

Head Start/Early Head Start FAQs and Budget Guidelines 2014-2015

1. What is the fiscal year for Head Start/Early Head Start?

The Head Start/Early Head Start fiscal year is September 1 through August 31.

2. What documentation is required with the reimbursement report?

- Quarterly Reimbursement Report completed and signed by a school official
- General Ledger Detail for all expenses including payroll
- Copies of purchase orders/invoices
- Copies of receipts that include dates of purchase
- Copies of checks for payment
- Bills for telephone/copier (cover page that shows dates and any breakout information charged to program)
- **Run tapes for 6100, 6200, 6300 and 6400 or provide some type of cross check on the GL**
- Non-federal Share report for actual costs for the quarter **including a general ledger detail of the local expenses** used as the non-federal share match

3. Can I include August expenses in the 1st quarter reimbursement new contract year?

No, the funds are allocated by the federal government each fiscal year. Any expenses encumbered on or before August 31, must be submitted no later than the 4th quarter report due September 30 each year.

If the final report has been submitted and there are additional expenses not captured on that report, a supplemental report can be submitted no later than mid-October. Please contact Kelly Skwarek (972-348-1106) for further assistance.

PLEASE NOTE: If receipts are not submitted as directed, reimbursement will be denied. Once the contract year closes we cannot reimburse expenses from a previous contract in the new contract year.

4. What are some typical expenses in June, July and August that must be included on the 4th quarter report?

- Travel to Region 10 for Summer Staff Development for teachers and instructional assistants
- Travel for home visits (Teachers and instructional assistants often put August travel on a sheet that includes mileage for September, October, etc. Remind them to turn in July/August travel for the 4th quarter report!)
- Instructional Assistants' meals for August (the August meals are often added to the tally for the new school year on the report from nutrition. Request a report for August meals for the 4th quarter report!)
- Student snacks for August

- Any approved one-time spending from Region 10 that stipulates “must be encumbered by August 31”
- Copier and phone charges/services for August that are received and paid by the district by October of the new school year.

5. When are quarterly reports due?

Reports are typically due no later than 45 days past the quarter with the exception of the 4th quarter. The final report is due no later than September 30 each year.

1 st quarter – Sept, Oct, Nov	(due 1-9-15)
2 nd quarter – Dec, Jan, Feb	(due 4-10-15)
3 rd quarter – Mar, Apr, May	(due 7-10-15)
4 th quarter – June, July, Aug	(due 9-30-15)

6. Can I move funds between budget codes?

Yes, funds can be moved from 6200, 6300 and 6400 without prior approval as they relate to the typically approved expenses (i.e. additional disposal supplies for teachers, funds for parent mtg, etc.) Funds from 6100 need prior approval from Kelly Skwarek before moving to another area.

If the district has a balance in one or more areas and has a request outside of the normally approved expenses, please contact Kelly Skwarek for approval.

7. Can I request additional funds?

The approved flow through budget is based on a budget worksheet developed by the district and then analyzed for special considerations. Please use the worksheet and the one-time funding survey to let us know what your needs are. The requests will be considered based on need and available funds.

If your budget contains funds that **cannot be spent**, please notify Kelly immediately. The needs across the program are great, so the flow through budget can be amended to ensure funds will be spent in other areas of the program.

8. Last year, Region 10 provided the funds for reimbursement electronically through the Grant Management System. Will that continue and what do I need to do to receive the reimbursement funds?

The Grant Management System proved to be an efficient way for districts to receive the funds for reimbursement in a timely manner. We will continue to use this system during the 2014-2015 school year. Please continue to send the reimbursement reports and supporting documentation as described in item #2. Once the report has been reviewed and approved, it will be submitted for electronic payment. The system generates an email to the district indicating that the report has been approved. An email is also sent from Preschool Services indicating approval, and this email includes a copy of

the report. The funds are typically deposited into the district's account within 5-7 working days after the notification is sent.

So that there is not a delay in receiving funds, please be sure that your banking information is current. If there has not been any change in banking information since the Banking Information Form was completed in September 2013, there should be no problem with the deposit of funds. If your banking information has changed since last year, please contact Kelly Skwarek (Kelly.Skwarek@region10.org or 972-348-1106) for a new form.

9. Head Start Instructional Assistant Meals; do we pay for breakfast and lunch? Is the Instructional Assistant required to eat the same food as the children?

Head Start funds are used to pay for the meals for Instructional Assistants so that they share the same meal with the children. This helps us to meet the Head Start Performance Standard addressing Family Style Meals. Only the **lunch** meal will be reimbursed, and it must be the same meal that the children are eating.

Instructional Assistants are not required to eat breakfast with the children so that is not included in the flow through budget. Please note, if they should choose to eat breakfast with the children, they must share the same meal.

10. Does Head Start encourage field trips for students?

Yes! In order to maximize the \$500 budget per classroom we encourage creativity with the Head Start teaching team and Head Start staff to develop activities that can also come to the school, walking field trips, etc. where parents can be engaged with their children. Teachers are encouraged to bring individuals from the community to the school so children can have the field trip experience right on campus. Some examples are firefighters coming to the school with a fire truck, a police officer with a police car, doctors, someone from Home Depot coming to do a project, older teens from the high school coming over to do an activity with the children, parents coming in the classroom to share experiences from their culture, etc.

