

# FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

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

June 27, 2024

Qurat Ul Ain Butt- Parliamentarian

**2024**

## **Policy Council Executive Officers**

Elizabeth Benson  
*Chairperson*

Jeanne Armstrong  
*Vice Chairperson*

Audriana Pickett  
*Secretary*

Ana Salas Montes  
*Treasurer*

Qurat Ul Ain Butt  
*Parliamentarian*

## **OFC Head Start Admin Office Contacts**

Janet Stewart  
*Director*

Maasoomeh Pouravaz  
*PFCE Specialist*

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

### **Business Meeting**

- Roll Call and Introductions-
- Approval of May Meeting Minutes

### **Personnel Approval**

### **Seating a new member**

### **Treasurer's Report**

### **Fiscal Reports**

- Head Start At-a-Glance for Head Start Early Head Start Birth to Five

### **Administrative Updates**

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

### **Family Engagement Presentation**

### **PC Member Updates**

### **Adjourn**

*Next meeting – July 25, 2024, at Higher Horizon*

### **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.*

Elizabeht Benson- Chairperson

Elizabeth Benson-Chairperson

Elizabeth Benson-Chairperson

Ana Salas Montes

David Walker, Fiscal Specialist

Janet Stewart, Director

Maasoomeh Pouravaz

Members



PC Report April 2024

Check Date	Check Number	Payee	AMOUNT	Budget Category
04/25/24	6688	Rhina Ayala	65,00	Childcare PC Meeting April
04/26/24	6689	Chinito Giddings	65,00	Childcare PC Meeting April
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

Bank Service Charge 22,30 Checking Account Services

**Total** \$ 152,30

**Budget Totals**

Child Care 130,00  
 Meeting Stipend -  
 Conferences/Training/Activities -  
 Refreshments -  
 Voided Charges -  
 Stipend Fund - Interview/Other -  
 Checking Account Services 22,30  
**Total** \$ 152,30

<u>CHECKBOOK ACTIVITY</u>				
<b>Cash Balance at Beginning of Month</b>				12,737.55
Add: Total Receipts For Month <i>(including bank interest)</i>				
			+	-
			+	-
Subtract: Total Checks and Other Expenses <i>(including bank fees)</i>				
			-	(65.00)
				(20.19)
				-
			-	
<b>Cash Balance at End of Month</b>			=	12,652.36
<u>BANK ACTIVITY</u>				
<b>Ending Balance from Bank Statement</b>				12,652.36
Add: Outstanding Deposits <i>(include date of deposit)</i>				
			+	
				<i>total of outstanding deposits</i>
Subtract: Outstanding Checks <i>(include date and check number)</i>				
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 Hendulls	15.00	03/21/14
04/24/14	5072	Patricia Salinas	15.00	08/22/14
12/18/14	5209	Estella 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	Thoraia Hussein	15.00	10/09/15
07/23/15	5295	Thoraia Hussein	15.00	11/20/15
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 Negero	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 & Rewritten	-	07/19/19
07/25/19	5949	Heather Thomas - Lost Check & Rewritten	-	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	Glenda Solorzana	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	Fatiha Abderraziq	15.00	06/25/21
02/25/21	6160	Sheku Bangura	15.00	06/25/21
03/20/21	6171	Tanya Blackburn	15.00	07/18/21
03/20/21	6175	Fatiha Abderraziq	15.00	07/18/21





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

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	-	130.00	-	-	-	130.00	65.00	-	845.00	1,155.00	42.3%
Meeting Stipends	1,800.00	180.00	180.00	-	345.00	-	-	-	540.00	-	-	-	-	1,245.00	555.00	69.2%
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	-	-	-	285.00	-	-	-	-	1,035.00	415.00	71.4%
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	20.06	19.56	19.57	22.30	20.19	-	226.88	133.12	63.0%
<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>152.34</b>	<b>20.06</b>	<b>844.56</b>	<b>19.57</b>	<b>152.30</b>	<b>85.19</b>	<b>-</b>	<b>3,351.88</b>	<b>10,928.12</b>	<b>23.5%</b>

Reconciled Beginning Cash Balance as of June 30, 2023 \$ 14,459.24  
 Appropriation from Cash Reserves -  
 Transfer to PC account -  
 Ending Cash Balance \$ 11,182.36



