

Welcome
to the
American Indian/Alaska Native
Director's Journey
Foundations for Success
June 16, 2026
NIHSDA Management Training Conference



Agenda

Overview of Agenda

- Opening Prayer: Welcome to RXI AIAN HS!
- Introduction Activity
- Roles and Responsibilities for Directors
- Support Team Introductions
- HS Management Systems Wheel & Content Area Data
- Role of the HS Director with HSPPS related to Governance
- Annual Planning

Lunch: 11:30 – 1:00

- Staff Wellness and Workforce Development
- HSES and Headstart.gov introduction
- Fiscal 101
- Grantee Specialist Meet-Up/Review of PD Plans



Head Start Regional TTA Network

Introduction Activity

Introduce yourself (name, name, and location of your program), and pick one of the following to describe yourself:

1. I am very new to everything about HS/EHS and am going to soak it all in.

2. I've been involved in HS/EHS in another role but am new to the Head Start Director position.

3. I am a manager currently and am here for cross training and succession planning.

4. I've previously been a Head Start Director and am familiar with the role.



American Indian Alaska Native = AIAN



Head Start Regional TTA Network

Introduction to Region XI AIAN Head Start



American Indian and Alaska Native (AIAN) Head Start programs launched in the summer of 1965. Recent reporting shows that Head Start programs serve around 28,000 children of AIAN heritage in RXI.

The Office of Head Start (OHS) honors the rich cultural heritage of our AIAN children, families, and communities. Based on the needs of local communities, Head Start programs offer traditional language and cultural practices to provide high-quality services to young children and their families.



Head Start Regional TTA Network

What is Head Start?

Head Start and Early Head Start programs prepare America's **most vulnerable young children** to succeed in school and in life beyond school. To achieve this, Head Start programs deliver services to **children age birth to 5 and their families** in core areas of early learning, health, and family well-being.

The Head Start program serves about **1 million children and pregnant women** in urban, suburban, and rural communities throughout America. Head Start services are provided in centers, family childcare homes, or in the family's own home.

Head Start programs are funded by five year grants from Federal Government to local entities. Each recipient is required to provide a local match.



Foundational Information on Head Start

The Office of Head Start (OHS) administers grant funding and oversight to the 1,600 agencies that provide Head Start services in communities across the country.

OHS also provides federal policy direction and a training and technical assistance (T/TA) system to help grantees in providing comprehensive services to eligible young children and their families.

OHS and Tribal Governments have a government to government relationships.



Head Start Regional Offices

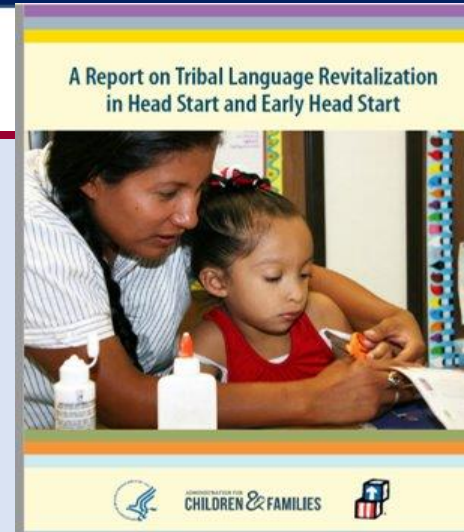
The Regional Offices for American Indian and Alaska Native (AIAN) Region XI and Migrant and Seasonal Head Start (MSHS) Region 12 programs are located in Washington, DC.



WE ARE AIAN

1302.36 Tribal language preservation and revitalization.

A program that serves American Indian and Alaska Native children may integrate efforts to preserve, revitalize, restore, or maintain the tribal language for these children into program services. Such language preservation and revitalization efforts may include full immersion in the tribal language for the majority of the hours of planned class operations. If children's home language is English, exposure to English as described in §1302.31(b)(2)(i) and (ii) is not required.



Connecting to
AIAN
Language
Culture
Systems



Children are Sacred

Office of Head Start welcomes the partnership with Tribes and Tribal leaders in supporting young children and families.



In our every deliberation, we must consider the impact of our decisions on the next seven generations. Iroquois Maxim (circa 1700-1800)



Head Start Regional TTA Network

Foundational
HS
Information

The Role and Responsibilities of The Region XI AIAN Head Start Director



Head Start Regional TTA Network

Head Start Directors work in Partnership with Key Leaders

Leadership is the core work of HS/EHS/EHS CCP Directors.

Successful Directors embrace their role as leaders who can make a positive impact in their program, their home organization, and their community.

HS Directors build a compelling vision for the future; they collaborate with staff, colleagues, and partners to build a realistic, roadmap to success; and they hold themselves and others accountable for the journey.

Let's start with looking at some of your key partners.



Head Start Directors Partner with Tribal Leaders and Departments

Tribal Council

Finance

Human Resources

Workforce

Indian Child Welfare

Indian Health Services and Clinics

Local Education Agencies (LEA)

BIA Schools

Disabilities Services

Child Care

Who are other partners?



Legislative & Regulatory Requirements



The Head Start Act

Head Start Program Performance Standards

Final Rule Supporting the Head Start Workforce and Consistent Quality Programming (released 8//21/2024)



Head Start Regional TTA Network

Improving Head Start for School Readiness Act of 2007

Sec. 635. Short title.

Sec. 636. Statement of purpose.

Sec. 637. Definitions.

Sec. 638. Financial assistance for Head Start programs.

Sec. 639. Authorization of appropriations.

Sec. 640. Allotment of funds; limitations on assistance.

Sec. 641. Designation of Head Start agencies.

Sec. 641A. Standards; monitoring of Head Start agencies and programs.

Sec. 642. Powers and functions of Head Start agencies.

Sec. 642A. Head start transition and alignment with K–12 education.

Sec. 642B. Early childhood education, coordination, and improvement.

Sec. 643. Submission of plans.

Sec. 644. Administrative requirements and standards.

Sec. 645. Participation in Head Start programs

Sec. 645A. Early Head Start programs.

Sec. 646. Appeals, notice, and hearing.

Sec. 647. Records and audits.

Sec. 648. Technical assistance and training.

Sec. 648A. Staff qualifications and development.

Sec. 649. Research, demonstrations, and evaluation.

Sec. 650. Reports.

Sec. 653. Comparability of wages.

Sec. 654. Nondiscrimination provisions

Sec. 655. Limitation with respect to certain unlawful activities.

Sec. 656. Political activities.

Sec. 657. Advance funding

Sec. 657A. Parental consent requirement for health services.

Sec. 657B. Centers of Excellence in Early Childhood.

Sec. 657C. General provisions.



Head Start Regional TTA Network

Head Start Program Performance Standards

Subchapter B — The Administration for Children and Families, Head Start Program

Part 1301 — Program Governance

Part 1302 — Program Operations

Part 1303 — Financial and Administrative Requirements

Part 1304 — Federal Administrative Procedures

Part 1305 — Definitions



Head Start Regional TTA Network

Region XI AIAN Head Start Committed to Culture & Language.



Head Start Directors lead teams to honor culture and language throughout AIAN Head Start and EHS programs.



Head Start Regional TTA Network

Culture & Language-Making It Work



C

Your Assigned ECS can support you with this!

Affirming the Use of Indigenous Knowledge



Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs

eclkc.ohs.acf.hhs.gov/policy/im/acf-ohs-im-24-03

Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs ACF-OHS-IM-24-03

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. **Log Number:** ACF-OHS-IM-24-03
- 2. **Issuance Date:** 09/17/2024
- 3. **Originating Office:** Office of Head Start
- 4. **Key Words:** American Indian and Alaska Native; AIAN; Curriculum; Assessment; Indigenous Knowledge; Cultural Practices; Culture and Language

Information Memorandum

To: American Indian and Alaska Native Head Start Agencies

Subject: Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs

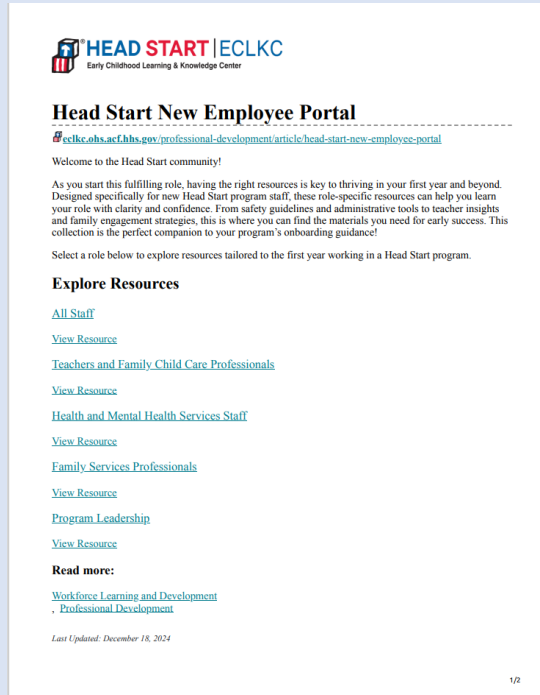
Information:

Released
9/17/2024



Head Start Regional TTA Network

New Staff Onboarding Resources



HEAD START | ECLKC
Early Childhood Learning & Knowledge Center

Head Start New Employee Portal

<https://eclkc.ohs.acf.hhs.gov/professional-development/article/head-start-new-employee-portal>

Welcome to the Head Start community!

As you start this fulfilling role, having the right resources is key to thriving in your first year and beyond. Designed specifically for new Head Start program staff, these role-specific resources can help you learn your role with clarity and confidence. From safety guidelines and administrative tools to teacher insights and family engagement strategies, this is where you can find the materials you need for early success. This collection is the perfect companion to your program's onboarding guidance!

Select a role below to explore resources tailored to the first year working in a Head Start program.

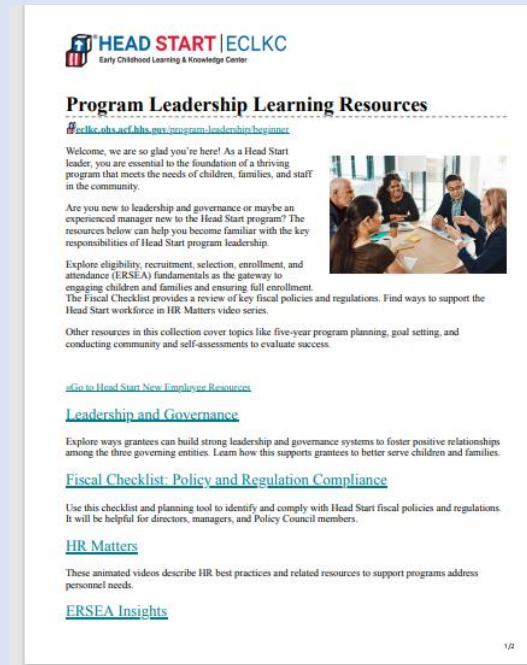
Explore Resources

- [All Staff](#)
[View Resource](#)
- [Teachers and Family Child Care Professionals](#)
[View Resource](#)
- [Health and Mental Health Services Staff](#)
[View Resource](#)
- [Family Services Professionals](#)
[View Resource](#)
- [Program Leadership](#)
[View Resource](#)

Read more:
[Workforce Learning and Development](#)
[Professional Development](#)

Last Updated: December 18, 2024

1/2




HEAD START | ECLKC
Early Childhood Learning & Knowledge Center

Program Leadership Learning Resources

<https://eclkc.ohs.acf.hhs.gov/program-leadership/beginner>

Welcome, we are so glad you're here! As a Head Start leader, you are essential to the foundation of a thriving program that meets the needs of children, families, and staff in the community.



Are you new to leadership and governance or maybe an experienced manager new to the Head Start program? The resources below can help you become familiar with the key responsibilities of Head Start program leadership.

Explore eligibility, recruitment, selection, enrollment, and attendance (ERSEA) fundamentals as the gateway to engaging children and families and ensuring full enrollment. The Fiscal Checklist provides a review of key fiscal policies and regulations. Find ways to support the Head Start workforce in HR Matters video series.

Other resources in this collection cover topics like five-year program planning, goal setting, and conducting community and self-assessments to evaluate success.

[Go to Head Start New Employee Resources](#)

Leadership and Governance

Explore ways grantees can build strong leadership and governance systems to foster positive relationships among the three governing entities. Learn how this supports grantees to better serve children and families.

Fiscal Checklist: Policy and Regulation Compliance

Use this checklist and planning tool to identify and comply with Head Start fiscal policies and regulations. It will be helpful for directors, managers, and Policy Council members.

HR Matters

These animated videos describe HR best practices and related resources to support programs address personnel needs.

ERSEA Insights

1/2

[Program Leadership Learning Resources | ECLKC](#)

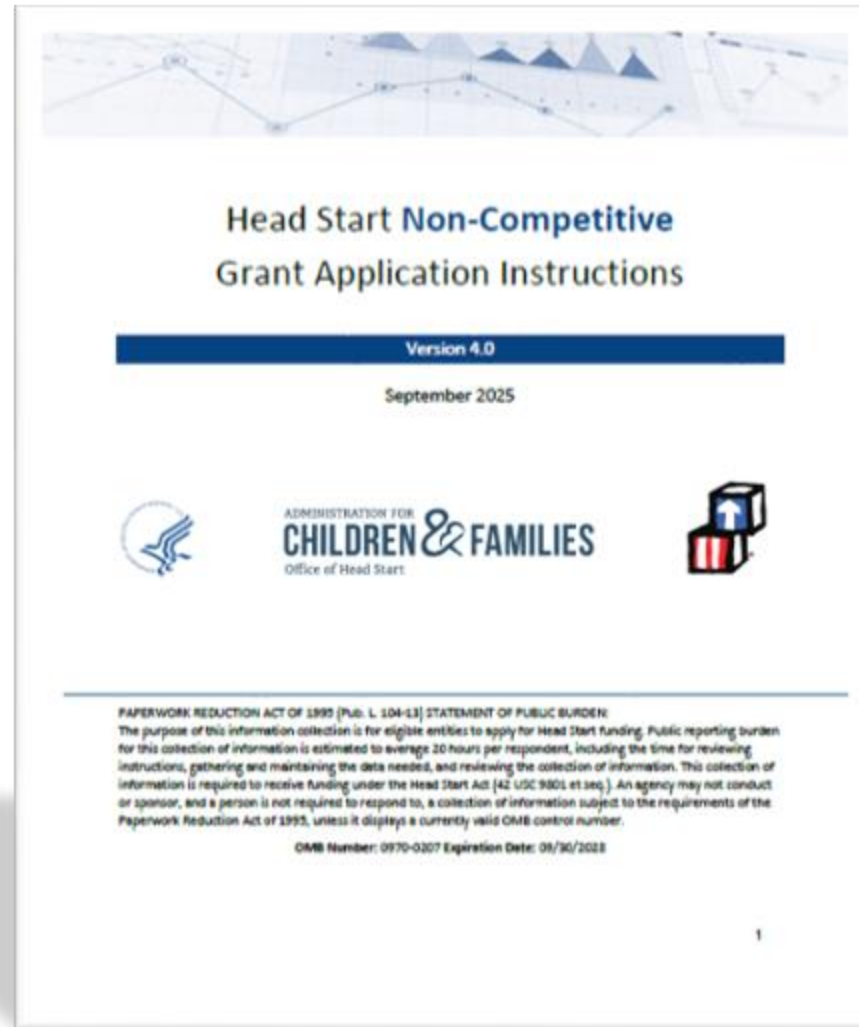
Connecting to
AIAN
Language
Culture
Systems



Head Start Regional TTA Network

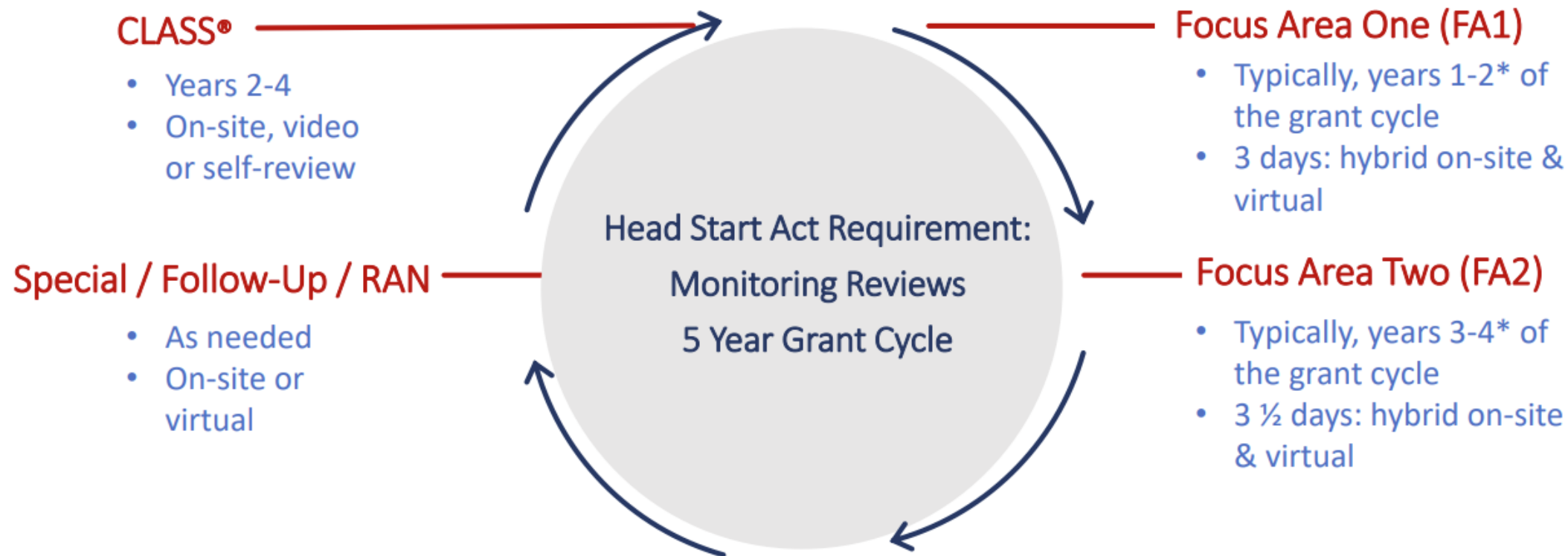
Five Year Grant Period-New Application Instructions

Version 4.0
September 2025



Head Start Regional TTA Network

Monitoring Events



** Timeframes may vary for multi-grant agencies*

Program Goals

Program Goals

- BROAD statements of strategic direction that are compelling and engage everyone in the program in some level of related effort
- Answer two questions:
 1. What is to be accomplished?
 2. Why is it important?
- Describe the program's focus and priorities
- May generally or specifically support the attainment of school readiness goals (most program goals do this)
- Must include goals for the program's provision of educational, health, nutritional, and PFCE program services
- Are phrased as statements and begin with words like, "Program will..."

School Readiness Goals

- BROAD statements of expectation around children's status and progress that address the five central domains of the ELOF
- Reflect the age of the children being served
- Answer two questions:
 1. What will children accomplish?
 2. Why is the goal important for kindergarten entry?
- Describe what the program wants children to know and be able to do at the end of their Head Start enrollment
- Encompass the range of children served (e.g., are applicable for children who are DLLs and children with disabilities or suspected delays)
- Are phrased as statements and begin with the words, "Children will..."



Head Start Region XI Information: One Yearly Report PIR



Office of Head Start - Services Snapshot American Indian and Alaska Native (AIAN) All Programs (2023-2024)

This AIAN Services Snapshot summarizes key data on demographics and services for children from birth to age five and pregnant women served by all American Indian and Alaska Native (AIAN) programs. The data in this Snapshot is a subset of the annual Program Information Report (PIR) submission to the Office of Head Start.

Funded enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	20,569	100%

Funded enrollment by program option

	# of funded enrollment slots	% of funded enrollment slots
Center-based option	19,237	93.5%
Home-based option	1,019	5.0%
Family child care option	0	0%
Locally designed option	40	0.2%
Total funded pregnant women	273	1.3%

Detail - Center-based funded enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16,916	87.5%
Of these, the number that are available for the full-working-day and full-calendar-year	2,883	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	2,321	12.1%
Of these, the number that are available for 3.5 hours per day for 125 days	969	
Of these, the number that are available for a full working day	40	

Total cumulative enrollment

Actual number of children and pregnant women served by the program throughout the entire program year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

	# of participants	% of participants
Total cumulative enrollment	17,889	100%
Children total cumulative enrollment	17,501	97.8%
Pregnant women total cumulative enrollment	388	2.2%

AIAN ALL PROGRAMS (2023-2024)

Page 1



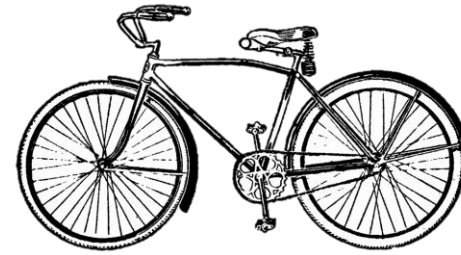
Head Start Regional TTA Network

Activity

When it comes to being a Head Start Director, It Feels Like...



