



City of Albuquerque
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
 February 17, 2021

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator’s Report (Read prior to meeting)-Any Questions/Comments?
- V. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
- VI. Governing Board Report- N/A This reporting Period
- VII. Directors Report:
 - 1. Enrollment
 - 2. Attendance & Meal Counts
 - 3. EHS Centers COVID Update- Child Development & Education Specialist
 - 4. School Readiness- Child Development & Education Specialist
 - 5. Family Engagement-Parent, Family & Community Engagement Specialist
 - 6. Budget (Financial Statements)
 - 7. P-Card Report
- VIII. New Business-Action Items
 - a. EHS Criteria Weight
 - b. EHS Policies Manual

Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Secretary	_____	_____	_____
	Approval	Disapproval	Other Action



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, January 20, 2021

Meeting Minutes

1. Roll Call (Quorum not established): Catherine Seat, Ashley Jones, Crystal Ayala, Karen Lucero/ Community Representative, Nicole Taylor/ City Council Rep, and COA Staff- Dr. Dawnita Blackmon-Mosely/Division Manager, Robi Ruiz/EHS Education Specialist, Meeting was called to order @ 5:41 pm.
2. Approval of Meeting Minutes: Quorum not established.
3. Governing Board Report: No report.
4. Directors Report: Reporting Period 12/1/2020- 12/31/2020

- a.) **Enrollment-** Total funded enrollment 128. Total reportable enrollment 71; 60 center based and 16 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
- b.) **Enrollment Monthly Summary-** New Enrollment-families (0), children (0), pregnant moms (0), number of children born (1); total new enrollment (0). Total leaving program (5),- transitioning children (4), pregnant moms giving birth (0), children leaving before turning 3 (1), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (65), children up-to-date as possible on immunizations (0), children not up to date (6).
Eligibility Category- income eligible (43), TANF/SSI (5), Foster Child (2), Homeless (5). Over Income (16), Over 130% (0), Children w/IFSP's (15).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0% (Closed Covid)
Macarthur	62%
Plaza Feliz	70%
School on Wheels	0% (Closed Covid)
Singing Arrow	0% (closed-Staffing Shortage)
Trumbull	0% (closed-Staffing Shortage)
Western Trail	71%

Overall center-based program attendance totals- 67%; total number of absences 147.

- d.) **Meal Counts-** Total number of meals for (0-3 years in age), total children served (48), breakfast 145), AM snack (0), Lunch (147), PM snack (136), Dinner (0).

- e.) **Budget-** Financial statements provided to policy council membership:
Federal Grant-year to date (YTD) expenditures \$ 1,875,562
Training/Technical Assistance-(T/TA)-year to date expenditures \$ 44,906
COVID 19 Supplement- year to date expenditures- \$0
*** Overview provided on operating expenditures & column/underspent percentages***

5. Discussion-

- Still Needing approval of hire of Dr. Dawnita Blackmon-Mosley.
- Monavar Makvandi started as Head Teacher at Plaza Feliz EHS December 21st. She is still needing hire approval.
- EHS Program manager position has been hired and will start February 1st, 2021. Her name is Sheena Cacy. She is will need hire approval.
- Still Need approval on the new Criteria Rating Scale for the EHS Eligibility Selection Criteria
- A script will be made and Daphne Dubriel will call all voting members to get votes on hires since we have not been able to meet quorum.
- Monthly packet was reviewed including financials.
- Robi Ruiz updated on COVID closures. We have La Mesa EHS closed due to COVID. School on Wheels opened back up from COVID exposure. We still have Trumbull EHS and Singing Arrow EHS closed due to lack of staff.
- Parent Curriculum has been subscribed to and paid for 1 year. Looking at 2021-2022 school year to begin using it with all families. Trainings have started for staff on using Ready Rosie. Parent participation in activities with their child can be used for In-kind.
- COVID 19- Supplement and COLA grants were discussed. The purchase of learning kits from Lakeshore for parents to be able to check out that are participating in online learning have been arriving and needing to be put together. 20 iPads have been purchased for online learning families. Creating guidelines and check out policy and procedure for them.
- Biweekly COVID testing for early childcare providers has begun.
- There are 17 homeless children ranging in the ages of birth to 3 years old living in shelters that are needing services. We have been asked to reach out and try to provide center slots for these families. Homeless families are automatically qualified for the EHS program. Enrollment appointments are scheduled for February 4th, 2021 with these families.
- A new Governing board will be created and meetings should begin in February.
- Due to lack of staff, open wages line will be moved to supplies and equipment to help spend down and prevent reversion of money. Looking into replacing all center and administration desktops and monitors. Also looking into purchasing security cameras for playgrounds and center buildings.

