City of San Antonio

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AGENDA
Head Start Policy Council

Tuesday, October 24, 2017 | **6:15 PM** | **1227 Brady Blvd.**

A MEETING OF THE DEPARTMENT OF HUMAN SERVICES HEAD START POLICY COUNCIL WILL BE HELD IN THE HEAD START OFFICE, 1227 BRADY BLVD., SAN ANTONIO, TEXAS 78207 ON TUESDAY, OCTOBER 24, 2017 AT 6:15 P.M., TO CONSIDER THE FOLLOWING MATTERS:

Call to Order

Meeting Minutes

1. Approval of September 26, 2017, Meeting Minutes

Community Comments

Correspondence

2. Administration for Children and Families, Office of Head Start
   a. ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes

Information and Possible Action Items

3. Transportation Capital Improvements (TCI) Training Vision Zero

4. Head Start and Early Head Start-Child Care Partnership Certification of Health and Safety Screenings

5. Monthly Program Report

6. Fiscal Report

Governing Body

Announcements and Items for Consideration

Adjournment

EXECUTIVE SESSION

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

ACCESSIBILITY STATEMENT

This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary aids and services, including Deaf interpreters, must be requested forty-eight [48] hours prior to the meeting. For assistance, call (210) 206-5500.

DECLARACIÓN DE ACCESIBILIDAD

Este lugar de la reunión es accesible a personas incapacitadas. Se hará disponible el estacionamiento. Ayudas auxiliares y servicios y interpretes para los sordos se deben pedir con cuarenta y ocho [48] horas de anticipación a la reunión. Para asistencia llamar a (210) 206 - 5500.

DEPARTMENT OF HUMAN SERVICES HEAD START MISSION STATEMENT

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

FILED
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2017 OCT 20 PM 3:39

MEETING MINUTES

HEAD START
City of San Antonio
Department of Human Services

HEAD START POLICY COUNCIL
MEETING MINUTES
SEPTEMBER 26, 2017, 6:15 P.M. – 8:15 P.M.
HEAD START OFFICE, 1227 BRADY BLVD., SAN ANTONIO, TX 78207

Primary Council Members Present:	*Edgewood Independent School District*- Ms. Priscilla Arce, Ms. Dora Maldonado *San Antonio Independent School District*- Mr. Albert Martinez *Early Head Start-Child Care Partnership East*-Ms. Lauren Murff *Community Representative*- Ms. Dina Serrano, Ms. Kathe Barrett
Primary Council Members Absent:	*San Antonio Independent School District*- Ms. Marisha Griffin, Ms. Shantel Readdy *Early Head Start-Child Care Partnership West*- Ms. Athena Alderete
Alternate Members Present:	*Edgewood Independent School District*- Ms. Michelle Paredes *San Antonio Independent School District*- Ms. Electra Brown
Alternate Members Absent:	*San Antonio Independent School District*- Mr. Abel Garcia, Ms. Roslyn Sherman

I. CALL TO ORDER

Chair, Ms. Dora Maldonado, called the meeting to order at 6:15pm.

II. MEETING MINUTES

Motion: Ms. Priscilla Arce moved to approve the August 22, 2017 meeting minutes.
Seconded (2nd): Mr. Albert Martinez
Vote: All in favor (unanimous) – The motion carried.

III. COMMUNITY COMMENTS

None to Report

IV. CORRESPONDENCE

Chair, Ms. Dora Maldonado, asked Ms. Mikel Brightman, Head Start Administrator, to present the monthly correspondence items. Ms. Brightman welcomed Head Start Policy Council members and reviewed the Head Start Program's mission and vision. Ms. Brightman presented two correspondence items received from the Office of Head Start. She first reviewed the Program Instruction on the Electronic Submission of Real Property Standard Form (F)-429. She then reviewed the second Program Instruction on Federal Reporting of Standard Form which notified grantees of the requirements of submission of the Federal Financial Report Standard Form (SF)-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System.

V. INFORMATION AND POSSIBLE ACTION ITEMS (a-h)

a.) Election for Vacant Officer Position

Chair, Ms. Dora Maldonado presented the Election for Vacant Officer Position. Ms. Maldonado stated an officer election was necessary to fill the newly vacant position of Secretary. She read the duties as stated in the Head Start Policy Council Bylaws and then requested nominees for Secretary. Ms. Priscilla Arce nominated herself for the position and there were no other nominees. Ms. Arce then explained why she would like the position and an open vote ensued. An open vote took place after a brief presentation from the nominees. Ms. Arce was selected for the position of Secretary with all members present voting in her favor.

Motion: Ms. Lauren Murff moved to approve Ms. Priscilla Arce for the position of Secretary on the Head Start Policy Council.
Seconded (2nd): Mr. Albert Martinez
Vote: All in favor (unanimous)

b.) Training for Job Success Presentation

Chair, Ms. Dora Maldonado, asked Ms. Mikel Brightman to introduce the guest speaker for the Training for Job Success Presentation. Ms. Brightman introduced Ms. Minerva Hernandez, Family Support Coordinator for the City of San Antonio, Department of Human Services, who then provided a brief presentation on the education, employment support, and other services available in the Job Success Program. Ms. Hernandez then displayed a testimonial video of local families in the program and their journey in search of educational and job opportunities.

c.) Refunding Application Training

Vice Chair, Mr. Albert Martinez, stated that Chair, Ms. Dora Maldonado, had to leave the meeting for a personal matter and that he would become chair until Ms. Maldonado's return. Mr. Albert Martinez then requested Ms. Mikel Brightman to present the Refunding Application Training. Ms. Brightman described the annual requirement of the refunding application process along with a description of application components. She stated that continuation applications allow for the continuation of program funding and services for the upcoming grant year. She also explained that program staff coordinate the preparation and submission of grant refunding applications and that the Policy Council and Governing Body must review and approve for submission to the Office of Head Start.

d.) Head Start Continuation Grant Application for Approval

Vice Chair, Mr. Albert Martinez, asked Ms. Mikel Brightman to present the Head Start Grant Continuation Application for Approval. Ms. Brightman stated the Head Start Continuation Grant Application would be submitted for consideration of continued program operations and training and technical assistance funding for the period of February 1, 2018 through January 31, 2019. She described the budget narrative, allocations, training and technical assistance plan, and personnel complement within the application. Ms. Brightman requested Policy Council approval of the Head Start Continuation Grant Application with minor edits.

Motion: Ms. Kathe Barrett moved to approve the Head Start Grant Continuation Application with minor edits.
Seconded (2nd): Ms. Lauren Murff
Vote: All in favor (unanimous)

e.) Personnel for Approval

Vice Chair, Mr. Albert Martinez, provided information on the September 19, 2017 Personnel Committee meeting in which Ms. Michelle Paredes and Ms. Dina Serrano were in attendance. Ms. Michelle Paredes presented Personnel for Approval, which included background and qualification information for two newly selected staff members. Mr. Martinez requested Policy Council Approval for each candidate.

Motion: Ms. Dina Serrano moved to approve Ms. Senisa Zuniga for the Head Start Family Support Worker position within the Department of Human Services.
Seconded (2nd): Ms. Priscilla Arce
Vote: All in favor (unanimous) – The motion carried.

Motion: Ms. Kathe Barrett moved to approve Ms. Shanda Esquivel for the Head Start Family Support Supervisor position within the Department of Human Services.
Seconded (2nd): Ms. Lauren Murff
Vote: All in favor (unanimous) – The motion carried.

f.) Head Start and Early Head Start-Child Care Partnership Program Information Report (PIR) Briefing

Vice Chair, Mr. Albert Martinez, asked Ms. Mikel Brightman to present the Head Start and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report (PIR) Briefing. Ms. Brightman described the annual PIR submission requirement of all programs, to include separate reports for both Head Start and EHS-CCP. She informed members they could find the completed reports within their information packets and she then reviewed key indicators for both programs. Ms. Brightman thanked all staff who worked diligently for the completion and submission of this annual requirement.

g.) Monthly Program Report

Vice Chair, Mr. Albert Martinez, asked Ms. Mikel Brightman to present the Monthly Program Report for the month of August, 2017. Ms. Brightman presented the monthly training and monitoring reports along with education, health, and family and community services information for both Head Start and EHS-CCP.

h.) Fiscal Report

Vice Chair, Mr. Albert Martinez, asked Ms. Mary Vazquez to present the Fiscal Report. Ms. Vazquez presented the Head Start and EHS-CCP fiscal reports as of August 31, 2017.

VI. GOVERNING BODY

Vice Chair, Mr. Albert Martinez, asked Ms. Mikel Brightman to present items for the governing body. Ms. Brightman notified members that the Community Health and Equity Committee would meet on September 28, 2017. She asked members to coordinate with policy council liaison if interested in attending governing body meetings.

VII. ANNOUNCEMENTS AND ITEMS FOR CONSIDERATION

Vice Chair, Mr. Albert Martinez, asked Ms. Mikel Brightman to present the Announcements and Items for Consideration. Ms. Brightman had no announcements and the presentation of Ready Rosie videos in both English and Spanish followed.

VIII. ADJOURNMENT

Motion: Ms. Lauren Murff moved to adjourn the meeting.
Seconded (2nd): Ms. Priscilla Arce
Vote: All in favor (unanimous) – The motion carried.

Vice Chair, Mr. Albert Martinez, adjourned the meeting at 7:16 pm.

Chair

10.24.17
Date

CORRESPONDENCE

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-02	2. Issuance Date: 09/21/17
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

SUBJECT: Disaster Recovery from 2017 Hurricanes

INFORMATION:

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Serving Other Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

Eligibility, Recruitment, Selection, and Enrollment

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

Program Options and Hours of Program Operations

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

Additional Classroom Staffing and Teacher Credentials

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

Safe Environments

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: https://www.cdc.gov/features/flood-safety/index.html.

Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

The Head Start Emergency Preparedness Manual addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

Psychological First Aid is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

Children's Responses to Crises and Tragic Events is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

Helping Your Child Cope After a Disaster is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

Nutrition

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit https://www.fns.usda.gov/disaster/.

Children with Disabilities

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

Fiscal Management

Recovery Costs: Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

Budget Modifications: It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of $250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

Staffing and Wages: Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: https://www.dol.gov/general/hurricane-recovery.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate

supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Equipment: Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to $25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than $25,000.

Procurement: Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

Davis-Bacon Act: Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of $2,000. Davis-Bacon Act compliance information may be found at: https://www.dol.gov/whd/govcontracts/dbra.htm.

Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

INFORMATION AND POSSIBLE ACTION ITEMS

Head Start

45-Day Health & Safety Environment Screener Status

EDGEWOOD ISD (EISD)		
Site	**Safety Screening Date**	**Current Status**
Jose Cardenas ECC		Pending
Stafford ECC		Pending

SAN ANTONIO ISD (SAISD)		
Site	**Safety Screening Date**	**Current Status**
Arnold Elementary		Pending
Ball Elementary		Pending
Bowden Elementary	September 21, 2017	Compliant
Carroll ECC		Pending
Carvajal ECC		Pending
De Zavala Elementary	October 6, 2017	Compliant
Fenwick Elementary	October 3, 2017	Compliant
Forbes Elementary		Pending
Hillcrest Elementary	October 18, 2017	Compliant
Hirsch Elementary		Pending
Huppertz Elementary		Pending
JT Brackenridge Elementary	October 3, 2017	Compliant
Knox ECC		Pending
Madison Elementary		Pending
Maverick Elementary	September 27, 2017	Compliant
Neal Elementary		Pending
Nelson ECC		Pending
Schenck Elementary		Pending
Tynan ECC		Pending

Early Head Start – Child Care Partnership

45- Day Health & Safety Environment Screener Status

Site	Safety Screening Date	Current Status
Blessed Sacrament Academy	August 11, 2017	Compliant
Ella Austin Child Care Center	August 3, 2017	Compliant
Healy Murphy Child Development Center	August 8, 2017	Compliant
Inman Christian Child Care Center	August 10, 2017	Compliant
Seton Home Child Care Center	August 15, 2017	Compliant
YWCA Olga Madrid Child Care	August 4, 217	Compliant

MONTHLY PROGRAM REPORT

HEAD START
City of San Antonio
Department of Human Services

Head Start Monthly Report to Policy Council
September 2017

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2243	3020
YTD Enrollment	785	2391	3176
Total Monthly Enrollment	763	2196	2959
Adds	60	151	211
Drops	17	45	62
Waiting List	65	74	139
Extended Care Served	0	0	0
Average Daily Attendance	94%	95%	94%
Over Income # (over 101%)	118	47	165
Disability Enrollment			
Percent (#) of enrolled children with a disability	8.24%	10.74%	10.10%
Food Reports			
Meals Served	27,691	75,695	103,386
Snacks Served	13,639	38,124	51,763
Special Diets	43	75	118
Education Services - Missing			
1st Home Visit	97%	6%	30%
2nd Home Visit	0%	0%	0%
1st Parent Conference	0%	0%	0%
2nd Parent Conference	0%	0%	0%
Family Engagement Services - Complete			
Family Assessments BOY	0%	0%	0%
Family Assessments EOY	0%	0%	0%
Family Partnership Agreements	99%	98.7%	98.8%
Mental Health Services - Complete			
Students Received Mental Health Services	0	0	0
Education Screenings - Missing			
ASQ - 3 Developmental	16%	8%	10%
ASQ - SE Behavioral	17%	8%	11%
Health Screenings - Missing			
Health History	1%	0%	0%
Nutrition Assessment	1%	0%	0%
TB Questionnaire	1%	0%	0%
Hearing Screening	25%	3%	9%
Vision Screening	24%	3%	9%
Blood Pressure	16%	6%	9%
Growth Assessment	9%	6%	7%
Lead Test	0%	0%	0%
Physical Exams	16%	11%	12%
Dental Exams	60%	32%	39%

Early Head Start-Child Care Partnership Monthly Report to Policy Council
September 2017