Ship



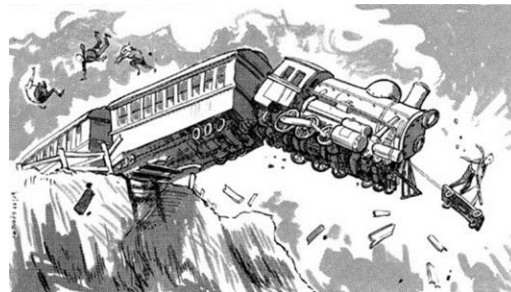
Bicycle



Helium Balloon



Mystery Novel



Runaway Train



Symphony Orchestra



Zoo



Storm at Sea



Head Start Regional TTA Network

Role of the Head Start Director - Leadership

Take a couple of minutes and reflect on the following fill in the blank statements:

1. I think of my leadership style as
2. I consider my biggest job duty to be.....
3. When I have challenges or uncertainties I share them with.....
4. My strength for this being a Head Start director is

Share with your thoughts with others at your table.



Foundational
HS
Information

The Region XI AIAN Head Start Director Support Team



Head Start Regional TTA Network

American Indian Alaska Native Head Start

Region 11 AIAN

Office of Head Start

- Regional Program Director: Todd Lerjuntharangool
- Regional Program Manager: Delroy Grant

- **Office of Grants Management**
- Supervisory Grants Management Specialist: Heather Colwell

Training and Technical Assistance

- TTA Coordinator: Melissa Harris



Head Start Regional TTA Network

Region XI Training and Technical Assistance Network



HSD partner with Program Specialists and Grants Management Team

Your Regional Program Specialist for Head Start/Early Head is your primary contact with the Office of Head Start. We have several Program Specialists here today.

It is important to know this person by name and to build a positive, professional relationship with your assigned Program Specialist.

As stated in **Information** Memorandum (IM) ACF-IM-HS-13-02: Intentional planning between grantees and federal staff will ensure that accurate and relevant information is shared. Federal staff, to the extent possible, will conduct annual visits to hear firsthand from leadership, staff, and families about the program, and federal staff will also maintain, at a minimum, monthly contacts with each grantee.

The Grants Management Specialist provides ongoing, prompt, and accurate fiscal assistance to HS/EHS grantees and will support federal staff with high-quality grants management services.

Again it is important to build a positive relationship with your Grants Specialist and to support your fiscal team to do so as well.

Keep the contact information of both your Program Specialist and Grants Management Specialists handy.



National AI/AN Head Start Collaboration Office

NAIAN HSCO is committed to assisting Head Start grantees in developing collaborative partnerships that will help improve the quality of life for AIAN children and families.



LEAs and Disabilities
Native Language and Culture
Family and Community Engagement

Miker Richardson AIAN Collaboration Director

AIAN Region XI Directors receive Support from Peers via NIHSDA



NIHSDA

National Indian Head Start
Directors Association



Standing Strong for American Indian and Alaska Native Children

HOME ABOUT NIHSDA TRAINING CONFERENCE & EDUCATION MEMBERSHIP & RESOURCES ADVOCACY TRIBAL LEADER RESOURCES DONATE SHOP

MISSION

To Stand Strong and Preserve the Identity of AIAN Children and Families

Purpose

To remain the leading voice for AIAN children in Head Start programs, the National Indian Head Start Directors Association strives to preserve and respect indigenous identity, while actively providing high-quality advocacy, leadership development, and professional growth opportunities to current and future early care and education leaders.

Principles

NIHSDA adheres to the following four principles:

1. Equitable quality services for all AIAN children and their families;
2. Empowered Head Start programs and Tribal leadership that advocate for AIAN children and families;
3. Collaborative partnerships with national organizations and stakeholders; and
4. Effective, high-quality support and training opportunities for AIAN grantees.

Vision

NIHSDA will be a primary and dynamic source of increased wellness, education, professional development and strong role models for our AIAN children, families and staff through:

- Support and advocacy for culturally relevant services in AIAN



[Bylaws](#)

[Strategic Plan](#)

[Annual Report](#)

Give us a call: 405-360-2919

History

The National Indian Head Start Directors Association was formed in 1979 by American Indian/Alaska Native Head Start Directors during a training conference in Denver, Colorado. The first president of the Association was Yvonne Bushyhead from Cherokee Nation (1979-1984).



Head Start Regional TTA Network

Region XI Training and Technical Assistance Network

Meet your AIAN Training and Technical Assistance Team What TTA Grantee Specialists Do



Head Start Regional TTA Network

Region XI Training and Technical Assistance Network

Meet your AIAN Training and Technical Assistance Team What TTA Early Childhood Specialists do



Head Start Regional TTA Network

WE ARE AIAN

Tribal Consultations

The Office of Head Start (OHS) convenes Tribal Consultation sessions as required by Section 640(1)(4) of the Head Start Act and in conformity with the Department of Health and Human Services Tribal Consultation Policy. The consultations provide a forum for discussing how to better meet the needs of American Indian and Alaska Native children and families. Tribal Consultation reports reflect comments and recommendations raised by tribal leaders and their representatives; comments and responses from OHS; and areas identified at the Tribal Consultations as requiring follow up by OHS.

Connecting to
AIAN
Language
Culture
Systems



New Director Professional Development Plan

RXI New Director Professional Development Planning Tool

Name: _____ Date Started: _____
 Recipient Name: _____ Grant Number(s): _____
 Grant Year/Cycle: _____

Key Contacts

OHS RXI Program Specialist: _____ Email: _____ Phone: _____
 Grants Management Specialist: _____ Email: _____ Phone: _____
 TTA Early Childhood Specialist: _____ Email: _____ Phone: _____
 TTA Grantee Specialist: _____ Email: _____ Phone: _____

Tribe/Recipient Organization Contact

Fiscal: _____ Email: _____ Phone: _____
 Human Resources: _____ Email: _____ Phone: _____
 Governing Board Contact: _____ Email: _____ Phone: _____
 Policy Council Contact: _____ Email: _____ Phone: _____

Networking: (NIHSDA & Fellow Directors)

Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____
 Name: _____ Email: _____ Phone: _____

Utilizing the Head Start Management Systems Wheel for guidance, consider which areas to prioritize for your professional development as a new Head Start Director. Makes notes and determine timelines for yourself. Discuss strategies for receiving training with your TTA team.



ERSEA (refer to ERSEA Assessment Tool)

Education

Family & Community Engagement

Health

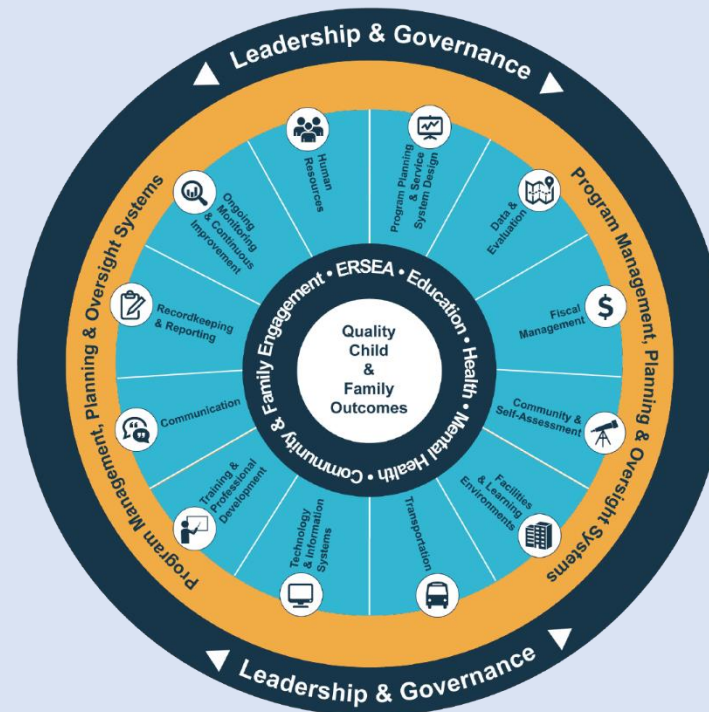
Mental Health

Five Year Grant (refer to grant checklist)

Leadership & Governance

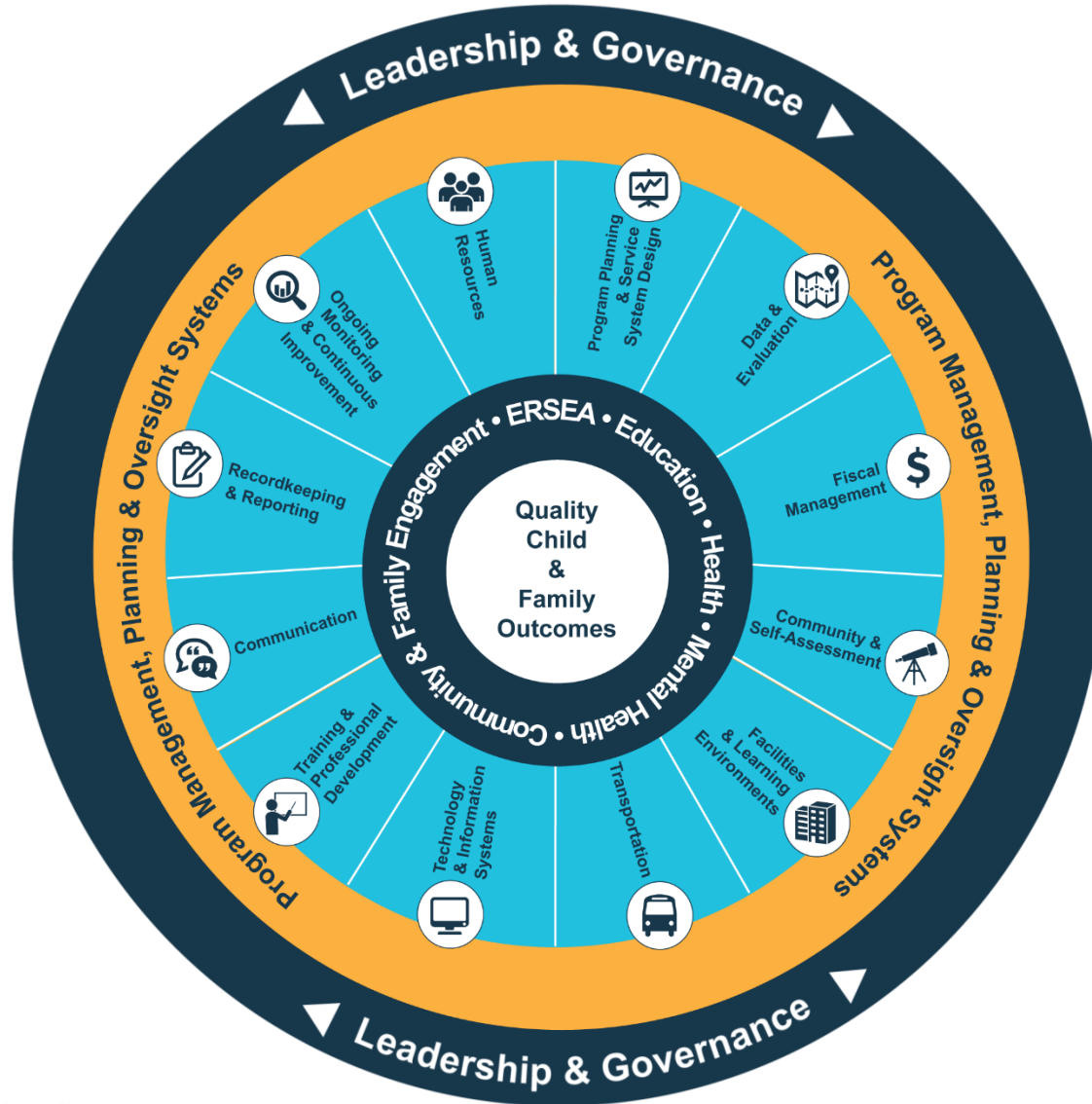


Head Start Management Systems & Planning Cycle



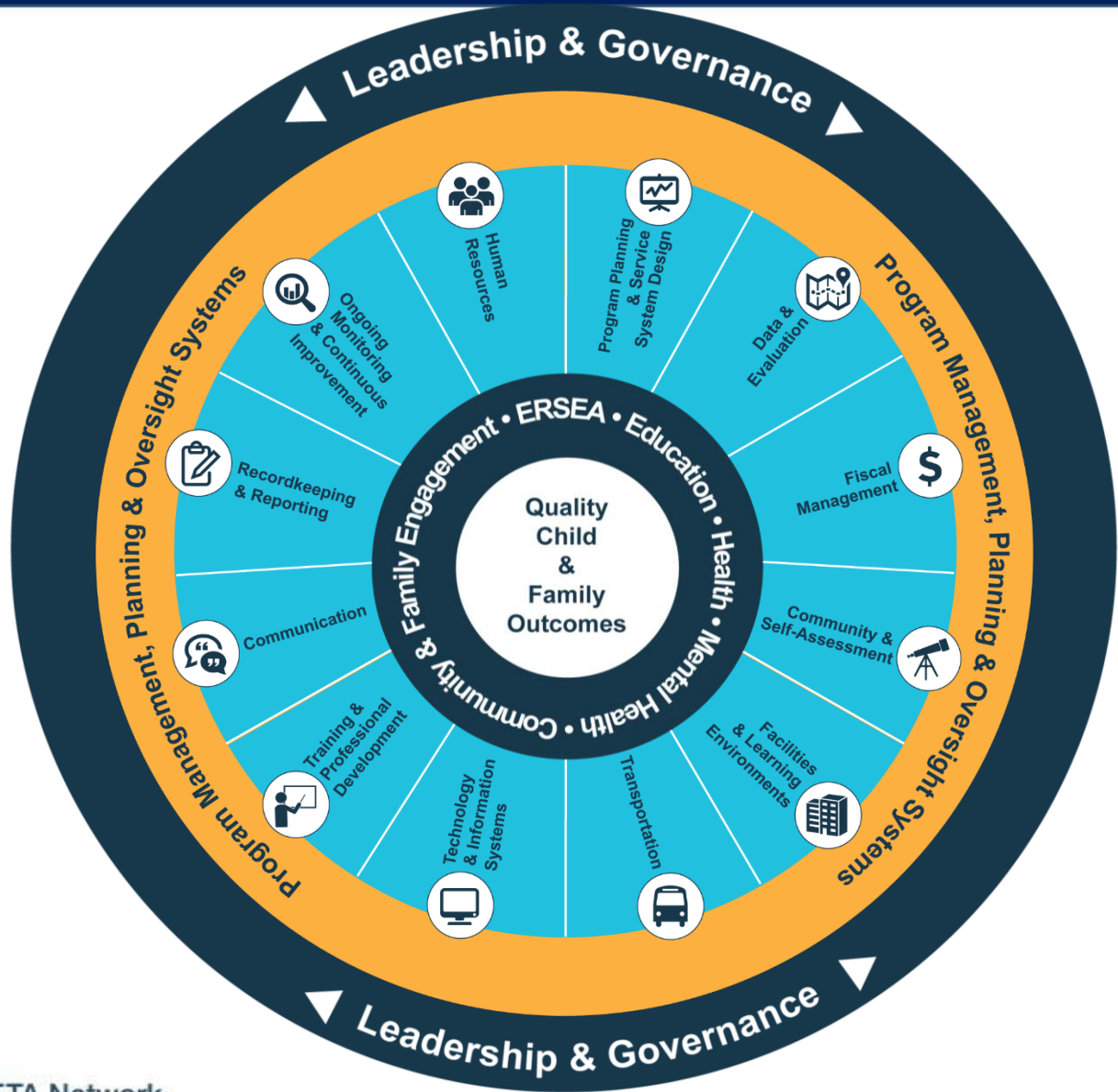
Foundational Head Start Information





Head Start Regional TTA Network

Table Activity: A Day in the Life of a Head Start Director: Key Tasks



1. Leadership & Governance
2. Program Management (12 Management Systems)
3. Planning
4. Oversight
5. Components (ERSEA, Education, Health, Mental Health, Community and Family Engagement)
6. Quality Child and Family Outcomes



Activity



Head Start Management Systems: Guiding Questions

Introduction

The Head Start Management Systems Wheel is a visual representation of the 12 program management, planning, and oversight systems that are critical to sound program infrastructure and high-quality service delivery. Leadership and governance, the bedrocks of effective management, are depicted as surrounding all 12 systems. Head Start program leadership consists of three key entities: governing body or Tribal Council, Policy Council, and management staff. The governing body or Tribal Council assumes legal and fiscal responsibility for the program, the Policy Council sets direction, and the management staff oversee day-to-day operations. Together they are a powerful force that provides leadership and strategic direction. These management systems are crucial to the effective operation of the services in the inner blue circle which in turn result in quality child and family outcomes. Use the following questions to evaluate existing strengths and areas for growth in Head Start program operations.



Core Ingredient	Questions to Consider
Leadership & Governance	<ul style="list-style-type: none"> How do you know that governing body or Tribal Council and Policy Council members are knowledgeable about their roles and responsibilities as Head Start program leaders? How is the required expertise (for instance, expertise in financial and legal affairs and early education) represented on the governing body or Tribal Council? If exceptions have been made, how are they documented? What is the makeup of the Policy Council? How are program options represented on the Policy Council? How does communication between governing body or Tribal Council, Policy Council, and key management staff take place to support program decision-making? If applicable, how are governing body or Tribal Council members involved in strategic planning activities? <p><i>Do our leadership and communication practices enable us to make the strategic decisions that will move our programs forward?</i></p>

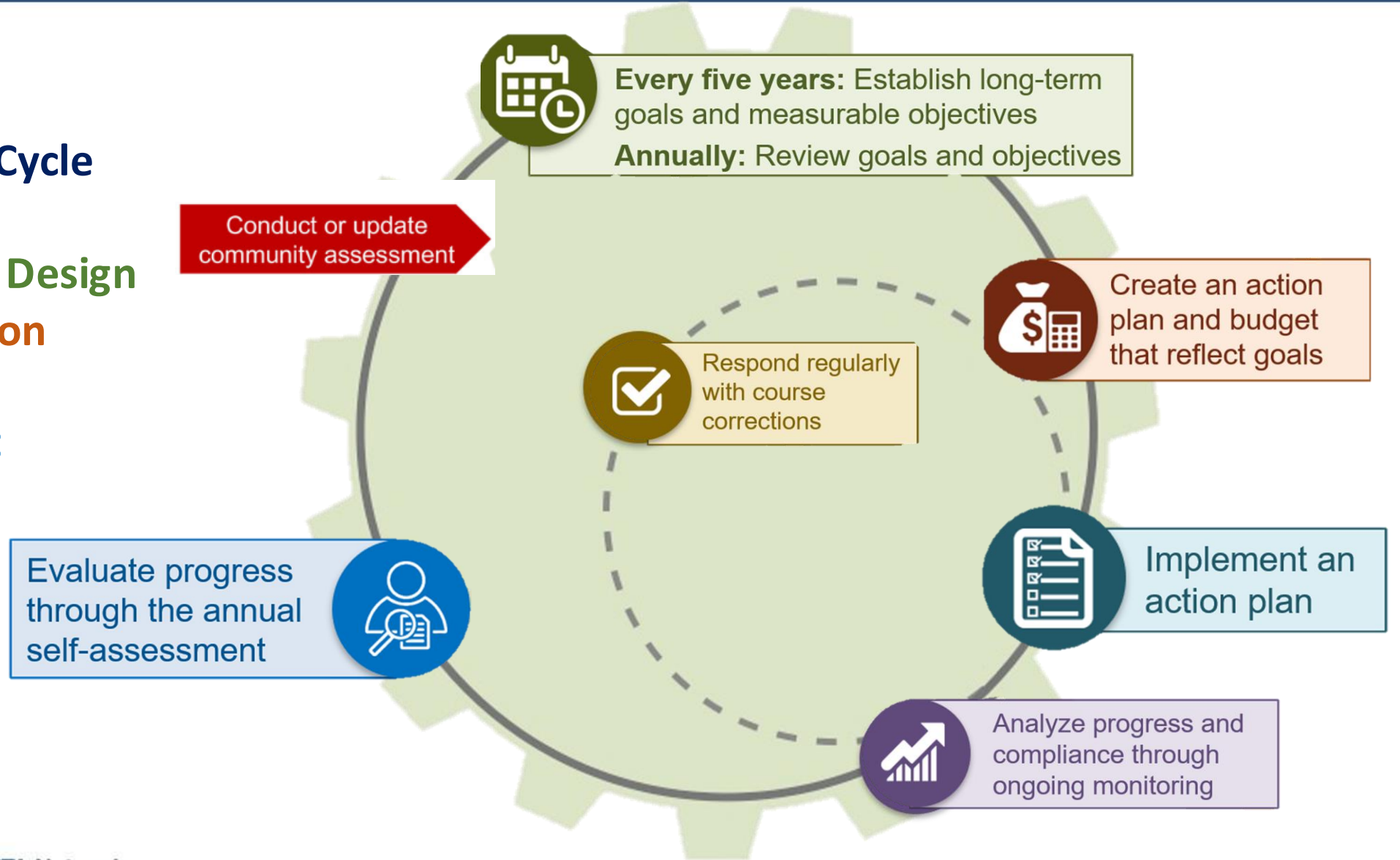
These materials were developed for OHS/Region XI Training and Technical Assistance Network under Contract No



