



In-Kind

What is in-kind
and why do we
care?

Head Start regulations state that Federal financial assistance granted under the Head Start program shall not exceed 80 percent of the total costs of the program. That means that 20 percent of total program costs must be acquired from non-Federal sources. For this school year, this means CRIHB must generate **\$229,061** in non-federal share or “in-kind”.

In-kind is described as anything given to Head Start that would normally be paid for by the grant—must be an “allowable” cost. This includes materials, services, space, and volunteer time.

Examples of qualifying in-kind volunteer services are: helping in the classroom or kitchen, attending Center Committee and Policy Council meetings, providing clerical help, assisting on field trips, providing repairs or maintenance at the center, and more! Examples of qualifying donations are: classroom materials and equipment, food and ingredients for Head Start meals, office supplies, and more!

It is important that volunteers and donors complete the appropriate in-kind forms available at your center. Documentation of the in-kind validates that the service or donation was provided and assists the central office in tracking contributions to ensure the program is meeting its in-kind goal. Please ensure that in-kind forms are complete and accurate, including providing your signature and date. These documents are reviewed during the three year federal audit of the CRIHB Tribal Head Start program.

If the program does not meet its in-kind goals, it could mean a loss of funding to the program. Your help is necessary to the success of the program!

Remind donors that Head Start is a non-profit program and donations are tax deductible.