# Head Start At-a-Glance



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

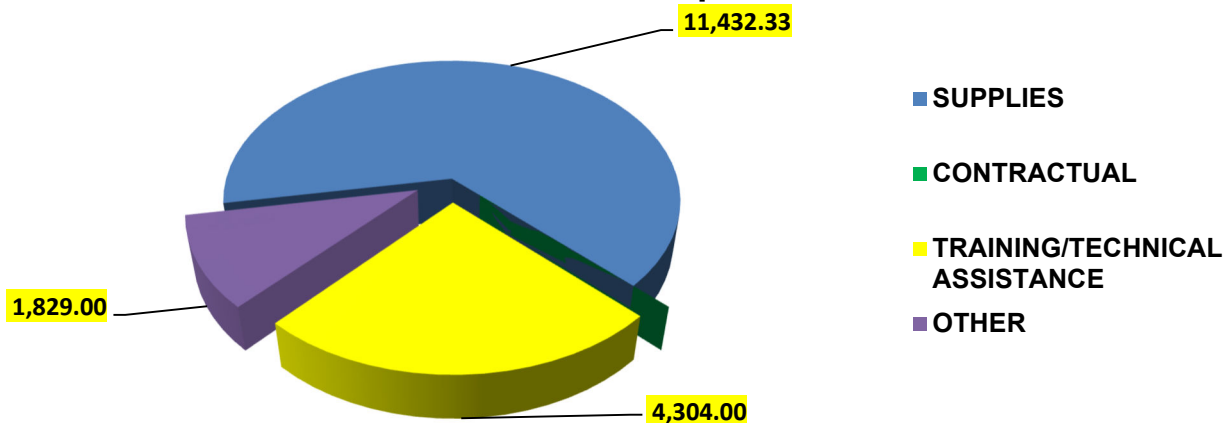
### PPC FISCAL Action Items

- FY 2024 Budget Review
- FY 2025 COLA Funding Guidance Letter

### REQUIRED FISCAL REPORTING YTD Expenditure Report as of May 31, 2024

Credit Card Expense Summary (Activity for May 2024) - **\$17,565.33**

### 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
<b>YTD Actual</b>	<b>2</b>	<b>\$4,684,967.64</b>	<b>\$4,641,234.30</b>	<b>\$154,936.34</b>	<b>\$ 9,481,138.28</b>
<b>Encumbrances</b>	<b>3</b>	<b>\$ 273.45</b>	<b>\$ 113,347.90</b>	<b>\$ -</b>	<b>\$ 113,621.35</b>
Budget Remaining	4	\$ 766,025.91	\$ 681,439.80	\$ 15,376.66	\$ 1,462,842.37
Percent Spent YTD	5	85.94%	85.38%	90.97%	85.74%

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
<b>YTD Actual</b>	<b>7</b>	<b>\$ 1,362,817.00</b>	<b>\$ 1,359,006.00</b>	<b>\$ 2,721,823.00</b>
(Over)/ Under Required Amount	8	\$ -	\$ -	\$ -

