

FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

Virtual via MS Teams Conference ID: 393480480#

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

January 23, 2025

Qurat Ul Ain Butt- Parliamentarian

2025 Policy Council Executive Officers

Yesenia Tobar
Chairperson

Nicloe Tapia
Vice Chairperson

Alexandra Pitts
Secretary

Ana Salas Montes
Treasurer

Qurat Ul Ain Butt
Parliamentarian

OFC Head Start Admin Office Contacts

Janet Stewart
Director

Maasoom Pouravaz
PFCE Specialist

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

Business Meeting

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

Personnel Approval

Heather Thomas- Community Representative

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

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 27, 2025

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 At-a-Glance



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

PPC FISCAL Action Items

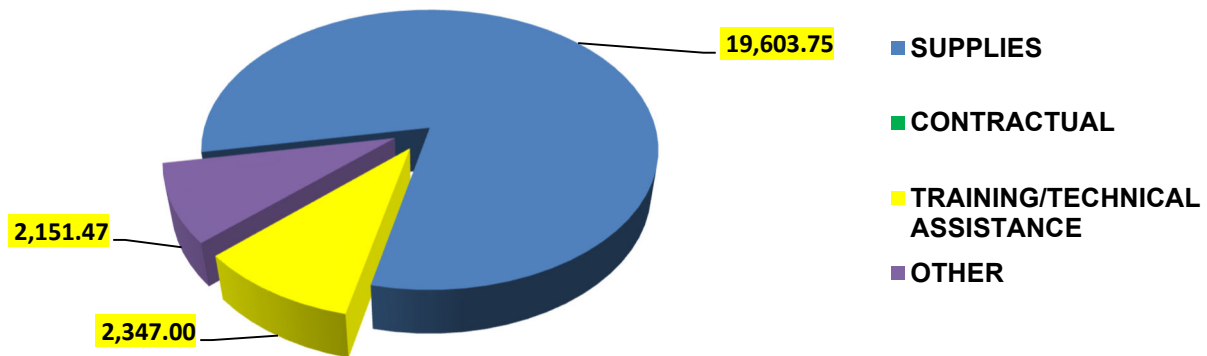
FY 2025 Budget Review
PPC Budget Training- February 2025 Microsoft Teams
2026 Funding Guidance Letter

REQUIRED FISCAL REPORTING

YTD Expenditure Report as of **December 31, 2024**

Credit Card Expense Summary (Activity for **December 2024**) - **\$24,102.22**

Credit Card Expenses



Grant Performance Summary

Description	#	Head Start (HS)	Early Head Start (EHS)	USDA - Child Care Food Program	Total
Budget	1	\$ 5,577,737.00	\$ 5,561,350.00	\$ 206,153.00	\$ 11,345,240.00
YTD Actual	2	\$2,413,217.55	\$2,435,679.76	96,903.35	\$ 4,945,800.66
Encumbrances	3	\$ 388,796.06	\$ 294,096.85	\$ -	\$ 682,892.91
Budget Remaining	4	\$ 2,775,723.39	\$ 2,831,573.39	\$ 109,249.65	\$ 5,716,546.43
Percent Spent YTD	5	43.27%	43.80%	47.01%	43.59%

NON-FEDERAL SHARE MATCH (NFS)				
Description	#	Head Start (HS)	Early Head Start (EHS)	Total
NFS Match Required Amount	6	\$ 1,394,435	\$ 1,390,338	\$ 2,784,772
YTD Actual	7	\$ 731,453	\$ 1,180,335	\$ 1,911,788
(Over)/ Under Required Amount	8	\$ 662,982	\$ 210,003	\$ 872,984

NOTES:

A – Program Year – FY25: July 1, 2024, through June 30, 2025

B – # of children = 686 Total Federally Funded Enrollment

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 2.35% Cost of Living Adjustment (COLA).

