

## Head Start Monthly Report May 2016

### Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

#### A. Monthly Financial Statements including credit card expenditures:

- May 2016 – Credit Card statement \$502.17
- 4/11/16 – Great Wolf Lodge Mason, OH – June OHSAI Leadership
- 4/11/16 – Great Wolf Lodge Mason, OH – June OHSAI Leadership
- 4/11/16 – Great Wolf Lodge Mason, OH – June OHSAI Leadership

#### B. Program Information Summary

Executive Director continued providing *Conscious Discipline* training to staff throughout the month of April. The Executive Director led the management team in 3 administrative meetings throughout the month with a focus on preparing for the scheduled Health & Safety Review. Other administrative tasks completed this month include: Administrative meeting with Celina City Schools staff, interview for teacher assistant, probationary employee evaluation, and April Board presentation.

On April 26<sup>th</sup>, a representative from the DANYA corporation visited Mercer County Head Start and completed the *health & Safety Review*. A follow-up phone call from Joe Seguro, DANYA on April 27<sup>th</sup> indicated no findings were noted & therefore no corrective actions. This review was the third review completed this fiscal year; all 3 noted MCHS in compliance.

The management team accompanied by the IT Secretary, attended April OHSAI advisory groups (education, data, health, & social services). The Executive Director attended the 4<sup>th</sup> session of the *New Director's Series*. This session's focus was on ERSEA.

Logistical plans for summer maintenance were developed this month. Also, further discussions occurred between Executive Director and Superintendent of ESC about moving (3) ESC classrooms into the Franklin building.

Executive Director invited Montezuma fire department to observe fire drills and ask for suggestions for emergency exits. In addition, MCHS was invited to participate in an EMA HAZMAT exercise. Executive Director participated in planning meetings.

Programmatic reports include a review of mental health observations with Foundations therapist. *Foundations* provides classroom observations, direct services to HS families, and technical assistance to staff. Policy Council was conducted on April 14<sup>th</sup>. PC members were reviewing Health & Nutrition service plans. Executive Director provided ERSEA training to staff. Intake of recruitment applicants was completed on April 28<sup>th</sup>. Acceptance letters are being mailed to families.

MCHS was accepted into the *Practice-Based Coaching Leadership Academy*. As part of that academy, Executive Director and Director of Early Childhood Services participated in a planning call, preparing for the actual training in May.

Our Grantee Specialist, Camille Sanford visited the grantee April 20 – 21. One day of the visit was a focus on ERSEA and Final Rule training. The second day was focused on fiscal requirements and budget training in which the Executive Director & Celina City Schools Treasurer participated.

The Office of Head Start released the FOA (Funding Opportunity Announcement) for the extension of Duration of Services. This FOA is to help grantees extend their service-delivery from part day / part year to full day / school year or full year. This grant is due by June 26, 2016. Executive Director participated in a Q&A with NHSA (National Head Start Association) and a webinar with OHS to learn requirements of grant applications.

Community participation events included: COLT meeting, tour of Franklin facility with Board of DD superintendent, marketing meeting with VPP, and Tri Star advisory Board.

**C. Enrollment / Attendance**

Head Start	Funded Enrollment	<b>158</b>	Actual Enrollment	153
Celina Preschool	Funded Enrollment	<b>12</b>	Actual Enrollment	<b>12</b>
Sliding Fee	Available Enrollment	<b>22</b>	Actual Enrollment	<b>22</b>

**Enrollment by Program Option:**

Home Base	1
Half Day PY Head Start	138
Full Day School Year (6 hour day)	14

**Attendance by Program Option:**

Home Base	Not reportable
Half Day PY Head Start	88.8%
Full Day School Year	81.32%

**D. CACFP report – February CACFP claimed meals**

<b>Month Served</b>	<b>April 2016</b>
<b>Total Days Attendance</b>	<b>Rockford - 16 Franklin - 16</b>
<b>Total Breakfast</b>	<b>1058</b>
<b>Total Lunches</b>	<b>2032</b>
<b>Total Snacks</b>	<b>935</b>
<b>Total Meals</b>	<b>4025</b>

- E. Financial Audit** – Completed, no findings. GAP accounting was discussed as a plausible concern.
- F. Annual Self-Assessment**
  - Completed March 2016
- G. Community Assessment**
  - Completed – Copies provided
- H. Communication and guidance from the Secretary**
  - PIs, IMs

Executive Director is asking for review and approval of Mercer County Head Start service- delivery options for program year 2016-17.