6. Adjournment @ 6:34 pm. Next Meeting Date: February 17th, 2021



City of Albuquerque Early Head Start Monthly Program Manager's Report

Meeting Date: February 17, 2021

Program: Division of Child & Family Development

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Center-Based 104 Home-Based 24

Current Enrollment -

Center-Based 58 Home-Based 14

Explanation, if needed:

EHS Center operating on a hybrid model of 50% in-person learning and 50% distance learning. Family are choosing to keep children home and many are not interested in participating virtual learning. Program working on making the shift to 100% in-person learning.

I. Content Areas

A. Education:

- All classrooms have ordered education materials and supplies with one-time COVID funds
- Education Specialist continues weekly center visits to support classroom staff.
- Program reviewing staff education qualifications and working on corrective action plan for the (14) employees who currently don't meet the minimum requirements.

B. Support Services (Mental Health and Disabilities).

- The Division continues to look at ways to support staff and families in their support of the social-emotional well-being of the children through a research-based curriculum.
- Division met with OHS T/TA Specialist to review possible social-emotional curriculums and quality measuring tools.

C. Health/Nutrition:

- The division continues to update and/or develop policies and procedures that align with the Head Start Performance Standards.
- The division is currently in the process of developing a Nutrition Screen which is to be administered to every child enrolled in EHS within 160 days of start date.

D. Family and Community Partnerships:

- Parent, Family and Community Engagement Specialist continues to establish plans for division execution of the ReadyRosie Parenting Curriculum.
- Division collaborated with City homeless program and hosted an enrollment fair on February 3rd.
- Division is currently working on developing a policy on the Chromebook Parent Loaner Program.

E. Program Design: Management & Administration

- Division Manager continues to participate in weekly ECECD meeting with Secretary Groginsky in efforts of staying abreast of state guidelines on COVID Health & Safety Practices.
- Program administration is scheduling Program Manager, Education Specialist and Parent, Family & Community Engagement Program Specialist to a 4-day virtual training on the Q-CIIT Infant Toddler Tool. The tool assesses the quality of the teacher-child engagement.
- New Program Manager visited all 7 EHS sites her first week in the position to meet front-line employees and to observe the centers.
- The EHS Policies & Procedures Manual is in its final draft and will be presented for Policy Council Approval soon.
- EHS received notification of OHS Focus Area 2 Monitoring Review scheduled the week of March 29th. The FA2 Monitoring Review will be virtual.
- Division Leadership will meet with OHS on 2/16/21 to discuss a plan of action for the number of EHS classroom staff who currently do not meet the federal requirements of their position. This is a huge problem that has a high probability of resulting in a deficiency during the March Federal Review. Department Leadership and HR are in conversations with the Unions about the federally mandated requirement.
- Program currently working on plans for March 1st resume operations Monday-Friday with hours going back to 8am-2:30pm. Enrollment Specialist is working on compiling a list of daycares that provide extended hours for families who may be in need child care after EHS.

II. New Hires as of February 1, 2021

EHS Leadership: Approved 2/3/2021 via Telephone Poll

- 2/1/2021 Child Development & Education Program Manager- Sheena Cacy has several years of experience providing leadership to private, state and federal programs that serve expectant women and children birth through age 5. Sheena has experience providing direct service as well as serving in the role of Assistant Director. Most recent, Sheen has spent the last 5 years serving as a Subject Matter Expert over the Education Content Area for Head Start and Early Head Start programs across Sandoval County.

EHS Center-Based: Approved 2/3/2021 via Telephone Poll

- 12/21/2020 Head Teacher M13-Monavar Makvandi has (6) year of experience as a Teacher M12 with the City of Albuquerque Pre-K/EPre-K and Preschool programs. Monavar has an AA in Early Childhood Multicultural Education.

EHS Home-Based: N/A This reporting period

III. Involuntary Terminations:

EHS Center-Based: N/A This reporting period

EHS Home-Based: N/A This reporting period



EARLY HEAD START
Center-Based Monthly Report Form
Due the 1st Friday Each Month

Center Name: Western Trail Early Head Start
Reporting Period: January 5 - 29, 2021
Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play - This month the teachers and the infants focused on books and reading. They started by having the infants pick out individualized books. Giving each infant one on one reading time. Throughout the week, the infants were encouraged to look and share books with their friends. However, sharing books for the infants was difficult and they needed many reminders to try to share. By the end of the week the teachers and infants worked together to tell a story which included the infants as characters within the story.

