

## Purpose

Head Start regulations require programs to provide a match of federal funds received. This match is called **in-kind** and can be donations of supplies, materials, space, and administrative support; donated services; and volunteer hours.

## Guidance

Head Start regulations define the limits and types of services that can be counted as part of the in-kind match. A valid in-kind contribution is one that supports the program, not individual families, and is a service/donation for which Head Start or Early Head Start funds would have been used if it had not been donated. Below is a general list for what does and does not qualify as in-kind.

In-Kind	Not In-Kind
<b>Parent and Community Volunteers (non-paid)</b>	
<ul style="list-style-type: none"> <li>• In classrooms</li> <li>• On buses</li> <li>• On field trips</li> <li>• Preparing materials for classroom or program</li> <li>• Creating newsletters</li> <li>• Researching community resource lists</li> <li>• Community job placements</li> <li>• Parent interns</li> <li>• Parent-Child Play and Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Program or classroom volunteers under 18 years of age</li> <li>• Work study students supplemented by Head Start funds</li> </ul>
<b>Parent Leadership</b>	
<ul style="list-style-type: none"> <li>• Business part of Parent Committee meetings or executive committee meetings, including parent’s preparation for these meetings</li> <li>• Parent leadership training</li> <li>• Literacy advocacy meetings/trainings</li> <li>• Policy Council representatives                             <ul style="list-style-type: none"> <li>○ Attending meetings</li> <li>○ Reporting to parent committees</li> <li>○ Activities on behalf of Policy Council</li> <li>○ Serving on Head Start Committee or Taskforce</li> <li>○ Parents fundraising for normal Head Start costs/materials</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Any parent education activities, e.g. literacy, job training, ESL, etc.</li> <li>• Parent social events (e.g. bowling, picnic)</li> <li>• Parent orientation</li> <li>• Parents fundraising for on-allowable costs.</li> </ul>
<b>Donated Services/Materials</b>	
<ul style="list-style-type: none"> <li>• Donation of goods or services</li> <li>• Medical professional’s services to program</li> <li>• Unpaid speakers at Parent Meetings</li> <li>• School District Special Education Teachers, Aides, Occupational Therapists, Physical Therapists, etc.</li> <li>• Transportation – OSPI Portion</li> </ul>	<ul style="list-style-type: none"> <li>• Staff serving in any capacity (e.g. bus monitors) paid by Head Start funds</li> <li>• Speakers who do not typically charge for this service</li> <li>• Donations which benefit <b>individual</b> Head Start children or donations to the emergency fund</li> <li>• Staff paid by Head Start funds who are donating additional hours to the program</li> </ul>

### In-Kind Reporting Tips

Head Start and Early Head Start programs document and report in-kind contributions **monthly** using either the *In-Kind Contributions Donation Form* or the *Volunteer Services Sign-In Sheet*.

Below are helpful tips on accurate completion of the forms:

- Use black or blue ink to complete the forms.
- Remind volunteers to **sign (not print) their name**.
- Verify in-kind contributions or hours with staff signature.
- Specify the services provided.
- Record only one month on each volunteer sheet.
- **Send the original form (not faxed or copied) to PSESD.**