top two choices that received the most votes. Ms. Martinez thanked the Policy Council members for participating in the voting process and informed that we would get to work on these projects and make the purchases as soon as possible. Ms. Martinez also conveyed that we will be talking to the Parks and Recreation Department and the San Antonio Public Library about hosting a recruitment event this Summer.

HSPC member, Sherise N. Campbell, inquired if information about the rest of the activities could be obtained from other resources, like for example, where can we find information on water safety? Ms. Andrea Martinez stated that we could talk to the Parks and Recreation Department about getting information on water safety. Furthermore, this information could be shared with the Family Support Workers, teachers, and parents. No further questions were asked.

Motion: Ms. Christy Caez Claudio moved to approve the Head Start Program Parent Engagement Activities with minor edits.
Seconded (2nd): Ms. Maria C. Martinez
Vote: All in favor (unanimous)

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

HSPC Secretary, Candice Stafford, introduced Mr. Issac Espinoza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Espinoza reported on Head Start's fiscal report for 2021-2022 as of April 30, 2022. The total budget is $31,599,179.00 and the year-to-date budget is at $31,599,179.00. We spent $31,089,163.00 and that left a positive variance of $510,016.00. Furthermore, Mr. Espinoza provided a reminder that Head Start has a budget period that runs from February 1, 2021 to January 31, 2022 and we have a ninety (90) day close-out window. As of April 30, 2022, this grant is now closed. Furthermore, some items from the fiscal report were highlighted. Mr. Espinoza stated that there was a negative variance of $737,193.00 in the Personnel category and while it looks like we overspent in this area, we were also underspent in several other categories. We will be using the difference to off-set that amount. Furthermore, Mr. Espinoza reported that, in the Contractual category, we had a positive variance of $1,169,911.00 and a big contributing factor was the low enrollment that we had throughout most of this grant year.

HSPC member, Sherise N. Campbell inquired about the positive variance of $510,016.00 and asked if these funds were still available. Mr. Espinoza stated because this grant period ended, it has been closed out as of April 30, 2022. The option of carrying forward funds was also discussed for the five-year grant period. No further questions were asked.

Mr. Espinoza reviewed the current Head Start fiscal report for 2022-2023 as of April 30, 2022. It was reported that the total budget is $31,674,698.00 and the year-to-date budget is $1,586,357.00. What was spent was $1,517,148.00 which left us a positive variance of $69,208.00. Mr. Espinoza reported that most of the variance was in the Personnel category because of vacancies in Head Start. The contractual line-item year-to-date budget was $12,575.00 and reported it was low due to the timing of the way the school districts invoice the City of San Antonio. Mr. Espinoza further explained that the school districts have forty-five (45) days after the period closes to invoice us and so the first invoice for February was due April 15, 2022. Due to the timing of how long those invoices take to be approved, they were not included in this report. Mr. Espinoza informed that we did receive the invoices from SAISD and EISD. No questions were asked.

For the Early Head Start Program, Mr. Espinoza reported on the 2021-2022 fiscal report as of April 30, 2022. The grant period for this program ran from February 1, 2021 to January 31, 2022. The total budget was reported at $2,672,651.00 and the year-to-date budget was at $2,672,651.00. Mr. Espinoza further reported what was actually spent was $2,097,258.00 which left a positive variance of $575,393.00. Mr. Espinoza stated our biggest variance was coming from our Contractual line item with a positive variance of $417,483.00 and a big contributing factor was due to EISD's low enrollment for this grant year, specifically in their homebased slots. No questions were asked.

For the Early Head Start Program, Mr. Espinoza reported on the 2022-2023 fiscal report as of April 30, 2022. It was reported we have a total budget of $2,678,971.00 and the year-to-date budget of $201,398.00. What was actually spent was $209,746.00 for a negative variance of $8,348.00 and explained that more was spent now than what was expected. In addition, Mr. Espinoza stated it was not a concern at this time. Mr. Espinoza also reported that under the Contractual line item for EISD, the budget reflects zero (0), and added that the district did submit an invoice for the month of February. Mr. Espinoza stated that moving forward, we will be able to see the amount in next month's fiscal report. No questions were asked.

For the Early Head Start-Child Care Partnership Program (EHS-CCP), Mr. Espinoza reported on the 2021-2022 fiscal report as of April 30, 2022. The grant period for this program is from August 1, 2021 to July 31, 2022. Mr. Espinoza informed that the total budget was $3,802,795.00 and a year-to-date budget of $2,561,767.00. Mr. Espinoza further reported what was actually spent was $2,494,216.00 for a positive variance of $67,551.00. A reminder was provided about the six (6) childcare providers that are a part of the EHS-CCP program. Mr. Espinoza pointed out that the school districts are paid out on a reimbursement basis, but the childcare providers are paid based on performance. Mr. Espinoza stated we have a lot of variances due to carry forward. We received carry forward from the Office of Head Start in 2019-2020 and we gave $36,000.00 of the $39,000.00 to the childcare providers. The positive variances should go away as those funds are spent.

HSPC member, Melinda Pina, asked if the funds included the work being done at Stafford. Mr. Espinoza explained that Stafford is part of EISD and so it is a part of the EHS grant. He explained that it was the EHS-CCP grant, which includes six (6) nonprofit childcare centers, that received the carry forward funds. Ms. Rhonda Roach, Senior Special Projects Manager, reported that last month, a carry forward application for EHS had been brought forward to the Policy Council regarding the hygiene kits and that it has not been awarded yet. No further questions were asked.

Lastly, Mr. Espinoza reported that the Department of Human Services received two grants which are called Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan Act (ARPA). Both grants have a combined total budget of $5,037,486.00. Mr. Espinoza further reported that the budget period is from April 1, 2021 through March 31, 2023 with a ninety (90) day close out period. The year-to-date budget is $1,838,786.00 and what was actually spent was $621,154.00 for a positive variance of $1,217,631.00. Mr. Espinoza informed that our biggest variance is coming from the contractual line item in the amount of $1,165,024.00. Most of this amount is coming from our partners; Edgewood Independent School District (EISD), San Antonio Independent School District (SAISD), and our six (6) childcare providers in the form of delays in contract execution. It was further explained that we recently executed the contracts in the last couple of months and we are working with our partners and providers to make sure they are spending those funds.

HSPC member, Sherise Campbell, asked for clarification on the acronym, CRRSA and ARPA. Mr. Espinoza reported that CRRSA stands for Coronavirus Response and Relief Supplemental Appropriations and ARPA stands for American Rescue Plan. Mr. Espinoza also provided information on how they are working with EISD, SAISD and the six (6) childcare providers by providing ideas on how those funds could be spent.

HSPC member, Maria C. Martinez, asked for elaboration on the contractual line-item category. Mr. Espinoza stated that detailed information could be found in the parent packet that they received and that the definition of contractual is what we are paying out to EISD and SAISD. Mr. Espinoza also added that we work with the school districts and childcare providers to come up with a spending plan or a budget for them to follow.

HSPC member, Sherise N. Campbell, asked about the research that goes into what is needed for purchasing and does it go along with the budget? Mr. Espinoza stated it is a collaborative effort between the City of San Antonio and our partners on what is needed and if something is high priority, our partners will meet with the Fiscal team, and we try to find room in the budget. Ms. Audrey Jackson, Head Start Administrator, explained that we have a monitoring team and if trends are seen in the monitoring reports, then they are viewed as items that need to be addressed. Ms. Jackson also explained how the ARPA, CRRSA, and the Coronavirus Aid, Relief, and Economic Security Act (CARES) funds have been used and provided other examples on how those funds could be spent. No further questions were asked.

i. Review of 2021-2022 EHS and EHS-CCP Middle of the Year (MOY) Data

HSPC Secretary, Candice Stafford, introduced Ms. Christina Fitzgerald, Senior Management Analyst, to present the Review of 2021-2022 EHS and EHS-CCP Middle of the Year (MOY) Data. Ms. Fitzgerald

explained how the Early Head Start Program utilizes the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3). Ms. Fitzgerald informed that these instruments are used to observe and assess skill development in several domains: gross motor, fine motor, cognition, language, self-help, social emotional and pre-writing. The rating scales for the E-LAP and LAP-3 were presented and Ms. Fitzgerald discussed how the data is reviewed to evaluate if the children are on target for their chronological and developmental age. Graphs displaying the EHS and EHS-CCP middle of the year data were presented and discussed. Ms. Fitzgerald added that the data for Ella Austin Early Childhood Development Center was not included due to the center providing remote services and providing remote assessments. Overall, Ms. Fitzgerald informed how the data is used and provided examples that included individualizing services for children and providing additional supplies, technical support, and professional development to the centers.

HSPC member, Sherise N. Campbell, inquired about the reasons for teacher turnover. Ms. Fitzgerald stated that there are several reasons that a teacher may leave his/her position and provided examples that included higher paying job opportunities, leaving the teaching field, or having personal reasons. Ms. Campbell and HSPC member, Ms. Christy Caez Claudio, discussed the hard work and appreciation they have for all teachers. Ms. Fitzgerald discussed the mental wellness services as well as other support systems that the Early Head Start Program provides the teachers for added support. No further questions were asked.

j. Review of 2021-2022 Head Start Middle of the Year (MOY) Data

HSPC Secretary, Candice Stafford, introduced Ms. Mica Clark-Peterek, Special Projects Manager, to present the Review of 2021-2022 Head Start Middle of the Year (MOY) Data. Ms. Clark-Peterek informed that previously, beginning of the year (BOY) data was presented to the Policy Council and now we are presenting middle of the year (MOY) data. Ms. Clark-Peterek described the CIRCLE Progress Monitoring System (CIRCLE), a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children' skills over time for children ages three (3) to five (5) years of age enrolled in the Head Start Pre-Kindergarten Program. Ms. Clark-Peterek added that the CIRCLE tool assesses children across fifteen (15) areas or measures and includes direct assessment and observational checklists during a testing window. CIRCLE also provides a score for each area assessed: proficient, not proficient, or out of range.

Ms. Clark-Peterek reviewed and discussed the BOY data and the MOY data for the current school year and stated that the report could be found in the Policy Council member's packet. Lastly, Ms. Clark-Peterek reported that we will continue to examine the data, look at small groups and informed that the end of year (EOY) window was open at this time. Results of the CIRCLE tool will be shared with parents, teachers, and staff. Planning and instruction will be provided that is specific to the needs of individual children and professional development and coaching will be provided to the teachers. Ms. Clark-Peterek reported this is the second year that we have implemented the CIRCLE assessment.

HSPC member, Christy Caez Claudio, commented on children's dual language learning, especially if the child's first language is Spanish. Ms. Clark-Peterek affirmed that we value a child's first language and promote the development of both languages. Furthermore, if the child's dominant language is Spanish and their instruction is in Spanish, then the assessment is provided in Spanish.

HSPC member, Melinda Pina, inquired if the Circle assessment data follows the child into the kindergarten level. Ms. Clark-Peterek stated that the teacher at the kindergarten level does have access to the child's CIRCLE assessment and is aligned to the Texas Kindergarten Entry Assessment. Furthermore, the data is continued to be looked at and used to track children as they continue into their first, second, and third grade. No further questions were asked.

k. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Secretary, Candice Stafford, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson reported that all three monthly reports for our programs could be found in the HSPC members' packets. Regarding the Head Start Program, Ms. Jackson stated that we are at 74% enrolled and the number keeps going up which was interesting and positive. Ms. Jackson reported that we met with San Antonio Independent School District's (SAISD) enrollment department, and they commented that we were the only grade level (Pre-K) that continued to increase in enrollment throughout the school year. Ms. Jackson further reported that this was a good indicator that we will hopefully be close to full enrollment next year. Ms. Jackson also provided the percentage of our disability enrollment (13.15%) and stated we have surpassed the 10% requirement that we needed to be at in January or February 2022. No questions were asked.

Regarding the Early Head Start Program's monthly report, Ms. Jackson reported that our enrollment number continues to go up with this program, as well. It is an indication of our decision to move home-based slots to center-based slots, so that we can continue to enroll more children. Ms. Jackson stated we are looking forward to filling all thirteen (13) classrooms at Stafford Early Childhood Center. Our disability enrollment number is low due to having to enroll children into the program in order to meet our enrollment number. No questions were asked.

Lastly, Ms. Jackson reviewed the monthly report for the EHS-CCP program. Ms. Jackson stated we are at 85% enrollment in the program. During the month of April, we were not providing in-person services at Ella Austin Early Childhood Center, and we stopped enrollment at that point. A reminder was provided that in-person services had begun at Antioch Christian Academy Building for the EHS-CCP children from Ella Austin Early Childhood Center. Ms. Jackson also reported the disability enrollment was at 9% and that number was under 10% because once our children turn three years of age, they no longer have an Individualized Family Service Plan (IFSP). The percentage goes up again when the children are evaluated by the school district. No questions were asked.

l. Review of Head Start Program Monitoring

HSPC Secretary, Candice Stafford, introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez reported the monitoring projects that were completed for the month of April 2022 included a Disabilities Review #2, Disabilities Coordinator Interview, Family & Community Support Review #2, Family & Community Support Coordinator Interview, and a Pedestrian Bus/Safety Review #2. During those reviews, Mr. Ramirez informed there were no areas of non-compliances that were found. There were a couple of areas of concern that related to the Disabilities Review #2 and the Family & Community Support

Review #2 that mostly involved documentation and whether it was missing from the ChildPlus Database system. Mr. Ramirez reported that, as we were going through the reviews, we could not follow-up on those documents and added that we are working with our teams and the school districts to ensure that those errors and findings are corrected in a timely manner. Furthermore, Mr. Ramirez stated no findings were found with the Disabilities Coordinator Interview, Family & Community Support Coordinator Interview and Pedestrian Bus/Safety Review #2. No questions were asked.

m. Review of EHS and EHS-CCP Program Monitoring

HSPC Secretary, Candice Stafford, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of Head Start Program Monitoring. Ms. Mendez reported that with the Early Head Start (EHS) program, a monitoring project was completed that included a Family and Community Support Monitoring child file review. Ms. Mendez added that we did not have any non-compliances noted during the review. Ms. Mendez further reported that twenty-two (22) child files were also reviewed with some noted findings that included missing documents in the ChildPlus Data System. The monitoring project has been completed and no longer has a pending review status. Ms. Mendez informed that the service area is responding to the findings that were noted and that we will then follow-up to ensure the corrections were completed. Lastly, Ms. Mendez reported the Education, Disabilities and Wellness Monitoring Projects have been addressed and are awaiting a couple of documents to close the project. No questions were asked.

