



Head Start to Early Head Start Conversions

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Office of Head Start

March 9, 2015





Authority for Conversions

Sections 640(f)(2)(B) and 645(a)(5) of the Head Start Act allow any Head Start grantee the ability to use a portion of the funds currently awarded to the grantee for purposes of serving Head Start children to instead serve infant and toddler age children.



Agenda

- Changing Landscape
- Planning for a new or expanded Early Head Start (EHS) program
 - Program options
 - Preparing for services
- Conversion Requests
 - Basic information
 - Demonstration of need
 - Organizational capacity
 - Other considerations
- Financial considerations
 - Constructing the EHS budget
 - Constructing the Head Start (HS) budget
 - Availability of funding



Changing Landscape

- Proliferation of preschool services
 - Services for four year olds more common
 - Increases in state funding
 - Race to the Top funding
- Availability of services to younger children
 - State budget reductions
 - Early Intervention and Home Visiting
 - Unmet need



Planning for a New or Expanded EHS Program

- Corporate capability of the organization
 - Economies of scale
 - Staffing and qualifications
 - Experience delivering services and program options
- Projection of the number of EHS children to be served
 - Community needs
 - Continuum of care for birth to five services





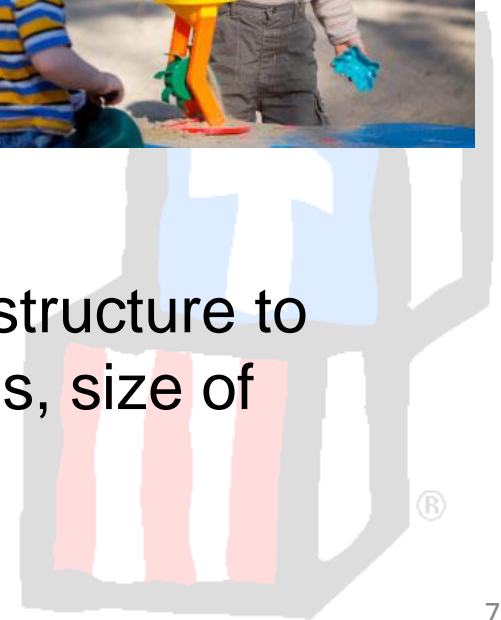
Early Head Start Program Options

- Center-based
- Home-based
- Combination Option
- Family Child Care
- Locally Designed Option (requires formal approval)



Center-based Option

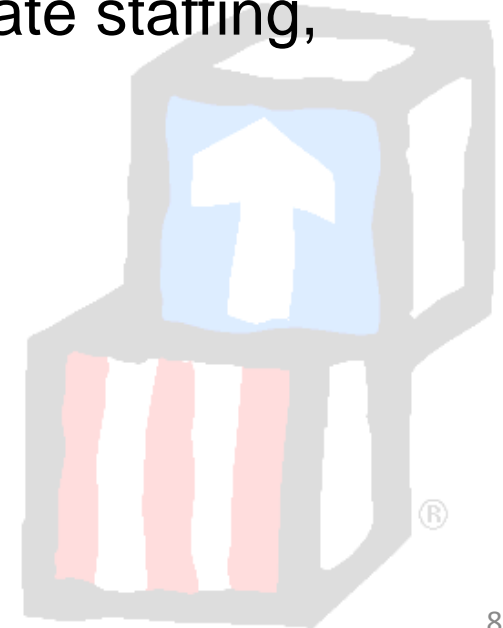
- Days per week: 4-5
 - Number is based on the need of the community
- Weeks of service: 48
- Home visits per year: 2
- Enrollment per classroom: 8
- Teachers per classroom: 2
 - Teachers as primary caregivers to four children to ensure continuity of care
- Considerations: Length of day, staffing structure to ensure two staff in classroom at all times, size of classroom, materials and supplies





