

**HEAD START GOVERNING BOARD AND POLICY COUNCIL MONTHLY REPORT:
SEP 2021**

ENROLLMENT				
Month	Head Start Enrollment	Funded Enrollment	Attendance	IEP
July 2021	<i>The program is not operational during the month of July.</i>			
August 2021	493	624	84.07%	6.57%
September 2021	534	624	87%	6.57%
October 2021		624		
November 2021		624		
December 2021		624		
January 2022		624		
February 2022		624		
March 2022		624		
April 2022		624		
May 2022		624		

TOTAL MEALS SERVED			
Month	Breakfasts	Lunches	Snacks
July 2021	<i>The program is not operational during the month of July.</i>		
August 2021	3733	3772	4727
September 2021	7884	7885	9931
October 2021	8424	10584	8470
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			
April 2022			
May 2022			

FISCAL YEAR 2022 (INCLUDES P-CARD EXPENSES) - Head Start Grant Year 5 - Project 422xxx - Base Grant				
Cost Category	Federal Budget	Actuals		Balance of Grant Award
		Sep-21	YTD	
Payroll	\$3,289,642.00	\$261,599.05	\$496,224.80	\$2,793,417.20
Fringe	\$1,271,278.00	\$94,473.95	\$175,245.16	\$1,096,032.84
Supplies	\$133,586.60	\$7,692.45	\$9,306.64	\$124,279.96
Contractual	\$310,808.00	\$23,558.07	\$36,918.75	\$273,889.25
Other	\$93,525.40	\$3,254.69	\$6,296.45	\$87,228.95
Indirect Cost	\$248,467.00	\$16,893.40	\$16,893.40	\$231,573.60
TTA (includes Travel)	\$59,010.00	\$1,499.00	\$14,972.53	\$44,037.47
Total Base Grant	\$5,406,317.00	\$408,970.61	\$755,857.73	\$4,650,459.27

FISCAL YEAR 2022 (INCLUDES P-CARD EXPENSES) - Head Start Grant Year 5 - Project 421024 ARP				
Cost Category	Federal Budget	Actuals		Balance of Grant Award
		Sep-21	YTD	
Payroll	\$0.00	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$1,700.00	\$0.00	\$0.00	\$1,700.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$707,063.00	\$20,788.00	\$20,788.00	\$686,275.00
Indirect Cost	\$37,853.00	\$0.00	\$0.00	\$37,853.00
TTA (includes Travel)	\$0.00	\$0.00	\$0.00	\$0.00
Total- American Rescue	\$746,616.00	\$20,788.00	\$20,788.00	\$725,828.00

FISCAL YEAR 2022 (INCLUDES P-CARD EXPENSES) - Head Start Grant Year 5 - Project 421029 CRRSA				
Cost Category	Federal Budget	Actuals		Balance of Grant Award
		Sep-21	YTD	
Payroll	\$27,435.34	\$0.00	\$4,076.76	\$23,358.58
Fringe	\$12,071.10	\$0.00	\$775.75	\$11,295.35
Supplies	\$50,000.00	\$1,470.15	\$1,470.15	\$48,529.85
Equipment	\$47,805.00	\$0.00	\$0.00	\$47,805.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$43,182.00	\$0.00	\$0.00	\$43,182.00
Indirect Cost	\$6,792.98	\$120.99	\$236.32	\$6,556.66
TTA (includes Travel)	\$0.00	\$0.00	\$0.00	\$0.00
Total - CRSSA (Current)	\$187,286.42	\$1,591.14	\$6,558.98	\$180,727.44
Total - CRSSA (Original)	\$187,805.00	-	\$6,558.98	\$181,246.02

FISCAL YEAR 2022 (INCLUDES P-CARD EXPENSES) - Head Start Grant Year 5 - Project 421028 Cares Act Fund				
Cost Category	Federal Budget	Actuals		Balance of Grant Award
		Sep-21 (Liquidated)	YTD	
CARES Act Fund	\$548,376.00	\$6,981.89	\$511,601.16	\$36,774.84
Total - CARES Act Fund	\$548,376.00	\$6,981.89	\$511,601.16	\$36,774.84

NOTE: Project 421029 original federal budget was \$187,805.00. There was an expense of \$518.58 done in FY21 and because this grant will roll every year FY22 budget amount decreased to \$187,286.42.

NOTE: Project 421028 - Cares Act Fund- The column in this table for "Balance of Grant Award" is not a final number. Liquidations are still in process. Final grant award balance for the Grant Year 4, will not be available until after 9/30/21.