Fiscal Year	Period	Posting Date	Fund	Funds Center	Commitment	Commitment item name	Amount to be	Text
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	137.98	AMZN MKTP US*JA411252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	228.85	AMAZON.COM*U15AS11252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	1,092.45	AMAZON.COM*5N4FW11252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	405.75	AMAZON.COM*ZQ8KT11252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	281.94	AMAZON MKTPL*WK511252024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	270.46	AMAZON.COM*X818B11262024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	172.40	AMAZON.COM*KG7311262024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11272024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11272024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	70.96	AMAZON.COM*Z37L711272024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	51.30	AMAZON.COM*TC7BH11272024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11272024XXXXXXXXXX399671
2025	6	12/02/2024	400-C40045	G797910001	544540	Credit Card Expense	45.00	NAFCC 11272024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	85.52	AMAZON MKTPL*Z3312022024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	15.39	AMAZON MKTPL*ZL212022024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	204.95	BEST POLLO LATIN12042024XXXXXXXXXX497762
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	710.00	CHIPOTLE 0350 12042024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	20.94	WAL-MART #1825 12042024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	187.48	CDW GOVT #AB8CC312062024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	549.00	HEAD START FISCA12062024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	549.00	HEAD START FISCA12062024XXXXXXXXXX399671
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	39.67	WAL-MART #2258 12062024XXXXXXXXXX497762
2025	6	12/09/2024	400-C40045	G797910001	544540	Credit Card Expense	133.68	GIANT 0760 12062024XXXXXXXXXX497762
2025	6	12/16/2024	400-C40045	G797910001	544540	Credit Card Expense	256.73	AMAZON.COM*ZR75912092024XXXXXXXXXX399671
2025	6	12/16/2024	400-C40045	G797910001	544540	Credit Card Expense	150.32	AMAZON.COM*ZX90E12112024XXXXXXXXXX399671
2025	6	12/16/2024	400-C40045	G797910001	544540	Credit Card Expense	425.00	FSP*COUNCIL FOR 12122024XXXXXXXXXX497762
2025	6	12/16/2024	400-C40045	G797910001	544540	Credit Card Expense	159.80	PLAK SMACKER 12122024XXXXXXXXXX399671
2025	6	12/16/2024	400-C40045	G797910001	544540	Credit Card Expense	322.90	AMAZON.COM*Z19A12132024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	34.90	WAL-MART #5880 12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	1,083.30	ROOTS NATURAL KI12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	73.06	AMAZON.COM*ZX06J12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	67.62	AMAZON.COM*ZX74Q12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	1,195.92	AMAZON.COM*ZX10012162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	1,775.76	AMAZON.COM*Z13BP12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	1,866.36	AMAZON.COM*Z19ST12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	634.20	AMAZON.COM*Z11B12162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	181.38	AMAZON.COM*Z14V412162024XXXXXXXXXX399671
2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	1,023.78	AMAZON.COM*Z10WJ12172024XXXXXXXXXX399671
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2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	5.58	USPS PO 5101170112182024XXXXXXXXXX497762
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2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	443.94	AMZN MKTP US*Z1112192024XXXXXXXXXX399671
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2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	108.15	AMAZON.COM*Z971D12192024XXXXXXXXXX399671
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2025	6	12/23/2024	400-C40045	G797910001	544540	Credit Card Expense	19.54	SHOPPERS FOOD / 12202024XXXXXXXXXX497762
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2025	6	12/30/2024	400-C40045	G797910001	544540	Credit Card Expense	208.36	AMAZON.COM*Z91BQ12232024XXXXXXXXXX399671
2025	6	12/30/2024	400-C40045	G797910001	544540	Credit Card Expense	1,546.25	AMAZON.COM*Z904W12232024XXXXXXXXXX399671
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2025	6	12/30/2024	400-C40045	G797910001	544540	Credit Card Expense	676.31	AMAZON.COM*Z929Z12232024XXXXXXXXXX399671
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2025	6	12/30/2024	400-C40045	G797910001	544540	Credit Card Expense	79.90	PLAK SMACKER 12242024XXXXXXXXXX399671
2025	6	12/30/2024	400-C40045	G797910001	544540	Credit Card Expense	570.96	AMAZON.COM*ZE6KJ12272024XXXXXXXXXX497762
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ADMINISTRATION FOR
CHILDREN & FAMILIES

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

December 18, 2024

Grant No. 03CH012068

Dear Head Start Grant Recipient:

An application for funding for the upcoming budget period must be submitted by April 1, 2025.

