

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

Phone: +1 571-429-5982, 393480480#

January 25, 2024

## 2024 Policy Council Executive Officers

Chairperson

Vice Chairperson

Secretary

Treasurer

Parliamentarian

## OFC Head Start Admin Office Contacts

Janet Stewart  
Director

Maasoomah Pouravaz  
PFCE Specialist

### Call to Order (6:30 p.m.)

Ana Salas Montes

### Business Meeting

- Roll Call and Introductions- Maasoomah Pouravaz, PFCE Specialist
- By Laws Introduction- Janet Stewart, Director
- Election of Officers Ana Salas Montes
- Approval of December 2023 Meeting Minutes New Elected Chairperson

### Treasurer's Report

Ana Salas Montes

### Fiscal Reports

David Walker, Fiscal Specialist

- Head Start At-a-Glance for Head Start Early Head Start Birth to Five and Early Head Start Childcare Partnership & Expansion

### Administrative Updates

Janet Stewart, Director

- Program Updates
- Monthly Reports
  - Enrollment Statistics
  - Average Daily Attendance Report
  - USDA Food Reimbursement

### PC Member Updates

Members

### Adjourn

Next meeting – February 22, 2024



### Mission Statement

To ensure that all Head Start/ Early Head Start children ages 0-5 and pregnant women have access to quality childcare, family services and early childhood program.





**Head Start Policy Council Annual Budget Report 2023/2024**  
**Month Ending December 2023**

BUDGET ITEM	2003-2004 BUDGET	July	August	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Expenses YTD	Balance	% Bud. Spent YTD
Child Care	2,000.00	130.00	130.00	-	260.00	-	65.00	-	-	-	-	-	-	585.00	1,415.00	29.3%
Meeting Stipends	1,800.00	180.00	180.00	-	345.00	-	-	-	-	-	-	-	-	705.00	1,095.00	39.2%
Conferences/Training/Activities	6,470.00	-	-	-	-	-	-	-	-	-	-	-	-	-	6,470.00	0.0%
Refreshments	2,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,200.00	0.0%
Stipend Fund - Interview/Other	1,450.00	195.00	135.00	-	420.00	-	-	-	-	-	-	-	-	750.00	700.00	51.7%
Voided Charges	-	30.00	-	-	45.00	-	-	-	-	-	-	-	-	75.00	(75.00)	0.0%
Checking Account Services	360.00	20.41	20.99	20.16	21.63	19.67	22.34	-	-	-	-	-	-	125.20	234.80	34.8%
<b>Total</b>	<b>14,280.00</b>	<b>525.41</b>	<b>465.99</b>	<b>20.16</b>	<b>1,046.63</b>	<b>19.67</b>	<b>87.34</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,165.20</b>	<b>12,114.80</b>	<b>15.2%</b>

Reconciled Beginning Cash Balance as of June 30, 2023 \$ 14,459.24  
Appropriation from Cash Reserves -  
Transfer to PC account -  
Ending Cash Balance \$ 12,369.04

Head Start Policy Council  
 Annual Budget Report 2023/2024  
 Month Ending December 2023

Check Date	Check Number	Payee	AMOUNT	Budget Category
12/14/23	6558	Rhina Ayala	65.00	Child Care 10/26/23
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

Bank Service Charge	22.34	Checking Account Services
<b>Total</b>	<u>\$ 87.34</u>	

<b>Budget Totals</b>	
Child Care	65.00
Meeting Stipend	-
Conferences/Training/Activities	-
Refreshments	-
Voided Charges	-
Stipend Fund - Interview/Other	-
Checking Account Services	22.34
<b>Total</b>	<u>\$ 87.34</u>

CHECKBOOK ACTIVITY

Cash Balance at Beginning of Month 13,751.38  
 Add: Total Receipts For Month (including bank interest)

