DATE: September 24, 2019

TO: Early Head Start Providers
    Board of Directors
    Fiscal Officers

FROM: Steven Schimmele, Chief Operating Officer
      Division of Financial Services,
      Audit and Risk Management

SUBJECT: Addendum 1 FY19 Early Learn Audit Instructions –
          Early HeadStart Reporting Requirements

The purpose of this memorandum is to provide instruction for reporting Early
Head Start revenues and associated expenditures on the FY19 ACS
Supplemental Schedules that are a required component of the FY19 Audit
report. You are receiving this memorandum because you have received Early
Head Start funds.

Reporting Early Head Start Revenue and Expenditures

Since Early Head Start is a separate funding allocation from Head Start, the
audit review and closeout for Early Head Start will be done separately from
that of Head Start. You are therefore required to report these revenues and
associated expenditures separately from those of Head Start on the ACS
Supplemental Schedules.

Early Head Start and Non-Federal Share Requirements

Early Head Start is subject to the same Non-Federal Share requirements as
Head Start. Since Early Head Start is a separate grant the Non-Federal Share
revenues and expenditures must be reported separately from that of Head Start.

Affected Schedules

- Schedule 1A - revised to include a column for FY19 Early Head Start
  revenues and expenditures.

- Schedule 1C - revised to include columns for reporting FY19 cash and
  in-kind contributions specific to the Early Head Start Program

- Schedule 2B - schedule for reporting FY19 Early Head Start expenses
  by Program Year

- Schedule 3B - schedule for reporting the FY19 NFS expenses for the
  Early Head Start expenses by Program Year.
Adherence to Uniform Guidance

You must follow the applicable rules and regulations of the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") in managing the government grant and contract related to Early Head Start funds and to comply with Federal Regulations when completing the Single Audit.

Thank you in advance for your cooperation on this matter. For any questions or concerns, please contact Denise Borak at 212-676-8880 or at Denise.Borak@acs.nyc.gov

CC: Denise Borak