Administration for Children and Families
Department of Health and Human Services

Line Item Budget Form for Head Start and Early Head Start

Grantee Number

* Delegate Number

* Agency Name

Position	HS/EHS Cost for Program Operations ($)	HS/EHS Cost for Training & Technical Assistance ($)	Non-Federal Share (Cash and in-kind) ($)	* Number of People Employed
a. PERSONNEL (Object class 6a)				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts				
2. Teachers/Infant Toddler Teachers				
3. Family Child Care Personnel				
4. Home Visitors				
5. Teacher Aides & Other Education Personnel				
6. Health/Mental Health Services Personnel				
7. Disabilities Services Personnel				
8. Nutrition Services Personnel				
9. Other Child Services Personnel				

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Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts				
11. Other Family & Community Partnerships Personnel				
Program Design and Management Personnel				
12. Executive Director/Other Supervisor of HS/EHS Director				
13. Head Start/Early Head Start Director				
14. Managers				
15. Staff Development				
16. Clerical Personnel				
17. Fiscal Personnel				
18. Other Program Design Personnel				
Other Personnel				
19. Maintenance Personnel				
20. Transportation Personnel				
21. Other Personnel				
TOTAL PERSONNEL (6a)				

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b. FRINGE BENEFITS (Object Class 6b)			
1. Social Security (FICA), State Disability, Unemployment (FUTA) and Workers Compensation			
2. Health/Dental/Life Insurance			
3. Retirement			
4. Other Fringe			
* TOTAL FRINGE (6b)			
c. TRAVEL (Object Class 6c)			
1. Staff Out-of-Town Travel			
TOTAL TRAVEL (6c)			
d. EQUIPMENT (Object Class 6d)			
1. Office Equipment			
2. Classroom/Outdoor/Home-based/FCC			
3. Vehicle Purchase			
4. Other Equipment			
TOTAL EQUIPMENT (6d)			

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Position	HS/EHS Cost for Program Operations ($)	HS/EHS Cost for Training & Technical Assistance ($)	Non-Federal Share (Cash and in-kind) ($)
e. SUPPLIES (Object Class 6e)			
1. Office Supplies			
2. Child and Family Services Supplies			
3. Food Services Supplies			
4. Other Supplies			
TOTAL SUPPLIES (6e)			
f. CONTRACTUAL (Object Class 6f)			
1. Administrative Services (e.g., Legal, Accounting)			
2. Health/Disabilities Services			
3. Food Services			
4. Child Transportation Services			
5. Training & Technical Assistance			
6. Family Child Care			
7. Delegate Agency Costs			
8. Other Contracts			
TOTAL CONTRACTUAL (6f)			

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g. CONSTRUCTION (Object Class 6g)			
1. New Construction			
2. Major Renovation			
3. Acquisition of Buildings/Modular Units			
TOTAL CONSTRUCTION (6g)			
h. OTHER (Object Class 6h)			
1. Depreciation/Use Allowance			
2. Rent			
3. Mortgage			
4. Utilities, Telephone			
5. Building & Child Liability Insurance			
6. Building Maintenance/Repair and Other Occupancy			
7. Incidental Alterations/Renovations			
8. Local Travel			
9. Nutrition Services			
10. Child Services Consultants			

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h. OTHER (Object Class 6h)			
11. Volunteers			
12. Substitutes (if not paid benefits)			
13. Parent Services			
14. Accounting & Legal Services			
15. Publications/Advertising/Printing			
16. Training or Staff Development			
17. Other			
TOTAL OTHER (6h)			
i. TOTAL DIRECT CHARGES			
Sum of Line 6a-6h			
j. INDIRECT COSTS			
Enter Costs Not Reflected in i above			
k. TOTALS			
ALL BUDGET CATEGORIES			

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The Federal and non-Federal costs proposed in the SF 424A and the Line-Item Budget are the costs that, when agreed upon, will be included in the Head Start grant award. There may be other cash or in-kind resources that are necessary to support the services that will be provided to Head Start children and their families. Applicants are asked to explain these resources in their 3 Budget and Budget *Justification.* The value of these resources should be shown below. (Resources that the applicant uses to serve children who are not enrolled in Head Start should not be included.)	Value ($)
Federal Funding	
1. Federal Child Development and Child Care funds	
2. USDA Funds for Nutrition Services	
3. Other Federal Funding	
State Funding	
4. State Preschool Programs	
5. Other State Funding	
Local Government Funding	
6. School District Funding	
7. Other Local Government Funding	
Other Funding	
8. Tribal Government Funding	
9. Fund-raising Activities	
10. Other	
TOTAL	