

COMMUNITY ACTION COMMISSION OF FAYETTE COUNTY
 FAYETTE COUNTY EARLY LEARNING CENTERS – HEAD START
 ANNUAL REPORT TO THE PUBLIC
 Program Year 2009-10

Community Action Commission of Fayette County operates a publicly-funded preschool program for predominantly low-income children, ages 3-5, residing in Fayette County who meet eligibility guidelines. 10% of the enrollment is reserved for children with disabilities.

There are two Head Start sites in Fayette County: Washington Court House and Jeffersonville. Children receive prekindergarten services four days a week in part-day classes (3 ½ hours), September - May.

Funding

Community Action Commission of Fayette County Head Start received \$1,046,901 through a grant from the Administration for Children and Families (ACF) to administer the Head Start program in the 2009-10 program year. The required non federal share (in kind) of \$261,726 was successfully collected making a total budget of \$1,308,627.

Budgetary Information

The budget is separated into eight (8) cost areas: personnel, fringe benefits, travel, equipment, supplies, contractual, facilities/construction and other. All costs are direct cost; there are no indirect cost. There is a 15% limit on the amount of the budget that can be charged as administrative cost. The following is the budget expenditures for 2008-09:

Personnel	\$558,425
Fringe Benefits	\$167,426
Travel	\$ 5,601
Equipment	\$ 10,000
Supplies	\$ 60,034
Contractual	\$ 16,434 (Training and technical assistance)
Facilities/Construction	0
Other	\$228,981 (Rent, utilities, telephone, transportation costs, fingerprinting, drug testing, building repairs, etc.)
TOTAL	<u>\$1,046,901</u>

Administrative costs were 13.54%.

Numbers Served

170 children in 156 families were served throughout the program year. 100% enrollment was maintained each month. 18 children enrolled were above 100% poverty level (10%). All other children (90%) were below the federal poverty guideline.

Audit Findings

The annual A-122 fiscal audit had no findings.

Most Recent Review Findings

From 11/29/2009 to 12/04/2009 the Administration for Children and Families (ACF) conducted an on-site monitoring review of the Community Action Commission of Fayette County Head Start program. Based on the information gathered during the review, it was determined that the Head Start program was found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified must be corrected within 120 days following receipt of the report.

Areas of Non-Compliance:

PART 230 – Cost Principles For Non-Profit Organizations (OMB Circular A-122)

2 CFR Part 230, Appendix B – Selected Items of Cost

(8) Compensation for personal services

(m) Support of salaries and wages

(1) Charges to awards for salaries and wages, whether treated as direct costs or indirect costs, will be based on documented payrolls approved by a responsible official(s) of the organization. The distribution of salaries and wages to awards must be supported by personnel activity reports, as prescribed in subparagraph 8.m(2) of this appendix, except when a substitute system has been approved in writing by the cognizant agency. (See subparagraph E.2 of the Appendix A to this part.)

(2) Reports reflecting the distribution of activity of each employee must be maintained for all staff members (professionals and nonprofessionals) whose compensation is charged, in whole or in part, directly to awards. In addition, in order to support the allocation of indirect costs, such reports must also be maintained for other employees whose work involves two or more functions or activities if a distribution of their compensation between such functions or activities is needed in the determination of the organization's indirect cost rate(s) (e.g., an employee engaged part-time in indirect cost activities and part-time in a direct function). Reports maintained by non-profit organizations to satisfy these requirements must meet the following standards:

(a) The reports must reflect an after-the-fact determination of the actual activity of each employee. Budget estimates (i.e., estimates determined before the services are performed) do not qualify as support for charges to awards.

(b) Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.

© The reports must be signed by the individual employee, or by a responsible supervisory official having firsthand knowledge of the activities performed by the employee, that the distribution of activity represents a reasonable estimate of the actual work performed by the employee during the periods covered by the reports.

(d) The reports must be prepared a least monthly and must coincide with one or more pay periods.

The grantee did not maintain after-the fact personnel activity reports for employees whose compensation was paid in full or in part by Head Start. A review of the March 1 through May 31, 2009 Monthly Timesheet Charges by Activity documents and the Fiscal Officer's worksheets found personnel costs for the Executive Director, Deputy Director, and Fiscal Officer were pro-rated among Head Start and other funding sources. The three employees' salaries were charged to the Head Start grant based on the grantee's cost allocation plan. In an interview, the Fiscal Officer stated the grantee did not have personnel activity reports for any grantee employees.

The grantee did not maintain after-the-fact personnel activity reports for central administrative staff allocated to the Head Start program; therefore, it was not in compliance with the regulation.

PART 1304 – Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies

1304.51 Management Systems and Procedures.

(h) Reporting systems. Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that:

(2) Generate official reports for Federal, State, and local authorities, as required by applicable law.

The grantee did not maintain an efficient and effective reporting system to generate official reports for Federal authorities, as required by applicable law. The grantee did not file IRS 1099-Misc. forms for 2008 for any individuals paid at least \$600 for Head Start services. A review of Payment History documents found one contractor was paid \$1,920 in 2008, and another was paid \$4,995 from Head Start funds for janitorial services. The Fiscal Officer stated as of the date of review, no IRS 1099-Misc. forms were issued to any vendors paid from Head Start funds in 2008.

The grantee did not ensure it filed IRS 1099-Misc. forms for independent contractors paid over \$600 from Head Start funds; therefore, it was not in compliance with the regulation.

