

Family & Community Services



Brooke Eskridge, CCAP
Family and Community
Services Director
November 2021 Board report

FCS Administrative Updates



Nov. 17th, 2021

CMCA Poverty 101 and Mini Simulation have been completely revised using updated statistics and a DEI lens. This presentation will be used consistently throughout CMCA's service area.



Nov. 30th, 2021 (DUE DATE)

FY21 Organizational Standards - 100% of annual documents uploaded to the state system as required by CSBG contract.



Nov. 19th, 2021

CMCA Leadership and Community Services Unit (CSBG/LIHEAP state staff) met to tour the Boone FRC and discuss CMCA programs, theory of change and highlight our data dashboard.

Oct. 28th, 2021

SMHR Team participated in a Career Fair that was organized by the SMHR Program Manager, Nolanda Dodd, in collaboration with Rock the Community and Powerhouse Community Development Corporation in Boone County. The fair consisted of 35 vendors providing employment opportunities and community resources as well as free clothing, clothing vouchers, COVID vaccinations, free phone plans, and free food provided by the Powerhouse Mobile Food Pantry. next report.

Nov. 9th & 10th , 2021

Mass SAFHR Application assistance for Jefferson City Housing Authority families facing eviction. 26 applications were completed. This was a joint event led by CMCA Cole Co. Community Organizer Stefani Thompson.

Nov. 6th, 2021

Bridges out of Poverty Event held in Jefferson City in partnership with First United Methodist Church (FUMC). Event was facilitated by CMCA Cole Community Organizer & FCS Program Officer, Emily Young.

Nov. 19th, 2021

Jamestown Career & College Fair in Moniteau County with multiple businesses, colleges and trade schools in attendance.

FCS Community Events



Poverty Simulation Report

Community Partner: Sinclair School of Nursing
Primary Facilitator: Kelley Lucero

Date: 11/18/2021 **County:** Boone
Secondary Facilitator: All Organizers

Total Number of Participants: 73
Participant Demographics:

Male: 12.5%
Female: 86.1%
Other Gender: 1.4%

Ever in Poverty: 12.5%
Never in Poverty: 87.5%

Age 16-24: 95.9%
Age 25-44: 4.1%
Age 45-64: 0.0%
Age 65 or older: 0.0%

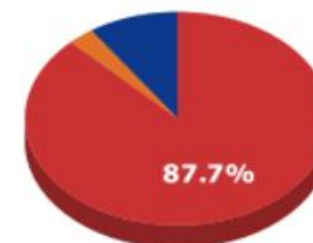
Hispanic: 2.8%
Non-Hispanic: 97.2%

Black/African American: 10.0%
White/Caucasian: 90.0%
Asian: 0.0%
American Indian/Alaska Native: 0.0%
Native Hawaiian/Pacific Islander: 0.0%
Bi-Racial/Multi-Racial: 0.0%
Other race: 0.0%

Participant Changes in Understanding of Poverty:

The Poverty Simulation is designed to increase participant awareness and understanding of the daily experiences of people living in poverty. Objectives include increasing understanding of financial pressures experienced by people living in poverty, the difficult choices that people in poverty must make on a daily basis, difficulties people in poverty face in improving their situation, the emotional stresses and frustrations associated with poverty, and the positive and negative impacts of social services on people living in poverty.