Head Start Planning Cycle

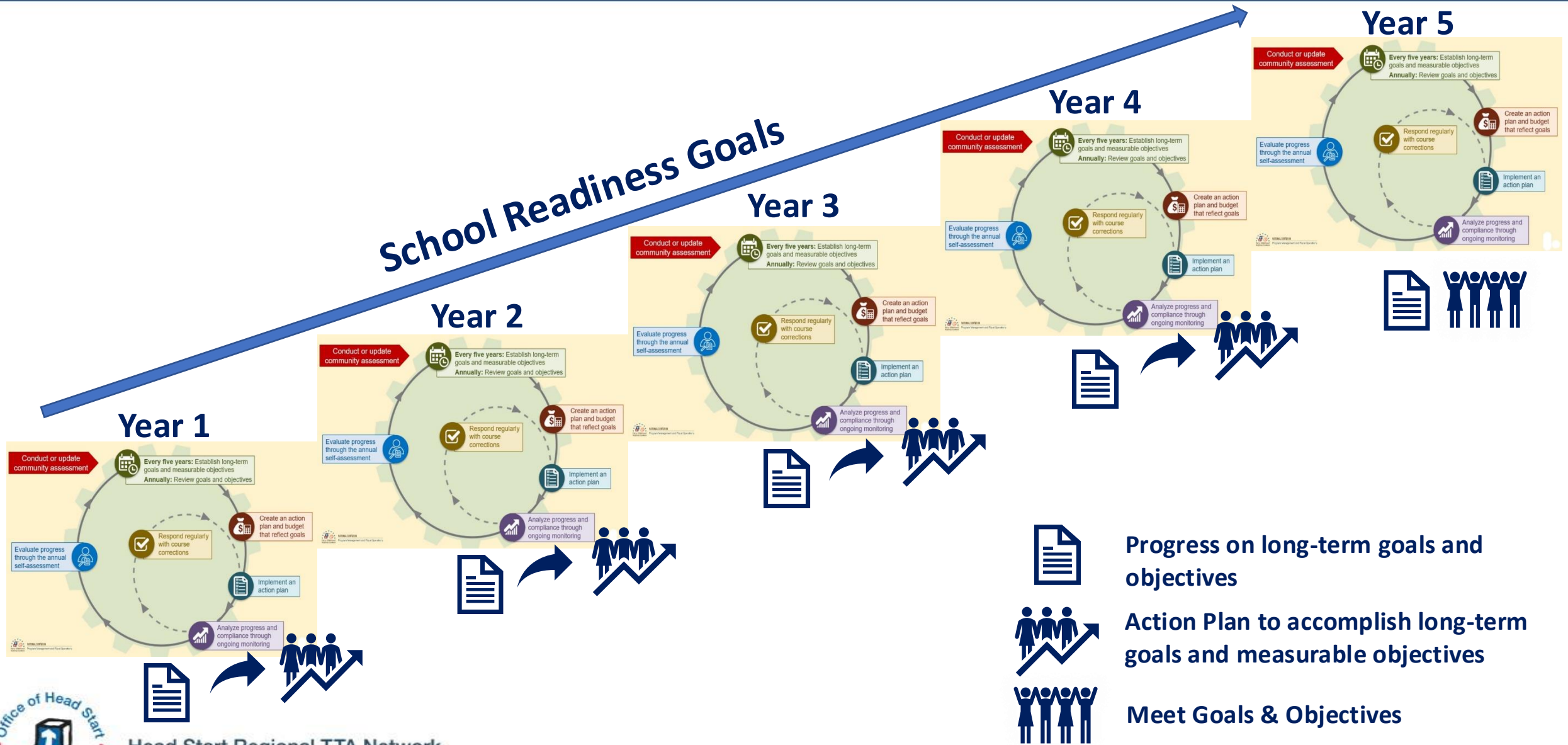
Phases of the Program Planning Cycle

1. Service Delivery Design
2. Operationalization
3. Compliance
4. Self-Assessment



5-Year Project Period

School Readiness Goals



Head Start Regional TTA Network

Program Management, Planning, and Oversight Systems

**1302 Subpart J –1302.101 (a)(1-4)
– Management System**

**1302 Subpart J – 1302.103 (a and b)
– Implementation of HSPPS**

1304 – Federal Administrative Procedures

1305 – Definitions



Practical Applications: Examples

- Program Planning is a strategic and systematic process used to envision a desired future, identify program goals with measurable objectives, and develop an action plan with a series of action steps.

- Service System Design is what emerges from the program planning to organize and activate people by creating an infrastructure to support high-quality programs for children and families.

- Phase 1: The **community assessment** shows there is increased access to public school pre-K services.

- **Consider conversion of slots** to Early Head Start.

- Phase 2: **The budget** no longer supports the cost of rent for a program located in the downtown area.

- **The program is relocated** to a convenient but less costly location.

- Phase 3: **A review of program absence data** reveals that children are not in attendance because the program is too far from the parents' workplace.

- **An additional bus** route is established.

- Phase 4: The **self-assessment** identifies a need for increased cultural sensitivity.

- **In-service training** includes a quarterly forum that specifically addresses issues related to the cultural norms of families in the program.

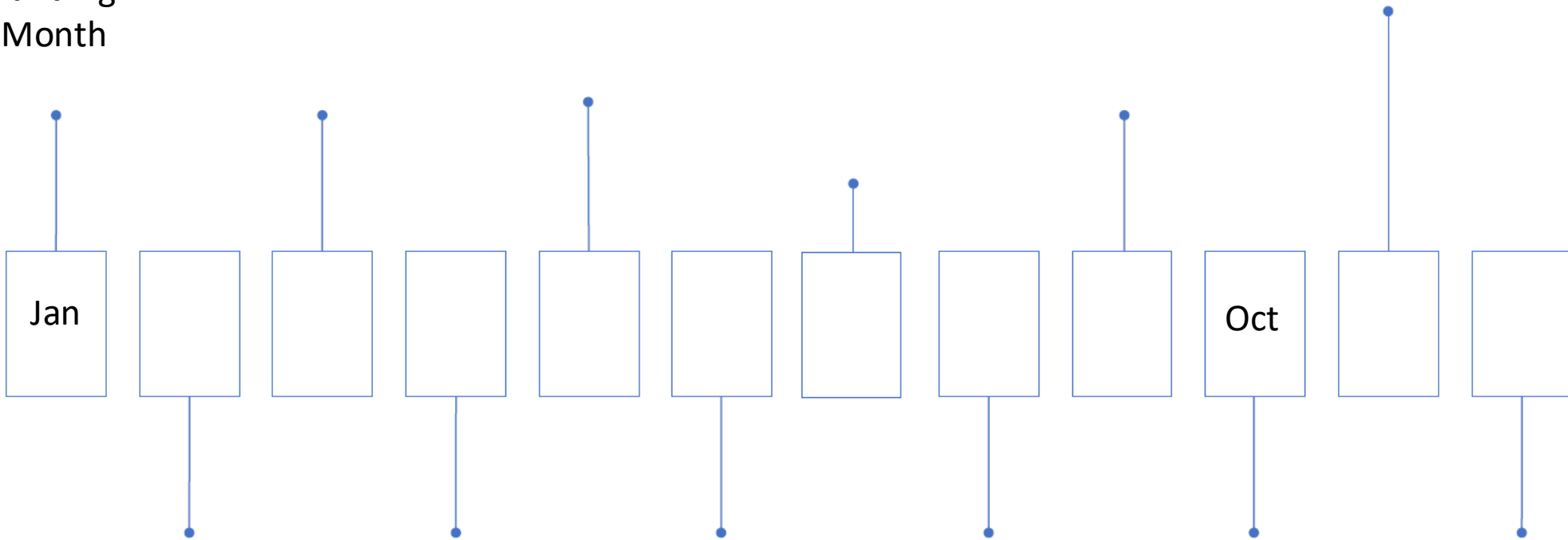


Timeline Activity

Create your program timeline

- a) Start by adding your funding month.
- b) Next add the date that your grant application is due.

Funding
Month



Application
Due
October 1



Head Start Regional TTA Network

Annual Planning Calendar



Instructions for Using Annual Planning Calendar for Program Management: A Customizable Roadmap for Program and Fiscal Leaders

Head Start five-year grants require the development of data-informed goals and objectives as well as a mechanism for continuous improvement. Through the Head Start leadership model, the governing body, Policy Council, and program's management team must collaborate to develop a system of planning and oversight that will achieve progress toward their goals and ensure quality services for children and families.

The following calendar outlines the requirements for programs in the area of planning, including the development and implementation of oversight systems, which are critical to planning for continuous improvement. Head Start programs operate with differing fiscal years and program calendars. The attached calendar outlines the planning requirements so that programs can identify the required planning activity and determine how it fits into their operational calendar. The activity list includes the leadership and administrative functions and requirements of the grant development and oversight process. Additional program area activities can be added.



How to Use the Annual Planning Calendar for Program Management

- 1) Start with the "Activity List" sheet at the bottom of the page.
- 2) Select the month and year that you want to start planning.
- 3) In the date column, enter the date when the activity will be completed.
- 4) If the events are recurring, enter them manually in the calendar page.
- 5) Dates will be automatically populated into the calendar view.
- 6) When all the activities have been assigned a date, go to the "Calendar" sheet at the bottom of the page to view the dates in a calendar view.
- 7) Cells may need to be adjusted in order to show all of the text. To do so, adjust the size of the row by dragging the boundary below the numbered row. You may also select the cell and find "Wrap Text" in the ribbon above.
- 8) The calendar may be printed or kept for reference.
- 9) To access control boxes using a keyboard, navigate to the cell and press alt and the down arrow. Use the up and down arrows to navigate the menu, then press enter to make your selection.

Adding activities:

- 1) Use the "Additional Items" box.
- 2) If you run out of rows, right-click an existing entry and select "Insert."
- 3) Select "Entire Row."

<https://headstart.gov/program-planning/article/annual-planning-calendar-program-management>

Head Start Regional TTA Network



Definitions

Program Planning

A **strategic and systematic process** used to envision a desired future, identify program goals with measurable objectives, and develop an action plan with a series of action steps.

Service System Design

Emerges from program planning to **organize and activate** people by creating an infrastructure to support high-quality programs for children and families.





Program Planning and Service System Design Activity Worksheet

Introduction

Program planning and service system design are key components of every grantee's operations. They are complementary and interrelated. Together, they set the stage for continuous improvement and positive outcomes for children, families, and communities over the course of the five-year grant. This worksheet will help you understand key service system design considerations for each phase of the program planning cycle. Learn to identify how programs can organize and activate people, systems, resources, and infrastructure to provide high-quality services for children and their families.

Program Planning: A strategic and systematic process used to envision a desired future, identify program goals with measurable objectives, and identify an action plan with a series of action steps.

Service System Design: Emerges from program planning to organize and activate people by creating an infrastructure to support high-quality programs for children and families.

Activity

In the left-hand column of the chart below, review several questions that can help guide the program planning process. For each phase of the service system design, think about the guiding questions. In the appropriate column, identify what steps you will take to create an infrastructure that will organize and activate people to support high-quality programs for children and families.



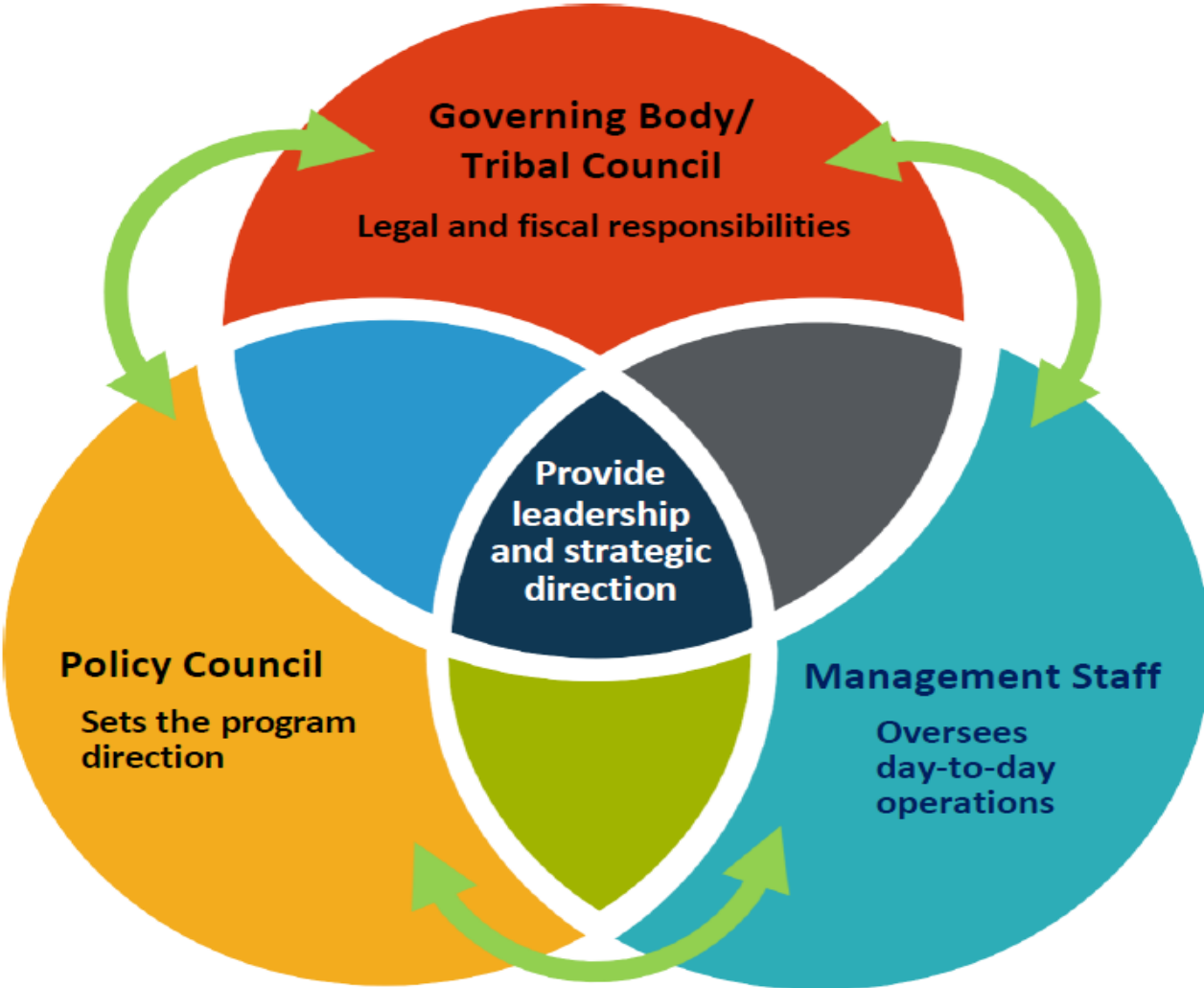
Understanding the HS Director's Role with HSPPS Related to Governance

Foundational
HS
Information



Head Start Regional TTA Network

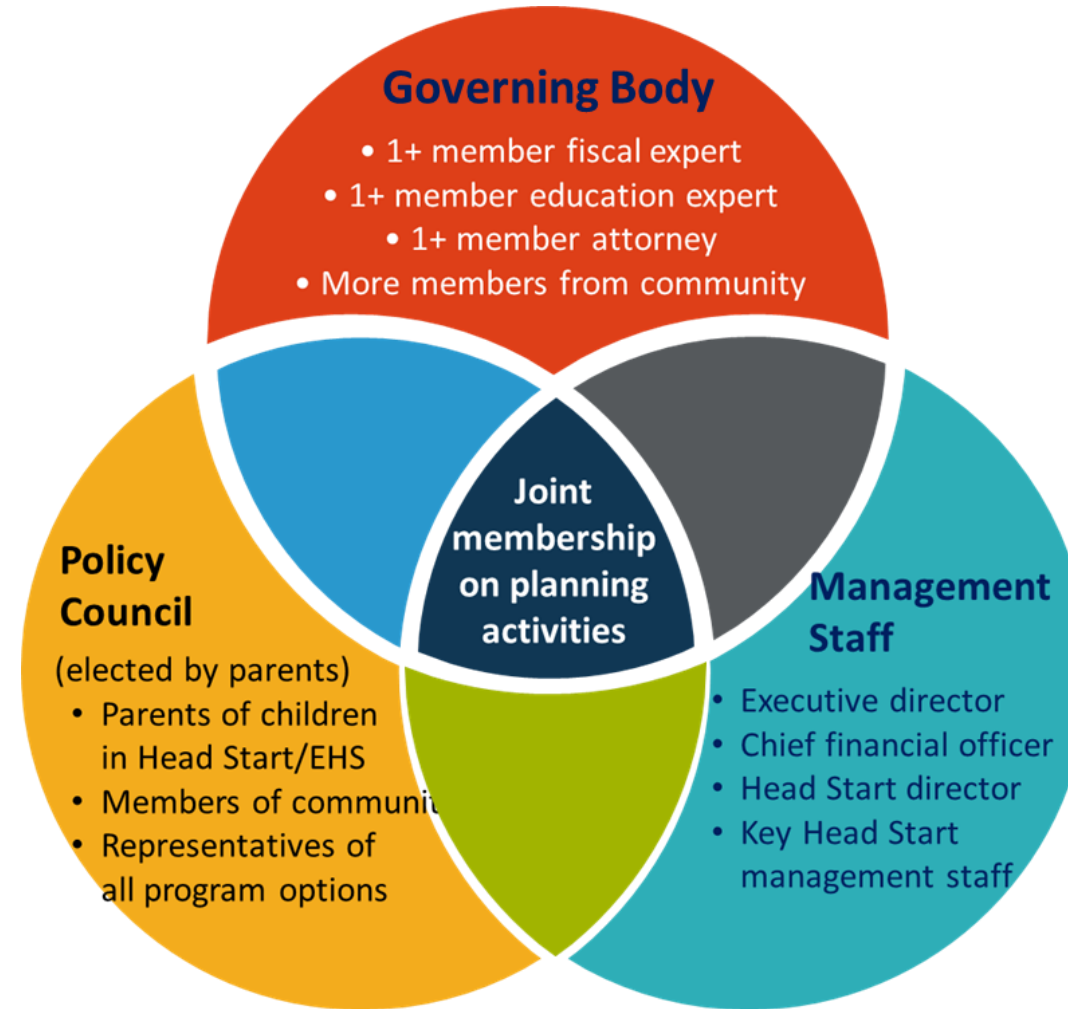
Leadership and Governance: Overview and Structure



Head Start Regional TTA Network

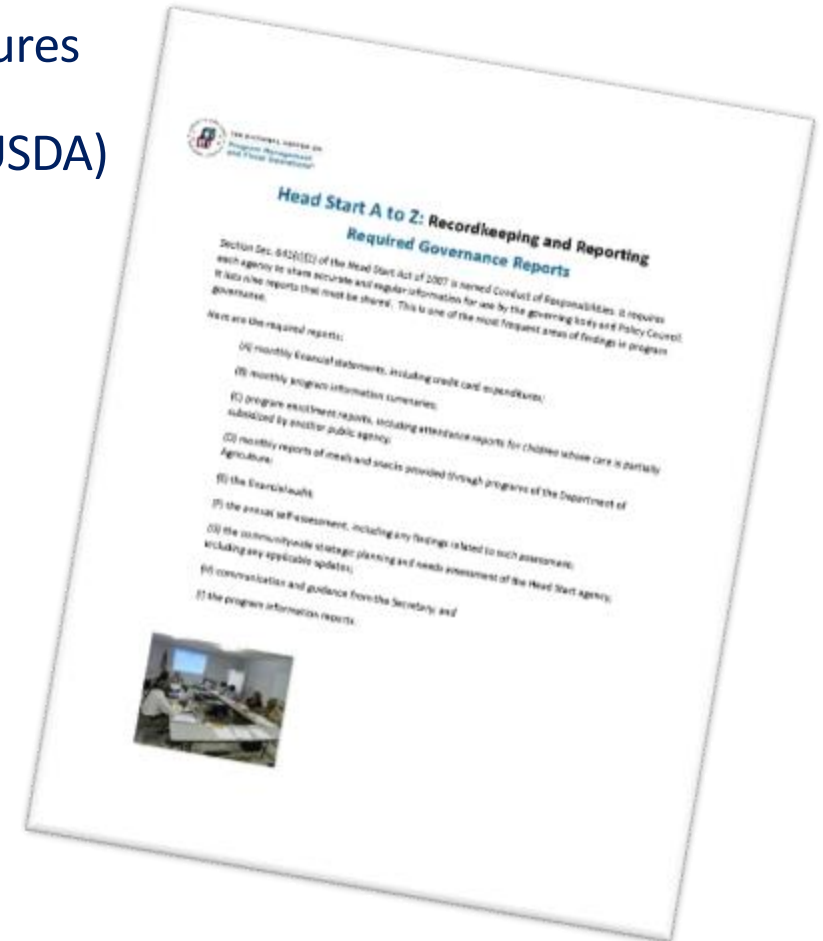
These materials were developed for OHS/Region XI Training and Technical Assistance Network under Contract No. 140D0425C0027 by ICF.

