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<b>Ref #: 1303.4</b>	<b>Policy Council Approval Date:</b> 10/23/18

**COMPONENT: ADMINISTRATION**

**SUBJECT: IN-KIND**

**PERFORMANCE OBJECTIVE:** To ensure compliance with Section 640(b) of the Head Start Act, at least twenty percent (20%) of the total cost of the Head Start Program has to come from sources other than the Federal Government.

**POLICY AND PROCEDURE:**

*In-Kind:* Property or services that benefit a grant supported project or program and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it. In-kind match is counted for the period when the services are provided or when the donated goods are received and used.

*Non-Federal Share:* That portion of the total costs of the program provided by the grantee agency in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with Federal funds to satisfy the matching requirements.

Following are some examples of In-kind/donations. (The list is not all inclusive);

**VOLUNTEER HOURS**

Time spent in the classroom providing various services, bus monitors, field trip assistants, time spent attending parent meetings, workshops, Policy Council meetings, advisory council meetings, etc. Persons providing the services are considered volunteers. A volunteer includes, but is not limited to, parents/guardians, adult family members, members of the community, not being paid by Head Start.

**LOANED SPACE OR EQUIPMENT**

An In-Kind donation of space is allowable when using a space that normally charges a rental fee and no fee is charged. This is allowable only when the function is a Head Start activity.

**GOODS**

Tangible items for the classroom or playground or Head Start activities such as toys, books, etc.

**CASH**

Money contributed to a Head Start Center or a Head Start activity.

**ALL IN-KIND/DONATIONS MUST BE RECORDED PROPERLY ON THE IN-KIND CONTRIBUTIONS FORM.**

The following information provides procedures for correctly completing the In-Kind forms. After assisting with carefully and correctly completing the forms each week for each volunteer, please put them in your monthly envelope. Your monthly envelope must be sent to Highland Rim Economic Corporation as addressed on the envelope, by the 10<sup>th</sup> of each month. Forms must be accurate and complete or will not count as In-Kind. Forms that are incomplete will be sent back. All employees are responsible for In-Kind.

**INDIVIDUAL IN-KIND CONTRIBUTIONS FORM:** This form will be used for all in-kind activities/donations other than meetings. This form may be utilized on numerous days for any one volunteer.