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

Funding Type	Head Start	Early Head Start
Program Operations	\$5,508,163	\$5,458,444
Training and Technical Assistance	\$69,574	\$102,906
Total Funding		\$11,139,087

Program	Head Start	Early Head Start
Federal Funded Enrollment	434	252

Period of Funding: 07/01/2025 - 06/30/2026

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3.01 (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.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

Addressing Staffing Challenges through Grant Applications

Programs are strongly encouraged to make necessary changes to stabilize the Head Start workforce and must consider the staffing and training needs for their proposed program design,

including necessary compensation and staff supports to implement a sustainable high-quality program. Further guidance on strategies to support the Head Start workforce can be found in ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce.

Additional guidance on making program adjustments necessary to maintain a high-quality program with qualified staff can be found in ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots.

Program Improvement (One-Time) Requests & Request Related to Health and Safety

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 *Supplement or Supplement—Facilities 1303* amendment type in HSES. Please select the appropriate amendment based on the description in HSES. Requests generally include but not limited to facility projects (construction, purchase, or major renovations requiring 1303 applications, including costs necessary to determine eligibility to submit a 1303 application, and/or costs necessary to prepare and submit a 1303 application); minor repairs and enhancements; playground installations or upgrades; funding to support transportation needs with making investments in buses or other vehicles necessary to operate the program; or security and surveillance investments to assure maximum safety of children. Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding *Application Instructions* or program improvement needs and requests, please contact Tamara Mattier, Head Start Program Specialist, at 215-861-4066 or Tamara.Mattier@acf.hhs.gov or Mahelia Whittier, Grants Management Specialist, at 202-207-9535 or Mahelia.Whittier@acf.hhs.gov.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