For the Early Head Start-Child Care Partnership (EHS-CCP) program, Ms. Mendez reported that the monitoring projects included Unannounced Safe Environments Visits made to Healy Murphy Child Care Center, Inman Christian Child Development Center and Seton Home Child Development Center. A technical assistance visit was conducted for Ella Austin due to their temporary location at Antioch Christian Academy Building to ensure that the classrooms were ready for the return of the children for in-person services. Ms. Mendez also stated that a Family and Community Support Child File Review was completed for all sites. Ms. Mendez reviewed the non-compliances that included not having two teachers in a classroom as required by EHS-CCP policy. Ms. Mendez reported that the provider is required to submit a Corrective Action Plan outlining the center's process to ensure that two teachers are in the EHS-CCP classrooms at all times. No questions were asked.

V. GOVERNING BODY

HSPC Secretary, Candice Stafford, asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted a photo of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez commented that City Council was provided with the Early Head Start Continuation Application on May 5, 2022, and it was approved.

A picture was highlighted of the Economic and Workforce Development Committee (EWDC). Ms. Martinez reported that this is an advisory committee of the City Council. It was reported that Ms. Melody Woosley, Director of the Department of Human Services, presented Policy Council items on March 22, 2022.

A picture of the Community Action Advisory Board (CAAB) was also presented, our current advisory committee that meets monthly. Ms. Martinez reported that the CAAB committee convened on May 19, 2022 and reviewed several Policy Council items that included the 2022-2023 Continuation Application, the Head Start and Early Head Start Carryover Applications, and parent survey. Ms. Martinez also informed that the time frame for the CAAB meetings was changed from 3:30 p.m. to 5:30 p.m. due to not meeting quorum. Ms. Martinez announced the upcoming CAAB Meeting at the Head Start offices, scheduled for June 23, 2022, at 5:30pm and encouraged the Policy Council Members to attend. No questions were asked.

VI. ADJOURNMENT

Motion: Ms. Maritza Mendoza moved to adjourn the meeting.
Seconded (2nd): Ms. Sherise N. Campbell
Vote: All in favor (unanimous) – The motion carried.

HSPC member for Secretary, Candice Stafford, adjourned the meeting at 8:23 pm.

For **Chair**

06.28.2022
Date

Correspondence - ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce

HEAD START
City of San Antonio
Department of Human Services

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Competitive Bonuses for the Head Start Workforce

INFORMATION:
Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.[1] Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

Competitive Financial Incentives

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These incentives vary widely both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in ACF-IM-HS-21-01, what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

Justification for Financial Incentives: Determining Necessity and Reasonableness

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

1. **Competing employers can include public school settings.**
    - A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
    - Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

[1] Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program's wage comparability study as one key approach to using data to document workforce strengths and needs.

2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff**.
    - Think about scaling incentives based on employee tenure with the program.
    - Consider the implications of different incentive payment structures or schedules. For instance:
        - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
        - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).

3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives**.
    - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
    - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
    - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.

4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability** (45 CFR §75.430(f); 45 CFR §75.431; 45 CFR §1302.90(a)). OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.

5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use intentional workforce planning practices to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director, Office of Head Start
Deputy Assistant Secretary for Early Childhood Development

Review of 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership Program (EHS-CCP) School Readiness Goals

HEAD START
City of San Antonio
Department of Human Services

Head Start & Early Head Start – Child Care Partnership
School Readiness Goals

Approaches to Learning

Goal:

- Child will become more independent in behavior, actions, and play while exploring and investigating their surroundings.

Objectives:

EHS-CCP

- Child manages actions and behavior with support of familiar adults
- Child develops the ability to show persistence in actions and behavior
- Child shows interest in and curiosity about objects, materials or events

Head Start

- Child follows classroom rules and routines with increasing independence
- Child manages actions, words and behavior with increasing independence
- Child shows interest in and curiosity about the world around them

Head Start & Early Head Start – Child Care Partnership

School Readiness Goals

Social and Emotional Development

Goal:

- Child will develop social and emotional skills that support on-going positive relationships with self and others.

Objectives:

EHS-CCP

- Child develops expectations of consistent, positive interactions through secure relationships with familiar adults
- Child shows interest in, interacts with and develops personal relationships with other children
- Child expresses care and concern towards others
- Child understands some characteristics of self and others
- Child shows confidence in own abilities through relationships with others

Head Start

- Child engages in and maintains positive relationships and interactions with adults
- Child engages in and maintains positive interactions and relationships with other children
- Child expresses care and concern towards others
- Child recognizes self as a unique individual having own abilities, characteristics, emotions, and interests
- Child expresses confidence in own skills and positive feelings about self

Head Start & Early Head Start – Child Care Partnership
School Readiness Goals

Language and Literacy

Goals:

- Child will develop skills in listening and understanding and using words/actions to respond to others.
- Child will understand and demonstrate the use of print, signs, and pictures.
- Child will develop knowledge of how sounds, letters, and words relate to one another and spoken language.

Objectives:

EHS-CCP

- Child uses non-verbal communication and language to engage others in interaction
- Child uses an increasing number of words in communication and conversation with others
- Child understands an increasing number of words used in communication with others
- Child attends to, repeats, and uses some rhymes, phrases or refrains from stories or songs
- Child handles books and relates them to their stories or information
- Child recognizes pictures and some symbols, signs or words
- Child comprehends meaning from pictures and stories
- Child makes marks and uses them to represent objects or actions

Head Start

- Child understands, follows and uses appropriate social and conversational rules
- Child understands and uses a wide variety of words for a variety of purposes
- Child shows understanding of word categories and relationships among words
- Child demonstrates awareness that spoken language is composed of smaller segments of sound
- Child demonstrates and understanding of how print is used and the rules that govern how print works
- Child identifies letters of the alphabet and produces correct sounds associated with letters
- Child demonstrates an understanding of narrative and structure through storytelling/retelling
- Child writes for a variety of purposes using increasingly sophisticated marks

Head Start & Early Head Start – Child Care Partnership
School Readiness Goals

Cognition

Goals:

- Child will develop skills for reasoning, memory, and problem solving.
- Child will use critical thinking to understand and organize their world.

Objectives:

EHS-CCP

- Child develops sense of number and quantity
- Child uses matching and sorting of objectives or people to understand similar and different characteristics
- Child uses understanding of causal relationships to act on social and physical environments

Head Start

- Child knows number names and the count sequence
- Child understands simple patterns
- Child measures objects by their various attributes using standard and non-standard measurement- makes comparisons
- Child identifies, describes, compares and composes shapes
- Child observes and describes objects, materials, organisms and events
- Child compares and categorizes observable objects, materials, organisms and events
- Child asks a question, gathers information and makes predictions

Head Start & Early Head Start – Child Care Partnership
School Readiness Goals

Perceptual, Motor, and Physical Development

Goals:

- Child will demonstrate increasing independence in motor skills, self-care, and safety.
- Child will use their senses to understand, organize, and explore their world.

Objectives:

EHS-CCP

- Child uses perceptual information to understand objects, experiences and interactions
- Child adjusts reach and grasp to use tools
- Child demonstrates healthy behaviors with increasing independence as part of everyday routines
- Child uses safe behaviors with support from adults

Head Start

- Child uses perceptual information to guide motions and interactions with objects and other people
- Child demonstrates increasing control, strength and coordination of small muscles
- Child demonstrates personal hygiene and self-care skills
- Child demonstrates knowledge of personal safety practices and routines

HEAD START SCHOOL READINESS GOALS

Approaches to Learning

- Child will become more independent in behavior, actions, and play while exploring and investigating their surroundings.

Social & Emotional Development

- Child will develop social and emotional skills that support on-going positive relationships with self and others.

Language & Literacy

- Child will develop skills in listening and understanding and using words/actions to respond to others.
- Child will understand and demonstrate the use of print, signs, and pictures.
- Child will develop knowledge of how sounds, letters, and words relate to one another and spoken language.

Cognition

- Child will develop skills for reasoning, memory, and problem solving.
- Child will use critical thinking to understand and organize their world.

Perceptual, Motor, and Physical Development

- Child will demonstrate increasing independence in motor skills, self-care, and safety.
- Child will use their senses to understand, organize, and explore their world.

HUMAN SERVICES
CITY OF SAN ANTONIO

HEAD START
City of San Antonio
Department of Human Services

SaHeadStart.org | @SanAntonioHead Start @HeadStartSA @HeadStartSA

HEAD START METAS DE PREPARACIÓN ESCOLAR

Enfoques de Aprendizaje

- El niño se hará más independiente en el comportamiento, las acciones, y en el juego mientras que explora e investiga su entorno.

Desarrollo Social y Emocional

- El niño desarrollará habilidades sociales y emocionales que apoyan las continuas relaciones positivas consigo mismo y con sus compañeros.

Lenguaje y Lectoescritura

- El niño desarrollará habilidades de cómo eschuchar y comprender y de cómo usar palabras/acciones para responderle a los demás.
- El niño comprenderá y demostrará el uso de escribir en letra de molde, señales y dibujos.
- El niño desarrollará conocimientos de comó los sonidos, letras, y palabras se relacionan entre si y con el idioma hablado.

Cognición

- El niño desarrollará habilidades de razonamiento, memoria, y de cómo resolver problemas.
- El niño usara el pensamiento critico para comprender y organizar su entorno.

Desarrollo Perceptual Motriz y Fisico

- El niño demostrará mayor independencia en sus habilidades motor, cuidado de si mismo, y de seguridad.
- El niño usará sus sentidos para comprender, organizar, y explorar su entorno.

HUMAN SERVICES
CITY OF SAN ANTONIO

HEAD START
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Department of Human Services

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Review of Head Start, EHS, and EHS-CCP Fiscal Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start Fiscal Reports GY 22-23 as of May 31, 2022

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$4,542,795	$1,395,337	$1,334,109	$61,228	4.4%
FRINGE	$1,743,433	$525,178	$528,933	($3,755)	-0.7%
TRAVEL	$26,830	$300	$1,440	($1,140)	-380.1%
SUPPLIES	$74,656	$18,271	$18,891	($620)	-3.4%
EQUIPMENT	$0	$0	$0	$0	0.0%
CONTRACTUAL	$18,395,327	$1,449,445	$77,496	$1,371,949	94.7%
COSA	$197,451	$21,275	$28,416	($7,141)	-33.6%
Edgewood	$4,591,673	$400,000	$0	$400,000	100.0%
San Antonio ISD	$13,254,983	$959,170	$0	$959,170	100.0%
SAMH/UIW	$351,220	$69,000	$49,080	$19,920	28.9%
FACILITIES/CONSTRUCTION	$0	$0	$0	$0	0.0%
OTHER	$556,717	$138,626	$148,400	($9,774)	-7.1%
TOTAL FEDERAL BUDGET	$25,339,758	$3,527,157	$2,109,269	$1,417,888	40.2%
Non Federal/In Kind	$6,334,940	$ 563,256.00	$28,442	$534,814	95.0%
TOTAL BUDGET*	$31,674,698	$4,090,413	$2,137,710	$1,952,703	47.7%

Variance Explanations:

Personnel Salaries Fringe Benefits	
Travel	(1.1K) 2022 Head Start Conference
Supplies	
Contractual - COSA	($7K) More expenses in May for Contractual Services ($7.5 TXAEYC & $4K NTA)
- SAISD/EISD	$1.3m Invoices processed in June ($1.9m for SAISD, $340K for EISD)
- SAMH/UIW	$19K Dental supplies not received for SAMH, UIW invoice processed in June.
Other	($9.7K) Binding and Printing for May greater than expected ($7.3 Parent Handbooks Brenner, $2K Annual Eports, $2.6K Paper chef Hat)
Non Federal/In Kind	534K Pending journal entries, will be completed in June ($700K posted in June).

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL
Administrative Cost	$4,751,205	$320,657	$409,284
(may not exceed 15% of Actual Expenditure)			

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance**	$277,322	$30,885	$55,863	($24,978)	-80.9%