Head Start Program Leadership



Essential Governance Processes: Reporting

- Communications from the Health and Human Services Secretary
- Monthly financial statements, including credit card expenditures
- Monthly program information summaries (i.e.. Enrollment, USDA)
- On-going monitoring results
- Data on school readiness goals
- Enrollment reports
- Self-assessment
- Community assessment
- Program Information Report (PIR)
- Annual Report



Documents Check

What Documents Do You Need to Stay Informed about HS/EHS ?

Community Assessment

Organizational Chart

Monthly Report

Program Information Report (PIR)

Annual Report

Monitoring Results

OHS Program Information (PI) Publications

OHS Information Memorandums (IM)

Fiscal Reports (Budget to Actual) Monthly

Grant Applications



§ 1301.5 – Training

An agency **must** provide to the governing body, any advisory committee members, and the Policy Council.

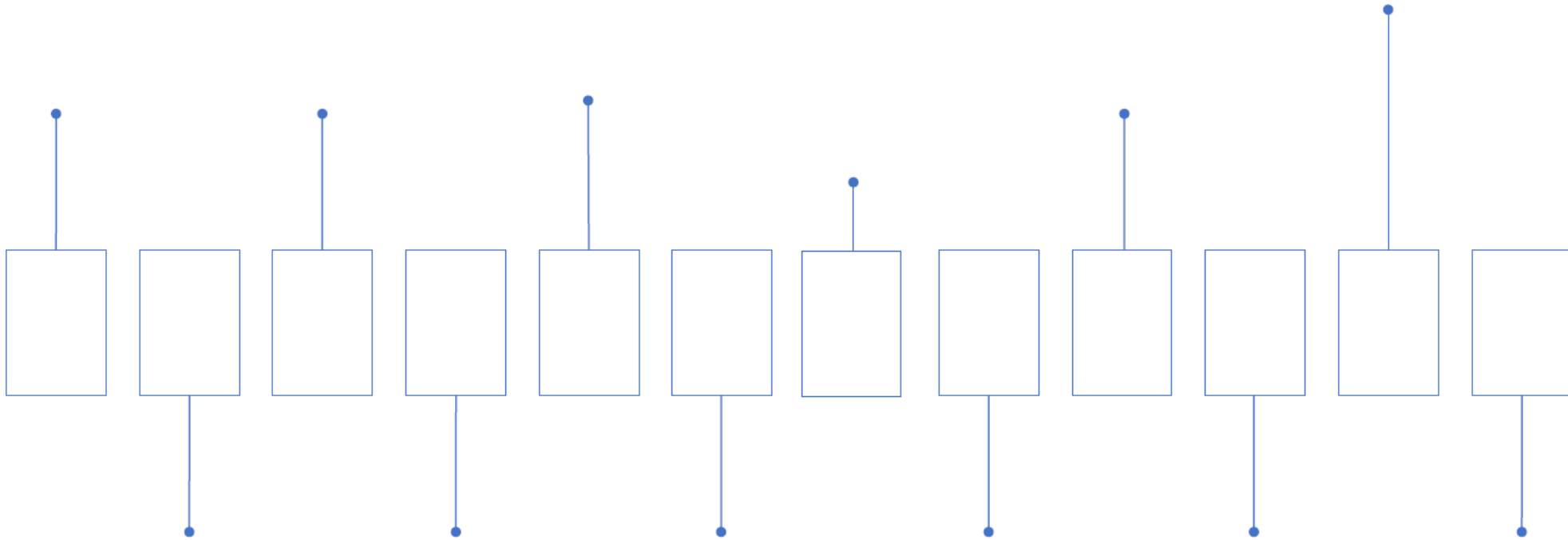
- Orientation
- Training/Technical Assistance
- Training on Head Start Program Performance Standards
- Training on ERSEA



Timeline Update!

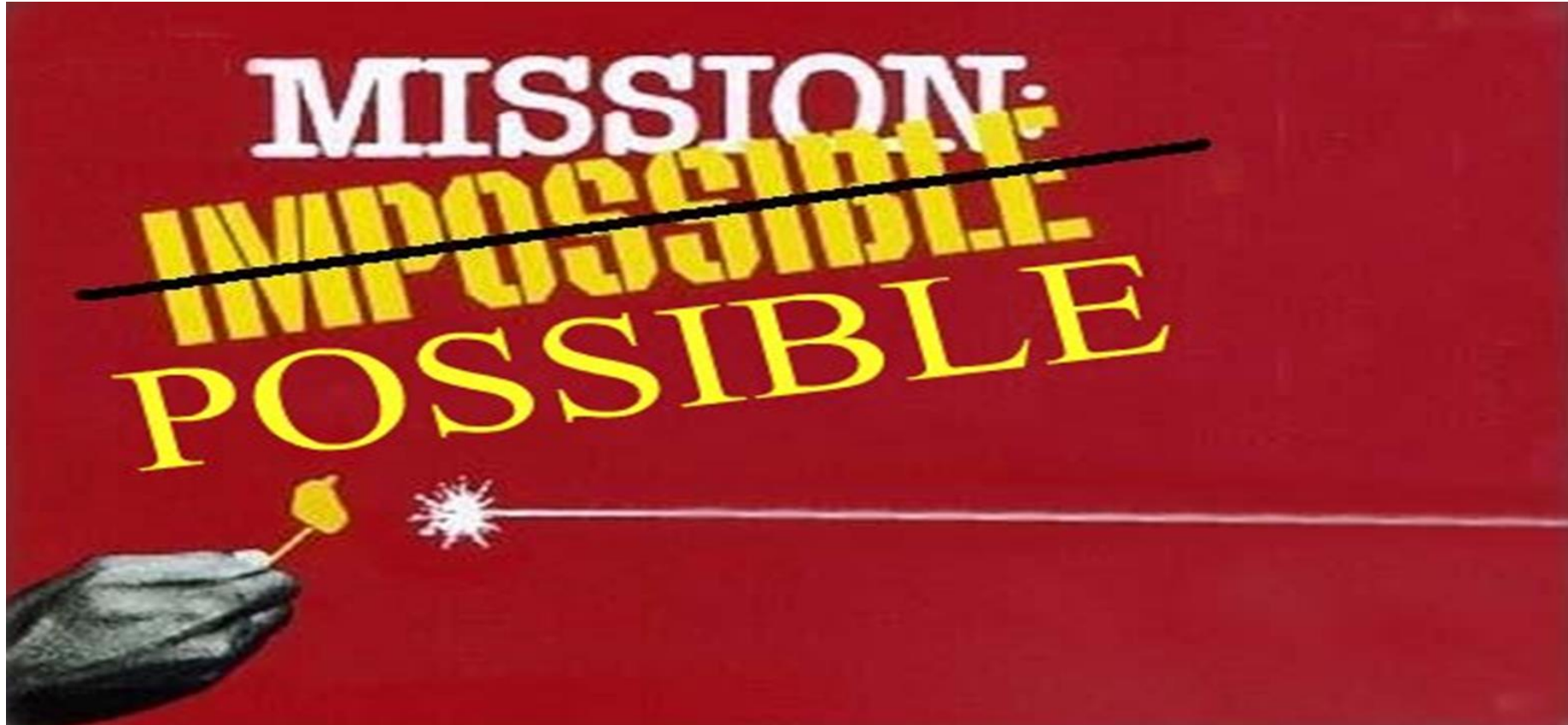
Create your program timeline

- a) Start by adding your funding month.
- b) Next add the date that your grant application is due.



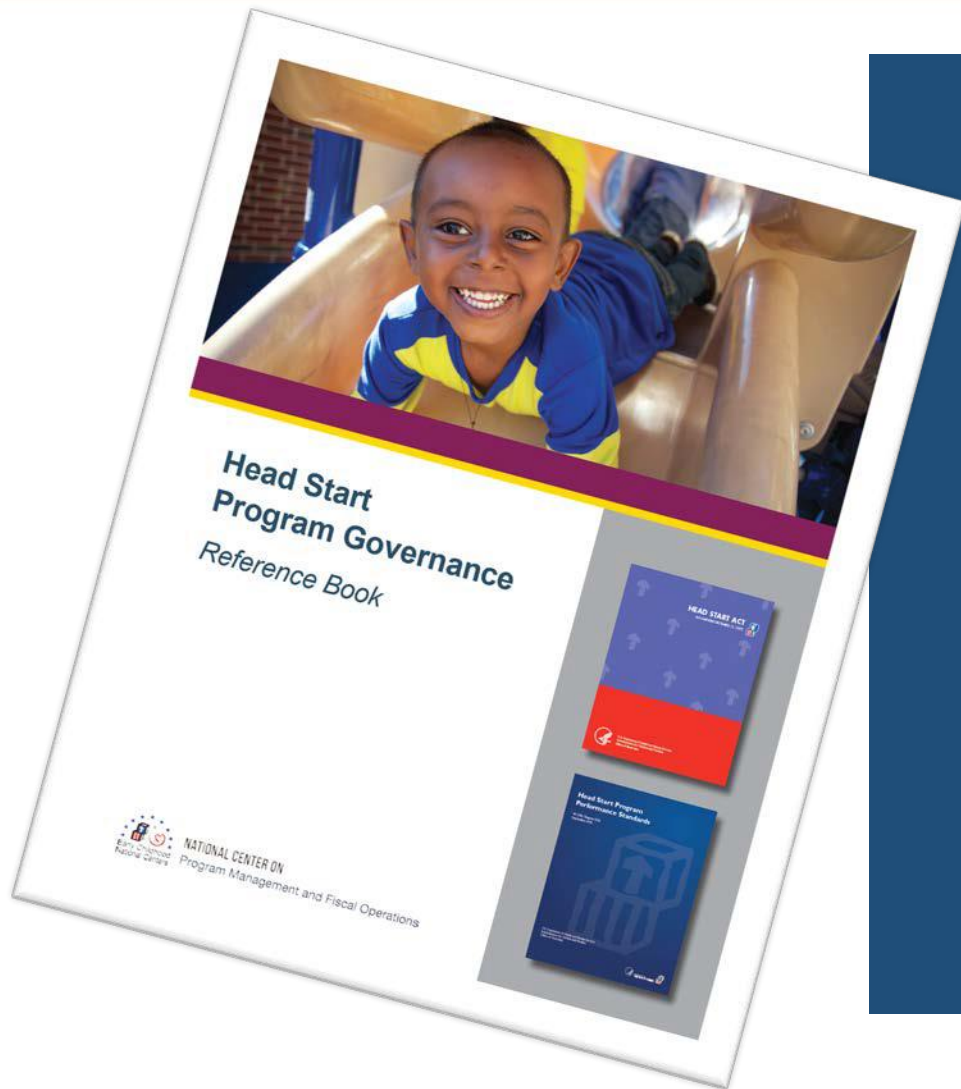
Head Start Regional TTA Network

Head Start Leadership and Governance- Management Team



Head Start Regional TTA Network

Handout



Head Start Regional TTA Network



Lunch Break



Workforce Development & Retention

Foundational
HS
Information



Head Start Regional TTA Network

HSPPS 1302.90 (e)(1)(2)

By August 1, 2031 programs must:

- Implement a salary scale, salary schedule, wage ladder, or other similar pay structure for program staff salaries
- Promote salaries that are comparable to similar services in relevant industries in their geographic area
- Review its pay structure at least once every 5 years
- Demonstrate progress to parity with kindergarten through third grade teachers
- Regularly track data on how wages paid to their education staff compare to wages paid to preschool through third grade teachers in their local or neighboring school district



Head Start Regional TTA Network

What do you feel is the biggest challenge you will face in meeting these requirements by 2031?



HSPPS 1302.90 (e)(1)(2)

Small Agency Exemption: An agency with 200 or fewer funded slots is exempt from the requirements, except:

- The agency must still establish or update a pay scale or structure that promotes competitive wages for all staff.
- The agency must also make measurable improvements in wages for Head Start staff over time.
- The agency must demonstrate progress towards meeting the requirements.



Head Start Regional TTA Network

Pay Parity



Policy Goal: Promote **wages** that reflect the value of Head Start staff

By August 1, 2031:

- Must establish or update a **pay structure that promotes competitive wages** for all positions
- Education staff must be paid an **annual salary comparable to public school preschool teachers**
 - To make progress towards pay parity for Head Start education staff with K-3rd grade teachers
 - Must consider responsibilities, qualifications, experience, and hours worked
 - May use alternative benchmark of 90% of kindergarten teacher salaries
- Minimum pay for all staff must be at least sufficient to **cover basic costs of living** in the local area
- Wages must be **comparable across Head Start Preschool and Early Head Start**
 - For staff with similar qualifications and experience



Head Start Regional TTA Network

Pay Parity



What does parity look like?

Is this pay parity? **NO**



- 12 years experience
- BA degree in ECE
- Full-day, full-year

← same →

- 12 years experience
- BA degree in ECE
- Full-day, full-year

Is this pay parity? **YES** ✓



- 12 years experience
- BA degree in ECE
- Full-day, full-year

← same →

- 12 years experience
- BA degree in ECE
- Full-day, full-year



Head Start Regional TTA Network

Pay Parity



Programs can adjust salaries based on schedule/ hours worked.

Is this pay parity? **YES** ✓



Public School
Preschool Lead
Teacher Salary



Head Start
Preschool Lead
Teacher Salary



- 4 years experience
- Bachelor's degree
- School day, **school-year**



- 4 years experience
- Bachelor's degree
- School day, **full-year**

Is this pay parity? **YES** ✓



Public School
Preschool Lead
Teacher Salary



Head Start
Preschool Lead
Teacher Salary



- 4 years experience
- Bachelor's degree
- **School day**, school-year



- 4 years experience
- Bachelor's degree
- **Partial day**, school-year



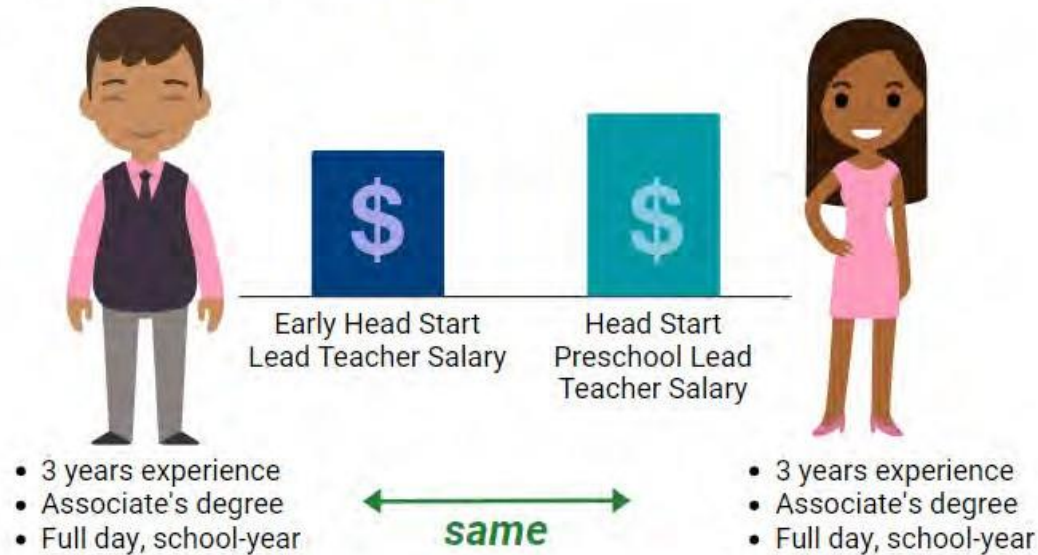
Head Start Regional TTA Network

Pay Parity

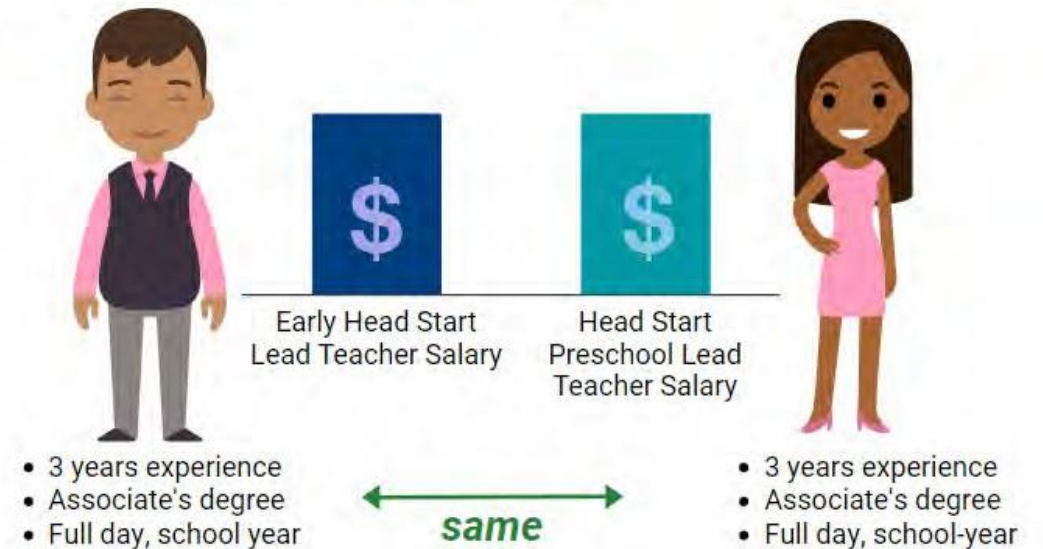


Salaries for comparable staff should not differ across Early Head Start and Head Start Preschool.

Is this pay parity? **NO**



Is this pay parity? **YES** ✓

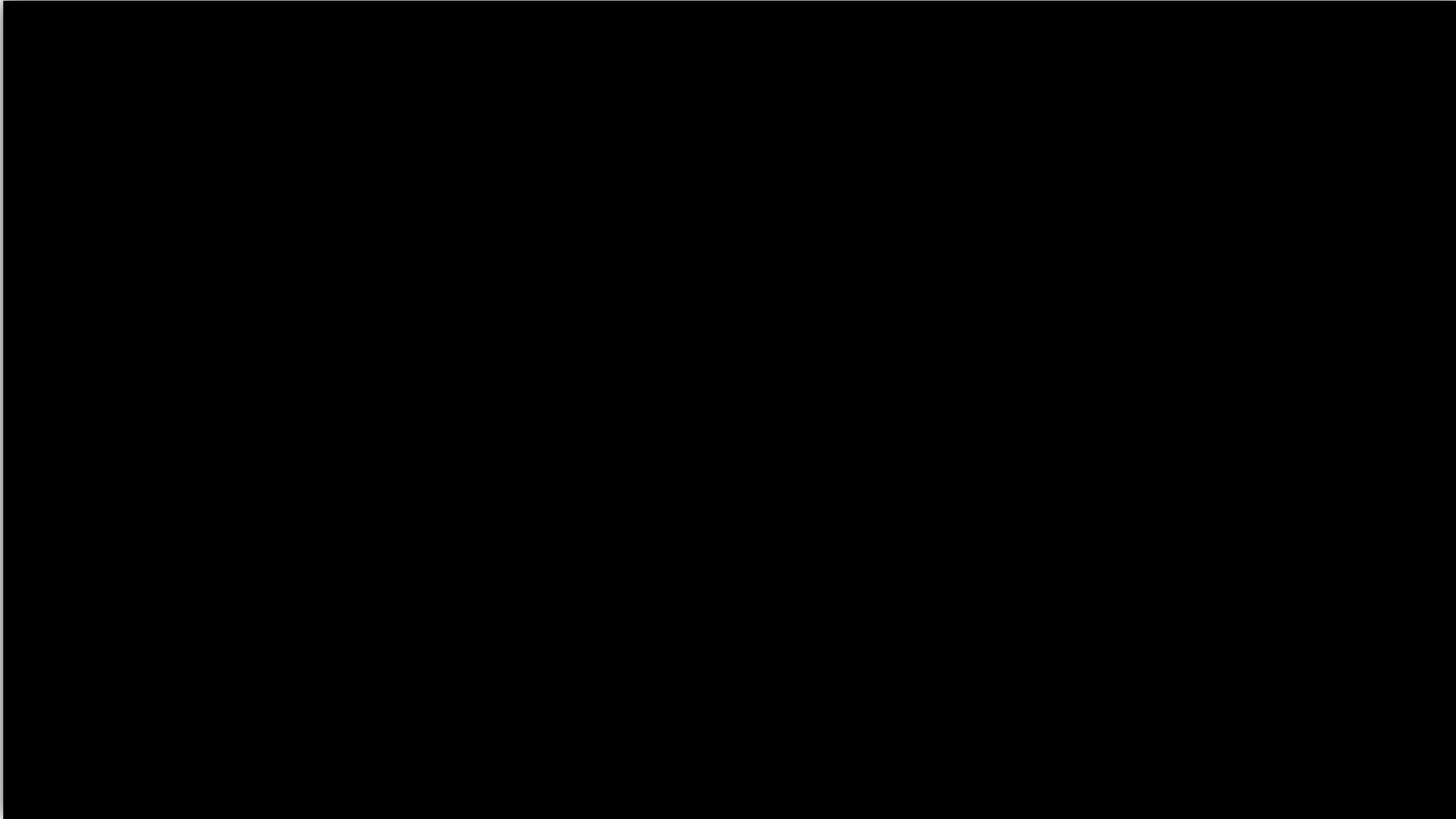


Head Start Regional TTA Network

In your small groups, consider 6 possible ideas for recruitment strategies in tribal communities and brainstorm other possible ideas.



