



OHCAC Head Start /Early Head Start

2017-2018

Annual Report



Contents



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The Improving Head Start Readiness Act of 2007 requires that all Head Start grantees submit an Annual Report to the public providing an overview of the program. The following provides an overview of Ohio Heartland Community Action Commission's Early Head Start and Head Start programs for the past fiscal year.



Our Mission

Ohio Heartland CAC Head Start is dedicated to providing income eligible children and families with quality, comprehensive, developmentally appropriate programs that strengthen families and promote self-sufficiency. The program operates according to applicable regulations, utilizing trained staff, volunteers, parents and a combination of organizational and community resources in an equitable and creative manner.



Our Education Philosophy

developmental level, should be encouraged for their efforts. We recognize the importance of balanced growth so we provide opportunities for mental, physical and social/emotional growth through a variety of creative experiences. We use Creative Curriculum, a research-validated and integrated curricula based on the philosophy that young children learn best by doing. Learning isn't just repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Play provides the foundation for the school learning. It is the preparation children need before they comprehend abstract concepts such as letters and numbers. Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of children. - Diane Trister Dodge

Ohio Heartland CAC Head Start believes that each child, at his or her own



FROM THE EXECUTIVE DIRECTOR



Dear Friends-

As the Executive Director of the Ohio Heartland Community Action Commission, the grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties in North Central Ohio, I am pleased to present the OHCAC Annual Report for July 1, 2017 to June 30, 2018. This year, as in past years, we met our full enrollment requirements of 715 Head Start children and 52 Early Head Start children for the program year. Fortunately, our historic long waiting list has decreased, as a result of an increased amount of school related early childhood programming in our service area.

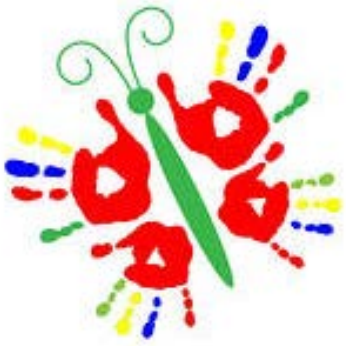
The Ohio Heartland Community Action Commission Head Start program continues to strive for excellence, combining a committed staff, a supportive administration and a myriad of dedicated community partners working together to assist and support local families and communities. Although the Ohio Heartland Community Action Commission is the local grantee for the Head Start program in Marion, Crawford, Richland and Morrow Counties, much of the success of Head Start is based on its community involvement and local organizational partnerships to provide services and opportunities to over 900 local children and families throughout the course of the entire program year.

OHCAC Head Start is also privileged to work with 25 school districts in our multi-county service area. Together we join in the quest to prepare Head Start children for their entrance into Kindergarten. It is an ongoing challenge that we relish and we continue to strive to fulfill for the betterment of the Head Start families that we are fortunate to serve.

During the 2017-2018 Head Start program year the OHCAC Board and Policy Council recognized the need to increase OHCAC Head Start program options. As result of this increased need, the OHCAC Governing Board, Policy Council and staff developed a Duration grant application to provide full day program options for the 2017 - 2018 program year. We submitted the application/plan to our Regional Head Start Office for review. Fortunately, the plan for full day/full school year was authorized in early 2017 to serve 187 children beginning in August of 2017.

Sincerely,
Andrew J. Devany
OHCAC Executive Director
Ohio Heartland Community Action





OHCAC Head Start Director Debbie Schuster

OHCAC Head Start is a free, developmentally appropriate preschool education and socialization program for income eligible children from birth to 5 years old and their families. Children with special needs are also eligible.

The program operates according to applicable Head Start Performance Standards and Ohio Department of Job and Family Services licensing regulations. We strive to provide an environment where children feel safe and are encouraged to be active and creative explorers trying out their own ideas and thinking their own thoughts in areas that interest them.

We serve 40 Early Head Start children in center-based programs operating 7 hours a day and 12 Early Head Start children in a home-based setting. We offer the center-based Early Head Start program for 16 children in Marion County, 16 children in Richland County and 8 children in Crawford County. The Early Head Start Home Base Teacher serves 12 children in Morrow County during an hour and a half home visit every week and a socialization day twice a month.

The Head Start program serves a total of 715 children and their families in the following program options:

- 528 Head Start children –Three and one half hours per day, four days per week, 128 days per year. The half day center option is available for children to attend a preschool classroom either in the morning or afternoon for 3 ½ hours Monday through Thursday. Children attending the morning session are served an approved USDA breakfast and lunch. The afternoon session children receive an approved USDA lunch and a snack.
- 187 Head Start children in full day classrooms for seven hours per day, four days per week, 146 days per year. The full day classroom option is available for children to attend a preschool classroom from 8:30 am – 3:30 pm and includes an approved USDA breakfast, lunch and afternoon snack.

All Nine of our sites have obtained a 5 Star rating from Step Up To Quality, the voluntary five star quality rating system administered by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE). The program recognizes and promotes learning and development programs that meet benchmarks over and above minimum health and safety licensing standards that lead to improved outcomes for children.

Our comprehensive program provides services to our families in the areas of Family Partnership, Transition, Education, Health and Nutrition, Intervention, Mental Health and Transportation. Our 27 classrooms enroll 715 children in the cities of Marion, Mt. Gilead, Mansfield, Bucyrus and Galion located in Marion, Morrow, Richland and Crawford counties.

For enrollment information, please contact the following County Offices:

| | | | |
|----------|--------------------------------|----------|--------------------------------|
| Crawford | 419-468-5121 or 1-800-854-4020 | Morrow | 419-947-7045 |
| Marion | 740-387-1039 or 1-877-241-3427 | Richland | 419-589-3337 or 1-866-546-4315 |



GOVERNANCE

The governing body shall have legal and fiscal responsibility for the Head Start agency. **The Board of Directors** along with **Policy Council** work together to govern the **Head Start/Early Head Start** programs. They are responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