The teachers introduced all sorts of animals and the sounds they make. The teachers counted the animals aloud for the infants to hear. When the teacher showed the infants a picture of a pig, the infant snorted like a pig. When the teachers say the word kitty one of the infants says "meow!" When the teacher roared like a lion, the infant also roared like a lion.

Infant Outside Play - This month was cold but when weather permitted, the infants and teachers played outside.

Working on identifying with oneself, and friends they would look around the playground to find friends, hiding behind structures and equipment. Teachers would ask the infants "Can we find..." and the infants would look and point to their friend(s).

While playing on the play structure, the teachers counted the steps that the infants were taking. The teachers would count the steps aloud and encouraged the infants to take more steps. Using positive feedback to encourage each infant. One infant smiled and pushed herself when going up the steps.

Toddler Indoor Play - This month the teachers and the toddlers did a lot of yapping, on the pretend phones. The teachers said hello to the toddlers and toddlers would reply by saying "hello", "hi", etc. Then the toddlers would say Mom and/or Dad, and some of the toddlers would give the phone to the teacher wanting the teacher to talk to their Mom and/or Dad. The teachers would act like they were talking to the toddlers parents and then they would say "good-bye" and give the phone back to the toddler telling the toddler 'your Mom and/or Dad wants to talk to you now'. The toddlers would say "Bye Mom, bye Dad" then hung up the phone, and tried to put the phone in their pocket.

The toddlers also had a blast making finger paint masterpieces. The toddlers at first did not want to put their fingers in the paint texture. After seeing a teacher put their fingers into the paint, the toddlers tried it, seemingly to be more comfortable to try it. The toddlers used all their fingers into different colors onto the paper. Some of the toddlers were saying the colors they used. The teacher only needed to make a few corrections on the names of colors.

Toddler Outside Play - On days the weather permitted to be outside, teachers and toddlers played with nature materials. First, the toddlers would look around the outside play area found within nature collecting sticks, dirt, leaves, rocks, pinecones, flowers, tree bark, and pods then they put them all on sticky contact paper. Naming the nature items, toddlers would also try to repeat the words. With each nature item, the teachers and toddlers used it to draw in the sand. The teacher used a stick to draw a letter and two toddlers were able to identify that letter and say it without any assistance.

Due to the windy weather outside the teachers and toddlers ran around the playground chasing bubbles. The toddlers would point to the bubbles, saying the word bubble and try to follow it. A toddler pointed to the bubble and said "Bye, bye bubbles!", then started to wave good-bye. Going back to the teacher to wait for more bubbles. The toddlers would try to catch, squish, or stomp on any that passed by.

Parent Center Committee Meetings: The parents did not have a center committee meeting for the month of January.



EARLY HEAD START Center-Based Monthly Report Form

Center Name: School on Wheels EHS

Reporting Period: January 2021

Submitted by: Bernice Johnson, Head Teacher

Center-Based Activities:

We were supposed to open the 4th of January with the rest of the centers, but our heater was not working. The temps in the classrooms were less than 40 degrees. Head Teacher has been communicating with supervisor and the children's families of the situation on a daily basis. On January 12th, 2021 temps in the classrooms were where they ought to be and center was re-opened and families were informed. Only 3 kids showed up on January 12, 2021. Most of our students returned on January 13th, 2021. We are operating at 10 children combine.

Teachers started the bi-weekly COVID testing this month. Teachers go their first COVID testing completed. All COVID tests return with a Negative result. Teachers have ordered their COVID test kits and we should be receiving them by Friday Jan. 22nd, 2021. Then get our test done on Monday, Jan.25th, 2021. Test kits were received, completed and returned on time.

A week after re-opening, everything is going well. Children are attending school on a daily basis and families are happy that they can bring their child/children to school once again. Teachers are also happy that the children are back and interact with them in person instead of virtually.

An enrollment appointment has been set for January 29th, 2021 for a new child for a spot in the infant room.

Parent Center Committee Meeting:

No parent meeting was scheduled this month.



EARLY HEAD START Center-Based Report Form

Center: Plaza Feliz Early Head Start

Reporting Period: January 2021

Submitted by: Mona Makvandi, Head Teacher

Activities at Center:

January at Plaza Feliz was a month full of adjustments and transitions for children and teachers. As the new head teacher, I introduced myself and welcomed back our families from their winter vacation. In addition to learning about the families we are serving I also took the time to get acquainted with the staff as we began to learn how we can best support each other as a team while continuing to serve the families. Staff weren't the only ones transitioning this month though, we also had Shyheem transition and welcomed Adriel who both joined our two-year-old class.