Change in Overall Understanding of Poverty



● Gain ● Loss ● No Change

Poverty Simulation

BOONE COUNTY

MU SCHOOL OF NURSING

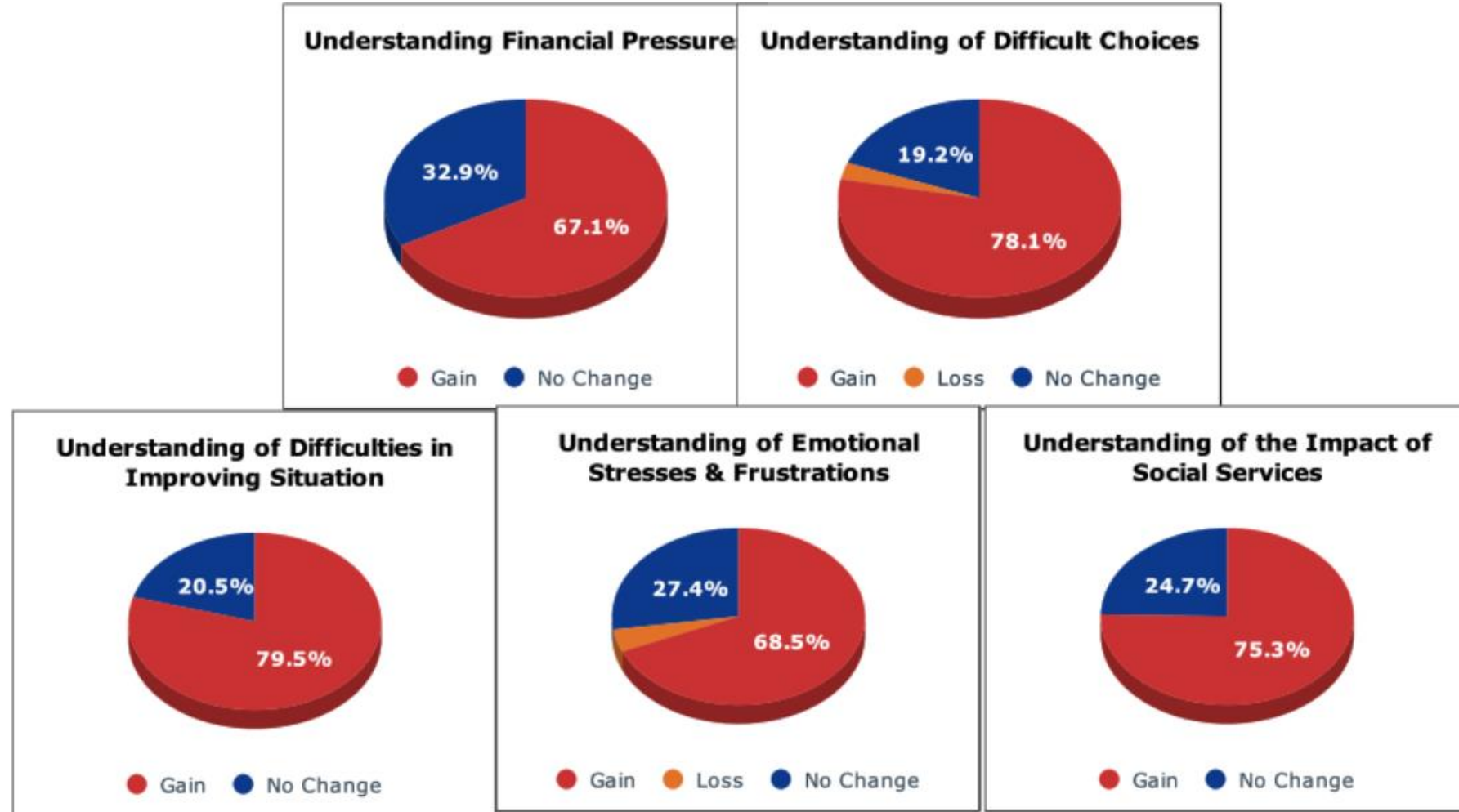
CONDUCTED BY
BOONE COMMUNITY
ORGANIZER

NOV. 18, 2021

Poverty Simulation Report, Continued

Poverty Simulation cont.

MU SCHOOL OF NURSING
CONDUCTED BY BOONE
COMMUNITY ORGANIZER
NOV. 18, 2021





MU School of Nursing Community Simulation

CMCA

Employment & Training

SkillUP & Financial Opportunity Center (FOC)



We hired a new Financial Opportunity Coach for Boone/Cooper/Howard, scheduled to start 12/1/21. One full-time [Callaway/Audrain FOC position](#) remains open. Two full-time SkillUP Family Success positions based at the [Boone FRC](#) and [Cole FRC](#) are currently accepting applications.



