

## Annual Report to the Public

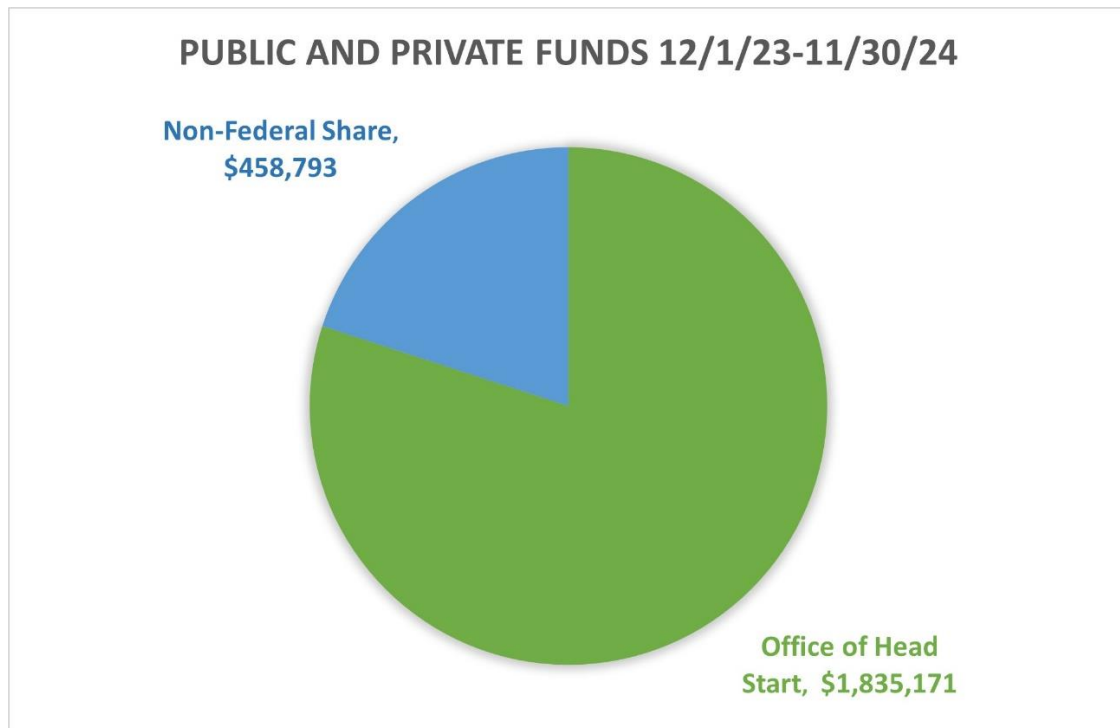
This annual report to the public reflects program term 09/05/23-08/30/24 and budget period 12/01/23-11/30/24. Per Sec. 644(a)(2) of the Head Start Act of 2007, the annual report will contain the following information:

- A. The total amount of public and private funds received and the amount from each source.
- B. An explanation of budgetary expenditures and proposed budget for the fiscal year.
- C. The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served.
- D. The results of the most recent review by the Secretary and the financial audit.
- E. The percentage of enrolled children that received medical and dental exams.
- F. Information about parent involvement activities.
- G. The agency's efforts to prepare children for kindergarten.
- H. Any other information required by the Secretary.

The report is made available to the public on the HumanKind Early Head Start (HKEHS) website. It can be accessed by visiting the website at [www.humankind.org/early-head-start/](http://www.humankind.org/early-head-start/), and navigating to the "EHS Annual Operations Reports" section. Here, stakeholders and community members can view detailed information about the program's performance, financials, and ongoing efforts to support children and families.

