

Early Head Start - Child Care
Partnership Baseline Tool:
Fiscal Management and Eligibility,
Recruitment, Selection, Enrollment
& Attendance (ERSEA)

Office of Head Start



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Fiscal Management Baseline Tool

Overview

The Office of Head Start (OHS) will conduct a brief, targeted, telephone interview with the Fiscal Officer to have a baseline understanding of the Early Head Start-Child Care Partnership (EHS-CCP) grantees' Fiscal Management procedures in the early stages of their grant. This baseline tool is one aspect of the work that OHS is doing in partnership with the Office of Child Care to understand the current capacity of the EHS-CCP grantees and their partners and to identify technical assistance or other supports needed.

Fiscal Management Questions

- ✓ How many partners did you identify in your application?
- ✓ How many signed and dated partnership agreements do you currently have in place?
- ✓ For those partnership agreements have you identified each of the partners as either a sub recipient or contractor?
- ✓ How will you assure that child care subsidy funds and EHS-CCP funds are not used to pay the same expense for enrolled children?
- ✓ Describe the system you have in place to assure receipt, approval, review and payment of bills or invoices from current partners?
- ✓ Do you have a cost allocation plan and does that plan establish a basis for charging shared expenses between other awards and the partnership grant? (Not applicable for single grant awardees)
- ✓ Do you include administrative costs in the cost allocation plan?
- ✓ If you do not include administrative cost in the plan do you have a negotiated indirect cost rate or have you adopted the de minimus rate of 10%?
- ✓ Are you tracking and reporting on a monthly basis administrative cost and the accumulation of nonfederal share?
- ✓ Do you have waivers for administrative costs or nonfederal share?



Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Baseline Tool

Overview

The Office of Head Start (OHS) will conduct a brief, targeted, telephone interview with the Eligibility, Selection, Enrollment and Attendance (ERSEA) coordinator to have a baseline understanding of the Early Head Start-Child Care Partnership (EHS-CCP) grantees' ERSEA procedures in the early stages of their grant. This baseline tool is one aspect of the work that OHS is doing in partnership with the Office of Child Care to understand the current capacity of the EHS-CCP grantees and their partners and to identify technical assistance or other supports needed.

ERSEA Questions

Eligibility

- ✓ Who has the responsibility for determining eligibility for the program?
 - The grantee
 - The partners
 - Both grantee and partners, based on individual agreements
- ✓ Describe the process for identifying and tracking children receiving subsidies?

Recruitment and Selection

- ✓ Does selection criteria include high priority for children needing full day, full year services due to parent(s) working or in school, and priority for children meeting eligibility that are occupying existing partner slots.

Enrollment

- ✓ Are parents informed at the time of application that, once enrolled, they are eligible to remain in the program until the child ages out?

Attendance

- ✓ Is there a system in place to understand reasons why children are absent, how absences are followed up on, and methods to support parents to overcome barriers to regular attendance?