Board of Directors

Richard Genzman – President

Rick Maddox – Vice President

Fawn Mollenkopf – Treasurer

Bonnie Metzler - Secretary

Policy Council

Kim Meadows – Chairperson

Latoya Toland – Vice Chairperson

Andrayeah Shepherd - Secretary



Leadership Staff

Implementation and Operational Responsibilities

OHCAC Executive Leadership

Andrew Devany – Executive Director

Debbie Schuster – Head Start Director

Paula Langenderfer– Child Health & Education Director

Diane Howard – Family Engagement Director

Peg Gwinner – Operations Manager

ADMINISTRATIVE OFFICE PERSONNEL

MANAGEMENT TEAM FOR ALL FOUR COUNTIES

| | |
|--------------------------------|------------------|
| Health Specialist | Amy Davis |
| Intervention Specialist | Barb Beal |
| Software Systems Administrator | Sheila Nickum |
| Education Licensing Manager | Melissa Conley |
| Transportation Manager | Heather Ratcliff |

CRAWFORD COUNTY

| | |
|-------------------------------|-----------------|
| Education Supervising Manager | Amy Kitchin |
| Education Mentor/Coach | Sarah Nightwine |
| Family Engagement Manager | Angie Paul |
| Health/Nutrition Manager | Jaci Hefner |
| Intervention Specialist | Barb Beal |

MARION COUNTY

| | |
|-------------------------------|--------------------------------|
| Education Supervising Manager | Wendy Sanford/Amanda Holsinger |
| Education Mentor/Coach | Sarah Nightwine |
| Family Engagement Manager | Shelly Mabrey |
| Health/Nutrition Managers | Kathy Neff/Eric Withrow |
| Intervention Manager | Kathi Edler |

MORROW COUNTY

| | |
|-------------------------------|-----------------|
| Education Supervising Manager | Hannah Adamson |
| Education Mentor/Coach | Lindi Holfinger |
| Family Engagement Manager | Angie Paul |
| Health/Nutrition Manager | Kathy Neff |
| Intervention Specialist | Barb Beal |

RICHLAND COUNTY

| | |
|-------------------------------|-------------------------------|
| Education Supervising Manager | Amanda Clark/Allyson Markwell |
| Education Mentor/Coach | Lindi Holfinger |
| Family Engagement Manager | Tracy Franko |
| Health/Nutrition Manager | Sharonda Wilson/Jaci Hefner |
| Intervention Manager | Karrie Starr |



...a fun place to
play and learn!



Serving Crawford, Marion, Morrow & Richland counties.

| | | |
|----------------------------|--|--|
| Crawford County | Bucyrus Center Full Day & Early HS 740 Tiffin Street Bucyrus, Ohio 44820 | Galion Center Full Day & Part Day 525 Dawsett Ave. Galion, OH 44833 |
| | Marion Center 1 -5 Full Day & Part Day 2387 Harding Hwy. E Marion, OH 43302 | Rev. Samuel Buehrer 1-3 Part Day 180 Fairfax Road Marion, OH 43302 |
| Marion County | North Main Street Center Part Day Classroom 910 North Main Street Marion, OH 43302 | Marian Clark Center 1-3 Full Day Classroom & Early HS 1183 Bellefontaine Ave. Marion, OH 43302 |

| | |
|----------------------------|--|
| Morrow County | Morrow Center 1 Full Day & Part Day Early HS Home Base 406 Bank St. Mt. Gilead, OH 43338 |
| | Cardington Full Day 3700 County Road 168 Cardington, OH 43315 |
| Richland County | Grace Street Center 1-9 Full & Part Day Classrooms & Early HS 1035 Grace St. Mansfield, OH 44905 |
| | Hedges Full Day & Part Day 255 Hedges Avenue Mansfield, Ohio 44902 |



Head Start

Comprehensive Services

Children who are healthy are more ready to learn. We work hard to ensure that our children are set up for success in their physical health and development while partnering with the parents of each child.

Health/Nutrition

OHCAC Head Start Health/Nutrition Specialist and Managers are responsible for assuring all health records for children are complete and up to date. They complete screening for vision, hearing, blood pressure, Hemoglobin and oversee the nutritional needs of the children. The Health staff coordinate with local dentists and clinics in providing dental screenings and services for dental follow-up. They work with the families in developing Health Care Plans, Special Diets and providing information for referrals or follow up. During the month of July and August our program held 12 Health Fairs and screened 522 children within our four county service area. At each Health Fair, children were given a hearing screening, a vision screening, a developmental screening, a hemoglobin/hematocrit screening and a dental screening, if not previously completed by a local dentist. We also complete a growth assessment by measuring each child's height and weight.

Intervention

OHCAC Head Start Intervention Managers provide assistance to staff, families and children who qualify for services. We have Interagency Agreements and MOU's with community agencies and the local school districts. Children can receive the services written into their IFSP or IEP in their Early Head Start/Head Start classroom. We collaborate with county DD programs, Educational Service Centers and school districts that provide these services. Intervention Managers attend transition IFSP and IEP meetings to ensure children are receiving required services and the least restrictive environment is provided for children. Intervention Managers oversee and track the ASQ & ESI (Early Screening Inventory) process and make referrals as needed.

- 21% of the Early Head Start children qualified for IFSP
- 11% of the children served in Head Start qualified for an IEP through the local school system.

Education Staffing

OHCAC Head Start provides 1 Lead Teacher and 2 Associate Teachers in 27 classrooms, 2 Lead Teachers in each of our 10 Early Head Start rooms across our four county service area. All Education Supervising Managers hold a Bachelor's or Master's degree in Early Childhood Education. We also have an Education Licensing Manager responsible for monitoring ODJFS licensing requirements and the Step Up to Quality guidelines. Education Mentoring Managers are available to offer staff coaching strategies to improve classroom outcomes. Sixteen out of twenty-nine Head Start Lead Teachers and five out of fourteen Early Head Start Teachers in our program have either a Bachelor's degree or a Master's degree in Early Childhood Education. Associate Teachers are required to be enrolled in a program leading to a CDA (Child Development Associate) credential within 18 months of employment with the agency. We work closely with the University of Cincinnati online degree program to fulfill this requirement.



MENTAL HEALTH MATTERS

OHCAC Head Start contracts with a Mental Health Professional to provide services that may include classroom observations, individual child observations, assistance with our Individual Intensive Intervention meetings and training for staff. The intervention staff oversee and track the social emotional screening ASQSE or (E-DECA) completed by the teaching staff. Classroom mental health observations are scheduled two times per program year and are conducted by the Mental Health Professional.