### A - Total Amount of Public and Private Funds Received

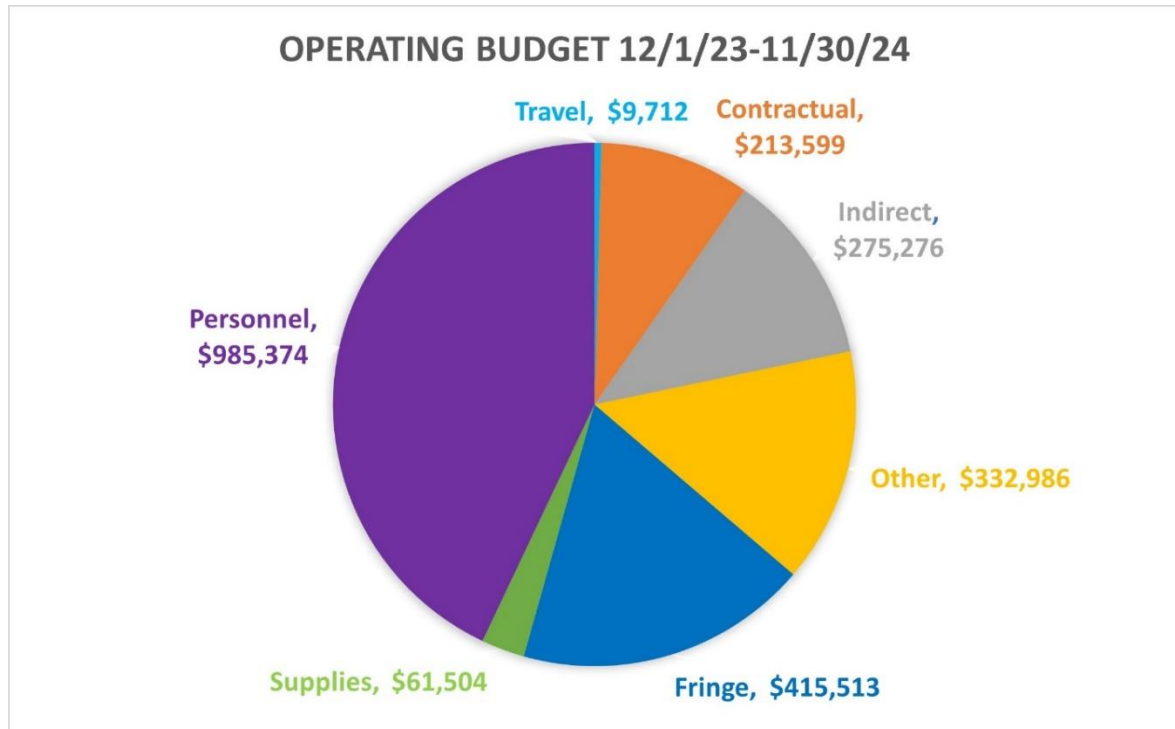
HKEHS received a cost-of-living adjustment on 7/28/24, comprising \$42,779 in federal funds and \$10,695 in non-federal funds, which are not included in the figures shown below. Additionally, HKEHS is projected to receive \$70,500 from the Child and Adult Care Food Program (CACFP) and \$147,840 from the Child Care and Development Fund (CCDF), totaling \$218,340 in other federal funds, which are also not included in the chart below.



### B – Proposed Budgetary Expenditures

HKEHS projected to receive \$218,340 in other federal funds from the Child and Adult Care Food Program (CACFP) and the Child Care and Development Fund (CCDF) for the budget period 12/1/23-11/30/24. Of this amount, \$183,430 was allocated for personnel expenses, contributing to a total personnel budget of \$1,178,803. Additionally, \$34,910 was designated for fringe benefits, bringing the total fringe benefits budget to \$450,423. Furthermore, a Cost-of-Living Adjustment

(COLA) of \$42,779 was granted by the Office of Head Start on 7/28/24, and is designated for personnel, fringe benefits, and contractual expenses. The figures shown below do not include the CACFP, CCDF, and COLA funds.