CMCA has been approved by both Transunion and Equifax to pull credit reports for our FOC members. This process took nearly nine months and is a huge accomplishment for our FOC model and members.



Cole Financial Opportunity Coach enrolled one new member in the FOC model and is actively working with 23 members on improving their financial wellbeing.



Two (2) new SkillUP enrollments in October/November, 43 enrollments for the program year. Two (2) Members started training programs in October, and we assisted one SkillUP member with a laptop [digital access](#) in her online classes.

Building a Strong Foundation for Families

The Financial Opportunity Centers® model pairs individuals with coaching services to create a plan toward financial freedom. Coaches support individuals with tools and resources that allow them to navigate the complexities around increasing income, decreasing expenses, and acquiring assets.

The FOC model includes:



One-on-one long-term coaching toward employment and financial goals, designed to improved economic stability and family well-being.



Core components of the program provide an integrated service model including all 3 services outlined below.

Employment Services

Career coaching
Job readiness & job placement
Job retention & job advancement
Education & training

Financial Coaching

Establish budget & balance sheet
Visioning & goal-setting
Credit report & FICO score review
Access to financial products

Income Supports

Connection to public and private benefits (SNAP, childcare subsidies, housing and energy assistance, EITC)

FOCs equip clients with the tools, motivation, and knowhow to make sound financial decisions that:

- Increase Earnings
- Build Credit
- Reduce Expenses
- Boost Assets

The FOC model is not a distinct program or organizational entity, but rather, a new way for agencies to conceptualize and approach their work. As such, the model is deployed within the existing infrastructure of established and trusted community-based organizations. The model is based on the Center for Working Families approach, originally developed and promoted by the Annie E. Casey Foundation in partnership with Rural LISC.

Community Service Block Grant (CSBG) CARES Act funding accounts for 86% of the overall funding for the Financial Opportunity Centers Model. Other funding sources provide 14% of the total funding.

For More Information Contact

Emma Wittstruck-
Call, FOC
573.635.4480
2504
EmmaW@cmca.us

Financial Opportunity Center: Member Success

► "Sierra came to the FOC wanting to buy a home and work on curbing her overspending habits. She was approved for social security disability and received her first payment in August 2021. Sierra found a house in Eldon, MO. She received a back payment of \$15,000 from her disability and is using those funds to purchase a 743 square foot home. They were asking \$62,000 and offered \$52,500. She plans to take the loan out for \$42,000. She states the home needs gutters and a new roof that she plans to have put on and plans to put a fence up for her dog. She has saved \$2000 towards these repairs while working with CMCA FOC Coach, Emma Wittstruck-Call."

Foster Grandparents Program (FGP) & Retired Senior Volunteer Program (RSVP)



CMCA has 58 volunteers with several currently on extended leave. Program Manager wants to increase participation to 75 volunteers.



RSVP and FGP are both actively recruiting for program participation. RSVP currently has 3 volunteers serving with a goal of 75 in the three-year grant period.



RSVP recruitment event at the Senior Center in early November. Individuals filled out a survey asking about services that are needed in their community and their own interest in volunteering.



FGP Holiday celebration being planned at Hanover Estates on Dec. 10th, 10:00am-2:00pm.

Missouri Foundation for Health (MFH)



CMCA Healthcare Advocates' time has been spent educating staff and members in the month of October. They have answered questions from 90 members related to either Medicaid Expansion, ACA Marketplace or Medicare.



Healthcare Advocates have assisted the following members 10/1/21-11/19 with submitting Medicaid Expansion applications or enrolling and selecting a plan through the ACA Marketplace or Medicare.

- Medicaid Expansion - 16
- ACA Marketplace -16
- Medicare - 5



Healthcare Advocate Events to promote Medicaid Expansion and Marketplace in October/November: Family Impact Center's Wellness Day, Rock the Community Resource Fair, MU Health Fair.