**Earmarked Costs - $11,193 T&TA allocated to Edgewood ISD and $32,311 T&TA allocated to San Antonio ISD.

HS GY22-23		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 31,674,698.00**	**$ 4,090,412.87**	**$ 2,137,710.29**	**$ 1,952,702.58**	**47.74%**	**$ 18,061,758.23**
Regular Salaries	5101010	$ 4,542,795.00	$ 1,395,336.87	$ 1,331,380.64	$ 63,956.23	4.58%	$ -
Overtime Salaries	5101020	$ -	$ -	$ 256.78	$ (256.78)	0.00%	$ -
Retiree Payout Sal	5101070	$ -	$ -	$ 2,308.29	$ (2,308.29)	0.00%	$ -
Holiday Hourly Sal	5101090	$ -	$ -	$ 163.05	$ (163.05)	0.00%	$ -
Personnel Services		**$ 4,542,795.00**	**$ 1,395,336.87**	**$ 1,334,108.76**	**$ 61,228.11**	**4.39%**	**$ -**
Language Skill Pay	5101050	$ 30,000.00	$ 5,400.00	$ 5,900.00	$ (500.00)	-9.26%	$ -
FICA & Medicare Exp	5103005	$ 341,785.00	$ 105,739.00	$ 98,877.33	$ 6,861.67	6.49%	$ -
Life Insurance	5103010	$ 4,468.00	$ 1,084.00	$ 961.49	$ 122.51	11.30%	$ -
Transportation Allow	5103056	$ 3,900.00	$ 1,080.00	$ 1,105.00	$ (25.00)	-2.31%	$ -
Cell Phone Reimburse	5103105	$ 1,200.00	$ 400.00	$ 300.00	$ 100.00	25.00%	$ -
Retirement Exp	5105010	$ 551,771.00	$ 167,769.00	$ 168,859.68	$ (1,090.68)	-0.65%	$ -
Civln Actv Healthcr	5170040	$ 742,067.00	$ 243,706.00	$ 252,929.34	$ (9,223.34)	-3.78%	$ -
Fringe Benefits		**$ 1,743,433.00**	**$ 525,178.00**	**$ 528,932.84**	**$ (3,754.84)**	**-0.71%**	**$ -**
Travel-Official	5207010	$ 26,830.00	$ 300.00	$ 1,440.41	$ (1,140.41)	-380.14%	$ -
Travel-Official		**$ 26,830.00**	**$ 300.00**	**$ 1,440.41**	**$ (1,140.41)**	**-380.14%**	**$ -**
Fees to Prof Contr.	5201040	$ 64,289.00	$ 6,525.00	$ 5,555.65	$ 969.35	14.86%	$ 39,768.69
Contractual Services	5202020	$ 210,642.00	$ 14,750.00	$ 22,860.61	$ (8,110.61)	-54.99%	$ 102,218.44
Contractual - Subrecipients	5202040	$ 17,846,656.00	$ 1,359,170.00	$ -	$ 1,359,170.00	100.00%	$ 17,846,655.00
EISD	5202040	$ 4,591,673.00	$ 400,000.00	$ -	$ 400,000.00	100.00%	$ 4,591,673.00
SAISD	5202040	$ 13,254,983.00	$ 959,170.00	$ -	$ 959,170.00	100.00%	$ 13,254,982.00
SAMH	6102100	$ 273,740.00	$ 69,000.00	$ 49,080.03	$ 19,919.97	28.87%	$ -
Direct	5202020	$ 44,114.00	$ 5,250.00	$ 12,935.61	$ (7,685.61)	-146.39%	$ 24,344.38
T&TA	5202020	$ 89,048.00	$ 9,500.00	$ 9,925.00	$ (425.00)	-4.47%	$ 52,255.00
Contractual		**$ 18,395,327.00**	**$ 1,449,445.00**	**$ 77,496.29**	**$ 1,371,948.71**	**94.65%**	**$ 17,988,642.13**
Office Supplies	5302010	$ 52,916.00	$ 14,021.00	$ 11,329.40	$ 2,691.60	19.20%	$ 2,036.09
Other Commodities	5304080	$ 15,000.00	$ 3,375.00	$ 3,904.92	$ (529.92)	-15.70%	$ 9,055.91
Cap<5000 - Comp Equ.	5501000	$ 2,500.00	$ 285.00	$ -	$ 285.00	100.00%	$ -
Cap<5000 - M&E Other	5501055	$ 1,740.00	$ 300.00	$ 3,656.25	$ (3,356.25)	-1118.75%	$ 8,496.81
Cap<5000 - Furn &Fix	5501065	$ 2,500.00	$ 290.00	$ -	$ 290.00	100.00%	$ 4,820.20
Supplies		**$ 74,656.00**	**$ 18,271.00**	**$ 18,890.57**	**$ (619.57)**	**-3.39%**	**$ 25,256.81**
Education - Classes	5201025	$ 67,625.00	$ 17,485.00	$ 35,215.56	$ (17,730.56)	-101.40%	$ 7,552.25
Adv and Publications	5203040	$ 2,000.00	$ 700.00	$ -	$ 700.00	100.00%	$ -
Binding & Printing	5203060	$ 45,000.00	$ 12,750.00	$ 22,908.38	$ (10,158.38)	-79.67%	$ -
Subs to Publications	5203070	$ 1,000.00	$ 615.00	$ 515.00	$ 100.00	16.26%	$ -
Transportation Fees	5203090	$ 9,000.00	$ 2,325.00	$ 1,859.73	$ 465.27	20.01%	$ -
Maint & Rep - Cmrcl	5204020	$ 1,000.00	$ 180.00	$ 108.42	$ 71.58	39.77%	$ -
Maint - Buildings	5204050	$ 150,001.00	$ 9,100.00	$ 1,409.53	$ 7,690.47	84.51%	$ 142.69
Cleaning Services	5204060	$ 68,260.00	$ 22,200.00	$ 14,786.35	$ 7,413.65	33.39%	$ 23,532.18
Maint. - M&E	5204080	$ -	$ -	$ 28.68	$ (28.68)	0.00%	$ 548.94
Maint.- Repair Auto	5204090	$ 3,000.00	$ 840.00	$ 742.65	$ 97.35	11.59%	$ -
Mail and Parcel Post	5205010	$ 2,500.00	$ 525.00	$ 9.91	$ 515.09	98.11%	$ -
Rental Office Equip.	5205020	$ 9,027.00	$ 1,950.00	$ 1,497.09	$ 452.91	23.23%	$ -
Alarm and Sec. Serv.	5208530	$ 33,650.00	$ 8,400.00	$ 6,096.09	$ 2,303.91	27.43%	$ 10,243.37
M&R Parts Automotive	5301020	$ 2,000.00	$ 210.00	$ 230.26	$ (20.26)	-9.65%	$ -
Food	5304010	$ 15,000.00	$ 900.00	$ 3,257.13	$ (2,357.13)	-261.90%	$ 5,839.86
Cell Phone Services	5403040	$ 30,000.00	$ 6,750.00	$ 5,918.57	$ 831.43	12.32%	$ -
Wireless Data Comm.	5403510	$ 13,800.00	$ 3,300.00	$ 2,512.43	$ 787.57	23.87%	$ -
Motor Fuel and Lub.	5403545	$ 1,000.00	$ 150.00	$ 196.40	$ (46.40)	-30.93%	$ -
Gas and Electricity	5404530	$ 24,156.00	$ 5,700.00	$ 8,405.62	$ (2,705.62)	-47.47%	$ -
Water and Sewer	5404540	$ 2,714.00	$ 615.00	$ 692.56	$ (77.56)	-12.61%	$ -
DW Other	5407032	$ 2,433.00	$ 360.00	$ 371.51	$ (11.51)	-3.20%	$ -
Subs - Comp. Serv	5203080	$ 59,458.00	$ 43,541.00	$ 41,638.02	$ 1,902.98	4.37%	$ -
Cap<5000 - M&E Auto	5501050	$ 260.00	$ 30.00	$ -	$ 30.00	100.00%	$ -
Other		**$ 556,717.00**	**$ 138,626.00**	**$ 148,399.89**	**$ (9,773.89)**	**-7.05%**	**$ 47,859.29**
In Kind Salaries	6501010	$ 81,895.00	$ 20,400.00	$ -	$ 20,400.00	100.00%	$ -
In Kind Social Security	6503005	$ 6,265.00	$ 1,560.00	$ -	$ 1,560.00	100.00%	$ -
In Kind Life Insurance	6503010	$ 82.00	$ 18.00	$ -	$ 18.00	100.00%	$ -
In Kind - Flex Benefit	6504030	$ 8,100.00	$ 2,025.00	$ -	$ 2,025.00	100.00%	$ -
In Kind TMRS	6505010	$ 10,114.00	$ 2,526.00	$ -	$ 2,526.00	100.00%	$ -
In Kind Other Contrc	6602025	$ 6,228,484.00	$ 536,727.00	$ 28,441.53	$ 508,285.47	94.70%	$ -
In Kind		**$ 6,334,940.00**	**$ 563,256.00**	**$ 28,441.53**	**$ 534,814.47**	**94.95%**	**$ -**
Total		**$ 31,674,698.00**	**$ 4,090,412.87**	**$ 2,137,710.29**	**$ 1,952,702.58**	**47.74%**	**$ 18,061,758.23**

Procurement Card Transaction Log
For the Period Ending: May 31, 2022

Date	IO	GL	Vendor	Purpose	Amount
5/16/2022	138000003195	5304080	Council for Professional Recognition	CDA Books	$280.00
				Monthly Total:	$280.00

IO	GL	Account Name	Amount
138000003195	5201025	Education - Classes	$290.00
138000003195	5304080	Other Commodities	$280.00
		Year to Date Total:	$570.00

Head Start GY 22-23 Monthly Breakdown				Quarter 1		
Description	**GL**	**YTD**		**February**	**March**	**April**
				5	**6**	**7**
Regular Salaries	5101010	$ 975,049		$326,202	$333,245	$315,602
Temporary Salaries	5101015	$ 356,332		$ -	$ -	$ -
Overtime Salaries	5101020	$ 257		$89.16	$ -	$167.62
High Class Pay	5101030	$ -		$ -	$ -	$ -
Shift Differential	5101040	$ -		$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 1,263		$1,263	$ -	$ -
Holiday Hourly Sal	5101090	$ 1,208		$ -	$ -	$163.05
Personnel Services		**$ 1,334,109**		**$ 327,554**	**$ 333,245**	**$ 315,933**
Language Skill Pay	5101050	$ 5,900		$150	$2,000	$1,950
FICA & Medicare Exp	5103005	$ 98,878		$24,516	$24,297	$23,665
Temp FICA & Medicare	5103007	$ -		$ -	$ -	$ -
Life Insurance	5103010	$ 962		$260	$220	$226
Pers Leave Buy Back	5103035	$ -		$ -	$ -	$ -
Tuition Reimbursement	5103050	$ -		$ -	$ -	$ -
Car Exp Allowance	5103055	$ -		$ -	$ -	$ -
Transportation Allow	5103056	$ 1,105		$ -	$325	$390
Education	5103065	$ -		$ -	$ -	$ -
Clothing Allowance	5103070	$ -		$ -	$ -	$ -
Cell Phone Allowance	5103080	$ -		$ -	$ -	$ -
Cell Phone Reimburse	5103105	$ 300		$ -	$100	$100
HOPE Progrm Benefits	5103110	$ -		$ -	$ -	$ -
Flex Benefits Contr	5104030	$ -		$ -	$ -	$ -
Retirement Exp	5105010	$ 168,860		$43,566	$41,520	$39,650
Civln Actv Healthcr	5170040	$ 252,929		$66,705	$60,225	$60,035
Salary Turnover Targ	5181010	$ -		$ -	$ -	$ -
Unfunded Turnover	5181015	$ -		$ -	$ -	$ -
Fringe Benefits		**$ 528,934**		**$ 135,197**	**$ 128,687**	**$ 126,016**
Travel-Official	5207010	$ 1,440		$ -	$ -	$ -
Travel-Official		**$ 1,440.41**		**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 5,556		$ 125	$ -	$ 3,500
Temporary Services	5202010	$ -		$ -	$ -	$ -
Contractual Services	5202020	$ 22,861		$ -	$ -	$ 17,921
Contractual Services & Support		$ -		$ -	$ -	$ -
EISD	5202040	$ -		$ -	$ -	$ -
SAISD	5202040	$ -		$ -	$ -	$ -
UIW	5202020	$ -		$ -	$ -	$ -
SAMH	6102100	$ 49,080		$ -	$ -	$ -
Direct	5202020	$ 12,936		$ -	$ -	$ 8,746
Admin	5202020	$ -		$ -	$ -	$ -
TTA	5202020	$ 9,925		$ -	$ -	$ 9,175
Other Contract Srvcs	5202025	$ -		$ -	$ -	$ -
Contractual		**$ 77,497**		**$ 125**	**$ -**	**$ 21,421**
Office Supplies	5302010	$ 8,969		$3,821	$3,203	$1,945
Computer Software	5304075	$ 2,360		$ -	$ -	$ -
Tools & Apparatus	5304050	$ -		$ -	$ -	$ -
Other Commodities	5304080	$ 2,621		$ -	$2,263	$358
Cap<5000 - Comp Equ.	5501000	$ 1,284		$ -	$ -	$ -
Cap<5000 - M&E Other	5501055	$ 3,656		$ -	$ -	$3,656.25
Cap<5000 - Furn &Fix	5501065	$ -		$ -	$ -	$ -
Supplies		**$ 18,890**		**$ 3,821**	**$ 5,466**	**$ 5,959**
M&E Auto(BudgetOnly)	5709090	$ -		$ -	$ -	$ -
Equipment	5701050	$ -		$ -	$ -	$ -
Equipment		**$ -**		**$ -**	**$ -**	**$ -**
Education - Classes	5201025	$ -		$2,485	$7,230	$19,813
Adv and Publications	5203040	$ 64,744		$ -	$ -	$ -
Membership Dues	5203050	$ -		$ -	$ -	$ -
Binding & Printing	5203060	$ -		$ -	$9,431	$ -

Head Start GY 22-23 Monthly Breakdown				Quarter 1		
Description	GL	YTD		February	March	April
				5	6	7
Subs to Publications	5203070	$ 32,339		$515	$ -	$ -
Transportation Fees	5203090	$ 1,030		$ -	$615	$680
Linen & Laundry Serv	5204010	$ 3,155		$ -	$ -	$ -
Maint & Rep - Cmrcl	5204020	$ -		$ -	$ -	$6
Maint - Buildings	5204050	$ 114		$ -	$589	$357
Cleaning Services	5204060	$ 2,356		$ -	$7,191.02	$7,413.33
Rental of Equipment	5204070	$ 29,391		$ -	$ -	$ -
Maint. - M&E	5204080	$ -		$ -	$ -	$ -
Maint.- Repair Auto	5204090	$ 29		$ -	$ -	$743
Mail and Parcel Post	5205010	$ 1,485		$ -	$ -	$10
Rental Office Equip.	5205020	$ 20		$ -	($806)	$1,613
Rental Other Equip.	5205030	$ 2,303		$ -	$ -	$ -
Freight and Storage	5205050	$ -		$ -	$ -	$ -
Rental of Facilities	5206010	$ -		$ -	$ -	$ -
Rent City Motor Pool	5208020	$ -		$ -	$ -	$ -
Alarm and Sec. Serv.	5208530	$ -		$ -	$ -	$ -
M&R MaterialBldg/Imp	5301010	$ 6,096		$ -	$ -	$ -
M&R Parts Automotive	5301020	$ -		$ -	$ -	$230
M&R Material Mach/Eq	5301030	$ 461		$ -	$ -	$ -
Janitorial Supplies	5303010	$ -		$ -	$ -	$ -
Clothing and Linen	5304005	$ -		$ -	$ -	$ -
Food	5304010	$ -		$ -	$ -	$1,352
Botanical Supplies	5304035	$ 4,609		$ -	$ -	$ -
Chems Meds & Drugs	5304040	$ -		$ -	$ -	$ -
Photographic Supply	5304045	$ -		$ -	$ -	$ -
Library Materials	5304065	$ -		$ -	$ -	$ -
Recreation Supplies	5304070	$ -		$ -	$ -	$ -
Phone & Fax Services	5403010	$ -		$ -	$ -	$ -
Rental of Pagers	5403030	$ -		$ -	$ -	$ -
Cell Phone Services	5403040	$ -		$ -	$2,016	$149
ITSD Data Workorder	5403046	$ 8,084		$ -	$ -	$ -
Domain Names	5403060	$ -		$ -	$ -	$ -
Wireless Data Comm.	5403510	$ -		$ -	$ -	$1,197
IT Assessment Fee	5403543	$ 3,709		$ -	$ -	$ -
Motor Fuel and Lub.	5403545	$ -		$ -	$ -	$196
Software Licenses	5404520	$ 393		$ -	$ -	$ -
Gas and Electricity	5404530	$ -		$ -	($2,641)	$7,569
Water and Sewer	5404540	$ 13,334		$ -	($258)	$711
DW Other	5407032	$ 1,145		$ -	$107.73	$79.51
Subs - Comp. Serv	5203080	$ 559		$41,541	$ -	$97
Garbage Coll Expense	5201044	$ 83,276		$ -	$ -	$ -
Construction Cost	5201140	$ -		$ -	$ -	$ -
Appraisal Fees	5201160	$ -		$ -	$ -	$ -
Credit Card Fees	5202030	$ -		$ -	$ -	$ -
Inspection Fees	5203010	$ -		$ -	$ -	$ -
Procurement Fee	5203030	$ -		$ -	$ -	$ -
Expense Allowance	5304090	$ -		$ -	$ -	$ -
Cap Prog Admin Cost	5402010	$ -		$ -	$ -	$ -
Claims & Settlements	5402510	$ -		$ -	$ -	$ -
Communications Radio	5403020	$ -		$ -	$ -	$ -
Automotive Admin Chg	5404510	$ -		$ -	$ -	$ -
Workers Comp Assess	5405020	$ -		$ -	$ -	$ -
General Liab. Assess	5405030	$ -		$ -	$ -	$ -
Relocation Expenses	5407060	$ -		$ -	$ -	$ -
Rent of City Equip.	5407510	$ -		$ -	$ -	$ -
Accumulated Deprec. - Auto (Full)	5408080	$ -		$ -	$ -	$ -
Cap<5000 - Bldgs	5501005	$ -		$ -	$ -	$ -
Dep. Exp. M&E (Full)	5408060	$ -		$ -	$ -	$ -