Organizational Culture



Head Start Regional TTA Network

Which area of the Gallup's 5 Drivers of Organizational Culture do you feel your organization needs the most improvement in? Go stand by that label on the wall.



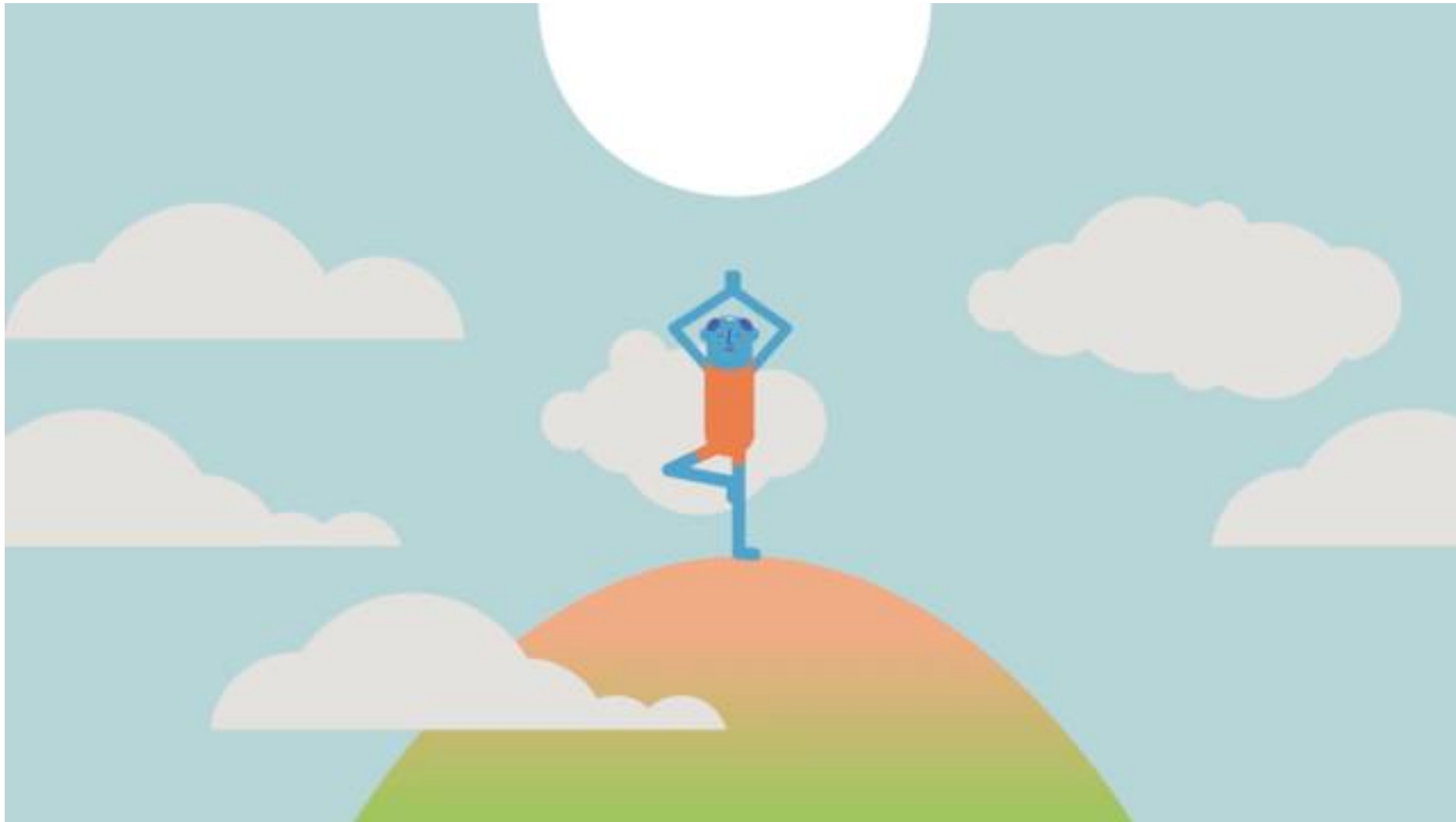
Staff Wellness & Mental Health

Foundational
HS
Information



Head Start Regional TTA Network

Let's Start with some movement!



Head Start Regional TTA Network

1302.93 Staff health and wellness

(b) A program must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide regularly scheduled opportunities to learn about mental health, wellness, and health education

(d) A program should cultivate a program-wide **culture of wellness** that empowers staff as professionals and supports staff to effectively accomplish their job responsibilities in a high-quality manner, in line with the requirement at **§1302.101(a)(2)**.



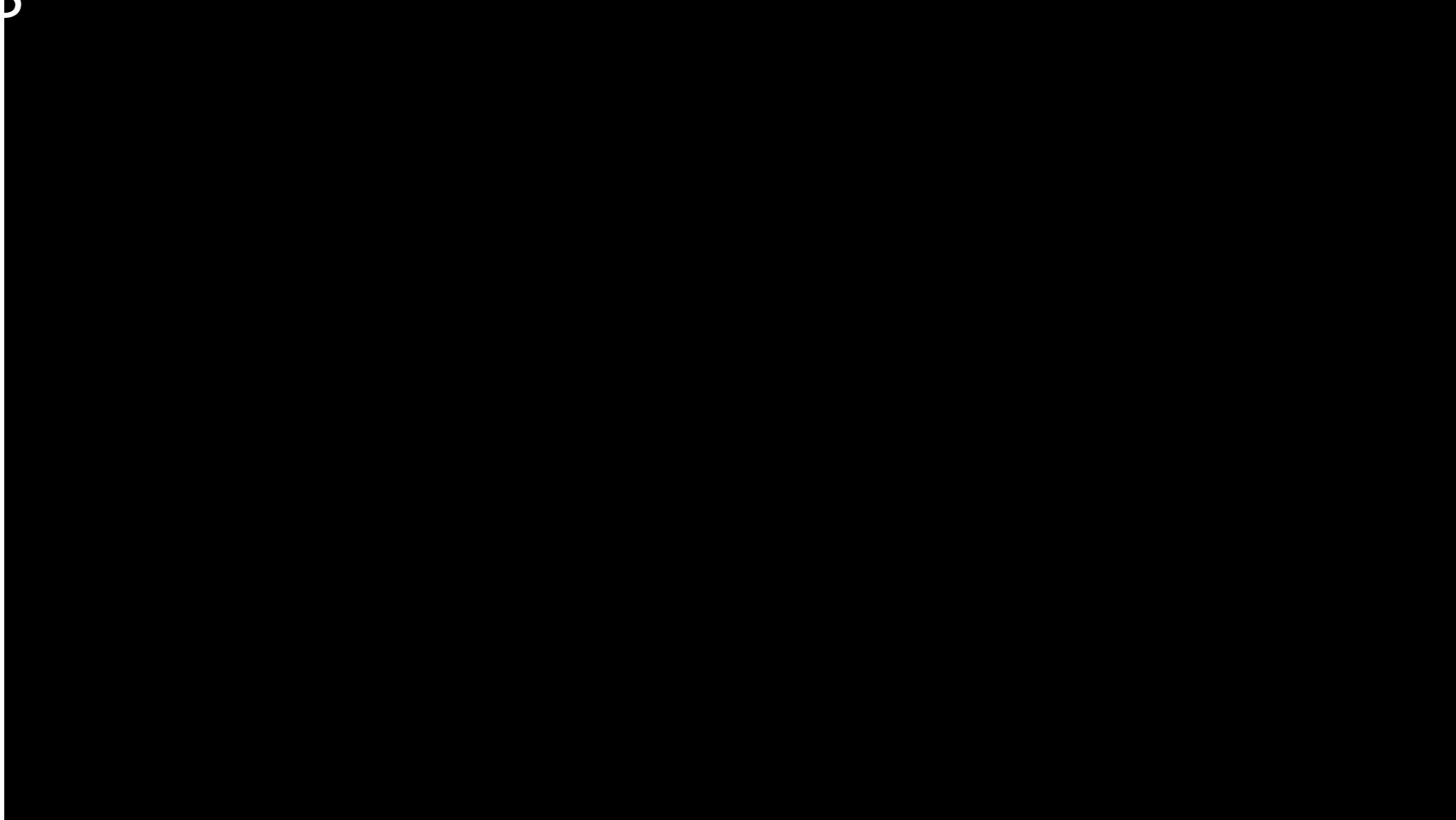
1302.101 Management system

(a) *Implementation*. A program must implement a management system that:

(2) Promotes clear and reasonable roles and responsibilities for all staff and provides regular and ongoing staff supervision with meaningful and effective employee engagement practices;



1302.93 Staff health and



Head Start Regional TTA Network

1302.52(a) Program-wide wellness supports

(a) *Program-wide wellness supports.* To support a program-wide culture that promotes mental health, social and emotional well-being, and overall health and safety, a program must use a multidisciplinary approach that:

(3) [Secures ongoing mental health consultation](#) services and examines the approach to mental health consultation on an annual basis to determine if it meets the needs of the program.

(4) Ensures mental health consultation services are available at [a frequency of at least once a month](#).

(i) If a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavioral health support specialists certified and trained in their profession or recognized by their Tribal governments, such as peer specialists, community health workers, promotores, traditional practitioners, or behavioral health aides, to ensure mental health supports are available on at least a monthly basis.

(ii) If the [program](#) uses other licensed mental health professionals or behavioral health support specialists, the program must ensure their regular coordination and consultation with mental health consultants.



Mental Health Consultation 2025 PIR Data

AIAN

Mental health consultation

	# of staff	% of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	2,001	100%
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	863	43.13%

National

Mental health consultation

	# of staff	% of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	75,972	100%
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	41,714	54.91%



1302.52 (b) Mental Health Consultants

(b) *Mental health consultants.* A program must ensure that mental health consultants provide consultation services that build the capacity of adults in an infant or young child's life to strengthen and support the mental health and social and emotional development of children, including consultation with any of the following:

(1) The program to implement strategies that promote a program-wide culture of mental health, prevent mental health challenges from developing, and identify and support children with mental health and social and emotional concerns;

(2) Child and family services staff to implement strategies that build nurturing and responsive relationships and create positive learning environments that promote the mental health and social and emotional development of all children;



1302.52 (b) Mental Health Consultants

- (3) [Staff](#) who have contact with children to understand and appropriately respond to prevalent child mental health concerns, including internalizing problems such as appearing withdrawn; externalizing problems such as behavioral concerns; and how exposure to trauma and substance use can influence risk;
- (4) Families and staff to understand mental health and access mental health interventions or supports, if needed, including in the event of a natural disaster or crisis;
- (5) The program to implement policies to limit suspension and prohibit expulsion as described in § [1302.17](#); and
- (6) The program to support the well-being of children and families involved in any significant child health, mental health, or safety incident described in § [1302.102\(d\)\(1\)\(ii\)](#).



1302.91 Staff qualifications and competency requirements.

(8) Health professional qualification requirements.

(ii) A program must ensure all mental health consultants are licensed or under the supervision of a licensed mental health professional. A program must use mental health consultants with knowledge of and experience in serving young children and their families.



Mental Health Related IMs



Supporting the Wellness of All Staff in the Head Start Workforce

eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-05

Supporting the Wellness of All Staff in the Head Start Workforce ACF-IM-HS-21-05

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-21-05
2. **Issuance Date:** 09/27/2021
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start Workforce; Staff Supports; Staff Wellness; Staff Well-being; Mental Health; Physical Health; Head Start Program Performance Standards; HSPPS

Information Memorandum

To: All Head Start and Early Head Start Grant Recipients

Subject: Supporting the Wellness of All Staff in the Head Start Workforce

Information:

The Office of Head Start (OHS) recognizes the importance of every individual in the birth to 5 Head Start workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

OHS is committed to promoting and prioritizing needed supports for staff. Successfully supporting staff starts with staff wellness. As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease 2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the

1/5



Strategies to Stabilize the Head Start Workforce

eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-06

Strategies to Stabilize the Head Start Workforce ACF-IM-HS-22-06

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-22-06
2. **Issuance Date:** 09/12/2022
3. **Originating Office:** Office of Head Start
4. **Key Words:** Head Start Workforce; Compensation; Wages; Benefits; Bonuses; Recruitment and Retention; Apprenticeship; Career Pathways; Teacher Qualifications Waiver

Information Memorandum

To: All Head Start and Early Head Start Grant Recipients

Subject: Strategies to Stabilize the Head Start Workforce

Information:

The federal Head Start program is a nationally recognized leader in the field of early childhood education for providing innovative, high-quality services to the children and families who will most benefit from early education and comprehensive services. In this memo, "Head Start" refers to Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs, services, and staff, unless otherwise specified. The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high caseloads for current staff. A well-compensated and supported workforce is essential to providing high-quality services to promote children's optimal development and family well-being. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

Head Start staff are deeply committed to the mission of the program and are highly qualified professionals. **IGIS** encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, **IGIS** encourages grant recipients to consider

1/5



Strategies and Recommendations for Supporting Mental Health

eclkc.ohs.acf.hhs.gov/policy/im/acf-ohs-im-24-01

Strategies and Recommendations for Supporting Mental Health ACF-OHS-IM-24-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-IM-24-01
2. **Issuance Date:** 05/09/2024
3. **Originating Office:** Office of Head Start
4. **Key Words:** Mental Health; Behavioral Health; Social and Emotional Development

Information Memorandum

To: All Head Start grant recipients

Subject: Strategies and Recommendations for Supporting Mental Health

Information:

PURPOSE:



Head Start Regional TTA Network

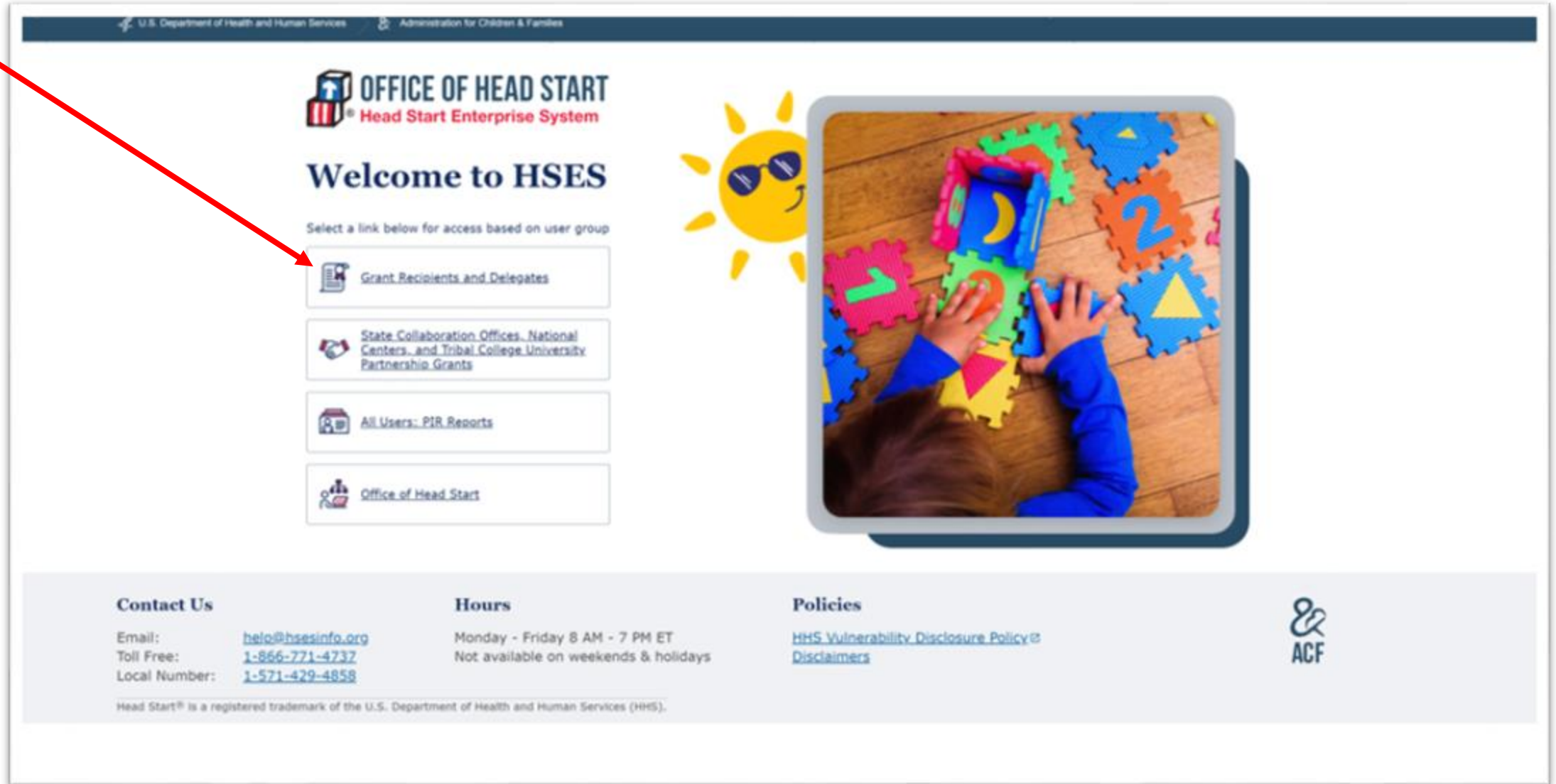
Introduction to HSES & www.headstart.gov

Foundational
HS
Information



Head Start Regional TTA Network

HSES landing page








U.S. Department of Health and Human Services Administration for Children & Families

OFFICE OF HEAD START
Head Start Enterprise System

Welcome to HSES

Select a link below for access based on user group


-  [Grant Recipients and Delegates](#)
-  [State Collaboration Offices, National Centers, and Tribal College/University Partnership Grants](#)
-  [All Users: PIR Reports](#)
-  [Office of Head Start](#)



Contact Us
Email: help@hsesinfo.org
Toll Free: [1-866-771-4737](tel:1-866-771-4737)
Local Number: [1-571-429-4858](tel:1-571-429-4858)

Hours
Monday - Friday 8 AM - 7 PM ET
Not available on weekends & holidays

Policies
[HHS Vulnerability Disclosure Policy](#)
[Disclaimers](#)



Head Start® is a registered trademark of the U.S. Department of Health and Human Services (HHS).



Head Start Regional TTA Network

If you have more than one grant number or account, select the one you want to view in HSES.

Multi-Grant User

HOME FEEDBACK

Your account is associated to multiple grant programs in HSES.
Please select which grant program you want to use for this session.

Grant Number	Grant Status	Grant Award Name	Program Name	Head Start Program	Early Head Start Program	
00CHT001	Active	Mighty Oak	Mighty Oak HS	000	200	select
00CHT002	Active	Drift Wood	Drift Wood HS	000	200	select



Home Tab in HSES

Home

Contacts

Programs

Centers

Correspondence

Facilities

Enrollment

Financials

PIR

Documents

Overdue Events:
PIR
Enrollment



00CH7002

00CH7002: Drift Wood

Home Contacts Programs Centers Correspondence Facilities Enrollment Financials PIR Documents

Overdue Events

- 08/31/18 - 200 - Early Head Start PIR 2018
- 08/31/18 - 000 - Head Start PIR 2018

Intent to Apply for Funds to Increase Program Hours - DUE 09/21/2018

The Office of Head Start (OHS) is asking all grantees meeting conditions identified in Program Instruction ACZ-21-05-18-05, dated 09/10/2018, to indicate whether they intend to apply for funds to increase program hours by submitting the "Intent to Apply" in the Head Start Enterprise System (HSES).

The "Intent to Apply" is not your application for supplemental funds. The application for supplemental funds is the "Supplement to Increase Program Hours" and will be released once the "Intent to Apply" process is complete. The purpose of this request is to provide grantees with information on eligibility by condition, gauge interest, and estimate the amount of incoming requests.

Eligibility for this funding opportunity was determined using the data from the Program Schedule Verification Amendment in the HSES. If you did not submit a Program Schedule Verification Amendment, eligibility was determined based on your most recent approved application containing a program schedule.

This Intent to Apply amendment is available in the Financials tab under Add Amendment.

Update in the Change in Scope Amendment Type

The Change in Scope Amendment type now includes a Program Schedule Tab. This amendment should only be used for conversion, enrollment reduction, add/remove program option including locally designed option waiver request, or other programmatic changes that are requested between annual applications. Programs should include their full Program Schedule in the Change in Scope amendment with adjustments.

OMB Information for Data Collections

- OMB Control No. 0970-0427, Program Information with 4-hour estimated burden - Expires 10/31/2017
- OMB Control No. 0970-0207, GMS with 33-hour estimated burden - Expires 06/30/2019
- OMB Control No. 4040-0004, SF-424 - Expires 10/31/2019
- OMB Control No. 4040-0006, SF-424A - Expires 01/31/2019

A person is not required to respond to the collection of information unless it displays a currently valid OMB control number.

Upcoming Events:
PIR
Enrollment



Head Start Regional TTA Network

Contacts Tab

Click on the **EDIT** button to change/update information.