Subtract: Total Checks and Other Expenses (including bank fees)  
 (144.00)  
 (22.34)

total of checks this month  
 bank service charge  
 check order

Cash Balance at End of Month 13,589.04

BANK ACTIVITY

Ending Balance from Bank Statement 13,589.04  
 Add: Outstanding Deposits (include date of deposit)

total of outstanding deposits

Subtract: Outstanding Checks (include date and check number)

Date of Check	Check No.	Payee	Amount	Exp. Date
11/21/13	4971	Julie Williams	15.00	03/21/14
11/21/13	4972	Pilar Hendulis	15.00	03/21/14
04/24/14	5072	Patrice Salinas	15.00	08/22/14
12/18/14	5209	Estelita Vasquez	15.00	04/17/15
04/24/15	5247	Hisham Hassan	15.00	08/22/15
06/11/15	5279	Yasmin Benavides	15.00	10/09/15
06/11/15	5283	Cristabel Martinez	30.00	10/09/15
06/11/15	5284	Thoraa Hussein	15.00	10/09/15
07/23/15	5295	Thoraa Hussein	15.00	11/02/15
10/22/15	5324	Cristabel Martinez	15.00	02/19/16
04/28/16	5419	Grace Asiedo	15.00	08/26/16
09/22/16	5484	Abebech Nagero	15.00	01/20/17
04/27/17	5603	Robin McMillan	15.00	08/25/17
11/29/18	5856	Jacquelin Marquez	15.00	03/29/19
12/12/18	5866	Michelle Bowser-VOIDED check	-	04/11/19
11/13/18	5844	Bank error, paid \$60 to Rochelle Steele. Check written for \$40.	(20.00)	03/13/19
02/28/19	5889	Crystal Tillman	15.00	06/28/19
03/21/19	5900	Heather Thomas - Lost Check & Rewrite	-	07/19/19
07/25/19	6049	Heather Thomas - Lost Check & Rewrite	-	11/22/19
11/21/19	6007	Anthea Guzman	15.00	03/20/20
11/21/19	6011	Mekonnen Simore	15.00	03/20/20
01/23/20	6025	Abdisalem Aden	15.00	05/22/20
01/23/20	6028	David Aratuo	15.00	05/22/20
02/27/20	6038	Gienna Solobiana	40.00	06/26/20
02/27/20	6043	Britney Hancock	15.00	06/26/20
02/27/20	6045	Keisha Scott	15.00	06/26/20
02/27/20	6052	David Aratuo	15.00	06/26/20
02/27/20	6054	Keisha Scott	15.00	06/26/20
02/27/20	6056	David Aratuo	30.00	06/26/20
03/19/20	6058	David Aratuo	15.00	07/17/20
03/19/20	6062	Keisha Scott	15.00	07/17/20
04/30/20	6077	David Aratuo	15.00	08/28/20
04/30/20	6078	Anthea Guzman	15.00	08/28/20
05/28/20	6084	Keisha Scott	15.00	09/25/20
05/28/20	6090	David Aratuo	15.00	09/25/20
07/30/20	6094	David Aratuo	15.00	11/27/20
09/17/20	6103	David Aratuo	15.00	01/15/21
09/17/20	6105	Romana Akbar	15.00	01/15/21
10/22/20	6109	David Aratuo	15.00	02/19/21
10/22/20	6115	Keisha Scott	15.00	02/19/21
10/22/20	6117	David Aratuo	30.00	02/19/21
11/19/20	6126	Keisha Scott	15.00	03/19/21