Head Start GY 22-23 Monthly Breakdown				Quarter 1		
Description	**GL**	**YTD**		**February**	**March**	**April**
				5	**6**	**7**
Cap<5000 - M&E Auto	5501050	$ -		$ -	$ -	$ -
Capital Outlay<5000 - Fitness Equip	5501080	$ -		$ -	$ -	$ -
M&E (Modified)	5701060	$ -		$ -	$ -	$ -
Comp Software (Mod)	5701075	$ -		$ -	$ -	$ -
M&E Auto (Modified)	5701085	$ -		$ -	$ -	$ -
Other		**$ 148,400**		**$ 44,541**	**$ 23,475**	**$ 42,216**
In Kind Salaries	6501010	$ -		$ -	$ -	$ -
In Kind Social Security	6503005	$ -		$ -	$ -	$ -
In Kind Life Insurance	6503010	$ -		$ -	$ -	$ -
In Kind - Flex Benefit	6504030	$ -		$ -	$ -	$ -
In Kind TMRS	6505010	$ -		$ -	$ -	$ -
InKind Indirect Cost	6506010	$ -		$ -	$ -	$ -
In Kind Other Contrc	6602025	$ -		$ -	$6,988	($3,494)
In Kind		**$ 28,442**		**$ -**	**$ 6,988**	**$ (3,494)**
Total		**$ 2,137,713**		**$ 511,238**	**$ 497,861**	**$ 508,051**

Head Start GY 22-23 Monthly Breakdown				Quarter 2		
Description	**GL**	**YTD**		**May**	**June**	**July**
				8	**9**	**10**
Regular Salaries	5101010	$ 975,049		$ -	$ -	$ -
Temporary Salaries	5101015	$ 356,332		$ 356,332	$ -	$ -
Overtime Salaries	5101020	$ 257		$ -	$ -	$ -
High Class Pay	5101030	$ -		$ -	$ -	$ -
Shift Differential	5101040	$ -		$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 1,263		$ -	$ -	$ -
Holiday Hourly Sal	5101090	$ 1,208		$ 1,045	$ -	$ -
Personnel Services		**$ 1,334,109**		**$ 357,377**	**$ -**	**$ -**
Language Skill Pay	5101050	$ 5,900		$1,800	$ -	$ -
FICA & Medicare Exp	5103005	$ 98,878		$26,400	$ -	$ -
Temp FICA & Medicare	5103007	$ -		$ -	$ -	$ -
Life Insurance	5103010	$ 962		$256	$ -	$ -
Pers Leave Buy Back	5103035	$ -		$ -	$ -	$ -
Tuition Reimbursement	5103050	$ -		$ -	$ -	$ -
Car Exp Allowance	5103055	$ -		$ -	$ -	$ -
Transportation Allow	5103056	$ 1,105		$390	$ -	$ -
Education	5103065	$ -		$ -	$ -	$ -
Clothing Allowance	5103070	$ -		$ -	$ -	$ -
Cell Phone Allowance	5103080	$ -		$ -	$ -	$ -
Cell Phone Reimburse	5103105	$ 300		$100	$ -	$ -
HOPE Progrm Benefits	5103110	$ -		$ -	$ -	$ -
Flex Benefits Contr	5104030	$ -		$ -	$ -	$ -
Retirement Exp	5105010	$ 168,860		$44,124	$ -	$ -
Civln Actv Healthcr	5170040	$ 252,929		$65,964	$ -	$ -
Salary Turnover Targ	5181010	$ -		$ -	$ -	$ -
Unfunded Turnover	5181015	$ -		$ -	$ -	$ -
Fringe Benefits		**$ 528,934**		**$ 139,034**	**$ -**	**$ -**
Travel-Official	5207010	$ 1,440		$ 1,440	$ -	$ -
Travel-Official		**$ 1,440.41**		**$ 1,440.41**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 5,556		$ 1,931	$ -	$ -
Temporary Services	5202010	$ -		$ -	$ -	$ -
Contractual Services	5202020	$ 22,861		$ 4,940	$ -	$ -
Contractual Services & Support		$ -		$ -	$ -	$ -
EISD	5202040	$ -		$ -	$ -	$ -
SAISD	5202040	$ -		$ -	$ -	$ -
UIW	5202020	$ -		$ -	$ -	$ -
SAMH	6102100	$ 49,080		$ 49,080	$ -	$ -
Direct	5202020	$ 12,936		$ 4,190	$ -	$ -
Admin	5202020	$ -		$ -	$ -	$ -
TTA	5202020	$ 9,925		$ 750	$ -	$ -
Other Contract Srvcs	5202025	$ -		$ -	$ -	$ -
Contractual		**$ 77,497**		**$ 55,951**	**$ -**	**$ -**
Office Supplies	5302010	$ 8,969		$ -	$ -	$ -
Computer Software	5304075	$ 2,360		$ 2,360.12	$ -	$ -
Tools & Apparatus	5304050	$ -		$ -	$ -	$ -
Other Commodities	5304080	$ 2,621		$ -	$ -	$ -
Cap<5000 - Comp Equ.	5501000	$ 1,284		$ 1,284	$ -	$ -
Cap<5000 - M&E Other	5501055	$ 3,656		$ -	$ -	$ -
Cap<5000 - Furn &Fix	5501065	$ -		$ -	$ -	$ -
Supplies		**$ 18,890**		**$ 3,644**	**$ -**	**$ -**
M&E Auto(BudgetOnly)	5709090	$ -		$ -	$ -	$ -
Equipment	5701050	$ -		$ -	$ -	$ -
Equipment		**$ -**		**$ -**	**$ -**	**$ -**
Education - Classes	5201025	$ -		$ -	$ -	$ -
Adv and Publications	5203040	$ 64,744		$ 5,688	$ -	$ -
Membership Dues	5203050	$ -		$ -	$ -	$ -
Binding & Printing	5203060	$ -		$ -	$ -	$ -

Head Start GY 22-23 Monthly Breakdown				Quarter 2		
Description	GL	YTD		May	June	July
				8	9	10
Subs to Publications	5203070	$ 32,339		$ 13,478	$ -	$ -
Transportation Fees	5203090	$ 1,030		$ -	$ -	$ -
Linen & Laundry Serv	5204010	$ 3,155		$ 565	$ -	$ -
Maint & Rep - Cmrcl	5204020	$ -		$ -	$ -	$ -
Maint - Buildings	5204050	$ 114		$ 102	$ -	$ -
Cleaning Services	5204060	$ 2,356		$ 463	$ -	$ -
Rental of Equipment	5204070	$ 29,391		$ 182	$ -	$ -
Maint. - M&E	5204080	$ -		$ -	$ -	$ -
Maint.- Repair Auto	5204090	$ 29		$ 29	$ -	$ -
Mail and Parcel Post	5205010	$ 1,485		$ -	$ -	$ -
Rental Office Equip.	5205020	$ 20		$ -	$ -	$ -
Rental Other Equip.	5205030	$ 2,303		$ 691	$ -	$ -
Freight and Storage	5205050	$ -		$ -	$ -	$ -
Rental of Facilities	5206010	$ -		$ -	$ -	$ -
Rent City Motor Pool	5208020	$ -		$ -	$ -	$ -
Alarm and Sec. Serv.	5208530	$ -		$ -	$ -	$ -
M&R MaterialBldg/Imp	5301010	$ 6,096		$ 6,096	$ -	$ -
M&R Parts Automotive	5301020	$ -		$ -	$ -	$ -
M&R Material Mach/Eq	5301030	$ 461		$ -	$ -	$ -
Janitorial Supplies	5303010	$ -		$ -	$ -	$ -
Clothing and Linen	5304005	$ -		$ -	$ -	$ -
Food	5304010	$ -		$ -	$ -	$ -
Botanical Supplies	5304035	$ 4,609		$ 1,905	$ -	$ -
Chems Meds & Drugs	5304040	$ -		$ -	$ -	$ -
Photographic Supply	5304045	$ -		$ -	$ -	$ -
Library Materials	5304065	$ -		$ -	$ -	$ -
Recreation Supplies	5304070	$ -		$ -	$ -	$ -
Phone & Fax Services	5403010	$ -		$ -	$ -	$ -
Rental of Pagers	5403030	$ -		$ -	$ -	$ -
Cell Phone Services	5403040	$ -		$ -	$ -	$ -
ITSD Data Workorder	5403046	$ 8,084		$ 3,753	$ -	$ -
Domain Names	5403060	$ -		$ -	$ -	$ -
Wireless Data Comm.	5403510	$ -		$ -	$ -	$ -
IT Assessment Fee	5403543	$ 3,709		$ 1,316	$ -	$ -
Motor Fuel and Lub.	5403545	$ -		$ -	$ -	$ -
Software Licenses	5404520	$ 393		$ -	$ -	$ -
Gas and Electricity	5404530	$ -		$ -	$ -	$ -
Water and Sewer	5404540	$ 13,334		$ 3,478	$ -	$ -
DW Other	5407032	$ 1,145		$ 240	$ -	$ -
Subs - Comp. Serv	5203080	$ 559		$ 184	$ -	$ -
Garbage Coll Expense	5201044	$ 83,276		$ -	$ -	$ -
Construction Cost	5201140	$ -		$ -	$ -	$ -
Appraisal Fees	5201160	$ -		$ -	$ -	$ -
Credit Card Fees	5202030	$ -		$ -	$ -	$ -
Inspection Fees	5203010	$ -		$ -	$ -	$ -
Procurement Fee	5203030	$ -		$ -	$ -	$ -
Expense Allowance	5304090	$ -		$ -	$ -	$ -
Cap Prog Admin Cost	5402010	$ -		$ -	$ -	$ -
Claims & Settlements	5402510	$ -		$ -	$ -	$ -
Communications Radio	5403020	$ -		$ -	$ -	$ -
Automotive Admin Chg	5404510	$ -		$ -	$ -	$ -
Workers Comp Assess	5405020	$ -		$ -	$ -	$ -
General Liab. Assess	5405030	$ -		$ -	$ -	$ -
Relocation Expenses	5407060	$ -		$ -	$ -	$ -
Rent of City Equip.	5407510	$ -		$ -	$ -	$ -
Accumulated Deprec. - Auto (Full)	5408080	$ -		$ -	$ -	$ -
Cap<5000 - Bldgs	5501005	$ -		$ -	$ -	$ -
Dep. Exp. M&E (Full)	5408060	$ -		$ -	$ -	$ -

Head Start GY 22-23 Monthly Breakdown				Quarter 2		
Description	**GL**	**YTD**		**May**	**June**	**July**
				8	**9**	**10**
Cap<5000 - M&E Auto	5501050	$ -		$ -	$ -	$ -
Capital Outlay<5000 - Fitness Equip	5501080	$ -		$ -	$ -	$ -
M&E (Modified)	5701060	$ -		$ -	$ -	$ -
Comp Software (Mod)	5701075	$ -		$ -	$ -	$ -
M&E Auto (Modified)	5701085	$ -		$ -	$ -	$ -
Other		**$ 148,400**		**$ 38,168**	**$ -**	**$ -**
In Kind Salaries	6501010	$ -		$ -	$ -	$ -
In Kind Social Security	6503005	$ -		$ -	$ -	$ -
In Kind Life Insurance	6503010	$ -		$ -	$ -	$ -
In Kind - Flex Benefit	6504030	$ -		$ -	$ -	$ -
In Kind TMRS	6505010	$ -		$ -	$ -	$ -
InKind Indirect Cost	6506010	$ -		$ -	$ -	$ -
In Kind Other Contrc	6602025	$ -		$ 24,948	$ -	$ -
In Kind		**$ 28,442**		**$ 24,948**	**$ -**	**$ -**
Total		**$ 2,137,713**		**$ 620,563**	**$ -**	**$ -**

EARLY HEAD START

Early Head Start Fiscal Reports GY 22-23 as of May 31, 2022

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$ 381,472	$ 124,870	$ 124,342	$ 528	0.4%
FRINGE	$ 136,125	$ 42,228	$ 43,700	$ (1,472)	-3.5%
TRAVEL	$ 7,000	$ -	$ -	$ -	0.0%
SUPPLIES	$ 11,800	$ 1,100	$ 1,310	$ (210)	-19.1%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
CONTRACTUAL	$ 1,571,840	$ 256,869	$ 3,270	$ 253,599	98.7%
COSA	$ 32,483	$ 4,333	$ 3,270	$ 1,063	24.5%
Edgewood	$ 1,539,357	$ 252,536	$ -	$ 252,536	100.0%
SAMH/UIW	$ -	$ -	$ -	$ -	0.0%
FACILITIES/CONSTRUCTION	$ -	$ -	$ -	$ -	0.0%
OTHER	$ 34,940	$ 4,085	$ 5,155	$ (1,071)	-26.2%
TOTAL FEDERAL BUDGET	$ 2,143,177	$ 429,151	$ 177,778	$ 251,373	58.6%
Non Federal/In Kind	$ 535,794	$ 75,286	$ 72,147	$ 3,139	4.2%
TOTAL BUDGET	$ 2,678,971	$ 504,437	$ 249,925	$ 254,512	50.5%

Variance Explanations:

Personnel Salaries Fringe Benefits	(.9K) variance due to HS and EHS-CCP staff leveraging time in EHS
Travel	
Supplies	(.2K) office supply orders
Contractual - COSA	$1k, no invoices recvd for NTA, Teachstone, First 3 yrs
- EISD	$252k EISD invoices 45 days after period close; due to delays in creating purchase order February and March invoice processed in June totaling 153K; 99k due to enrollment/staffing.
Other	($1K) - Binding and Printing for recruitment flyers
Non Federal/In Kind	

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL
Administrative Cost*	$37,489	$63,081

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 397,105

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance	$45,632	$4,770	$3,547	$1,223	25.6%

(Earmarked costs)

Procurement Card Transaction Log

For the Period Ending: May 31, 2022

Date	IO	GL	Vendor	Purpose	Amount
			No Additional Transaction in May		
				Monthly Total:	$0.00