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	28	64	56	28	20	20	216
YTD Enrollment	29	72	59	34	27	23	244
Total Monthly Enrollment	28	63	56	28	20	20	215
Adds	0	0	0	0	4	0	4
Drops	0	1	0	0	1	0	2
Waiting List	83	53	53	44	1	90	324
Over Income # (over 101%)	0	0	0	0	0	0	0
Average Daily Attendance	98%	91%	88%	90%	100%	90%	93%
Disability Enrollement							
Percent (#) of enrolled children with a disability	7%	2%	9%	7%	5%	35%	8%
Food Reports							
Meals Served	834	2,051	1,841	916	768	701	7,111
Snacks Served	521	993	915	447	379	340	3,595
Special Diets	7	16	13	12	5	7	60
Education Services- Missing							
1st Home Visit	0%	2%	0%	0%	20%	0%	2%
2nd Home Visit	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference	0%	0%	0%	0%	0%	0%	0%
2nd Parent Conference	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY	0%	0%	4%	0%	0%	0%	1%
Family Assessments EOY	0%	0%	0%	0%	0%	0%	0%
Family Partnership Agreements	100%	100%	100%	100%	90%	100%	99.1%
Mental Health Services- Complete							
Students Received Mental Health Services	0	0	0	0	0	0	0
Education Screenings- Missing							
ASQ - 3 Developmental	0%	0%	0%	0%	20%	0%	2%
ASQ - SE2 Behavioral	0%	0%	0%	0%	20%	0%	2%
Health Screenings- Missing							
Health History	0%	0%	0%	0%	0%	0%	0%
Nutrition Assessment	0%	0%	0%	0%	0%	0%	0%
TB Questionnaire	0%	0%	0%	0%	0%	0%	0%
Hearing Screening	0%	0%	0%	0%	0%	0%	0%
Vision Screening	0%	0%	0%	0%	0%	0%	0%
Hemoglobin Test	0%	14%	9%	7%	10%	15%	10%
Lead Test	14%	19%	29%	14%	30%	25%	22%
Well-Child Exams	11%	30%	38%	14%	0%	10%	23%
Dental Exams	43%	43%	41%	39%	90%	60%	48%

Head Start Monitoring Report

September 2017

Provider	Monitoring Project	Submission Date	Corrective Action Response Due	Status
Edgewood Independent School District	45-Day Safe Environments	09/15/17	10/13/17	Pending
San Antonio Independent School District	45-Day Safe Environments	09/15/17	10/15/17	Pending

Early Head Start-Child Care Partnership
Monitoring Report

September 2017

Provider	Monitoring Project	Submission Date	Status
Inman Christian Child Care Center	Safe Environment Monitoring	9/12/2017	Complete
Seton Home Child Care Center	Safe Environment Monitoring	9/13/2017	Complete
Ella Austin Child Care Center	Safe Environment Monitoring	9/14/2017	Complete
Blessed Sacrament	Nutrition # 1	9/18/17 - 9/29/17	Pending
Ella Austin Child Care Center	Nutrition # 1	9/18/17 - 9/29/17	Pending
Healy Murphy Child Development Center	Nutrition # 1	9/18/17 - 9/29/17	Pending
Inman Christian Child Care Center	Nutrition # 1	9/18/17 - 9/29/17	Pending
Seton Home Child Care Center	Nutrition # 1	9/18/17 - 9/29/17	Pending
YWCA Olga Madrid	Nutrition # 1	9/18/17 - 9/29/17	Pending

Training & Technical Assistance

September 2017

Training/Event	Provider/Sponsor	Topic	Attendees
Case Management Training	COSA	Family & Community Training: Health Policies/Procedures & Documentation	COSA Staff
Education Training	SAISD	Jim Knight Coaching Model & ECE Instructional Model	SAISD ECE Implementation Specialists
Education Training	SAISD	TEA Rating System & ASCD/Fit Teaching Model	SAISD ECE Implementation Specialists
Education Training	EISD	Faculty Training	EISD Cardenas Faculty
Education Training	COSA	Practice-Based Coaching Teacher Learning & Collaboration Training	COSA EHS-CCP Staff
Health/Safety Training	COSA	CPR/First Aid for Early Childhood Educators (Nelson)	SAISD Staff
Health/Safety Training	COSA	CPR/First Aid	COSA Staff
Health/Safety Training	Voices for Children	Congress on Children Conference	COSA Staff
Health/Safety Training	ChildSafe	Webinar: Child Abuse/Neglect	COSA Staff
Health/Safety Training	Texas A&M AgriLife Extension	Webinar: Brain Development/SIDS/Abusive Head Trauma	COSA Staff
Health/Safety Training	SafeSchools	Webinar: Health Emergencies - Life Threatening Allergies	COSA Staff
Health/Safety Training	SafeSchools	Webinar: Common Illness Prevention	COSA Staff
Health/Safety Training	SafeSchools	Webinar: BloodBorne Pathogen Exposure Prevention	COSA Staff
Health/Safety Training	SafeSchools	Webinar: Medication Administration Basics	COSA Staff
Mental Health/Education Training	Devereux Center for Resilient Children	FLIP IT Webinar: Best Practices for Behavior Management	COSA Staff
Parent Training	COSA	Boohoo Yahoo: Separation Anxiety and the First Days of School	EISD (Stafford) Parents
Parent Training	COSA	Boohoo Yahoo: Separation Anxiety and the First Days of School	EISD (Cardenas) Parents
Professional Development	Northwest Vista College	Sharpen Your Training Skills 2-Day Course	COSA Staff
Professional Development	Urban Management Association of South Texas (UMAST)	UMAST Annual Leadership Conference	COSA Staff
Safety Training	SafeKids	Webinar: Child Passenger Safety & Autism (How to Safely Buckle in Children with Autism)	COSA Staff
Safety Training	COSA	Car Seat Refresher Training	COSA Staff

Safety Training	COSA	Webinar: Emergency Preparedness	COSA Staff
Safety Training	COSA	Webinar: Building & Physical Premise Safety (Creating a Culture of Safety)	COSA Staff
Safety Training	COSA	Webinar: Transportation	COSA Staff
Teacher Training	COSA	Early Head Start Creative Curriculum	COSA Early Head Start-CCP Providers
Teacher Training	EISD	LPAC Training	EISD Stafford ECE Staff
Teacher Training	COSA/PK4SA	SAISD Professional Development Series	SAISD Teachers/Teacher Assistants/Administrative Staff
Teacher Training	COSA	EHS-CCP Teaching Strategies Coaching to Fidelity	COSA EHS-CCP Staff & EHS-CCP Providers
Teacher Training	EISD	Professional Development	EISD Administration/Teachers

FISCAL REPORT

CITY OF SAN ANTONIO
HEAD START PROGRAM
February 1, 2017 - January 31, 2018
Expenditure Report
As of Period September 30, 2017

	BUDGET	BUDGET YTD	EXPENDITURES YTD	YTD Variances in $	YTD Variances in %
PERSONNEL	3,899,961	2,600,448	2,573,000	27,448	1%
FRINGE BENEFITS	1,526,225	1,012,196	977,203	34,993	3%
TRAVEL	15,000	9,425	9,412	14	0%
CONTRACTUAL	16,854,837	8,369,310	8,020,112	349,198	4%
SUPPLIES	78,153	54,378	52,838	1,540	3%
EQUIPMENT	0	0	0	0	0%
OTHER	332,481	230,088	237,205	(7,117)	-3%
SUBTOTAL	**22,706,657**	**12,275,845**	**11,869,770**	**406,075**	**3%**
IN-KIND	**5,676,665**	**2,629,657**	**2,398,018**	**231,639**	**9%**
TOTAL	**$ 28,383,322**	**$ 14,905,502**	**$ 14,267,788 ****	**$ 637,714**	**4%**
Earmarked:					
Administrative Costs	**15%**		**1,764,400**		**12%**
Training & Technical Assistance	**212,701**		**119,376**		**56%**

**costs cannot exceed 15% of total budget, calculation equals total YTD administrative cost divided by YTD expenditures.*

Approved by: _____ 10/23/17

** Preliminary Sept. Actuals

Head Start GY 2017-2018

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				Sep-17			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Description	**GL**	**28,383,322**	**14,905,502**	**14,267,788**	**637,714**	**4.28%**	**2,353,657**	**1,799,990**	**553,667**	**23.52%**
Regular Salaries	5101010	3,899,961	2,600,448	2,567,651	32,797	1.26%	320,681	315,558	5,123	1.60%
Temporary Salaries	5101015	0	0	3,960	(3,960)	0.00%	0	(504)	504	0.00%
Overtime Salaries	5101020	0	0	0	0	0.00%	0	0	0	0.00%
High Class Pay	5101030	0	0	0	0	0.00%	0	0	0	0.00%
Shift Differential	5101040	0	0	0	0	0.00%	0	0	0	0.00%
Retiree Payout Sal	5101070	0	0	1,390	(1,390)	0.00%	0	0	0	0.00%
Holiday Hourly Sal	5101090	0	0	0	0	0.00%	0	0	0	0.00%
Personnel Services		**3,899,961**	**2,600,448**	**2,573,000**	**27,448**	**1.06%**	**320,681**	**315,054**	**5,627**	**1.75%**
Language Skill Pay	5101050	15,600	10,500	10,650	(150)	-1.43%	1,300	1,350	(50)	-3.85%
FICA & Medicare Exp	5103005	298,277	198,620	189,142	9,478	4.77%	24,215	23,125	1,090	4.50%
Temp FICA & Medicare	5103007	0	0	303	(303)	0.00%	0	(39)	39	0.00%
Life Insurance	5103010	3,909	2,600	1,877	723	27.81%	325	236	89	27.26%
Pers Leave Buy Back	5103035	30,000	0	0	0	0.00%	0	0	0	0.00%
Tuition Reimbursement	5103050	0	0	0	0	0.00%	0	0	0	0.00%
Car Exp Allowance	5103055	0	0	0	0	0.00%	0	0	0	0.00%
Transportation Allow	5103056	1,080	1,080	1,125	(45)	-4.17%	135	135	0	0.00%
Education	5103065	0	0	0	0	0.00%	0	0	0	0.00%
Clothing Allowance	5103070	0	0	0	0	0.00%	0	0	0	0.00%
Cell Phone Allowance	5103080	0	0	0	0	0.00%	0	0	0	0.00%
Cell Phone Reimburse	5103105	2,400	1,500	1,150	350	23.33%	200	150	50	25.00%
HOPE Progrm Benefits	5103110	0	0	0	0	0.00%	0	0	0	0.00%
Flex Benefits Contr	5104030	0	0	0	0	0.00%	0	0	0	0.00%
Retirement Exp	5105010	425,602	298,320	297,153	1,167	0.39%	37,290	36,579	711	1.91%
Civln Actv Healthcr	5170040	749,357	499,576	475,804	23,772	4.76%	62,447	60,212	2,235	3.58%
Salary Turnover Targ	5181010	0	0	0	0	0.00%	0	0	0	0.00%
Unfunded Turnover	5181015	0	0	0	0	0.00%	0	0	0	0.00%
Fringe Benefits		**1,526,225**	**1,012,196**	**977,203**	**34,993**	**3.46%**	**125,912**	**121,750**	**4,162**	**3.31%**
Travel-Official	5207010	15,000	9,425	9,412	14	0.14%	1,500	774	726	48.43%
Travel-Official		**15,000**	**9,425**	**9,412**	**14**	**0.14%**	**1,500**	**774**	**726**	**48.43%**
Fees to Prof Contr.	5201040	180,196	109,500	106,169	3,331	3.04%	42,450	29,300	13,151	30.98%
Temporary Services	5202010	51,183	33,020	31,882	1,138	3.45%	12,450	11,401	1,049	8.43%
Contractual Services - Subrecipient	5202040	0	0	0	0	0.00%	0	0	0	0.00%
Contractual Services & Support		16,440,118	8,159,950	7,813,480	346,470	4.25%	1,246,800	960,191	286,609	22.99%
DIRECT	5202020	172,732	37,800	24,453	13,347	35.31%	9,300	0	9,300	100.00%
EISD	5202020	4,171,411	2,030,000	1,808,171	221,829	10.93%	220,000	50,727	169,273	76.94%
SAISD	5202020	12,053,245	6,078,000	5,973,542	104,458	1.72%	1,014,000	909,464	104,536	10.31%
Support Services	5202020	42,730	14,150	7,314	6,836	48.31%	3,500	0	3,500	100.00%
Support Services	6102100	181,740	65,240	67,631	(2,391)	-3.67%	13,040	15,476	(2,436)	-18.68%
					0	0.00%			0	0.00%
Other Contract Srvcs	5202025	1,600	1,600	950	650	40.63%	0	0	0	0.00%
Contractual		**16,854,837**	**8,369,310**	**8,020,112**	**349,198**	**4.17%**	**1,314,740**	**1,016,366**	**298,374**	**22.69%**