Oct/Nov information sharing on Medicaid Expansion efforts with community partners including Medzou, Columbia Housing Authority, Twin Towers in Columbia, City/County Health Department Board of Health meeting and the Moniteau Relative Service Council.

Show Me Healthy Relationships (SMHR)



Earn Gift Cards
FOR PROGRAM COMPLETION

ShowMe Healthy Relationships

WANT TO EARN A GIFT CARD WHILE GAINING GREAT RELATIONSHIP SKILLS?

"Will I ever find the right person?"
"Why don't my relationships work?"
"There has to be a better way."

Classes for ANYONE over 18, SINGLE, not in a committed relationship!
Learn how to maintain healthy relationships, the qualities of a good partner, skills for effective communication, personal well-being & problem solving!

CLASSES ARE FREE - ENROLLING NOW!

For more information or to sign up, contact us
at 1-855-422-4510 or text 573-239-1776
Email Smhr@cmca.us OR find us on FB @ ShowMe Healthy Relationships Program Central Missouri

Control Missouri Community Action

SMHR is a program of the Missouri Department of Health and Senior Services, Division of Family and Community Health, Office of the Missouri State Health Officer. It is a program of the Missouri Department of Health and Senior Services, Division of Family and Community Health, Office of the Missouri State Health Officer. It is a program of the Missouri Department of Health and Senior Services, Division of Family and Community Health, Office of the Missouri State Health Officer.

Human Development and Family Science

Extension

(Classes are 8 weeks long, must attend all 8 weeks!)

ShowMe Healthy Relationships Program has helped me understand how my relationships from my past impact my life and how to choose healthier ones for the future! - JD, Fortunate, Columbia, MO



CMCA SMHR team wrapped up their most recent **Saturday** morning online community class 10/31/21.



SMHR Year 2 (9/1/21- 10/31/21):
Singles served- 7 enrolled (Program enrollment goal 192) 4% = 112 hours
8 completed (Program completion goal 158) 5% = 128 hours



CMCA SMHR team provided treat bags to the Community Organizer to give out to children as well as phone wallets for parents at the Fulton Trunk or Treat event 10/31/21.



SMHR team continues utilizing Zoom to offer online and remote intakes *and* classes. Materials are being dropped off with contactless deliveries as well as being mailed to other counties.

Family Development Credential (FDC)



FDC is a strengths-based curriculum that focuses on building a shared power relationship instead of the traditional “power over” approach to service delivery.



2021-2022 FDC Class started 11/3/21 and is scheduled to run through 5/4/22. Ten (10) CMCA staff are currently enrolled to earn their credential.



FDC is an opportunity for self-reflection and professional development, with a focus on the importance of self-care working in Social Services.



FDC meets the Head Start education requirements for Coaches. FDC is an undergraduate college course and students can choose to complete the application for college credit.

Whole Family Approach (WFA) Highlights



Currently recruiting a full time [Park Head Start Family Success Coach](#). Interested candidates can apply online.



“When I was doing a recent home visit mom explained to me that they lost food stamps and I give the resource to check about the application to get them back. It took a couple of days, but we sent extra food home with the family. Mom texted me and stated she got her food stamps back. She said thank you for your help. I feel like it has been very good month.”

- CELN Family Success Coach



“Our field trip to Peach Tree Farms and everyone had a great time! The same week we also had a successful Family Event at Park. The Police and Fire Dept were able to join us, and each classroom had activities of some sort. We had 80 people not including staff or other volunteers attend.” -Park/Bear Creek Family Success Coach



Coaching Home Visits were completed by 11/30 for families who started at the beginning of the Head School 21/22 school year.