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

EHS GY22-23		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 2,678,971.00**	**$ 504,437.23**	**$ 249,925.21**	**$ 254,512.02**	**50.45%**	**$ 1,563,504.52**
Regular Salaries	5101010	$ 381,472.00	$ 124,869.81	$ 124,342.30	$ 527.51	0.42%	$ -
Personnel Services		**$ 381,472.00**	**$ 124,869.81**	**$ 124,342.30**	**$ 527.51**	**0.42%**	**$ -**
Language Skill Pay	5101050	$ 1,200.00	$ 400.00	$ 300.00	$ 100.00	25.00%	$ -
FICA & Medicare Exp	5103005	$ 30,413.00	$ 9,552.54	$ 9,415.62	$ 136.92	1.43%	$ -
Life Insurance	5103010	$ 475.00	$ 124.87	$ 97.44	$ 27.43	21.97%	$ -
Retirement Exp	5105010	$ 45,548.00	$ 14,559.81	$ 15,620.45	$ (1,060.64)	-7.28%	$ -
Civln Actv Healthcr	5170040	$ 55,062.00	$ 17,590.70	$ 18,266.71	$ (676.01)	-3.84%	$ -
Fringe Benefits		**$ 136,125.00**	**$ 42,227.92**	**$ 43,700.22**	**$ (1,472.30)**	**-3.49%**	**$ -**
Fees to Prof Contr.	5201040	$ 25,183.00	$ 4,333.00	$ -	$ 4,333.00	100.00%	$ 6,920.16
Contractual Services	5202020	$ 7,300.00	$ -	$ 3,269.73	$ (3,269.73)	0.00%	$ 12,819.11
EISD	5202040	$ 1,539,357.00	$ 252,536.00	$ -	$ 252,536.00	100.00%	$ 1,539,357.00
Direct	5202020	$ 7,300.00	$ -	$ 1,776.83	$ (1,776.83)	0.00%	$ 6,014.68
TTA	5202020	$ -	$ -	$ 1,492.90	$ (1,492.90)	0.00%	$ 6,802.90
Contractual		**$ 1,571,840.00**	**$ 256,869.00**	**$ 3,269.73**	**$ 253,599.27**	**200.00%**	**$ 1,559,096.27**
Office Supplies	5302010	$ 7,435.00	$ 1,100.00	$ 1,038.16	$ 61.84	5.62%	$ 129.24
Other Commodities	5304080	$ 4,365.00	$ -	$ 272.09	$ (272.09)	0.00%	$ 64.46
Supplies		**$ 11,800.00**	**$ 1,100.00**	**$ 1,310.25**	**$ (210.25)**	**-19.11%**	**$ 471.95**
Education - Classes	5201025	$ 7,800.00	$ 1,950.00	$ 2,054.07	$ (104.07)	-5.34%	$ -
Binding & Printing	5203060	$ 3,000.00	$ 1,000.00	$ 1,768.00	$ (768.00)	-76.80%	$ -
Transportation Fees	5203090	$ 4,500.00	$ 200.00	$ -	$ 200.00	100.00%	$ -
Maint & Rep - Cmrcl	5204020	$ 403.00	$ 5.00	$ 3.00	$ 2.00	40.00%	$ -
Maint - Buildings	5204050	$ 122.00	$ 32.00	$ 43.97	$ (11.97)	-37.41%	$ 9.15
Maint.- Repair Auto	5204090	$ 403.00	$ -	$ 61.26	$ (61.26)	0.00%	$ -
Rental Office Equip.	5205020	$ 494.00	$ 104.00	$ 52.06	$ 51.94	49.94%	$ -
M&R Parts Automotive	5301020	$ 403.00	$ -	$ 3.23	$ (3.23)	0.00%	$ -
Food	5304010	$ 2,779.00	$ -	$ 93.09	$ (93.09)	0.00%	$ 381.06
Cell Phone Services	5403040	$ 828.00	$ 160.00	$ 166.62	$ (6.62)	-4.14%	$ -
Wireless Data Comm.	5403510	$ 1,056.00	$ 255.00	$ 282.75	$ (27.75)	-10.88%	$ -
Gas and Electricity	5404530	$ 1,250.00	$ 291.00	$ 536.05	$ (245.05)	-84.21%	$ -
Water and Sewer	5404540	$ 160.00	$ 37.50	$ 44.16	$ (6.66)	-17.76%	$ -
DW Other	5407032	$ 1,000.00	$ 50.00	$ 47.00	$ 3.00	6.00%	$ -
Other		**$ 34,940.00**	**$ 4,084.50**	**$ 5,155.26**	**$ (1,070.76)**	**-26.22%**	**$ 3,936.30**
In Kind Other Contrc	6602025	$ 466,991.00	$ 75,286.00	$ 72,147.45	$ 3,138.55	4.17%	$ -
In Kind		**$ 535,794.00**	**$ 75,286.00**	**$ 72,147.45**	**$ 3,138.55**	**4.17%**	**$ -**
Total		**$ 2,678,971.00**	**$ 504,437.23**	**$ 249,925.21**	**$ 254,512.02**	**50.45%**	**$ 1,563,504.52**

Early Head Start GY 22-23 Monthly Breakdown			Quarter 1			Quarter 2
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**
			5	**6**	**7**	**8**
Regular Salaries	5101010	$ 124,342.30	$ 23,875.30	$ 38,075.15	$ 36,508.75	$ 25,883.10
Personnel Services		**$ 124,342.30**	**$ 23,875.30**	**$ 38,075.15**	**$ 36,508.75**	**$ 25,883.10**
Language Skill Pay	5101050	$ 300.00	$ -	$ 100.00	$ 100.00	$ 100.00
FICA & Medicare Exp	5103005	$ 9,415.62	$ 1,793.54	$ 2,884.28	$ 2,786.31	$ 1,951.49
Life Insurance	5103010	$ 97.44	$ 18.84	$ 29.46	$ 30.30	$ 18.84
Retirement Exp	5105010	$ 15,620.45	$ 3,109.68	$ 4,733.76	$ 4,562.82	$ 3,214.19
Civln Actv Healthcr	5170040	$ 18,266.71	$ 1,482.34	$ 6,156.18	$ 6,181.17	$ 4,447.02
Fringe Benefits		**$ 43,700.22**	**$ 6,404.40**	**$ 13,903.68**	**$ 13,660.60**	**$ 9,731.54**
Contractual Services	5202020	$ 3,269.73	$ -	$ 2,065.73	$ 816.67	$ 387.33
Contractual Services & Support						
Direct	5202020	$ 1,776.83	$ -	$ 572.83	$ 816.67	$ 387.33
TTA	5202020	$ 1,492.90	$ -	$ 1,492.90	$ -	$ -
Contractual		**$ 3,269.73**	**$ -**	**$ 2,065.73**	**$ 816.67**	**$ 387.33**
Office Supplies	5302010	$ 1,038.16	$ -	$ 172.81	$ 83.08	$ 782.27
Other Commodities	5304080	$ 272.09	$ -	$ -	$ -	$ 272.09
Supplies		**$ 1,310.25**	**$ -**	**$ 172.81**	**$ 83.08**	**$ 1,054.36**
Education - Classes	5201025	$ 2,054.07	$ 253.33	$ 1,047.00	$ 600.00	$ 153.74
Binding & Printing	5203060	$ 1,768.00	$ -	$ -	$ -	$ 1,768.00
Maint & Rep - Cmrcl	5204020	$ 3.00	$ -	$ -	$ 3.00	$ -
Maint - Buildings	5204050	$ 43.97	$ -	$ 37.91	$ (23.68)	$ 29.74
Maint.- Repair Auto	5204090	$ 61.26	$ -	$ -	$ 61.26	$ -
Rental Office Equip.	5205020	$ 52.06	$ -	$ (52.06)	$ 104.12	$ -
M&R Parts Automotive	5301020	$ 3.23	$ -	$ -	$ 3.23	$ -
Food	5304010	$ 93.09	$ -	$ -	$ -	$ 93.09
Cell Phone Services	5403040	$ 166.62	$ -	$ 59.64	$ -	$ 106.98
Wireless Data Comm.	5403510	$ 282.75	$ -	$ -	$ -	$ 282.75
Gas and Electricity	5404530	$ 536.05	$ -	$ (168.43)	$ 482.70	$ 221.78
Water and Sewer	5404540	$ 44.16	$ -	$ (16.45)	$ 45.33	$ 15.28
DW Other	5407032	$ 47.00	$ -	$ 39.20	$ -	$ 7.80
Other		**$ 5,155.26**	**$ 253.33**	**$ 946.81**	**$ 1,275.96**	**$ 2,679.16**
In Kind Other Contrc	6602025	$ 72,147.45	$ -	$ 295.76	$ 71,408.05	$ 443.64
In Kind		**$ 72,147.45**	**$ -**	**$ 295.76**	**$ 71,408.05**	**$ 443.64**
Total		**$ 249,925.21**	**$ 30,533.03**	**$ 55,459.94**	**$ 123,753.11**	**$ 40,179.13**

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start - CCP Fiscal Reports GY 21-22 as of May 31, 2022

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$ 791,468	$ 597,446	$ 644,679	$ (47,232)	-7.9%
FRINGE	$ 283,724	$ 235,330	$ 250,863	$ (15,533)	-6.6%
TRAVEL	$ 4,160	$ 2,500	$ 2,381	$ 119	4.8%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
SUPPLIES	$ 38,232	$ 25,193	$ 9,301	$ 15,892	63.1%
CONTRACTUAL	$ 1,887,606	$ 1,557,835	$ 1,448,865	$ 108,970	7.0%
COSA	$ 102,435	$ 73,752	$ 6,364	$ 67,388	91.4%
Blessed Sacrament	$ 347,421	$ 288,835	$ 281,540	$ 7,295	2.5%
Ella Austin	$ 392,217	$ 328,305	$ 319,550	$ 8,755	2.7%
Healy Murphy	$ 520,150	$ 434,938	$ 426,070	$ 8,868	2.0%
Inman Christian	$ 228,793	$ 191,517	$ 182,497	$ 9,020	4.7%
Seton Home	$ 110,166	$ 94,190	$ 90,542	$ 3,648	3.9%
YWCA	$ 163,424	$ 136,798	$ 133,150	$ 3,648	2.7%
Support Services	$ 23,000	$ 9,500	$ 9,152	$ 348	3.7%
OTHER	$ 52,045	$ 37,997	$ 45,110	$ (7,113)	-18.7%
TOTAL FED BUDGET	$ 3,057,234	$ 2,456,301	$ 2,401,199	$ 55,102	2.2%
NON FED SHARE/IN KIND	$ 685,561	$ 505,700	$ 511,664	$ (5,964)	-1.2%
TOTAL BUDGET	$ 3,742,795	$ 2,962,001	$ 2,912,863	$ 49,137	1.7%

Variance Explanations:

Personnel Services and Fringe Benefits	(62.7K) EHS staff working in CCP.
Travel	
Supplies	15.8K - 6.8k Office supplies not received; 5.4k not realized, 3.6k division will spend in June/July.
Contractual -COSA	$108.9k, $67.4K - 39.9k Buildg Rep will be redirected; 27.5k fees to pros pending invoices and $39k in CF added to childcare centers; 1.5k based on performance and .3k due to no services.
Other	(7.1k) due to emergency plumbing repair, alloc to grant.
Non Federal Share/In Kind	

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL
Administrative Cost	$436,929	$200,469

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 564,510

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Training and Technical Assistance	$67,605	$18,827	$20,747	($1,920)	-10.2%

(Earmarked costs)

Procurement Card Transaction Log

YTD For the Period Ending: May 31, 2022

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in May 2022		
				Monthly Total:	$0.00