Head Start GY 2017-2018

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				Sep-17			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Office Supplies	5302010	32,605	14,430	14,506	(76)	-0.53%	5,680	5,804	(124)	-2.18%
Computer Software	5304075	32,048	32,048	32,871	(823)	-2.57%	32,048	32,871	(823)	-2.57%
Tools & Apparatus	5304050	0	0	0	0	0.00%	0	0	0	0.00%
Other Commodities	5304080	4,000	4,000	2,227	1,773	44.33%	0	280	(280)	0.00%
Cap<5000 - Comp Equ.	5501000	850	850	99	751	88.36%	0	0	0	0.00%
Cap<5000 - M&E Other	5501055	8,650	3,050	2,129	921	30.18%	0	0	0	0.00%
Cap<5000 - Furn &Fix	5501065	0	0	1,005	(1,005)	0.00%	0	0	0	0.00%
Supplies		**78,153**	**54,378**	**52,838**	**1,540**	**2.83%**	**37,728**	**38,955**	**(1,227)**	**-3.25%**
M&E Auto(BudgetOnly)	5709090	0	0	0	0	0.00%	0	0	0	0.00%
Equipment	5701050	0	0	0	0	0.00%	0	0	0	0.00%
Equipment		**0**	**0**	**0**	**0**	**0.00%**	**0**	**0**	**0**	**0.00%**
Education - Classes	5201025	77,051	55,000	52,193	2,807	5.10%	6,100	3,652	2,448	40.13%
Adv and Publications	5203040	5,000	3,452	4,410	(958)	-27.75%	1,217	1,515	(298)	-24.47%
Membership Dues	5203050	0	0	0	0	0.00%	0	0	0	0.00%
Binding & Printing	5203060	20,000	20,000	24,975	(4,975)	-24.88%	0	(156)	156	0.00%
Subs to Publications	5203070	2,000	1,115	279	836	74.98%	167	0	167	100.00%
Transportation Fees	5203090	12,000	8,890	10,719	(1,829)	-20.58%	1,000	1,882	(882)	-88.15%
Linen & Laundry Serv	5204010	100	0	0	0	0.00%	0	0	0	0.00%
Maint & Rep - Cmrcl	5204020	100	100	913	(813)	-813.10%	0	9	(9)	0.00%
Maint - Buildings	5204050	48,779	29,873	29,641	232	0.78%	4,064	4,447	(383)	-9.43%
Cleaning Services	5204060	0	0	0	0	0.00%	0	0	0	0.00%
Rental of Equipment	5204070	0	0	0	0	0.00%	0	0	0	0.00%
Maint. - M&E	5204080	0	0	0	0	0.00%	0	0	0	0.00%
Maint.- Repair Auto	5204090	1,000	1,000	3,321	(2,321)	-232.11%	0	484	(484)	0.00%
Mail and Parcel Post	5205010	200	136	264	(128)	-94.14%	17	213	(196)	-1150.94%
Rental Office Equip.	5205020	15,929	8,289	9,426	(1,137)	-13.71%	1,327	2,511	(1,184)	-89.25%
Rental Other Equip.	5205030	0	0	0	0	0.00%	0	0	0	0.00%
Freight and Storage	5205050	0	0	0	0	0.00%	0	0	0	0.00%
Rental of Facilities	5206010	0	0	0	0	0.00%	0	0	0	0.00%
Rent City Motor Pool	5208020	0	0	0	0	0.00%	0	0	0	0.00%
Alarm and Sec. Serv.	5208530	45,079	25,988	24,908	1,080	4.16%	3,755	3,895	(140)	-3.72%
M&R MaterialBldg/Imp	5301010	0	0	0	0	0.00%	0	0	0	0.00%
M&R Parts Automotive	5301020	500	500	2,068	(1,568)	-313.70%	42	214	(172)	-408.33%
M&R Material Mach/Eq	5301030	0	0	0	0	0.00%	0	0	0	0.00%
Janitorial Supplies	5303010	0	0	0	0	0.00%	0	0	0	0.00%
Clothing and Linen	5304005	0	0	0	0	0.00%	0	0	0	0.00%
Food	5304010	20,204	14,173	12,932	1,241	8.76%	1,000	1,599	(599)	-59.88%
Botanical Supplies	5304035	0	0	0	0	0.00%	0	0	0	0.00%
Chems Meds & Drugs	5304040	0	0	0	0	0.00%	0	0	0	0.00%
Photographic Supply	5304045	0	0	0	0	0.00%	0	0	0	0.00%
Library Materials	5304065	0	0	0	0	0.00%	0	0	0	0.00%
Recreation Supplies	5304070	0	0	0	0	0.00%	0	0	0	0.00%
Phone & Fax Services	5403010	0	0	0	0	0.00%	0	0	0	0.00%

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				Sep-17			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Rental of Pagers	5403030	0	0	0	0	0.00%	0	0	0	0.00%
Cell Phone Services	5403040	13,000	9,271	9,031	240	2.59%	1,083	4,059	(2,976)	-274.75%
ITSD Data Workorder	5403046	0	0	0	0	0.00%	0	0	0	0.00%
Domain Names	5403060	200	0	0	0	0.00%	0	0	0	0.00%
Wireless Data Comm.	5403510	6,400	3,873	2,229	1,644	42.46%	533	341	192	36.10%
IT Assessment Fee	5403543	0	0	0	0	0.00%	0	0	0	0.00%
Motor Fuel and Lub.	5403545	300	300	461	(161)	-53.80%	0	78	(78)	0.00%
Software Licenses	5404520	0	0	0	0	0.00%	0	0	0	0.00%
Gas and Electricity	5404530	28,834	18,162	21,165	(3,003)	-16.54%	2,402	6,851	(4,449)	-185.21%
Water and Sewer	5404540	6,505	2,202	1,368	834	37.90%	542	323	219	40.42%
DW Other	5407032	2,500	1,964	1,683	281	14.32%	208	314	(106)	-50.90%
Subs - Comp. Serv	5203080	23,250	23,250	23,250	0	0.00%	23,250	0	23,250	100.00%
Garbage Coll Expense	5201044	0	0	0	0	0.00%	0	0	0	0.00%
Construction Cost	5201140	0	0	0	0	0.00%	0	0	0	0.00%
Appraisal Fees	5201160	0	0	0	0	0.00%	0	0	0	0.00%
Credit Card Fees	5202030	0	0	0	0	0.00%	0	0	0	0.00%
Inspection Fees	5203010	0	0	0	0	0.00%	0	0	0	0.00%
Procurement Fee	5203030	0	0	0	0	0.00%	0	0	0	0.00%
Expense Allowance	5304090	0	0	0	0	0.00%	0	0	0	0.00%
Cap Prog Admin Cost	5402010	0	0	0	0	0.00%	0	0	0	0.00%
Claims & Settlements	5402510	0	0	0	0	0.00%	0	0	0	0.00%
Communications Radio	5403020	0	0	0	0	0.00%	0	0	0	0.00%
Automotive Admin Chg	5404510	0	0	0	0	0.00%	0	0	0	0.00%
Workers Comp Assess	5405020	0	0	0	0	0.00%	0	0	0	0.00%
General Liab. Assess	5405030	0	0	0	0	0.00%	0	0	0	0.00%
Relocation Expenses	5407060	550	550	0	550	100.00%	0	0	0	0.00%
Rent of City Equip.	5407510	3,000	2,000	1,969	31	1.54%	250	246	4	1.54%
Accumulated Deprec. - Auto (Full)	5408080	0	0	0	0	0.00%	0	0	0	0.00%
Cap<5000 - Bldgs	5501005	0	0	0	0	0.00%	0	0	0	0.00%
Dep. Exp. M&E (Full)	5408060	0	0	0	0	0.00%	0	0	0	0.00%
Cap<5000 - M&E Auto	5501050	0	0	0	0	0.00%	0	0	0	0.00%
Capital Outlay<5000 - Fitness Equipme	5501080	0	0	0	0	0.00%	0	0	0	0.00%
M&E (Modified)	5701060	0	0	0	0	0.00%	0	0	0	0.00%
M&E Auto (Modified)	5701085	0	0	0	0	0.00%	0	0	0	0.00%
Other		**332,481**	**230,088**	**237,205**	**(7,117)**	**-3.09%**	**46,957**	**32,475**	**14,482**	**30.84%**
In Kind Salaries	6501010	85,498	36,494	34,959	1,535	4.21%	5,000	3,465	1,535	30.71%
In Kind Social Security	6503005	4,160	2,860	2,730	130	4.54%	400	265	135	33.74%
In Kind Life Insurance	6503010	172	150	153	(3)	-2.01%	5	3	2	30.80%
In Kind - Flex Benefit	6504030	5,122	3,552	3,541	11	0.30%	450	449	1	0.32%
In Kind TMRS	6505010	5,465	4,209	4,075	134	3.19%	489	393	96	19.58%
In Kind Other Contrc	6602025	5,576,248	2,582,392	2,352,560	229,832	8.90%	499,795	270,042	229,753	45.97%
In Kind		**5,676,665**	**2,629,657**	**2,398,018**	**231,639**	**8.81%**	**506,139**	**274,617**	**231,522**	**45.74%**

Head Start
Admin Tracking
Grant Year 17-18
As of Period September 30, 2017

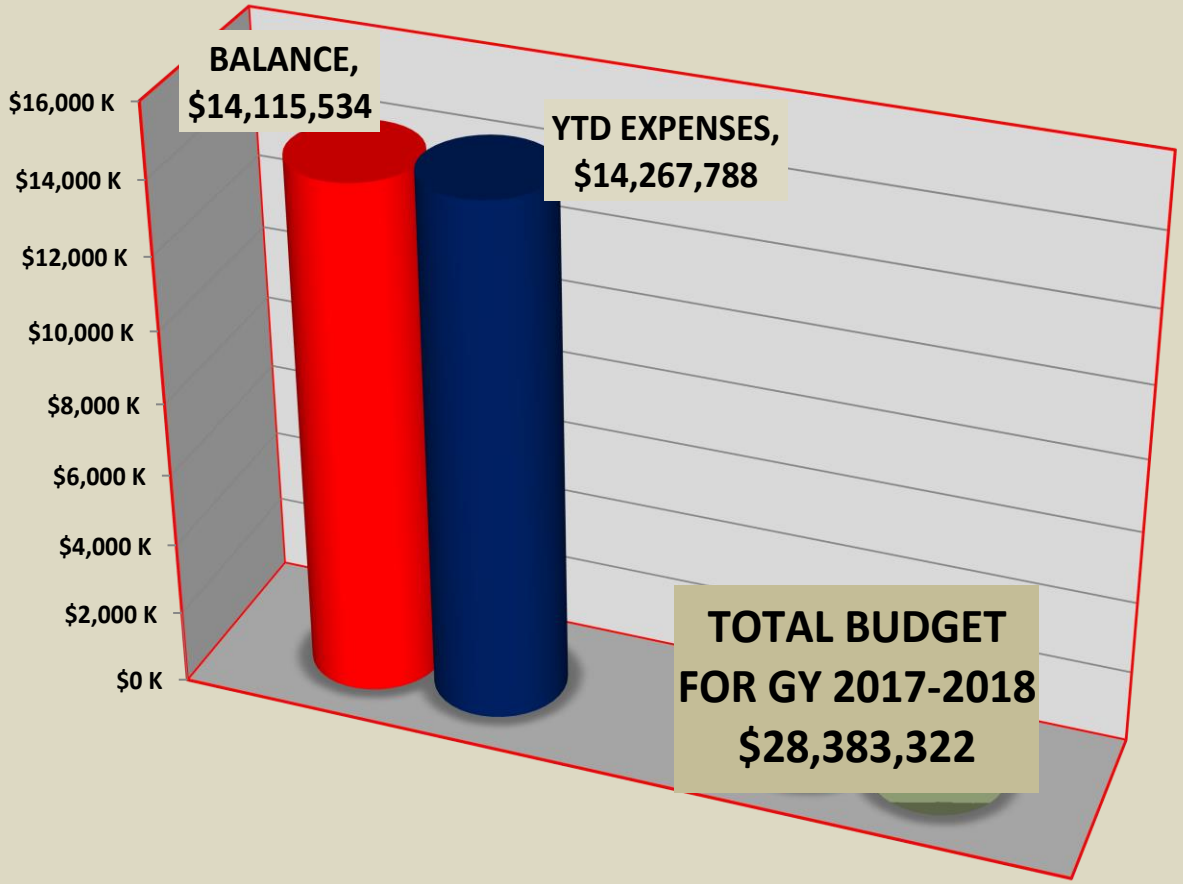
Partner	Internal Orders	Federal Budget	Non-Federal Budget	Total Budget	YTD Federal Admin	YTD Non-Federal Admin	YTD Total Admin
Edgewood ISD	138000001629	$ 4,171,411	$ 1,042,853	5,214,264	$ 218,287	$ 66,595	$ 284,882
San Antonio ISD	138000001630	$ 12,053,245	$ 3,013,311	15,066,556	$ 316,466	$ 239,096	$ 555,562
SAMH/UHS	138000001631	$ 224,470	$ 56,118	280,588	$ -		$ -
COSA	138000001626	$ 6,257,531	$ 1,564,384	7,821,915	$ 877,065	$ 46,892	$ 923,956
Total		**$ 22,706,657**	**$ 5,676,665**	**28,383,322**	**$ 1,411,818**	**$ 352,582**	**$ 1,764,400**

Prepared by: Date: 10/23/17

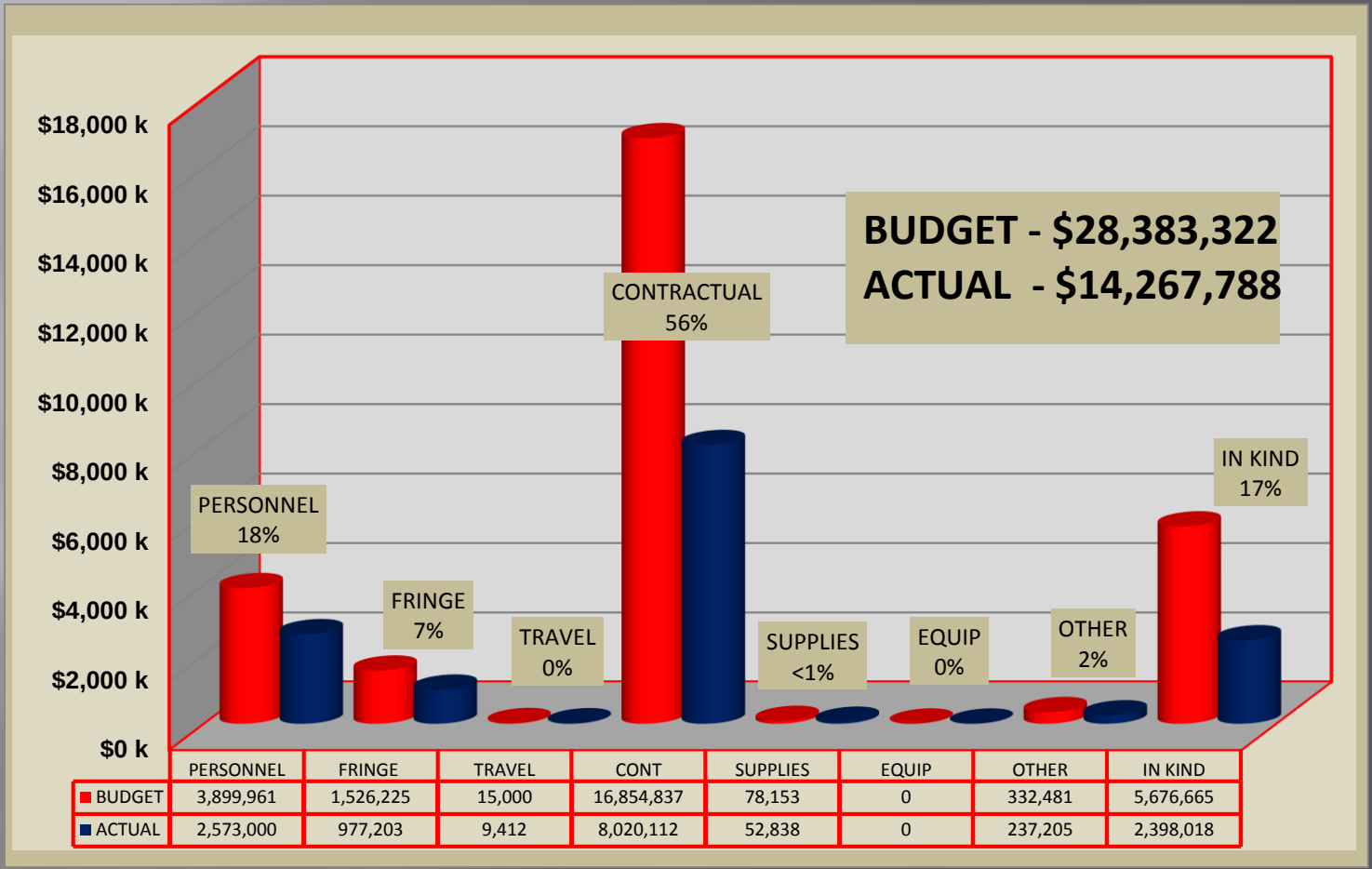
Approved by: Date:

HEAD START
Grant Year 17-18
As of September 30, 2017

YTD BUDGET & ACTUAL EXPENDITURES
as of 9/30/17

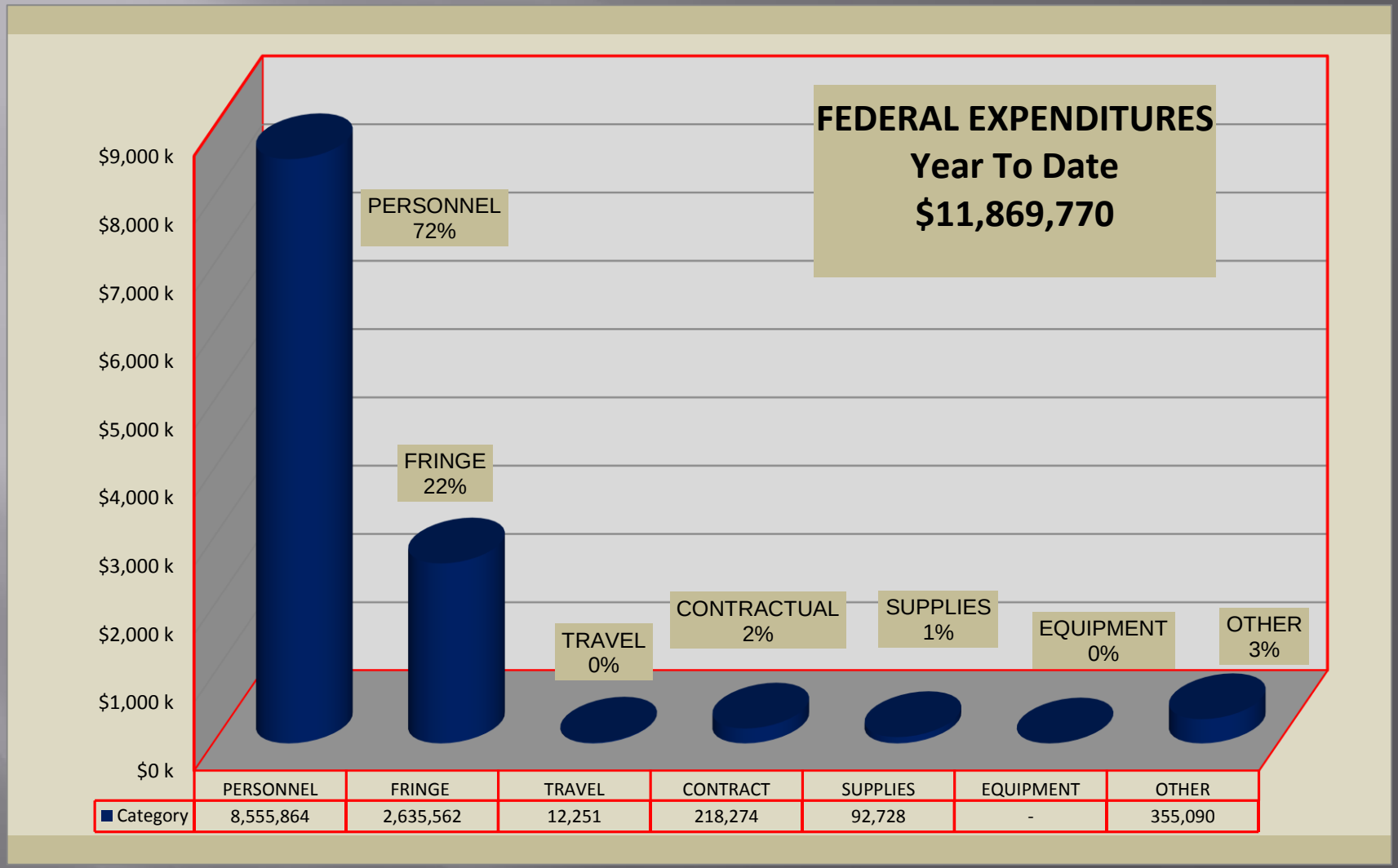


BUDGET TO ACTUAL BY CATEGORY

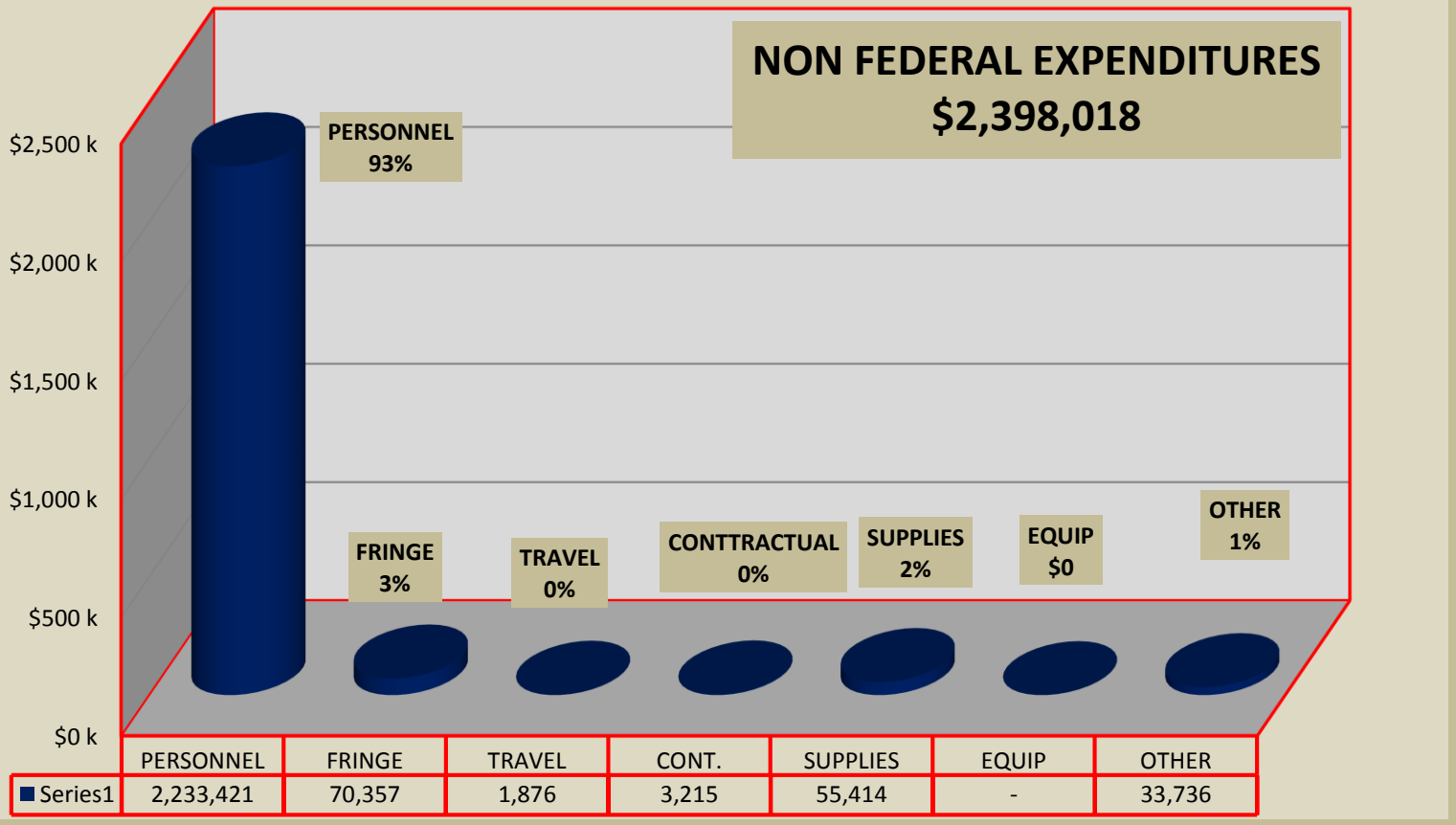


	PERSONNEL	FRINGE	TRAVEL	CONT	SUPPLIES	EQUIP	OTHER	IN KIND
BUDGET	3,899,961	1,526,225	15,000	16,854,837	78,153	0	332,481	5,676,665
ACTUAL	2,573,000	977,203	9,412	8,020,112	52,838	0	237,205	2,398,018

FEDERAL SHARE BY CATEGORY



NON FEDERAL SHARE BY CATEGORY



	PERSONNEL	FRINGE	TRAVEL	CONT.	SUPPLIES	EQUIP	OTHER
Series1	2,233,421	70,357	1,876	3,215	55,414	-	33,736

Fiscal Report
Actual Expenditures by Provider

	BUDGET	ACTUAL	% of Budget Used
COSA			
COSA	2,666,505	1,790,431	**67%**
Training & Technical Assistance	212,701	119,376	**56%**
SUPPORT SERVICES			
Family & Community Support	3,378,325	2,103,306	**62%**
SA Metro Health/UHS/UIW	224,470	74,945	**33%**
Total Support Services	3,602,795	2,178,251	**60%**
EDUCATION SERVICES			
San Antonio ISD-Education	12,053,245	5,973,542	**50%**
Edgewood ISD- Education	4,171,411	1,808,171	**43%**
Total Education Services	16,224,656	7,781,713	**48%**
	22,706,657	11,869,770	**52%**
IN-KIND	5,676,665	2,398,018	**42%**
TOTAL	**$ 28,383,322**	**14,267,788**	**50%**

17-18

CITY OF SAN ANTONIO
EARLY HEAD START PROGRAM
August 1, 2016 - July 31, 2017
Expenditure Report
As of Period September 30, 2017

	BUDGET	BUDGET YTD	EXPENDITURES YTD	YTD Variances in $	YTD Variances in %
PERSONNEL	721,879	721,879	732,088	(10,209)	-1%
FRINGE BENEFITS	274,112	274,112	274,877	(765)	0%
TRAVEL	15,000	15,000	11,412	3,588	24%
CONTRACTUAL	3,072,253	3,072,253	2,128,539	943,714	31% *
SUPPLIES	68,237	68,237	8,068	60,169	88%
EQUIPMENT	0	0	0	0	0%
OTHER	91,642	91,642	63,582	28,060	31%
SUBTOTAL	**4,243,123**	**4,243,123**	**3,218,565**	**1,024,558**	**24%**
IN-KIND	**1,060,781**	**1,060,781**	**896,748**	**164,033**	**15%**
TOTAL	**$ 5,303,904**	**$ 5,303,904**	**$ 4,115,313**	**$ 1,188,591**	**22%**
Earmarked:					
Administrative Costs	**15%**		**441,126**		**11%**
Training & Technical Assistance	**383,075**		**84,507**		**22%**

**costs cannot exceed 15% of total budget, calculation equals total YTD administrative cost divided by YTD expenditures.*

* YTD expenditures reported exclude advances from Service Providers.

Approved by: _____ 10/18/17

Early Head Start GY 2016-2017

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				September 30, 2017			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Description	**GL**	**5,303,904**	**5,303,904**	**4,115,313**	**1,188,591**	**22%**	**0**	**167,843**	**(167,843)**	**0%**
Regular Salaries	5101010	721,879	721,879	731,880	(10,001)	-1%	0	(2,762)	2,762	0%
Temporary Salaries	5101015	0	0	0	0	0%	0	0	0	0%
Overtime Salaries	5101020	0	0	208	(208)	0%	0	0	0	0%
Personnel Services		**721,879**	**721,879**	**732,088**	**(10,209)**	**-1%**	**0**	**(2,762)**	**2,762**	**0%**
Language Skill Pay	5101050	690	690	3,100	(2,410)	-349%	0	0	0	0%
FICA & Medicare Exp	5103005	57,940	57,940	53,390	4,550	8%	0	(211)	211	0%
Life Insurance	5103010	679	679	522	157	23%	0	(3)	3	0%
Pers Leave Buy Back	5103035	6,700	6,700	8,515	(1,815)	-27%	0	0	0	0%
Transportation Allow	5103056	540	540	990	(450)	-83%	0	0	0	0%
Cell Phone Reimburse	5103105	1,200	1,200	0	1,200	100%	0	0	0	0%
Retirement Exp	5105010	83,032	83,032	82,610	422	1%	0	(313)	313	0%
Civln Actv Healthcr	5170040	123,331	123,331	125,749	(2,418)	-2%	0	(489)	489	0%
Salary Turnover Targ	5181010	0	0	0	0	0%	0	0	0	0%
Fringe Benefits		**274,112**	**274,112**	**274,877**	**(765)**	**0%**	**0**	**(1,017)**	**1,017**	**0%**
Travel-Official	5207010	15,000	15,000	11,412	3,588	24%	0	0	0	0%
Travel-Official		**15,000**	**15,000**	**11,412**	**3,588**	**24%**	**0**	**0**	**0**	**0%**
Fees to Prof Contr.	5201040	128,275	128,275	52,125	76,150	61%	0	19,442	(19,442)	0%
Contractual Services	**5202020**	**2,127,282**	**2,127,282**	**2,012,815**	**114,467**	5%	**0**	**109,480**	**(109,480)**	**0%**
Blessed Sacrament	5202020	263,846	263,846	252,904	10,942	4%	0	0	0	0%
Ella Austin	5202020	621,238	621,238	589,285	31,953	5%	0	42,512	(42,512)	0%
Healy Murphy	5202020	497,370	497,370	455,716	41,654	8%	0	8,205	(8,205)	0%
ICC	5202020	333,430	333,430	323,980	9,450	3%	0	28,886	(28,886)	0%
Seton Home	5202020	192,049	192,049	176,114	15,935	8%	0	11,230	(11,230)	0%
YWCA	5202020	219,349	219,349	214,816	4,533	2%	0	18,647	(18,647)	0%
Support Services		**23,000**	**23,000**	**12,959**	**10,041**	44%	**0**	**0**	**0**	**0%**
UHS	5202020	10,000	10,000	0	10,000	100%	0	0	0	0%
SAMH	6102100	13,000	13,000	12,959	41	0%	0	0	0	0%
Contractual-Others	5202020	792,496	792,496	49,743	742,753	94%	0	5,112	(5,112)	0%
Temporary Services	5202010	1,200	1,200	897	303	25%	0	0	0	0%
Contractual		**3,072,253**	**3,072,253**	**2,128,539**	**943,714**	**31%**	**0**	**134,035**	**(134,035)**	**0%**