CSBG CARES Resource Coordination

Unduplicated Services Oct. 1, 2021 - Nov. 19, 2021

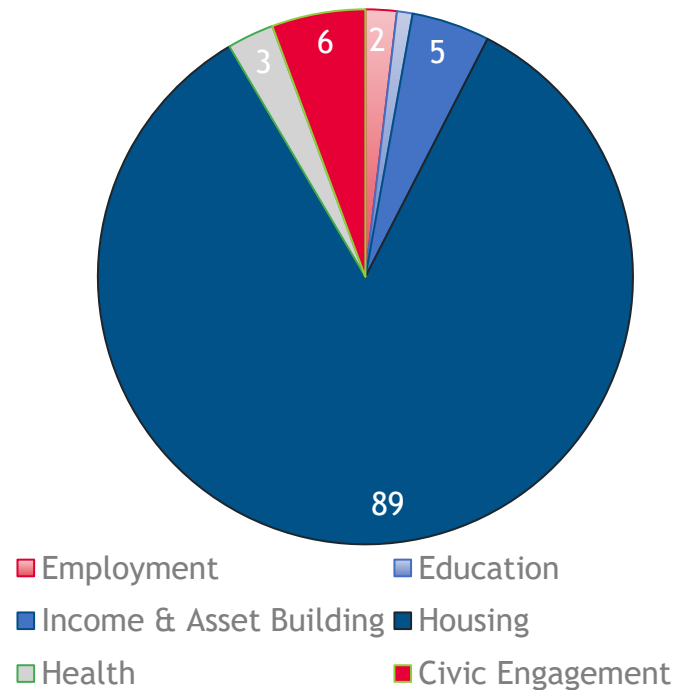


Chart above show unduplicated services Resource Coordinators have provided to members in each domain area



Housing continues to be the highest area of need, with need members have sought services with. Each county has received referrals for members needing assistance applying for MHDC funds for rental assistance.



Civic Engagement for the Getting Ahead classes in Cole County and Building Strong Families classes in Callaway is another growing area.



Resource Coordinators are submitting 5-7 emergency assistance applications weekly. Resource Coordinators work with members to seek community resources prior to requesting CSBG CARES funds. We use these funds to bridge the gaps for members that cannot be met by other resources.



Resource Coordinators are working to complete Digital Navigation intake forms to help our partners at Rural LISC and Microsoft get a better understanding of access, device and network issues in our area.

City of Columbia Housing Assistance & CDBG Childcare Assistance



Staff are working hard to assist our City of Columbia residents on reducing their housing cost burden, in combination with MHDC SAFHR program assistance to tenants and their landlords.



In two months of program operation, CMCA has assisted 24 Households with over \$24,000 of housing financial assistance for low-income families to avoid eviction. We have approximately \$15,000 still available.



Boone Community Organizer Kelley Lucero is working to promote CDBG City of Columbia Childcare Assistance program with a Boone County group meeting on the topic of Childcare Expansion. Referrals are sent to the Boone Resource Coordinator, Terra Eavenson.



In two months of program operation, CMCA assisted 5 households with over \$3,000 in past due and forward childcare payments for low-income City of Columbia residents. We have approximately \$7,000 still available.

Need help with rent or mortgage payments?



City of Columbia Residents Rent and Mortgage Assistance

PROGRAM ELIGIBILITY

- Eligible families must meet income guidelines.
- Supports rental and mortgage assistance including past due balances, deposits and future rent payments with the goal of housing stability.
- To qualify you must have proof of income documentation and proof of life for those in household.
- A proof of lease or mortgage is required.
- Households that qualify must reside within the boundaries of City of Columbia.

INCOME GUIDELINES

Household Size	Annual Income
1	\$25,760
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320

Over 8 members add \$9,080 per member

To learn more contact Terra Eavenson terrae@cmca.us or (573) 443-1100



City of Columbia Residents Child Care Assistance Available

Thanks to a City of Columbia Community Development Block Grant (CDBG), CMCA has received funding to provide financial assistance to CMCA members, for child care costs, including past due balances, with the goal of maintaining child care stability.

Program Eligibility

- Eligible families must meet income guidelines.
- This grant is only available to families living inside the Columbia, MO city limits.
- Qualifying applicants must have seen a reduction in income and employment due to the COVID-19 pandemic.
- Funds will be distributed on a first come, first served basis.
- To qualify you must provide proof of income documentation and proof of life for those in household.

