



## Suggested Process for Reducing Operating Budgets

**Understand the issues** your program is facing.

- Determine the impact of the reduction based on your remaining FY 13 funds
- Review legal and organizational policy considerations
- Understand changes in the early childhood policy environment

**Share the issues with decision makers** so they can engage in the process.

- Determine who needs to be involved
- Determine who needs to be consulted

**Explore options and consequences** of your decision on the overall quality of your program and impacts on children, families and staff.

- Understand intended and unintended consequences of budget decisions
- Weigh the potential impact of consequences
- Consider short and long term implications

**Make and communicate decisions** carefully and thoughtfully.

- Reach consensus among decision-makers
- Confirm approval with the Regional Office
- Develop a Communication Plan

**Implement decisions**, considering appropriate timing.

- Determine appropriate timing for implementing decisions
- Track the impact of changes for subsequent decision making