Our classroom play this month focused on exploring creative materials from crayons, and paint to blocks and pretend play. The ones class explored finger painting, squishing the paint between their fingers while the twos class created images with bingo dabbers, crayons, and markers.

In both the ones and twos class the children stacked blocks before knocking them over and parallel played with pretend food and dishes. We also read books such as "Today is Monday", "Brown bear, Brown bear, What Do You See?", "Sneezy the Snowman" and "The Hat". The children also enjoyed outdoor play with balls, sand toys, creating obstacles courses, and experimenting with ramps.

While outside we talked to the children about the weather, the clouds and other sights and noises in the environment. We ended our month with a nutrition activity we called "critters on a rock" we put cream cheese on granny smith apple slices then placed a few raisins on the cream cheese. The children made sour faces when tasting the granny smith apple slices.

Parent Committee Meeting:

This month during our parent committee meeting they went over our COVID-safe protocols & drop-off/pick-up procedures. In addition to reminders about upcoming holidays and winter parent-teacher conferences/home visits. Parents were informed that again our parent-teacher conferences/home visits would be conducted virtually.



EARLY HEAD START Center-Based Report Form

Center: Trumbull EHS

Reporting Period: January 2021

Submitted by: Frances Gonzales, Head Teacher

Center Activities:

Our center is closed but we are participating in virtual visits. We continuously update our families on program changes, conduct weekly wellness checks using objectives that include: family goals, health and development, parent concerns, resources, and a weekly activity.

Weekly activities for January: Draw with marker on paper towel, then place paper towel in container with water. Build a cave, place bears inside, use flashlights, play the song going on a bear hunt. Place an ice cube on a cookie tray and allow your child to sway the tray back and forth for the ice cube to slide and melt. Read a book to your child about winter.

We sent out information for public events: abqlibrary.org has access to kids corner, homework help, library card info, computer classes, story times, location and hours for the families to visit a library near them.

Parent Committee Meeting:

Continuous weekly virtual visits. We only have three families left. The rest have accepted transfers to other centers within our program. 1 in the infants, 1 in the 1's room, and 1 in the 2's room.



EARLY HEAD START Center-Based Report Form

Center Name: Western Trail Early Head Start
Reporting Period: January 2021
Submitted by: Diane Y. Archibeque, Head Teacher

Center-Based Activities:

Infant Indoor Play - This month the teachers and the infants focused on books and reading. They started by having the infants pick out individualized books. Giving each infant one on one reading time. Throughout the week, the infants were encouraged to look and share books with their friends. However, sharing books for the infants was difficult and they needed many reminders to try to share. By the end of the week the teachers and infants worked together to tell a story which included the infants as characters within the story.

The teachers introduced all sorts of animals and the sounds they make. The teachers counted the animals aloud for the infants to hear. When the teacher showed the infants a picture of a pig, the infant snorted like a pig. When the teachers say the word kitty one of the infants says "meow!" When the teacher roared like a lion, the infant also roared like a lion.

Infant Outside Play - This month was cold but when weather permitted, the infants and teachers played outside. Working on identifying with oneself, and friends they would look around the playground to find friends, hiding behind structures and equipment. Teachers would ask the infants "Can we find..." and the infants would look and point to their friend(s).

While playing on the play structure, the teachers counted the steps that the infants were taking. The teachers would count the steps aloud and encouraged the infants to take more steps. Using positive feedback to encourage each infant. One infant smiled and pushed herself when going up the steps.

Toddler Indoor Play - This month the teachers and the toddlers did a lot of yapping, on the pretend phones. The teachers said hello to the toddlers and toddlers would reply by saying "hello", "hi", etc. Then the toddlers would say Mom and/or Dad, and some of the toddlers would give the phone to the teacher wanting the teacher to talk to their Mom and/or Dad. The teachers would act like they were talking to the toddler's parents and then they would say "good-bye" and give the phone back to the toddler telling the toddler 'your Mom and/or Dad wants to talk to you now'. The toddlers would say "Bye Mom, bye Dad" then hung up the phone, and tried to put the phone in their pocket. The toddlers also had a blast making finger paint masterpieces. The toddlers at first did not want to put their fingers in the paint texture. After seeing a teacher put their fingers into the paint, the toddlers tried it, seemingly to be more comfortable to try it. The toddlers used all their fingers into different colors onto the paper. Some of the toddlers were saying the colors they used. The teacher only needed to make a few corrections on the names of colors.