Child & Family Services

OHCAC Head Start/Early Head Start is focused on early detection of health problems by carefully addressing the needs of each enrolled child. Every child receives a physical examination, completed by a qualified medical provider which includes immunizations. Hearing and vision screening is completed by qualified OHCAC staff. A dental examination, including cleaning and fluoride treatment is performed on enrolled Head Start children to prevent decay and identify dental carries so that treatment can be done. It is our goal to help link children and families to an ongoing source of health and dental care. Statistics show that a healthy child is more successful in school.



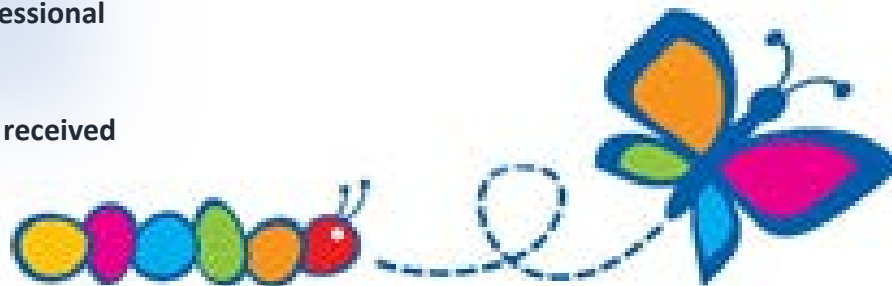
OHCAC Head Start ensures that every child with special needs is valued, supported and fully included in all aspects of our program. We work directly with children, school districts, teachers and families to ensure that everyone is aware of each child's IFSP/IEP goals and that the goals are worked on collaboratively. Our observations and assessments indicate that every child with an IFSP/IEP demonstrated growth in reaching their goals.

Health Services

- ✓ 59.5% of HS & 29% EHS children up-to-date on a schedule of age appropriate preventive and primary health care according to the State's EPSDT schedule.
- ✓ 16 HS children were diagnosed with a chronic condition needing medical treatment
- ✓ 87.5% (14) of those HS children received or are receiving medical treatment.
- ✓ 89.8% (772) HS & 79% (85) EHS children are up-to-date with immunizations or received all possible to date.
- ✓ 90.7% of the HS & EHS children completed a professional dental exam.
- ✓ 72.6% of HS & EHS children are receiving or have received treatment for dental needs.

Disabilities Services

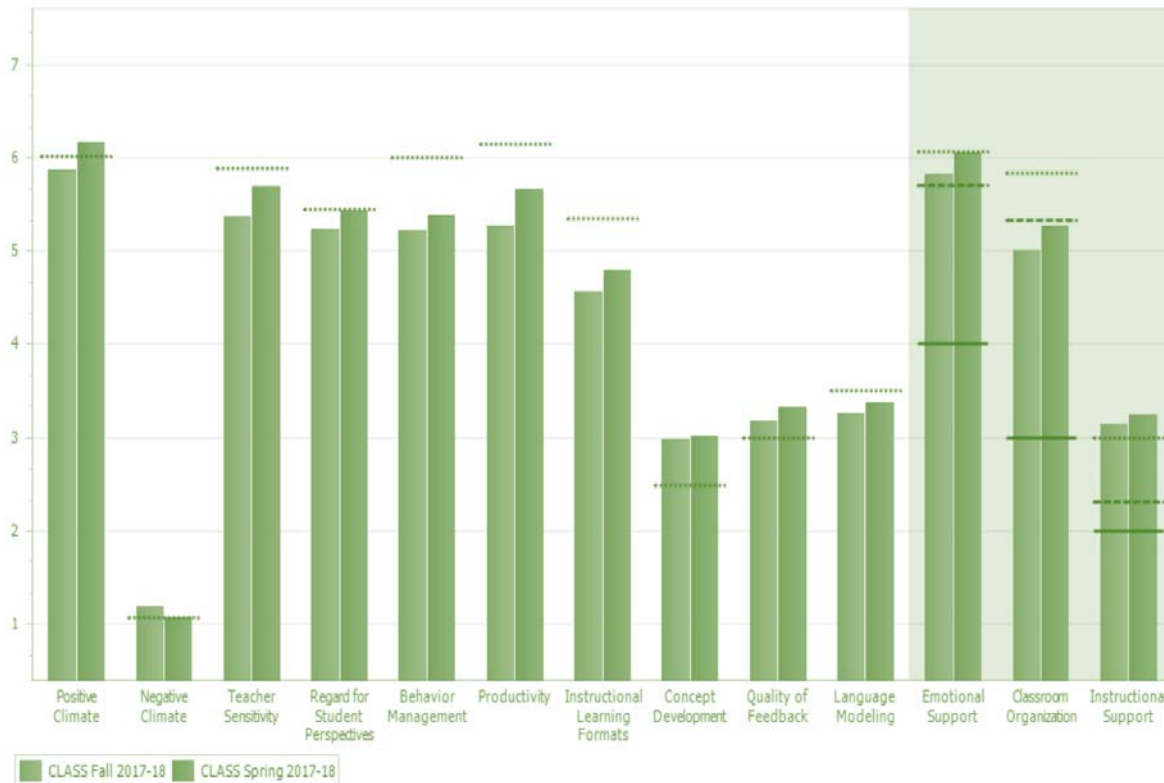
- ✓ 23 EHS children have an IFSP
- ✓ 94 HS children have an IEP
- ✓ 559 newly enrolled HS children since last program year received a DECA screening within the 45 days.
- ✓ We are required by the office of Head Start to provide comprehensive services to at least 10% of our total funded enrollment to children with disabilities.
OHCAC served 11% during the 2017-2018 program year.



CLASS Assessment

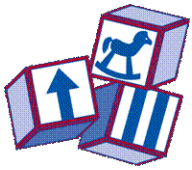
The Classroom Assessment Scoring System is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms. The CLASS dimensions are based on developmental theory and research suggesting that interactions between students and adults are the primary mechanism of student development and learning (Greenberg, Domitrovich, & Bumbarger, 2001; Hamre & Pianta, 2007; Morrison & Connor, 2002; Pianta, 2006; Rutter & Maughan, 2002). *The CLASS is also the tool used by the Office of Head Start for the Federal review team during classroom reviews.*

The CLASS System



**OHS CLASS® Descriptive Statistics, 2017
National Distribution of Grantee-Level
Domain Scores**

| Domain | Lowest 10% | Median (50%) | Highest 10% |
|------------------------|------------|--------------|-------------|
| Emotional Support | 5.7024 | 6.09 | 6.48 |
| Classroom Organization | 5.3264 | 5.85 | 6.33 |
| Instructional Support | 2.3095 | 2.97 | 3.65 |



School Readiness Goals



School readiness is foundational across early childhood systems and programs. It means children are ready for **school**, families are ready to support their children's learning, and **schools** are ready for children. **Head Start** views **school readiness** as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life.

