



# **CARES Act to Support Head Start Children, Families, and Programs**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



**OFFICE OF HEADSTART**

# Presenters

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Reopening Decisions

Ann Linehan, Deputy Director, OHS  
Programmatic Concerns

Colleen Rathgeb, Director of Planning Oversight and Policy  
CARES Funding Amount

Heather Wanderski, Program Operation Director  
CARES Funding Process

Belinda Rinker, Senior Policy Analyst  
Fiscal Management during COVID-19



## CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

# Public Health Considerations for Reopening

### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ALL YES →

ANY NO ↓



### Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ALL YES →

ANY NO ↓

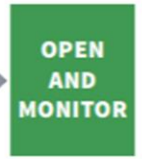


### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES →

ANY NO ↓



[Linked Here](https://www.cdc.gov/coronavirus)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# State Reopening Plans

States are taking important steps to help prevent COVID-19 in childcare settings.



**Be Safe. Childcare**  
Safe spaces and working conditions

CAUTIOUSLY REOPEN  
(Phase III)

[Chicago's Child Care Reopening Guidelines](#)



[North Carolina's Guidance for Child Day Care Reopening](#)

Specific Guidance for Child Care Sector

[Oregon's Child Care Reopening Guidance](#)



## MINIMUM STANDARD HEALTH PROTOCOLS

CHECKLIST FOR CHILD CARE CENTERS

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[Texas' Guidance for Reopening Child Day Care Operations](#)

 Child care

All childcare facilities can open with necessary modifications. The [guidance for childcare industry](#) provides guidelines to create a safer environment for workers.

[California's Child Care Reopening Guidance](#)



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# Programmatic Concerns: Hot Topics



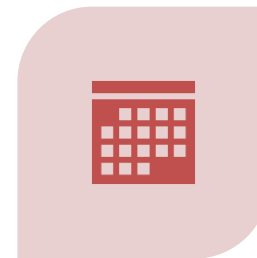
**RATIOS: TWO STAFF  
AT ALL TIMES**



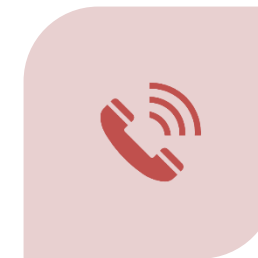
**CHILD SCREENING  
AND ASSESSMENTS**



**HEALTH AND DENTAL  
HEALTH**



**ATTENDANCE AND  
ENROLLMENT**



**ELIGIBILITY -- HSPPS  
ALREADY ALLOWS  
PHONE INTERVIEWS**

# CARES Act Funding

- ❑ All CARES Act funding will be awarded to grantees in one amount
- ❑ Total amount is based on funded enrollment
  - Approximately \$875 per slot
  - Head Start, Early Head Start and EHS-CCP slots all receive \$875
- ❑ This total amount replaces any prior application or funding amount
- ❑ Funding to support summer programs and other COVID needs



# Funding Information

- ❑ Every grantee will be awarded a proportionate amount based on total funded enrollment
- ❑ Funds will be added to the existing Supplement – COVID-19 One-Time applications already in progress next week
- ❑ Check status of existing applications – return to regional office as soon as possible so funds can be added
- ❑ A separate 2020 Summer Supplement application is no longer needed

# Application Requirements

- Grantees currently operating with Fiscal Year (FY) 2019 funds should indicate in the summary tab of the application whether funds are needed prior to the start of the FY 2020 budget period
- Move funds between object class categories, if needed
- Budget narrative only needed when purchasing equipment or proposing to use funds for the purchase, construction or major renovation of a facility
- Non-federal match waivers can be requested through \$0 on SF-424 & SF-424A
- No governing body approvals necessary
- Return by June 8, 2020





# Additional Funding Information

- ❑ Funds will be awarded through a separate Common Accounting Number (CAN)
- ❑ Existing operations funds can be used to cover allowable COVID-related expenses
- ❑ Adjustments can be made to apply COVID-related expenses to the new CAN, once funds received
- ❑ Funds can continue to be used as long as its to prevent, prepare for and respond to coronavirus
- ❑ Carryover requests and no cost extensions are available, if applicable