11/19/20	6130	Rayan Abdelgader	15.00	03/19/21
01/28/21	6152	Keisha Scott	15.00	05/28/21
02/25/21	6159	Fatha Abderraziq	15.00	06/25/21
02/25/21	6160	Sheku Barigra	15.00	06/25/21
03/20/21	6171	Tanya Blackburn	15.00	07/19/21
03/20/21	6175	Fatha Abderraziq	15.00	07/18/21
03/25/21	6176	Fatha Abderraziq	15.00	07/23/21
04/07/21	6192	David Aratuo	15.00	08/05/21
04/22/21	6200	David Aratuo	15.00	08/20/21
04/22/21	6203	Omar Mohamed	15.00	08/20/21
05/27/21	6210	David Aratuo	15.00	09/24/21
05/27/21	6213	Surda Layalu	15.00	09/24/21
06/24/21	6221	David Aratuo	15.00	10/22/21
08/19/21	6241	David Aratuo	15.00	12/17/21
09/24/21	6252	David Aratuo	15.00	01/22/22
10/29/21	6284	David Aratuo	15.00	02/25/22
11/18/21	6275	Omar Mohamed	15.00	03/18/22
12/16/21	6288	David Aratuo	15.00	04/15/22
12/16/21	6291	Omar Mohamed	15.00	04/15/22
02/24/22	6312	Fayrouze Charane	15.00	06/24/22
04/28/22	6335	Doaa Hassan Mohammed	15.00	08/26/22
04/28/22	6337	Fayrouze Charane	15.00	08/26/22
04/28/22	6340	Rima Alshawkani	60.00	08/26/22
05/26/22	6345	Sharfe McDaniel	15.00	09/23/22
05/26/22	6347	Shayna Brunson	15.00	09/23/22
06/23/22	6357	Shayna Brunson	15.00	10/21/22
06/23/22	6359	Rose Addy	15.00	10/21/22
06/29/22	6364	Shayna Brunson	30.00	10/27/22
10/10/22	6369	Sharfe McDaniel	15.00	02/07/23
10/10/22	6370	Shayna Brunson	15.00	02/07/23
10/10/22	6375	Sharfe McDaniel	15.00	02/07/23
10/10/22	6376	Shayna Brunson	15.00	02/07/23
10/10/22	6382	Sharfe McDaniel	15.00	02/07/23
10/10/22	6389	Sharfe McDaniel	15.00	02/07/23
10/10/22	6391	Naisha Garrett	15.00	02/07/23
10/10/22	6392	Doaa Hassan Mohammed	15.00	02/07/23
11/16/22	6403	Shayna Brunson	15.00	03/16/23
12/19/22	6415	Bamaa Dvorakova	15.00	04/18/23
12/19/22	6417	Rashah Aidy	15.00	04/18/23
12/19/22	6429	Doaa Hassan Mohammed	15.00	04/18/23
02/13/23	6439	Doaa Hassan Mohammed	45.00	06/13/23
03/07/23	6456	Menetta Smith	15.00	07/05/23
03/07/23	6459	Smahir Abdalqali	15.00	07/05/23
03/24/23	6471	Menetta Smith	15.00	07/22/23
03/24/23	6472	Doaa Hassan Mohamed	15.00	07/22/23
03/24/23	6475	Kiara Osorio	15.00	07/22/23
04/24/23	6477	Bamaa Dvorakova	15.00	08/22/23
04/24/23	6485	Doaa Hassan Mohamed	15.00	08/22/23
05/25/23	6496	Doaa Hassan Mohammed	15.00	08/22/23
07/27/23	6511	Bayamaa Tserendorj	15.00	11/24/23
08/24/23	6535	Bayamaa Tserendorj	15.00	12/22/23
10/26/23	6542	Bamaa Dvorakova	15.00	02/23/24
10/26/23	6545	Smahir Abdalqali	15.00	02/23/24
10/26/23	6548	Bamaa Dvorakova	15.00	02/23/24