HEALTH AND PHYSICAL DEVELOPMENT

Children will demonstrate the knowledge and use of safe, healthy behaviors and routines. Children will increase their development of both gross and fine motor skills that allow them to fully explore their environment.



Physical

LANGUAGE & LITERACY

Children will develop emerging abilities in listening and understanding language and literacy enabling them to increase their ability to communicate by increasing their knowledge of the alphabet and print.



Emotional



Cognitive



Social

APPROACHES TO LEARNING

Children will show persistence in emotional, behavioral, and cognitive self-regulation to acquire knowledge, learn new skills, and set and achieve goals. Children will show sustained attention, impulse control and flexibility in thinking that increases their ability to develop relationship building skills and behaviors.



COGNITION

Children will develop reasoning, problem solving, and thinking skills that help them understand and organize their world and increases their school readiness in the areas of mathematical and scientific reasoning competence.

TSG EXPECTATIONS DATA Birth through Pre-K
2017-2018

| Area | Children Below | Children Meeting | Children Exceeding |
|-------------------------|----------------|------------------|--------------------|
| Social Emotional | | | |
| Fall | 51% 349 | 47% 322 | 2% 12 |
| Winter | 21% 159 | 70% 508 | 8% 58 |
| Spring | 10% 73 | 68% 506 | 22% 164 |
| Physical | | | |
| Fall | 34% 235 | 43% 324 | 2% 17 |
| Winter | 14% 106 | 77% 563 | 8% 59 |
| Spring | 6% 44 | 68% 510 | 26% 191 |
| Language | | | |
| Fall | 48% 328 | 51% 351 | 0% 1 |
| Winter | 18% 136 | 76% 555 | 4% 35 |
| Spring | 11% 82 | 75% 558 | 14% 104 |
| Cognitive | | | |
| Fall | 52% 358 | 47% 320 | 1% 4 |
| Winter | 22% 16 | 71% 519 | 6% 45 |
| Spring | 11% 81 | 75% 558 | 14% 102 |
| Literacy | | | |
| Fall | 58% 400 | 41% 281 | 0% 1 |
| Winter | 25% 187 | 70% 506 | 5% 33 |
| Spring | 12% 91 | 82% 605 | 6% 46 |
| Mathematics | | | |
| Fall | 65% 450 | 34% 232 | 0% 0 |
| Winter | 33% 244 | 60% 442 | 5% 39 |
| Spring | 20% 151 | 72% 532 | 8% 58 |





KRA

Kindergarten Readiness Assessment

Fall 2017

We work with local school districts through Interagency Agreements and MOU's. The KRA addresses the essential areas of development for children and is administered during the first few months of school. We use this information to see if the children we serve are entering kindergarten with sufficient skills, knowledge and abilities to engage with kindergarten – level instruction. The areas of development assessed were Social Foundations, Mathematics, Physical Well-Being and Language and Literacy. Approximately 68% of our children were on track either approaching readiness or demonstrating readiness.

Emerging Readiness – describes students who received an overall score between 202 and 257. These children demonstrated minimal skills and behaviors that prepare them for instruction based on Ohio's kindergarten standards.

Approaching Readiness- describes students who received an overall score between 258 and 269. These children demonstrated some of the foundational skills and behaviors that prepare them for instruction based on Ohio's kindergarten standards.

Demonstrating Readiness – describes students who received an overall score between 270 and 298. These children demonstrated foundational skills and behaviors that prepare them for instruction based on Ohio's kindergarten standards.



- Scored 202-257
- 32 %



- Scored 258-269
- 44 %



- Scored 270-298
- 24 %

OHCAC Head Start/Early Head Start



To build a foundation for comprehensive school readiness and to support the overall development of each child, OHCAC Head Start implements a research based curriculum that is fully aligned to the *Head Start Early Learning Outcomes Framework: Ages Birth to 5 (HSELOF)* and the Ohio Early Learning and Development Standards. It is linked to ongoing assessment with developmental goals and measurable objectives that promote positive outcomes in Early Childhood Programs serving children 6 weeks to 5 years old.

The most important goal of our early childhood curriculum, Creative Curriculum, is to help children become enthusiastic learners by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. Supplemental resources used in our classrooms include the High Five Mathematize Program and Conscious Discipline. Conscious Discipline[®] is built on the premise of developing discipline within children rather than applying discipline to them.

Education Supervising Managers complete a Creative Curriculum Fidelity checklist in each classroom assisting in determining whether our curriculum is being implemented with fidelity in the classrooms. The average score for our Head Start classrooms for the 2017-2018 program year was 87.8. Scores over 70% reflect the classroom is implementing the curriculum with fidelity. The scores for an Early Head Start classroom are divided into High Fidelity – 118 or greater, Medium Fidelity – 82 through 117 and Low Fidelity – 91 or fewer. The average score for the 5 Early Head Start classrooms was 116.4%.

Teaching Strategies Gold is our assessment tool. The 38 objectives define the skill, knowledge, and behaviors we are helping children acquire in our program. The TSG report gives us an opportunity to look at our program's performance levels.

Classroom teaching staff completes a TSG Interrater Reliability Certification to increase the reliability of judgements using the TSG Gold assessment and improve planning for individual children.

The agency analyzes the Teaching Strategies Gold Snapshot Report for School Readiness measuring 6 areas of development; Social Emotional, Physical, both gross and fine motor, Language, Cognitive, Literacy and Mathematics. The results showed a range of 80% to 90% our children either met or exceeded expectations for the Birth through Pre-K level in 27 classrooms.

All Nine of our sites have obtained a 5 Star rating from Step Up To Quality, is a voluntary five star quality rating system administered by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE). The program recognizes and promotes learning and development programs that meet benchmarks over and above minimum health and safety licensing standards that lead to improved outcomes for children.

We use the research based CLASS Pre-K observational tool to assess classroom quality of teacher-student interactions in our classrooms.

The Infant/Toddler Environment Rating Scale is used in all Early Head Start classrooms. The comprehensive, reliable & valid instrument assesses the health & safety of the classroom environment, the language activities & the supportive interactions between the children and classroom staff.