### 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.

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment	Commitment item name	Amount to be c	Text
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	203.64	THE HOME DEPOT #04292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	19.92	THE HOME DEPOT #04292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	274.24	AMAZON.COM*QY7RY04292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	595.46	SP MUNCHKIN-US 04292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	2,217.26	AMZN MKTP US*EQ304292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	149.15	AMZN MKTP US*2T604292024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	34.96	HOMEDEPOT.COM 05012024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	16.08	HOMEDEPOT.COM 05012024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 05012024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	150.00	PAYPAL *CATHOLIC05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	179.98	HOMEDEPOT.COM 05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	33.94	THE HOME DEPOT #05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	135.76	THE HOME DEPOT #05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	28.00	HOMEDEPOT.COM 05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	425.00	FSP*COUNCIL FOR 05022024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	13.01	HOMEDEPOT.COM 05032024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	(17.94)	THE HOME DEPOT #05032024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	47.31	AMZN MKTP US*U8805022024XXXXXXXXXX497762
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	221.29	AMAZON.COM*RZ5X505032024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	63.98	AMZN MKTP US*SN005032024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 05032024XXXXXXXXXX399671
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	5.99	AMZN MKTP US*MH705032024XXXXXXXXXX497762
2024	11	05/06/2024	400-C40045	G797910001	544540	Credit Card Expense	96.51	AMAZON.COM*JR86H05032024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	908.59	AMZN MKTP US*UH705062024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	41.95	AMZN MKTP US*S6205062024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	196.32	SCHOOL HEALTH C005062024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	83.85	AMZN MKTP US*HT605062024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	208.59	AMAZON.COM*LO2DZ05062024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	(176.31)	AMAZON.COM 05062024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	111.51	GIANT 0760 05072024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	72.98	WAL-MART #2258 05072024XXXXXXXXXX497762
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	404.00	ACADEMY_CDR.ACEN05072024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	(33.94)	THE HOME DEPOT #05102024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	33.94	THE HOME DEPOT #05102024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	33.94	THE HOME DEPOT #05102024XXXXXXXXXX399671
2024	11	05/13/2024	400-C40045	G797910001	544540	Credit Card Expense	39.98	AMZN MKTP US*01205092024XXXXXXXXXX497762
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*HC405132024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	110.64	AMAZON.COM*IA8N705132024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	685.00	NASN 05142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	71.38	AMZN MKTP US*0X105142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	75.98	AMAZON.COM*V47MB05142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	70.38	AMAZON.COM*AU8TV05142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	125.00	GIANT 0760 05142024XXXXXXXXXX497762
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*2F905142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	149.28	AMZN MKTP US*R1805142024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	21.96	AMAZON.COM*X17A05152024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	96.33	AMAZON.COM*NN4PP05162024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	64.60	AMAZON.COM*587JU05162024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	226.86	AMZN MKTP US*6D505162024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	150.32	AMZN MKTP US*G5405162024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	95.90	AMZN MKTP US*VA305172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	281.24	AMAZON.COM*8Q3K105172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	362.34	AMAZON.COM*4E5YL05172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	112.74	AMAZON.COM*3I20I05172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	119.02	AMAZON.COM*FD60X05172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	137.98	AMZN MKTP US*NL805172024XXXXXXXXXX399671
2024	11	05/20/2024	400-C40045	G797910001	544540	Credit Card Expense	231.96	AMZN MKTP US*IQ405172024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	273.82	LEDO PIZZA - ALE05202024XXXXXXXXXX497762
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	381.40	WAL-MART #5880 05202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	49.88	W.M.SUPERCENTER #05202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	565.00	BT LITTLE PERU I05202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	44.98	AMZN MKTP US*7Z005202024XXXXXXXXXX497762
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*CT705202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*X6405202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	509.50	AMAZON.COM*NL1K05202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*Y7605202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	276.70	AMAZON.COM*DN4JN05202024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	227.64	AMAZON.COM*GJ4IM05212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	215.83	AMZN MKTP US*EX305212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	363.59	WAL-MART #5880 05212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	299.61	AMZN MKTP US*B6205212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	247.04	AMZN MKTP US*EI405212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*15905212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	71.98	AMZN MKTP US*6M405212024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	2,550.00	NVCC WFD 05222024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	818.01	PANERA BREAD #6005222024XXXXXXXXXX399671
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	79.96	AMZN MKTP US*9R50522024XXXXXXXXXX497762
2024	11	05/28/2024	400-C40045	G797910001	544540	Credit Card Expense	60.66	DOMINO'S 4345 05242024XXXXXXXXXX399671



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

May 16, 2024

**Grant No. 03CH012068**

**Dear Head Start Grant Recipient,**

The Further Consolidated Appropriations Act, 2024, contains an increase for Head Start of \$275 million over the Fiscal Year (FY) 2023 level for a cost-of-living adjustment (COLA). The COLA supports a 2.35 percent adjustment above FY 2023 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, and delegate agency or other partners providing direct services.

The following table reflects the COLA increase(s) available for FY 2024.

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Cost-of-Living Adjustment (COLA)	\$126,470	\$125,328
<b>Total Funding</b>		<b>\$251,798</b>

Please note, this permanent increase is effective at the start of the FY 2024 budget period and is retroactive if this period has already commenced. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each program **must** be applied accordingly.

**Application Submission Requirements/Notice of Award (NoA)**

Recipients that have already submitted a FY 2024 non-competing new (NCN) or non-competing continuation (NCC) application **are not** required to submit a COLA supplemental request. Each recipient will receive a Notice of Award for an amount proportionate to the COLA increase appropriated by Congress. The table above reflects the increase(s) added to your FY 2024 base levels.

