

ChildPlus

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Procedure: F-0001 **In-Kind for HS/EHS Centers**



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1. The In-Kind Tracking Forms

NINOS, Inc.'s non-federal share (in-kind) is tracked using the Volunteer and Professional In-Kind forms.

The Volunteer In-Kind Tracking Form is used for Classroom Activities, Non-Classroom Activities, Parent-Child Activities, and Training/Meeting. Below are examples of the categories along with their respecting codes as on the form.

A. Classroom Activities: (Classroom Volunteer)

Hours a volunteer provides in the classroom assisting the teacher, substituting, reading to the children, or serving lunch in the classroom.

B. Non-Classroom Activities: (Support to Staff)

Hours a volunteer provides to support the non-classroom center staff such as Cooks, Family Service Workers, or the Area Manager. The activities include material preparation, office work, food service and preparation, recruitment, transportation monitoring, field trip help, or any general maintenance work around the center.

C. Parent-Child Activity: (PCA-School Readiness)

For parent/guardian only. The hours a parent/guardian provides in observational feedback to staff on individualization activities, lesson planning, homework, relating to the school readiness goals. Washing/drying of naptime mat covers.

D. Training/Meeting

D1-Parent Committee Member/Officer

The hours a parent/guardian volunteers are participating in the center's parent committee. The hours include the time spent in the monthly meeting, helping set up and prepare for the meeting, drafting the agendas, organizing, calling parents regarding the meeting, etc.

D2-Training/Meeting: (Attend Trainings)

The hours a parent/guardian volunteers attending trainings or meetings.

E. Training/Meeting: (Policy Council Representative)

The hours a parent/guardian volunteers participating in the agency's Head Start/Early Head Start Policy Council. The hours include the time spent participating in the monthly meeting, committee meetings, helping set up and prepare for the meeting, drafting the agendas, organizing, calling parents regarding the meeting, etc.

The Professional In-Kind Tracking Form is used for Professional Services, Governing Board meetings, and Donations. Details below are examples for these categories along with their respected codes as on the form.

F. Professional Services: (Presenters)

The hours a professional trainer/presenter volunteers training parents on for any specialized subject. The title of the training and the credentials of the trainer must be documented on the form along with the name of the agency.

Note: The Area Manager is responsible for determining the Fair Market Value at an hourly rate provided the professional presenter and record it on the form. The manager may consult with the presenter to determine the value.

G. Professional Services: (Community Volunteers)

The hours a community volunteer provides performing professional services. The professional services include plumbing, electrician, painter, landscaper, etc. The type of service provided must be recorded on the form.

Note: The Area Manager is responsible for determining the Fair Market Value's hourly rate as provided by the professional.

H. Governing Board: (Board of Directors)

The hours a board member volunteers attending trainings or meetings. (For Main Office use only)

I. Donations: (Items/Supplies)

Any items or supplies donated to the center for the month by an individual or agency. Must include the description of the item or supply donated and the quantity that was received.

Note: The Area Manager is responsible for determining the Fair Market Value per item and record it on the form.

J. Donations: (Rental)

The Fair Market Value of any operational center or building provided rent-free for the month. Recorded at only Fair Market Value for the month.

Note: For Main Office use only.

2. Volunteer Information Requirements

The **Volunteer Information** (shown below) is required for all In-Kind Tracking forms. All fields must be completed, with the exception of the ChildPlusID section. The ChildPlusID of the volunteer is need only if the volunteer is a Parent or Guardian of a child enrolled.

<i>Volunteer Information:</i>			
Last Name	First	ChildPlusID (For Parents Only)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Living Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Volunteer Description (mark with an x)</i>			
<input type="checkbox"/> Agency or Business	<input type="checkbox"/> Board Member	<input type="checkbox"/> Community Volunteer	<input type="checkbox"/> Former Parent/Guardian
<input type="checkbox"/> Non-Parent	<input type="checkbox"/> Parent/Guardian		
Site	Classroom (ID)	Program (mark with an x)	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Head Start	<input type="checkbox"/> Early Head Start

a. Volunteer Description: Check the appropriate box if the volunteer is a/an: Agency or Business, Board Member, Community Volunteer, Former Parent/Guardian, Non-Parent, or Parent/Guardian.

b. Site: Write the name of the center or location where the in-kind was performed.

c. **Classroom ID:** Write the classroom ID (must be formatted and identical to ChildPlus, for example **1.PA19-3.F**).

d. **Program:** Head Start or Early Head Start must be selected for the program the volunteer is providing In-Kind to.

If a volunteer provides services for an HS/EHS Center, you must select the program that the Classroom ID is associated with. If the Classroom ID is an Early Head Start classroom, you will select the program Early Head Start. Follow the same for a Head Start classroom that the volunteer is associated with.