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

EHS-CCP 2021-2022 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
			Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 3,742,795.00**	**$ 2,962,000.61**	**$ 2,912,863.43**	**$ 49,137.18**	**1.66%**	**$ 371,361.31**
Regular Salaries	5101010	$ 791,467.82	$ 597,446.22	$ 643,023.12	$ (45,576.90)	-7.63%	$ -
Retiree Payout Sal	5101070	$ -	$ -	$ 1,655.40	$ (1,655.40)	0.00%	$ -
Personnel Services		**$ 791,467.82**	**$ 597,446.22**	**$ 644,678.52**	**$ (47,232.30)**	**-7.91%**	**$ -**
Language Skill Pay	5101050	$ 2,400.00	$ 2,000.00	$ 1,950.00	$ 50.00	2.50%	$ -
FICA & Medicare Exp	5103005	$ 54,534.23	$ 43,568.56	$ 48,384.63	$ (4,816.07)	-11.05%	$ -
Life Insurance	5103010	$ 651.40	$ 539.30	$ 480.03	$ 59.27	10.99%	$ -
Pers Leave Buy Back	5103035	$ 8,173.00	$ 8,173.00	$ 8,236.72	$ (63.72)	-0.78%	$ -
Retirement Exp	5105010	$ 81,560.87	$ 68,272.85	$ 82,884.63	$ (14,611.78)	-21.40%	$ -
Civln Actv Healthcr	5170040	$ 136,404.10	$ 112,776.21	$ 108,927.27	$ 3,848.94	3.41%	$ -
Fringe Benefits		**$ 283,723.59**	**$ 235,329.93**	**$ 250,863.28**	**$ (15,533.35)**	**-6.60%**	**$ -**
Travel-Official	5207010	$ 4,160.00	$ 2,500.00	$ 2,380.73	$ 119.27	4.77%	$ -
Travel-Official		**$ 4,160.00**	**$ 2,500.00**	**$ 2,380.73**	**$ 119.27**	**4.77%**	**$ -**
Fees to Prof Contr.	5201040	$ 44,899.84	$ 33,011.74	$ 5,519.37	$ 27,492.37	83.28%	$ 5,207.78
Temporary Services	5202010	$ 740.00	$ 740.00	$ 738.26	$ 1.74	0.24%	$ -
Contractual Services	5202020	$ 1,841,966.00	$ 1,524,083.00	$ 1,442,608.31	$ 81,474.69	5.35%	$ 342,831.19
BSA	5202020	$ 347,421.00	$ 288,835.00	$ 281,539.92	$ 7,295.08	2.53%	$ 65,881.08
Ella Austin	5202020	$ 392,217.00	$ 328,305.00	$ 319,550.00	$ 8,755.00	2.67%	$ 72,667.00
Healy	5202020	$ 520,150.00	$ 434,938.00	$ 426,070.00	$ 8,868.00	2.04%	$ 94,080.00
Inman	5202020	$ 228,793.00	$ 191,517.00	$ 182,496.64	$ 9,020.36	4.71%	$ 46,296.36
Seton Home	5202020	$ 110,166.00	$ 94,190.00	$ 90,542.00	$ 3,648.00	3.87%	$ 11,635.00
YWCA	5202020	$ 163,424.00	$ 136,798.00	$ 133,150.00	$ 3,648.00	2.67%	$ 30,274.00
Direct	5202020	$ 56,795.00	$ 40,000.00	$ 106.57	$ 39,893.43	3.66%	$ 118.23
Support Services	5202020	$ 23,000.00	$ 9,500.00	$ 9,152.01	$ 347.99	0.00%	$ 13,847.99
Other Contract Srvcs	5202025	$ -	$ -	$ -	$ -	0.00%	$ -
Contractual		**$ 1,887,605.84**	**$ 1,557,834.74**	**$ 1,448,865.94**	**$ 108,968.80**	**6.99%**	**$ 348,038.97**
Office Supplies	5302010	$ 13,965.20	$ 10,342.99	$ 4,890.81	$ 5,452.18	52.71%	$ 6,778.59
Computer Software	5304075	$ 1,875.00	$ 1,875.00	$ -	$ 1,875.00	100.00%	$ -
Tools & Apparatus	5304050	$ -	$ -	$ 62.01	$ (62.01)	0.00%	$ 141.30
Other Commodities	5304080	$ 1,414.02	$ 1,414.02	$ 4,148.82	$ (2,734.80)	-193.41%	$ 874.42
Cap<5000 - Comp Equ.	5501000	$ 12,728.00	$ 7,311.00	$ -	$ 7,311.00	100.00%	$ 1,939.16
Cap<5000 - Furn &Fix	5501065	$ 8,250.00	$ 4,250.00	$ 199.55	$ 4,050.45	95.30%	$ 2,336.04
Supplies		**$ 38,232.22**	**$ 25,193.01**	**$ 9,301.19**	**$ 15,891.82**	**63.08%**	**$ 12,400.80**
Education - Classes	5201025	$ 7,500.00	$ 7,500.00	$ 9,143.09	$ (1,643.09)	-21.91%	$ -
Adv and Publications	5203040	$ 300.00	$ 151.61	$ 299.21	$ (147.60)	-97.36%	$ 32.10
Binding & Printing	5203060	$ 4,500.00	$ 2,500.00	$ 6,850.40	$ (4,350.40)	-174.02%	$ -
Subs to Publications	5203070	$ 3,594.00	$ 3,594.00	$ 3,615.01	$ (21.01)	-0.58%	$ -
Transportation Fees	5203090	$ 1,946.50	$ 1,496.50	$ 720.68	$ 775.82	51.84%	$ -
Maint - Buildings	5204050	$ 11,592.00	$ 8,731.10	$ 14,160.99	$ (5,429.89)	-62.19%	$ 374.07
Rental Office Equip.	5205020	$ 1,534.29	$ 1,278.29	$ 785.27	$ 493.02	38.57%	$ -
Rental Other Equip.	5205030	$ -	$ -	$ 113.44	$ (113.44)	0.00%	$ -
Rental of Facilities	5206010	$ -	$ -	$ 24.40	$ (24.40)	0.00%	$ -
Food	5304010	$ 6,000.00	$ 3,000.00	$ 380.95	$ 2,619.05	87.30%	$ 1,101.67
Cell Phone Services	5403040	$ 4,000.00	$ 3,182.00	$ 2,799.22	$ 382.78	12.03%	$ -
Wireless Data Comm.	5403510	$ 1,875.00	$ 585.00	$ 324.48	$ 260.52	44.53%	$ -
Gas and Electricity	5404530	$ 4,423.95	$ 3,563.56	$ 3,630.73	$ (67.17)	-1.88%	$ -
Water and Sewer	5404540	$ 417.02	$ 337.46	$ 401.36	$ (63.90)	-18.94%	$ -
DW Other	5407032	$ 2,000.00	$ 2,000.00	$ 1,756.31	$ 243.69	12.18%	$ -
Subs - Comp. Serv	5203080	$ 2,361.77	$ 77.20	$ 77.20	$ -	0.00%	$ -
Other		**$ 52,044.53**	**$ 37,996.72**	**$ 45,110.10**	**$ (7,113.38)**	**-18.72%**	**$ 10,921.54**
In Kind Other Contrc	6602025	$ 685,561.00	$ 505,700.00	$ 511,644.37	$ (5,944.37)	-1.18%	$ -
In Kind		**$ 685,561.00**	**$ 505,700.00**	**$ 511,663.67**	**$ (5,963.67)**	**-1.18%**	**$ -**
Total		**$ 3,742,795.00**	**$ 2,962,000.61**	**$ 2,912,863.43**	**$ 49,137.18**	**1.66%**	**$ 371,361.31**

EHS-CCP GY 21-22 Monthly Breakdown			Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Description	GL	YTD	August	September	October	November	December	January	February	March	April	May	June	July
			11	12	1	2	3	4	5	6	7	8	9	10
Regular Salaries	5101010	$ 643,023.12	$ -	$ 117,332.68	$ 59,026.95	$ 55,102.42	$ 82,290.25	$ 64,236.75	$ 51,937.51	$ 79,573.46	$ 71,139.71	$ 62,383.39	$ -	$ -
Retiree Payout Sal	5101070	$ 1,655.40	$ -	$ -	$ 625.88	$ -	$ -	$ 1,029.52	$ -	$ -	$ -	$ -	$ -	$ -
Personnel Services		**$ 644,678.52**	**$ -**	**$ 117,332.68**	**$ 59,652.83**	**$ 55,102.42**	**$ 82,290.25**	**$ 65,266.27**	**$ 51,937.51**	**$ 79,573.46**	**$ 71,139.71**	**$ 62,383.39**	**$ -**	**$ -**
Language Skill Pay	5101050	$ 1,950.00	$ -	$ 200.00	$ 200.00	$ 200.00	$ 300.00	$ 250.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ -	$ -
FICA & Medicare Exp	5103005	$ 48,384.63	$ -	$ 9,134.87	$ 4,361.44	$ 4,604.72	$ 6,094.13	$ 4,697.14	$ 3,780.76	$ 5,821.75	$ 5,383.39	$ 4,506.43	$ -	$ -
Life Insurance	5103010	$ 480.03	$ -	$ 89.19	$ 39.06	$ 39.48	$ 64.14	$ 50.86	$ 41.24	$ 58.85	$ 51.97	$ 45.24	$ -	$ -
Pers Leave Buy Back	5103035	$ 8,236.72	$ -	$ -	$ -	$ 8,236.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Exp	5105010	$ 82,884.63	$ -	$ 14,937.28	$ 7,247.06	$ 7,954.80	$ 10,199.87	$ 9,415.44	$ 6,347.09	$ 9,854.18	$ 9,013.58	$ 7,915.33	$ -	$ -
Civln Actv Healthcr	5170040	$ 108,927.27	$ 9,086.00	$ 8,629.20	$ 8,894.04	$ 9,635.21	$ 13,545.03	$ 11,352.69	$ 9,799.91	$ 14,692.78	$ 12,174.86	$ 11,117.55	$ -	$ -
Fringe Benefits		**$ 250,863.28**	**$ 9,086.00**	**$ 32,990.54**	**$ 20,741.60**	**$ 30,670.93**	**$ 30,203.17**	**$ 25,766.13**	**$ 20,169.00**	**$ 30,627.56**	**$ 26,823.80**	**$ 23,784.55**	**$ -**	**$ -**
Travel-Official	5207010	$ 2,380.73	$ -	$ -	$ -	$ -	$ 949.92	$ 1,430.81	$ -	$ -	$ -	$ -	$ -	$ -
Travel-Official		**$ 2,380.73**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 949.92**	**$ 1,430.81**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 5,519.37	$ -	$ 11.74	$ 193.86	$ 507.51	$ 334.23	$ 437.36	$ 72.85	$ 1,858.85	$ 2,102.97	$ -	$ -	$ -
Temporary Services	5202010	$ 738.26	$ 60.79	$ 677.47	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 1,442,608.31	$ 143,799.00	$ 144,619.09	$ 145,275.59	$ 144,332.60	$ 144,856.34	$ 143,799.00	$ 143,799.00	$ 153,832.58	$ 139,638.33	$ 138,656.78	$ -	$ -
BSA	5202020	$ 281,539.92	$ 23,966.00	$ 23,966.00	$ 29,292.00	$ 29,292.00	$ 29,292.00	$ 29,292.00	$ 29,292.00	$ 30,357.00	$ 30,357.00	$ 26,433.92	$ -	$ -
Ella Austin	5202020	$ 319,550.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ 31,955.00	$ -	$ -
Healy	5202020	$ 426,070.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ 42,607.00	$ -	$ -
Inman	5202020	$ 182,496.64	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 18,641.00	$ 14,727.64	$ -	$ -
Seton Home	5202020	$ 90,542.00	$ 13,315.00	$ 13,315.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ 7,989.00	$ -	$ -
YWCA	5202020	$ 133,150.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ 13,315.00	$ -	$ -
Direct	5202020	$ 106.57	$ -	$ -	$ -	$ 16.77	$ -	$ -	$ -	$ -	$ -	$ 89.80	$ -	$ -
Support Services	5202020	$ 8,331.92	$ -	$ -	$ 1,476.59	$ 515.66	$ 1,057.34	$ -	$ -	$ 2,438.58	$ 1,304.33	$ 1,539.42	$ -	$ -
Contractual		**$ 1,448,865.94**	**$ 143,859.79**	**$ 145,308.30**	**$ 145,469.45**	**$ 144,840.11**	**$ 145,190.57**	**$ 144,236.36**	**$ 143,871.85**	**$ 155,691.43**	**$ 141,741.30**	**$ 138,656.78**	**$ -**	**$ -**
Office Supplies	5302010	$ 4,890.81	$ -	$ 117.99	$ 178.35	$ 34.88	$ 33.27	$ 135.76	$ 1,115.63	$ 939.79	$ 221.82	$ 2,113.32	$ -	$ -
Tools & Apparatus	5304050	$ 62.01	$ -	$ -	$ -	$ 62.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Commodities	5304080	$ 4,148.82	$ -	$ 634.39	$ -	$ 175.53	$ 23.95	$ 1,738.67	$ 45.32	$ -	$ 802.70	$ 728.26	$ -	$ -
Cap<5000 - Furn &Fix	5501065	$ 199.55	$ -	$ -	$ -	$ 36.09	$ 117.40	$ 46.05	$ (48.40)	$ 48.41	$ -	$ -	$ -	$ -
Supplies		**$ 9,301.19**	**$ -**	**$ 752.38**	**$ 178.35**	**$ 308.51**	**$ 174.62**	**$ 1,920.48**	**$ 1,112.55**	**$ 988.20**	**$ 1,024.52**	**$ 2,841.58**	**$ -**	**$ -**
Education - Classes	5201025	$ 9,143.09	$ 2,260.00	$ 957.00	$ 645.77	$ -	$ 1,518.00	$ 928.00	$ 835.18	$ 1,047.00	$ 600.00	$ 352.14	$ -	$ -
Adv and Publications	5203040	$ 299.21	$ -	$ 1.61	$ -	$ -	$ -	$ -	$ 297.60	$ -	$ -	$ -	$ -	$ -
Binding & Printing	5203060	$ 6,850.40	$ -	$ -	$ 6,491.95	$ -	$ -	$ -	$ -	$ -	$ -	$ 358.45	$ -	$ -
Subs to Publications	5203070	$ 3,615.01	$ -	$ 3,594.00	$ 21.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Fees	5203090	$ 720.68	$ -	$ 296.50	$ -	$ -	$ 12.32	$ -	$ 21.06	$ 114.08	$ 152.70	$ 124.02	$ -	$ -
Maint - Buildings	5204050	$ 14,160.99	$ -	$ 1,231.10	$ 51.11	$ 57.35	$ 49.92	$ 72.39	$ 7,173.47	$ 5,391.32	$ 55.42	$ 78.91	$ -	$ -
Rental Office Equip.	5205020	$ 785.27	$ -	$ 254.29	$ -	$ -	$ 264.25	$ 71.85	$ -	$ (194.88)	$ 389.76	$ -	$ -	$ -
Rental Other Equip.	5205030	$ 113.44	$ -	$ -	$ -	$ -	$ 19.18	$ -	$ 94.26	$ -	$ -	$ -	$ -	$ -
Rental of Facilities	5206010	$ 24.40	$ -	$ -	$ -	$ 24.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Food	5304010	$ 380.95	$ -	$ -	$ -	$ -	$ 1.50	$ -	$ -	$ -	$ 130.28	$ 249.17	$ -	$ -
Cell Phone Services	5403040	$ 2,799.22	$ -	$ -	$ 900.87	$ 408.54	$ (17.88)	$ 485.87	$ 271.33	$ 227.40	$ -	$ 523.09	$ -	$ -
Wireless Data Comm.	5403510	$ 324.48	$ -	$ -	$ 92.53	$ 38.25	$ 38.25	$ 36.25	$ 28.25	$ 28.45	$ 31.25	$ 31.25	$ -	$ -
Gas and Electricity	5404530	$ 3,630.73	$ -	$ 975.66	$ -	$ -	$ 708.66	$ 245.76	$ 273.96	$ (448.27)	$ 1,284.70	$ 590.26	$ -	$ -
Water and Sewer	5404540	$ 401.36	$ -	$ 71.67	$ -	$ -	$ 57.38	$ 84.49	$ 70.27	$ (43.79)	$ 120.67	$ 40.67	$ -	$ -
DW Other	5407032	$ 1,756.31	$ -	$ -	$ -	$ 219.78	$ 1,520.00	$ -	$ -	$ -	$ 3.36	$ 13.17	$ -	$ -
Subs - Comp. Serv	5203080	$ 77.20	$ -	$ 77.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other		**$ 45,110.10**	**$ 2,260.00**	**$ 7,459.03**	**$ 8,203.24**	**$ 748.32**	**$ 4,171.58**	**$ 1,924.61**	**$ 9,065.38**	**$ 6,148.67**	**$ 2,768.14**	**$ 2,361.13**	**$ -**	**$ -**
Total		**$ 2,912,863.43**	**$ 155,205.79**	**$ 303,842.93**	**$ 234,245.47**	**$ 231,670.29**	**$ 262,980.11**	**$ 240,544.66**	**$ 228,961.80**	**$ 592,103.34**	**$ 244,661.40**	**$ 418,647.64**	**$ -**	**$ -**

