

Guidelines for 2015-2016 Head Start Budget

1. Salary and Benefits

Teacher	\$15,500 per class cap (includes benefits)
Instructional assistant	Actual salary and benefits
Substitutes	Teacher – 5 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, four 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 office staff members are heavy users 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

“Disposable 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 a limited allotment for replacement of instructional materials and furniture in the Region 10 budget. To access the funds for instructional materials, 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

Student nutrition are budgeted for healthy snacks and classroom cooking experiences. **A snack is not required if your program day is 6 hours or less. If your campus operates a program that is more than 6 hours per day, a daily snack is provided.**

Please note **all** children enrolled in Head Start are eligible for free breakfast and lunch through the district's participation in the Free and Reduced Lunch program provided by USDA

Instructional Assistants meals

Head Start funds are used to pay the meals 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/paper goods for the following activities: parent meetings, family fun activities, parent orientation and volunteer reception, etc. Please let your campus team know the amount of the parent meeting budget, and they will be responsible for staying within the budget. The Site Facilitator will be responsible for tracking expenses in this budget and will need to have access to your PO system to request funds throughout the year.

Staff Travel

Teachers and Instructional Assistants mileage reimbursement is designated for Region 10 training.

Non-Federal Share Quarterly Report for Actual Costs

Head Start/Early Head Start is a federally funded program, and it requires a 20 percent match for non-federal share. As part of the partnership agreement between your district and Region 10 Head Start, the district provides non-federal share match to Head Start through the local portion of the teacher's salary and benefits. In addition, there are other areas of local support that is essential for the program such as space for the classroom and Head Start office, transportation, etc.

Please use the Non-federal Share Quarterly Report for Actual Costs to document how your district provides non-federal share for the program. Include the local portion the district pays for the teacher's salary and benefits. The other areas of possible non-federal share are also listed on the form for your use.

Because of increased accountability required from the Office of Head Start, back-up documentation is required to be submitted with the quarterly Non-Federal Share Actual report. Please consider how your documentation reflects the district's contribution to the program. Only submit those items that can be easily tracked (i.e. have a cost allocation method to justify expenses).

The district will submit a Non-federal Share quarterly report for actual costs and a general ledger report and/or back up documentation. This report needs to be included with the quarterly reimbursement report.