Head Start to Early Head Start Conversions

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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???