- Elimination of Preschool Home-Based services
- Collaboration of Head Start and CPPS – 16 HS slots
- Converting 1 part day class at Franklin to full day (6 hours)
- Converting CPPS / HS collaboration to full day (6 hours) and serving a total of 20 children.

See attachment for graphic breakdown.

Respectfully submitted,

Amy Esser  
Executive Director

Proposed Program Changes

	Current Service Delivery	Proposed Service Delivery	Rationale
Franklin #1	34 Federal Children / PD / PY 448 hours	20 Federal Children / FD / PY 768 hours	Office of Head Start New Performance Standards (1020 hours), Community Needs Assessment, Duration Grant Application
Franklin #2	34 Federal Children / PD / PY 448 hours	Remains the same	Community Needs Assessment LDO – Locally Designed Option
Franklin #3	34 Federal Children / PD / PY	Remains the same	Same as #2
Franklin #4	33 Federal Children / PY / PD	Add 1 federal child = 34 PD / PY Same as #2 & 3	Same as #2
Rockford	20 Federal Children / FD / PY 768 hours	Remains the same	Community Needs Assessment
Home Base	3 Federal Children	Elimination 0	Deteriorated enrollment Community Needs Assessment
CPPS	12 – State ECE funded slots 22 – Private Tuition	20 Total Children 12 – State-funded ECE braided with 12 Federally funded 4 – Federal only 4 – Private Tuition	Fiscal support to ECE program. Community Needs Assessment Funders promote collaborative service efforts
Total Federal Children Served	158	158	No reduction in services warranted
Total State children served	12	12	No reduction in services, Not eligible for additional ECE slots at this time



REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,086,627.00	0.00	1,086,627.00	335,500.00	751,127.00
CACFP Revenue	0.00	63,000.00	63,000.00	30,900.56	32,099.44
Other Local	0.00	2,000.00	2,000.00	0.00	2,000.00
Refund prior year exp	0.00	2,000.00	2,000.00	0.00	2,000.00
Board advance	0.00	100,000.00	100,000.00	0.00	100,000.00
Total	1,086,627.00	167,000.00	1,253,627.00	366,400.56	887,226.44

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE	ANTICIPATED ACCRUAL
Salary	535,759.00	0.00	535,759.00	221,952.67	313,806.33		313,806.33	
Fringe Benefits	324,061.00	0.00	324,061.00	132,562.49	191,498.51	2,167.20	189,331.31	
Programming	45,476.00	4,000.00	49,476.00	15,235.85	34,240.15	19,985.21	14,254.94	
Supplies	78,099.00	63,000.00	141,099.00	29,891.39	111,207.61	27,195.76	84,011.85	
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenditures	84,000.00	0.00	84,000.00	3,086.50	80,913.50	800.00	80,113.50	
PA22 subtotal	1,067,395.00	67,000.00	1,134,395.00	402,728.90	731,666.10	50,148.17	681,517.93	

Training & Technical Services

Training & technical serv (job code 400)	12,000.00	0.00	12,000.00	3,970.87	8,029.13	6,017.00	2,012.13	
Staff out of town travel	7,232.00	0.00	7,232.00	238.16	6,993.84	686.76	6,307.08	
Subtotal Purch Service	19,232.00	0.00	19,232.00	4,209.03	15,022.97	6,703.76	8,319.21	

Training & Tech Supplies	0.00	0.00	0.00	1,481.13	-1,481.13	496.14	-1,977.27	
Subtotal Supplies	0.00	0.00	0.00	1,481.13	-1,481.13	496.14	-1,977.27	

T&TA -PA20	19,232.00	0.00	19,232.00	5,690.16	13,541.84	7,199.90	6,341.94	
Return of Board Advance	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00	100,000.00	