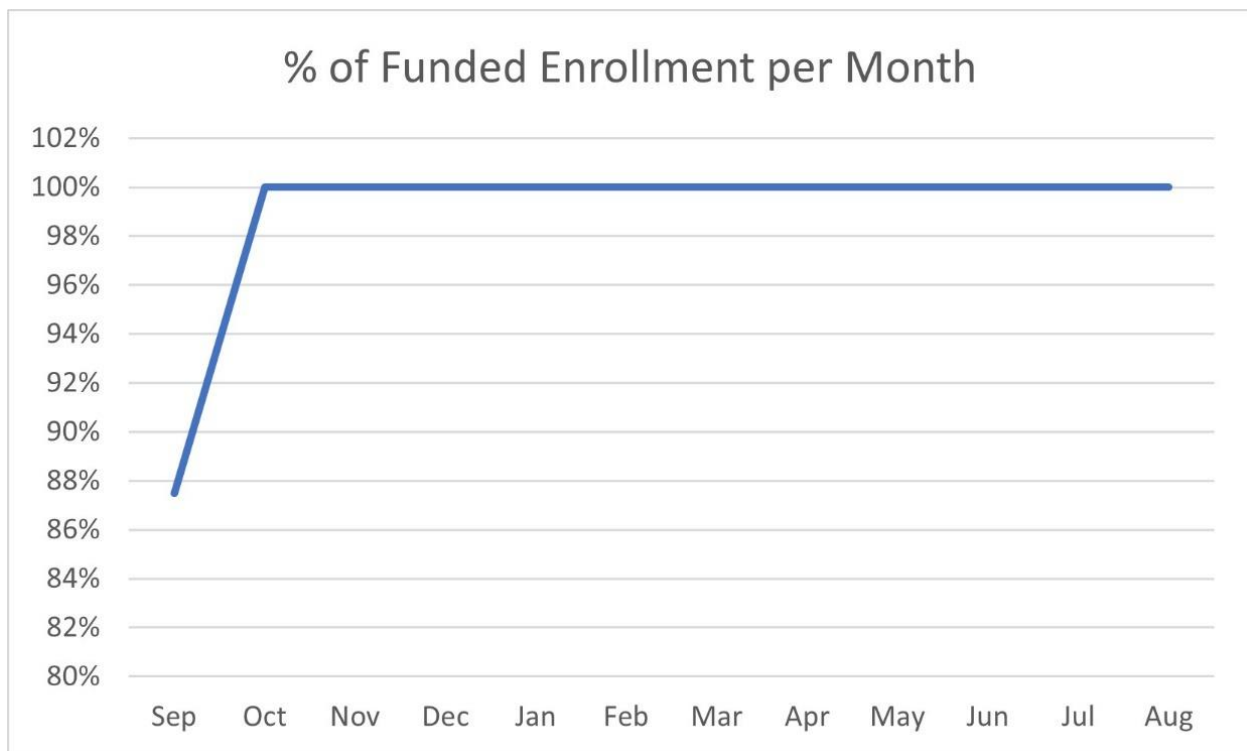


### C – Enrollment

From 09/05/23-08/30/24, HKEHS served 102 children and 83 families (27 sibling groups). HKEHS began the 2023-2024 program term operating 7 out of the 8 funded classrooms across Bedford and Lynchburg. By the end of September 2023, HKEHS became fully staffed, allowing the 8th and final classroom to open on October 3. This brought the program to full enrollment, where it has remained since.

During this program term, 95% of enrolled children were categorically eligible for HKEHS services due to living between 0-100% of the federal poverty level, receiving public assistance, or experiencing homelessness or foster care. The remaining 5% of enrolled children qualified under

other eligibility criteria. Of these, 1% were enrolled due to developmental delays or disabilities, and 1% because they had a sibling enrolled in a local Head Start program, with HKEHS honoring the MOU to ensure continuity of care between programs. Another 1% were enrolled due to the family's asylum status and the significant barriers they faced, which prevented them from achieving economic stability on their own in this country. The final 2% were enrolled because they had a sibling already in HKEHS, and the family would benefit from continuity, even though their income status had improved.



#### **D – Monitoring Review and Financial Audit**

HumanKind's most recent financial audit, dated May 24, 2024, was clean with no findings or observations. HKEHS underwent a Focus Area 2 (FA2) Monitoring Review from 11/13/23-11/17/23. The results of the review were received on 1/9/24 and showed two areas of concern, one area of noncompliance, and one strong practice. The program sought support from the Regional

Office for the two areas of concern and completed a corrective action plan within the required 120 days for the area of noncompliance. After the corrective action period, the final determination of the FA2 was received on 8/5/24 and showed that the area of noncompliance had been corrected.

Early Head Start center-based teachers are required to have at least a Child Development Associate (CDA) credential or a comparable qualification, along with training or coursework in early childhood development focused on infants and toddlers. The first area of concern noted that four center-based teachers did not meet these qualifications. Due to a shortage of qualified teaching applicants with a CDA, the program hired four of sixteen teaching staff contingent upon meeting the degree requirements within two years of hire. These four staff members had professional development plans in place; three were in the process of completing their CDA, and one was working towards an associate degree.

The second area of concern was related to eligibility determination, noting that the grant recipient failed to determine eligibility based on current income documentation. One of thirty-nine files reviewed showed that a participant was enrolled based on outdated income documentation. The participant was enrolled from the waiting list in 2023 using an eligibility declaration signed by the parent in 2021, which stated that the family's income was below 100% of the federal poverty level. In the fall of 2023, HKEHS moved to a cohort waitlist model, ensuring that waitlisted children are grouped based on application dates and selection criteria to ensure reasonable enrollment timelines. If a child remains on the waitlist longer than 12 months for any reason, EHS will reverify eligibility prior to enrollment.

Head Start agencies must ensure accurate and regular information sharing with the governing body and policy council regarding program planning, policies, and operations. The noncompliance issue identified was that the grant recipient failed to provide credit card

expenditures to both the governing body and the Policy Council. To address this, a corrective action plan was developed, which included updating policies and procedures to ensure compliance. On 5/30/24, HumanKind underwent an FA2 Follow-Up Review, which confirmed that the noncompliance issue had been resolved.

The monitoring team observed a strong practice in the Family Partnerships performance area: the grant recipient offers economic mobility support to assist families in finding pathways out of poverty. This practice demonstrates a commitment to empowering families and fostering long-term economic stability.