CONTENT AREA SPECIALIST REPORT: SEPTEMBER 2021

EARLY CHILDHOOD DEVELOPMENT, TEACHING AND LEARNING

Pedestrian Safety Week is the last week of September (9/27-10/1). As with last year, we are letting each school plan their activities. We will have information for parents you will send home but hope each team will plan fun activities and practice safety practices right on their school site.

Instructional Learning Formats (ILF) training was offered to Gain More Learning Time. This month coaches will be working to help each teaching team understand what it is and how it looks in the classroom. This CLASS dimension is historically low for our grantee as well as many grantees across the nation. Head Start wants all classrooms to have a score of 6 or 7 in this dimension (out of 7). Coaches will help each team implement this at the highest level. Additional training in CLASS is planned for those teachers and IAs that have not received training.

September 15 – October 15 is Hispanic Heritage Month. Nearly 30% of families in our Head Start program identify as Hispanic and more than 15% primarily speak Spanish at home.

The ESE Specialist attended seven meetings and supported nine Head Start sites (teachers, family advocates and instructional coaches) with disabilities and mental health information. Four students are receiving Kinder Consulting services, and six students have intakes (or initial meetings).

EARLY CHILDHOOD HEALTH AND WELLNESS

The DOH dental hygienist has started setting up an in-class screening initiative. Parent letters are being developed to grant permission for screening, to share information on the results of the screening and recommendations for future services. Health technicians are in the process of determining health status to ensure children are up to date on their medical and oral health care needs.

The environmental health and safety specialist (EH&S) visits classroom monthly, or more if needed, to ensure all classrooms are following health and safety regulations and meets regularly with the Head Start director.

ERSEA/PARENT FAMILY AND COMMUNITY ENGAGEMENT (PFCE)

Applications are available to all interested families via the Head Start website, email or by U.S mail. A flyer was created with a QR code that provides easy access to the Head Start application.

Family advocates continue to look for opportunities to post information about the program in additional apartment complexes, neighborhood gathering spots and doctor's offices as well as continue to assist families with 2021/2022 registrations and the process to obtain VPK certificates.

As part of conducting a comprehensive community assessment, a family needs survey was provided to parents. The purpose of this survey is for families to express their opinions about programs and services available to families living in Brevard County.

INFORMATION AND GUIDANCE FROM THE OFFICE OF HEAD START (OHS)

On September 27, 2021, an Information Memorandum (IM) was issued regarding Office of Head Start (OHS) expectations for [Supporting the Wellness of All Staff in the Head Start Workforce](#)

Supporting the Wellness of All Staff in the Head Start Workforce

The Office of Head Start (OHS) recognizes the importance of every individual in the birth to 5 Head Start workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

OHS is committed to promoting and prioritizing needed supports for staff. Successfully supporting staff starts with staff wellness. As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease 2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start programs.

The last year has brought significant challenges to the Head Start workforce. The COVID-19 pandemic has had a disparate impact on under-resourced communities, including many of those served by Head Start programs. There has also been heightened attention to racial injustice in our country, which has led to calls for major reforms to address long-standing societal inequities. These are particularly important concerns for OHS and the Head Start workforce. All staff have been impacted by COVID-19. Further, 60% of Head Start teaching staff are Black, Indigenous, and people of color, and 30% have a primary language other than English. As such, OHS is committed to a culture of wellness that includes holistic support for the entire Head Start workforce.

On Sept. 9, 2021, President Biden announced a plan requiring all Head Start program staff to be vaccinated against COVID-19. Head Start teachers, program staff, and certain contractors must be fully vaccinated to help ensure the health and safety of staff, children, families, and their communities. This fall, the U.S. Department of Health and Human Services (HHS) will issue regulations revising the Head Start Program Performance Standards to include this requirement.

On May 20, 2021, a Program Instruction (PI) was issued regarding Office of Head Start (OHS) [Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#). This PI outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option.

Operating Status and Enrollment

OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

OHS acknowledges programs are in different stages of fully returning to in-person services. Many programs continued to provide in-person services for children and families throughout the COVID-19 pandemic. These programs are expected to continue serving children in person, as local health conditions allow.

OHS expects programs to work toward full enrollment and full comprehensive services, contingent upon U.S. Centers for Disease Control and Prevention (CDC) guidelines and state and local health department guidance and in consideration of local school districts' decisions.

In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible. Programs must communicate with their Regional Office and be able to demonstrate why they are unable to be fully enrolled or serve children in person in their approved program options. All programs must have plans in place that allow for adaptation to changing guidance and to changes in community conditions, which may affect achieving full enrollment or cause programs to temporarily suspend in-person services.

Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter the Full Enrollment Initiative in January 2022. All programs will start fresh, including those participating in the Full Enrollment Initiative prior to the pandemic. Reported enrollment in January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process. Click [here](#) for additional details.