

## Head Start Survey of Salaries and Other Compensation

ACYF Administration on Children, Youth and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families	
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	3. Originating Office: Head Start Bureau	
	4. Key Word: Funding guidance; Supplemental funding	

**PROGRAM INSTRUCTION:** [with Attachments]

[Head Start Survey of Salaries and Other Compensation](#) [PDF, 299KB]

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** Head Start Survey of Salaries and Other Compensation

### INSTRUCTION:

There have been several Congressional inquiries into the compensation of executive and administrative personnel in Head Start grantees and delegate agencies as well as the expenditures for travel and training supported with Head Start funds. Recently, the Chairman of the House Committee on Education and the Workforce, and the Chairman of the Subcommittee on Education Reform jointly asked the Secretary of the Department of Health and Human Services, "for the amount of the salary and benefits of the top 25 Head Start Executives and the amount of their salary and benefits financed using Federal Head Start dollars." The Chairmen also want to know "the amount of money spent by the 25 grantees spending the most Federal Head Start dollars on meetings and conference travel."

In order to promptly and accurately respond to these inquiries, the Administration for Children and Families is conducting the *Head Start Survey of Salaries and Other Compensation*, OMB Approval No.: 0970-0259. Forms and additional instructions are being provided, both through a mail-out and electronically, to facilitate the collection of this information. The forms will systematically guide programs through the four pages that identify senior staff compensation, travel, and training expenses. Additionally, a toll free help line and an Internet-based web link are provided.

Section 647 [42 U.S.C. 9842] of the Head Start Act requires all recipients of federal assistance to maintain records regarding the utilization of funds and authorizes the Secretary to access these program records. Under this authority, we are requiring all programs to report the levels of compensation -- including salary, fringe benefits and other allowances, as defined in OMB Circular A-122-- for the top senior administrative personnel.

### DUE DATE:

**The deadline for submission of the *Head Start Survey of Salaries and Other Compensation* is January 22, 2004.**

### PAPER-FREE ELECTRONIC REPORTING

In order to expedite the collection of this information, programs need to complete the survey online, via the Internet. Paper reports will be accepted only on an exception-basis when programs do not have technical capabilities or access to report via the Internet. Completing the survey online is the fastest and most efficient way to collect this information.

A Survey Package will be distributed to programs by Priority Mail. This Package will include the following:

- Instructions for completing the survey,
- A hard copy document of the survey for *reference purposes only*, and
- A postage-paid return-addressed Priority Mail envelope in which to submit requested copies of IRS Form 990 and SF424. If IRS Form 990 is available electronically, that is the preferred method of receipt.

### CONTACTS FOR ASSISTANCE

We have arranged assistance through a contract with Xtria. If you have any questions regarding the completion or submission of the survey, please contact Xtria:

Xtria Attn:  
Compensation Survey

1749 Old Meadow Road, Suite 600  
McLean, Virginia 22102  
1-866-868-0719 (Toll free)

Thank you for your continued cooperation.

/s/

Windy M. Hill  
Associate Commissioner  
Head Start Bureau

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