In-kind

POLICY/APPROACH:

Southern Oregon Head Start will in-kind donated money, goods and services that are for items/services that we have budgeted funds for in our grant and that would be allowable expenditures if paid for by federal grant money.

HEAD START PROGRAM PERFORMANCE STANDARDS:
OAR 1303.4
Federal Head Start grants require 25% of the amount of the grant as in-kind match.

PROCEDURES:

- If it’s money, it must be non-federal dollars (e.g. CACFP money does not count as it comes from federal funds).
- If they are goods, they must be used by the center – donated goods that go to children or parents are not in-kind.
- A big part of in-kind is services: parents’ volunteer time attending HS committee and Policy Council meetings, volunteering in their child’s classroom or other volunteer time that benefits the Head Start Program.
- Another area of in-kind that is sometimes overlooked is donated space used for the Head Start program.

We have updated our in-kind tracking system to ensure we are getting all the in-kind we can – particularly around recording volunteer hours.

Key areas for supervisors to remember when reviewing in-kind forms:

- Make sure all parents have signed their name on the form. Any illegible signature must have a printed name above it or we can’t use it. If a parent signs the form but forgets to print their name above it, you may print the parents name above their signature if you recognize it.
- Turn in volunteer timesheets to Area Assistants weekly for recording in a timely manner. (When the paperwork is turned in with past in-kind it puts a burden on our employees who must record it in SHINE and isn’t available for federal reporting.)

THINK IN-KIND!
(It may be lurking in places you haven’t thought of)

REVIEWED: 8/09/2019 MHA
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