(1,460.00)  
 12,129.04

total of outstanding checks

Ending Reconciled Balance (should match check register)



# Head Start At-a-Glance



## FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS Items Requiring Governance Review and Approval

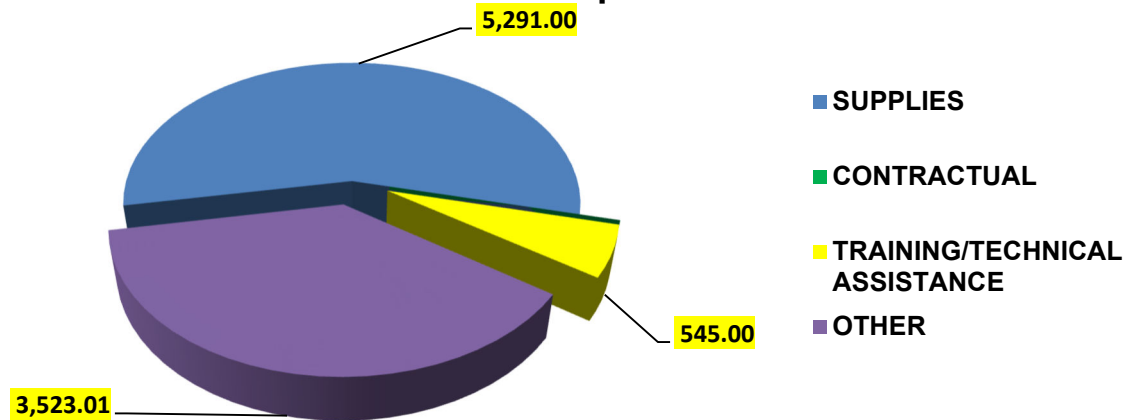
### PPC FISCAL Action Items

FY 2024 Budget Review  
PPC Budget Training- 2/15/2024 6pm to 8pm Microsoft Teams  
2025 Funding Guidance Letter

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of December 31, 2023

Credit Card Expense Summary (Activity for December 2023) - **\$9,359.01**

### Credit Card Expenses



### Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,451,267.00	\$ 5,436,022.00	\$ 170,313.00	\$ 11,057,602.00
YTD Actual	2	\$ 2,332,448.47	\$ 2,319,518.93	\$ 44,996.46	\$ 4,696,963.86
Encumbrances	3	\$ 461,437.99	\$ 351,165.34	\$ -	\$ 812,603.33
Budget Remaining	4	\$ 2,657,380.54	\$ 2,765,337.73	\$ 125,316.54	\$ 5,548,034.81
Percent Spent YTD	5	42.79%	42.67%	26.42%	42.48%

NON-FEDERAL SHARE MATCH (NFS)				
Description	#	Head Start (HS)	Early Head Start (EHS)	Total
NFS Match Required Amount	6	\$ 1,362,817.00	\$ 1,359,006.00	\$ 2,721,823.00
YTD Actual	7	\$ 404,908.79	\$ 801,782.76	\$ 1,206,691.55
(Over)/ Under Required Amount	8	\$ 957,908.21	\$ 557,223.24	\$ 1,515,131.45

### NOTES:

- A – Program Year – FY24: July 1, 2023, through June 30, 2024
- B – # of children = 714 Total Federally Funded Enrollment (HS & EHS: reminder CCP was consolidated into HS/EHS grant)
- C – Purchase orders for HiHo have been reallocated from the local fund. Expenditures exclude advance payments to HiHo.
- D – All programs participate in the USDA Child and Adult Care Food Program. However, only the food costs for Greater Mount Vernon are reflected in this report. Family Child Care partners and delegates have separate agreements with USDA and food costs are reimbursed and reported separately.
- E – Federal Budget includes the 5.60% Cost of Living Adjustment (COLA) and Quality Improvement (QI) funds.

