FAIRFAX COUNTY HEAD START POLICY COUNCIL MEETING AGENDA

2025 Policy Council Executive Officers	Call to Order (6:30 p.m.)	Virtual via MS Teams Conference ID: 393480480# Phone: +1 571-429-5982, 393480480# January 23, 2025 Qurat Ul Ain Butt- Parliamentarian
Yesenia Tobar Chairperson	Business Meeting ≻ Roll Call and Introduction ≻ Approval of December Mee	
Nicloe Tapia Vice Chairperson	Personnel Approval	Heather Thomas- Community Representative
Alexandra Pitts Secretary	Treasurer's Report	Ana Salas Montes
Ana Salas Montes Treasurer Qurat Ul Ain Butt Parliamentarian OFC Head Start Admin Office Contacts Janet Stewart Director	 Fiscal Reports Head Start At-a-Glance for Start Birth to Five Administrative Updates Program Updates Monthly Reports Enrollment Statistics Average Daily Attendar USDA Food Reimburse 	Janet Stewart, Director nce Report
Maasoomeh Pouravaz	PC Member Updates	Members
PFCE Specialist	Adjourn Nextmeeting – February 27, 20	025
	Mission Statement	
	To ensure that all Head Start/ women have access to quality	/Early Head Start children ages 0-5 and pregnant childcare, family services and early childhood program.

IT42



Head Start

At-a-Glance



FAIRFAX COUNTY HEAD START AND EARLY HEAD START PROGRAMS

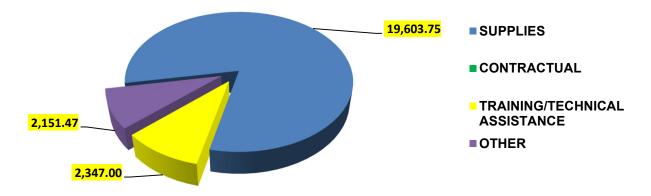
Items Requiring Governance Review and Approval

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)		SDA - Child Care Food Program	То	tal
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	<u> </u>	96,903.35	\$	4,945,800.66
Encumbrances	3	\$ 388,796.06	\$	294,096.85	\$	1.00	\$	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).

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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 <u>help@hsesinfo.org</u> or 1-866-771-4737.

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

Sincerely,

/Desmond Clayton/

Desmond Clayton



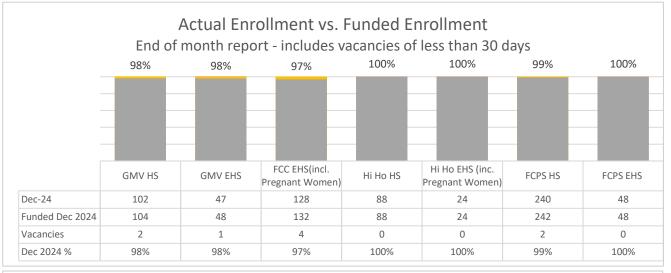
Fairfax County NCS Head Start and Early Head Start

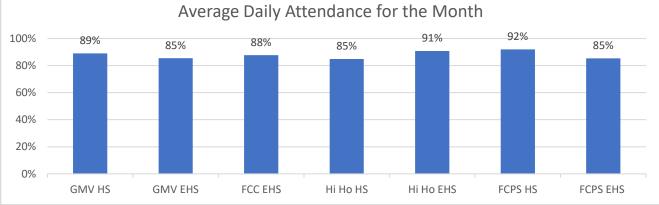
Monthly Enrollment Statistics

Month ending December 31, 2024

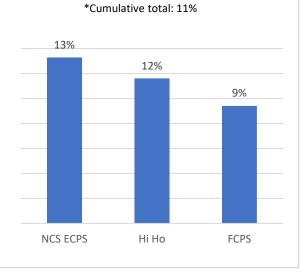
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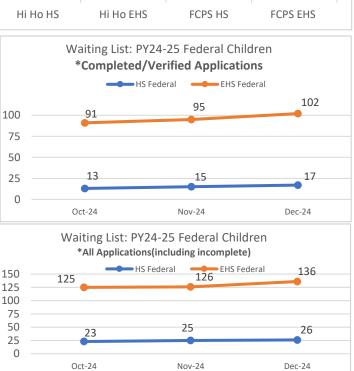












Reports prepared by: Mo Lanzas 1/22/25



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: 7,291Breakfast:2,094Lunch:2,113Snack:2,084

Total Cost of Food: \$29,998.76

Report prepared by:

Marelisa González

Marelisa González, MPH, RDN, LDN Nutrition Specialist/Registered Dietitian Nutritionist

January 15th, 2025