Early Head Start GY 2016-2017

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				September 30, 2017			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Office Supplies	5302010	37,000	37,000	4,961	32,039	87%	0	0	0	0%
Computer Software	5304075	2,300	2,300	2,292	8	0%	0	0	0	0%
Other Commodities	5304080	3,000	3,000	127	2,873	96%	0	0	0	0%
Cap<5000 - Comp Equip.	5501000	8,000	8,000	0	8,000	100%	0	0	0	0%
Cap<5000 - M&E Other	5501055	9,937	9,937	524	9,413	95%	0	0	0	0%
Cap<5000 - Furn &Fix	5501065	8,000	8,000	164	7,836	98%	0	0	0	0%
Supplies		**68,237**	**68,237**	**8,068**	**60,169**	**88%**	**0**	**0**	**0**	**0%**
Equipment	5701060	0	0	0	0	0%	0	0	0	0%
Equipment		**0**	**0**	**0**	**0**	**0%**	**0**	**0**	**0**	**0%**
Education - Classes	5201025	29,000	29,000	24,630	4,370	15%	0	0	0	0%
Adv and Publications	5203040	11,000	11,000	96	10,904	99%	0	0	0	0%
Membership Dues	5203050	500	500	0	500	100%	0	0	0	0%
Binding & Printing	5203060	6,000	6,000	2,026	3,974	66%	0	(450)	450	0%
Subs to Publications	5203070	300	300	21	279	93%	0	0	0	0%
Transportation Fees	5203090	5,800	5,800	4,054	1,746	30%	0	0	0	0%
Maint - Buildings	5204050	8,400	8,400	7,064	1,336	16%	0	37	(37)	0%
Mail and Parcel Post	5205010	650	650	445	205	32%	0	0	0	0%
Rental Office Equip.	5205020	2,240	2,240	2,203	37	2%	0	359	(359)	0%
Alarm and Sec. Serv.	5208530	7,989	7,989	6,382	1,607	20%	0	0	0	0%
Food	5304010	7,000	7,000	7,322	(322)	-5%	0	3	(3)	0%
Cell Phone Services	5403040	2,100	2,100	1,631	469	22%	0	335	(335)	0%
ITSD Data Workorder	5403046	0	0	0	0	0%	0	0	0	0%
Domain Names	5403060	0	0	0	0	0%	0	0	0	0%
Wireless Data Comm.	5403510	1,420	1,420	1,232	188	13%	0	0	0	0%
Software Licenses	5404520	1,200	1,200	188	1,013	84%	0	0	0	0%
Gas and Electricity	5404530	4,751	4,751	4,387	364	8%	0	0	0	0%
Water and Sewer	5404540	1,092	1,092	420	672	62%	0	0	0	0%
Direct Assistance	5407032	2,200	2,200	1,481	719	33%	0	11	(11)	0%
Other		**91,642**	**91,642**	**63,582**	**28,060**	**31%**	**0**	**295**	**(295)**	**0%**
In Kind Salaries	6501010	57,261	57,261	54,934	2,327	4%	0	0	0	0%
In Kind FICA & SS	6503005	4,380	4,380	4,262	118	3%	0	0	0	0%
In Kind Life Ins	6503010	0	0	56	(56)	0%	0	0	0	0%
In Kind Flex Benefit	6504030	5,788	5,788	5,760	28	0%	0	0	0	0%
In Kind TMRS	6505010	5,995	5,995	6,103	(108)	-2%	0	0	0	0%
In Kind Other Contrc	6602025	987,357	987,357	825,634	161,723	16%	0	37,291	(37,291)	0%
In Kind		**1,060,781**	**1,060,781**	**896,748**	**164,033**	**15%**	**0**	**37,291**	**(37,291)**	**0%**

CITY OF SAN ANTONIO
EARLY HEAD START PROGRAM
August 1, 2016 - July 31, 2017
Credit Card Expenditure Reporting
As of Period September 30, 2017

CONTRACTOR	BUDGET	YTD EXPENDITURES REPORTED	YTD CREDIT CARD EXPENDITURES	% CREDIT CARD TO YTD EXPENDITURES	CC TYPE	PURPOSE
Blessed Sacrament Academy	**263,846**	252,904	6,089	2%	HEB/VISA/HD	Food/Baby formula/Cleaning supplies/diapers/classroom supplies
Ella Austin Community Center	**621,238**	589,285	31,468	5%	Walmart/Amex/VISA	Food/Baby formula/supplies/diapers
Healy Murphy Child Dev. Center	**497,370**	455,716	18,140	4%	VISA	Maintenance/Classroom supplies/diapers/Parent eng.
Inman Christian Center	**333,430**	323,980	25,867	8%	VISA	Classroom/Cleaning supplies/Diapers/Food/Emp. Verification/ Mtce & Repair supplies/Parent engagement
Seton Home	**192,049**	214,816	4,518	2%	Master Card	CDA Assessment/Parent Engagement/garden supplies
YWCA - Olga Madrid	**219,349**	176,114	10,147	6%	VISA	Rental of storage space/supplies/training
TOTAL	**$ 2,127,282**	**$ 2,012,815**	**$ 96,230**	**5%**		

Early Head Start
Admin Tracking
FY 16-17
As of Period September 30, 2017

Partner	Internal Orders	Federal Budget	Non-Federal Budget	Total Budget	YTD Federal Admin	YTD Non-Federal Admin	YTD Total Admin
Blessed Sacrament	138000001460	$ 263,846	$ 65,962	329,808	$ 1,800	$ 980	$ 2,780
Ella Austin	138000001457	$ 621,238	$ 155,310	776,548	$ 623	$ 54,128	$ 54,752
Healy Murphy	138000001458	$ 497,370	$ 124,343	621,713	$ -	$ -	$ -
Inman Christian Center	138000001459	$ 333,430	$ 83,358	416,788	$ 4,991	$ 31,498	$ 36,489
Seton Home	138000001461	$ 192,049	$ 48,012	240,061	$ 17,040	$ 2,875	$ 19,915
YWCA	138000001462	$ 219,349	$ 54,837	274,186	$ -	$ 1,937	$ 1,937
SAMH - Support	138000001463	$ 13,000	$ 3,250	16,250	$ -	$ -	$ -
UHS - Support	138000001464	$ 10,000	$ 2,500	12,500	$ -	$ -	$ -
COSA	138000001454	$ 2,092,841	$ 523,210	2,616,051	$ 253,962	$ 71,291	$ 325,253
Total		**$ 4,243,123**	**$ 1,060,781**	**5,303,904**	**$ 278,417**	**$ 162,709**	**$ 441,126**

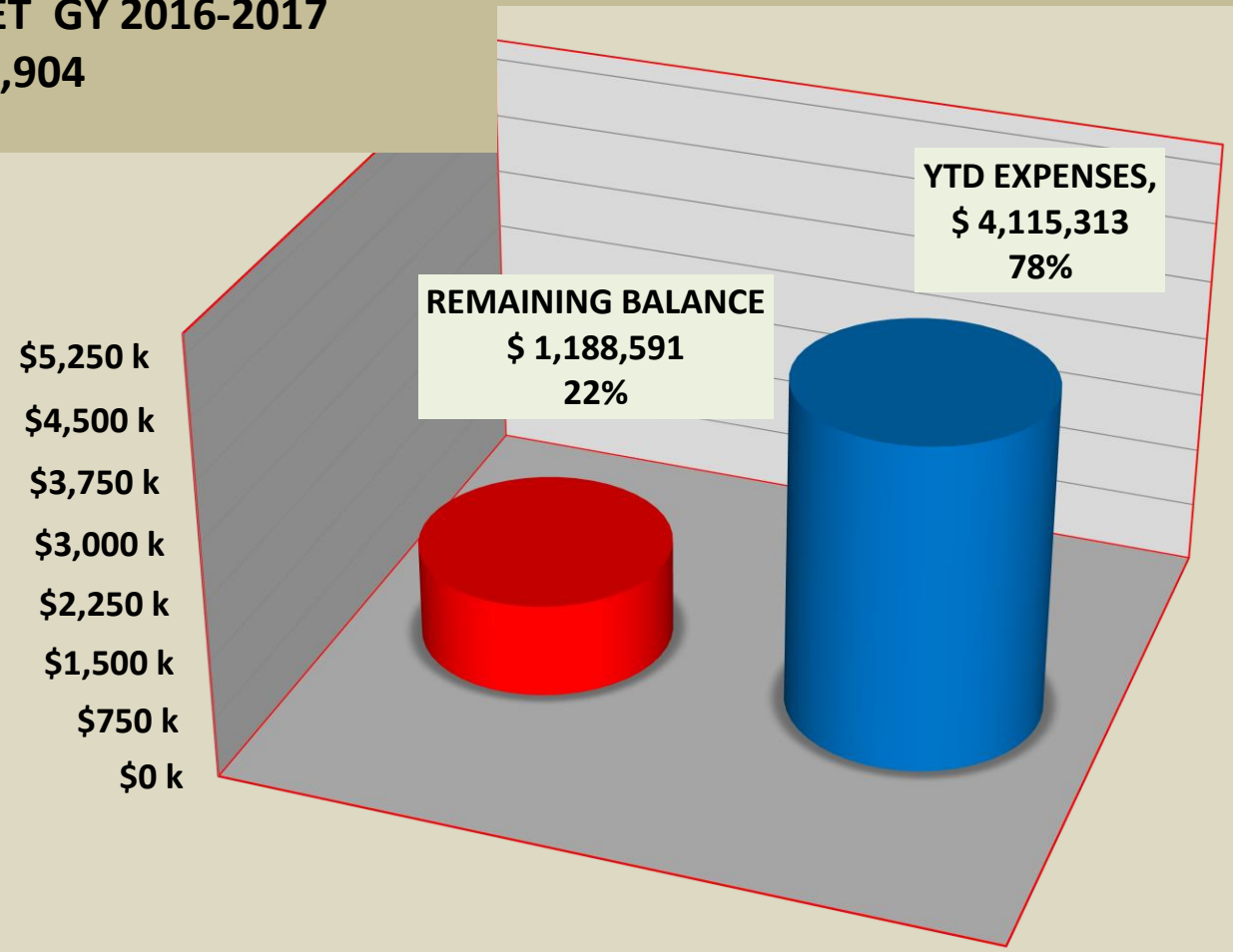
Prepared by: _____ Date: 10/23/17

Approved by: _____ Date: 10/23/17

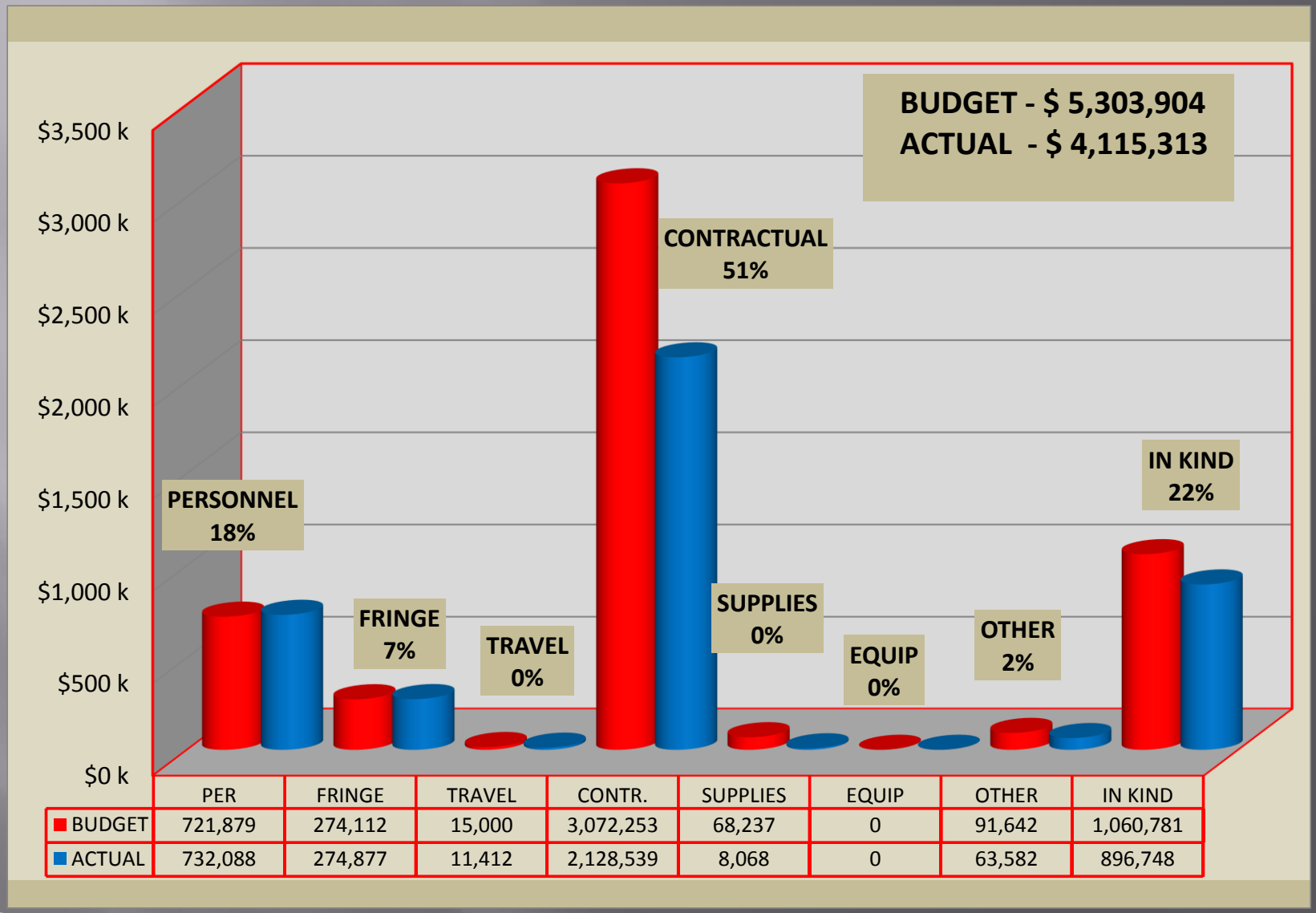
Early Head Startt
Grant Year 16-17
As of Sept. 30, 2017