INCOME GUIDELINES

Household Size	Income
1	\$45,750
2	\$52,300
3	\$58,850
4	\$65,350
5	\$70,600
6	\$75,850
7	\$81,050
8	\$86,300

To learn more contact
Terra Eavenson terrae@cmca.us or call 573.443.1100 ext 1970

MONTHLY

Board Report FY 2021-2022

Revenue by Strategy			December, 2021
Strategy	YTD FY21	Projected FY21-22	FY 2020-21
Direct Mail			
December 2022	\$ -	\$ 5,000	\$ 7,058
Summer 2022	\$ -	\$ 10,000	\$ 1,380
TOTAL	\$ 0	\$ 15,000	\$ 8,438
CAMPAIGNS (Individual Donors)			
Donate to CMCA (General Donations)	\$10,700	\$ 30,000	\$ 25,502
CoMoGives (December)	\$ -	\$ 15,000	\$ 14,620
Board of Directors Gifts (not including monthly donors)	\$ 73	\$ 3,000	\$ 273
TOTAL	\$10,773	\$ 48,000	\$ 40,395
Events			
Tigers on the Prowl 2022	\$ -	\$ 25,000	\$ 17,200
Women Who Own It	\$ 2,200	\$ 15,000	\$ -
TOTAL	\$ 2,200	\$ 40,000	\$ 17,200
Monthly Giving			
Monthly Donors	\$ 780	\$ 7,000	\$ 4,460
MoWBC			
Donations/Sponsorships (Not WWOI)	\$ -	\$ 40,000	\$ 37,620
TOTAL	\$ 780	\$ 47,000	\$ 42,080
Grants	\$ 20,538	\$ 120,000	\$120,044
Total	\$ 34,291	\$ 270,000	\$228,157
Revenue by Market			
Market Segment	YTD FY21/22	Projected FY21/22	
Individuals	\$ 1,988	\$ 100,000	\$ 65,711
Businesses/Organizations/Foundations	\$ 32,303	\$ 170,000	\$162,445
Total	\$ 34,291	\$ 270,000	\$228,157

Total Board of Director Giving FY 2021-2022 - \$93.00

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-05	2. Issuance Date: 09/27/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Staff Supports; Staff Wellness; Staff Well-being; Mental Health; Physical Health; Head Start Program Performance Standards; HSPPS	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Supporting the Wellness of All Staff in the Head Start Workforce

INFORMATION: The Office of Head Start (OHS) recognizes the importance of every individual in the birth to 5 Head Start workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

OHS is committed to promoting and prioritizing needed supports for staff. Successfully supporting staff starts with staff wellness. As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease 2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start programs.

The last year has brought significant challenges to the Head Start workforce. The COVID-19 pandemic has had a disparate impact on under-resourced communities, including many of those served by Head Start programs. There has also been heightened attention to racial injustice in our country, which has led to calls for major reforms to address long-standing societal inequities. These are particularly important concerns for OHS and the Head Start workforce. All staff have been impacted by COVID-19. Further, 60% of Head Start teaching staff are Black, Indigenous, and people of color, and 30% have a primary language other than English. As such, OHS is committed to a culture of wellness that includes holistic support for the entire Head Start workforce.

Prioritizing Staff Wellness in Head Start Programs

Staff wellness, also referred to as well-being, refers to staff's mental and physical health and how it shapes their engagement, job satisfaction, and overall quality of life. We know from research — and from staff themselves — that Head Start staff love their work and are committed to the infants, toddlers, and preschool-aged children and the families they serve, despite the work-related stresses and challenges the staff face. OHS recognizes the importance of promoting wellness so that all staff in the Head Start workforce can be successful in achieving their goals and fostering positive outcomes for children and families.

Staff who are happier, healthier, less stressed, and experience less depression are able to engage in higher quality interactions with children. Research indicates Head Start staff who experience frequent stress or symptoms of depression are more likely to perceive children in their care in a less positive light. This could, in turn, relate to lower quality interactions and care. Higher rates of depression among adults have also been linked with poorer child outcomes and less positive family-teacher relationships. Some Head Start staff have the added challenge of working with children who have experienced trauma while also managing their own history of trauma. Often, the Head Start workforce reports their own trauma-like symptoms or emotional duress due to consistently hearing about the traumatic experiences of the children and families they serve.