TOTALS	1,086,627.00	167,000.00	1,253,627.00	408,419.06	845,207.94	57,348.07	787,859.87	
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**BUSINESS CARD STATEMENT**

Manage your account online:  
www.chase.com/bk

Customer Service:  
1-800-945-2028

Mobile: visit chase.com  
on your mobile browser

(CONTINUED)

**ACCOUNT ACTIVITY**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
04/11	[REDACTED]	167.39
04/11	GREAT WOLF MASON MASON OH	167.39
04/11	GREAT WOLF MASON MASON OH	167.39
04/11	GREAT WOLF MASON MASON OH	167.39
04/11	AMY ESSER	
04/11	TRANSACTIONS THIS CYCLE (CARD 5223) \$502.17	

<b>2016 Totals: Year-to-Date</b>	\$0.00
Total fees charged in 2016	\$0.00
Total interest charged in 2016	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

**INTEREST CHARGES**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges	31 Days in Billing Period
<b>PURCHASES</b>				
Purchases		-0-	-0-	
<b>CASH ADVANCES</b>				
Cash Advances		-0-	-0-	
<b>BALANCE TRANSFERS</b>				
Balance Transfer		-0-	-0-	

(\*) = Variable Rate  
Please see information about Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

**IMPORTANT NEWS**

In-Kind	Hours	Amount per hour	Total
<b>Support Personnel</b>			
Itinerant Teachers	19.5	\$37.21	\$725.60
Custodian Monthly & Uniform	Monthly \$5002.36	Uniform \$23.40	\$5,025.76
OT	0.25	\$40.10	\$10.03
PT		\$61.60	\$0.00
ELL	8	\$27.70	\$221.60
Speech-Shelly Grothouse		Monthly \$6339.75	\$6,339.75
Speech		52	\$0.00
		<b>Sub Total</b>	<b>\$12,322.73</b>
<b>Building Usage</b>			
Franklin Utilities	electric, sewage, trash, snow/mow, phone		\$4,177.63
Maintenance		\$519.13 per month	\$519.13
Treasurer's Office Personnel		1131.29 per month	\$1,131.29
		<b>Sub Total</b>	<b>\$5,828.05</b>
<b>Volunteer</b>			
Cafeteria Assistants	29	15.82	\$458.78
Tri Star / WSU Volunteers	79	15.82	\$1,249.78
Community/ Other/FA assist	20.50	15.82	\$324.31
		<b>Sub Total</b>	<b>\$2,032.87</b>
<b>Good &amp; Services</b>			
Goods & Services		<b>Total</b>	
<b>Family Activities</b>			
At Home Activities	193.85	\$15.82	\$3,066.71
Parent Classroom Volunteer	11.75	15.82	\$185.88
Parent Committee Meeting		15.82	\$0.00
Policy Council / HEAC	12.25	61.54	\$753.87
		<b>Sub Total</b>	<b>\$4,006.46</b>
Mileage	Total Miles	Amount Per Mile	
		0.555	\$0.00
<b>Total This Month</b>			<b>\$24,190.11</b>
In-Kind Needed Each Month: \$22,639		Annual required inkind	\$271,657.00
		Inkind needed to date	\$124,078.02



**HEAD START**An Office of the Administration for Children and Families  
Early Childhood Learning & Knowledge Center (ECLKC) [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)[https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2016/resour\\_pri\\_003\\_042716.html](https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2016/resour_pri_003_042716.html)

## PI 16-03 Head Start Funding Increase

Español

### FY 2016 Head Start Funding Increase ACF-PI-HS-16-03

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICESACF  
Administration for Children and Families

1. Log No. ACF-PI-HS-16-03
2. Issuance Date: 04/27/2016
3. Originating Office: Office of Head Start
4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2016; Funding Increase; Cost of Living Adjustment (COLA)

#### PROGRAM INSTRUCTION

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnerships, and State Collaboration Grantees

**SUBJECT:** FY 2016 Head Start Funding Increase

**INSTRUCTION:**

President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes \$9,168,095,000 for programs under the Head Start Act, which is an increase of approximately \$570 million over the fiscal year (FY) 2015 funding level.