Toddler Outside Play - On days the weather permitted to be outside, teachers and toddlers played with nature materials. First, the toddlers would look around the outside play area found within nature collecting sticks, dirt, leaves, rocks, pinecones, flowers, tree bark, and pods then they put them all on sticky contact paper. Naming the nature items, toddlers would also try to repeat the words. With each nature item, the teachers and toddlers used it to draw in the sand. The teacher used a stick to draw a letter and two toddlers were able to identify that letter and say it without any assistance.

Due to the windy weather outside the teachers and toddlers ran around the playground chasing bubbles. The toddlers would point to the bubbles, saying the word bubble and try to follow it. A toddler pointed to the bubble and said "Bye, bye bubbles!", then started to wave good-bye. Going back to the teacher to wait for more bubbles. The toddlers would try to catch, squish, or stomp on any that passed by.

Parent Center Committee Meetings:

The parents did not have a center committee meeting for the month of January.



EARLY HEAD START Home-Based Report Form

Reporting Period: January 2021

Submitted by: Valarie Ramirez, Home Visitor

Home Based Activities:

Virtual visits are done weekly focusing on Child Development utilizing the Parents as Teachers home based curriculum and Family Outcomes using the PFCE Framework.

One particular activity done in the month of January was called “Pretend picnic: Imagining and showing understanding”, this activity focused on the child’s Social and Emotional development. I was able to participate and model the activity virtually with supplies in the office. One mom set up a pretend picnic in her living room complete with spoons, cups, plates and a small pan on top a picnic blanket. This mother’s child took the pan and a large serving spoon and set it on her small trampoline as though it were a stove then pretended to stir and cook. Child also pretended to eat and drink - making smacking noises when pretending to eat and “ahhh” when pretending to drink water. This child also pretended to feed her doll, her mother, and me by bringing a spoon of “food” to the camera. Mom continuously encouraged her child and praised her saying “Can mommy have some in this yellow bowl?” “Can I have more please?” while using sign language and “Thank you!”

Another activity for the month of January was “Body parts: Looking and listening” focusing on Language and Literacy. Mom sang “Head, Shoulders, Knees and Toes” with child and asked where certain body parts were. Child was easily able to point to several body parts including her nose, eyes, head.. Mom challenged her child by asking her where her elbows, knees, and tummy were while showing her after she did not know and repeating the pattern and song. Mom continuously prompted her child to say her body parts after pointing to them “Say nose” -this effort is ongoing.

January 2021 Socializations:

January 20th – Anderson-Abruzzo Albuquerque International Balloon Museum – Stories in the sky - Virtual Storytime with Maryse Lapierre: Community Helpers: Police and Firefighters. Domain: Language and Literacy, and Social and Emotional Development – 1 attended.

January 27th – Anderson-Abruzzo Albuquerque International Balloon Museum – Stories in the sky - Virtual Storytime with Maryse Lapierre: Community Helpers: Doctors, Nurses and Teachers. Domain: Language and Literacy, and Social and Emotional Development – 0 attended.



City of Albuquerque Early Head Start Caseload/Enrollment Report 1/31/21

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	67
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enrollment (actual + withdrawn/dropped):	72
Total Deficit:	56

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	14	58	72
Defficiency:	10	46	56

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Reportable Total	Deficit
Valarie	12	6	7	0		0	7	5
Debbie	12	7	6	0		1	7	5
Total	24		13	0		1	14	10

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	5	1	6		2
MacArthur	16	12	1	13		3
PlazaFeliz	16	11	1	12		4
SOW	16	11	0	11		5
Trumbull	24	3	0	3		21
W. Trail	16	12	0	12		4
Singing Arrow	8	0	1	1		7
Total	104	54	4	58		46

City Of Albuquerque EHS

2301 - Average Daily Attendance

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day, Attendance Date: 1/1/2021 - 1/31/2021