CRRSA/ARPA Fiscal Report

CRRSA.ARPA Fiscal Reports GY 21-23 as of May 31, 2022

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$ 312,551	$ 128,202	$ 25,975	$ 102,227	79.7%
FRINGE	$ 132,310	$ 54,030	$ 11,873	$ 42,157	78.0%
TRAVEL	$ -	$ -	$ -	$ -	0.0%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
SUPPLIES	$ 75,000	$ 33,000	$ 56,375	$ (23,375)	-70.8%
CONTRACTUAL	$ 4,424,993	$ 1,877,392	$ 506,838	$ 1,370,553	73.0%
Fees to Prof Contr.	$ 100,000	$ 51,048	$ 7,280	$ 43,768	85.7%
EISD	$ 1,049,999	$ 507,496	$ -	$ 507,496	100.0%
SAISD	$ 1,000,000	$ 533,334	$ -	$ 533,334	100.0%
BRADY	$ 775,000	$ 389,597	$ 447,801	$ (58,204)	-14.9%
BSA	$ 249,999	$ 66,682	$ -	$ 66,682	100.0%
Healy Murphy	$ 249,999	$ 66,682	$ -	$ 66,682	100.0%
Inman Christian	$ 249,999	$ 66,682	$ -	$ 66,682	100.0%
Seton Home	$ 249,999	$ 66,682	$ -	$ 66,682	100.0%
YWCA	$ 249,999	$ 66,682	$ -	$ 66,682	100.0%
COSA on behalf of Ella Austin	$ 249,999	$ 62,505	$ 51,757	$ -	0.0%
OTHER	$ 92,632	$ 44,330	$ 93,164	$ (48,834)	-110.2%
TOTAL FED BUDGET	$ 5,037,486	$ 2,136,954	$ 694,225	$ 1,442,729	67.5%
TOTAL BUDGET	$ 5,037,486	$ 2,136,954	$ 694,225	$ 1,442,729	67.5%

Variance Explanations:

Personnel Services and Fringe Benefits	$144.3K variance due to 4 vacant positions; will shift postive variance to supplies in June
Travel	
Supplies	($23.3K) PPE, Dental Supplies and Other commodities received and invoiced
Contractual -COSA	$1,370K Variance due delays in contract execution; spending plans/projections are being finalized and invoicing is expected to begin within next 2 mos.
Other	($48.8K) Advertising expense, Binding & Printing for recruitment events; Microsoft Windows and Office software for 80 IPads; services received and invoiced

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL
Administrative Cost	$104,134	$374

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 755,623

Procurement Card Transaction Log

YTD For the Period Ending: May 31, 2022

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in May 2022		
				Monthly Total:	$0.00

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

CRRSA/ARPA GY21-23 - HS		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 5,037,486.00**	**$ 2,136,953.60**	**$ 694,224.64**	**$ 1,442,728.96**	**67.51%**	**$ 3,035,398.62**
Regular Salaries	5101010	$ 312,551.20	$ 128,201.54	$ 25,962.90	$ 102,238.64	79.75%	$ -
Overtime Salaries	5101020	$ -	$ -	$ 11.41	$ (11.41)	0.00%	$ -
Shift Differential	5101040	$ -	$ -	$ 0.51	$ (0.51)	0.00%	$ -
Personnel Services		**$ 312,551.20**	**$ 128,201.54**	**$ 25,974.82**	**$ 102,226.72**	**79.74%**	**$ -**
Language Skill Pay	5101050	$ 3,400.00	$ 950.00	$ -	$ 950.00	100.00%	$ -
FICA & Medicare Exp	5103005	$ 23,974.92	$ 9,871.90	$ 1,964.03	$ 7,907.87	80.10%	$ -
Life Insurance	5103010	$ 33.10	$ 13.37	$ 17.52	$ (4.15)	-31.04%	$ -
Retirement Exp	5105010	$ 38,703.78	$ 15,936.99	$ 3,220.91	$ 12,716.08	79.79%	$ -
Civln Actv Healthcr	5170040	$ 66,198.00	$ 27,258.00	$ 6,670.53	$ 20,587.47	75.53%	$ -
Fringe Benefits		**$ 132,309.80**	**$ 54,030.26**	**$ 11,872.99**	**$ 42,157.27**	**78.03%**	**$ -**
Fees to Prof Contr.	5201040	$ 100,000.00	$ 51,048.00	$ 7,280.32	$ 43,767.68	85.74%	$ -
Contractual-Subrecip	5202040	$ 2,049,999.00	$ 1,040,829.80	$ -	$ 1,040,829.80	100.00%	$ 2,049,999.00
EISD	5202040	$ 1,049,999.00	$ 507,496.13	$ -	$ 507,496.13	100.00%	$ 1,049,999.00
SAISD	5202040	$ 1,000,000.00	$ 533,333.67	$ -	$ 533,333.67	100.00%	$ 1,000,000.00
Contractual Services	5202020	$ 2,274,994.00	$ 785,514.00	$ 499,558.07	$ 285,955.93	36.40%	$ 909,935.40
Brady Building	5202020	$ 775,000.00	$ 389,597.00	$ 447,800.61	$ (58,203.61)	-14.94%	$ 222,978.14
BSA	5202020	$ 249,999.00	$ 66,682.40	$ -	$ 66,682.40	100.00%	$ -
Healy Murphy	5202020	$ 249,999.00	$ 66,682.40	$ -	$ 66,682.40	100.00%	$ -
Inman	5202020	$ 249,999.00	$ 66,682.40	$ -	$ 66,682.40	100.00%	$ -
Seton Home	5202020	$ 249,999.00	$ 66,682.40	$ -	$ 66,682.40	100.00%	$ -
YWCA	5202020	$ 249,999.00	$ 66,682.40	$ -	$ 66,682.40	100.00%	$ -
COSA on behalf of Ella Austin	5202020	$ 249,999.00	$ 62,505.00	$ 51,757.46	$ 10,747.54	17.19%	$ 186,019.26
Contractual		**$ 4,424,993.00**	**$ 1,877,391.80**	**$ 506,838.39**	**$ 1,370,553.41**	**222.14%**	**$ 2,959,934.40**
Office Supplies	5302010	$ 15,000.00	$ 10,000.00	$ -	$ 10,000.00	100.00%	$ -
Other Commodities	5304080	$ 45,000.00	$ 23,000.00	$ 56,374.60	$ (33,374.60)	-145.11%	$ 10,460.30
Supplies		**$ 75,000.00**	**$ 33,000.00**	**$ 56,374.60**	**$ (23,374.60)**	**-70.83%**	**$ 51,100.22**
Education - Classes	5201025	$ -	$ -	$ 750.00	$ (750.00)	0.00%	$ -
Adv and Publications	5203040	$ 30,000.00	$ 15,000.00	$ 21,100.00	$ (6,100.00)	-40.67%	$ -
Binding & Printing	5203060	$ 30,000.00	$ 16,500.00	$ 18,503.21	$ (2,003.21)	-12.14%	$ -
Transportation Fees	5203090	$ 4,500.00	$ 1,500.00	$ -	$ 1,500.00	100.00%	$ -
Maint - Buildings	5204050	$ -	$ -	$ 498.44	$ (498.44)	0.00%	$ 23,320.00
Mail and Parcel Post	5205010	$ -	$ -	$ 169.58	$ (169.58)	0.00%	$ -
Cell Phone Services	5403040	$ 3,325.00	$ 1,575.00	$ -	$ 1,575.00	100.00%	$ -
Wireless Data Comm.	5403510	$ 3,705.00	$ 1,755.00	$ -	$ 1,755.00	100.00%	$ -
Software Licenses	5404520	$ 3,000.00	$ -	$ 41,256.80	$ (41,256.80)	0.00%	$ -
Cap Admin Costs - Direct	5402030	$ -	$ -	$ 300.93	$ (300.93)	0.00%	$ -
Cap Admin Costs - Indirect	5402050	$ -	$ -	$ 72.88	$ (72.88)	0.00%	$ -
Relocation Expenses	5407060	$ 18,102.00	$ 8,000.00	$ 10,512.00	$ (2,512.00)	-31.40%	$ 1,044.00
Other		**$ 92,632.00**	**$ 44,330.00**	**$ 93,163.84**	**$ (48,833.84)**	**-110.16%**	**$ 24,364.00**
Total		**$ 5,037,486.00**	**$ 2,136,953.60**	**$ 694,224.64**	**$ 1,442,728.96**	**67.51%**	**$ 3,035,398.62**

Early Head Start GY 21-22 Monthly Breakdown			Quarter 1 - 2021			Quarter 2 - 2021		
Description	**GL**	**YTD**	**April**	**May**	**June**	**July**	**August**	**September**
			7	**8**	**9**	**10**	**11**	**12**
Regular Salaries	5101010	$ 25,962.90	$ -	$ -	$ -	$ -	$ -	$ -
Overtime Salaries	5101020	$ 11.41	$ -	$ -	$ -	$ -	$ -	$ -
Shift Differential	5101040	$ 0.51	$ -	$ -	$ -	$ -	$ -	$ -
Personnel Services		**$ 25,974.82**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
FICA & Medicare Exp	5103005	$ 1,964.03	$ -	$ -	$ -	$ -	$ -	$ -
Life Insurance	5103010	$ 17.52	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Exp	5105010	$ 3,220.91	$ -	$ -	$ -	$ -	$ -	$ -
Civln Actv Healthcr	5170040	$ 6,670.53	$ -	$ -	$ -	$ -	$ -	$ -
Fringe Benefits		**$ 11,872.99**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Fees to Prof Contr.	5201040	$ 7,280.32	$ -	$ -	$ -	$ -	$ 2,750.00	$ -
Contractual Services	5202020	$ 499,558.07	$ -	$ -	$ -	$ -	$ -	$ 24,921.05
Brady Building	5202020	$ 447,800.61	$ -	$ -	$ -	$ -	$ -	$ 24,921.05
COSA on behalf of Ella Austin	5202020	$ 51,757.46	$ -	$ -	$ -	$ -	$ -	$ -
Contractual		**$ 506,838.39**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,750.00**	**$ 24,921.05**
Other Commodities	5304080	$ 56,374.60	$ -	$ -	$ -	$ -	$ 5,251.22	$ 9,837.92
Supplies		**$ 56,374.60**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,251.22**	**$ 9,837.92**
Education - Classes	5201025	$ 750.00	$ -	$ -	$ -	$ -	$ -	$ -
Adv and Publications	5203040	$ 21,100.00	$ -	$ -	$ -	$ -	$ 2,500.00	$ -
Binding & Printing	5203060	$ 18,503.21	$ -	$ -	$ -	$ 2,922.50	$ 2,871.60	$ 7,007.94
Maint - Buildings	5204050	$ 498.44	$ -	$ -	$ -	$ -	$ 39,989.80	$ -
Mail and Parcel Post	5205010	$ 169.58	$ -	$ -	$ -	$ -	$ -	$ -
Software Licenses	5404520	$ 41,256.80	$ -	$ -	$ -	$ -	$ -	$ -
Cap Admin Costs - Direct	5402030	$ 300.93	$ -	$ -	$ -	$ -	$ -	$ -
Cap Admin Costs - Indirect	5402050	$ 72.88	$ -	$ -	$ -	$ -	$ -	$ -
Relocation Expenses	5407060	$ 10,512.00	$ -	$ -	$ -	$ -	$ -	$ -
Other		**$ 93,163.84**	**$ -**	**$ -**	**$ -**	**$ 2,922.50**	**$ 45,361.40**	**$ 7,007.94**
Total		**$ 694,224.64**	**$ -**	**$ -**	**$ -**	**$ 2,922.50**	**$ 53,362.62**	**$ 41,766.91**

Early Head Start GY 21-22 Monthly Breakdown			Quarter 3 - 2021			Quarter 4 - 2022			Quarter 5 - 2022	
Description	**GL**	**YTD**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**
			1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Regular Salaries	5101010	$ 25,962.90	$ -	$ -	$ -	$ -	$ 5,398.93	$ 7,250.46	$ 6,505.41	$ 6,808.10
Overtime Salaries	5101020	$ 11.41	$ -	$ -	$ -	$ -	$ -	$ -	$ 11.41	$ -
Shift Differential	5101040	$ 0.51	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.51
Personnel Services		**$ 25,974.82**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,398.93**	**$ 7,250.46**	**$ 6,516.82**	**$ 6,808.61**
FICA & Medicare Exp	5103005	$ 1,964.03	$ -	$ -	$ -	$ -	$ 411.37	$ 553.38	$ 487.01	$ 512.27
Life Insurance	5103010	$ 17.52	$ -	$ -	$ -	$ -	$ 2.76	$ 4.92	$ 4.92	$ 4.92
Retirement Exp	5105010	$ 3,220.91	$ -	$ -	$ -	$ -	$ 669.48	$ 899.06	$ 808.49	$ 843.88
Civln Actv Healthcr	5170040	$ 6,670.53	$ -	$ -	$ -	$ 741.17	$ 1,482.34	$ 1,482.34	$ 1,482.34	$ 1,482.34
Fringe Benefits		**$ 11,872.99**	**$ -**	**$ -**	**$ -**	**$ 741.17**	**$ 2,565.95**	**$ 2,939.70**	**$ 2,782.76**	**$ 2,843.41**
Fees to Prof Contr.	5201040	$ 7,280.32	$ 2,159.00	$ -	$ -	$ -	$ 921.82	$ 1,449.50	$ -	$ -
Contractual Services	5202020	$ 499,558.07	$ -	$ 88,388.24	$ 68,719.33	$ (3,328.89)	$ 1,979.70	$ 237,982.86	$ 25,594.57	$ 55,301.21
Brady Building	5202020	$ 447,800.61	$ -	$ 88,388.24	$ 68,719.33	$ (3,328.89)	$ 1,979.70	$ 237,982.86	$ 12,636.16	$ 16,502.16
COSA on behalf of Ella Austin	5202020	$ 51,757.46	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,958.41	$ 38,799.05
Contractual		**$ 506,838.39**	**$ 2,159.00**	**$ 88,388.24**	**$ 68,719.33**	**$ (3,328.89)**	**$ 2,901.52**	**$ 239,432.36**	**$ 25,594.57**	**$ 55,301.21**
Other Commodities	5304080	$ 56,374.60	$ -	$ 1,739.10	$ (2,362.50)	$ 10,743.65	$ 1,935.81	$ 1,532.50	$ 22,923.75	$ 4,773.15
Supplies		**$ 56,374.60**	**$ -**	**$ 1,739.10**	**$ (2,362.50)**	**$ 10,743.65**	**$ 1,935.81**	**$ 1,532.50**	**$ 22,923.75**	**$ 4,773.15**
Education - Classes	5201025	$ 750.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 750.00	$ -
Adv and Publications	5203040	$ 21,100.00	$ -	$ -	$ -	$ 18,000.00	$ -	$ 600.00	$ -	$ -
Binding & Printing	5203060	$ 18,503.21	$ -	$ 2,173.50	$ -	$ 513.85	$ 2,965.52	$ -	$ 48.30	$ -
Maint - Buildings	5204050	$ 498.44	$ -	$ -	$ 498.44	$ -	$ -	$ (39,989.80)	$ -	$ -
Mail and Parcel Post	5205010	$ 169.58	$ 169.58	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Software Licenses	5404520	$ 41,256.80	$ -	$ -	$ -	$ -	$ -	$ 41,256.80	$ -	$ -
Cap Admin Costs - Direct	5402030	$ 300.93	$ -	$ 300.93	$ -	$ -	$ -	$ -	$ -	$ -
Cap Admin Costs - Indirect	5402050	$ 72.88	$ -	$ 72.88	$ -	$ -	$ -	$ -	$ -	$ -
Relocation Expenses	5407060	$ 10,512.00	$ 1,684.00	$ 760.00	$ -	$ 760.00	$ 1,352.00	$ 1,588.00	$ 1,024.00	$ 3,344.00
Other		**$ 93,163.84**	**$ 1,853.58**	**$ 3,307.31**	**$ 498.44**	**$ 19,273.85**	**$ 4,317.52**	**$ 3,455.00**	**$ 1,822.30**	**$ 3,344.00**
Total		**$ 694,224.64**	**$ 4,012.58**	**$ 93,434.65**	**$ 66,855.27**	**$ 27,429.78**	**$ 17,119.73**	**$ 254,610.02**	**$ 59,640.20**	**$ 73,070.38**

Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start
Monthly Report to Policy Council
May 2022

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	616	1,586	2,202
YTD Enrollment	698	1,896	2,594
Number of Days to Fill a Vacancy	18	18	17
Waiting List	90	4	94
Income Eligible <100%	7%	58%	44%
Over Income 101-130%	1%	11%	8%
Over Income 131% +	1%	12%	9%
Foster	1%	1%	1%
Homeless	2%	12%	9%
Public Assistance	6%	5%	4%
Disability Enrollment			
Percent (#) of enrolled children with a disability	12.61%	13.95%	13.61%
Food Reports			
Meals Served	21,369	54,133	75,502
Snacks Served	10,806	26,930	37,736
Special Diets	29	74	103
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: 10/08/2021)*	97%	95%	95%
2nd Home Visit *(Benchmark Due Date: 3/28/2022)*	93%	86%	88%
1st Parent Conference *(Benchmark Due Date: 12/17/2021)*	97%	91%	93%
2nd Parent Conference *(Benchmark Due Date: 5/20/2022)*	79%	85%	83%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 11/26/2021)*	99%	96%	97%
Family Assessments EOY *(Benchmark Due Date: 6/03/2022)*	78%	69%	72%
Family Meeting Home Visits *(Benchmark Due Date: 8/9/2021)*	99%	98%	99%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	14	43	57
Mental health consultation was provided (by a licensed mental health professional)	0	20	20
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: 9/23/2021)	98%	89%	92%
ASQ - SE Behavioral (Benchmark Due Date: 9/23/2021)	98%	88%	91%
Health Screenings - Complete			
Nutrition Assessment	100%	99%	99%
TB Questionnaire	100%	99%	99%
Hearing Screening	98%	96%	96%
Vision Screening	99%	96%	97%
Blood Pressure	99%	96%	97%
Growth Assessment	99%	97%	98%
Lead Test	36%	47%	44%
Physical Exams	98%	94%	95%
Dental Exams	93%	89%	90%

EARLY HEAD START

Early Head Start
Monthly Report to Policy Council
May 2022

Indicators	Center Based	Home Based	TOTAL
Enrollment			
Funded Enrollment	80	48	128
End of Month as reported to the Office of Head Start	71	9	80
YTD Enrollment	87	12	99
Enrollment Turnover	8%	8%	8%
Number of Days to fill a vacancy	0	0	0
Waiting List	62	0	62
Income Eligible <100%	68%	64%	67%
Over Income 101-130%	1%	0%	1%
Over Income 131% +	0%	0%	0%
Foster	5%	0%	4%
Homeless	24%	36%	26%
Public Assistance	1%	0%	1%
Average Daily Attendance	80%	N/A	80%
Disability Enrollment			
Percent (#) of enrolled children with a disability	5%	0%	5%
Food Reports			
Meals Served	2,278	0	2,278
Snacks Served	1099	0	1,099
Special Diets	4	0	4
Education Services- Complete			
1st Home Visit (Benchmark Due Date: 9/27/2021)	100%	N/A	100%
2nd Home Visit (Benchmark Due Date: 3/18/2022)	100%	N/A	100%
1st Parent Conference (Benchmark Due Date: 12/15/2021)	100%	N/A	100%
2nd Parent Conference (Benchmark Due Date: 5/31/2022)	90%	N/A	90%
Family Engagement Services- Complete			
Family Assessments BOY (Benchmark Due Date: 11/19/2021)	100%	100%	100%
Family Assessments EOY (Benchmark Due Date: 6/27/2022)	98%	43%	93%
Family Meeting Home Visit	100%	100%	100%
Mental Health Services- Complete			
Students Received Mental Health Services (consulted with staff)	25	2	27
Education Screenings- Complete			
ASQ - 3 Developmental (Benchmark Due Date: 9/22/2021)	100%	100%	100%
ASQ - SE2 Behavioral (Benchmark Due Date: 9/22/2021)	100%	0%	50%
Health Screenings- Complete			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	100%	66%	83%
Vision Screening	100%	55%	78%
Hemoglobin Test	66%	77%	72%
Lead Test	44%	22%	33%
Well-Child Exams (90-day requirement)	100%	89%	95%
Well-Child Exams	85%	22%	54%
Dental Exams	99%	44%	72%

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
May 2022

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	44	48	64	28	12	20	216
End of Month as reported to the Office of Head Start	40	31	63	23	11	20	188
YTD Enrollment	49	45	72	31	22	27	246
Enrollment Turnover	10%	6%	11%	10%	45%	9%	12%
Enrollment as of 5/31/2022	40	29	63	23	11	20	186
Number of Days to fill a vacancy	0	19	0	0	0	0	19
Waiting List	45	60	71	50	0	57	283
Income Eligible <100%	71%	44%	63%	55%	9%	33%	53%
Over Income 101-130%	4%	0%	6%	3%	0%	4%	3%
Over Income 131% +	4%	0%	1%	0%	0%	15%	3%
Foster	2%	2%	6%	0%	0%	0%	2%
Homeless	12%	36%	17%	32%	91%	41%	29%
Public Assistance	2%	18%	8%	10%	0%	7%	8%
Average Daily Attendance	85%	79%	84%	80%	92%	94%	85%
Disability Enrollment							
Percent (#) of enrolled children with a disability	9%	0%	11%	4%	0%	15%	7%
Food Reports							
Meals Served	1,352	731	2,064	790	164	696	5,797
Snacks Served	676	374	1,036	395	79	351	2,911
Special Diets	6	1	9	2	4	5	27
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/27/2021)	100%	100%	98%	100%	82%	100%	98%
2nd Home Visit (Benchmark Due Date: 4/4/2022)	90%	90%	97%	100%	55%	85%	91%
1st Parent Conference (Benchmark Due Date: 1/5/2022)	93%	100%	97%	100%	55%	85%	93%
2nd Parent Conference (Benchmark Due Date: 6/24/2022)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/19/2021)	100%	100%	98%	100%	82%	100%	98%
Family Assessments EOY (Benchmark Due Date: 6/27/2022)	100%	88%	19%	15%	55%	94%	57%
Family Meeting Home Visit	100%	100%	100%	100%	91%	100%	99%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	22	6	32	19	2	7	88
Education Screenings- Complete							
ASQ - 3 Developmental	100%	100%	100%	100%	100%	100%	100%
ASQ - SE2 Behavioral	100%	100%	100%	100%	100%	100%	100%
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%	96%	100%	100%	100%	100%	99%
Vision Screening	100%	96%	100%	100%	100%	100%	99%
Hemoglobin Test	77%	75%	66%	69%	66%	50%	67%
Lead Test	60%	55%	42%	47%	66%	45%	53%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	80%	69%	67%	70%	78%	80%	74%
Dental Exams	93%	93%	89%	100%	56%	80%	85%

Review of Head Start Program Monitoring

City of San Antonio Head Start Program
Monitoring Report – May 2022

The City of San Antonio Head Start Program 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 areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

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

Monitoring Projects Conducted *(Project is either still in progress OR has ended, but report has not yet been officially submitted to providers):*
ERSEA Attendance Review #2
ERSEA Coordinator Interview

Monitoring Projects Completed *(Project ended and report was officially submitted to providers):*
Education Review #2
Education Coordinator Interview
Wellness Support Review #2
Safe Environments Review #2 – Medication Administration (50%)
Safe Environments Review #2 – Facilities (50%)
Safe Environments Review #2 – Outdoor/Gym (50%)
Safe Environments Review #2 – Classroom Safety (50%)

Areas of Non-Compliance (Systemic or substantial issue or concern in meeting performance standards or policies):

Safe Environments Review #2 – Facilities (50%):
There were several areas on non-compliance noted during this review:

- Carbon monoxide detector inspection logs were not current.
- Health, fire and/or other applicable licenses and inspection certificates were not current.
- First-Aid kits were either not checked monthly and/or contained items that were expired.
- Approved (by state or local marshal) working fire extinguishers were not current.

Safe Environments Review #2 – Classroom Safety (50%):
There was one area of non-compliance identified during this review:

- Classroom was not free from pollutants, hazards and toxins that were accessible to children and could endanger children's safety.

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

Education Review #2:
There were several concerns noted for the Child File portion of this review:

- The child's caregiver had not been invited to Ready Rosie.
- There was no evidence that the 2nd Home Visit had been conducted.
- There was no evidence that the 1st Parent/Teacher Conference was conducted.
- The 2nd Multidisciplinary Staffing (MDS) meeting document did not include the completion date.
- The 1st MDS meeting document did not include a discussion of the strengths and needs of the child/family.
- The 2nd MDS meeting document did not include a discussion of the strengths and needs of the child/family.
- The 1st MDS form was not scanned into ChildPlus.

Wellness Support Review #2:
There were several concerns noted during this review:

- Event Notes for the Request for Assistance (RFA)-Mental Health event did not include documentation that it has been explained to the parent/guardian that a member of the Mental Wellness team will contact them.
- RFA-Mental Health event did not indicate the family's primary language.
- Initial contact with the referring party, parent/guardian, or other appropriate party was not initiated by a member of the City of San Antonio (COSA) Mental Wellness Team within 10 business days of receipt of the RFA-Mental Health event.
- Attempts, consultations, and actions were not documented in the RFA-Mental Health event (after 11/15/2021) or Routine Contact "Mental Wellness Services", RFA-Mental Health Event, or Mental Wellness Case Notes Tab within 10 business days of their completion.
- RFA-Mental Health Event notes did not indicate the family's primary language.

Safe Environments Review #2 – Facilities (50%):
There were several concerns noted during this review:

- Exits were not clearly marked in each classroom, or in every room used by children and staff, including the main office, nurse's office, and other central locations on campus.
- Emergency evacuation routes were not posted in each classroom, as well as every room used by children and staff.
- Hallway restrooms and handwashing facilities were not adequate, clean, in good repair, and/or easily reached by children.
- Toilet training/diaper changing procedures were not posted in the changing area.

Safe Environments Review #2 – Outdoor/Gym (50%):
There was only one concern noted during this review:

- Outdoor activity space and equipment was not clean and/or free of undesirable and hazardous materials and conditions.

Safe Environments Review #2 – Classroom Safety (50%):

There were several concerns noted during this review:

- The classroom did not have a documented child's arrival/departure log that included Wellness checks.
- Classroom space was not free from pollutants, hazards and toxins that were either accessible to the children or could endanger the children's safety
- Child-accessible electrical outlets did not have covers and/or safety plugs.
- Nonporous gloves were not accessible in the classroom.
- Locations and telephone numbers of emergency response procedures (e.g., EMS, Fire, Police and Poison Control) were not posted.
- Classroom restrooms and hand washing facilities were not adequately clean.
- Classroom was not clean and free from pests.

Comments:

There were no concerns noted for the following:

- Education Coordinator Interview
- Safe Environments Review #2 (50%) – Medication Administration

Due to CoVID-19, several areas of this review may have been affected by the pandemic and marked as "CoVID-19". The City of San Antonio understands the barriers that CoVID-19 has caused in conducting and obtaining screenings. These areas will not affect the compliance percentage for this program year and do not require any action.

For more detailed information:

Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov

Review of EHS and EHS-CCP Program Monitoring

HEAD START
City of San Antonio
Department of Human Services

EARLY HEAD START

City of San Antonio Head Start Program

Monitoring Report – May 2022

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring 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.

The following is a summary of findings for the **Early Head Start- Stafford Program** during the time indicated above:

Monitoring Projects: **Unannounced Safe Environment Visit** **Curriculum Fidelity**
Non-Compliances – There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy): **Unannounced Safe Environment Visit** ○ Books need to be replaced ○ Pillowcases need to be washed ○ Diaper changing procedure was not followed ○ Classroom daily checklist was not current ○ Playground with grassy area has black plastic exposed under the mulch **Curriculum Fidelity** ○ Goal setting form missing for a teacher ○ Lack of documentation for Peer Coach follow ups and coaching sessions ○ Missing CDA Acknowledgement form for a teacher ○ Teacher has not enrolled in a CDA class within 3 months from the date of hire
Follow-up Activities: • 90 Day Health Monitoring Project is pending CAP corrections. • Unannounced Safe Environment Visit is pending CAP corrections Monitors will continue to track progress.
For more detailed information: Cynthia.garcia3@sanantonio.gov & Dianne.mendez@sanantonio.gov

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

City of San Antonio Head Start Program

Monitoring Report – May 2022

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring 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.

The following is a summary of findings for the **Early Head Start- Child Care Partnership Program** during the time indicated above:

Monitoring Projects: Unannounced Safe Environments Visits ○ YWCA Child Care Center ○ Ella Austin Child Development Center ○ Blessed Sacrament Academy Child Development Center Curriculum Fidelity ○ All 6 EHS-CCP Centers
Non-Compliances – There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy): **Unannounced Safe Environments Visits** ○ Water-stained ceiling tile needs to be replaced ○ Classroom roster was not current ○ Daily Classroom checklist was completed prior to the end of day ○ Bug spray and Clorox Cleaner were observed in an unlocked cabinet

Curriculum Fidelity

- Fidelity Tool Teacher Checklist not available for review for a teacher
- Fidelity Tool for Administrators not available for review for a teacher
- Fidelity Tool for Administrators not completed within the BOY benchmark
- Required data missing from Administrator's Fidelity Tool
- Summary of findings incomplete on Administrator's Fidelity Tool for
- Lack of documentation for Peer Coach follow-ups, goal setting and coaching sessions
- IPDP not completed within benchmark date for a teacher
- Incomplete IPDPs
- Missing CDA Acknowledgement forms for teachers
- Teacher has not enrolled in a CDA class within 3 months from the date of hire
- Teachers hired without a CDA have not obtained their credential within one year from date of employment

Follow-up Activities:

- 90 Day Health Monitoring Project is pending CAP corrections.
- Unannounced Safe Environment Visit for Healy Murphy was reviewed, all findings have been addressed.
- Unannounced Safe Environment Visit for Inman is pending CAP corrections
-

Monitors will continue to track progress.

For more detailed information:

Cynthia.garcia3@sanantonio.gov **&** Dianne.mendez@sanantonio.gov