Our program uses a School Readiness Checklist for children who will be kindergarten eligible next school year. The checklist was created using input from our School Readiness Team consisting of Local School District representatives, Head Start staff, and parents. The checklist is shared with parents during conferences and home visits.



PARENT, FAMILY AND COMMUNITY ENGAGEMENT

A Family Advocate is assigned to each family with a child in a Head Start center. Family Partnership Agreements are completed and goals are set. Throughout the year, our Family Advocates visit the parents in their homes a minimum of three times to bring needed information, resources and to make necessary referrals to help each family.




| FAMILY PARTNERSHIP AGREEMENT GOALS BY SUBJECT | STARTED | COMPLETED | FOLLOW-UP STARTED | FOLLOW-UP COMPLETED |
|--|--------------|--------------|----------------------|------------------------|
| Attendance | 4 | 2 | 14 | 11 |
| Child Development/SOCIAL Skills/IEP Goals | 213 | 137 | 903 | 788 |
| Conscious Discipline/Parenting Skills | 67 | 51 | 377 | 266 |
| Education & Training | 188 | 156 | 900 | 535 |
| Employment/Fatherhood Program | 1 | 1 | 3 | 3 |
| Family Involvement/Volunteering | 21 | 14 | 103 | 82 |
| Finances/Paying Debts | 2 | 1 | 10 | 4 |
| Housing/Auto/Items Needed/Clothing/Shoes | 10 | 8 | 26 | 24 |
| Other | 41 | 22 | 89 | 30 |
| School Readiness | 480 | 354 | 2,150 | 799 |
| Wellness | 327 | 253 | 1,130 | 516 |
| Transitions | 8 | 5 | 32 | 22 |
| TOTAL 74% of FPA Goals were completed | 1,362 | 1,004 | 5,737 | 3,080 |

During each of the home visits throughout the year the Family Advocates complete a **Conscious Discipline Parent Training Session** with each Family. These are on the following topics: **Composure, Encouragement, Positive Intent, Empathy, and Strengthening Attachment.**




CONSCIOUS DISCIPLINE PARENT TRAINING SESSIONS COMPLETED = 2,807

PARENT, FAMILY AND COMMUNITY ENGAGEMENT – continued

|  | | | |
|---|--|------------|--------------|
| <p>Family Connection meetings are held monthly. At these meetings, family and staff discuss center and community information as well as participating in fun learning activities and informative Parent Training.</p> | | | |
| FAMILY CONNECTION MEETINGS | | | |
| MONTH | SUBJECT | PARENTS | CHILDREN |
| September 2017 | Fall Festival | 155 | 191 |
| October 2017 | Math Night | 95 | 122 |
| November 2017 | Literacy Night | 62 | 78 |
| December 2017 | Conscious Discipline Richland Cancelled / Weather | 29 | 39 |
| January 2018 | Science Night Conscious Discipline | 48 | 55 |
| February 2018 | Health & Safety Night | 51 | 66 |
| March 2018 | Conscious Discipline Little Buckeye Museum | 112 | 157 |
| April 2018 | Ready, Set, Grow Conscious Discipline | 35 | 62 |
| May 2018 | Partners in Learning Day | 311 | 460 |
| TOTAL | | 898 | 1,230 |



Lead Teachers meet with the child’s family four times each year for two conferences and two home visits. At the first home visit, the parents set School Readiness Goals for the child. The Lead Teacher communicates the goals to the Family Advocate and together with the parent they work toward the accomplishment of the goals. Parents are provided with a copy of the child’s progress at least twice a year. Parents/Guardians are encouraged to volunteer time in the classrooms as often as possible. We have an open door policy for parents/guardians to come to the classroom at any time.

| | |
|--|---|
|  | <p>Policy Council is the volunteer advisory board of the EHS/Head Start program. Parents, guardians and community volunteers meet monthly to plan for the future of the OHCAC EHS/Head Start Program. Grants are reviewed, policies are approved, and information is presented. The meetings are held each month at the First United Church of Christ, 248 Harding Way West in Galion, Ohio. Child care and transportation are provided. We encourage all parents/guardians to attend and become involved in their child’s future.</p> |
|--|---|

*Did you know...
The Head Start logo
tells a story?*



- The two squares represent early childhood by suggesting building blocks.
- The arrangement of the blocks represents stairs by which this can be accomplished.
- The vertical stripes represent the child and parent.
- The arrow pointing upward represents the direction out of poverty and on to the future.
- The colors, red, white and blue represent the United States and the many opportunities it provides for its citizens.

Peter Masters conceptualized the National Head Start logo in 1965. He used building blocks (common play toys and learning tools) as a metaphor for the development and growth of children through Head Start. To reflect the fact that Head Start is a national program operated by the Government, Masters added a representation of the American flag. He chose red and white stripes and an arrow, printed in reverse on a blue background. The arrow is the common denominator of all antipoverty programs and symbolizes upward mobility.

For enrollment information please contact the following County Offices:

Crawford 419-468-5121 or 1-800-854-4020
Marion 740-387-1039 or 1-877-241-3427

Morrow 419-947-7045
Richland 419-589-3337 or 1-866-546-4315

FOR THE YEAR ENDED SEPTEMBER 30, 2017

SUMMARY OF AUDITOR'S RESULTS

Roger D. Conley, CPA, conducted an independent Audit Report of Ohio Heartland Community Action Commission and Affiliate, (a nonprofit organization) which comprise the combined statement of financial position as of September 30, 2017, and the related combined statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the combined financial statements.



OHIO HEARTLAND COMMUNITY ACTION COMMISSION AND AFFILIATE SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED SEPTEMBER 30, 2017

A. SUMMARY OF AUDITOR'S RESULTS

1. I have issued an unmodified opinion on the financial statements of Ohio Heartland Community Action Commission and Affiliate.
2. The audit did not disclose any internal control related reportable conditions.
3. The audit did not disclose any instances of noncompliance which were material to the financial statements.
4. There were no reportable conditions in internal controls over major programs.
5. I have issued an unmodified opinion on compliance for major programs.
6. The audit did not disclose any findings relative to the major federal awards programs.
7. The major programs selected for compliance testing included:

Head Start Program, CFDA #93.600

Weatherization Assistance for Low Income Persons, CFDA #81.042

8. The dollar threshold used to distinguish the Type A program was \$750,000.

9. The auditee did qualify as a low risk auditee.

B. FINDINGS RELATED TO THE FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL

None noted in current year.

C. FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS

None noted in current year.

OHIO HEARTLAND COMMUNITY ACTION COMMISSION

COMBINED STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED SEPTEMBER 30, 2017

ASSETS

CURRENT ASSETS

| | |
|--------------------------------|------------------|
| Cash | \$ 1,416,064 |
| Grants and accounts receivable | 461,054 |
| Housing materials | 13,569 |
| Total current assets | <u>1,890,687</u> |

PROPERTY AND EQUIPMENT

| | |
|--------------------------------|------------------|
| Property and equipment | 3,049,368 |
| Less: accumulated depreciation | (1,385,470) |
| Net property and equipment | <u>1,663,898</u> |

Total assets \$ 3,554,585

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

| | |
|---|----------------|
| Accounts payable | 139,679 |
| Accrued payroll and related expenses | 273,116 |
| Accrued leave | 362,912 |
| Other | 1,052 |
| Refundable advances | 129,985 |
| Current portion of mortgage notes payable | 45,000 |
| Total current liabilities | <u>951,744</u> |

LONG-TERM DEBT

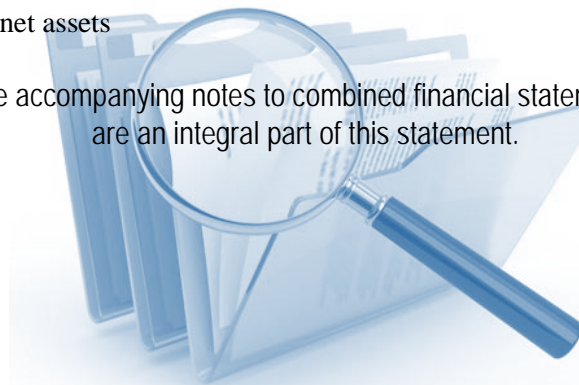
Mortgage payable, less current portion 667,835

NET ASSETS

| | |
|------------------|------------------|
| Unrestricted | <u>1,935,006</u> |
| Total net assets | <u>1,935,006</u> |

Total liabilities and net assets \$ 3,554,585

The accompanying notes to combined financial statements are an integral part of this statement.



OHIO HEARTLAND COMMUNITY ACTION COMMISSION

COMBINED STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2017

CHANGES IN UNRESTRICTED NET ASSETS

| | |
|---|----------------------------|
| Revenues: | |
| Grants & reimbursement contracts | \$ 10,298,090 |
| Interest income | 3,521 |
| Other income | 171,431 |
| Total unrestricted revenues and other support | <u>10,473,042</u> |
| Expenses: | |
| Children's Programs | 6,777,523 |
| Housing and Energy Assistance | 2,148,931 |
| Community Services | 306,097 |
| Senior Services | 173,512 |
| Corporate | 71,107 |
| Harding Way Properties | 27,166 |
| Combining Statement Eliminations | (21,264) |
| Total program expenses | <u>9,483,072</u> |
| General & Administrative | <u>919,268</u> |
| Total expenses | <u>10,402,340</u> |
| Increase in unrestricted net assets | 70,702 |
| Unrestricted net assets, October 1, 2016 | <u>1,864,304</u> |
| Unrestricted net assets, September 30, 2017 | <u><u>\$ 1,935,006</u></u> |

The accompanying notes to combined financial statements are an integral part of this statement.





Office of Head Start

05CH8339 - OHIO HEARTLAND COMMUNITY ACTION COMMISSION

FY2017 - 07/01/2017-07/31/2018 - Non-Competing Continuation

Head Start - Summary

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Line Item Budget Total | \$6,622,832 | \$64,160 | \$1,671,748 | 168 |

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|-----------------|-----------------------------------|---|--------------------------|----------------------------|
| Personnel Total | \$3,422,113 | \$0 | \$0 | 168 |

Personnel: Child Health and Development Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--|-----------------------------------|---|--------------------------|----------------------------|
| Program Managers and Content Area Experts | \$355,590 | \$0 | \$0 | 10 |
| Teachers / Infant Toddler Teachers | \$762,844 | \$0 | \$0 | 32 |
| Teacher Aides and Other Education Personnel | \$793,315 | \$0 | \$0 | 58 |
| Health / Mental Health Services Personnel | \$158,078 | \$0 | \$0 | 5 |
| Disabilities Services Personnel | \$101,066 | \$0 | \$0 | 3 |
| Nutrition Services Personnel | \$100,288 | \$0 | \$0 | 6 |
| Other Child Services Personnel - on-call substitutes | \$13,207 | \$0 | \$0 | 6 |
| Total | \$2,284,388 | \$0 | \$0 | 120 |

Personnel: Family and Community Partnership Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--|-----------------------------------|---|--------------------------|----------------------------|
|--|-----------------------------------|---|--------------------------|----------------------------|

| | | | | |
|---|-----------|-----|-----|----|
| Program Managers and Content Area Experts | \$144,329 | \$0 | \$0 | 4 |
| Other Family and Community Partnerships Personnel - Other Family and Community Partnerships Personnel | \$308,498 | \$0 | \$0 | 14 |
| Total | \$452,827 | \$0 | \$0 | 18 |

Personnel: Program Design and Management Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Head Start / Early Head Start Director | \$58,623 | \$0 | \$0 | 1 |
| Managers - Operations Manager | \$43,496 | \$0 | \$0 | 1 |
| Clerical Personnel | \$89,803 | \$0 | \$0 | 4 |
| Other Administrative Personnel - Software Systems Administrator | \$37,376 | \$0 | \$0 | 1 |
| Total | \$229,298 | \$0 | \$0 | 7 |

Personnel: Other Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Maintenance Personnel | \$56,302 | \$0 | \$0 | 3 |
| Transportation Personnel | \$399,298 | \$0 | \$0 | 20 |
| Total | \$455,600 | \$0 | \$0 | 23 |

Fringe Benefits

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--|-----------------------------------|---|--------------------------|----------------------------|
| Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI) | \$535,561 | \$0 | \$0 | |
| Health / Dental / Life Insurance | \$217,304 | \$0 | \$0 | |
| Retirement | \$102,663 | \$0 | \$0 | |
| Total | \$855,528 | \$0 | \$0 | |

