

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#
Phone: +1 571-429-5982, 393480480#
March 28, 2024

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.)

Qurat Ul Ain Butt- Parliamentarian

Business Meeting

Elizabeht Benson- Chairperson

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

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

Refunding Application Approval

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 – April 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.



CHECKBOOK ACTIVITY

Cash Balance at Beginning of Month	13,503.98
Add: Total Receipts For Month <i>(including bank interest)</i>	+ -
	+ -
Subtract: Total Checks and Other Expenses <i>(including bank fees)</i>	- -
	- -
	- -
Cash Balance at End of Month	= 13,484.42

*total of checks this month
bank service charge
check order*

BANK ACTIVITY

Ending Balance from Bank Statement	13,484.42
Add: Outstanding Deposits <i>(include date of deposit)</i>	+ -

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 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
03/25/21	6176	Fatiha 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	Surdai 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
10/28/21	6264	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 Mohamed	15,00	08/26/22
04/28/22	6337	Fayrouze Chanane	15,00	08/26/22
04/28/22	6340	Rima Alshawkani	60,00	08/26/22
05/26/22	6345	Shart'e 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	Shart'e McDaniel	15,00	02/07/23
10/10/22	6370	Shayna Brunson	15,00	02/07/23
10/10/22	6375	Shart'e McDaniel	15,00	02/07/23
10/10/22	6376	Shayna Brunson	15,00	02/07/23
10/10/22	6382	Shart'e McDaniel	15,00	02/07/23
10/10/22	6389	Shart'e 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	Rasikhah Addy	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 Abdalgail	15,00	07/05/23
03/24/23	6471	Menetta Smith	15,00	07/22/23
03/24/23	6472	Doaa Hassan Mohaned	15,00	07/22/23
03/24/23	6475	Kiara Ososrio	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	09/22/23
07/27/23	6511	Bayarmaa Tserendorj	15,00	11/24/23
08/24/23	6535	Bayarmaa Tserendorj	15,00	12/22/23
10/26/23	6542	Bamaa Dvorakova	15,00	02/23/24
10/26/23	6545	Smahir Abdalgail	15,00	02/23/24
10/26/23	6548	Bamaa Dvorakova	15,00	02/23/24
02/28/24	6560	Susan Alward	45,00	06/27/24
02/28/24	6561	Salamatu Bangura	30,00	06/27/24
02/28/24	6562	Bayarmaa Tserendorj	15,00	06/27/24
02/28/24	6563	Ana Yamara	15,00	06/27/24
02/28/24	6564	Zaib Zubair	30,00	06/27/24
02/28/24	6565	Hayat Berhanu Sisay	30,00	06/27/24
02/28/24	6566	Nicole Tapia	30,00	06/27/24
02/28/24	6567	Mennetta Smith	30,00	06/27/24

Last Update February 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	-	-	-	-	-	-	650.00	1,350.00	32.5%
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	-	-	-	-	164.82	195.18	45.8%
Total	14,280.00	525.41	465.99	20.16	1,046.63	19.67	152.34	20.06	844.56	-	-	-	-	3,094.82	11,185.18	21.7%

Reconciled Beginning Cash Balance as of June 30, 2023 \$ 14,459.24
 Appropriation from Cash Reserves -
 Transfer to PC account -
 Ending Cash Balance \$ 11,439.42