Recipients that have not yet submitted their FY 2024 NCN or NCC application must include their COLA allocation in the annual application.

For additional information on the allowable uses of COLA funding, refer to Program Instruction ACF-OHS-PI-24-02.

**Required Use of COLA Funds**

Recipients are required to ensure COLA funds are applied as follows:

- A permanent increase to the pay scale of no less than the required 2.35 percent adjustment for each Head Start/Early Head Start (including EHS-CCP) position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The provision of a no less than 2.35 percent increase to all delegate agencies and partners providing direct services;
- Ensure increases are applied retroactively to the start of the FY 2024 budget period including distributing funds to affected employees, if applicable;
- Any remaining amount following the required 2.35 percent increase to the Head Start pay scale, and delegate agencies and partners, may be applied to fringe benefits, and other costs necessary to operate the program.

***Recipients must maintain documentation to justify applying differential COLA adjustments to pay scales and/or to delegate agencies and partners.***

### **Other Uses or Declination of COLA Funds**

Recipients planning to use COLA funds for any purpose other than as required above, must submit a budget revision amendment for consideration in the Head Start Enterprise System (HSES) no later than thirty (30) days from the issuance date of the Notice of Award.

If any portion of the funding identified above will not be needed, a statement regarding this decision must be submitted through HSES Correspondence no later than thirty (30) days from the issuance date of the Notice of Award. The subject line of the HSES Correspondence should read –“[recipient grant number] [recipient name] –declination of [all or portion] COLA funds”. Please note, this declination must be signed by the Board Chair. As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.

### **Non-Federal Match**

The requirements of Sec. 640(b) of the Head Start Act are applicable to COLA funding increases. Any previously approved non-federal match waivers for a recipient’s FY 2024 budget period will apply to the entire budget, including COLA. The non-federal match requirement will be reduced proportionally.

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

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 through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include, but are not limited to, facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Requests are prioritized and funded based on funding availability and may require additional time before a final decision is made. For questions regarding program improvement needs and requests, please contact your regional office.

For any questions or assistance, 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 Mary Sankar, Grants Management Specialist, at 202-260-7441 or [mary.sankar@acf.hhs.gov](mailto:mary.sankar@acf.hhs.gov).