3. Searching for the ChildPlus ID (CPID)

As mentioned, the ChildPlusID of the volunteer is required for each volunteer classified as a **Parent/Guardian only**. To look up the ChildPlusID for the parent or guardian, search their name using the Search Field in the Services Tab of ChildPlus as shown below. In this example, we will search for the parent Alice Garay.

ChildPlus
Services To-Do List Entry Express
Search ... Add Family

Type the name of the Parent/Guardian here

ChildPlus
Services To-Do List Entry Express Management Dashboard Reports
Alice Garay ... Add Family

Search Results Recently Accessed ☒ Show Participants (0) ☒ Show Non-Participants (1)

Name	DOB	Gender	Adult or Child	CPID
Garay, Alice A. (Adult)	[REDACTED]	F	Adult	6122

If the parent is in the ChildPlus, their name will appear along with their **ChildPlusID (CPID)**

If the parent cannot be found using this option, you may look up the parent and find their CPID on his/her child's ChildPlus profile as shown below.

Alison Abrego * +

Alison Abrego
Female DOB: [REDACTED] CPID: 6119
Completed 5/24/19 • Year 2 (+1)

Flags Send Message Print Application

HS 2018 - 2019 • Palmer-Laakso

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Attendance

Family Members

Family Information	Primary	Adult	Female	DOB	FamilyID	CPID	More	In-Kind
Alice Ann Garay	Primary	Adult	Female	DOB [REDACTED]	3373	6122	More	In-Kind
Raymond Abrego	Secondary	Adult	Male	DOB [REDACTED]		6980	More	In-Kind

Note: If you do not see the parent/guardian as a Family Member after trying these two options, then the parent/guardian is not in the ChildPlus system and will need to be added following the steps below. This event will only ever occur if the secondary adult was not added to the system for a two-parent family only.

To add the secondary adult for a two parent family, click on the option, **Add an Adult**. You must provide the Last Name, First Name, and Date of Birth of the secondary adult and classify the Adult Status for PIR as Secondary. ChildPlus will assign a CPID.

"DO NOT ADD ANY OTHER REALTIVES OR VOLUNTEERS OF THE FAMILY ON CHILDPLUS AS A FAMILY MEMBER"

Provide only the Adults:
Last Name
First Name
Birthday

Classify as Secondary Adult

4. How to Record In-Kind using the Volunteer Tracking Form

The in-kind form tracks the volunteer's time on month by month basis and only the time spent volunteering using hours and quarter hours is reported.

- a. **Volunteer dates of donation:** Write the Month and Year of when the in-kind time was donated, for example, **March 2019**.

- b. Date:** The "Date" column refers to the day number of the month when the in-kind was provided by the volunteer, for example if the day was March 2, the in-kind time must be recorded on the row labeled 2.
- c. Hours:** The "Hours" column refers to the type of in-kind performed. For the different types of in-kind see Section 1. Each column represents a different type of in-kind.

Volunteer dates of donation for (Month & Year)

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)	Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)	Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1						12						23					
2						13						24					
3						14						25					
4						15						26					
5						16						27					
6						17						28					
7						18						29					
8						19						30					
9						20						31					
10						21						Total					
11						22						Use quarter hours only 1 hour = 1 30 min = .5 15 min = .25					
Total						Total											

Use Quarter hours only to record hours of In-Kind:

1 hour = 1 45 minutes = .75 30 min. = .5 15 min. = .25

Example: A volunteer came in on March 2, 2019 and spent 30 minutes in the classroom and 15 minutes assisting the Cook in the Kitchen.

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1					
2	.5	.25			

Column (D-1/D-2) represents in-kind associated with the parent committee or attending a training. You do not need to separate the hours from recording on the calendar however, hours will need to be separated in the Tally Portion of the form as seen below.

Example: A parent attended a two-hour parent training on March 2, 2019 and then attended an hour-long parent committee meeting that evening.

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1					
2				3	

5. How to Record In-Kind using the Professional Tracking Form

The Professional Tracking form uses the same concept as the Volunteer Tracking form. The in-kind is recorded on month by month basis and only the time spent volunteering using hours and quarter hours is reported. See Section 4.a through 4.c for more details.

Note: Column H any In-Kind regarding the Governing Board is for Main Office use only

Date	Hours (F)	Hours (G)	Hours (H)	Date	Hours (F)	Hours (G)	Hours (H)	Date	Hours (F)	Hours (G)	Hours (H)
1				12				23			
2				13				24			
3				14				25			

- a.** The Fair Market Value at an hourly rate must be recorded on the In-Kind form related to Professional Service by a Presenter or Community Volunteer in the Tally section of the form.

For Community Volunteers, the type of professional services that were rendered at the center must be recorded and determine the Fair Market Hourly Rate of the service. Consult with the community volunteer to determine the rate

Example: On March 2, 2019, a community volunteer provided 1 hour and 15 min. of plumbing services at the center. (Estimated Fair Market rate at \$50/hr.)