The approximately \$570 million increase provides grantees a 1.8 percent cost of living adjustment (COLA), depending on final funding decisions. The FY 2016 funding level also includes \$294 million to support programs in lengthening their day and year, and \$135 million for Early Head Start-Child Care (EHS-CC) Partnerships and Early Head Start (EHS) Expansion. We will provide more information in the coming weeks about how to apply for these funds.

This Program Instruction (PI) provides information about the additional funds that are available to Head Start

and Early Head Start grantees in FY 2016 for the COLA and describes the requirements for applying for these funds. Grantees that already received partial funding for FY 2016 are eligible to receive a supplemental award for the COLA. Grantees that are subject to competition for continued funding through the Designation Renewal System are also eligible to receive the COLA. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

### **FY 2016 COLA**

Each grantee, including those with EHS-CC Partnership funding, may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. Base funding excludes training and technical assistance (T/TA) funds and any one-time funding grantees may have received in FY 2015. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31 of the Head Start Program Performance Standards, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

Funds remaining after providing the COLA increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel, and maintenance, supplies, and equipment.

### **Application Requirements**

Grantees are required to request these funds through a grant application. Your Regional Office will send a Funding Guidance Letter to provide information on the amount of funds available to your agency this year and to offer further guidance on the application requirements. Grantees must submit a grant application or supplemental application in the Head Start Enterprise System (HSES) that includes:

- SF-424 Application for Federal Assistance
- Program narrative
- Budget and budget narrative
- Signed statements of the governing body and Policy Council chairs and minutes documenting each group's participation in the development and approval of the application

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this PI to your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez /

Blanca Enriquez  
Director  
Office of Head Start

**See PDF Version of Program Instruction:**

FY 2016 Head Start Funding Increase [PDF, 157KB]

FY 2016 Head Start Funding Increase. ACF-PI-HS-16-03. HHS/ACF/OHS. 2016. English.



Required Viewers:

This is a Historical Document.

**Other "2016" Resources**

- PI 16-03 Head Start Funding Increase
- PI 16-02 Supplemental Funds Available to Extend Duration
- PI 16-01 Changes in Federal Reporting

**HEAD START**An Office of the Administration for Children and Families  
Early Childhood Learning & Knowledge Center (ECLKC)

## PI 16-02 Supplemental Funds Available to Extend Duration

Español

### Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start ACF-PI-HS-16-02

U.S. DEPARTMENT  
OF HEALTH AND HUMAN SERVICESACF  
Administration for Children and Families

1. Log No. ACF-PI-HS-16-02
2. Issuance Date: 04/25/2016
3. Originating Office: Office of Head Start
4. Key Words: Extend Duration of Services; Continuous Services Supplemental Funds; Application; Eligibility

#### PROGRAM INSTRUCTION

**TO:** All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnership Grantees, and State Collaboration Grantees

**SUBJECT:** Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start

#### INSTRUCTION:

The Office of Head Start (OHS) announces the availability of approximately \$294 million to be awarded for the purpose of increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based and family child care programs. This supplemental funding is being made available under the Consolidated Appropriations Act of 2016 (Pub.L. 114-113). OHS solicits applications from existing Head Start and Early Head Start grantees that do not provide services equivalent to a full school day and full school year for 40 percent or more of their Head Start center-based participants, do not provide continuous services for all of their family child care participants or Early Head Start center-based participants, or wish to convert slots from locally designed or combination options to center-based program schedules for longer service duration. Over 90 percent of existing grantees that currently do not serve all of their Head Start children for at least 1,020 hours are eligible to apply for these

funds. The U.S. Department of Health and Human Services (HHS) expects to award funds to grantees eligible under this Program Instruction in each of the 50 states and the District of Columbia, and the U.S. territories, pending a fundable application. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

### **Background**

Decades of scientific research documents the strong and lasting impact of high-quality early learning experiences on child outcomes. Head Start's mission is to promote the school readiness of young children from low-income families. Research suggests that having high-quality, full school day and full school year care is particularly important for low-income children to succeed in kindergarten and beyond. Based on this research, OHS is working to expand the number of children who participate in full school day and full school year or continuous programs.