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Douglas MacArthur										
Infant	39	19	0	14	2.79	8	34.82%	4.14	67.24%	
Toddler - EH	32	22	0	14	2.29	8	28.57%	3.86	59.26%	
Site Total	71	41	0	14.00 (avg)	5.08	16	31.70%	8.00	63.39%	
La Mesa										
Toddler - EH	31	24	0	14	2.21	8	27.68%	3.93	56.36%	
Site Total	31	24	0	14.00 (avg)	2.21	8	27.68%	3.93	56.36%	
Plaza Feliz										
Toddler - EH	56	14	0	16	3.50	8	43.75%	4.38	80.00%	
Twos	44	20	0	16	2.75	8	34.38%	4.00	68.75%	
Site Total	100	34	0	16.00 (avg)	6.25	16	39.06%	8.38	74.63%	
School On Wheels										
Infant	21	9	0	10	2.10	8	26.25%	3.00	70.00%	
Toddler	53	17	0	10	5.30	8	66.25%	7.00	75.71%	
Site Total	74	26	0	10.00 (avg)	7.40	16	46.25%	10.00	74.00%	
Western Trail										
Infant	42	6	0	16	2.63	8	32.81%	3.00	87.50%	
Toddler	75	34	0	16	4.69	8	58.59%	6.81	68.81%	
Site Total	117	40	0	16.00 (avg)	7.31	16	45.70%	9.81	74.52%	
City Of Albuquerque EHS	393	165	0	14.00 (avg)	28.25	72	38.99%	40.12	70.43%	
Report Totals	393	165	0	14.00 (avg)	28.25	72	38.99%	40.12	70.43%	

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

City Of Albuquerque EHS
2371 - CACFP Reimbursement Summary
 Program Term: EHS 2020 - 2021, Program Option: Standard Full Day
 Attendance Date: 1/1/2021 - 1/31/2021

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2020 - 2021									
Douglas MacArthur									
Infant	14	5	0	0	37	0	36	28	0
Toddler	14	5	0	0	31	0	29	24	0
Douglas MacArthur	28	8	0	0	68	0	65	52	0
La Mesa									
Toddler	14	5	0	0	31	0	31	28	0
La Mesa	14	5	0	0	31	0	31	28	0
Plaza Feliz									
Toddler	16	5	0	0	56	0	55	46	0
Twos	16	6	0	0	41	0	43	38	0
Plaza Feliz	32	10	0	0	97	0	98	84	0
School On Wheels									
Infant	10	3	0	0	16	0	16	16	0
Toddler	10	7	0	0	53	0	53	52	0
School On Wheels	20	10	0	0	69	0	69	68	0
Western Trail									
Infant	16	3	0	0	40	0	42	38	0
Toddler	16	7	0	0	74	0	73	69	0
Western Trail	32	10	0	0	114	0	115	107	0
City Of Albuquerque EHS	126	43	0	0	379	0	378	339	0
Report Totals	126	43	0	0	379	0	378	339	0

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
GRANT (3163680) AND T&TA (3163681)
January 31, 2021**

DESCRIPTION	BUDGET		EXPENSES YTD THRU LAST MONTH		EXPENSES CURRENT MONTH		EXPENSES TOTAL YTD		REMAINING BALANCE		YTD % EXPENSED	
	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA	GRANT	T&TA
WAGES	859,027		399,556	0	71,829		471,385	0	387,642	0	55%	0%
FRINGE	600,547		176,117	0	30,870		206,987	0	393,560	0	34%	0%
522500-TRAVEL		5,000							0	5,000	0%	0%
EQUIPMENT & SUPPLIES												
522054-EQUIPMENT	125,000		212	0			212	0				
522000-SUPPLIES	187,368		1,216	0	1,573		2,788	0				
522020-Supplies-Uniforms			0	0			0	0				
522032-Supplies-Food			0	0			0	0				
522048-Supplies-Office			0	0			0	0				
522052-Supplies-Operating			0	0			0	0				
522060-Supplies-Postage/Freight			86	0	25		111	0				
523400-Dues And Memberships		5,000	2,100	2,746			2,100	2,746				
523410-License Renewals			0	0			0	0				
TOTAL EQUIPMENT & SUPPLIES	312,368	5,000	3,613	2,746	1,598	0	5,211	2,746	307,157	2,254	2%	55%
527500-CONTRACTUAL/PROFESSIONAL	33,000	25,000	0	2,112		544	0	2,656	33,000	22,344	0%	11%
OTHER SERVICES												
521000-Other Services	70,620	9,906	2,750	0			2,750	0				
522510-Travel - Local/In State (Mileages)			439	0	60		499	0				
523000-Training - General			0	0			0	0				
523800-Repairs And Maintenance			5,127	0			5,127	0				
527505-Svcs-Advertising			0	0			0	0				
Other Misc (Publication, Prining etc)			0	0			0	0				
Utilities			0	0			0	0				
TOTAL OTHER SERVICES	70,620	9,906	8,316	0	60	0	8,376	0	62,244	9,906	12%	0%
GRAND TOTAL	1,875,562	44,906	587,602	4,858	104,357	544	691,958	5,402	1,183,604	39,504	37%	12%