February 2024				
Check Date	Check Number	Payee	AMOUNT	Budget Category
02/28/24	6560	Susan Alward	45.00	PC Mgs 11/16/23 - 12/21/23 - 02/22/24
02/28/24	6561	Salamatu Bangura	30.00	PC Mgs 11/16/23 - 12/21/23
02/28/24	6562	Bayarima Tserendori	15.00	PC Mtg 11/16/23
02/28/24	6563	Ana Yamara	15.00	PC Mtg 12/21/23
02/28/24	6564	Zab Zubair	30.00	PC Mgs 11/16/23 - 12/21/23
02/28/24	6565	Hayat Berhanu Sisay	30.00	PC Mgs 11/16/23 - 12/21/24
02/28/24	6566	Nicole Tapia	30.00	PC Mgs 11/16/23 - 12/21/25
02/28/24	6567	Mennetta Smith	30.00	PC Mgs 11/16/23 - 12/21/26
02/28/24	6568	Rayan Abdelgader	30.00	PC Mgs 11/16/23 - 12/21/27
02/28/24	6569	Elizabeth King	15.00	PC Mtg 12/21/23
02/28/24	6570	Jeanne Armstrong	15.00	PC Mtg 12/21/23
02/28/24	6571	Audriana Pickett	15.00	PC Mtg 12/21/24
02/28/24	6572	Farina Nazary	15.00	PC Mtg 12/21/25
02/28/24	6573	Monica Jones	15.00	PC Mtg 12/21/26
02/28/24	6574	Ana Salas	30.00	PC Mgs 11/16/23 - 02/22/24
02/28/24	6575	Rasikhah Addy	15.00	PC Mtg 12/21/25
02/28/24	6576	Rose Addy	15.00	PC Mtg 12/21/25
02/28/24	6577	Qurat Uli Ain Butt	15.00	PC Mtg 12/21/25
02/28/24	6578	Elizabeth Benson	45.00	PC Mgs 11/16/23 - 12/21/23 - 02/22/24
02/28/24	6579	Qurat Uli Ain Butt	15.00	PC Mtg 02/22/24
02/28/24	6580	Audriana Pickett	15.00	PC Mtg 02/22/25
02/28/24	6581	Jeanne Armstrong	15.00	PC Mtg 02/22/26
02/28/24	6582	Elizabeth King	15.00	PC Mtg 02/22/27
02/28/24	6583	Monica Jones	15.00	PC Mtg 02/22/28
02/28/24	6584	Ana Salas	135.00	PC Budget Report Oct. Nov. Dec. 2023 Jan. & Signing Feb. 2024
02/28/24	6585	Hesther Thomas	30.00	Interview Childcare Spc. Feb.
02/28/24	6586	Doaa Hassan Mohamed	15.00	PC Mtg 02/22/28
02/28/24	6587	Ana Salas	120.00	Interview Teacher J. ERSEA, Teacher I (Oct. 31, Nov. 17/18, Dec. 14)
			-	
			-	
			-	

Bank Service Charge 19.56 Checking Account Services
Total \$ 844.56

Budget Totals
Child Care -
Meeting Stipend 540.00
Conferences/Training/Activites -
Refreshments -
Voided Charges -
Stipend Fund - Interview/Other 285.00
Checking Account Services 19.56
Total \$ 844.56



Head Start At-a-Glance



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

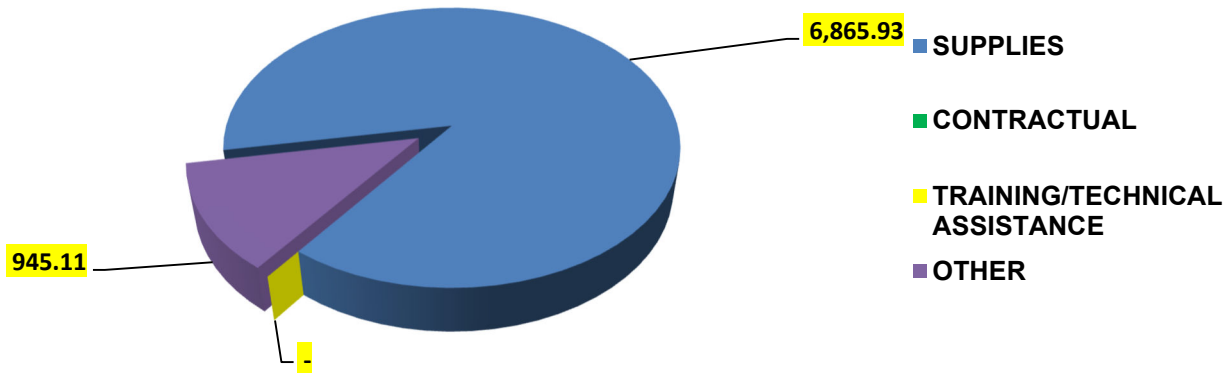
PPC FISCAL Action Items

FY 2024 Budget Review
PPC Budget Training- Completed and recording emailed
Refunding Application PC Executive Committee Meeting- Completed 3/13/2024
2025 Refunding Application