Specifically, research on extended day programs for young children, full school day preschool, full school day kindergarten, and effective teaching and curricular practices strongly point to the inadequacy of program schedules that offer the current Head Start minimum of 448 annual hours in achieving meaningful child outcomes. Head Start children need more learning time in high quality programs than is provided by the Head Start minimum duration standards in order to prepare them for success later in school and in life. It is very difficult for half-day programs to provide sufficient time for teachers to conduct learning activities and intentional instruction in small group and one-on-one interactions in the areas of skill development experts believe are important to later school success. Extending the duration of Head Start programs also enables greater alignment to full school day/full school year kindergarten and the growing number of full school day/full school year state preschool programs.

In addition, research on summer learning loss and attendance demonstrates the importance of extending the number of annual hours provided in early childhood education settings, including Head Start. Learning loss can be even greater for children from low-income families.

Although research does not indicate a specific threshold of hours per day or days per year, there is strong and mounting evidence that Head Start children need greater exposure to high-quality early learning experiences than is provided under Head Start minimum duration standards in order to support strong outcomes.

Additionally, research indicates that consistent and uninterrupted relationships with responsive and sensitive caregivers is critical to healthy social and emotional development. This is particularly true for infants and toddlers. While most Early Head Start programs provide this longer duration, increasing the number of annual hours provided in all Early Head Start programs will promote secure adult-child attachment for more children to enable learning in the earliest years.

Extending the number of annual hours provided in early childhood education settings—whether Head Start or Early Head Start—also yields important benefits to working families.

### **Purpose**

The purpose of this funding is to provide access to full school year and full school day programming in all Head Start communities, and continuous services for all Early Head Start families, by supporting grantees in extending the program day and/or year for more children.

These funds can be used to support a myriad of center-based program models with varying hours per day and days per year, as long as the program provides services for **1,020 hours of planned class operations over the course of a minimum of eight months per year** for Head Start and **1,380 hours of planned**

**class operations per year** for Early Head Start.

Additionally, grantees may increase service duration for their **Head Start and Early Head Start family child care slots to 1,380 hours of planned class operations**. "Hours of planned class operations" is defined as hours when children are scheduled to attend. Professional development, trainings, orientations, teacher planning, data analysis, parent-teacher conferences, home visits, classroom sanitation, and transportation do not count toward the hours of planned class operations.

The goal of these funds is to increase the proportion of a grantee's Head Start center-based slots operating for 1,020 annual hours, Early Head Start center-based slots operating for 1,380 annual hours, and Head Start and Early Head Start family child care slots operating for 1,380 annual hours. Head Start grantees may apply for funding to increase the share of Head Start center-based slots that meet the 1,020 hours annual threshold to up to 40 percent of their center-based slots, though available funding may mean that the grantee will be awarded funding to increase service duration for a somewhat smaller share. Grantees with Early Head Start center-based slots and with Head Start and Early Head Start family child care slots may apply for funding to increase the duration of all of these slots to the 1,380 hours threshold.

**Voluntary Application**

Grantees that receive these funds must provide high-quality, comprehensive, and continuous early care and education for preschoolers and/or infants and toddlers in center-based and family child care settings. These funds cannot be used for expansion of Head Start or Early Head Start enrollment.

Application for these funds is voluntary.

**Eligibility*****Determining Eligibility***

Eligibility criteria for Head Start and Early Head Start grantees, including American Indian and Alaska Native (AIAN) grantees and Migrant and Seasonal Head Start (MSHS) grantees, are described in this section. For all grantees, eligibility according to these criteria will be determined using the data submitted by the grantee in the Program Schedule tab of the most recent annual Grant Application in the Head Start Enterprise System (HSES). Eligibility for grantees that successfully competed and received awards since July 1, 2015 and have not yet submitted an annual continuation application will be determined based on the level of services approved in the competitive application.