ENT 1,875,562
TA 44,906
1,920,468

	T&TA	ENTITLEMENT
Current %	37%	12%
Should Be	58%	671200%
Under spent	21%	671188%
Possible reversion	\$402,119	\$301,403,670

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
CITY MATCH (3163682)
January 31, 2021**

DESCRIPTION	BUDGET	EXPENSES YTD THRU LAST MONTH	EXPENSES CURRENT MONTH	EXPENSES TOTAL YTD	REMAINING BALANCE	YTD % EXPENDED
WAGES	201,969	67,746	10,941	78,686	180,526	39%
FRINGE	101,188	35,855	5,754	41,609	89,861	41%
522500-TRAVEL	5,000	0		0	5,000	0%
EQUIPMENT & SUPPLIES						
522054-EQUIPMENT		0		0		
522000-SUPPLIES	98,326	4,300	201	4,501		
522020-Supplies-Uniforms		0		0		
522032-Supplies-Food		0		0		
522048-Supplies-Office		0		0		
522052-Supplies-Operating		0		0		
522060-Supplies-Postage/Freight		22		22		
523400-Dues And Memberships		0		0		
523410-License Renewals		0		0		
TOTAL EQUIPMENT & SUPPLIES	98,326	4,322	201	4,523	93,803	5%
527500-CONTRACTUAL/PROFESSIONAL	15,000	0	0	0	15,000	0%
OTHER SERVICES						
521000-Other Services	58,634	0	0	0		
522510-Travel - Local/In State (Mileages)		45	0	45		
523000-Training - General		0	0	0		
523800-Repairs And Maintenance		0	0	0		
527505-Svcs-Advertising		0	0	0		
Other Misc (Publication, Prining etc)		0	0	0		
Utilities		0	0	0		
594031(2) Vehicle - Maintenance		1,878	0	1,878		
TOTAL OTHER SERVICES	58,634	1,923	0	1,923	56,711	3%
GRAND TOTAL	480,117	109,845	16,896	126,741	440,901	26%

MATCH	
Current %	26%
Should Be	58%
Under spent	32%
Possible reversion	\$153,327

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
COVID 19 SUPPLEMENT (3163683)
January 31, 2021**

DESCRIPTION	BUDGET	EXPENSES YTD THRU LAST MONTH	EXPENSES CURRENT MONTH	EXPENSES TOTAL YTD	REMAINING BALANCE	YTD % EXPENSED
WAGES				0	0	0%
FRINGE				0	0	0%
522500-TRAVEL					0	0%
522054-EQUIPMENT			5,398	5,398		
522000-SUPPLIES	19,687		9,128	9,128		
522020-Supplies-Uniforms				0		
522032-Supplies-Food				0		
522048-Supplies-Office				0		
522052-Supplies-Operating				0		
522060-Supplies-Postage/Freight				0		
523400-Dues And Memberships				0		
523410-License Renewals				0		
TOTAL EQUIPMENT & SUPPLIES	19,687	0	14,526	14,526	5,161	74%
527500-CONTRACTUAL SERVICES				0	0	0%
527500-CONTRACTUAL SERVICES	92,800			0		
527500-CONTRACTUAL SERVICES				0		
527500-CONTRACTUAL SERVICES				0		
527500-CONTRACTUAL SERVICES				0		
527500-CONTRACTUAL SERVICES				0		
Other Misc (Publication, Prining etc)				0		
Utilities				0		
TOTAL OTHER SERVICES	92,800	0	0	0	92,800	0%
GRAND TOTAL	112,487	0	14,526	14,526	97,961	13%

	MATCH
Current %	13%
Should Be	58%
Under spent	45%
Possible reversion	\$51,091

**FAMILY AND COMMUNITY SERVICES DEPARTMENT
EARLY HEADSTART PROGRAM - FY 2021 EXPENDITURE REPORT
QI & COLA SUPPLEMENT (3163684)
January 31, 2021**