REQUIRED FISCAL REPORTING YTD Expenditure Report as of **February 29, 2024**

Credit Card Expense Summary (Activity for **February 2024**) - **\$7,811.04**

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	\$3,205,794.89	\$3,051,120.40	\$100,879.38	\$ 6,357,794.67
Encumbrances	3	\$ 210,661.99	\$ 198,224.50	\$ -	\$ 408,886.49
Budget Remaining	4	\$ 2,034,810.12	\$ 2,186,677.10	\$ 69,433.62	\$ 4,290,920.84
Percent Spent YTD	5	58.81%	56.13%	59.23%	57.50%

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	\$ 877,137.28	\$ 1,359,006.00	\$ 2,236,143.28
(Over)/ Under Required Amount	8	\$ 485,679.72	\$ -	\$ 485,679.72

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.

February 2024

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment	Commitment item name	Amount to be	Text
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	62.40	AMAZON.COM*R06UK01292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	123.04	AMAZON.COM*R083I01292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	79.98	AMZN MKTP US*R0801292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	36.28	UNITED LANGUAGE 01292024XXXXXXXXXX497762
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	596.47	AMZN MKTP US*R0201292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	203.00	AMZN MKTP US*R0501292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	274.98	AMZN MKTP US*R0701292024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	309.98	CHILDCRAFT 02012024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	899.98	AMZN MKTP US*R2202022024XXXXXXXXXX399671
2024	8	02/05/2024	400-C40045	G797910001	544540	Credit Card Expense	35.99	AMAZON.COM*R20P40202024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R285R02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R279502052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R279D02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R250L02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R20BL02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	146.39	AMZN MKTP US*R2502052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R23YR02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R247402052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	128.95	AMZN MKTP US*R2202052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*RB5QY02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R257402052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R262W02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	114.12	AMAZON.COM*R27T002052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R273D02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	141.59	AMAZON.COM*R25WM02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R24YW02052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	101.44	AMAZON.COM*R27F502052024XXXXXXXXXX399671
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	109.65	GIANT 0760 02072024XXXXXXXXXX497762
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	11.73	WAL-MART #2258 02072024XXXXXXXXXX497762
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	108.04	WAL-MART #2258 02072024XXXXXXXXXX497762
2024	8	02/12/2024	400-C40045	G797910001	544540	Credit Card Expense	389.13	AMAZON.COM*RB1D202092024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	103.81	AMZN MKTP US*RB802122024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	62.56	AMAZON.COM*RI3NC02122024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	179.84	AMAZON.COM*RB1IU02122024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	28.30	WAL-MART #2258 02142024XXXXXXXXXX497762
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	20.02	GIANT 0760 02142024XXXXXXXXXX497762
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	7.50	DOLLARTREE 02142024XXXXXXXXXX497762
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	41.99	AMZN MKTP US*RI002142024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	79.98	AMZN MKTP US*RB702152024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	79.98	AMZN MKTP US*RB802152024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	39.99	AMZN MKTP US*RI102152024XXXXXXXXXX399671
2024	8	02/20/2024	400-C40045	G797910001	544540	Credit Card Expense	181.05	AMAZON.COM*RI4QC02162024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	176.34	SQ *APPLE SPICE 02192024XXXXXXXXXX497762

2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	215.16	AMAZON.COM*RI8SE02192024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	221.48	AMAZON.COM*RI3NJ02202024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	430.82	AMAZON.COM*RW14F02202024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	170.00	SQ *ENGLISH EMPO02212024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	208.00	BEST POLLO LATIN02222024XXXXXXXXXX497762
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	13.04	WAL-MART #2258 02222024XXXXXXXXXX497762
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	80.95	PIZZA HUT 03743402232024XXXXXXXXXX497762
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	98.87	PIZZA HUT 03743402232024XXXXXXXXXX497762
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	15.98	AMZN MKTP US*RW902222024XXXXXXXXXX497762
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 02232024XXXXXXXXXX399671
2024	8	02/26/2024	400-C40045	G797910001	544540	Credit Card Expense	219.96	AMZN MKTP US*RI702232024XXXXXXXXXX399671