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Edit *Is this information correct?
Please take a moment to check and update if necessary.*

Office of Head Start Contact Information			
Program Specialist:	Harriet Tubman	test.rops@hsesinfo.org	(866) 771-4737
Grants Specialist:	Susan B. Anthony	test.rops@hsesinfo.org	(866) 771-4737
Grantee Specialist:			
ECE Specialist:			

Head Start Contact Information			
Authorizing Official/Board Chair:	Mr. Abraham Lincoln	abe@hsesinfo.org	(555) 555-5555 x001
Title:	Board Chairperson		
CEO/Executive Director:	Mr. John Adams	john@hsesinfo.org	(555) 555-5555 x002
Title:	President		
Chief Financial Officer:	Mr. Robert Kennedy	bobby@hsesinfo.org	(555) 555-5555 x003
Policy Council Chair:	Mr. Thomas Jefferson	tom@hsesinfo.org	(555) 555-5555 x004
Head Start Director:	Mr. George Washington	george@hsesinfo.org	(555) 555-5555 x005

Early Head Start Contact Information			
Authorizing Official/Board Chair:	Mr. Abraham Lincoln	abe@hsesinfo.org	(555) 555-5555 x001
Title:	Board Chairperson		
CEO/Executive Director:	Mr. John Adams	john@hsesinfo.org	(555) 555-5555 x002
Title:	President		
Chief Financial Officer:	Mr. Robert Kennedy	bobby@hsesinfo.org	(555) 555-5555 x003
Policy Council Chair:	Mr. Thomas Jefferson	tom@hsesinfo.org	(555) 555-5555 x004
Early Head Start Director:	Mr. George Washington	george@hsesinfo.org	(555) 555-5555 x005

Updated on 07/19/2018 12:57 PM, EST



Head Start Regional TTA Network

Contacts: EDIT Mode

Click on the **SAVE** button before exiting the page.

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Save Cancel

All fields marked with * are mandatory.

Head Start Contact Information						
	Prefix	First Name	Last Name	Suffix	Email	Phone
Authorizing Official/ Board Chair:*	Mr. ▾	Abraham	Lincoln		abe@hsesinfo.org	555 555 5555 - 001
Title:	Board Chairperson					
CEO/Executive Director:*	Mr. ▾	John	Adams		john@hsesinfo.org	555 555 5555 - 002
Title:	President					
Chief Financial Officer:*	Mr. ▾	Robert	Kennedy		bobby@hsesinfo.org	555 555 5555 - 003
Policy Council Chair:	Mr. ▾	Thomas	Jefferson		tom@hsesinfo.org	555 555 5555 - 004
Head Start Director:*	Mr. ▾	George	Washington		george@hsesinfo.org	555 555 5555 - 005

Early Head Start Contact Information						
	Prefix	First Name	Last Name	Suffix	Email	Phone
Authorizing Official/ Board Chair:*	Mr. ▾	Abraham	Lincoln		abe@hsesinfo.org	555 555 5555 - 001
Title:	Board Chairperson					
CEO/Executive Director:*	Mr. ▾	John	Adams		john@hsesinfo.org	555 555 5555 - 002
Title:	President					
Chief Financial Officer:*	Mr. ▾	Robert	Kennedy		bobby@hsesinfo.org	555 555 5555 - 003
Policy Council Chair:	Mr. ▾	Thomas	Jefferson		tom@hsesinfo.org	555 555 5555 - 004
Early Head Start Director:*	Mr. ▾	George	Washington		george@hsesinfo.org	555 555 5555 - 005



Head Start Regional TTA Network

Programs Tab

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Edit

Agency Information	
DUNS Number:	111222333
Agency Type:	Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospital)
Agency Affiliation:	A secular or non-religious agency
Head Start Program Information	
Program Name:	Mighty Oak HS
Phone Number:	(555) 555-5555 x005
Fax Number:	(555) 555-2222
After-hours Emergency Phone Number:	(555) 555-5555
Registration Phone Number:	(555) 555-5555
Program Email Address:	help@hsesinfo.org
Web Site Address:	https://training02.hsesinfo.org
Head Start Agency Description:	Grantee that maintains central office staff only and operates no program(s) directly
Street Address	1600 Pennsylvania Ave NW
Postal/Mailing Address	Washington
Administrative Office Address	DC 20500-0005

Click on the **EDIT** button to change/update information



Head Start Regional TTA Network

Programs Tab- EDIT Mode

Click on the **SAVE** button before exiting the page.

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts **Programs** Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Save Cancel

Agency Information

DUNS Number (if available): 111222333

Agency Type: Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospital)

Agency Affiliation*: A secular or non-religious agency

Head Start Program Information

Program Name*: Mighty Oak HS

Phone Number: 555 555 5555 - 005

Fax Number: 555 555 2222 -

After-hours Emergency Phone Number*: 555 555 5555 -

Registration Phone Number: 555 555 5555 -

Program Email Address: help@hsesinfo.org

Web Site Address: https://training02.hsesinfo.org

Head Start Agency Description: Grantee that maintains central office staff only and operates no program(s) directly

Address Type*: Street Postal/Mailing Administrative Office

Address Line 1: 1800 Pennsylvania Ave NW

Address Line 2:

City: Washington


State: DC

ZIP + 4: 20500 - 0005

County: [image of Programs > Edit page](#)

Congressional District: DC-098

[edit location](#)



Head Start Regional TTA Network


Centers Tab


HOME INSTRUCTIONS FEEDBACK


00CHT002


00CHT002: Drift Wood

Home Contacts Programs **Centers** Correspondence Facilities Enrollment Financials PIR Documents







A center is the physical location where services are delivered to children and families.
To edit centers, click  (edit icon) in center list below.

Open  Route's User's Guide for instructions on how to develop and save routes.

Add New Center Verify Centers Hide Map Search Centers List Routes Create Route 



Showing 1 to 2 of 2

Center	City	State	ZIP	Status		View All Summaries
Drift Wood Center 1	Washington	DC	20040	Needs Verification		 
Drift Wood Center 2	Washington	DC	20500	Needs Verification		 

Click on the **EDIT ICON** to view or update information.



Head Start Regional TTA Network

Centers Tab- EDIT Mode

HOME INSTRUCTIONS FEEDBACK

00CHT002 /Edit Center - Drift Wood Center 1

Click the ? for a section if you want more information. Click it a second time to hide the help.

Save Cancel

All fields marked with * are mandatory.

Center information

Center Name: * ? Drift Wood Center 1

Address Line 1: 101 Independence Ave SE

Address Line 2:

City: Washington

State: DC

Location: * ? ZIP + 4: 20540 - 0005

County: District of Columbia

Congressional District: DC-09B

[edit location](#)

Is this a child care partner site, defined as a child care center or family child care provider where Head Start/Early Head Start children receive services under a partnership agreement, either as a contractor or sub-recipient? Yes No

Is this center owned by the program? Yes

Is there federal interest in this center? ? Yes

Has the federal interest been filed? Yes

Programs and Their Class/Group Information ?

290 - Drift Wood EHS

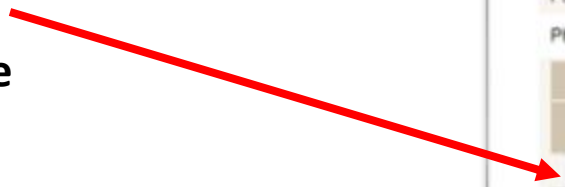
Program Type: Early Head Start [Remove Program](#)

Phone Number: 555 555 5555 -

Classes / Groups ?				
Class / Group Name *	Program Option / Pregnant Women *	Program Option Variation *	Slots *	Schedule *
Drift Wood Classroom LC-2	Center-based <input checked="" type="checkbox"/>	Full-day <input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> S <input type="checkbox"/> S

[Add Class / Group](#)

Class Name
Program Option
Slots
Schedule



Head Start Regional TTA Network

Centers Tab- EDIT Mode cont.

Click on the **SAVE** button before exiting the page.

HOME INSTRUCTIONS FEEDBACK


00CHT002 / Edit Center - Drift Wood Center 1

Click the ? for a section if you want more information. Click it a second time to hide the help.

Save Cancel

All fields marked with * are mandatory.

Center Information

Center: 

Address Line 1:
Address Line 2:
City:
State:
ZIP + 4:
County:
Congressional District:
[edit location](#)

Location: ?

Is this a child care partner site, defined as a child care center or family child care provider where Head Start/Early Head Start children receive services under a partnership agreement, either as a contractor or sub-recipient? Yes No

Is this center owned by the program? Yes

Is there federal interest in this center? ? Yes

Has the federal interest been filed? Yes

Programs and Their Class/Group Information ?

200 - Drift Wood EHS

Program Type: [Remove Program](#)

Phone Number: -

Classes / Groups ?

Class / Group Name*	Program Option / Pregnant Women*	Program Option Variation*	Slots*	Schedule*						
				M	T	W	T	F	S	S
Drift Wood Classroom LC-2	Center-based <input checked="" type="radio"/>	Full-day <input checked="" type="radio"/>	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Class / Group](#)



Correspondence Tab

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Add Correspondence

Correspondence

No Records Found

Add Correspondence

Download

Click on the **ADD CORRESPONDENCE** tab to enter information



Correspondence Tab- ADD CORRESPONDENCE Mode

Click on the box next to the person you want to include in the correspondence. If not listed, click on **OTHER(S)**.

Enter text here

Click on **SEND** before exiting the page

Add attachments here

The screenshot shows a web interface for adding correspondence. At the top, there are navigation links: HOME, INSTRUCTIONS, and FEEDBACK. Below that is the breadcrumb '00CHTD01 / Correspondence' and the title 'Add Correspondence'. The main section is titled 'Grant Correspondence' and contains a 'Subject:' text box. Below the subject box is a 'To:' section with two columns of checkboxes and names. The first column includes 'Select all Regional Office Key Staff', 'Program Specialist James Pine', and 'Grants Specialist Carol Confir'. The second column includes 'Select all Grantee Staff', 'Authorizing Official/Board Chair Louise Elm', 'Chief Financial Officer Sarah Maple', 'CEO/Executive Director Michelle Oak', and 'Head Start Director Kelly Willow'. There is also an 'Other(s)' checkbox. Below the 'To:' section is a rich text editor with a toolbar containing options for font size (12pt), bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo. At the bottom of the form, there is an 'Attachments' section with an 'Add Attachment' button and 'Send' and 'Cancel' buttons. Red arrows point from the text instructions to these specific elements: the 'To:' checkboxes, the text editor, the 'Send' button, and the 'Add Attachment' button.



Enrollment Tab

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Monthly enrollment reporting for August should start on the 1st of September.

Month	Head Start		Early Head Start		Total		Status	
	Reported	Funded	Reported	Funded	Reported	Funded		
June 2018		40		16		56	Overdue	view
July 2018		40		16		56	Due	view
August 2018								view
September 2018								view
October 2018								view
November 2018								view
December 2018								view
January 2019								view

[Download](#) [Overview Report](#)

Click on **VIEW** to open the page for the month you want to view or enter enrollment information.

Click on **DOWNLOAD** to get an Excel sheet with your enrollment history.



Enrollment Tab- VIEW Mode

Click on **EDIT** to enter information

HOME INSTRUCTIONS FEEDBACK

00CHT001 / Enrollment - June 2018

Edit Back

Download Report

Funded Enrollment: 56
Total Center Slots: 56

Head Start Enrollment
Enrollment has not been reported for this month.

Early Head Start Enrollment
Enrollment has not been reported for this month.



Enrollment Tab- EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page

Head Start enrollment

Enter information in **GRANTEE COMMENTS** to explain under-enrollment, closures, etc.

Early Head Start enrollment

HOME INSTRUCTIONS FEEDBACK

OCHT001 / Enrollment - June 2018 / Edit

Save Save and Stop Editing Cancel

Funded Enrollment: 56
Total Center Slots: 56

All fields marked with * are mandatory.

Head Start Enrollment

Operated this month: * Yes ▾

Last day of services provided: * June 30 ▾, 2018

Funded Enrollment: 40

Head Start Enrollment (incl. enrolled, reserved and vacant (less than 30 days) slots): *

Grantee Comments:

Initially Reported:

Last Modified:

Early Head Start Enrollment

Operated this month: * Yes ▾

Last day of services provided: * June 30 ▾, 2018

Funded Enrollment: 16

Early Head Start Enrollment (incl. enrolled, reserved and vacant (less than 30 days) slots): *

Grantee Comments:

Initially Reported:

Last Modified:

Save Save and Stop Editing Cancel



Financials Tab- GRANT APPLICATION

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents

Grant Applications Award Actions

Fiscal Year: 2018 Budget Period: 00CHT001-01: 06/01/2018-05/31/2019 Project Period: 06/01/2018-05/31/2023 Annual Funding Month: June

Applications

[Application Guide](#) | [Frequently Asked Questions](#)

Type	Dates	Application Status	Proposed Funding	Actions
Non-Competing New	• Due: 03/01/2018	Not Started	▶ Federal Total: \$0 • Non-Federal Total: 0% \$0	• start

Add Amendment

Click on **ADD AMENDMENT** to enter a *change in scope, supplemental application, COLA, budget revision, carryover, low-cost extension, or grantee change.

Click on **START** to begin entering information for your grant application



Head Start Regional TTA Network

Financials Tab- ADD AMENDMENT Mode

HOME INSTRUCTIONS FEEDBACK

00CHT001 /Add Amendment

Select Amendment Application Type

Type	Description of Request	References/Guidance
<input type="radio"/> Program Schedule Verification	Use this program schedule verification amendment to assure the OHS has accurate and current program schedule data. This amendment is not used to request approval of program design changes.	
<input type="radio"/> Conversion	If your Grant does not already have both HS and EHS programs, please contact the HSES Help Desk to add the new program type before creating the change of scope amendment.	HS Act - Sec. 640(f)(2)(B) ; Sec. 645 (a)(4-5) HS Regulation - 45 C.F.R. 675.308 Revision of budget and program plans
<input type="radio"/> Change in Scope*	<p>Amendment reduction</p> <p>Add or remove program option</p> <p>Other programmatic change</p> <p>Locally Designed Option (LDO)</p>	<p><input type="radio"/> Supplement - COLA* Request for Cost of Living Adjustment (COLA) PI - ACF-PI-HS-18-03</p> <p><input type="radio"/> Budget Revision* Changes in the line item budget HS Regulation - 45 C.F.R. §75.308 Revision of budget and program plans Amendment Guidance - Budget Revision</p> <p>Nonfederal share waiver requests HS Regulation - 45 C.F.R. §75.308 Revision of budget and program plans Guidance: Amendment Guidance - Budget Revision-Non-Federal Share</p> <p><input type="radio"/> Carryover Request - Reprogram* Request prior approval for carryover of unobligated funds Carryover of Unobligated Balance Amendment Guidance - Carryover Request-Reprogram</p> <p><input type="radio"/> Low Cost Extension Low Cost Extensions (LCE) are requested to complete activities of the grant for a set period of time after the final year of the project period, and may be part of closeout activities. Amendment Guidance - Low Cost Extension</p> <p><input type="radio"/> Grantee Change Use this amendment type for grantee name and other changes. Grantee changes can also be made on the Grantee Change tab within existing application types. Amendment Guidance - Grantee Change</p>
<input type="radio"/> Supplement*	Request for additional financial support	

* Enter only the change in funds related to this request. Do not include total annual amounts in the budget tab or SF4242A tab.

Continue Cancel



Head Start Regional TTA Network

Financials Tab- START APPLICATION Mode

Select one of the boxes if you are submitting a change in scope in this grant application:

- Conversion
- Enrollment reduction
- Add or remove a program option
- Other programmatic change
- Locally Designed Option

Select **CONTINUE** to go to the summary page

The screenshot shows the 'START APPLICATION' web interface. At the top, there are navigation links for 'HOME', 'INSTRUCTIONS', and 'FEEDBACK'. Below that, the page title is '00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New Application'. The main content area is divided into several sections: 'Funding', 'Program Schedule', and 'Change in Scope'. Each section contains a table with columns for 'Select', 'Budget Period', 'Application Type', 'Status', 'Status Date', and various funding or enrollment metrics. In the 'Change in Scope' section, there are five radio button options: 'Conversion', 'Enrollment reduction', 'Add or remove program option', 'Other programmatic change', and 'Locally Designed Option (LDO)'. The 'Continue' button is highlighted with a red box, and a red arrow points from the text 'Select CONTINUE to go to the summary page' to this button.



Head Start Regional TTA Network

Financials Tab- Start Application- SUMMARY Mode

Click on **EDIT** to begin entering information into the grant application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

[Edit](#)

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Summary

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0		0%	\$0
Early Head Start		\$0	\$0	\$0		0%	\$0
Total	0	\$0	\$0	\$0	\$0	0%	\$0

Change in Scope [Hide Details](#)

There is no change in scope included in this application.

Status History [Hide Details](#)

Date	Status	User	Comments
06/27/2018 3:33 PM, EST	Started by Grantee	Sample Grantee	

Programs [Hide Details](#)

Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
000	Mighty Oak HS	Started by Grantee	06/27/2018	0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> view
001	Drift Wood HS	Not Started		0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> start assign to delegate exclude

Early Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
200	Mighty Oak EHS	Started by Grantee	06/27/2018	0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> view
201	Drift Wood EHS	Not Started		0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> start assign to delegate exclude

Warnings / Errors [Hide Details](#)

Grant Application			
Severity	Section	Item	Validation
Warning	Budget	Non-federal share on budget and/or SF424A	The total non-federal share percentage is below 20%.
Warning	Other Funding	Other funding	Child and Adult Care Food Program (CACFP) funds has not been entered.



Head Start Regional TTA Network

Financials Tab- Start Application- SUMMARY Mode

Click on **EDIT** to begin entering information into the grant application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

[Edit](#)

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Summary

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start		\$0	\$0	\$0		0%	\$0
Early Head Start		\$0	\$0	\$0		0%	\$0
Total	0	\$0	\$0	\$0	\$0	0%	\$0

Change in Scope [Hide Details](#)

There is no change in scope included in this application.

Status History [Hide Details](#)

Date	Status	User	Comments
06/27/2018 3:33 PM, EST	Started by Grantee	Sample Grantee	

Programs [Hide Details](#)

Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
000	Mighty Oak HS	Started by Grantee	06/27/2018	0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> view
001	Drift Wood HS	Not Started		0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> start assign to delegate exclude

Early Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
200	Mighty Oak EHS	Started by Grantee	06/27/2018	0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> view
201	Drift Wood EHS	Not Started		0	<ul style="list-style-type: none"> Federal Total: \$0 Non-Federal Total: \$0 	<ul style="list-style-type: none"> start assign to delegate exclude

Warnings / Errors [Hide Details](#)

Grant Application			
Severity	Section	Item	Validation
Warning	Budget	Non-federal share on budget and/or SF424A	The total non-federal share percentage is below 20%.
Warning	Other Funding	Other funding	Child and Adult Care Food Program (CACFP) funds has not been entered.



Head Start Regional TTA Network

Financials Tab- Start Application- EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page



Select one of the boxes if you are submitting a change in scope in this grant application:

- Conversion
- Enrollment reduction
- Add or remove a program option
- Other programmatic change
- Locally Designed Option

Change in Scope [Hide Details](#)

If your application includes a Change in Scope, please click the appropriate box or boxes below.

Conversion

Enrollment reduction

Add or remove program option

Other programmatic change

Locally Designed Option (LDO)

Status History [Hide Details](#)

Date	Status	User	Comments
06/27/2018 02:03 PM, EST	Started by Grantee	Sample Grantee	

Programs [Hide Details](#)

Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
000	Mighty Oak HS	Started by Grantee	06/27/2018	0	Federal Total: \$0 Non-Federal Total: \$0	view
001	Drill Wood HS	Not Started		0	Federal Total: \$0 Non-Federal Total: \$0	start assign to delegate exclude

Early Head Start						
Program Number	Program Name	Status	Status Date	Funded Enrollment	Proposed Funding	Actions
200	Mighty Oak EHS	Started by Grantee	06/27/2018	0	Federal Total: \$0 Non-Federal Total: \$0	view
201	Drill Wood EHS	Not Started		0	Federal Total: \$0 Non-Federal Total: \$0	start assign to delegate exclude



Head Start Regional TTA Network

Financial Tab- Start Application- PROGRAM SCHEDULE EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF434A SF434 Grantee Change Documents Reports Correspondence

Head Start Early Head Start

Program: 000 - Mighty Oak HS (Started by Grantee) ↓

Enrollment by Program Option Actions

Center-based								
Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of hours of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
Total:		0						

Add Center-based Schedule

Click on **ADD CENTER-BASED SCHEDULE** to enter information

Combination Program

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups	3b. Double Session	4. Number of hours of classes / groups per child per day	5. Number of days of classes / groups per child per week	6. Number of days of classes / groups per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
Total:		0						

Family Child Care

Schedule Number	2. Funded Child Enrollment	3a. Number of classes / groups / family child care settings	3b. Double Session	4. Number of hours of classes / groups / FCC settings per child per day	5. Number of days of classes / groups / FCC settings per child per week	6. Number of days of classes / groups / FCC settings per child per year	7. Number of home visits per child per year	8. Number of hours per home visit
Total:		0						

Add Family Child Care Schedule



Head Start Regional TTA Network

Financial Tab- Start Application- OTHER FUNDING EDIT Mode

00CHT001 / Grant Application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Head Start Early Head Start

Program: 000 - Mighty Oak HS (Started by Grantee) ↓

Please Note: Funding entered on this tab is separate from the non-federal share match and should NOT be included in the NFS funding on the Budget tab.

