HS2EHS
Enrollment Slot Conversions
The Federal Approval Process

May 25, 2022
CONVERSION REQUESTS: REQUIREMENTS

- The Head Start Program Performance Standards (HSPPS) at §1302.20(c) describe the required elements of a request to convert enrollment slots from Head Start to Early Head Start.

- Grantees must formally request a conversion of slots via a Noncompetitive New or Noncompetitive Continuation application, or through an application amendment, in the Head Start Enterprise System (HSES) at least 90 days prior to planned implementation.

- Timing of implementation should be planned to minimize disruption in services for children and families.
CONVERSION REQUESTS: CONSIDERATIONS

- Proposed changes to programs and program options must be based on up-to-date Community Assessment data.
- Requests should be based on actual changes in the community and not based on anticipated changes.
- Budgeting should be based on the planned services and slots – not on a preconceived conversion ratio or pre-existing cost-per-child from a recipient’s Head Start program.
- Ongoing communication with your regional Program Specialist regarding your program data and proposed changes will ultimately help ensure an approvable proposal and expedite the approval process.
The grant recipient’s regional Program Specialist will analyze the application to ensure the requested change meets programmatic and fiscal requirements and provides the necessary data to justify the request.

Changes to less than 10% of funded enrollment may be approved in the Regional Offices.

Changes to ≥10% of the funded enrollment slots, changes to more than one classroom in a program of 10 or fewer classrooms, requests to implement EHS program services for the first time, and/or requests from programs participating in the Full Enrollment Initiative are initially reviewed in the Regional Office, then forwarded to Central Office for additional review and final approval.
STEPS IN THE CiS* APPROVAL PROCESS

Step 1
Complete or Review the most recent Community & Self Assessment

Step 2
Share findings with Board and Policy Council

Step 3
Communicate with your Program Specialist regarding the CiS proposal.

Step 4
Submit your CiS request at least 90 days before planned implementation date

Step 5
RO can approve requests effecting less than 10% of funded program enrollment

Step 6
Review of requests requiring Central Office approval

Final Step
Recipient’s official decision notification through a Notice of Award (NOA)
QUESTIONS?