Total

7,811.04

**Fairfax County HS/EHS
Year 4 Refunding Application Budget
July 1, 2024 – June 30, 2025**

- Process
 - Refunding application and budget for program year July 1, 2024 - June 30, 2025.
 - Parent committees have worked with their own programs (Grantee, HiHo, FCP Schools) to decide how to budget funds for next year
 - They sent info to NCS and NCS management team compiled the budget
 - No personnel reductions. No personnel changes

- Funding

	HS	EHS
Base	\$5,381,693	\$5,333,116
Training	<u>\$69,574</u>	<u>\$102,906</u>
	\$5,451,267	\$5,436,022

- The budget numbers are based on the funding levels provided by the federal government. (**NO** Cost of Living Adjustment (COLA) was included in this refunding application.)
 - We are using FY2025 funding levels per the January 03,2024 Notice of Funding received from the federal government.
- Budget categories are the same as on the periodic fiscal reports and notice of awards:
 - Salary = pays teachers, admin assistants, other staff
 - Fringe benefits = health insurance/life insurance/retirement for staff
 - Out-of-Town Travel = travel to conferences/trainings
 - Supplies = classrooms supplies, diapers, office supplies, etc.
 - Contractual = to pay for contracts to provide food, transportation, mental health services, etc. to children.
 - Other = telephones, printing, postage, local travel, etc.
- Non-federal share
 - 20% of the total cost of the HS/EHS Program must come from non-federal funding, either cash or in-kind = **\$2,721,823**
 - Cash from Non-Federal Sources (majority is from cash, County and FCPS)
 - Local Child Care Assistance Referral (CCAR) Funding
 - Use of Facilities Costs
 - Donated Equipment
 - Donated Supplies
 - Volunteer Services
- Administrative costs
 - Federal government wants to make sure no more than 15% of the total cost of the HS/EHS Program is spent on administrative items (like administrative assistants, accounting personnel, office supplies, etc.)
 - Administrative costs in our baseline application budget = **11.48%**

**Fairfax County Birth to Five Head Start & Early Head Start
Year Four (4) Refunding Application Budget for All Programs
July 1, 2024 through June 30, 2025**

Below is the proposed Head Start and Early Head Start budget for the upcoming federal program year, from July 1, 2024 through June 30, 2025. The following budget numbers are based on the funding levels provided by the federal government. This Year four (4) refunding application is due to the federal government on **April 1, 2024**.

	Grantee:	Delegate:	Delegate:	
	Office for Children/ Greater Mount Vernon/ Family Child Care	Higher Horizons Day Care Center	Fairfax County Public Schools	Total
<u>Head Start Program</u>				
Number of Children	104	88	242	434
PA 22 - Head Start Program Operations				
Salary	\$1,177,068	\$854,449	\$1,404,461	\$3,435,978
Fringe Benefits	\$579,630	\$195,668	\$618,263	\$1,393,561
*Out-of Town Travel	\$0	\$0	\$0	\$0
Supplies	\$58,000	\$62,332	\$81,105	\$201,437
Contractual	\$155,384	\$95,952	\$18,000	\$269,336
Other	<u>\$20,531</u>	<u>\$42,850</u>	<u>\$18,000</u>	<u>\$81,381</u>
Total PA 22	\$1,990,613	\$1,251,251	\$2,139,829	\$5,381,693
PA 20 - Training and Technical Assistance	\$39,429	\$11,140	\$19,005	\$69,574

