

PROGRAM IN-KIND AND MATCHING FUNDS

- The Head Start Act stipulates that the Federal Share of the total costs of the Head Start Program will not exceed 80% of the total grantee budget.
- If the grantee fails to obtain and document the required 20%, or other approved match, a disallowance of Federal Funds may be taken.
- Non-Federal share must meet the same criteria for allowability as other costs incurred and paid with Federal funds.
- Failure to meet the non-Federal share requirement can have a severe impact on the grantee agency. If it is determined that the requirement has not been met, the grantee agency may be required to repay \$4 for every \$1 of shortfall. For example, a shortfall of \$10,000 could result in a disallowance of \$40,000 of Federal Funds. This amount must be repaid by the grantee agency (The Tribe) from agency funds.
- Therefore, it is imperative that we have community, parent and Tribal participation to maintain the requirements for Non-Federal match and to serve our families in the community.

Frequently Asked Questions:

- ❖ Can parent time be spent working with their children outside of program hours be counted as an in-kind donation?
 - Activities that assist the grantee in meeting the Performance Standards are based on individual assessments and are part of the written curriculum may be counted.
- ❖ Can the costs of parents transporting their children to the center be used as match?
 - Effective June 24, 2007, as per Head Start mandate, the costs of parents transporting their children to and from the center will no longer qualify as in-kind match.
- ❖ Merchants donate items such as gifts or door prizes for parents participating in Head Start activities. Can these be used as match?
 - Generally supplies donated from any source as a gift to parents cannot be counted as match including door prizes unless in support of program activity. These items can only be counted if Federal Funds could have been used for their purchase.
- ❖ What would be an appropriate value for governing bodies and advisory boards?
 - This amount should be set internally upon a reasonable value for the service provided. For example, Policy Council time might be valued using the Director's salary as a rate.