December 2023

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitme	Commitment item name	Amount to be	Text
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	1,019.16	AMZN MKTP US*G7311272023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	(129.99)	AMZN MKTP US 11292023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	(129.99)	AMZN MKTP US 11292023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	51.33	AMAZON.COM*AG4MV11292023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	36.95	SHOPPERS FOOD / 11302023XXXXXXXXXX497762
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	124.99	AMZN MKTP US*FJ611302023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	35.69	AMAZON.COM*N91I011302023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 12012023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 12012023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 12012023XXXXXXXXXX399671
2024	6	12/04/2023	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 12012023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	1,404.25	EL PASO MEXICAN 12042023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	125.00	FSP*COUNCIL FOR 12042023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12042023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12042023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	278.00	AMAZON.COM*RV7XS12042023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	90.98	AMAZON.COM*6P90X12042023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12052023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12052023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	36.98	AMZN MKTP US*7P912052023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	202.42	AMZN MKTP US*0Z412052023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	22.46	SHOPPERS FOOD / 12052023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	112.32	WAL-MART #2258 12052023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	29.99	AMZN MKTP US*M1812052023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	203.04	AMAZON.COM*4W1NZ12052023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	24.35	AMZN MKTP US*QK512052023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12062023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	82.10	AMZN MKTP US*9O612062023XXXXXXXXXX497762
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	238.70	AMAZON.COM*PL5FO12062023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	40.00	NAFCC 12072023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	418.24	AMAZON.COM*5L4H812082023XXXXXXXXXX399671
2024	6	12/11/2023	400-C40045	G797910001	544540	Credit Card Expense	149.96	AMAZON.COM*3X01W12082023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	18.85	WAL-MART #2258 12112023XXXXXXXXXX497762
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	104.34	AMAZON.COM*5O0IY12112023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	138.13	AMAZON.COM*KZ62J12112023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	269.97	AMZN MKTP US*AV112112023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	55.46	AMAZON.COM*6A2RH12112023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	154.70	AMZN MKTP US*CO512122023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*U7812132023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*FG612132023XXXXXXXXXX399671
2024	6	12/18/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*TQ512142023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	101.96	OFFICE DEPOT #3312182023XXXXXXXXXX497762
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	327.78	AMZN MKTP US*3I012182023XXXXXXXXXX399671

2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	145.26	AMAZON.COM*RW39R12182023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	242.32	AMZN MKTP US*KJ712182023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	73.98	AMZN MKTP US*LU712182023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	77.98	AMZN MKTP US*ZJ012192023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	55.96	AMAZON.COM*2O50712192023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	44.99	AMAZON.COM*S048W12202023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*HZ212202023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	775.00	TST* ROYAL RESTA12202023XXXXXXXXXX497762
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	27.73	UNITED LANGUAGE 12202023XXXXXXXXXX497762
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	465.62	EL PASO MEXICAN 12212023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	179.07	AMAZON.COM*QR6BR12202023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	791.00	MCALISTER'S DELI12202023XXXXXXXXXX497762
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	35.99	AMZN MKTP US*ID312212023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	35.15	AMZN MKTP US*A1412212023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	35.99	AMZN MKTP US*67512212023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	38.24	WAL-MART #2258 12222023XXXXXXXXXX497762
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	8.04	WAL-MART #5880 12222023XXXXXXXXXX399671
2024	6	12/27/2023	400-C40045	G797910001	544540	Credit Card Expense	20.65	WAL-MART #5880 12222023XXXXXXXXXX399671

**Total**

**9,359.01**

## Walker, David

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**Subject:** PC Budget Training  
**Location:** Microsoft Teams Meeting

**Start:** Thu 2/15/2024 6:00 PM  
**End:** Thu 2/15/2024 8:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Pouravaz, Maasoomeh

**Required Attendees:** Pouravaz, Maasoomeh; Elizabeth King; Monica Jones; RAYAN ABDELGADER; Farima Nazary; Jeanne Armstrong; Audriana Pickett; ELIZABETH BENSON; Ana Salas Montes; SHAWNAYE DAILEY; ROSE ADDY; Rasikhah Addy; DOAA HASSAN MOHAMMED; Qurat Ann; Walker, David

**Optional Attendees:** Wolfe, Kevin; Park, Sa Ra

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## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 279 449 953 142