11. Are there any changes to the 2014-2015 budget?

- Teacher Salary/benefits has been increased to \$15,500 per teacher
- Substitutes for teachers attend training increased to 4 days each and one day for home visits/parent conferences
- Teacher and Instructional Assistant travel is now \$400 per class
- Classroom disposables are now \$575 per class
- Funds for field trips have been reinstated; \$500 per class (this includes travel, admission tickets)

For additional information, please refer to the Guidelines for 2014-2015 Head Start Budget.

12. Are Head Start Instructional Assistants required to have the Child Development Associate (CDA) credential or equivalent to work in the Head Start classroom?

Yes, as of September 2013, each Instructional Assistant **must meet one of the following:**

- a. Have a current CDA certificate or equivalent
- b. Be enrolled in a CDA program that can be completed within 2 years
- c. Have an Associate's degree or Baccalaureate degree or be enrolled in a program leading to a degree

Our program has recently encountered a challenging situation and needs your assistance. We have had several situations in which a Head Start Instructional Assistant had met the qualifications stated above and was moved to a different classroom only to be replaced with another individual who did not have appropriate credentials.. Head Start funds in the past have paid for the credential and the national certification fee, and the cost to the program has been approximately \$1,000 per person. **Please keep this in mind when you are considering transferring qualified staff away from Head Start positions. If it must be done, the district will need to replace the individual with someone who will meet the qualifications now required by the program.**

13. How can I get more information about the Head Start budget?

The Region 10 ESC Head Start/Early Head Start Program is here to serve you. We are available to come to your district and provide Head Start 101, Head Start budget 101 or address any questions you may have.

Please visit our website <http://www.region10.org/preschool-services/head-start1/head-start-education/> for resources and information. For all other inquiries, please contact Kelly Skwarek at (972) 348-1106 or Kelly.Skwarek@region10.org

Thank you for your support of the Head Start/Early Head Start program.

Guidelines for 2014-2015 Head Start Budget

1. Salary and Benefits

Teacher	\$15,000 per class (includes benefits)
Instructional assistant	Actual salary and benefits listed on the budget worksheet
Substitutes	Teacher – 4 days each Instructional Assistant - 4 days each

Substitutes

Substitute days paid by Region 10 are for the purposes of training and home visits or parent conferences. For the teachers, three days are designated for training and one for home visits or parent conferences. All four substitute days established for instructional assistants are for training purposes. **Sick leave days and personal leave days are the responsibility of the district.**

2. Contracted Services

Telephones

The telephone allotment is to ensure that Head Start staff members have access to a telephone designated for their use.

Copier Lease/Maintenance Agreements

The Head Start Program is a heavy user of copiers. The Head Start staff orders paper from Region 10, but if additional paper is used, that can also be added to the reimbursement report along with the copier lease expense.

3. Materials and Supplies

Disposables	\$500 per class
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Disposables

“Disposables money” should be spent on items such as toothpaste, toothbrushes, diapers/pull-ups, paper, paint, glue, markers - any items that will be used quickly and need to be replaced. All disposable items will be ordered through the district’s usual procedures.

Other classroom materials of a more durable nature such as manipulatives, mats, recordings, books, etc. should be purchased with funds held at Region 10 for each classroom. Each classroom will have an allotment for replacement of instructional materials in the Region 10 budget based on individual needs. *To access the instructional materials money, teaching teams will complete a Head Start requisition form which must be approved by the principal and sent to the Head Start Education Consultant at Region 10. The request will be considered based on need and available funds.*

4. Other Operating Expenses

Student Nutrition

These funds are budgeted for **snacks and classroom cooking experiences**. **NEW: If your program is six hours or less, the Head Start Performance Standards do not require that a snack is provided so the budget is \$400 per classroom to allow for cooking experiences. If the program is more than six hours, a snack must be provided each day and the budget is \$1,500 per classroom.** Please note, all children enrolled in Head Start are eligible for free breakfast and lunch through the USDA so reimbursement will not be provided for these meals.

Instructional Assistants

Head Start funds are used to pay **lunch** for Instructional Assistants to share the same meal with the children. **Please note, Head Start does not pay for the breakfast meal for Instructional Assistants.**

Food for Parent Meetings

The Parent Meeting budget is designed to purchase food/beverages for the following activities: parent meetings, family fun activities, parent orientation, and volunteer training, etc. Please let your campus team know the amount of the parent meeting budget, and they will be responsible for staying within that budget. The Site Facilitator will be responsible for tracking expenses in this budget.

Staff Travel

The staff travel allocation is a suggested figure; please adjust to meet the actual needs of your teaching team for travel to Region 10 for training days or other designated training opportunities.

Non-Federal Share Quarterly Report for Actual Costs

Head Start/Early Head Start is a federally funded program and it requires a 20% non-federal match.

In partnership with school districts, you provide non-federal share match to our program through the **local portion** you pay for the teacher(s) salaries and benefits. In addition, there are other ways you provide **local support** that is essential for the program such as space for the classroom(s), the Head Start office, transportation, etc.

Please use the “Non-federal Share Quarterly Report for Actual Costs” to document how your district provides a match for the program. Please include the local portion the district pays for the teacher(s) salaries and benefits. The other areas are included for your review. As a district, you can include as many of these areas of documentation as you desire, but you will need to have a way to allocate the costs and track the expenses that are included on the report.

The district will complete a Non-federal Share quarterly report for actual costs, along with a **general ledger report that supports the costs** reported each quarter. The report should be submitted quarterly along with the reimbursement report.