

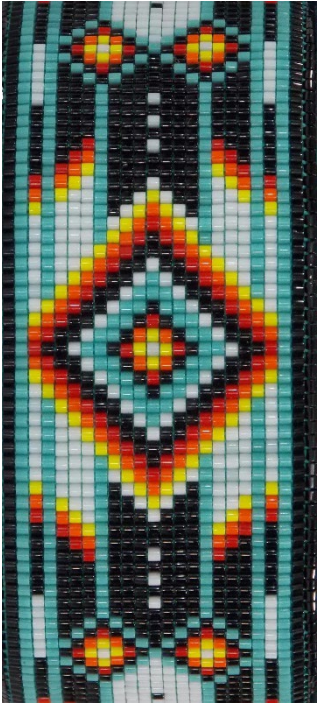
Head Start 101: Overview for New Leaders

Native American Family and Child Conference
March 18, 2024



Head Start Regional TTA Network

Facilitators



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Introduction Activity

Pick one of the following to describe yourself:

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

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

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

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



Learning Objectives

- Discuss three leader roles and explore how each fits into the Head Start Program structure.
- Outline the five distinct sections of the Head Start Program Performance Standards.
- Learn how to use planning tools for organization and ongoing monitoring purposes.



Role of Leader: Director or Manager

Visible Leader



Ensures

- ✓ Safe
- ✓ Healthy
- ✓ Welcoming



Oversees

- ✓ Compliance
- ✓ Daily operations



Delegates

- ✓ Budget
- ✓ HR



Models

- ✓ Professionalism
- ✓ Ethics

Strategic Visionary



Cultivates

- ✓ Continuous learning
- ✓ Risk-taking
- ✓ Innovation



Implements

- ✓ Data-informed decision-making



Encourages

- ✓ Staff collaboration
- ✓ High-quality interactions

Champion for Staff



Fosters

- ✓ Health
- ✓ Wellness
- ✓ Motivation
- ✓ Engagement



Guides

- ✓ Staff expectations
- ✓ Shared goals
- ✓ Reflective practices



Supports

- ✓ Empowerment
- ✓ Diversity
- ✓ Inclusion
- ✓ Respect

Activity

On a piece of paper,
jot down several words or a
couple of sentences about
what a Director or manager
might do or say as a:

**Visionary leader,
Strategic Leader,
or
Champion for Staff.**

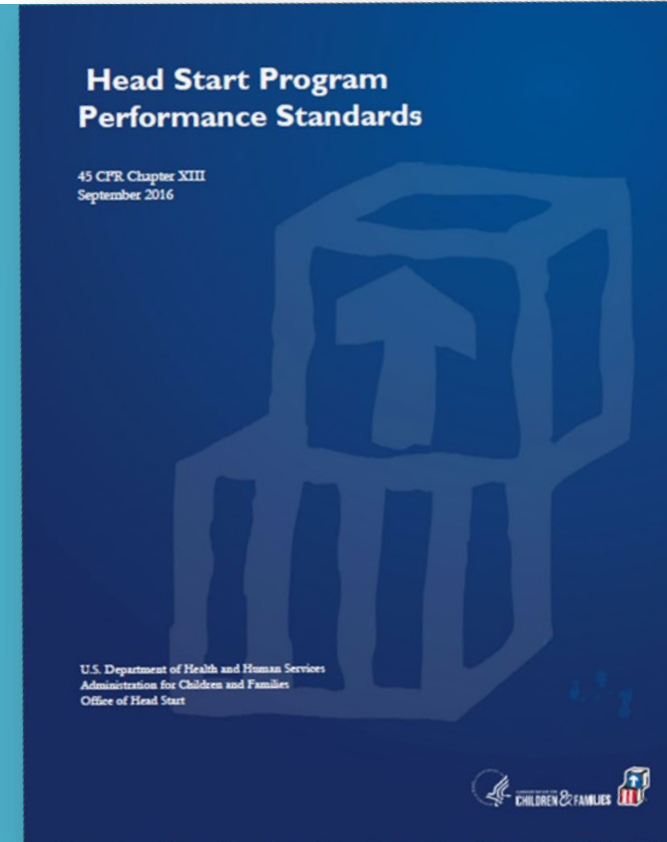
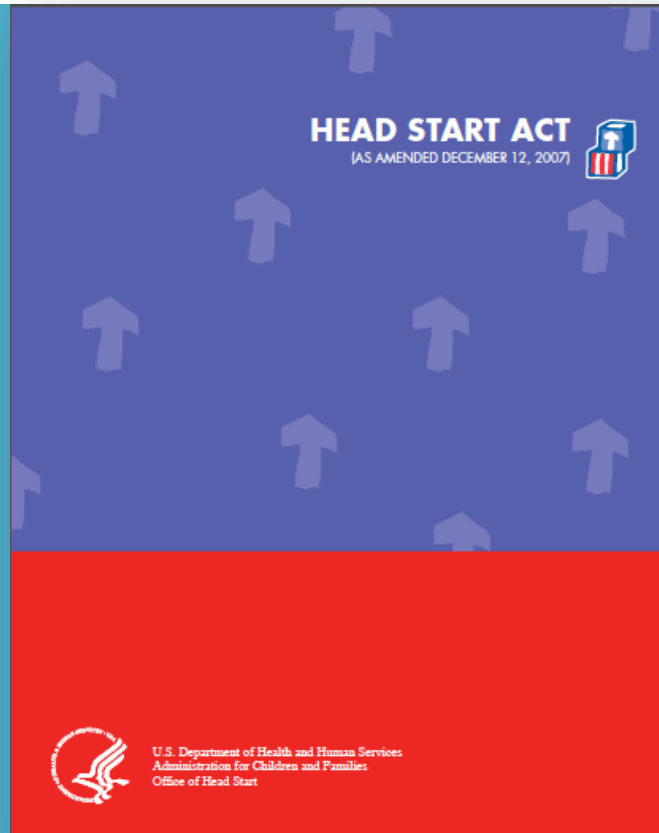


Head Start Management Systems Wheel



Head Start Regional TTA Network

Head Start Regulations: Read in Concert with Each Other



<https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

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 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

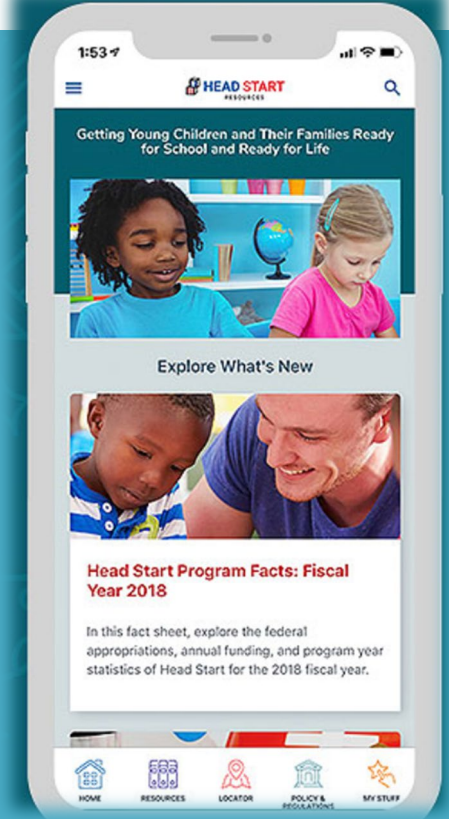
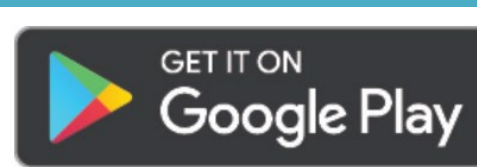


Head Start Resources App: ECLKC

Key Features

- Save your favorite and newly discovered ECLKC resources simply by adding them to your personalized "My Stuff" section or download them for offline use.
- Search all of the ECLKC's web content straight from the app.
- Access the Head Start Program Performance Standards, Policy Instructions, and Information Memoranda, even without an internet connection.
- Filter the "Resources" section to tailor your search so the information that's most important to you appears first.

Download the app:



What are Head Start IMs and PIs?