***Grantees Eligible for Funding***

**Head Start.** **Head Start grantees that operate less than 40 percent of their center-based funded enrollment** for a full school day and full school year schedule (1,020 hours of planned class operations over the course of a minimum of eight months per year) are eligible to apply. Applicants must propose to provide 1,020 annual hours of planned class operations for up to the number of slots needed to operate 40 percent of their Head Start center-based funded enrollment for this service duration. For example, a grantee that currently operates 20 percent of its center-based funded enrollment for a full school day and full school year (1,020 hours of planned class operations) may apply to operate up to an additional 20 percent of its funded enrollment at this service level. Applications to provide services for fewer than eight months per year will not be approved.

**These funds may be used to convert Head Start slots from combination or locally designed program options** to a center-based option and a full school day and full school year schedule (1,020 annual hours of planned class operations). If any current combination or locally designed option Head Start slots are proposed for conversion, these slots will be counted toward the grantee's Head Start center-based funded enrollment for the purposes of determining the percentage of center-based slots proposed to operate at

1,020 annual hours. For example, if a grantee currently has 70 center-based slots and 30 combination option slots and proposes to convert all 30 combination slots to center-based and 1,020 annual hours, then—if none of its 70 existing center-based slots currently operate for 1,020 annual hours—the grantee could also apply to increase duration for as many as 10 of its current center-based slots to 1,020 hours so that 40 center-based slots would operate for 1,020 hours out of a total of 100 center-based slots, equaling 40 percent.

**Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for up to 100 percent of grantees' Head Start family child care-funded enrollment.** We are allowing funds to be used to increase service duration to this higher threshold for Head Start-funded children in family child care because this program option serves children in mixed age groups that include infants and toddlers who attend for a longer duration. Head Start family child care slots are not counted toward a grantee's center-based funded enrollment for the purposes of determining the percentage of Head Start center-based slots proposed to operate at 1,020 annual hours.

AIAN and MSHS grantees are eligible to apply under the same conditions described above. However, MSHS grantees may apply to provide services for fewer than eight months per year.

*Early Head Start.* **Early Head Start grantees that operate less than 100 percent of their center-based funded enrollment** at 1,380 annual hours of planned class operations are eligible to apply. Funding may be used to lengthen services for up to 100 percent of Early Head Start center-based slots not currently operating for 1,380 annual hours of planned class operations. Grantees wishing to apply must propose to provide 1,380 annual hours of planned class operations.

**These funds may be used to convert Early Head Start slots from combination or locally designed program options to continuous Early Head Start center-based services** (1,380 annual hours of planned class operations). See the description in the Head Start section above for more information.

**Funds may also be used to increase service duration to 1,380 annual hours of planned class operations for Early Head Start family child care funded enrollment.**

AIAN and MSHS grantees are eligible to apply under the same conditions described above.

#### ***Grantees Not Eligible for Funding***

Due to the limited funding available, Head Start grantees currently operating 40 percent or more of their center-based funded enrollment at 1,020 annual hours of planned class operations, Early Head Start grantees currently operating 100 percent of their center-based funded enrollment at 1,380 annual hours of planned class operations, and Head Start and Early Head Start grantees currently operating 100 percent of their family child care funded enrollment at 1,380 annual hours of planned class operations are not eligible to apply for these funds. The president's fiscal year (FY) 2017 budget requests funding to continue expanding the number of children who can attend Head Start for a full school day and year. If that funding is provided, then in the future, a larger set of grantees will be able to continue to increase their full school day and year and/or continuous program offerings.

#### **How to Apply**

##### ***HSES Duration Supplement Amendment***

Applicants must complete the Duration Supplement Amendment in HSES. Additional technical guidance is available on the relevant pages of the amendment.

##### ***Content of Applications***



Applicants must address the following requirements in their application. The Application and Budget Justification Narrative should not exceed 20 pages, double-spaced in Times New Roman, 12-point font. Applications should include a Table of Contents.

*Application Narrative.* All applicants must describe the number of center-based and/or family child care program schedules they currently operate, as well as the annual hours of planned class operations provided (as defined in the Purpose section), the number of classrooms, and the number of children (funded enrollment) served in each program schedule.