Other Funding	Amount
Federal Funding	
1. Federal Child Care and Development Fund (CCDF):	\$
2. Child and Adult Care Food Program (CACFP) Funds:	\$
3. Other Federal Funding :	\$
State Funding	
4. State Preschool Programs:	\$
5. Other State Funding :	\$
Local Government Funding	
6. School District Funding:	\$
7. Other Local Government Funding :	\$
Other Funding	
8. Tribal Government Funding:	\$
9. Fundraising Activities:	\$
10. Other :	\$
Total:	\$0

OMB Number: 0970-0207
Expiration Date 06/30/2019

Save Save and Stop Editing Cancel

Click on **SAVE AND STOP EDITING** before exiting the page

Enter the amount of reimbursement your program receives for CACFP.



Financial Tab- Start Application- SF424A EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page

This is auto-populated by the information you enter into the budget tab.

00CHT001 / Grant Application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Head Start Early Head Start

Program: 000 - Mighty Oak HS (Started by Grantee) ↓

Section A - Budget Summary

The New or Revised Budget Federal Column (e) is populated with amounts from Section B, Line 6.k.
The New or Revised Budget Non-Federal Column (f) is populated with amounts from Section C, Column (e).

Grant Program, Function or Activity	Catalog of Federal Domestic Assistance Number	Estimated Unobligated Funds		New or Revised Budget		Total
		Federal	Non-Federal	Federal	Non-Federal	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1. Program Operations	93.600	\$	\$	\$0	\$0	\$0
2. TTA	93.600	\$	\$	\$0	\$0	\$0
3. N/A ↓						
4. N/A ↓						
5. Totals		\$0	\$0	\$0	\$0	\$0

Section B - Budget Categories - Federal Funds

For each activity, provide the total requirements for Federal funds by object class categories.
Lines 6.a - 6.k of the Program Operations Column (1) and TTA Column (2) contain the amounts specified in the Budget tab.

6. Object Class Categories	Grant Program, Function, or Activity				Total
	(1) Program Operations	(2) TTA	(3)	(4)	
a. Personnel	\$0	\$0			\$0
b. Fringe Benefits	\$0	\$0			\$0
c. Travel	\$0	\$0			\$0
d. Equipment	\$0	\$0			\$0
e. Supplies	\$0	\$0			\$0
f. Contractual	\$0	\$0			\$0
g. Construction	\$0	\$0			\$0
h. Other	\$0	\$0			\$0
i. Total Direct Charges (sum of 6a-6h)	\$0	\$0			\$0
j. Indirect Charges	\$0	\$0			\$0
k. TOTALS (sum of 6i and 6j)	\$0	\$0			\$0

Section C - Non-Federal Resources



Head Start Regional TTA Network

Financial Tab- Start Application- SF424A EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page

Correct **ERRORS** before submitting the application.

Review the SF424 and update information such as:

- Name and contact information of the person to be contacted on matters involving the application.
- Authorized representative



Head Start Regional TTA Network

Financial Tab- Start Application- GRANTEE CHANGE EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page



You can update program information such as:



- Grantee Name
- Grantee Address
- Program Director
- Authorized Representative

00CHT001 / Grant Application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Change	Grantee Name *	Grantee Name - From Last Award -

Change	Grantee Address	Grantee Address - From Last Award -
	Department:	Department:
	Street Address*:	Street Address:
	Mail Stop:	Mail Stop:
	City*:	City:
	State*:	State:
	ZIP + 4*:	ZIP:

Change	Program Director	Program Director - From Last Award -
	Name Prefix: Other	Name Prefix:
	First Name*:	First Name:
	Middle Name:	Middle Name:
	Last Name*:	Last Name:
	Name Suffix: Other	Name Suffix:
	Title:	Title:
	Email*:	Email:
	Phone Number*:	Phone Number:
	Fax Number:	Fax Number:
	Street Address 1*:	Street Address 1:
	Street Address 2:	Street Address 2:
	Street Address 3:	Street Address 3:
	City*:	City:
	State*:	State:
	ZIP + 4*:	ZIP:

Change	Authorized Representative	Authorized Representative - From Last Award -
	Name Prefix: Other	Name Prefix:
	First Name*:	First Name:
	Middle Name:	Middle Name:
	Last Name*:	Last Name:
	Name Suffix: Other	Name Suffix:



Head Start Regional TTA Network

Financial Tab- Start Application- DOCUMENTS EDIT Mode

Click on **SAVE AND STOP EDITING** before exiting the page

Upload grant application documents into the corresponding folder.

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Open all folders | Close all folders | Download All Documents | Download Document List

Name	PDF	Documents	Size	Date Modified	
Application and Budget Justification Narrative					
Results of Self-assessment and Improvement Plan					
Governing Body and Policy Council Decisions					
Selection Criteria					
Cost Allocation Plan					
Training and Technical Assistance Plan					
Annual Report to the Public					
Program Goals (Uploaded File When Using Optional Template)					
Indirect Cost Rate Agreement (if applicable)					
Other Supporting Documents (if applicable)					
Delegate Documents		0			
Sample Delegate and/or Partnership Contracts (if applicable)					

OMB Number: 0970-0207
Expiration Date 06/30/2019

Save Save and Stop Editing Cancel

Click on the **UPLOAD ICON** to attach documents.



Head Start Regional TTA Network

Financial Tab- Start Application- REPORTS EDIT Mode

00CHT001 / Grant Application

00CHT001 | 01: 06/01/2018-05/31/2019 | Non-Competing New

Save Save and Stop Editing Cancel

Summary Program Schedule Budget Other Funding SF424A SF424 Grantee Change Documents Reports Correspondence

Report	PDF	Excel
Program Schedule	Download	Download
Budget Categories	Download	
Budget Summary	Download	
Budget Details		Download
Admin Costs	Download	
Other Funding	Download	
Application Summary Items	Download	
Application Documents	Download	
Warnings/ Errors	Download	
Correspondence	Download	
SF424B	Download	
Grantee Change	Download	

Save Save and Stop Editing Cancel

Click on **DOWNLOAD** to view HSES reports generated by the information you entered into the grant application.



Financial Tab- Start Application- SUBMIT BUTTON

HOME INSTRUCTIONS FEEDBACK

00CHT002

00CHT002: Drift Wood

Home Contacts Programs Centers Correspondence Facilities Enrollment Financials PIR Documents

Grant Applications

Fiscal Year: 2018 Budget Period: 00CHT002-01: 06/01/2018-05/31/2019 Project Period: 06/01/2018-05/31/2023 Annual Funding Month: July

Applications [Application Guide](#) | [Frequently Asked Questions](#)

Type	Dates	Application Status	Proposed Funding	Actions
Non-Competing New	• Due: 03/01/2018	Started by Grantee	▶ Federal Total: \$1,143 • Non-Federal Total: 0% \$0	• view • submit

Add Amendment

Click on **SUBMIT** when you are ready to submit your grant application.



Financial Tab- Start Application- CONFIRMATION and SUBMIT

Review **WARNINGS**
and **ERRORS**.

Review to ensure
the Authorized
Representative is
correct.

Click on **SUBMIT**
APPLICATION.

HOME INSTRUCTIONS FEEDBACK

00CHT002 / Submit Application

00CHT002 | 01: 06/01/2018-05/31/2019 | Non-Competing New Application

Program Type	Funded Enrollment	Federal			Non-Federal Share	Non-Federal Percentage	Total Budget
		Program Operations	TTA	Total			
Head Start	5	\$0	\$0	\$0	\$0	0%	\$0
Early Head Start		\$1,110	\$33	\$1,143	\$0	0%	\$1,143
Total	5	\$1,110	\$33	\$1,143	\$0	0%	\$1,143

Warnings / Errors [Hide Details](#)

200 - Early Head Start - Drift Wood EHS			
Severity	Section	Item	Validation
Warning	Budget	Personnel and Fringe Benefits	The sum of Personnel and Fringe Benefits normally is between 60% and 80% of the total federal budget.
Warning	Budget	Fringe Benefits: 1. Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	The agency has not entered an amount for the required fringe benefits (Social Security, State Disability, Unemployment, Worker's Compensation).

By submitting this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

[*Download the certifications and assurances](#)

Authorized Representative:

Name:	Mr. Samuel Adams
Title:	Board Chairperson
Phone Number:	(555) 555-5555 x0001
Fax Number:	
Email:	sam@hsesinfo.org

Comments:

1000 characters remaining

Submit Application Cancel



Head Start Regional TTA Network

PIR Form

HOME INSTRUCTIONS FEEDBACK

00CHT001

00CHT001: Mighty Oak

Home Contacts Programs Delegates Centers Correspondence Facilities Enrollment DRS Financials PIR Reviews

Documents





PIR Form Reports

The Office of Head Start Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide. Grantees and delegates are required to submit PIRs for Head Start and Early Head Start programs.

The PIR Reports site provides data and questionnaires dating back to the 1980's in various formats. Use your HSES login at <https://hses.ohs.acf.hhs.gov/pir>.

For more information: [ECLKC - Program Information Report \(PIR\)](#)

Grant Number: All Year: 2018 Program: All Delegates: Show Status: All Sort By: Grant Number

Grant Number	Number	Program Name	Program	Status	Date	User
00CHT001	201	Drift Wood EHS	Early Head Start	Not Started		
00CHT001	001	Drift Wood HS	Head Start	Not Started		
00CHT001	200	Mighty Oak EHS	Early Head Start	Not Started		
00CHT001	000	Mighty Oak HS	Head Start	Not Started		

Select the program that you want to start the PIR for



PIR Form- EDIT Mode

HOME INSTRUCTIONS FEEDBACK

00CHT001-1: Drift Wood HS /PIR 2018 - 201

[Mark this report as completed](#) | [Validate](#) | [Import](#) | [Reports](#)

Program Information	
General Information	
Contacts	revisit
Program Information	revisit
Enrollment Year	
Enrollment Dates	start
Funded Enrollment	start
Classes	
Classes	start
Cumulative Enrollment	
Children by Age and Pregnant Women	start
Type of Eligibility	start
Prior Enrollment	start
Transition and Turnover	start
Child Care Subsidy	start
Ethnicity and Race	start
Primary Language of Family at Home	start
Transportation	
Transportation Services	start
Buses	start
Record Keeping	
Management Information Systems	start
Program Staff & Qualifications	
Total Staff	
Staff by Type	start
Total Volunteers	
Volunteers by Type	start

Status of your PIR

Click on **START** to begin the PIR



Resources

- General
- GS Training
- TTA
- Facilities
- Grantee

- Program Information
- Financials
- DRS
- Enrollment
- PIR
- Reviews
- Account Management
- GrantSolutions

[Expand All](#) | [Collapse All](#)

Welcome New Grantees! [Hide Details](#)

- Head Start Grant Application Instructions with Guidance - Version 3.01 (PDF, 04/08/2024)
- Centers Verification Guidance (PDF, 09/11/2023)
- Centers and Facilities User Guide (PDF, 09/11/2023)
- [The How and Why of HSES – A Grant Recipient Walkthrough – System updates after June 2023 are not included](#) (MP4, 07/27/2023)
- Transcript (English): The How and Why of HSES – A Grant Recipient Walkthrough – System updates after June 2023 are not included (PDF, 07/27/2023)
- Transcripción (Spanish): HSES Vista de HSES del destinatario de la subvencion (PDF, 10/05/2023)
- OHS Center-Status Reporting Guidance (PDF, 03/01/2023)
- Grant Recipient Checklist (PDF, 07/28/2022)
- Updating Contact and Program Information - Grantees (PDF, 09/21/2020)
- Grantee Enrollment User Guide (09/24/2020)
- Migrant Enrollment User Guide (PDF, 09/18/2020)
- Head Start Grant Application Instructions with Guidance - Version 3 (PDF, 11/15/2017)

Administrative [Display Details](#)

Contacts and Programs [Display Details](#)

Child Serving & Non-Child Serving Centers [Display Details](#)

1303 Facilities [Display Details](#)

Response to COVID-19 [Display Details](#)

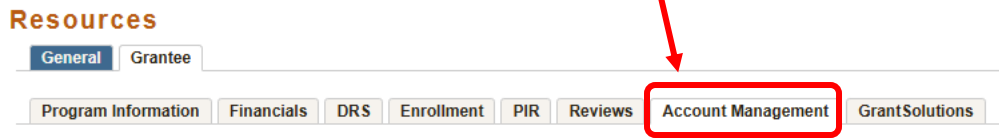
Eblasts [Display Details](#)

For assistance, please contact the HSES Help Desk at help@hsesinfo.org or call 1-866-771-4737 (toll-free) or 1-571-429-4858 (local), Monday - Friday, 8 a.m. - 7 p.m. EST (not available on weekends or federal holidays)



Account Access

This form can be downloaded from the resources tab, under **ACCOUNT MANAGEMENT**



Include grant number here

Input name and contact info as well as permissions selected for each user

HSES Grantee User Account Request Form

This form must be sent by the Head Start/Early Head Start Director listed in HSES.

To add a new user or to modify an existing user, please complete the form below.

- Please **type the information on the form, save it, and email the form to the HSES Help Desk as an attachment.**
- In the Permissions section, put an "X" in the column(s) for the permissions you want the user to have.
- **Choose only one PIR permission; users cannot have both the PIR - Excluding Salaries and the PIR - With Salaries permissions.**
- The form is a Word document and rows can be added to the table as needed for additional users.
- To **delete** a user account put an "X" in the **DELETE USER** column for the user.

Once complete, please email the form to the HSES Help Desk at help@hsesinfo.org or call toll free at 1-866-771-4737 for assistance, if needed.

Grant Number(s)					User Information											Permissions
Last Name	First Name	Email	Phone	Phone Ext	Documents	DRS	Enrollment	Financials	Monitoring Reviews	Reportable Conditions	PIR - Excluding Salaries	PIR - With Salaries	Program Information	Program Information - Default View	DELETE USER	
															X	
															X	
															X	
															X	

E-mail completed form to:
help@hsesinfo.org.

To further assist you, the Grantee permissions and their descriptions are below:

Permission Name	Description
Documents	Allows Edit access to Documents
DRS	Allows Edit access to DRS
Enrollment	Allows Edit access to Enrollment
Financials	Allows Edit access to Financials, including Grant Applications
Monitoring Reviews	Allows View access to Reviews
Reportable Conditions	Allows Edit access to Reportable Conditions
PIR - Excluding Salaries	Allows Edit access to PIR, excluding salary sections
PIR - With Salaries	Allows Edit access to PIR, including salary sections
Program Information	Allows Edit access to Contacts, Programs, Delegates, Centers, and Facilities
Program Information-Default View	Allows View access to Contacts, Programs, Delegates, Centers, Facilities, and PIR (excluding salary sections)
DELETE USER	User account will be deleted



Head Start Regional TTA Network

 An official website of the United States government [Here's how you know](#) ▾



[Contact Us](#) [Upcoming Events](#) [Login](#)

[About](#) ▾ [Topics](#) ▾ [Policy & Regulations](#) ▾



Enter your city, state, or zip code.

[Find Program](#)

[How to Apply](#)

[About Head Start](#)



Head Start Regional TTA Network



[Contact Us](#) [Upcoming Events](#) [Login](#)

[About](#) ▾

[Topics](#) ▲

[Policy & Regulations](#) ▾

[Cross-Cutting Approaches](#)

[Culture and Language](#)

[Professional Development](#)

[School Readiness](#)

[Education & Child Development](#)

[Child Screening & Assessment](#)

[Children with Disabilities](#)

[Curriculum](#)

[Learning Environments](#)

[Teaching Practices](#)

[Transitions](#)

Fa

C

F

F

L

F

F

F

[Program Management](#)

[ERSEA](#)

[Facilities](#)

[Fiscal Management](#)

[Human Resources](#)

[Organizational Leadership](#)

[Program Planning](#)

[Transportation](#)

[Program Management](#)

[ERSEA](#)

[Facilities](#)

[Fiscal Management](#)

[Human Resources](#)

[Organizational Leadership](#)

[Program Planning](#)

[Transportation](#)

[Federal Administrative Procedures](#)

[Federal Monitoring](#)

[Grant Amendments](#)

[Grant Application](#)





About ▾ **Topics** ▾ **Policy & Regulations** ▲

- Head Start Policy & Regulations
- Head Start Act**
- Head Start Program Performance Standards**
- Fiscal Regulations**
- Program Instructions**
- Information Memoranda**
- Child Care Policy & Regulations
- Federal CCDF Regulations** ↗
- State Licensing** ↗



Head Start New Employee Portal

Designed specifically for new staff, these resources summarize key Head Start concepts for many roles. Find the materials that support early staff success!



All Staff



Teachers and Family Child Care Professionals



Health and Mental Health Services Staff



Family Services Professionals



Program Leadership



Individualized Professional Development (iPD) Portfolio


[Expand All](#)

Course Catalog

State Partnerships with iPD

FAQs

Individualized Professional Development (iPD) Portfolio

The iPD Portfolio is a learning management system created to support ongoing professional development for staff in Head Start and child care settings. It has accessible, self-paced courses based on staff roles and interests. Check out this [step-by-step document](#)  to learn how to access the iPD.

Many iPD courses offer continuing education units (CEUs) upon completion. Some state professional development systems, workforce registries, or regulatory agencies, such as licensing or credentialing, require CEUs as a measure of quality of instruction or to provide assurance of attendance. Credential or licensure renewal may also require CEUs for the same reasons. If you want to use CEUs as part of your professional development, it is important to check with your regulatory agency to make sure you are meeting their specific requirements. You can also use CEUs from completing eligible iPD courses to meet Child Development Associate (CDA) Credential™ professional development requirements. Refer to the CDA Subject Areas posted under the learning objectives for calculating contact hours.

For more information, contact jpd@ecetta.info.



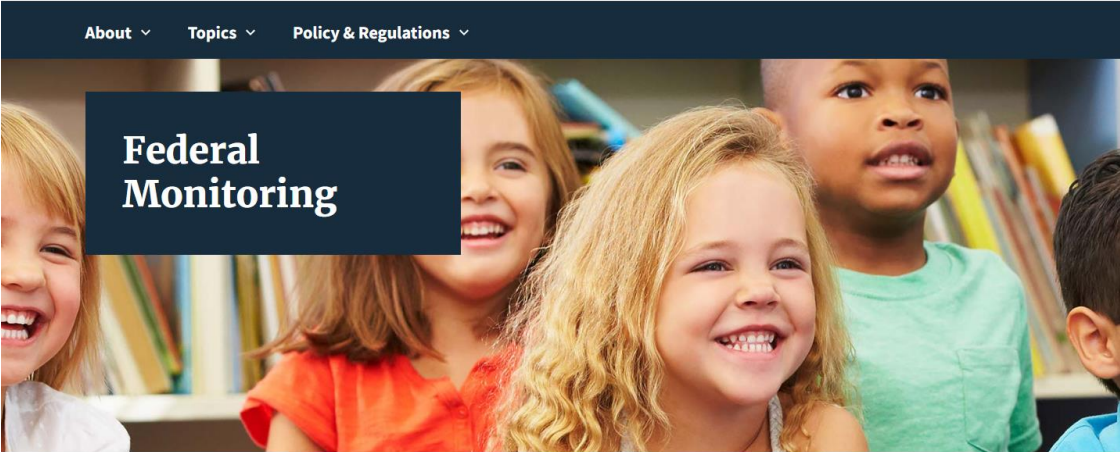
Welcome

Login

Join



Head Start Regional TTA Network



[Home](#) > [Federal Monitoring](#)

Introduction to Monitoring

Explore the Office of Head Start approach to monitoring. It ensures consistent quality and accountability of Head Start programs across the country, as well as opportunities for continuous improvement.



Fiscal Year (FY) 2026 Head Start Monitoring Protocols

Explore the instruments used to gather information to assess core performance areas of Head Start grant recipients.



Fiscal 101

Foundational
HS
Information



Head Start Regional TTA Network

Fiscal Checklist and New Fiscal Officers Inventory



Fiscal Checklist: Policy and Regulation Compliance

This checklist helps directors, managers, and Policy Council members identify and comply with Head Start fiscal policies and regulations. Use this form to identify the person(s) responsible for specific tasks; whether a required policy exists; and if so, the most recent date it was approved. The checklist also provides a way to list actions required to better address each responsibility. Fiscal requirements are linked to their related policies and regulations—*Head Start Act*, *Head Start Program Performance Standards*, *Uniform Guidance*, or the *Grant Application Instructions*.

Level 1: Head Start Fiscal System Overview	Person Responsible / Location	Does Policy Exist Y/N	Date of Approval	Needs (Training, review, revision, approval, other)
What is the timeline for our fiscal management activities? This should include, but not be limited to: <ul style="list-style-type: none"> Budget development and review Expenditures Related (Head Start Act, 45 CFR § 1303 Subpart E)	Ask Jane in Fiscal about this one	Need to check		
How are our staff, governing body/Tribal Council and Policy Council members engaged in fiscal management activities? How and when do they receive fiscal data? (45 CFR § 1301)				Could use training on this one
How do our policies and procedures inform our fiscal management efforts? (45 CFR § 75.303)				
How does our budgeting process relate to our program planning activities? (45 CFR §§ 75.301 and 75.342)	Got this one			
If applicable, how are we using advisory committees to support fiscal management activities? (45 CFR § 1301.2(c))	N/A			



Head Start Fiscal Regulations

**45 CFR Part 75: Uniform Administrative Requirements
Cost Principles and Audit
Requirements for HHS awards
(the Uniform Guidance)**

**Head Start Program Performance Standards
Subparts §1303, §1305, §1302.91, §1302.101, §1302.102**

**The Head Start Act
especially Sec. 642**

GAAP (Generally Accepted Accounting Principles)



Head Start Regional TTA Network

What is a budget?