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-23-02	2. Issuance Date: 02/21/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year 2023; Funding Increase; Cost of Living Adjustment; Quality Improvement	

PROGRAM INSTRUCTION

SUBJECT: FY 2023 Head Start Funding Increase

INSTRUCTION:

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC Partnership programs. The total appropriation also includes \$8 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which \$2 million is an increase over the FY 2022 funding level.

This Program Instruction (PI) primarily provides information about COLA and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until DRS competition decisions are final. State collaboration grants are not eligible for COLA or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

FY 2023 Quality Improvement

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with [Sec. 640\(a\)\(4\)\(C\)](#) of the Act.

A program may apply to use quality improvement funds for activities consistent with [Sec. 640\(a\)\(5\)](#), as outlined in [Attachment A](#), except that any amount of these funds may be used on any of the activities specified in such section. In other words, programs are not bound by the requirement in [Sec. 640\(a\)\(5\)\(A\)](#) that at least 50% of quality improvement funds be used for staff compensation or the requirement in [Sec. 640\(a\)\(5\)\(B\)\(ii\)](#) that no more than 10% of quality improvement funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to

Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-09	2. Issuance Date: 11/07/2022
	3. Originating Office: Office of Head Start	
	4. Key Word: Enrollment Reduction; Slot Conversion; Change in Scope Requests	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

INFORMATION:

The Head Start program is a national model in the field of early care and education (ECE) for providing high-quality services to children and families most in need. Head Start programs provide comprehensive services and promote progress in children's early learning outcomes in under-resourced communities and support positive family outcomes.

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. [Section 640\(g\)\(3\)](#) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, [Section 645\(a\)\(5\)](#) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, [Section 640\(f\)\(2\)](#) of the Act allows programs to convert part-day slots to full-working day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires OHS prior approval. Recipients may submit a change in scope request through a continuation application or as a separate application amendment in the Head Start Enterprise System (HSES). Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (IM) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. It is important to consider community partnerships and resources in the service area, short and long-term goals, and program sustainability when considering a change in scope request.