**Out of town travel budget is included in T&TA.*

Total Head Start Federal Program Cost	\$5,451,267
--	--------------------

<u>Early Head Start</u>				
Number of Children	180	24	48	252
PA 25 - Early Head Start Program Operations				
Salary	\$1,712,224	\$494,248	\$747,088	\$2,953,561
Fringe Benefits	\$837,803	\$113,183	\$322,978	\$1,273,964
*Out-of Town Travel	\$0	\$0	\$0	\$0
Supplies	\$153,020	\$29,598	\$139,947	\$322,565
Contractual	\$658,138	\$27,000	\$0	\$685,138
Other	<u>\$24,023</u>	<u>\$17,016</u>	<u>\$56,850</u>	<u>\$97,889</u>
Total PA 25	\$3,385,208	\$681,045	\$1,266,863	\$5,333,116
PA 21 - Training and Technical Assistance	\$76,876	\$9,081	\$16,949	\$102,906

**Out of town travel budget is included in T&TA.*

Total Early Head Start Program Cost	\$5,436,022
--	--------------------

Total Federal Program	\$10,887,289
Non-Federal Share	2,721,823
Total Program	<u>13,609,112</u>
EHS Administrative	\$677,001
HS Administrative	\$885,391
Total Administrative	<u>\$1,562,392</u>
Administrative Costs Budgeted	11.48%



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | 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
Total Funding		\$10,887,289

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 or Joani Hart, Grants Management Specialist, at 214-767-6241 or joani.hart@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact 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



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Certificate of Involvement

Activity: Head Start and Early Head Start Program 2024-2025 Application for Grant #03CH012068, July 1, 2024 through June 30, 2025

In accordance with Head Start Program Performance Standards (45 CFR 1304.50) and the Head Start Act, the **Fairfax County Head Start/Early Head Start Policy Council** has reviewed and approved the Head Start and Early Head Start 2024-2025 (Year 4) Application. This letter certifies that the **Fairfax County Head Start/Early Head Start Policy Council** has engaged and maintained full involvement in the ongoing planning process, development, and decision-making process of the activity stated.

Further, the **Fairfax County Head Start/Early Head Start Policy Council** representatives attest that all information pertinent to this activity was clearly explained and participation in the process was voluntary.

Elizabeth Benson
Fairfax County Office for Children
Head Start/Early Head Start Policy Council
Chairperson/Designee