**Current Operations.** Applicants must provide evidence of the total proportion of currently funded slots meeting the equivalent of 1,020 hours per year for Head Start center-based programs, 1,380 hours per year for Early Head Start center-based programs, and Head Start and Early Head Start family child care programs by number and percentage.

**Approach.** Head Start center-based grantees should use their community assessment and current program schedules to propose an approach that transitions an appropriate proportion (for a total of up to 40 percent) of their current Head Start center-based funded enrollment to a full school day and full school year program schedule (1,020 annual hours and a minimum of eight months per year) by extending the program day and/or year.

Early Head Start center-based and Head Start and Early Head Start family child care grantees should use their community assessment and current program schedules to propose an approach that transitions up to 100 percent of these slots that are not currently receiving 1,380 annual hours of planned class operations to a continuous program providing 1,380 annual hours.

*Implementation Plan.* Applicants must include an implementation plan that describes their proposed process for transitioning program operations, staff, and families to a longer service duration. This implementation plan must include a timeline to be fully operational. OHS expects that all applicants will be fully operational at the increased service duration no later than the beginning of the 2017-2018 program year, if not sooner.

*Budget and Budget Justification.* Applicants must include a detailed 12-month budget (in the HSES Budget tab) and a narrative budget justification that estimate **only the supplemental funds** necessary to support the incremental ongoing operating costs for the additional hours of service for the funded enrollment for which they propose to increase service duration. The budget justification must describe the intended use of the requested funding. Applicants should only include costs associated with extending services offered to the proportion of their slots transitioning to full school day and full school year and/or continuous services. OHS understands that scale-up activities may be necessary prior to full implementation of the increased duration. Applicants must ensure the funding level requested is adequate to support the full array of staffing and infrastructure for successful implementation of full school day and full school year and/or continuous services.

**Reasonable and Allowable Costs.** Examples of reasonable and allowable costs include the purchase, renovation, rental, and maintenance of additional facilities; ongoing purchases of classroom supplies; expenses for staff providing increased service duration; and professional development to support staff transitioning to a longer service duration.

These grant funds cannot be used to cover other program costs not associated with extending services offered for the proportion of slots they intend to transition to full school day and full school year services. **These funds cannot be used for expansion of Head Start or Early Head Start enrollment.** These funds cannot be used to provide home-based services or to convert home-based slots to center-based services.



Costs incurred for grant application preparation are not considered an allowable use of funds and may not be included in the project budget or budget justification.

Funds awarded to increase the total annual hours of planned class operations must not supplant existing subsidies or other funding.

**Start-up Costs.** Start-up costs may be requested by an applicant in addition to the base operating supplemental funds. Examples of start-up activities are facility renovations or purchase, initial purchase of classroom supplies, licensing, background checks for additional staff, etc. Estimates for start-up costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application. Applicants requesting start-up funds in addition to the 12-month budget must include start-up costs in the duration supplemental amendment application SF-424A.

Approval of start-up costs is not guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up costs in anticipation of an award is done at the applicant's own risk and imposes no obligation on OHS either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up costs incurred. It is possible that OHS may honor start-up costs by reducing the base amount of the award to include these costs.

**Training and Technical Assistance.**

Grantee training and technical assistance (T/TA) set-asides will not increase under this appropriation. However, consistent with current budgeting authority, grantees may elect to use a portion of operational funding, both in start-up and ongoing costs, for T/TA purposes.

**Deadline**

All applications must be submitted in HSES no later than Friday, June 24, 2016.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for the work you do on behalf of children and families.

/Blanca Enriquez/

Blanca Enriquez  
Director  
Office of Head Start

**See PDF Version of Program Instruction:**

Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start  
[PDF, 123KB]

Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start. ACF-PI-HS-16-02. HHS/ACF/OHS. 2016. English.



Required Viewers:

This is a Historical Document.

## Other "2016" Resources

- PI 16-03 Head Start Funding Increase
- PI 16-02 Supplemental Funds Available to Extend Duration
- PI 16-01 Changes in Federal Reporting