Travel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Staff Out-Of-Town Travel | \$6,000 | \$5,904 | \$0 | |

Equipment

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--|-----------------------------------|---|--------------------------|----------------------------|
| Classroom / Outdoor / Home-based / FCC | \$15,000 | \$0 | \$0 | |

Supplies

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|------------------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Office Supplies | \$18,426 | \$0 | \$0 | |
| Child and Family Services Supplies | \$227,381 | \$0 | \$0 | |
| Food Services Supplies | \$65,561 | \$0 | \$0 | |
| Other Supplies - Computers | \$29,288 | \$0 | \$0 | |
| Other Supplies - Bus harnesses | \$5,000 | \$0 | \$0 | |
| Total | \$345,656 | \$0 | \$0 | |

Contractual

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Administrative Services (e.g., Legal, Accounting) | \$5,000 | \$0 | \$0 | |
| Health / Disabilities Services | \$24,000 | \$0 | \$0 | |
| Training and Technical Assistance | \$0 | \$21,823 | \$0 | |
| Other Contracts - EEO Officer | \$4,000 | \$0 | \$0 | |
| Other Contracts - Dietician services for menus | \$1,500 | \$0 | \$0 | |

| | | | | |
|------------------------------|-----------|----------|-----|--|
| Other Contracts - Bus Leases | \$210,000 | \$0 | \$0 | |
| Total | \$244,500 | \$21,823 | \$0 | |

Other

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Depreciation / Use Allowance | \$1,464 | \$0 | \$0 | |
| Rent | \$171,900 | \$0 | \$26,675 | |
| Utilities, Telephone | \$211,300 | \$0 | \$0 | |
| Building and Child Liability Insurance | \$21,200 | \$0 | \$0 | |
| Building Maintenance / Repair and Other Occupancy | \$191,100 | \$0 | \$0 | |
| Local Travel | \$65,000 | \$0 | \$0 | |
| Volunteers | \$0 | \$0 | \$1,645,073 | |
| Parent Services | \$14,000 | \$0 | \$0 | |
| Publications / Advertising / Printing | \$1,600 | \$0 | \$0 | |
| Training or Staff Development | \$0 | \$36,433 | \$0 | |
| Other - Bus Maintenance | \$120,757 | \$0 | \$0 | |
| Other - Vehicle insurance | \$26,000 | \$0 | \$0 | |

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|------------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Other - Vehicle fuel | \$86,365 | \$0 | \$0 | |
| Other - Vehicle | \$550 | \$0 | \$0 | |
| Other - copier/internet pool | \$70,000 | \$0 | \$0 | |

| | | | | |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Other - OHS&I dues | \$4,600 | \$0 | \$0 | |
| Other - Employee medical exams and fingerprints | \$21,000 | \$0 | \$0 | |
| Total | \$1,006,836 | \$36,433 | \$1,671,748 | |
| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
| Direct Costs Total | \$5,895,633 | \$64,160 | \$1,671,748 | 168 |

Indirect Charges

| | | | | |
|----------------|-----------------------------------|---|--------------------------|----------------------------|
| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
| Indirect Costs | \$727,199 | \$0 | \$0 | |

Early Head Start - Summary

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Line Item Budget Total | \$755,630 | \$9,333 | \$191,241 | 61 |

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|-----------------|-----------------------------------|---|--------------------------|----------------------------|
| Personnel Total | \$432,037 | \$0 | \$0 | 61 |

Personnel: Child Health and Development Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Program Managers and Content Area Experts | \$15,698 | \$0 | \$0 | 7 |
| Teachers / Infant Toddler Teachers | \$274,415 | \$0 | \$0 | 12 |
| Home Visitors | \$29,172 | \$0 | \$0 | 1 |
| Teacher Aides and Other Education Personnel | \$37,252 | \$0 | \$0 | 3 |
| Health / Mental Health Services Personnel | \$10,054 | \$0 | \$0 | 5 |
| Disabilities Services Personnel | \$6,361 | \$0 | \$0 | 3 |
| Nutrition Services Personnel | \$16,153 | \$0 | \$0 | 4 |
| Other Child Services Personnel - Other Child Services Personnel | \$3,417 | \$0 | \$0 | 3 |
| Total | \$392,522 | \$0 | \$0 | 38 |

Personnel: Family and Community Partnership Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Program Managers and Content Area Experts | \$8,793 | \$0 | \$0 | 4 |
| Other Family and Community Partnerships Personnel - Other Family and Community Partnerships Personnel | \$15,244 | \$0 | \$0 | 10 |

| | | | | |
|-------|----------|-----|-----|----|
| Total | \$24,037 | \$0 | \$0 | 14 |
|-------|----------|-----|-----|----|

Personnel: Program Design and Management Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Head Start / Early Head Start Director | \$3,589 | \$0 | \$0 | 1 |
| Managers - Program Operations Manager | \$2,610 | \$0 | \$0 | 1 |
| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
| Clerical Personnel | \$4,064 | \$0 | \$0 | 3 |
| Other Administrative Personnel - Software Systems Administrator | \$2,288 | \$0 | \$0 | 1 |
| Total | \$12,551 | \$0 | \$0 | 6 |

Personnel: Other Personnel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|-----------------------|-----------------------------------|---|--------------------------|----------------------------|
| Maintenance Personnel | \$2,927 | \$0 | \$0 | 3 |

Fringe Benefits

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--|-----------------------------------|---|--------------------------|----------------------------|
| Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI) | \$67,614 | \$0 | \$0 | |
| Health / Dental / Life Insurance | \$27,434 | \$0 | \$0 | |
| Retirement | \$12,961 | \$0 | \$0 | |
| Total | \$108,009 | \$0 | \$0 | |

Travel

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|--------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Staff Out-Of-Town Travel | \$1,000 | \$566 | \$0 | |

Supplies

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|------------------------------------|-----------------------------------|---|--------------------------|----------------------------|
| Office Supplies | \$7,662 | \$0 | \$0 | |
| Child and Family Services Supplies | \$54,000 | \$0 | \$0 | |
| Food Services Supplies | \$8,000 | \$0 | \$0 | |
| Total | \$69,662 | \$0 | \$0 | |

