

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.



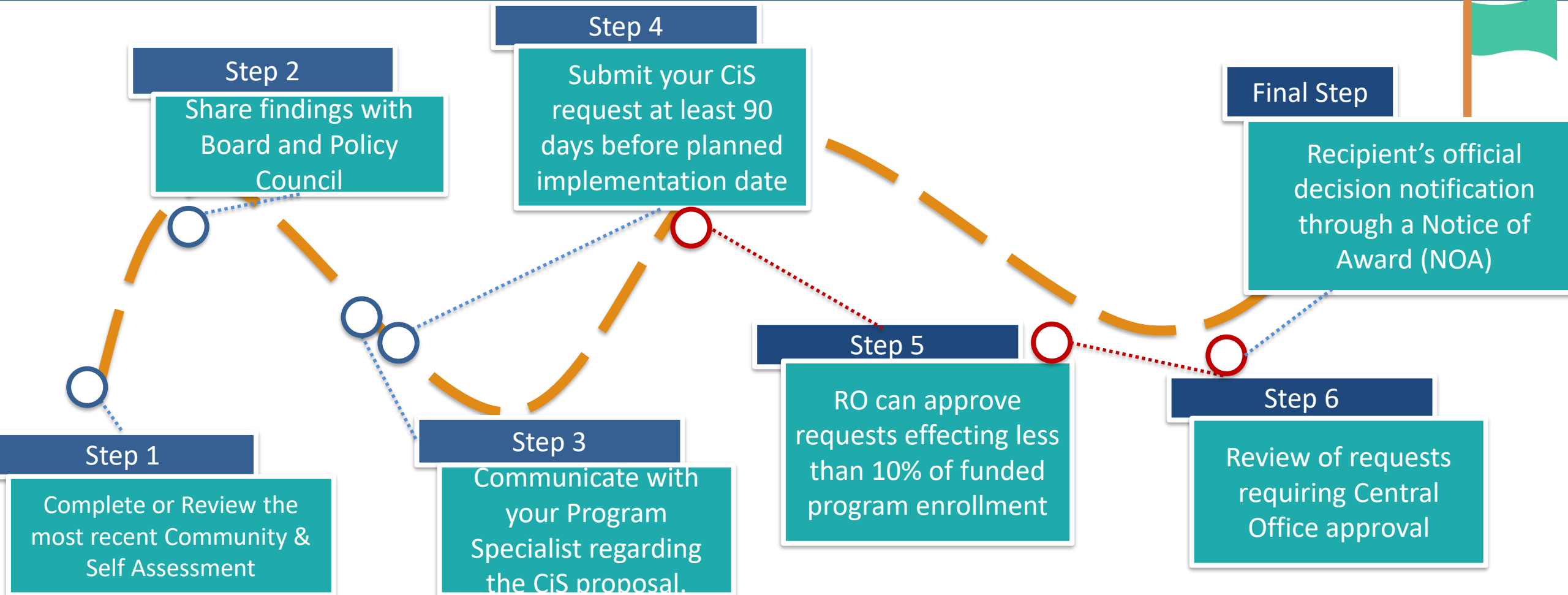
OHS REVIEW PROCESS



- ❑ 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 $\geq 10\%$ 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



QUESTIONS?