Part 1304 – Program Performance Standards for Operation of Head Start Programs By Grantees and Delegate Agencies

1304.52 Human Resources Management.

(j) Staff performance appraisals. Grantee and delegate agencies must, at a minimum, perform annual performance reviews of each Early Head Start and Head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.

The grantee did not ensure all Head Start staff had annual performance reviews. A review of five bus drivers' personnel files found four did not contain written evaluations for the 2008-2009 school year. In an interview, the Transportation/Recruitment Coordinator stated both parts of the annual evaluations were completed for all bus drivers; however, during additional interviews, the Head Start Director and

Transportation/Recruitment Coordinator stated annual performance reviews were never completed for the four drivers.

The grantee did not ensure four bus drivers received annual evaluations; therefore, it was out of compliance with the regulation.

Head Start Act

Sec.644. [42 U.S.C. 9839]

(a)

(2) Each Head Start agency shall make available to the public a report published at least once in each fiscal year that disclosed the following information from the most recently concluded fiscal year, except that reporting such information shall not reveal personally identifiable information about an individual about an individual child or parent:

(D) The results of the most recent review by the Secretary and the financial audit.

The grantee's Annual Report to the Public did not include all required elements. A review of the Annual Report to the Public, Program Year 2008-09, found it did not include the results of the most recent review of the Head Start program. In an interview, the Head Start Director confirmed the report did not include the results of the most recent review by the Secretary.

The grantee's Annual Report did not address the results of the most recent monitoring review by the Secretary; therefore, it was not in compliance with the regulation.

Timeframe for Corrective Action

The area(s) of noncompliance cited in this report must be corrected within 120 days of the receipt of this report. Pursuant to Section 637(2)(1) of the Head Start Act, a grantee that fails to correct an area of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected within the time period required by the responsible HHS official.

Medical and Dental Exams

145 children had health insurance; 130 were enrolled in Medicaid/EPSDT; 15 had private health insurance. 10 children did not have any health insurance.

95% of the children (161) were up-to-date on a schedule of age-appropriate preventive and primary health care by the end of the program year.

91% of the children (155) had a professional dental examination during the operating period.

Parent Involvement Activities

During the 2009-10 program year, parents could participate in Head Start in any of the following ways:

- Policy Council
- Parent Meetings/Committees
- Trainings
- Various Volunteer Opportunities (Classroom, bus, etc.)
- Advisory Committees
- Special Days (i.e. Grandparent’s Luncheon, Party Days, Male Involvement Day etc.)

Kindergarten Preparation

Throughout the school year, teachers worked with children on kindergarten readiness skills. Each child was assessed using the Creative Curriculum.net and individual goals were established that were based on the child’s current and emerging skills. Social skills were also stressed.

Two home visits and parent/teacher conferences were held during the year to keep parents/guardians informed of their child’s progress. A weekly Parent/Child activity was sent home for the parent to work with their child on various skills.

Parents were informed of the date and time of the various kindergarten registrations. In the last month of school, children going to kindergarten visited the kindergarten they would be attending. Parents were invited to accompany their child/ren on the kindergarten visit. With parental permission, each child’s records were sent to the school the child would be attending.

ARRA BUDGET 09/10

Personnel	22,354
Fringe	2,223
Staff Training	31,179
Grounds Maintenance	<u>25,000</u>
TOTAL	80,756

ARRA EXPENDITURES AS OF 6/15/2010

Personnel	13,662
Fringe	3,407
Staff Training	7,474
Grounds Maintenance	<u>25,000</u>
TOTAL	49,543

ALLIANCE PLAYGROUND FUND

Landscaping	2,240
Playground Materials	<u>2,760</u>
TOTAL	5,000

STEP UP TO QUALITY – WASHINGTON COURT HOUSE CENTER

Classroom Supports	2,500
Administrative Supports	1,000
Playground Supports	<u>6,500</u>
TOTAL	10,000

EXPENDITURES AS OF 6/15/2010

Classroom Supports	4,528
Administrative Supports	1,000
Playground Supports	<u>1,261</u>
TOTAL	6,789

STEP UP TO QUALITY – JEFFERSONVILLE CENTER

Classroom Supports	1,200
Critical Repairs	<u>2,800</u>
TOTAL	4,000

EXPENDITURES AS OF 6/15/2010

Classroom Supports	1,392
Critical Repairs	<u>0</u>
TOTAL	1,392

PUBLIC PRESCHOOL

Personnel	83,635
Fringe	11,709
Contractual	6,306
Travel	6,700
Supplies	4,650
Food	2,000
Other	<u>5,000</u>
TOTAL	120,000

EXPENDITURES AS OF 6/15/2010

Personnel	72,538
Fringe	15,289
Contractual	234
Travel	2,989
Supplies	0
Food	0
Other	<u>5,589</u>

TOTAL 96,638

EARLY HEAD START

Start Up Operations	196,222
T&TA	29,337
Pro-Rated Operations	391,157
In-kind	<u>154,179</u>

TOTAL \$ 770,895

EXPENDITURES AS OF 6/15/2010

Start Up Operations	100,436
T&TA	1,980
Pro-rated Operations	19,723
In-kind	<u>1,671</u>

TOTAL 123,810

USDA 3/1/2009 – 2/28/2010

Total Reimbursement	\$97,454.31
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