YTD BUDGET & ACTUAL EXPENDITURES
as of 9/30/17

TOTAL BUDGET GY 2016-2017
$ 5,303,904

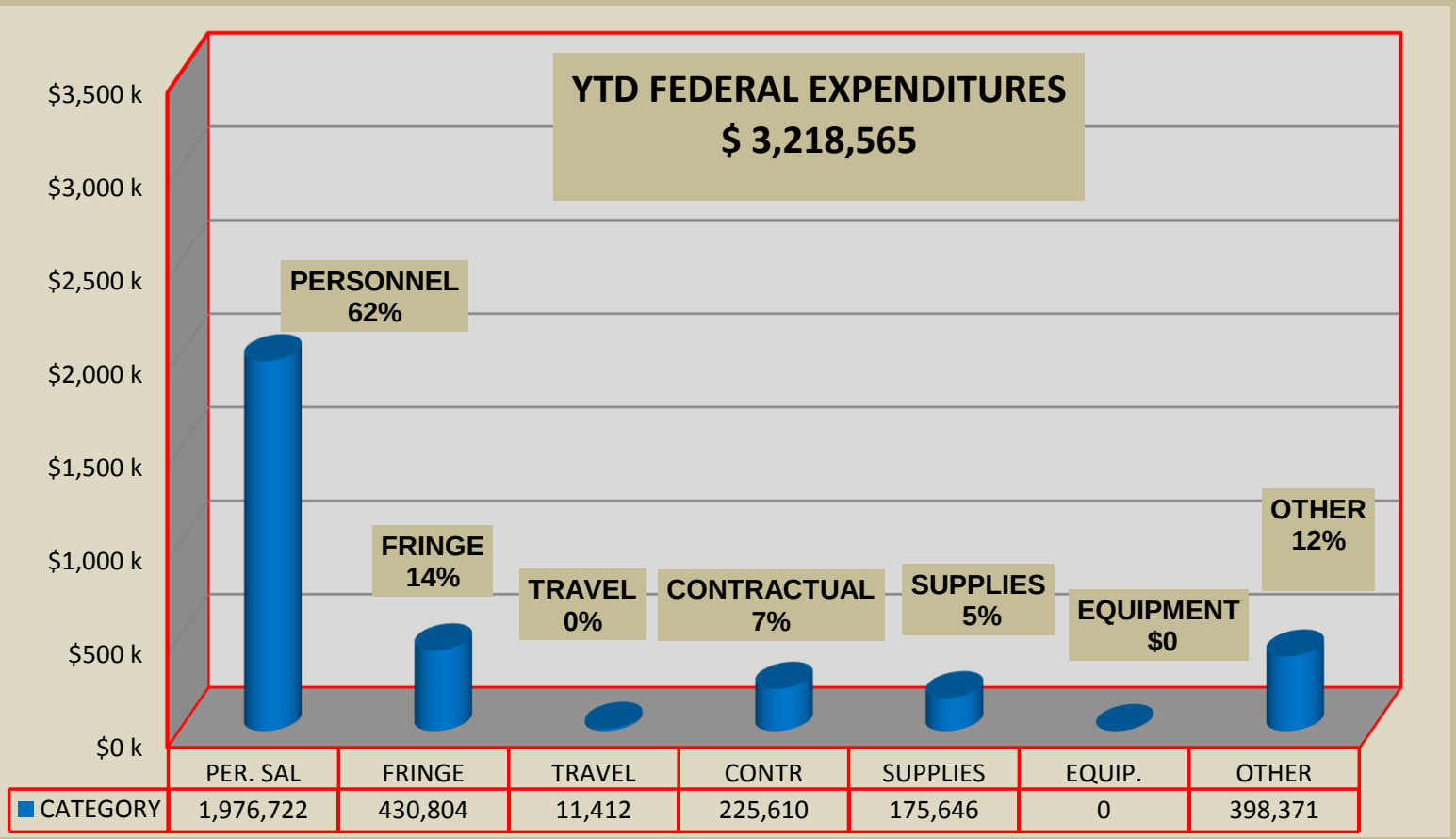


BUDGET TO ACTUAL BY CATEGORY

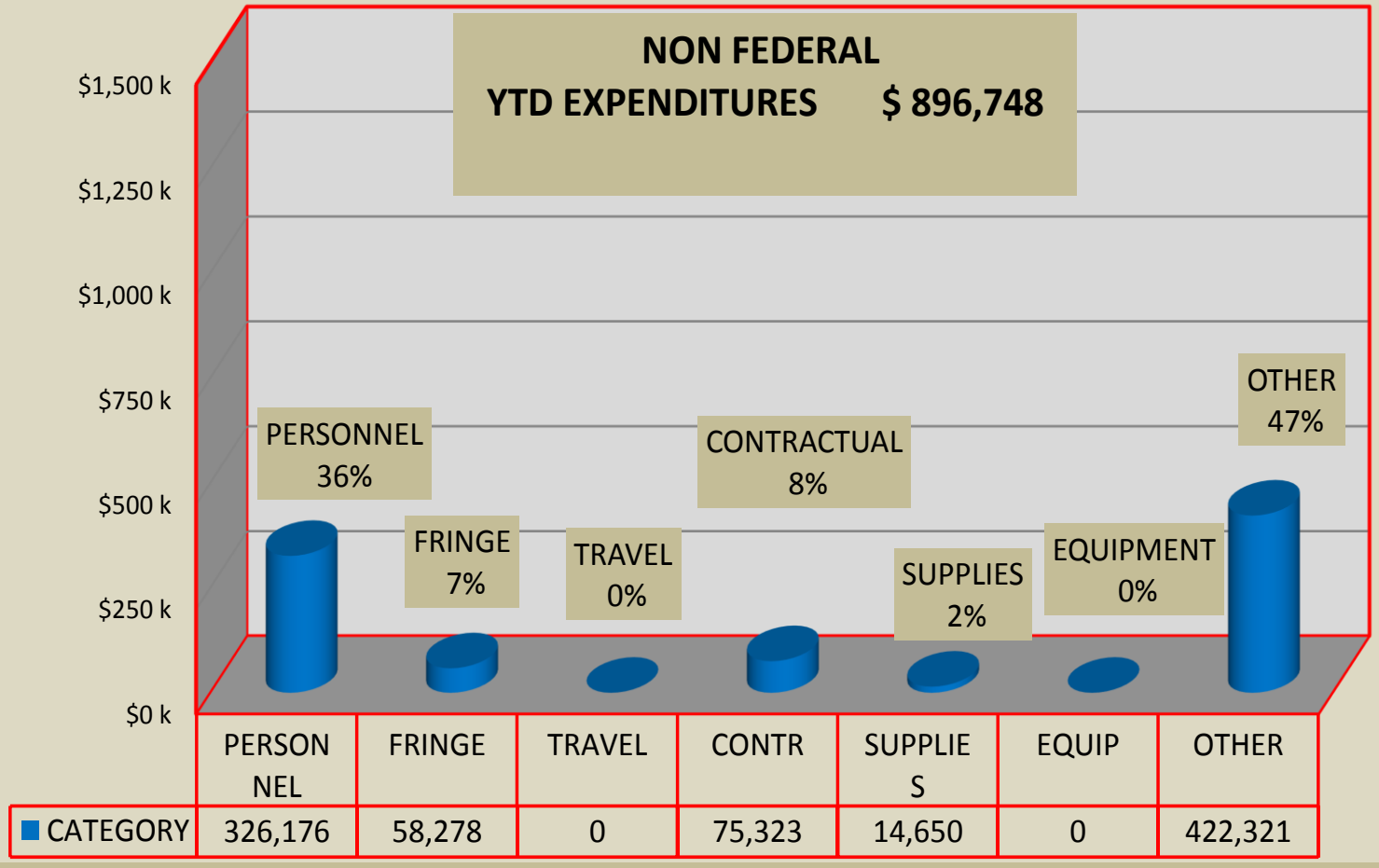


	PER	FRINGE	TRAVEL	CONTR.	SUPPLIES	EQUIP	OTHER	IN KIND
BUDGET	721,879	274,112	15,000	3,072,253	68,237	0	91,642	1,060,781
ACTUAL	732,088	274,877	11,412	2,128,539	8,068	0	63,582	896,748

FEDERAL SHARE BY CATEGORY



NON FEDERAL SHARE BY CATEGORY



	PERSONNEL	FRINGE	TRAVEL	CONTR	SUPPLIES	EQUIP	OTHER
CATEGORY	326,176	58,278	0	75,323	14,650	0	422,321

ACTUAL EXPENDITURES REPORT BY PROVIDER

PROVIDER	BUDGET	ACTUAL	% to Budget Used
COSA	$ 1,358,465	$ 759,349	56%
Training & Technical Assistance	$ 383,075	$ 84,507	22%
SUPPORT SERVICES			
Family Community Support	351,301	348,935	99%
San Antonio Metro Health	13,000	12,959	100%
University Health System	10,000	-	0%
Total Support Services	$ 374,301	$ 361,894	97%
EDUCATION SERVICES			
Blessed Sacrament Academy	263,846	252,904	96%
Ella Austin Community Center	621,238	589,285	95%
Healy Murphy	497,370	455,716	92%
Inman Christian Center	333,430	323,980	97%
Seton Home	192,049	176,114	92%
YWCA Olga Madrid	219,349	214,816	98%
Total Education Services	$ 2,127,282	$ 2,012,815	95%
Total Federal	**$ 4,243,123**	**$ 3,218,565**	**76%**
Non Federal/In Kind	**$ 1,060,781**	**$ 896,748**	**85%**
Total Federal and Non Federal	**$ 5,303,904**	**$ 4,115,313**	**78%**

CITY OF SAN ANTONIO
EARLY HEAD START PROGRAM
August 1, 2017 - July 31, 2018
Expenditure Report
As of Period September 30, 2017

	BUDGET	BUDGET YTD	EXPENDITURES YTD	YTD Variances in $	YTD Variances in %
PERSONNEL	700,118	118,372	124,489	(6,117)	-5%
FRINGE BENEFITS	277,254	44,790	47,894	(3,104)	-7%
TRAVEL	20,000	4,000	774	3,226	81%
CONTRACTUAL	1,648,116	142,335	131,944	10,391	7%
SUPPLIES	23,800	5,050	4,586	464	9%
EQUIPMENT	0	0	0	0	0%
OTHER	60,555	7,574	8,112	(538)	-7%
SUBTOTAL	**2,729,843**	**322,121**	**317,799**	**4,321**	**1%**
IN-KIND	**682,461**	**79,049**	**90,215**	**(11,166)**	**-14%**
TOTAL	**$ 3,412,304**	**$ 401,170**	**$ 408,014** *	**$ (6,845)**	**-2%**
Earmarked:					
Administrative Costs	**15%**		**43,936**		**11%**
Training & Technical Assistance	**64,800**		**5,150**		**8%**

**costs cannot exceed 15% of total budget, calculation equals total YTD administrative cost divided by YTD expenditures.*

Approved by: _____ 10/23/17

**Preliminary Sept. Actuals

Early Head Start - Child Care Partnership GY 2017-2018

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				September 30, 2017			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Description	**GL**	**3,412,304**	**401,170**	**408,014**	**(6,845)**	**-2%**	**290,285**	**321,381**	**(31,096)**	**-11%**
Regular Salaries	5101010	700,118	118,372	124,489	(6,117)	-5%	56,495	62,865	(6,370)	-11%
Temporary Salaries	5101015	0	0	0	0	0%	0	0	0	0%
Overtime Salaries	5101020	0	0	0	0	0%	0	0	0	0%
Personnel Services		**700,118**	**118,372**	**124,489**	**(6,117)**	**-5%**	**56,495**	**62,865**	**(6,370)**	**-11%**
Language Skill Pay	5101050	3,000	500	500	0	0%	250	250	0	0%
FICA & Medicare Exp	5103005	54,206	9,055	8,933	122	1%	4,321	4,541	(220)	-5%
Life Insurance	5103010	700	119	90	29	25%	57	48	9	15%
Pers Leave Buy Back	5103035	1,200	0	0	0	0%	0	0	0	0%
Transportation Allow	5103056	540	90	90	0	0%	45	45	0	0%
Cell Phone Reimburse	5103105	1,200	200	0	200	100%	100	0	100	100%
Retirement Exp	5105010	80,464	13,384	16,261	(2,877)	-21%	6,362	7,228	(866)	-14%
Civln Actv Healthcr	5170040	135,944	21,442	22,020	(579)	-3%	10,721	11,626	(905)	-8%
Salary Turnover Targ	5181010	0	0	0	0	0%	0	0	0	0%
Fringe Benefits		**277,254**	**44,790**	**47,894**	**(3,104)**	**-7%**	**21,856**	**23,738**	**(1,883)**	**-9%**
Travel-Official	5207010	20,000	4,000	774	3,226	81%	2,500	774	1,726	69%
Travel-Official		**20,000**	**4,000**	**774**	**3,226**	**81%**	**2,500**	**774**	**1,726**	**69%**
Fees to Prof Contr.	5201040	12,909	10,000	1,655	8,345	83%	10,000	1,655	8,345	83%
Contractual Services	**5202020**	**1,588,032**	**132,335**	**130,112**	2,223	2%	**132,335**	**130,112**	**2,223**	2%
Blessed Sacrament	5202020	205,856	17,154	21,886	(4,732)	-28%	17,154	21,886	(4,732)	-28%
Ella Austin	5202020	470,528	39,211	41,899	(2,688)	-7%	39,211	41,899	(2,688)	-7%
Healy Murphy	5202020	411,712	34,309	37,965	(3,656)	-11%	34,309	37,965	(3,656)	-11%
ICC	5202020	205,856	17,155	13,877	3,278	19%	17,155	13,877	3,278	19%
Seton Home	5202020	147,040	12,253	11,530	723	6%	12,253	11,530	723	6%
YWCA	5202020	147,040	12,253	2,955	9,298	76%	12,253	2,955	9,298	76%
Support Services		**8,000**	**0**	**0**	0	0%	**0**	**0**	0	0%
UIW	5202020	8,000	0	0	0	0%	0	0	0	0%
Contractual-Others	5202020	39,175	0	177	(177)	0%	0	0	177	0%
Contractual		**1,648,116**	**142,335**	**131,944**	**10,391**	**7%**	**142,335**	**131,768**	**10,567**	**7%**
Office Supplies	5302010	16,000	2,250	914	1,336	59%	1,500	735	765	51%
Computer Software	5304075	2,300	2,300	3,151	(851)	-37%	2,300	3,151	(851)	-37%
Other Commodities	5304080	3,000	500	0	500	100%	500	0	500	100%
Cap<5000 - Comp Equip.	5501000	0	0	522	(522)	0%	0	522	(522)	0%
Cap<5000 - Furn &Fix	5501065	2,500	0	0	0	0%	0	0	0	0%
Supplies		**23,800**	**5,050**	**4,586**	**464**	**9%**	**4,300**	**4,408**	**(108)**	**-3%**