Home-based Option

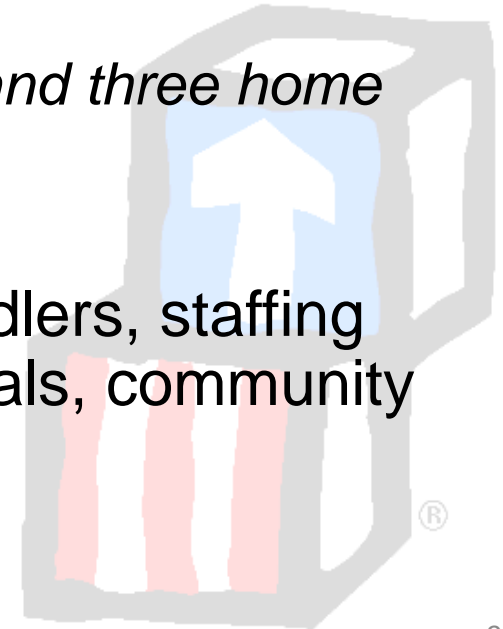
- Home visits per year: 48
- Duration of home visit: 90 Minutes
- Group socializations: Two per month – 24 per year
- Caseload per home visitor: Maximum of 12 families
- Considerations: Community need, mileage costs, materials, socialization space, appropriate staffing, caseloads





Combination Option

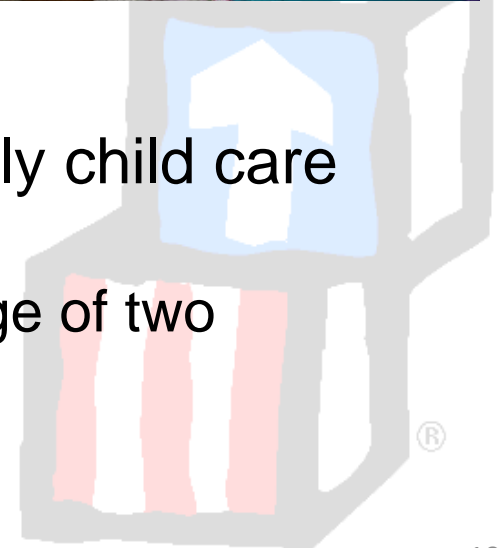
- Combination of home-based and center-based services
- Services provided for 48 weeks
 - Variations:
 - *Three days of center-based per week and one home visit per month*
 - *Two days of center-based per week and two home visits per month*
 - *One day of center-based per week and three home visits per month*
- Flexible: Meet the needs of the families
- Considerations: Transition for older toddlers, staffing requirements, classroom space, materials, community need, appropriateness of structure





Family Child Care Option

- Services provided for 48 weeks
- Ensures program operates sufficient hours to meet child care needs of families
- Sufficient indoor/outdoor space with secure areas for play
- Meet state and local family child care requirements
- Maximum of **six children** with one family child care provider
 - No more than two children under the age of two (including the provider's own children)





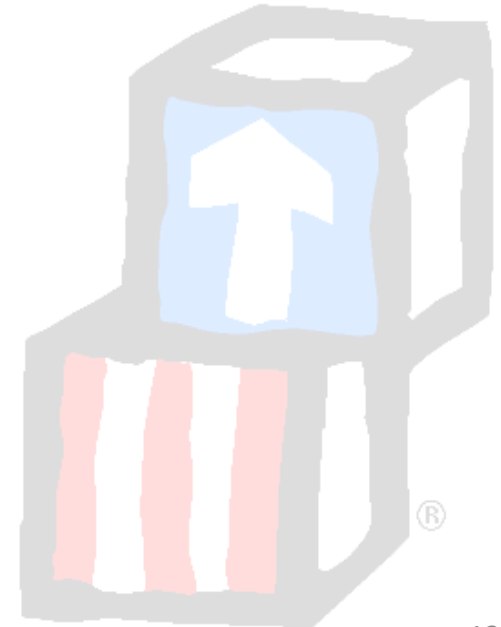
Preparing for Services

- Hiring qualified staff members
- Providing a comprehensive staff development plan
- Preparing appropriate facilities
- Identifying the approach to curriculum and assessment tools
- Ensuring coordination with community partners
- Creating a recruitment and enrollment plan