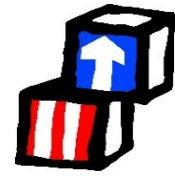
Sincerely,

The Office of Head Start



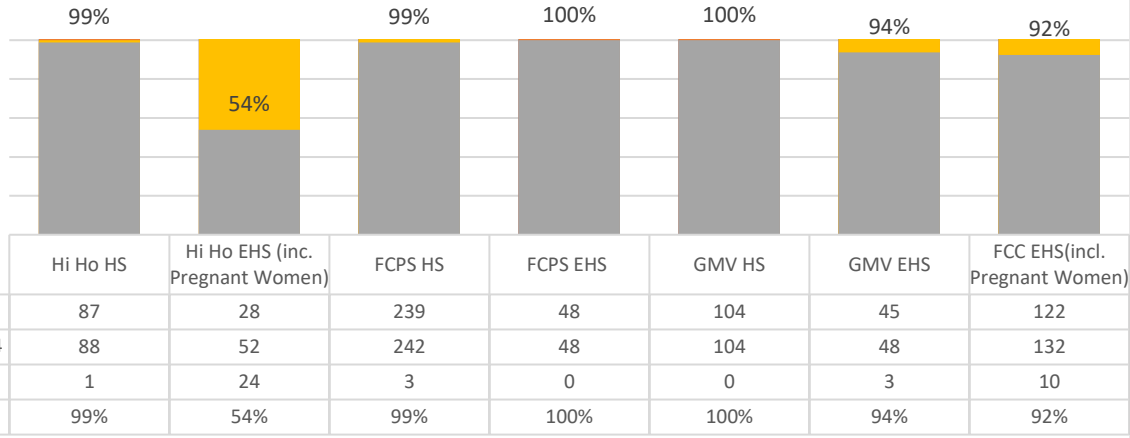
# Monthly Enrollment Statistics

Month ending May 31, 2024  
presented to the Policy Council

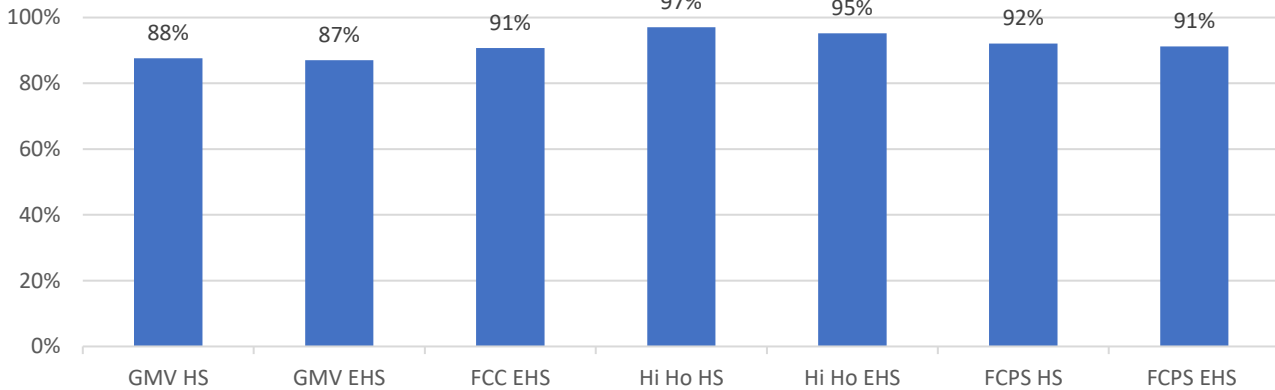


## Actual Enrollment vs. Funded Enrollment

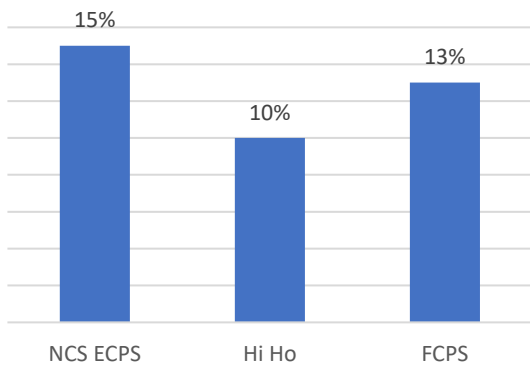
End of month report - includes vacancies of less than 30 days



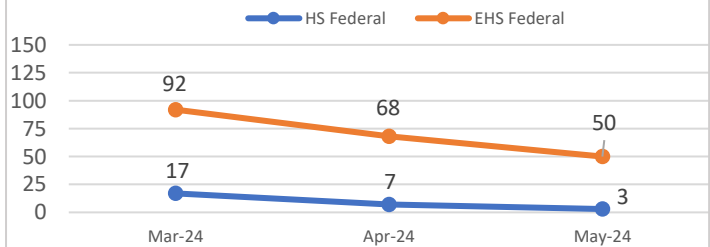
## Average Daily Attendance for the Month



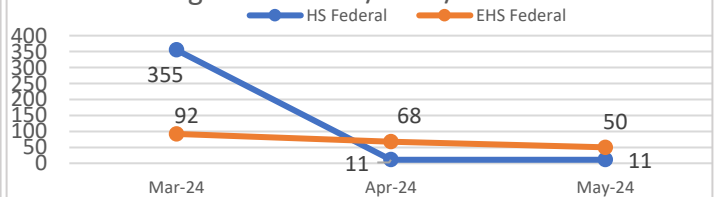
## Children Served with Disabilities (IEP or IFSP)



## Waiting List: PY23-24 Federal Children



## Waiting List: Federal/Local/VPI Children





## Fairfax County Early Childhood Program Services

### Head Start Program

#### USDA, CACFP's Meal Count and Attendance Report Greater Mount Vernon Centers May 2024

Days of Operation: 20 days of service

Total Child Participation: 201

Total Meals Served and Claimed: 10,128

Breakfast: 3,312

Lunch: 3,365

Snack: 3,451

Total Cost of Food: \$46,220.99

Report prepared by:

*Marelisa González*

---

Marelisa González, MPH, RDN, LDN  
Nutrition Specialist

June 20th, 2024