Early Head Start - Child Care Partnership GY 2017-2018

GRANT SUMMARY		TOTAL BUDGET	YEAR TO DATE				September 30, 2017			
			Budget	Actual	Variance $	Variance %	Budget	Actual	Variance $	Variance %
Equipment	5701060	0	0	0	0	0%	0	0	0	0%
Equipment		**0**	**0**	**0**	**0**	**0%**	**0**	**0**	**0**	**0%**
Education - Classes	5201025	16,000	1,000	1,359	(359)	-36%	1,000	1,220	(220)	-22%
Adv and Publications	5203040	0	0	41	(41)	0%	0	41	(41)	0%
Membership Dues	5203050	0	0	0	0	0%	0	0	0	0%
Binding & Printing	5203060	8,900	1,448	2,840	(1,392)	-96%	1,448	2,444	(996)	-69%
Subs to Publications	5203070	300	279	0	279	100%	279	0	279	100%
Transportation Fees	5203090	4,980	453	658	(205)	-45%	453	658	(205)	-45%
Maint - Buildings	5204050	7,043	1,174	654	520	44%	587	559	28	5%
Mail and Parcel Post	5205010	200	50	16	34	68%	50	16	34	68%
Rental Office Equip.	5205020	2,587	249	212	37	15%	234	212	22	10%
Alarm and Sec. Serv.	5208530	6,732	1,122	634	488	43%	561	634	(73)	-13%
Food	5304010	4,000	600	404	196	33%	600	348	252	42%
Cell Phone Services	5403040	1,900	158	0	158	100%	158	112	46	29%
ITSD Data Workorder	5403046	0	0	0	0	0%	0	0	0	0%
Domain Names	5403060	0	0	0	0	0%	0	0	0	0%
Wireless Data Comm.	5403510	1,056	124	114	10	8%	62	190	(128)	-206%
Software Licenses	5404520	1,001	0	0	0	0%	0	0	0	0%
Gas and Electricity	5404530	4,582	764	1,115	(351)	-46%	382	1,115	(733)	-192%
Water and Sewer	5404540	474	80	53	27	34%	40	53	(13)	-31%
Direct Assistance	5407032	800	73	13	60	82%	73	13	60	82%
Other		**60,555**	**7,574**	**8,112**	**(538)**	**-7%**	**5,927**	**7,613**	**(1,686)**	**-28%**
In Kind Salaries	6501010	0	0	906	(906)	0%	0	906	(906)	0%
In Kind FICA & SS	6503005	127,998	29,937	69	29,868	100%	10,666	69	10,597	99%
In Kind Life Ins	6503010	9,792	1,632	1	1,631	100%	816	1	815	100%
In Kind Flex Benefit	6504030	128	22	129	(107)	-487%	11	129	(118)	-1073%
In Kind TMRS	6505010	10,418	1,736	103	1,633	94%	868	103	765	88%
In Kind Other Contrc	6602025	534,125	45,722	89,007	(43,285)	-95%	44,511	89,007	(44,496)	-100%
In Kind		**682,461**	**79,049**	**90,215**	**(101,381)**	**-128%**	**56,872**	**90,215**	**(33,343)**	**-59%**

CITY OF SAN ANTONIO
EARLY HEAD START PROGRAM
August 1, 2016 - July 31, 2017
Credit Card Expenditure Reporting
As of Period September 30, 2017

CONTRACTOR	BUDGET	YTD EXPENDITURES REPORTED	YTD CREDIT CARD EXPENDITURES	% CREDIT CARD TO YTD EXPENDITURES	CC TYPE	PURPOSE
Blessed Sacrament Academy	**205,856**	21,886	78	0%	HEB/VISA	Formula
Ella Austin Community Center	**470,528**	41,899	3,021	7%	Walmart	Supplies
Healy Murphy Child Dev. Center	**411,712**	37,965	482	1%	VISA	Diaper & Janitorial supplies
Inman Christian Center	**205,856**	13,877	469	3%	VISA	Supplies/Maintenance
Seton Home	**147,040**	2,955	-	0%	Master Card	
YWCA - Olga Madrid	**147,040**	11,530	-	0%	VISA	
TOTAL	**$ 1,588,032**	**$ 130,112**	**$ 4,050**	**3%**		

Early Head Start - Child Care Partnership
Admin Tracking
GY 2017-2018
As of Period September 30, 2017

Partner	Internal Orders	Federal Budget	Non-Federal Budget	Total Budget	YTD Federal Admin	YTD Non-Federal Admin	YTD Total Admin
Blessed Sacrament	138000001867	$ 205,856	$ 51,464	257,320	$ -	$ -	$ -
Ella Austin	138000001868	$ 470,528	$ 117,632	588,160	$ -	$ 3,881	$ 3,881
Healy Murphy	138000001869	$ 411,712	$ 102,928	514,640	$ -	$ -	$ -
Inman Christian Center	138000001870	$ 205,856	$ 51,464	257,320	$ 675	$ 4,154	$ 4,829
Seton Home	138000001872	$ 147,040	$ 36,760	183,800	$ 1,838	$ 257	$ 2,095
YWCA	138000001873	$ 147,040	$ 36,760	183,800	$ -	$ -	$ -
UIW - Support	138000001874	$ 8,000	$ 2,000	10,000	$ -	$ -	$ -
COSA	138000001864	$ 1,133,811	$ 283,453	1,417,264	$ 31,890	$ 1,240	$ 33,130
Total		**$ 2,729,843**	**$ 682,461**	**3,412,304**	**$ 34,403**	**$ 9,533**	**$ 43,936**

Prepared by: [signature] 10/23/17 Date:

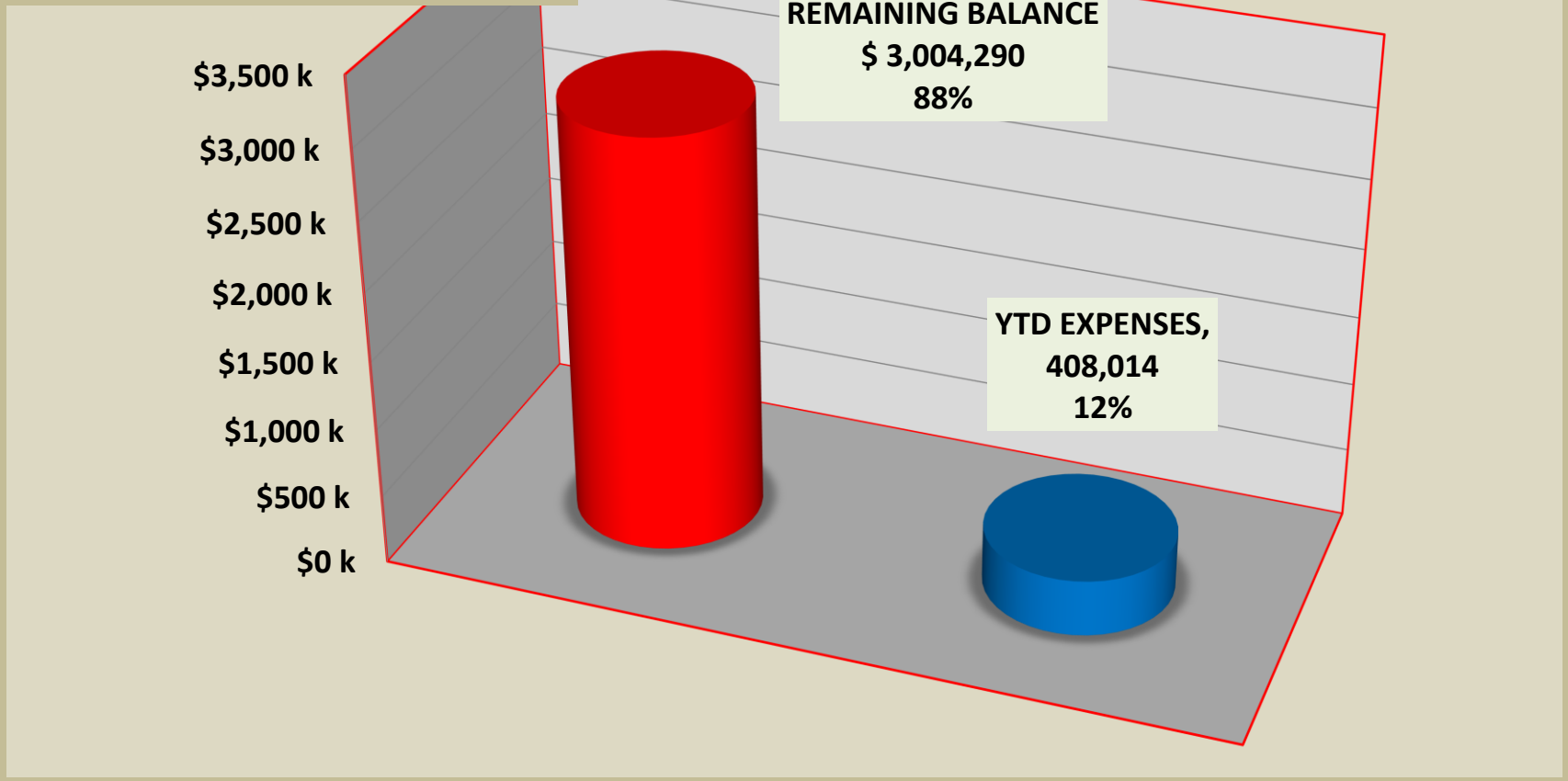
Approved by: [signature] 10/23/17 Date:

EARLY HEAD SART- CCP Grant Year 17-18

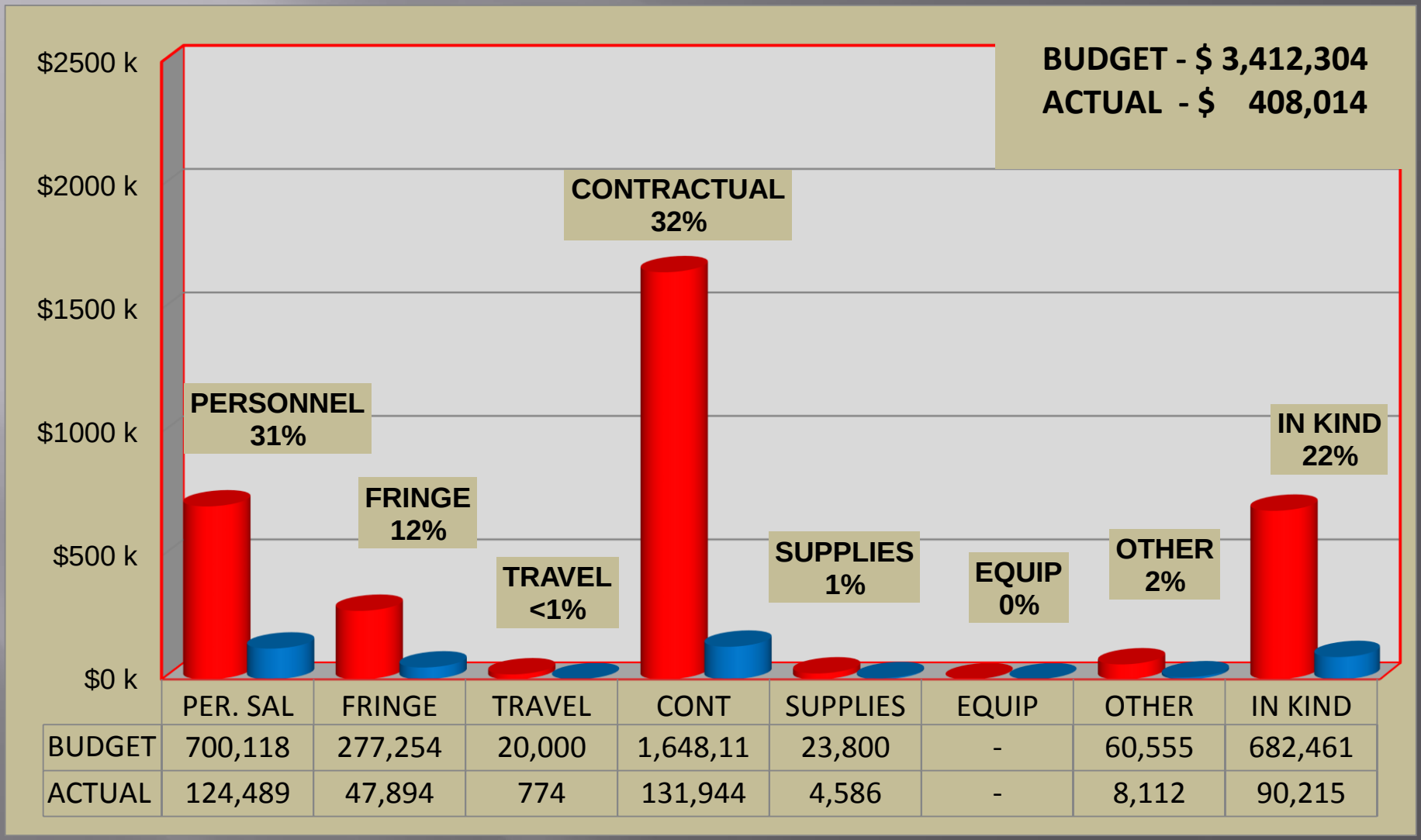
As of September 30, 2017

YTD BUDGET & ACTUAL EXPENDITURES as of 9/30/17

TOTAL BUDGET GY 2017-2018
$ 3,412,304

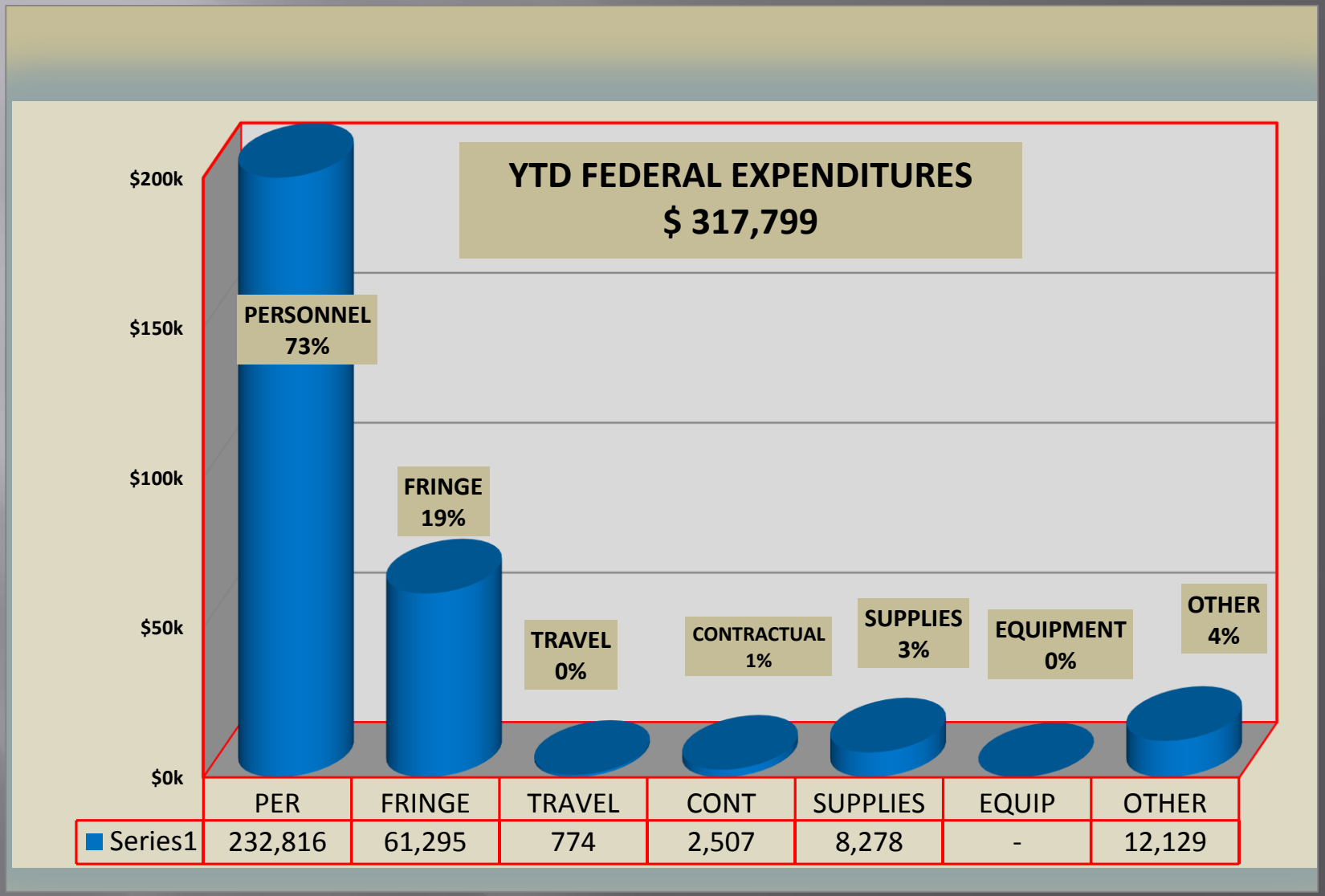


BUDGET TO ACTUAL BY CATEGORY



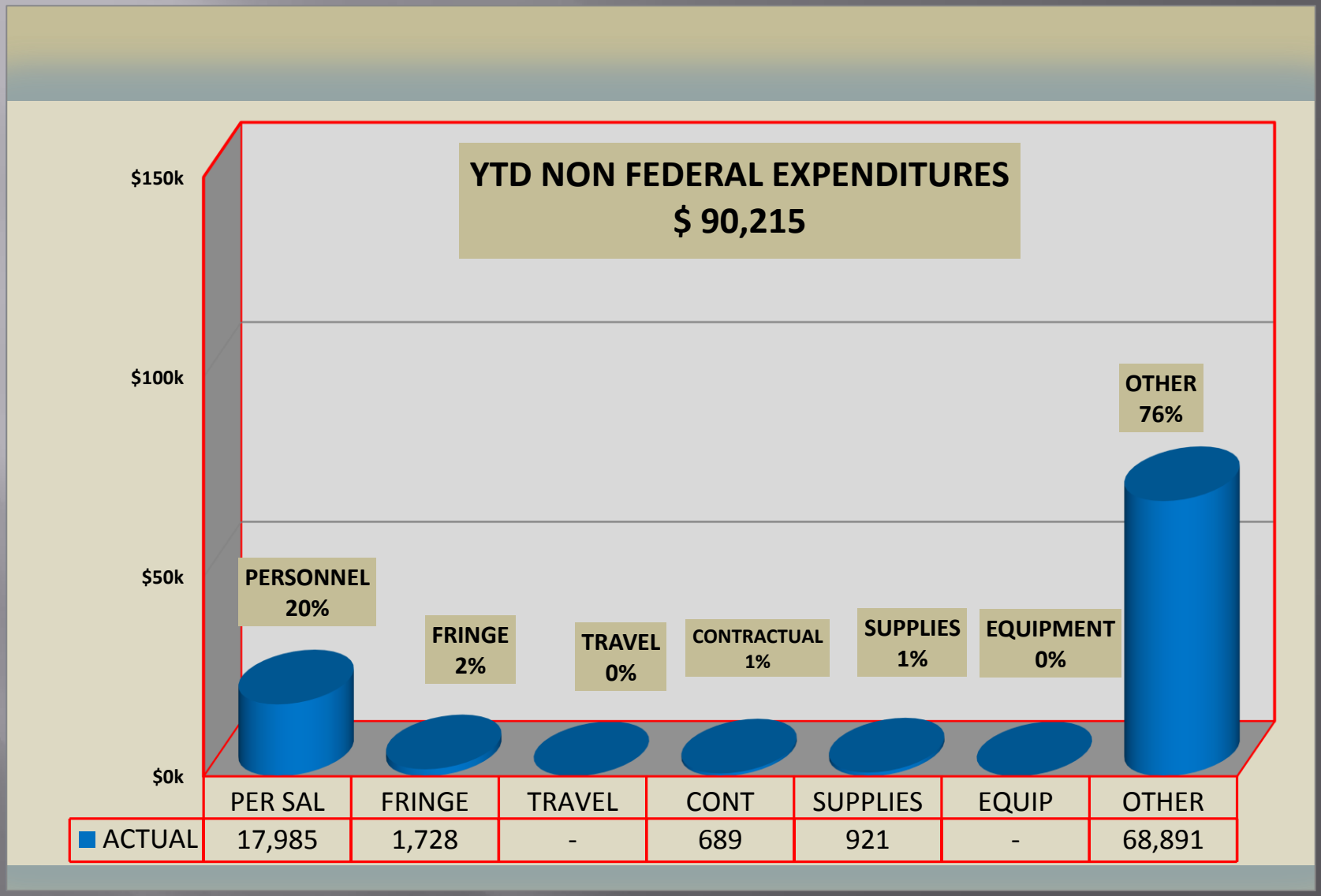
	PER. SAL	FRINGE	TRAVEL	CONT	SUPPLIES	EQUIP	OTHER	IN KIND
BUDGET	700,118	277,254	20,000	1,648,11	23,800	-	60,555	682,461
ACTUAL	124,489	47,894	774	131,944	4,586	-	8,112	90,215

FEDERAL SHARE BY CATEGORY



	PER	FRINGE	TRAVEL	CONT	SUPPLIES	EQUIP	OTHER
Series1	232,816	61,295	774	2,507	8,278	-	12,129

NON FEDERAL SHARE BY CATEGORY



	PER SAL	FRINGE	TRAVEL	CONT	SUPPLIES	EQUIP	OTHER
ACTUAL	17,985	1,728	-	689	921	-	68,891

ACTUAL EXPENDITURS BY PROVIDER

PROVIDER	BUDGET	ACTUAL	% to Budget Used
COSA	$ 681,542	$ 111,104	16%
Training & Technical Assistance	$ 64,800	$ 5,150	8%
SUPPORT SERVICES			
Family Community Support	387,469	71,433	18%
University of Incarnate Word	8,000	-	0%
Total Support Services	$ 395,469	$ 71,433	18%
EDUCATION SERVICES			
Blessed Sacrament Academy	205,856	21,886	11%
Ella Austin Community Center	470,528	41,899	9%
Healy Murphy	411,712	37,965	9%
Inman Christian Center	205,856	13,877	7%
Seton Home	147,040	11,530	8%
YWCA Olga Madrid	147,040	2,955	2%
Total Education Services	$ 1,588,032	$ 130,112	8%
Total Federal	**$ 2,729,843**	**$ 317,799**	**12%**
Non Federal/In Kind	**$ 682,461**	**$ 90,215**	**13%**
Total Federal and Non Federal	**$ 3,412,304**	**$ 408,014**	**12%**

GOVERNING BODY

City of San Antonio

Legislation Details (With Text)

File #:	17-4442
Type:	Staff Briefing - Without Ordinance
In control:	Community Health and Equity Committee
On agenda:	9/28/2017
Title:	Briefing on Head Start Program Items and Fiscal Activities for June 2017. [María Villagómez, Assistant City Manager; Melody Woosley, Director, Department of Human Services]
Sponsors:	
Indexes:	
Code sections:	
Attachments:	1. Attachment A- Head Start and EHS-CCP Policy Packet, 2. Attachment B- June 2017 Program and Fiscal Report

Date	Ver.	Action By	Action	Result

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

Head Start Briefing Item

SUMMARY:

This item presents the following Head Start grants items:

1. Approval of Head Start and Early Head Start-Child Care Partnership Policies

2. Briefing of Head Start and Early Head Start program and fiscal monthly activity for June 2017

BACKGROUND INFORMATION:

The U.S. Department of Health and Human services (HHS) requires recipients of Head Start grants to provide monthly briefings on program and fiscal activities and ongoing training throughout the year to their governing bodies. Additionally, HHS requires governing bodies to approve program policies. The City's Community Health and Equity Committee and the Head Start Policy Council provide shared governance oversight of the City's Head Start grants.

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The Head Start and Early Head Start-Child Care Partnership (EHS-CCP) programs provide early childhood education, family support, and comprehensive support services to eligible children between the ages of six weeks and five years, and to their families.

The Head Start Program serves children at or below the federal poverty line and prioritizes the most vulnerable children, including those with disabilities, experiencing homelessness, and children in the foster care system. The program mission is to prepare children and engage families for school readiness and lifelong success. The program serves 3,020 children: 777 children in the Edgewood Independent School District (EISD) and 2,243 children in the San Antonio Independent School District (SAISD). As the program grantee, the City's Department of Human Services (DHS) provides direct program management, oversight, training and technical assistance, governance, family support and mental wellness services. This comprehensive services approach positively impacts families and holistically addresses the needs of child. DHS also contracts with EISD and SAISD for the provision of educational and disability services, the Metropolitan Health District for dental services, and is procuring a contractor for health services.

The Early Head Start - Child Care Partnership grant provides early childhood education and development for low-income families with infants and toddlers (ages 6 weeks to 35 months). DHS partners with six nonprofit child care centers to expand access to high-quality comprehensive services for 216 low-income infants and toddlers and their families.

Both programs (Head Start and Early Head Start) provide much-needed services to some of the City's most vulnerable students. The Five-Year Strategic Plan Goals are to ensure: (1) children are prepared for kindergarten; (2) families are self-sufficient and know how to support children's school readiness; (3) children are healthy and ready to learn; (4) children have safe environments to learn and thrive; and (5) highly-qualified staff are actively recruited and retained. During the 2017 - 2018 Academic Year, targeted strategies are planned to address improvement of: professional development and retention rates for staff; classroom and facility environments; communication of programmatic success and outcomes; and alignment of goals and data collection with partners.

ISSUE:

The items included in this memorandum provide a briefing and request approval of the Community Health and Equity Committee as follows:

1. Approval of Head Start and Early Head Start-Child Care Partnership Policies. Head Start Program Performance Standards (HSPPS) require the Governing Body to review and approve the Head Start and EHS -CCP policies. The revised policies for the 2017-2018 program year are in compliance with Head Start requirements and were approved by the Head Start Policy Council on July 25, 2017.

2. Briefing of Head Start and Early Head Start program and fiscal monthly activity for June 2017. This item provides a program and fiscal briefing for the month of June 2017. The report includes a status of enrollment, meals served, family and community support, health, education, and fiscal indicators.

ALTERNATIVES:

The review and approval of items included in this memorandum are required for program compliance with HHS rules and regulations for Head Start and Early Head Start programs.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

RECOMMENDATION:

Staff recommends approval of the items included in this memorandum.