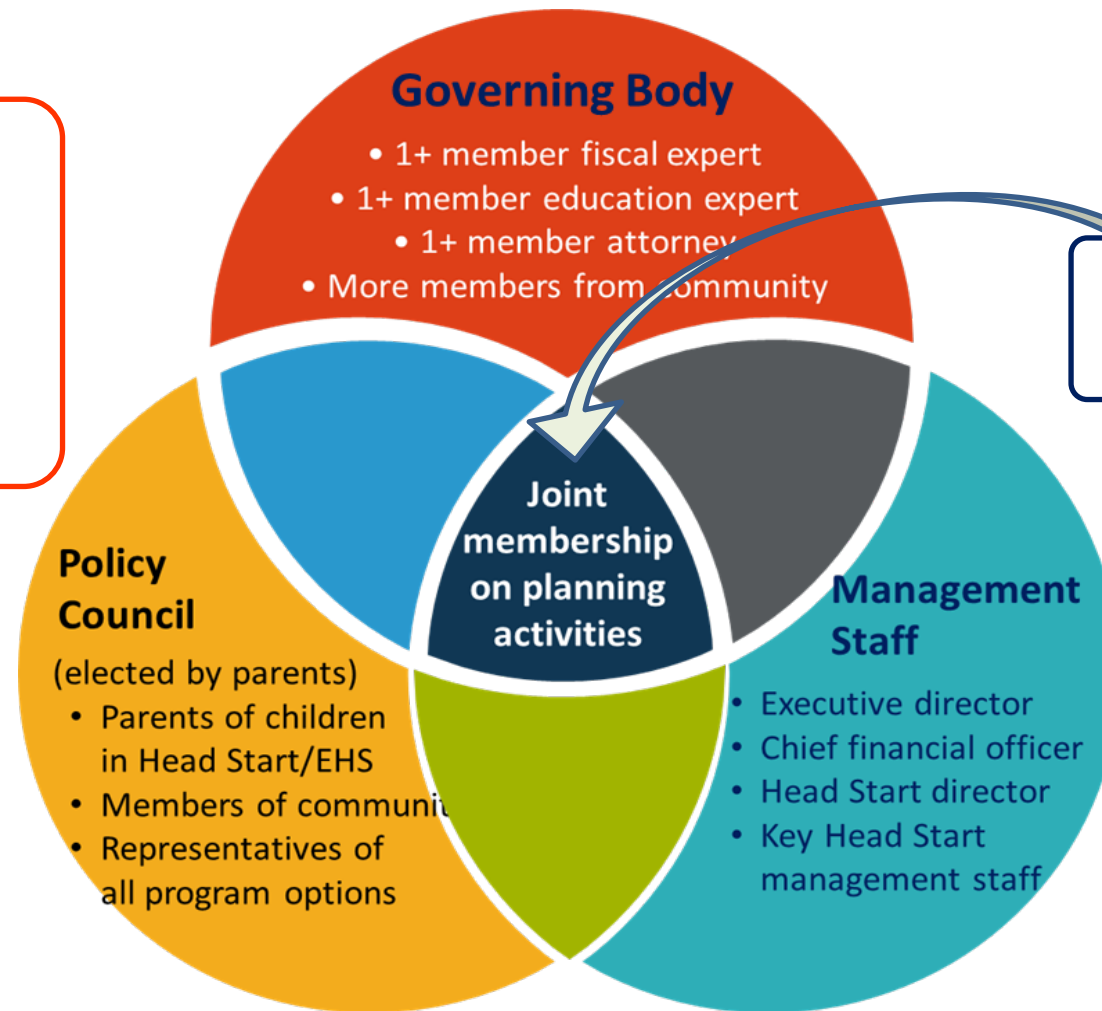


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Where does a new leader fit into this model ?

Governing Body
Tribal Council
Legal and Fiscal
Responsibilities

Policy Council
Sets Direction



HS Director

Management Staff Oversees
Day to Day
Operation

Five-Year Project Period

School Readiness Goals



- Progress on long-term goals and objectives
- Action Plan to accomplish long-term goals and measurable objectives
- Meet Goals & Objectives



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5 Year Grant Application Instructions



