

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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	4. Key Words: Early Head Start Conversion	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees

SUBJECT: Conversion of enrollment slots from Head Start children to Early Head Start children

INSTRUCTION:

Changes to the Head Start Act, signed by President Bush on December 12, 2007, include new language in Sections 640(f)(2)(B) and 645(a)(5) that allows any Head Start grantee that currently operates either a Head Start program alone or a Head Start and an Early Head Start program to propose using a portion of the funds currently awarded to the grantee for purposes of serving Head Start children (i.e. children age 3 to compulsory school age) to, instead, serve infant and toddler age children. (There are no new funds available for this conversion so without outside funding a conversion of enrollment slots will result in a reduction of the total funded enrollment in the grantee’s Head Start program.)

Any grantee (with the exception of an Indian tribe that currently operates both an Early Head Start and Head Start program; see below) wishing to propose such a conversion should submit a request to its OHS Regional Office with appropriate governing body approval.

The request should include the following information:

- The amount of funds that is currently being used to serve Head Start children that you are proposing to use to instead serve Early Head Start children, the number of Early Head Start children proposed to be served and the number by which the enrollment in the Head Start program will be reduced.
- A community-wide strategic planning and needs assessment demonstrating how the use of such funds would best meet the needs of your community. Grantees should include in this assessment your current Head Start (and, if applicable, EHS) service area and your proposed Head Start and EHS service area.
- A description of how the needs of eligible Head Start children will be met in your community if the conversion takes place, including the needs of those children who will not be able to be served by your Head Start program should your request be approved.

- A description of how the needs of pregnant women, and of infants and toddlers, will be addressed. Include in this discussion the proposed program option(s) you will use to provide EHS services.
- A discussion of your agency's capacity and capability to carry out an effective Early Head Start program in accordance with the requirements of Section 645A (b) of the Head Start Act and all applicable program performance standards. Include a discussion of the qualifications of those staff, including classroom staff, that is proposed to be part of your EHS program and a discussion of the physical infrastructure, including facilities, that will be used to support the new or expanded Head Start program.
- Assurances that your agency will participate in technical assistance activities (including planning, start-up site visits, and national training activities) in the same manner as current Early Head Start grantees.
- The proposed timetable for implementing this conversion. Also, please discuss any one-time funding necessary to implement your proposed conversion and how your agency intends to secure such funding.

SPECIAL NOTE FOR INDIAN TRIBES ONLY

Under Section 645 (d)(3) of the Act, an Indian tribe that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations. Any Indian tribe that exercises its discretion to reallocate funds is asked to notify its OHS Regional Office prior to the effective date of such reallocation.

Please direct any questions on this Instruction to your OHS Regional Office.

/ Patricia E. Brown /

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