Teacher Credentials

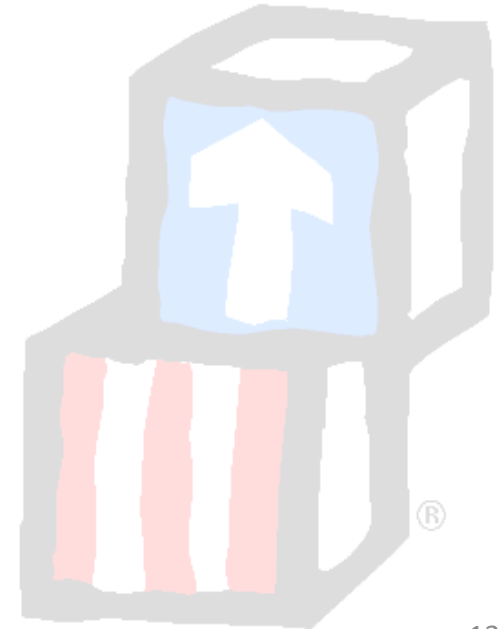
- Qualifications (*Section 645A(h)(1) of the Head Start Act*):
 - All center-based teachers must have a Child Development Associate (CDA) credential and be trained or have equivalent coursework in Early Childhood Education with a focus on infant/toddler development
- Professional Development:
 - 15 hours per program year
 - High quality and classroom focused





Home Visitor Qualifications

- Qualifications:
 - Child development education and experience specific to infants and toddlers
 - Training in adult education





Conversion Requirements - Basic Information

- An application must be submitted to the Regional Office
 - Change in Scope Amendment in HSES
 - SF-424, SF-424A and SF-424B
 - Board and Policy Council approvals
 - Program and budget narratives
 - Submitted electronically through HSES
- Funding and services
 - Amount of funds currently used to serve HS children proposed to instead serve EHS children and pregnant women
 - Number of EHS children proposed to be served (or added to the EHS enrollment)
 - Number by which the enrollment in the HS program will be reduced
- Proposed service area for HS and EHS



Demonstration of Need

- A community-wide strategic planning and needs assessment demonstrating how the use of such funds would best meet the needs of the community
- Description of plans to provide services to:
 - Eligible HS children after the conversion
 - Infants, toddlers and pregnant women
- Services available for preschool and birth to three
 - Number of providers and slots for each
 - Waiting list data
- Demographics of pregnant women and the birth to three population
 - Risk factors
 - Environment



Organizational Capacity

- Capacity and capability to carry out an effective EHS program
 - Management structure and oversight
 - Qualifications of staff, including **new EHS staff**
 - Discussion of the physical infrastructure, including facilities used to support the new or expanded EHS program
 - Curricula and assessment tools
 - Use of partners (if applicable)



Other Considerations

- Agency assurance to participate in technical assistance activities – national and regional
- Timetable for implementation
- Estimate of one-time funding necessary to implement the conversion
 - Proposed source of funds
 - Detailed costs



Financial Considerations

- EHS services typically more expensive than HS services
 - Full year
 - Lower classroom ratios
 - Longer hours
- Budget formulation:
 - Construct the EHS budget first and then determine adjustments to the HS budget
 - Consider:
 - Cost of full year operations
 - Program options
 - Staffing requirements
 - Ratio requirements



Constructing the EHS Budget

- Detailed program and budget narrative
- Program schedule
- Budget
 - 12 month budget
 - Staffing for direct delivery of services
 - Staffing for administration and oversight
 - Cost allocation
- One-time funding
 - Supported within the grant allocation or other sources



Constructing the HS Budget

- Recap of the amount and number of HS slots to be converted
- Geographic areas where services will be reduced
- Budget justification for changes in each line item
- Staffing changes
 - Direct staff
 - Administrative and/or management staff
- Supplies and facilities



Availability of Funding

- Conversions based on the federal fiscal year
 - Timing contingent on award of funds
- Timetable for implementation and budget
 - Full year
 - Partial year



Utilizing Resources

- Identify your partners: Local child care centers, Part C Agency, nearby EHS programs, etc.
- Early Childhood Learning and Knowledge Center (ECLKC)
- Program Specialist
- Consultants or Start-Up Planner



Questions???