Head Start Grant Application Instructions with Guidance

Version 3

Released November 2017

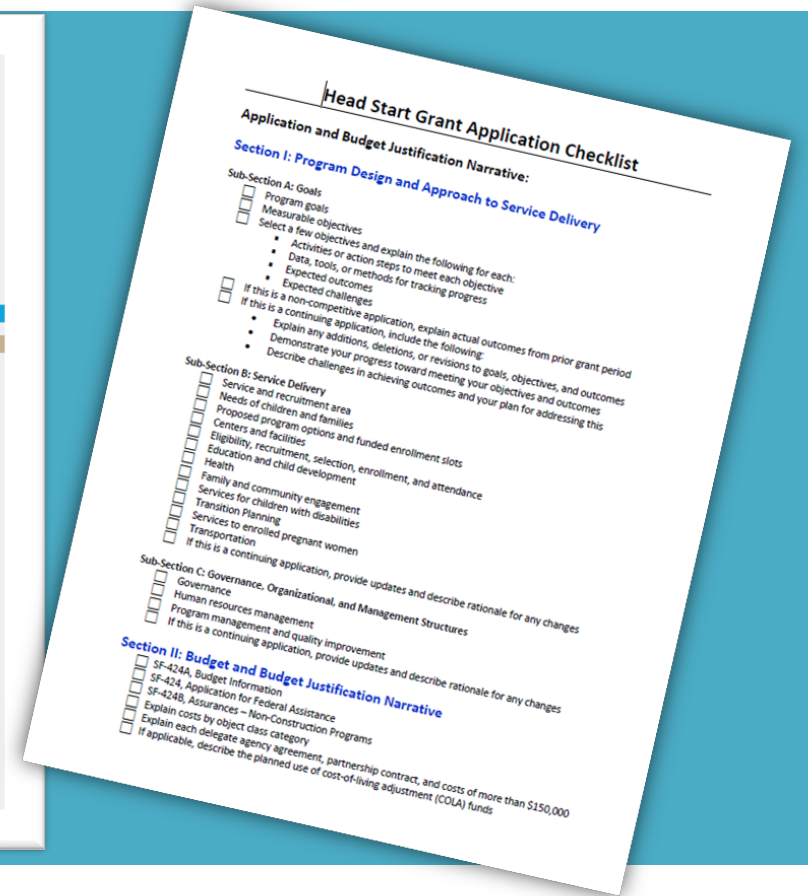


ADMINISTRATION FOR CHILDREN & FAMILIES

Head Start Grant Application Instructions Version 3 Released November 2017

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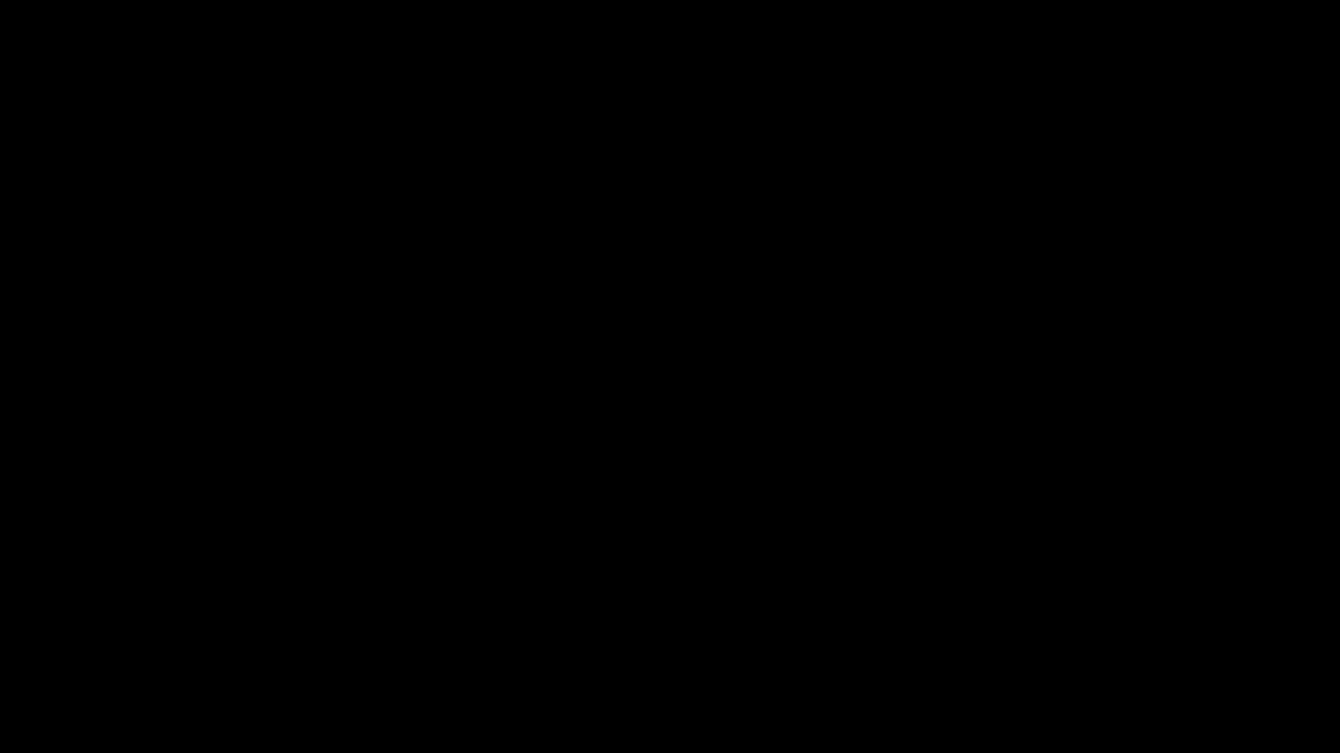


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Annual Planning Calendar for Program Management



<https://eclkc.ohs.acf.hhs.gov/program-planning/article/annual-planning-calendar-program-management>



Head Start Regional TTA Network

Training and Technical Assistance Team

Early Childhood Specialists

Systems Specialist

Mental Health Specialist

Grantee Specialists

Health Specialist

Family Engagement Specialist



Thank You!

**Any Takeaways?
Questions?**



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