Contractual

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Administrative Services (e.g., Legal, Accounting) | \$1,000 | \$0 | \$0 | |
| Health / Disabilities Services | \$4,000 | \$0 | \$0 | |
| Training and Technical Assistance | \$0 | \$5,021 | \$0 | |
| Other Contracts - EEO Officer | \$1,000 | \$0 | \$0 | |
| Other Contracts - Dietician services for menus | \$500 | \$0 | \$0 | |
| Total | \$6,500 | \$5,021 | \$0 | |

Other

| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
|---|-----------------------------------|---|--------------------------|----------------------------|
| Rent | \$0 | \$0 | \$12,595 | |
| Utilities, Telephone | \$17,000 | \$0 | \$0 | |
| Building and Child Liability Insurance | \$1,300 | \$0 | \$0 | |
| Building Maintenance / Repair and Other Occupancy | \$10,414 | \$0 | \$0 | |
| Local Travel | \$5,000 | \$0 | \$0 | |
| Volunteers | \$0 | \$0 | \$178,646 | |

| | | | | |
|--|-----------------------------------|---|--------------------------|----------------------------|
| Parent Services | \$3,000 | \$0 | \$0 | |
| Publications / Advertising / Printing | \$200 | \$0 | \$0 | |
| Training or Staff Development | \$0 | \$3,746 | \$0 | |
| Other - Dues for Parents as Teachers | \$1,650 | \$0 | \$0 | |
| Other - Employee medicals and fingerprints | \$1,000 | \$0 | \$0 | |
| Other - Copier/internet pool | \$5,500 | \$0 | \$0 | |
| Other - vehicle maintenance, | \$500 | \$0 | \$0 | |
| Other - vehicle insurance | \$500 | \$0 | \$0 | |
| Other - vehicle fuel | \$500 | \$0 | \$0 | |
| Other - vehicle fees | \$50 | \$0 | \$0 | |
| Total | \$46,614 | \$3,746 | \$191,241 | |
| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
| Direct Costs Total | \$663,822 | \$9,333 | \$191,241 | 61 |

Indirect Charges

| | | | | |
|----------------|-----------------------------------|---|--------------------------|----------------------------|
| | <i>Cost for Program Operation</i> | <i>Cost for Training Technical Assistance</i> | <i>Non-Federal Share</i> | <i>Number of Employees</i> |
| Indirect Costs | \$91,808 | \$0 | \$0 | |

Head Start Acronyms

Head Start programs are administered by a federal agency in which other state and local agencies with similar standards and regulations collaborate to share resources. This resource provides a list of acronyms associated with these collaborating agencies and program services.

[Introduction](#) | [A](#) | [B/C](#) | [D/E F/G](#) | [H/I](#) | [J/K/L/M](#) | [N](#) | [O/P/Q/R](#) | [S/T](#) | [U/V/W/X/Y/Z](#)

Introduction

Head Start Acronyms List

A

ACF

Administration for Children and Families

ACYF

Administration on Children, Youth and Families

ADA

Americans with Disabilities Act

ADHD

Attention Deficit Hyperactivity Disorder

AIAN

American Indian and Alaska Native

AMS

Aligned Monitoring System

B/C

CA

Community Assessment

CAA

Community Action Agency

CACFP

Child and Adult Care Food Program

CAP

Community Action Program

CCDBG

Child Care and Development Block Grant

CCDF

Child Care and Development Fund

CDA

Child Development Associate

CDC

U.S. Centers for Disease Control and Prevention

CDL

Commercial Driver's License

CEU

Continuing Education Units

CFR

Code of Federal Regulations

CSRS

Child Safety Restraint Systems

CSBG

Community Services Block Grant

D/E**DAP**

Developmentally Appropriate Practices

D&B

Dun & Bradstreet

DLL

Dual Language Learners

DUNS

Data Universal Number System

ED

U.S. Department of Education

EHS

Early Head Start

EHS-CCP

Early Head Start-Child Care Partnership

ECLKC

Early Childhood Learning and Knowledge Center

EITC

Earned Income Tax Credit

EOM

End of Month Enrollment

EPSDT

Early and Periodic Screening, Diagnostic, and Treatment

ERIC

Educational Resources Information Center

ERSEA

Enrollment, Recruitment, Selection, Eligibility, and Attendance

ESSA

Every Student Succeeds Act

F/G

FACES

Family and Child Experiences Survey

FAPE

Free Appropriate Public Education

FAQs

Frequently Asked Questions

FPA

Family Partnership Agreement

FTE

Full-Time Equivalent

FYSB

Family and Youth Services Bureau

FY

Fiscal Year

GAO

General Accountability Office

GED

General Equivalency Diploma

GPO

U.S. Government Printing Office

H/I

HHS

U.S. Department of Health and Human Services

HSAC

Health Services Advisory Committee

HSCO

Head Start Collaboration Office

IDEA

Individuals with Disabilities Education Act

IEP

Individualized Education Program

IFSP

Individualized Family Service Plan

IM

Information Memorandum

J/K/L/M

KM

Knowledge Management

LEA

Local Education Agency

LRE

Least Restrictive Environment

MIS

Management Information System

MOA

Memorandum of Agreement

MOU

Memorandum of Understanding

MSHS

Migrant and Seasonal Head Start

N

NHTSA

National Highway Transportation and Safety Administration

NOA

Notice of Award

NPRM

Notice of Proposed Rule Making

O/P/Q/R

OFA

Office of Family Assistance

OHS

Office of Head Start

OMB

Office of Management and Budget

OPRE

Office of Planning, Research and Evaluation

PC

Policy Council

PFCE

Parent, Family, and Community Engagement

PI

Program Instruction

PIR

Program Information Report

P.L.
Public Law

PMS
Payment Management System

PROMIS
Program Resources and Outcomes Management Information System

PSA
Public Service Announcement

QIP
Quality Improvement Plan

RFP
Request for Proposal

RO
Regional Office

S/T

SEA
State Education Agency

SF-425
Standard Form-425 Federal Financial Report

SSI
Supplemental Security Income

T/TA
Training and Technical Assistance

TANF
Temporary Assistance to Needy Families

TDD
Telecommunications Device for the Deaf

U/V/W/X/Y/Z

URL
Uniform Resource Locator

USDA
United States Department of Agriculture

WIC
Special Supplemental Nutrition Program for Women, Infants and Children

Revised July 2017

Topic: [Human Resources](#)

Keywords: [Acronyms](#)

Resource Type: [Article](#)

<https://eclkc.ohs.acf.hhs.gov/human-resources/article/head-start-acronyms> Last Updated: March 12, 2018