A budget is a:

“Numerical expression of an organization’s dreams that serves as a guide or measure of acceptable financial performance.”

– *Financial Management for Non-Profit Organizations*



The interval of time, into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes.

— *Head Start Program Performance Standards
Part 1305.2 Definitions*



Direct and Indirect Costs

Direct Costs

Those costs that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of an organization

Examples

- Early Head Start home visitor salary and fringe benefits
- Bus to transport only Head Start children
- Maintenance of a facility used only for Head Start services



Cost Allocation

The process of assigning two or more programs the shared cost of an item or service.

Line Item	Total Costs	Allocation	Head Start	Early Head Start
Classroom Supplies	\$1600	HS-50% EHS- 50%	\$800	\$800



Keys to cost allocation

- Clearly define who, what, when, where, and how the agency provides services — eligibility, enrollment, operating hours, and location.
- Identify what costs are direct and what costs need to be allocated.
- Consider possible allocation methods based on actual agency operations.
- Select the allocation method(s) that best support the agency's fiscal operations.
- Develop or update cost allocation plans annually and apply allocations monthly to monitor spending and compare to the budget.
- Periodically review for accuracy and consistency.



Non-Federal Match

Either cash or donated goods and services by the recipient or third party (the community).

In-Kind

Goods (including property) or services that benefit a grant-supported project and are contributed without charge to the program by third parties or the recipient.



Calculating Non-Federal Match

$$\begin{aligned}\text{Total Grant Award} &= \\ \$1,250,000 \times 20\% & \\ = \$250,000 \text{ Match} &\end{aligned}$$

OR

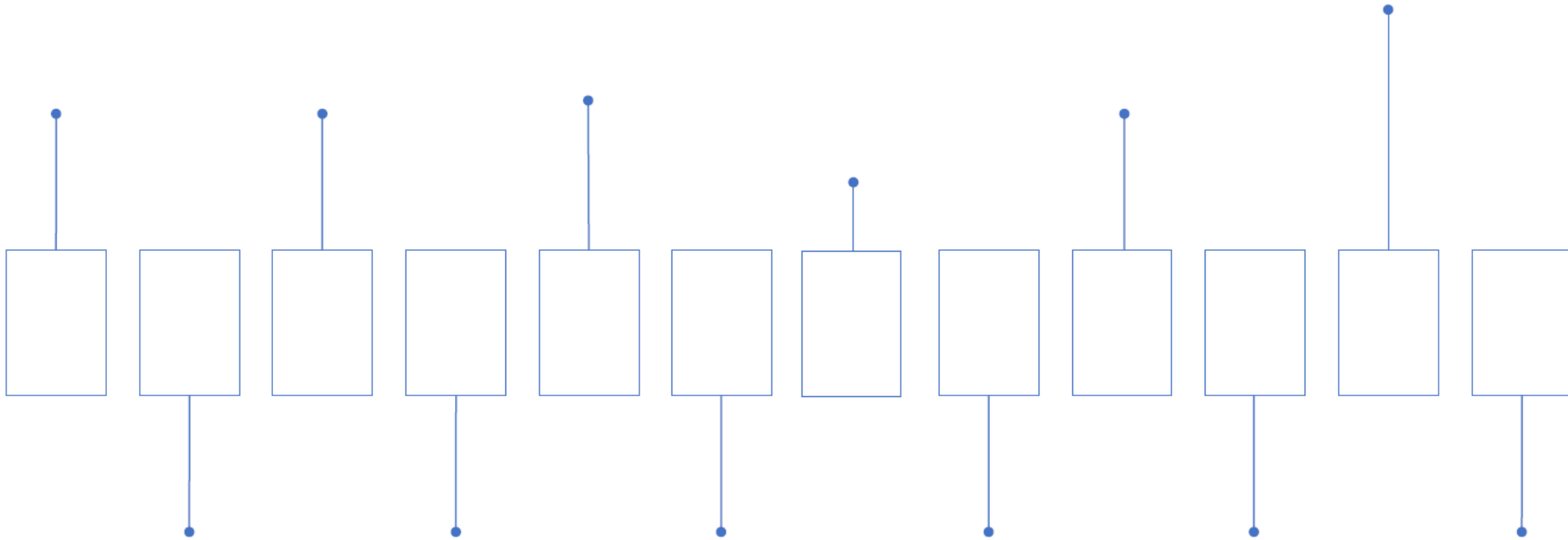
$$\begin{aligned}\text{Federal Share} &= \\ \$1,000,000 \times 25\% & \\ = \$250,000 \text{ Match} &\end{aligned}$$



Timeline Update!

Create your program timeline

- a) Start by adding your funding month.
- b) Next add the date that your grant application is due.



Head Start Regional TTA Network

Factors Affecting Allowability of Costs



Budget Categories

Object Category	Program Operations	Training/Technical Assistance (T/TA)	Administrative Costs	Non-Federal Share (NFS)
Personnel				
Fringe Benefits	↑	↑	↑	↑
Contractual				
Construction				
Equipment				
Travel				
Supplies				
Other				
Indirect				



Budget Object Categories

Objective	Defined
Personnel	Expense for program staff such as HSD, Disabilities Coordinator, Teachers, Assistant Teachers, Bus Monitors, etc.
Fringe Benefits	FICA, Workers Compensation, Unemployment, Health, Dental, Life Insurance, and Retirement
Contractual	Any cost occurring elsewhere (audit, legal fees) which requires a formal contract with a provider for the service. If a grantee has delegate agencies, that cost is the only one to be placed in this category.
Construction	Costs for major construction or renovation projects.
Equipment	Any single item that costs \$5,000 or more and has a lifespan of greater than a year
Supplies	Costs for operating supplies such as pens, paper, cleaning supplies, classroom manipulatives
Travel	Costs for out-of-town travel such as expenses for conferences
Other	Costs not occurring elsewhere. For example, local travel, gas, fuel, building maintenance, etc.
Indirect	Cost of operating the agency / Tribal Government benefiting all programs equitably go into the indirect cost pool. The pool is charged out to all programs on a formula basis. The administrative cost limitation limits the amount that can be charged to Head Start.



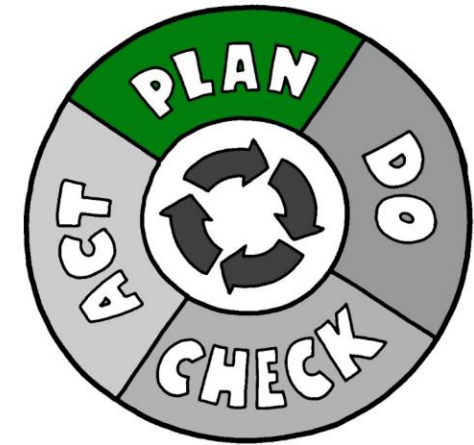
Revision of Budget and Program Plans

Written budget revision must be requested for the following situations:

Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

Included in this category:

- Closing or opening any center or other location paid with federal funds.
- Increase or decrease of enrollment.
- Changes to the program option, such as from center-based to home-based, even if there are no financial costs associated with the change. You must clearly define how the changes will affect the program.



And 

Budget Revisions (continued)

Program option changes

Written budget revision must be requested for the following situations:

- Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval). Included in this category:
 - Closing or opening any center or other location paid with federal funds.
 - Increase or decrease of enrollment.
 - Changes to the program option, such as from center-based to home-based, even if there are no financial costs associated with the change. You must clearly define how the changes will affect the program.
 - The revision must be related to performance for program evaluation purposes when appropriate.

See also: 45CFR Part 75.458



Table Activity

We know that we have one unopened center this year, resulting in two unfilled positions.

We have a third position that is only part-time.

We are in the 8th month of the project period.

We have 4 months remaining and estimate the positions will remain unfilled.

8 months net savings = \$66,664 (total) or \$8333 per month

We can ‘forecast’ or estimate the remaining 4 months in salary savings.

- What would you forecast each month’s savings would be?
- What is your projection for the entire 4 months?
- What is your total year savings in the personnel line?



Carry Over Balance Requests

Timing: Carry Over Requests are acted on after receipt of the final SF 425 report.

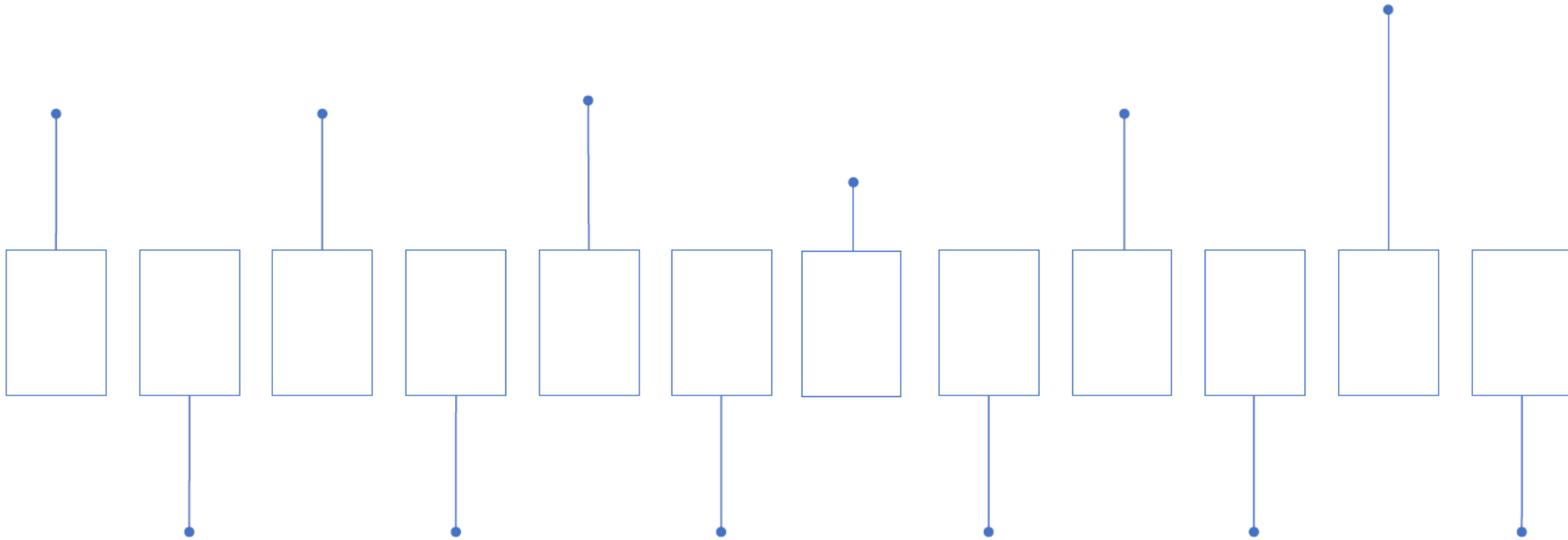
- The Grants Officer compares financial data with the data from the Payment Management System.
- If funds available exceed the approved budget, the Grants Officer may authorize the funds as an approved carry-over balance for additional approved purposes. Note: These are additional costs, or the funds may offset the current award.



Timeline Update!

Create your program timeline

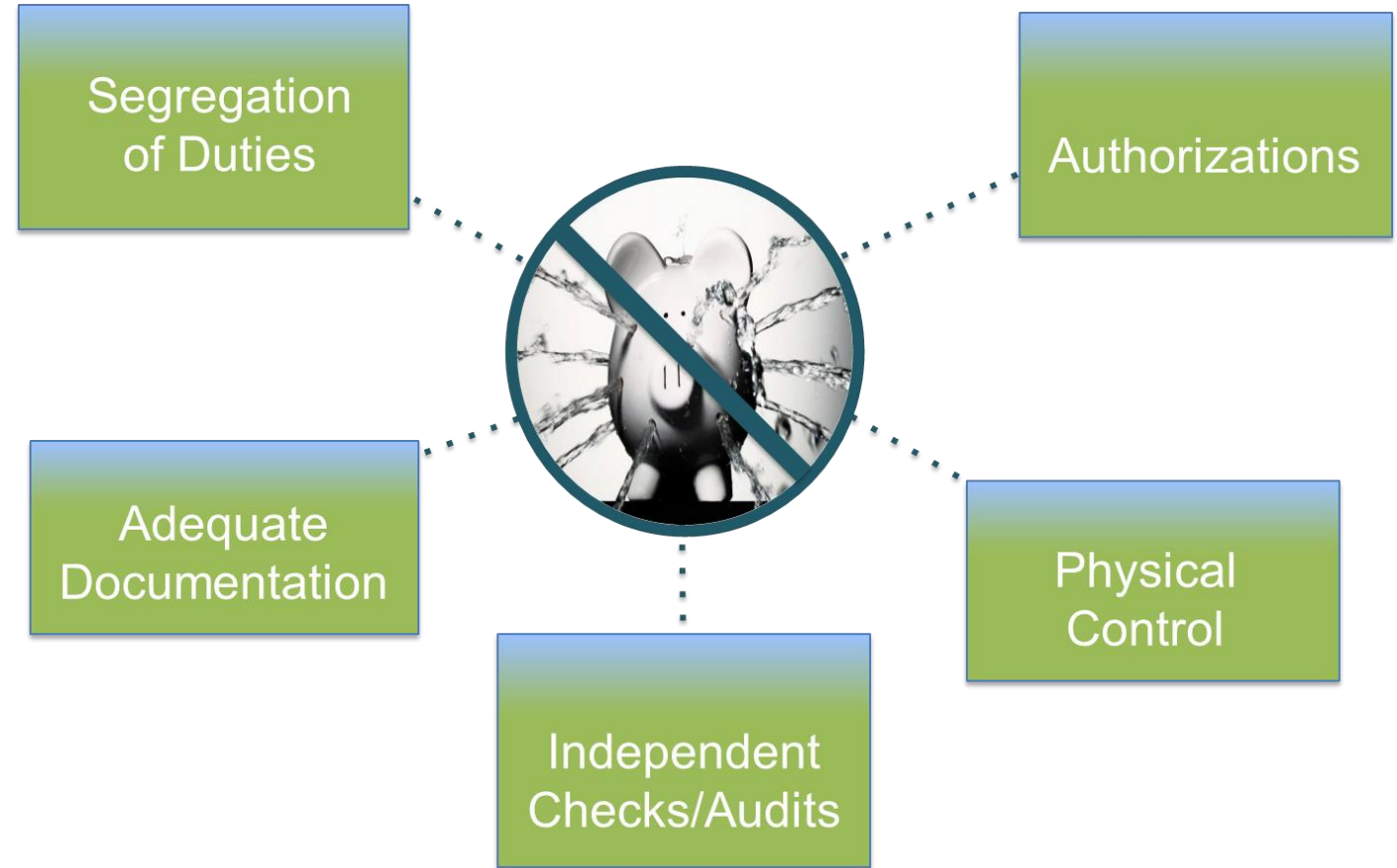
- Start by adding your funding month.
- Next add the date that your grant application is due.



Head Start Regional TTA Network

Internal Controls

Internal financial controls are the systems put in place by Head Start leaders, financial managers, and governing bodies to ensure that program resources are safeguarded from fraud, waste, and abuse.



Why Internal Controls Are Important

Ensure the proper use of funds

Safeguard assets to prevent illegal or unauthorized transactions or acts.

Strengthen grantee operations

Increase efficiency of operations and maximize use of limited resources

Provide reliable information, allowing managers and governing bodies to make more informed decisions.



Procurement

Micro- Purchase	Small Purchase	Sealed Bids	Competitive Proposal	Non-Competitive Proposal
<ul style="list-style-type: none"> • Aggregate amount NTE \$10,000 • Expedites lowest-dollar purchases • Minimizes administrative burden • No quotes • Distribute equitably • Price is reasonable • NTE \$2,000 if construction (Davis-Bacon applies) 	<ul style="list-style-type: none"> • \$10,000 to \$250,000 • Below Simplified Acquisition Threshold • Informal price or rate quotations • Adequate number of sources • Matter of judgment 	<ul style="list-style-type: none"> • Over \$250,000 • Formal advertising • Publicly solicited bids • Firm fixed price contract (lump sum or unit price) • Preferred method for construction • Lowest price 	<ul style="list-style-type: none"> • Over \$250,000 • Publicized RFP identifying evaluation factors • Adequate number of qualified sources • Written procedures for proposal evaluation and selection • Price and other factors considered 	<ul style="list-style-type: none"> • Single source (only available) • Public emergency • Competitive sources determined inadequate



Financial Reports SF-425 and SF-428

Submission of Federal Financial Report SF-425

- SF-425 reports are due as required in the award terms and conditions.
- Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF.
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two reports for each budget period.

Submission of Tangible Personal Property Report SF-428

- Recipients are required to provide Tangible Personal Property Report SF-428 and, SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period. Recipients are to scan, and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
ACF Administration for Children and Families	1. Log No. ACF-PI-OHS-24-01
	2. Issuance Date: 01-09-2023
	3. Originating Office: Office of Head Start
	4. Key Words: Federal Reporting Changes, Financial Reports, SF-425; Expenditures, Tangible Personal Property Reports: SF-428

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: Federal Reporting of Standard Forms 425 and 428

INSTRUCTION:
This Program Instruction (PI) notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) and SF-428 for tangible personal property. HHS has adopted 2 CFR 200.344 for the closeout of federal awards. As such, the liquidation period for closeout is now no later than 120 calendar days after the end of the period of performance (i.e., project period). This only applies to the closeout of the project, not budget periods within the project. The frequency of report submission is updated with details identified below.

This PI supersedes ACF-PI-HS-17-04.

Submission of Federal Financial Report SF-425

All Head Start recipients are required to submit financial reports detailing the expenditures incurred for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period.

Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.

Note the following important conditions:

- SF-425 reports are due as required in the award terms and conditions:
 - Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF. See Table 1.
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-ohs-24-01>

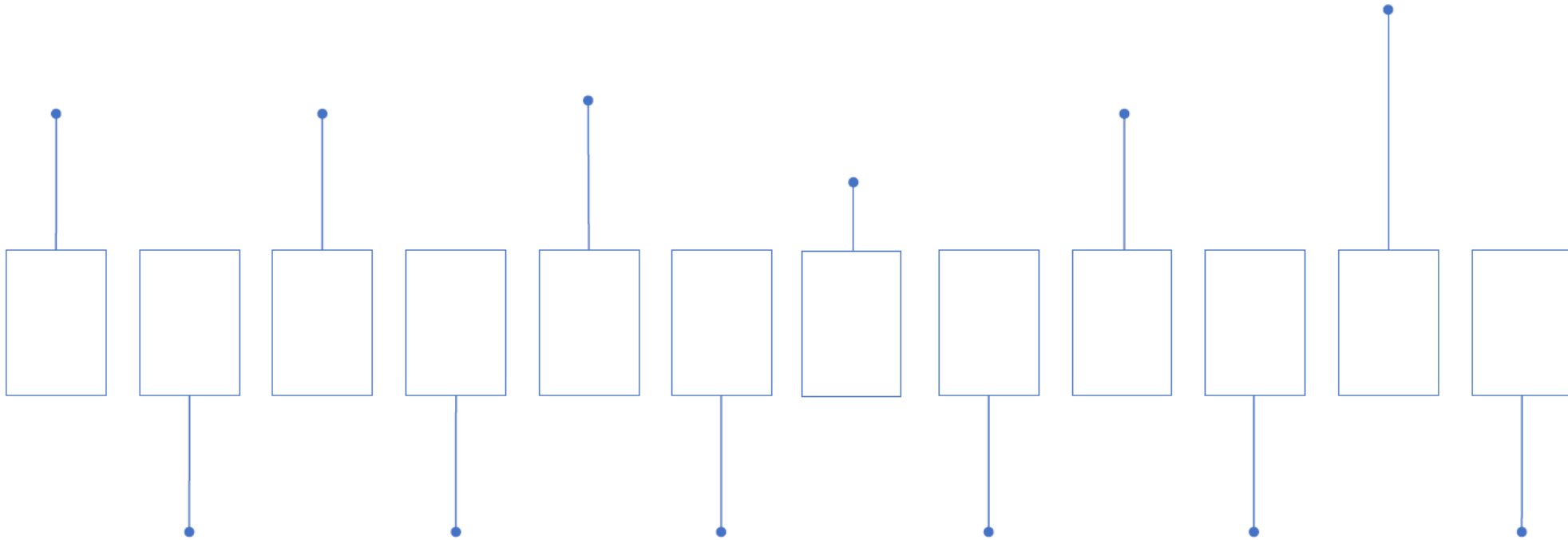


Head Start Regional TTA Network

Timeline Update!

Create your program timeline

- a) Start by adding your funding month.
- b) Next add the date that your grant application is due.



Head Start Regional TTA Network

TTA Specialist Meet-Up

Foundational
HS
Information



Head Start Regional TTA Network