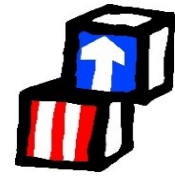
Date



Monthly Enrollment Statistics

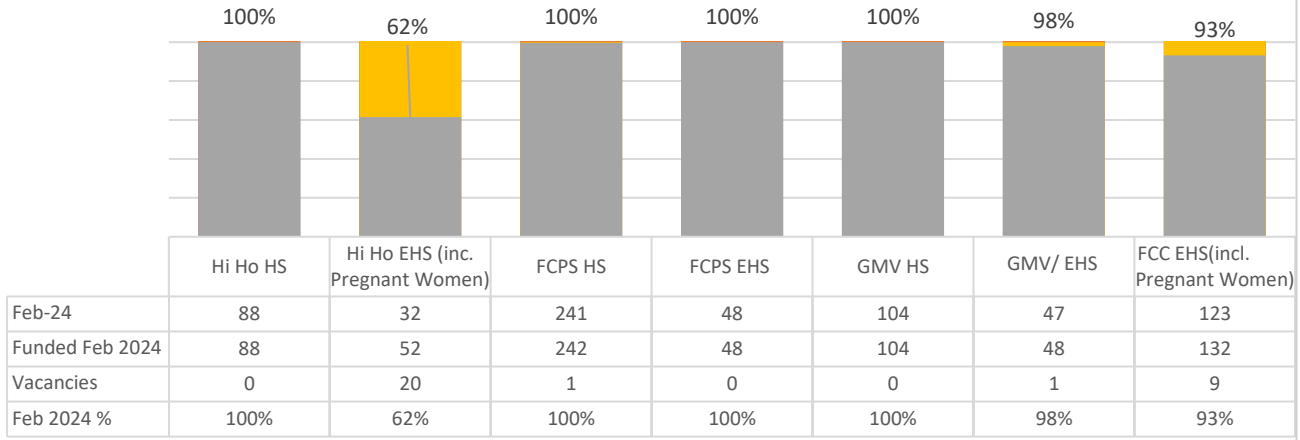
Month ending February 29, 2024

presented to the Policy Council

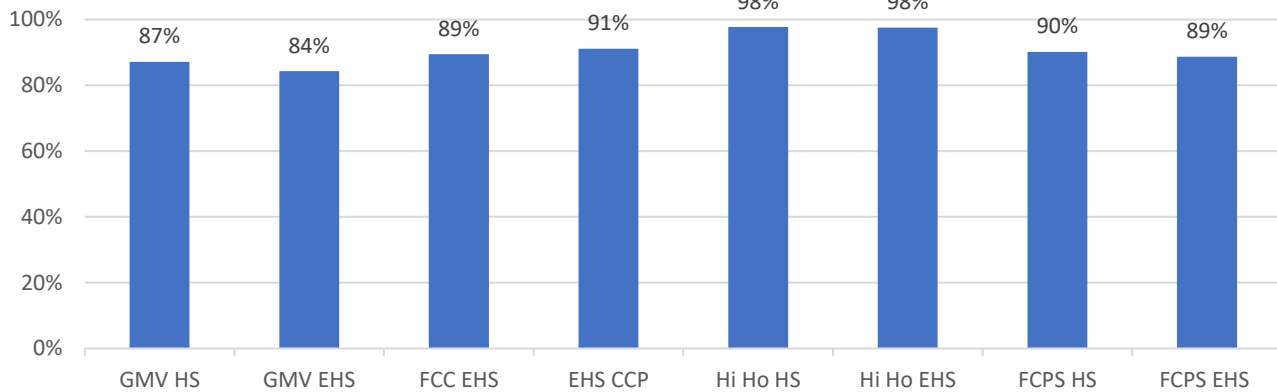


Actual Enrollment vs. Funded Enrollment

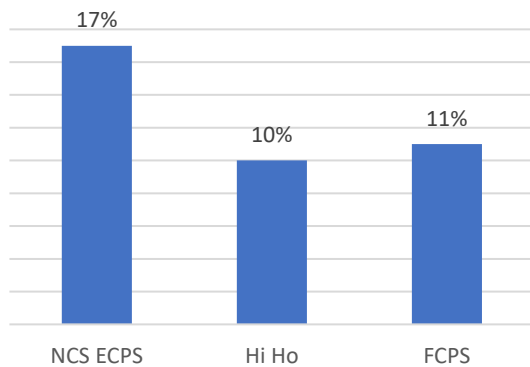
End of month report - includes vacancies of less than 30 days



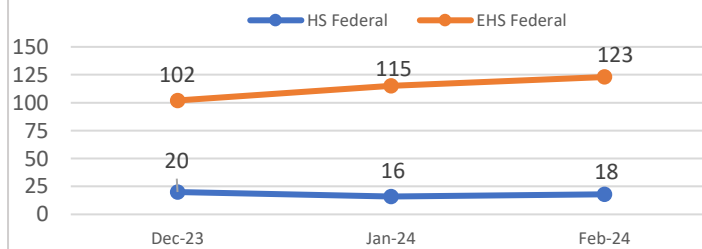
Average Daily Attendance for the Month



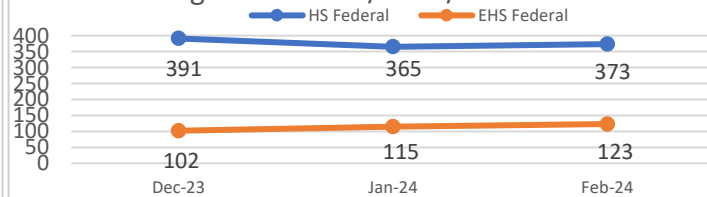
Children Served with Disabilities (IEP or IFSP)



Waiting List: PY23-24 Federal Children



Waiting List: Federal/Local/VPI Children





Fairfax County Early Childhood Program Services

Head Start Program

Greater Mount Vernon USDA/Meal Count and Attendance Report

February 2024

Days of Operation: 20 days of service

Total Child Participation: 197

Total Meals Served and Claimed: 9,632

Breakfast: 3,173

Lunch: 3,221

Snack: 3,238

Total Cost of Food: \$ 44,307.06

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN
Nutrition Specialist

March 13, 2024