# OHS Fiscal Flexibilities: IM 20-03

- ❑ The Office of Head Start has issued Information Memorandum 20-03 to establish COVID-19 fiscal flexibilities for OHS grantees.
- ❑ Grantees should carefully review IM 20-03, along with other COVID-19 fiscal guidance posted on the ECLKC website.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-03	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid; COVID-19; Fiscal Flexibilities; Fiscal Year (FY) 2020	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities

**INFORMATION:**

On March 30, 2020, the Administration for Children and Families (ACF) issued **IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19**. It provides guidance related to fiscal flexibilities and waivers affecting grant applications, no-cost extensions, allowable costs, extension of certain deadlines, procurement, prior approvals, indirect cost rates, and single audit submissions.

This Information Memorandum (IM) describes how the Office of Head Start (OHS) is implementing each item from the ACF Memorandum. Please note that some items are implemented by OHS as issued by ACF and others are implemented with noted program-specific guidance.



# OHS Fiscal Flexibilities: IM 20-03

## ❑ Abbreviated non-competitive continuation requests (Item 4)

- Abbreviated applications due between April 1 and December 30
- Grant application components:
  - Budget and program schedule tabs
  - Budget justification (Section II) of grant application instructions
  - Other applicable tabs, with supporting documents (Chart on Page 4 of application instructions)
  - Non-federal match waivers can be requested through \$0 on SF-424 & SF-424A
  - Statement confirming governing body and Policy Council members available for contact have given approval
- Not applicable to competitive or baseline applications



# OHS Fiscal Flexibilities: IM 20-03

## □ Prior Approval Waivers (Item 7)

- *Grantees may purchase equipment needed to respond to COVID-19 with a value of up to \$25,000 without prior ACF approval between January 20, 2020 and December 31, 2020.*
- *Prior approval is waived for budget transfers between direct cost categories for an aggregate amount not to exceed \$1,000,000 between January 20, 2020 and December 31, 2020.*
- *Grantees are authorized to engage in sole source purchasing between January 20, 2020 and December 31, 2020 if necessary to obtain goods and services needed for COVID-19 response and recovery.*



# OHS Fiscal Flexibilities: IM 20-03

## ❑ No-cost Extensions (Item 3)

*Grantees with Head Start awards active as of March 31, 2020 and scheduled to end before December 31, 2020 may, at the discretion of OHS, receive a no cost extension of the project period of their award for up to twelve (12) months, inclusive of any previous extensions. Grantees with covered awards who require no cost extensions should submit their extension request to the Regional Grants Management Officer as soon as possible to allow time for processing and issuance of a revised notice of award.*





# OHS Fiscal Flexibilities: IM 20-03

## □ Allowability of Costs (Items 5-6)

*In this unprecedented service environment, OHS understands that costs that are necessary and reasonable for the performance of a Head Start award may be very different from allowable costs during normal operations. Circumstances in local communities may also vary significantly from state-to-state and within geographic areas. Individual child and family needs and resources must be considered. Grantees are expected to use prudent judgment and their knowledge of service populations and community circumstances to determine what expenses are necessary and reasonable to maintain services and when possible, re-open centers. It will be important that grantees are able to document that costs incurred are necessary, reasonable and allocable to the program's prevention, preparation or response to COVID-19 for enrolled children and their families. Be sure to review existing guidance on the continued payment of wages and benefits during closures through June 30, 2020.*



# Allowable Costs

Required for all Expenses; Base Grant and CARES Act

Required for CARES Act

Cost is Necessary,  
Reasonable and  
Allocable to a  
funded activity.



Spending decision  
and use of funds is  
documented.



Prevent, prepare  
for and respond to  
COVID-19

Use of funds is limited to enrolled children and their families.

# COVID-19 Fiscal Resources available on the Early Child Learning Knowledge Center (ECLKC)

- Office of Head Start Fiscal Flexibilities
- Funding and Administrative Flexibilities
  - Includes Administration for Children and Families Fiscal Flexibilities
- Staff Wages and Benefits
- Q&A Archive
- IM 19-01: General Disaster Recovery Flexibilities
- IM 20-03: Coronavirus-19 fiscal Flexibilities

<https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>