DESCRIPTION	BUDGET	EXPENSES YTD THRU LAST MONTH	EXPENSES CURRENT MONTH	EXPENSES TOTAL YTD	REMAINING BALANCE	YTD % EXPENSED
WAGES	22,181	0		0	22,181	0%
FRINGE	11,101	0		0	11,101	0%
522500-TRAVEL					0	0%
EQUIPMENT & SUPPLIES						
522054-EQUIPMENT		0		0		
522000-SUPPLIES	4,229	549		549		
522020-Supplies-Uniforms		0		0		
522032-Supplies-Food		0		0		
522048-Supplies-Office		0		0		
522052-Supplies-Operating		0		0		
522060-Supplies-Postage/Freight		0		0		
523400-Dues And Memberships		0		0		
523410-License Renewals		0		0		
TOTAL EQUIPMENT & SUPPLIES	4,229	549	0	549	3,680	13%
527500-CONTRACTUAL/PROFESSIONAL	55,000	10,038	2,250	12,287	42,713	22%
OTHER SERVICES						
521000-Other Services		6,300		6,300		
522510-Travel - Local/In State (Mileages)		0		0		
523000-Training - General		0		0		
523800-Repairs And Maintenance		0		0		
527505-Svcs-Advertising		0		0		
Other Misc (Publication, Prining etc)		0		0		
Utilities		0		0		
TOTAL OTHER SERVICES	55,000	6,300	0	6,300	48,700	11%
GRAND TOTAL	92,511	16,887	2,250	19,136	128,375	21%

	MATCH
Current %	21%
Should Be	58%
Under spent	38%
Possible reversion	\$34,829

Cardholder Name	Merchant Name	Amount	Description
Dubriel, Daphne	Walmart.Com Az	\$304.92	
Dubriel, Daphne	Amazon.Com Ah4wh0263	\$277.01	
Dubriel, Daphne	Walmart.Com Az	\$235.70	
Dubriel, Daphne	Walmart.Com Ax	-\$121.78	REFUND
Dubriel, Daphne	Amzn Mktp Us Ca7bf6xi3	\$22.99	
Dubriel, Daphne	Walmart.Com Ax	\$74.24	
Dubriel, Daphne	Walmart.Com Ax	\$461.74	
Ruiz, Robellia	Wal-Mart #2451	\$35.64	
Ruiz, Robellia	Amzn Mktp Us Zx0kz7lh3	\$19.35	
Ruiz, Robellia	Amzn Mktp Us Qq5yb1493	\$14.94	
Ruiz, Robellia	Amzn Mktp Us Mn4a20w13	\$35.98	
Ruiz, Robellia	Amzn Mktp Us Db9bn37x3	\$149.28	
Ruiz, Robellia	Wm Supercenter #2451	\$99.96	
Ruiz, Robellia	American Red Cross	\$96.00	

Total **\$1,705.97**

Early Head Start Eligibility Selection Criteria

This section for staff use only

Pregnant Mom

Eligible Child

Name: _____ Date of Birth: _____

1. Parent(s) age:

≤16 years (85) _____

17-19 years (65) _____

2. Age of Child

≤12 Months (150)_____

Between 13-24 Months (100)_____

Between 25-33 Months (75) _____

3. Parent(s) Income (FPL = Federal Poverty Level):

TANF (300) _____

SSI (300) _____

No Income (150) _____

Between 1%-50% FPL (125) _____

Between 51%- 100% FPL (100) _____

Between 101%-130% FPL (25) _____

4. Parent(s) Environmental Criteria:

Experiencing Homelessness (500) _____

Domestic Violence (250) _____

Lack of necessities * (i.e. food, clothing, etc.) (35) _____

4. Parent(s) Medical Criteria:

Drug/Substance abuse (85) _____

Known disability (75) _____

No access to medical care (25) _____

5. Parent(s) Circumstantial Criteria:

Community Agency Referral* (110) _____

Unemployed (100) _____

High School/GED Student (90) _____

Less than High School Graduate Education (85) _____

Military family/ Veteran (65) _____

First Time parent (50) _____

Single parent (40) _____

No transportation (35) _____

Early Head Start Eligibility Selection Criteria
This section for staff use only

Isolated/ No social contact (25) _____

Family Criteria Total _____

6. Pregnancy Criteria:

No Pre-Natal Care after 26 weeks (115) _____

Documented High Risk Pregnancy (115) _____

Pregnancy Criteria Total _____

7. Child Criteria:

In Foster Care (400) _____

Documented Disability/Delay/IFSP (190) _____

Child Protective Services Referral (150) _____

Documented medical risk (e.g. premature/low birth weight) (145) _____

Documented Drug/Substance exposure (85) _____

No Health Insurance (25) _____

Child Criteria Total _____

* Comments (please provide details for items with an asterisk):

Staff Signature: _____ Date: _____ **Grand Criteria Total** _____