#### **E – Medical and Dental Services**

From 09/05/23-8/30/24, 100% of children enrolled in HKEHS have an ongoing source of medical care, and 53% have an ongoing source of dental care. The dental care rate is low. This is partly because the program includes infants who are not recommended to see a dental provider until they are 12 months old. Additionally, local providers often do not schedule dental appointments for children until they are 3 or 4 years old due to limited provider availability, and most of the HKEHS children are under age 3. HumanKind established a Memorandum of Agreement (MOA) with Johnson Health Center on August 24, 2022, to bring their mobile dental unit to HKEHS centers semiannually, so that all enrolled children will have access to age-appropriate preventative dental care.

#### **F – Parent Involvement**

From 09/05/23-8/30/24, HKEHS offered several ways for families to be involved with Early Head Start staff and community members.

- Total number of Parent Committee meetings held: 12 (6 in Lynchburg, 6 in Bedford)
- Total bi-monthly Policy Council meetings held: 6
- Four HKEHS Policy Council members joined HKEHS Health Services Advisory Committee meeting with medical professionals and community members at the July 2024 meeting
- One HKEHS family story featured in Summer HumanKind Newsletter
- Five HKEHS parents joined HKEHS staff as substitute teachers
- Family Outcome Assessments & Goal Setting:
  - 90% of families enrolled during the program term completed at least one FOA/Goal Setting interview with Family Engagement Specialists
- Children's family had one or more home visit conducted by teaching staff:
  - 76% of Bedford children
  - 72% of Lynchburg children
- Children's family had one or more parent conference held in center:
  - 72% of Bedford children
  - 79% of Lynchburg children
- 12 successful family clothing exchanges at both centers, which fosters child clothing exchanges between families
- Six new children from the community were enrolled due to referrals directly from current HKEHS families
- Six new children were enrolled as siblings to current or former students, continuing parent involvement and HKEHS support of their families

**G – Kindergarten Readiness**

HKEHS utilizes the HighScope Curriculum to promote kindergarten readiness. To evaluate children's progress toward kindergarten readiness, the Desired Results Developmental Profile (DRDP) is used. According to the DRDP Child Development Summary (see report below), children's median scores from Summer 2023 to Summer 2024 advanced at least one developmental level (from Exploring Earlier to Exploring Later) in the domains of Approaches to Learning, Social and Emotional Development, and Physical Development. In Language and Literacy, median scores progressed four developmental levels (from Responding Later to Building Earlier), while in Cognition, they advanced two levels (from Responding Later to Exploring Later).



8/9/2024  
5:19 PM**5043 - DRDP Child Development Summary**Page 1 of 1  
hrelvea

Program Term: Early Head Start 2023 - 2024 | All | Time Frame: Summer 2023 and Summer 2024 | Domain: All  
 Domains: Subdomains: None | Subgroup: None | Optional Data: Median Score Lines: Domain Descriptions | Page  
 Break: None | Language: English | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible  
 Staff: All | Disability: Not Filtered | Custom Filter: Not Filtered | Group By: Agency

**Approaches to Learning–Self-Regulation (ATL-REG)**

The Approaches to Learning skills include attention maintenance, engagement and persistence, and curiosity and initiative. The Self-Regulation skills include self-comforting, self-control of feelings and behavior, imitation, and shared use of space and materials.

	RE	RL	EE	EL	BE	BM	BL	IE
Summer 2024								
Summer 2023								

**Social and Emotional Development (SED)**

The knowledge or skill areas in this domain include identity of self in relation to others, social and emotional understanding, relationships and social interactions with familiar adults, relationships and interactions with peers, and symbolic and sociodramatic play.

	RE	RL	EE	EL	BE	BM	BL	IE
Summer 2024								
Summer 2023								

**Language and Literacy Development (LLD)**

The LLD domain assesses the progress of all children in developing foundational language and literacy skills. These skills can be demonstrated in any language and in any mode of communication.

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Summer 2024									
Summer 2023									

**Cognition, Including Math and Science (COG)**

The Math knowledge or skill areas in this domain include spatial relationships, classification, number sense of quantity, number sense of math operations, measurement, patterning, and shapes. The Science knowledge and skills in this domain include cause and effect, inquiry through observation and investigation, documentation and communication of inquiry, and knowledge of the natural world.

	RE	RL	EE	EL	BE	BM	BL	IE
Summer 2024								
Summer 2023								

**Physical Development–Health (PD-HLTH)**

The Physical Development knowledge or skill areas in this domain include perceptualmotor skills and movement concepts, gross locomotor movement skills, gross motor manipulative skills, fine motor manipulative skills, and active physical play. The Health knowledge or skill areas in this domain include nutrition, safety, and personal care routines (hygiene, feeding, dressing).

	RE	RL	EE	EM	EL	BE	BM	BL	IE
Summer 2024									
Summer 2023									

The vertical line represents the median score for the group. RE = Responding Earlier, RL = Responding Later, EE = Exploring Earlier, EM = Exploring Middle, EL = Exploring Later, BE = Building Earlier, BM = Building Middle, BL = Building Later, IE = Integrating Earlier

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