Passcode: kDsQda

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 571-429-5982,,139775096#](#) United States, Arlington

Phone Conference ID: 139 775 096#

[Find a local number](#) | [Reset PIN](#)



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

January 03, 2024

**Grant No. 03CH012068**

**Dear Head Start Grant Recipient:**

An application for funding for the upcoming budget period must be submitted by April 1, 2024.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$5,381,693	\$5,333,116
Training and Technical Assistance	\$69,574	\$102,906
<b>Total Funding</b>		<b>\$10,887,289</b>

Program	Head Start	Early Head Start
Federal Funded Enrollment	434	280

**Period of Funding: 07/01/2024 - 06/30/2025**

### **Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

*Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Tamara Mattier, Head Start Program Specialist, at 215-861-4066 or [Tamara.Mattier@acf.hhs.gov](mailto:Tamara.Mattier@acf.hhs.gov) or Joani Hart, Grants Management Specialist, at 214-767-6241 or [joani.hart@acf.hhs.gov](mailto:joani.hart@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

### **Program Improvement (One-Time) Requests**

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Program improvement requests are prioritized and funded based on funding availability, and may require additional time before a final decision. For questions regarding program improvement needs and requests, please contact the regional office.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Desmond Clayton/

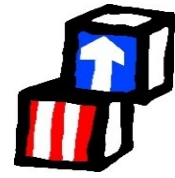
Desmond Clayton  
Regional Program Manager  
Office of Head Start



