



# Funds for Extended Duration

## Key Decision Points

- **Leadership and Governance**
  - Have you established your eligibility for these funds based on the funding guidance? What process did you use to make this determination?
  - Do you have the support of your governing body/Tribal Council and Policy Council? How did you articulate the requirements of the grant to ensure the governing body/Tribal Council and Policy Council understood all the implications?
  - Policy Council – How will Policy Council change its approach to engage more working families?
  - How will you engage leadership in strategic thinking around program options and duration?
  
- **Program Management, Planning, and Oversight Systems**
  - **Planning**
    - Is your community assessment up to date? What about community demographics tells you that supplemental funding is needed and makes sense? What is the breakdown of traditional Head Start families to potential working families?
    - How does your school readiness plan fit within an expanded model (day and months)?
    - How does this fit in with your five-year goals?
    - What are your long-term goals around hours/day, days/year, facilities, staffing, etc.?
    - How does this impact your partnerships and/or work with local school districts?
    - Are there new licensing requirements or state regulations related to this extension of hours?
  - **Data and Evaluation**
    - What are the implications for data management?
    - Are there other family-needs data that you will want to collect?
    - How will you measure the impact of duration on school readiness outcomes?
  - **Fiscal**
    - If your program is getting child care funds for part of the day, what are the implications of the supplemental grant?
    - What are the additional costs of extended services? Staff time and benefits? Rent? Utilities? Transportation?
    - How will you generate additional non-federal share?
  - **Community and Self-assessment**
    - How will you determine the location of the extended day classrooms?
    - How will you measure its effectiveness (e.g., child outcomes, parent employment, and full enrollment)?

- **Facilities and Learning Environments**
  - Will you need additional/renovated space to accommodate longer days?
  - What additional equipment and materials do you need?
  - Will children need cots and blankets for napping?
  - How might an expanded model impact your meal service?
  - What are other startup needs?
- **Transportation**
  - How will new hours impact transportation services?
  - Will additional routes need to be established?
  - Will parents have siblings leaving at different times?
  - Will there be additional transportation expenses due to new routes, longer staffing hours, etc.?
- **Technology and Information Systems**
  - What data will your information systems provide regarding child and family needs in terms of duration?
- **Training and Technical Assistance**
  - What support do you need moving forward?
- **Communications**
  - How will you communicate your plans to stakeholders?
- **Recordkeeping and Reporting**
  - What is the impact of this new option on written material—procedural documents, meeting, and training schedules?
- **Ongoing Monitoring and Continuous Improvement**
  - What changes do you need to make to monitoring systems to adjust for extended services?
  - How will you plan for continued improvement in program options?
- **Human Resources**
  - Does this expanded model have implications for employee benefits?
  - Does this impact payroll management?
  - Does this impact labor laws or union relationships (if applicable)?
  - Does this impact management training (core principles)?
  - Is there a talent pipeline for this expanded model?
  - How will you address credentialing issues?
  - How will you staff this option?
  - Will you need to revise staff job descriptions for a longer day option?
  - What is the impact on planning and home visiting time?
  - How will you help staff accommodate these changes?
- **Program Services**
  - **ERSEA**
    - What are the implications of an expanded model for engaging working families?
    - What criteria will you use for placement in extended day opportunities?
    - How will you deal with multiple program schedules (hours per day and weeks per year) for the portion of enrollment that has extended services?