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

Sincerely,

/Desmond Clayton/

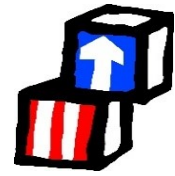
Desmond Clayton



Monthly Enrollment Statistics

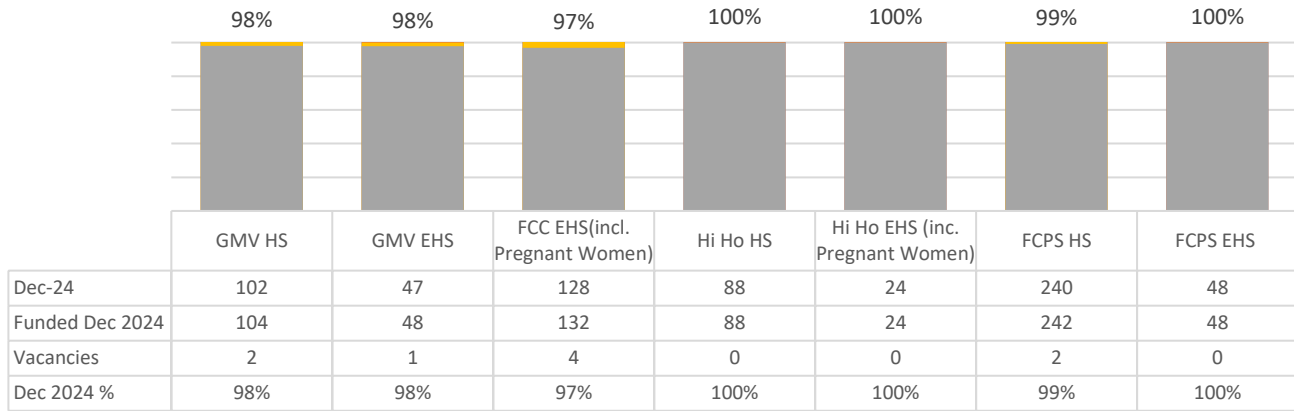
Month ending December 31, 2024

presented to the Policy Council

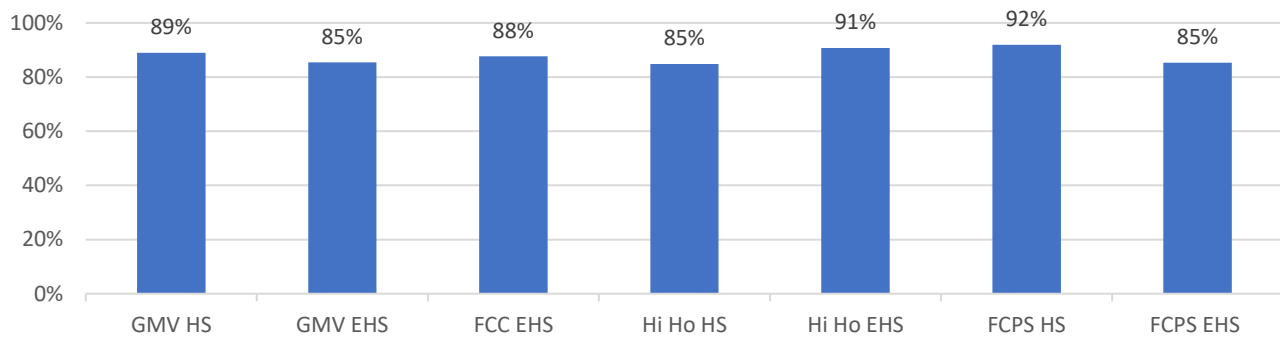


Actual Enrollment vs. Funded Enrollment

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

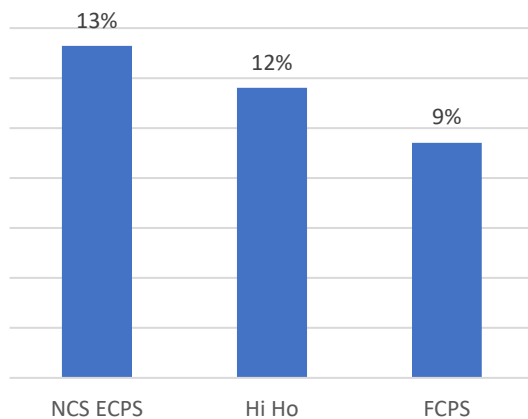


Average Daily Attendance for the Month



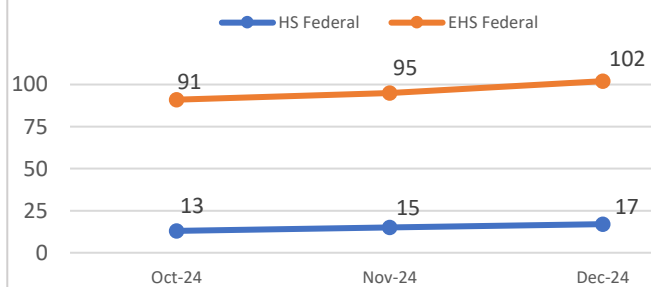
Children Served with Disabilities (IEP or IFSP)

*Cumulative total: 11%



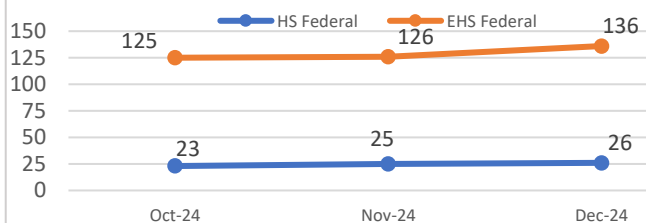
Waiting List: PY24-25 Federal Children

*Completed/Verified Applications



Waiting List: PY24-25 Federal Children

*All Applications (including incomplete)





Fairfax County Early Childhood Program Services

Head Start Program

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

Days of Operation: 13

Total Child Participation: 191

Total Meals Served and Claimed: 7,291

Breakfast: 2,094

Lunch: 2,113

Snack: 2,084

Total Cost of Food: \$29,998.76

Report prepared by:

Marelisha González

Marelisha González, MPH, RDN, LDN

Nutrition Specialist/Registered Dietitian Nutritionist

January 15th, 2025