# Monthly Enrollment Statistics

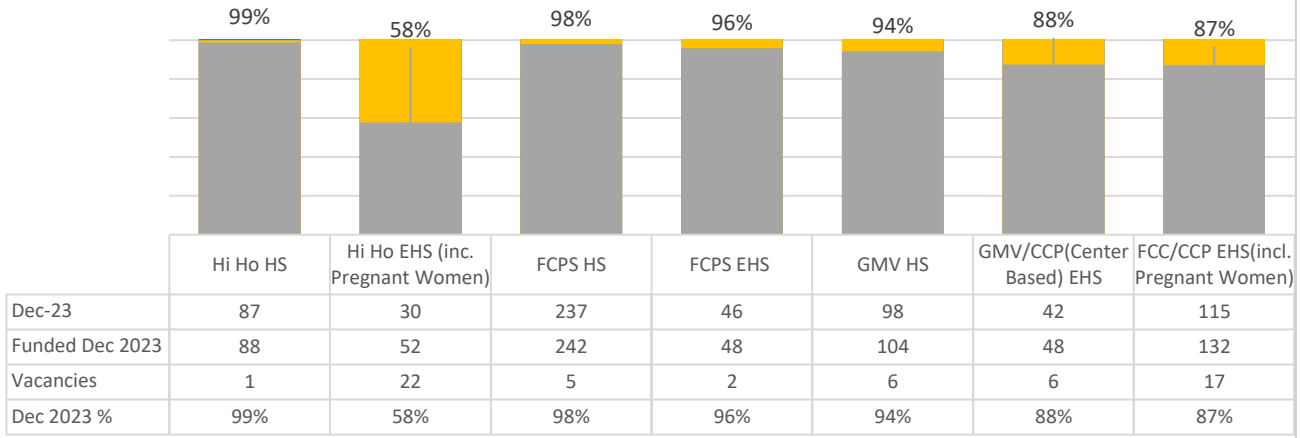
Month ending December 31, 2023

presented to the Policy Council

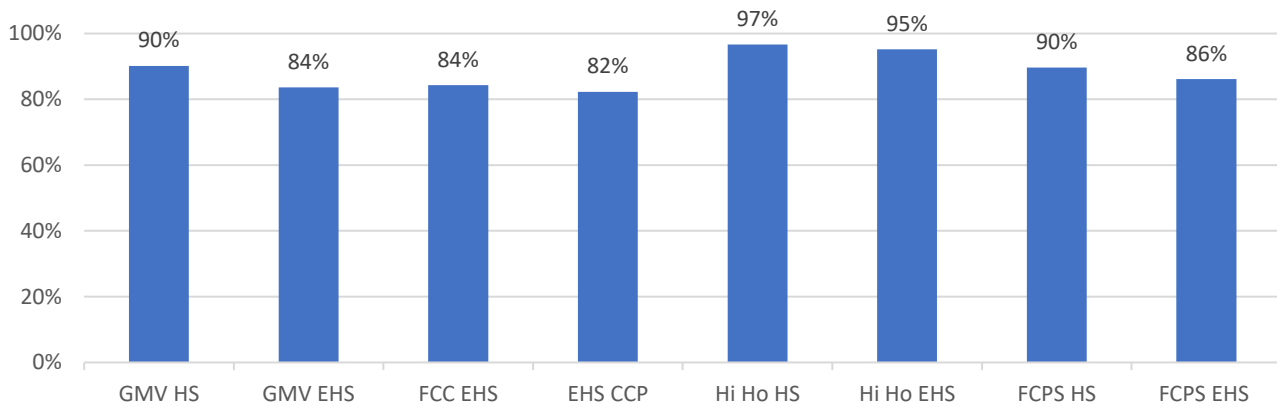


## Actual Enrollment vs. Funded Enrollment

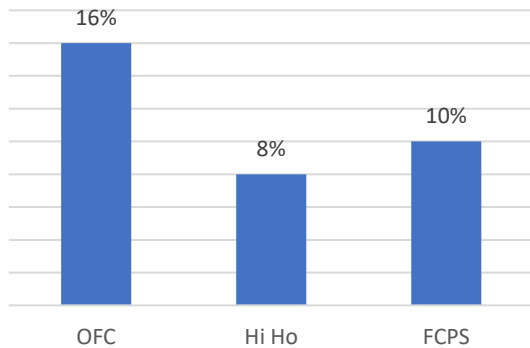
End of month report - includes vacancies of less than 30 days



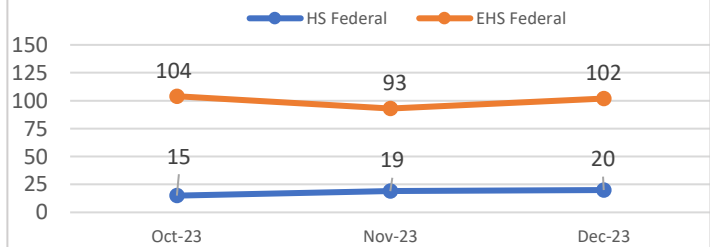
## Average Daily Attendance for the Month



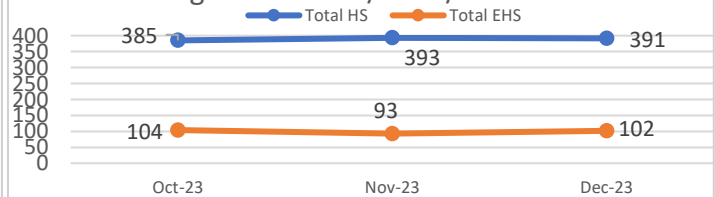
## Children Served with Disabilities (IEP or IFSP)



## Waiting List: PY23-24 Federal Children



## Waiting List: Federal/Local/VPI Children





Fairfax County Office for Children Head Start Program  
Greater Mount Vernon Meal Count and Attendance Report

**December 2023 GMV USDA Meal Count and Attendance Report**

**Days of Operation:** 11 days of service

**Total Child Participation:** 168

**Total Meals Served:** 4,647

**Breakfast:** 1,535

**Lunch:** 1,559

**Snack:** 1,553

**Total Cost of Food:** \$ 26,314.80

**Report prepared by:**

*Marelisa González*

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Marelisa González, MPH, RDN, LDN  
Nutrition Specialist

**January 18th, 2024**