It is important that Head Start programs serving children from birth to 5 and their families consider ways to support the physical health, safety, and wellness of their staff. Staff experience many unique demands in their work with young children. Frequent bending, lifting and carrying children, and moving equipment places particular physical strains on staff. The furniture in classrooms may not be adult-sized, limiting staff to the floor or child-sized chairs and tables. A large percentage of staff experience at least one area of work-related ergonomic pain.

Head Start programs are strongly encouraged to create a working environment for staff that transmits a culture of wellness. This starts with program leaders modeling and promoting staff well-being and infusing this culture throughout all program services and interactions on a regular basis.

Programs can use Head Start base grant funding to support staff wellness efforts. These efforts are also allowable costs for funding received through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan (ARP) Acts. It is important that a program support their decisions to use base, CRRSA, ARP, or other funding for staff wellness activities with written policies and adequate documentation.

Strategies to Promote Wellness of Head Start Staff

In determining which strategies to use to promote staff wellness, programs should leverage their data to identify staff strengths and needs. For example, position turnover rates can help the program recognize where challenges exist in staff retention and focus resources on understanding and addressing staff concerns in those positions. The remainder of this IM shares actionable requirements and recommendations for programs.

1. **Programs must support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health ([45 CFR §1302.45\(a\)](#)).** To achieve this, programs can:
 - Develop a clear mission and goals for staff wellness with actionable steps and strategies.
 - Periodically assess strengths and needs of staff by gathering data directly from both current and prospective staff.
 - Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data. Gather feedback from staff on wellness strategies to determine if refinements or improvements are needed.
2. **Programs must ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in [45 CFR §1302.47\(b\)\(5\)](#).** To achieve this, programs can also:
 - Provide at least one regularly scheduled break for staff during their work day.
 - Support staff to feel comfortable to request and receive a brief unscheduled ‘wellness break,’ in addition to a regularly scheduled break, to cool down or regroup if they are feeling overwhelmed. Programs can use floaters to cover these short breaks.
 - When possible, provide a dedicated space for staff breaks that offers comfortable seating, water, soft lighting, stress-reduction resources, etc.
 - Provide adequate paid vacation and sick leave for staff.
 - Offer employee assistance programs such as a check-in or consultation with a mental or physical health provider to address personal well-being concerns.
 - Ensure all Head Start program staff are vaccinated, and that everyone age 2 and older wears a mask, to support a healthy and safe environment as children and staff return to full in-person services.
3. **Programs are encouraged to foster a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them.** To achieve this, programs can:
 - Empower education staff to feel true ownership of the learning and developmental progress of children in their care. For example:
 - Create frequent opportunities for education staff to take the lead on decisions about education practices and implement strategies that work for their classroom or home-based setting.
 - Support education staff to take risks, try innovative strategies, and treat mistakes as learning opportunities in their work with children.
 - Use strategies such as reflective supervision, peer reflection groups, mentoring, coaching, and mental health consultation to build a work climate of respect and trust.
 - Engage staff in team activities that foster a safe and fun work environment, such as:
 - Health and fitness challenges (e.g., staff exercising together or achieving a common health goal such as collectively walking 100 miles)
 - Celebrating staff’s personal and professional achievements
 - Noticing and rewarding staff for their work (e.g., personal thank-you notes, shout outs to staff who did something great in a certain week, etc.)