Professional Services (45000)			
Code	Activity	Hours	Fair Market Value (Hr.)
(F)	Presenters: Specialized Training (Provide Presenter Title and Agency) Title: _____ Agency: _____		\$ _____ /Hr.
(G)	Community Volunteers - Professional Services: Plumbing Electrician, Landscaping, Painter, etc. (Provide Description of Service) Service: _____ Plumbing	1.25	\$ 50 /Hr.

Training/Meeting (43000)		
Code	Activity	Hours
(D-1)	Parent Committee Member/Officer: parent participates in a parent committee meeting, preparing the parent committee agenda, planning and organizing parent committee meeting activities, call other parent about meetings, plans, etc.	1
(D-2)	Attend Training	2
Total Hours (D)		3

For Presenters, the hours of the specialized training must be recorded on the calendar along with the title and agency. Hours must then be recorded in the tally section, also the Fair Market Hourly Rate of the presenter's time. Consult with the presenter to determine the rate.

Example: On March 1, 2019, a presenter from Texas Health and Human Services provided a special training presentation on Adult Mental Health. The training was 2 hours long. (Estimated Fair Market rate at \$50/hr.)

Date	Hours (F)	Hours (G)	Hours (H)
1	2		

Professional Services (45000)			
Code	Activity	Hours	Fair Market Value (Hr.)
(F)	Presenters: Specialized Training (Provide Presenter Title and Agency) Title: Adult Mental Health Agency: TX Health & Human Services	2	\$ 50 /Hr.

The Fair Market Value hourly rate will be by default \$50/hr. for Presenters and Community Volunteers.

- b.** Donations of Items and Supplies will only be recorded in the tally section of the form. The item or supply that was provided must be listed along with the quantity of how many were received and the Fair Market Value per item. In the Fair Market Value Column, you must total the Fair Market Value of the supply it item that was received past on the cost per item that was determined

Example: On March 1, 2019, Rodeo Dental provided 30 toothbrushes to Crockett Head Start. (Estimated Fair Market per toothbrush was \$2/per item.)

Donations (42000)		
Code	Activity	Fair Market Value (Total)
(I)	Donation—Items/Supplies (Provide Description and Quantity below) Items/Supplies: Toothbushes Quantity: 30 (\$ 2 /each)	\$60
(J)	Donation—Rental	

- c.** The Area Manager is responsible for determining the Fair Market Value for Professional Service and Donations on the Professional In-Kind Tracking Form.

Note: Presenters and Community Volunteers Fair Market Value hourly rate will usually be \$50/hr.

Governing Board and Rental Donation In-Kind will be completed by the Main Office only.

6. How to Tally the Total In-Kind using the Volunteer/Professional Tracking Form

- a. At the end of the month, calculate the total hours per column and annotate them on the calendar on the tally section of the form, as shown below. In-Kind must be recorded by hand in blue or black ink. No exceptions. If there is any evidence of correction fluid used on the form, In-Kind will not be counted and not accepted by the Finance Department. Only the Volunteer Information section may be typed and completed using PDF.

Volunteer dates of donation for (Month & Year) MARCH 2019

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
1			.5		
2		1	.5		
3		1	.5		
4			.5		
5			.5		
6					
7					
8		2	.5		
9			.5		
10			.5		
11			.5		
Total		4	4.5		

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
12			.5		
13			.5		
14		2	.5		
15					
16		1	.5		
17			.5		
18		1	.5		
19			.5		
20			.5		
21					
22					
Total		4	4		

Date	Hours (A)	Hours (B)	Hours (C)	Hours (D-1/D-2)	Hours (E)
23			.25		
24					
25			.5		
26					
27			.5		
28					
29			.75		
30					
31					
Total			2		

Use quarter hours only
1 hour = 1 30 min = .5 15 min = .25

Donated Services: Home visits and Parent Teacher conferences do not qualify. On the calendar above, record the time you have donated on each day for the month. Note each column is an individual type of In-Kind reference below for the column's corresponding code. Tally hours on the calendar below.

Classroom Activities (41000)		
Code	Activity	Hours
(A)	Classroom Volunteer: time provided as a sub, reading a book, supervising, serving meals and other assistance directly in the classroom.	

