



Non-Federal Share / In-Kind

In-Kind/Non-Federal Share

What is In-Kind?
A good or a service to benefit the program.



What is NOT In-Kind?
A good or a service that primarily benefits the parent and/or child.



2

Non-Federal Share Requirement

| Administration for Children and Families | Non-Federal Share | Total Grant |
|--|-------------------|-------------|
| 80% | 20% | 100% |

\$4 ACF → \$1 NFS

3

Non-Federal Share Criteria

- ▶ Allowable
- ▶ Necessary and reasonable
- ▶ Verifiable
- ▶ NOT contributing to any other federally-assisted program
- ▶ NOT paid by the Federal Government under another award
- ▶ Provided for in the approved budget



- ▶ **Example:**
 - Volunteer Time
 - School Readiness Family Activity Calendar
 - Materials, Donations & Services
 - Space
 - State collaboration
 - Parent meeting
 - Governing Board

4

InKind Documentation & Tracking

- ▶ InKind documentation should be treated as a **financial document**
 - Blue or Black Ink
 - No white-out
 - No pencil
 - All signatures and dates included
- ▶ InKind is just as important as Federal expenses
- ▶ On a monthly basis, InKind should be tracked and monitored against budget to actual



5

Non-Federal Share Example

1. Volunteer Time

- Center volunteer
- Classroom volunteer

Calculating Volunteer Minutes:


| | |
|--------------|-----|
| 0-9 mins = | .15 |
| 10-22 mins = | .25 |
| 23-37 mins = | .50 |
| 38-52 mins = | .75 |
| 53-60 mins = | 1.0 |





6

Non-Federal Share Example

Center Volunteer




| ALLOWABLE | NOT ALLOWABLE |
|---|--|
| <ul style="list-style-type: none">Parent participating in:<ul style="list-style-type: none">Recruitment leaveEmployment interviewAssisting health fair or other program activityHome-based parent playgroupsAssisting all children during meal timeNursing studentsLaborers | <ul style="list-style-type: none">Parent participating in:<ul style="list-style-type: none">Family goal settingOrientation/registrationFundraisingDriving to center for center-based servicesHaving lunch with their own child at the centerSpecial programs (GED classes)Gifts or prizes to parentsParent time/mileage for child's dental and physical appointment |





7

Non-Federal Share Example

Classroom Volunteer



| ALLOWABLE | NOT ALLOWABLE |
|--|--|
| <ul style="list-style-type: none">Parents...<ul style="list-style-type: none">Providing assistance in classroomSpeech clinicians/studentsPreparing materials for classroomStudent teachers/interns in classroomsAssisting All children on the playground | <ul style="list-style-type: none">Parents...<ul style="list-style-type: none">Participate on field tripsParticipate at IFSP/IEP meetingsParticipate at transition meetingTime during staff/teacher conferencesTime completing ASQ:SEParticipate in any volunteer time in FCCH setting |



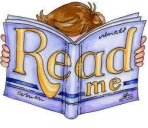


8

Non-Federal Share Example


2. Curriculum Extension

| ALLOWABLE | NOT ALLOWABLE |
|---|---|
| <ul style="list-style-type: none">Parent reading to child at home (if written plan)Parent completing activity calendar or other activity sent home | <ul style="list-style-type: none">Parents performing general parenting duties at home |



9

Non-Federal Share Example



School Readiness Family Activity Calendar - Recycle

CHILD'S NAME: _____ DATE: _____ MONTH: _____

PARENT'S SIGNATURE: _____ CHILD: _____


TEACHER'S SIGNATURE: _____ DATE: _____

| | Sun Language and Literacy | Mon Social Development & Self-Concept | Tue Approaching to Learning | Wed Language and Literacy | Thu Language and Literacy | Fri Language and Literacy | Sat Language and Literacy |
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Please circle back if you need to your child for 45 minutes and circle strategy if you completed suggested activity. 45 minute meeting.
Based on the Head Start Child Development & Early Learning Framework.


10


Non-Federal Share Example



3. Materials & Donations

| | |
|--|---|
| <p style="text-align: center; border: 1px solid blue; padding: 2px;">ALLOWABLE</p> <ul style="list-style-type: none"> › Clothing for center use › Food donated to the center for classroom consumption › Materials for center use (ex: games, puzzles) | <p style="text-align: center; border: 1px solid red; padding: 2px;">NOT ALLOWABLE</p> <ul style="list-style-type: none"> › Clothing for personal use by children/families › Food donated to the center to hand out to families in need |
|--|---|






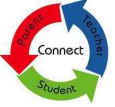
11


Non-Federal Share Example

6. Parent Meetings

| | |
|---|---|
| <p style="text-align: center; border: 1px solid blue; padding: 2px;">ALLOWABLE</p> <ul style="list-style-type: none"> › Parent participating in business portion of parent meeting. | <p style="text-align: center; border: 1px solid red; padding: 2px;">NOT ALLOWABLE</p> <ul style="list-style-type: none"> › Parent education, orientation or training › Parent participation at Head Start sponsored gathering (ex: fiesta, celebration, social event, picnics, etc.) |
|---|---|







12

Non-Federal Share Example

7. Governing Board Meetings


- ▶ Governing Board members participating in business portion of Board meeting.



13

Key Questions to Ask Yourself

- ▶ Would you spend Head Start dollars for the service or good?
- ▶ Who does the service or good benefit?
 - The Program (**Allowable**)
 - The Parent and/Child (**Not Allowable**)



14

THE END

15
