##### logo4F-2B

##### NYC Administration for Children’s Services

##### Division of Early Care and Education

##### **Head Start Parent Activity Funds Guidelines**

##### **Attestation**

## Delegate Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HS Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_

Name Parent Election Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Parent Activity Fund is money set aside in the program budget to provide parents the means to carry out their roles and responsibilities in meeting the goals of the Head Start grant at their Delegate Agency including planning, developing and implementing projects of interest that specifically aim to increase their skills as knowledgeable leaders and advocates within their community.

Federal regulations on the use of grant funds

Federal regulations require that organizations have written policies for ensuring purchases are allowable, allocable, and reasonable. Each organization must have written policies including procedures that list the positions that have this responsibility. Parent Activity funds shall be spent only on allowable, reasonable and allocable costs in a budget approved by the Governing Board.

**ATTESTATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby attest that I have reviewed the Parent Activity

 (Name of HS Director)

Fund Guidelines for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and attest that the abovementioned

 (Name of Delegate Agency)

Information on parent activity funds is included in our bylaws and accurately reflects our current policies and procedures for ensuring compliance with the Head Start regulations.

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 Signature HS Director Date Signature PC Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Signature Governing Board Date

Please submit when **all** required members sign document

Revised Aug 28 2017