4. **Programs are encouraged to use one-time ARP and other sources of COVID-19 relief funding to provide incentives to staff to support retention.** To achieve this, programs can:
- Consider hiring bonuses, hazard pay, return-to-work incentives, child care stipends, retention bonuses, or temporary raises in pay, particularly for staff positions that are difficult to fill ([45 CFR §75.431](#)).
 - Ensure staff have sufficient paid leave, including to receive the COVID-19 vaccine and recover from any side effects, as well as to quarantine or recover if they are exposed to or contract COVID-19.
 - Any incentives for staff must be reasonable and subject to an established written policy of the grant recipient for allowability ([45 CFR §75.431](#)). Programs are reminded to update their written policies and procedures to reflect staff incentives.
 - Programs should carefully communicate with staff that any incentives with one-time funding sources are not permanent. Programs may consider ways to link such incentives to a commitment from the employee to remain in their position for a certain period of time.
5. **Programs must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)).** To achieve this, programs can:
- Connect with other Head Start leaders and staff to learn about strategies that have worked in their programs, such as through [MyPeers](#).
 - Communicate with staff about the importance of their well-being in one-on-one and team meetings. Ensure leadership engages directly with teams to understand staff challenges.
 - Engage a mental health consultant or employee assistance program to provide opportunities for staff to learn about mental health and wellness.
 - Increase peer-to-peer learning related to well-being, such as listening circles to provide space for staff to check-in with each other, decompress, and discuss challenges.
 - Ensure program policies and procedures comply with the Occupational Safety and Health Administration (OSHA) [requirements for employers](#).
 - Support staff to attend trainings focused on well-being. Combine this with ongoing opportunities to implement newly acquired knowledge and skills (e.g., through coaching).
 - Review available resources on the Early Childhood Learning and Knowledge Center (ECLKC), including from the [Head Start Heals campaign](#).
6. **Programs are encouraged to consider ways to improve work spaces and incorporate more physical activity, safety practices, and healthy options into daily work routines.** To achieve this, programs can:
- Provide adult-sized furniture in classrooms and other spaces staff may need to use on-site. This includes chairs, tables, desks, changing tables, step stools, etc.
 - Ensure staff have a dedicated space to take breaks and eat meals during the day.
 - Provide on-site yoga or exercise classes for staff.

- Encourage staff to implement physically active learning activities with children, such as dancing, outdoor games, sports, etc. Programs are encouraged to review resources from the [I Am Moving, I Am Learning](#) initiative.
 - Have healthy snack or meal options available for purchase on-site for staff.
7. **A critical part of promoting staff wellness is ensuring staff are aware of their rights as employees. Programs must establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff (45 CFR §1302.90(a)).** Programs are encouraged to regularly inform staff of these policies and procedures, including their rights under applicable federal and state laws. For example:
- [Title VII of the Civil Rights Act of 1964](#) makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex.
 - [Title I of the Americans with Disabilities Act of 1990](#) prohibits organizations from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
 - [Whistleblower protection laws](#) protect employees from employer retaliation for reporting workplace violations such as injuries, safety concerns, and other protected activities.
 - The Head Start Act states funds may not be used to assist, promote, or deter union organizing efforts ([Sec. 644\(e\)](#)). If a grantee uses non-Head Start resources for these purposes, costs must be carefully documented and allocated in a manner that ensures there is no misuse of federal Head Start funds. This prohibition on federal Head Start funds relates to the organizing and establishment of unions within the workplace. Grantees may incur normal and reasonable expenses once unions become established, such as expenses for negotiating labor agreements with established unions and allowing employees and managers time to resolve grievances during work hours.

If you have any questions regarding this IM, please contact your Regional Office. Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

October 28, 2021

Grant No. 07CH011477

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by February 1, 2022.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start	Early Head Start
Program Operations	\$3,476,001	\$3,099,597
Training and Technical Assistance	\$44,570	\$66,235
Total Funding		\$6,686,403

Program	Head Start	Early Head Start
Federal Funded Enrollment	265	200

Period of Funding: 05/01/2022 - 04/30/2023

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Resources” section of the HSES.

Please contact Deana Tatum, Head Start Program Specialist, at 816-426-3510 or Deana.Tatum@acf.hhs.gov or Sara Lott, Grants Management Specialist, at 816-426-2806 or sara.lott@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Clarence Small/

Clarence Small
Regional Program Manager
Office of Head Start