Non Classroom Activities (43000)		
Code	Activity	Hours
(B)	Support to Staff: material preparation, office work, food service in the kitchen, recruitment, transportation, field trip help, and general maintenance around the center	8

Parent Child Activity (44000)		
Code	Activity	Hours
(C)	Parent/Child Activity (School Readiness): parent provides observational feedback to staff on individualization activities; Wash/Dry of naptime mat covers; PCA; lesson planning; Homework; etc.	10.5

Training/Meeting (43000)		
Code	Activity	Hours
(D-1)	Parent Committee Member/Officer: parent participates in a parent committee meeting, preparing the parent committee agenda, planning and organizing parent committee meeting activities, call other parent about meetings, plans, etc.	
(D-2)	Attend Training	
Total Hours (D)		

Code	Activity	Hours
(E)	Policy Council Representative/Community Member and Officer: parent participate in Policy Council as representative from their center or officer role, and any additional hours provided in part of a special committee/advisory group such as the scholarship committee or health service advisory group	

7. Certification of the In-Kind Form

- a. The In-Kind must be certificated by the Volunteer, center staff, and the Area Manager before it sent office to Main Office.
- b. The Volunteer must print and sign his/her name on the form in the designated area, as highlighted below.

I _____ do hereby swear that the above information is true and correct to the best of my knowledge.

(Volunteer's Name Print)

Volunteer's signature

Center staff signature

Area Manager's initials

- c. The center staff must sign the form in the designated area, as highlighted below.

I _____ do hereby swear that the above information is true and correct to (Volunteer's Name Print) the best of my knowledge.		
_____ Volunteer's signature	_____ Center staff signature	_____ Area Manager's initials

- d. The Area Manager will review the form for accuracy and Initial in the designated area of the form, as highlighted below.

I _____ do hereby swear that the above information is true and correct to (Volunteer's Name Print) the best of my knowledge.		
_____ Volunteer's signature	_____ Center staff signature	_____ Area Manager's initials

- e. Only blue or black ink may be used. No exceptions. If there is any evidence of correction fluid used on the form, In-Kind will not be counted and not accepted by the Finance Department.
- f. Once all In-Kind Forms have been completed, the Area Manager will scan all In-Kind Forms to Dropbox for their records and then submit original forms to the Finance Department.

8. Uploading In-Kind Forms to Dropbox

- Responsible: Area Manager or Assignee
- Frequency: Monthly – Due at the end of the month
- Program: Dropbox

- a. Scan all (by Classroom) In-Kind Forms for the monthly and saving it using the following naming convention:

In-Kind_Month-Year_Class ID"

Sample: **In-Kind_01-2020_1.PA03-3.F**

- b. The In-Kind Forms must be uploaded to Dropbox in the Pre-Assigned folder for that month and year and Classroom ID.

For example, the pdf file In-Kind_01-2020_1.PA03-4.F must be saved in the Dropbox folder: AM3\In-Kind\2019-2020\PA03 – Bonita Park\06-Jan\1.PA03-3.F

Example: At the end of January 2020, Lamar Head Start saved the completed In-Kind forms by classroom using the following naming convention to Dropbox.

File 1: **In-Kind_01-2020_1.PA68-3.A**

File 2: **In-Kind_01-2020_1.PA68-3.P**

- c. If a classroom cannot be identified (for Professional Services or Donations only) for the In-Kind you will use the following naming convention for the forms scanned to Dropbox.

In-Kind_Month-Year_Center Name

Sample: **In-Kind_01-2020_Bonita Park**

Note: This will only occur in a situation where In-Kind forms for Professional Service or Donation was provided the center and not by to an individual classroom.

For example, a community volunteer provided landscaping services to the center.

- d. The In-Kind Forms with no classroom must be scanned in one file for the month and uploaded to Dropbox in the Pre-Assigned folder for that month and year and folder marked as No Classroom.

For example, the pdf file In-Kind_01-2020_Bonita Park must be saved in the Dropbox folder: AM3\In-Kind\2019-2020\PA03 – Bonita Park\06-Jan\No Classroom

9. Report F-0001 – In-Kind Parent/Guardian Volunteer Information

- a. ChildPlus report F-0001 can provide you a listing of the information need for the In-Kind tracking form for all your parent/guardian volunteers by classroom. The report provides the following information:
- Name (Last, First)
 - ChildPlus ID
 - Parent/Guardian Classification (Primary or Secondary)
 - Physical Address
 - City, State Zip
- b. Run and print this report out by classroom for information for parent volunteers.

Select a Report F-0001 - In-Kind Parent/Guardian Volunteer Information

General Custom Filters (1) Individuals

Program/Term HS 2019 - 2020 ☒ Suppress Duplicate Records

Program Option <ALL>

Group < All Groups >

Group By Agency

Agency Ninos, Inc. Head Start

Site Beacon Bay HS-PA23

Classroom < All Classrooms >

Advanced Setup ☐ Use Advanced Setup

Status ☐ All

☐ New
☐ Accepted
☐ Waitlisted
☒ Enrolled
☐ Dropped
☐ Drop/Wait
☐ Drop/Accept
☐ Completed
☐ Abandoned

Report Type
☒ Detail
☐ Summary

Show Participants
☒ whose enrollment date is between
☐ that were enrolled at least one day between

Begin Date

End Date