Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"



Notice Regarding In-Kind

ChildPlus ID for Parent/Guardian Volunteers
Classroom ID
&
Report F-0001

Revised: November 19, 2020

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1. Volunteer Information Requirements (Adult's ChildPlus ID and Classroom ID)

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.

Volunteer Information: Last Name	First	Adult's ChildPlusID (CPID of Parent/Guardian only not Child)						
Living Address	City State	Zip						
·								
Volunteer Description (mark with an x)								
Agency or Business Board Member Community Volunteer Former Parent/Guardian Non-Parent Parent/Guardian								
		(mark base on classroom) ad Start Early Head Start						
Volunteer dates of donation for (Month & Year)								

- a. Adult's ChildPlusID: If a Volunteer is a Parent or Guardian of the child you must include the Adult's ChildPlus ID. Not the Child's CPID
- b. Classroom ID: must be formatted and identical to ChildPlus, example 1.PA34-3.F).
- c. Program: Head Start or Early Head Start must be selected based on the classroom.

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.

2. Report F-0001 – In-Kind Parent/Guardian Volunteer Information (REQUIRED TO RUN EACH MONTH BEFORE YOU BEGIN IN-KIND)

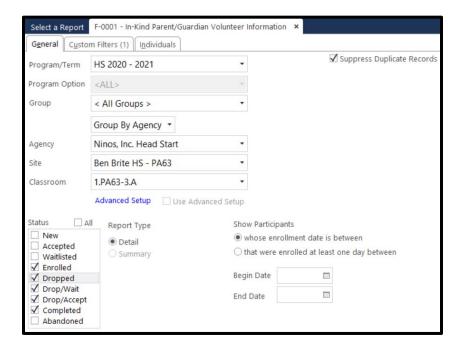
- **a.** ChildPlus report F-0001 is now being required for you to run before you begin to record In-Kind for the month. The report will provide you the information you need for your parent/guardian volunteers by classroom which are:
 - Name (Last, First)
 - ChildPlus ID of the parent/guadian
 - Parent/Guardian Classification (Primary or Secondary)
 - Physical Address
 - City, State, and Zip
- **b.** You will be required to attached this report each month as the last page to the In-Kind form for each classroom. **(NO EXCEPTIONS)**
- **c.** Note you use this information to have the right information for you parent/guardian volunteers. Not to submit an in-kind for each adult on this list.

Instruction to run Report F-0001:

1. Type F-0001 at Enter Report # Search bar and hit enter on your keyboard to access the report.



- 2. Next make sure the following items are correct as shown below
 - Program/Term (HS or EHS)
 - Site (Select your Site)
 - Classroom (select a single classroom)
 - Status (Enrolled & Dropped)



- 3. Print the report. The report will look similar as shown in the next page.
- 4. Use the information to your parent/guardian volunteer that provide In-Kind for the month.

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F-0001 - In-Kind Parent/Guardian Volunteer Information

Term: HS 2020 - 2021, Site: Ben Brite HS - PA63, Status: Enrolled, Custom Filter: "Primary or Secondary Filter"

Ben Brite HS - PA63

N2238

Name (Last, First)	ChildPl us ID	Primary Secondary Code Description	Physical Address 1	Physical City	Physic al State	Physical Zip
Adame Hernandez, Fidel	34063	Primary Adult	1504 N Minnesota Ave	Brownsville	TX	78521
Bedartes, Roxana	17668	Primary Adult	514 Pera Ln.	Brownsville	TX	78521
Canchola Medrano, Daisy	33962	Primary Adult	7005 Kana Dr	Brownsville	TX	78521
Cortez, Roxanna	30122	Primary Adult	509 Edminton Court	Brownsville	TX	78521
Flores, Luis	37454	Secondary Adult	437 Arboleda	Brownsville	TX	78521
Guerra, Janice	36588	Primary Adult	3775 Boca Chica Blvd Apt 2705	Brownsville	TX	78521
Gutierrez, Mariana	36838	Primary Adult	437 Arboleda	Brownsville	TX	78521
Hernandez, Cesar	37133	Secondary Adult	651 Ciruela	Brownsville	TX	78521
saias-Nunez, Dulce	38752	Primary Adult	465 Platano Ln	Brownsville	TX	78521
Lucena, Laura	23887	Primary Adult	646 Saint Thomas Dr	Brownsville	TX	78521
Mancha, Anel	14832	Primary Adult	8801 Boca Chica Blvd. #20	Brownsville	TX	78520
Mancha, Juan	14850	Secondary Adult	8801 Boca Chica Blvd. #20	Brownsville	TX	78520
Medina, Reyes	35130	Secondary Adult	2937 E. Avenue	Brownsville	TX	78521
Medrano, David	37813	Secondary Adult	6015 Boca Chica	Brownsville	TX	78521
Medrano, Roberto	33963	Secondary Adult	7005 Kana Dr	Brownsville	TX	78521
Morales Quintero, Sheila	31569	Primary Adult	2308 Autumn Sage	Brownsville	TX	78521
Moreno, Yesenia	4655	Primary Adult	783 Marrs Ave	Brownsville	TX	78521
Sanchez, Brenda	35934	Primary Adult	6015 Boca Chica	Brownsville	TX	78521
Sanchez, Lisa	36902	Primary Adult	651 Ciruela	Brownsville	TX	78521
Trevino, Clara	37131	Secondary Adult	1504 N Minnesota Ave	Brownsville	TX	78521
Villanueva, Maria	36555	Primary Adult	2200 S. Indiana Ave Apt 101	Brownsville	TX	78526
Zarate, Karina	35128	Primary Adult	2937 E. Avenue	Brownsville	TX	78521

3. 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 and uploaded to Dropbox.
- **b.** The Volunteer must print and sign his/her name on the form in the designated area, as highlighted below.
- **c.** Due to current restrictions of COVID-19 if you are unable to attain the signature of the volunteer you will type (**COVID-19**) however all other signature and intials are required for center staff and Area Manager.

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

d. The Area Mangers your initials each in-kind form. This initial means the Area Manger was review and checked off the paperwork is accurate and free of error based on their judgment. The Area Manager will be held responsible for any correction that need to be made on the initialed the paperwork

- **e.** Once all In-Kind Forms have been completed, the Area Manager will attached the classroom's F-0001 report as the last page and scan all In-Kind Forms to Dropbox into the correct classroom folder for the center.
- **f.** Once all classroom forms have been scanned to Dropbox correctly then the original forms will be sent to the Finance Department at Main Office. Classroom F-0001 report must be included be classroom as well.