

# CSNT Head Start Monthly Report

Program Year 01 2020

06CH011282/01

2020

CSNT HS Report  
Revised 2/21/17

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516										
# additional students (partnerships)	9	11										
% with Special Needs	6%	7%										
ADA Funded Enrolled* (516)	516	516										
Enrollment (w/additional students)	525	527										
Present/ Absent	476/49	477/50										
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$965,823    \$711,175    \$254,648    74% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$254,648</b>	\$ 122,595	\$ 132,053										

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>10%</b>	\$ 37,765	\$ 98,536										

## Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$27,224												
# of service days	14	18										
# of meals served	5,496	6,924										
CACFP Reimbursement	\$ 12,081	\$ 15,143										

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195										
# Classrooms Observed	42	47										
Incomes Verified	15	6										
# Parents Interviewed	20	4										
# of Staff interviewed	0	18										
# Bus Routes Observed	3	1										
# Staff Files Reviewed	5	0										
# Community Contacts	11	68										
# of Findings Corrected	38	22										

## Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	3										
# findings corrected	2	0										
# findings remaining	0	3										

## Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	9										
# findings corrected	7	2										
# findings remaining	0	7										

## Program Updates

Preparing for Spring Activities  
IM-HS-20-01 Inclusion of Children with Disabilities  
PI-HS-20-01 Head Start Service Duration

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



# OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-01	2. Issuance Date: 01/22/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start and Early Head Start; Children with Disabilities; Inclusion	

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Inclusion of Children with Disabilities

**ABSTRACT:**

This Information Memorandum (IM) highlights requirements in the Head Start Program Performance Standards (HSPPS) related to the inclusion of children with disabilities and delays. It includes a list of free resources for grantees' use in implementation efforts.

**BACKGROUND:**

Head Start and Early Head Start programs are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities. In fact, Head Start's founders and early pioneers recognized that both children with and without disabilities would benefit from participating together in the same classrooms. Since 1972, over 3 million children with disabilities have fully participated in Head Start.

The 2016 HSPPS provide additional specificity regarding the inclusion of children with disabilities within Head Start and Early Head Start programs. Additionally, at [45 CFR §§1302.62](#) and [1302.60](#), the HSPPS explicitly require that every effort be made to include and provide services to children identified with delays or suspected delays, even if they are not eligible for services under Individuals with Disabilities Education Act (IDEA).

Section [640\(d\)\(1\)](#) of the Head Start Act defines the term "child with a disability" as:

- A child with a disability, as defined in section 602(3) of IDEA
- An infant or toddler with a disability, as defined in section 632(5) of such Act

**INFORMATION**

Grantees often have questions regarding the requirement that 10% of slots be occupied by children with disabilities. The following information reminds grantees of specific HSPPS requirements for services to children with disabilities.

*Enrollment of Children with Disabilities*

Each Head Start grant must include a minimum of 10% of all slots occupied by children with disabilities. This requirement helps ensure programs recruit children who are already identified as eligible for IDEA services prior to entering Head Start or Early Head Start, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services. If a child is found eligible for services under IDEA, they are counted as a Head Start child with a disability even if they have not begun receiving the special

education or related services for which they were determined eligible.

When a Head Start agency operates two different Head Start or Early Head Start grants in adjoining counties, or enrolls children from birth to 5, it should be vigilant in analyzing data. The grantee must ensure, across its programs and grants, that all children with potential disabilities are being identified and evaluated so that early intervention, special education, or related services are being provided as necessary.

For example, a birth to 5 program could report that 12% of enrolled children are children with disabilities, with none of the enrolled infants and toddlers receiving IDEA services. Such a program would need to consider the recruiting, screening, and referral process for infants and toddlers to identify the cause of this difference and ensure that at least 10% of its enrolled infants and toddlers are eligible for services under IDEA.

Many programs will find that significantly more than 10% of enrolled children are eligible for services under IDEA. If, however, after exhaustive efforts, programs cannot meet the requirement, they may request a waiver from their Regional Office.

#### *Timing*

Nearly half of the children with disabilities in Head Start and Early Head Start are diagnosed after they enroll in the program. This usually occurs through Head Start and Early Head Start screening or the ongoing assessment and referral process. It takes time to refer children to the agency responsible for conducting evaluations under IDEA, schedule Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, and identify providers. Therefore, the Office of Head Start expects that programs may be midway through the program year (January, for many programs) before reaching the 10% requirement.

If programs are monitored prior to the mid-point, data from the previous year is reviewed. If it is past the middle of the program year and determinations are still pending for children who were referred for evaluation, monitoring teams will look at the number of evaluations pending and when the referrals were made in determining compliance.

#### *Engaging Parents*

Head Start programs must work with parents to ensure they understand their right to obtain an evaluation, the benefit of receiving services as early as possible, and their ability to participate in decisions about their children including where services should be delivered. Engaging parents early on and empowering them to advocate for their child's services is imperative to obtaining services during Head Start or Early Head Start enrollment and as the child transitions to kindergarten and beyond.

Children may need to receive IDEA services at another site. When this occurs, careful planning of the child's transition to and from each program is established. The time away from Head Start or Early Head Start is minimized to ensure receipt of comprehensive services.

#### *Distribution of Children with Disabilities Throughout the Program*

There is no regulation stipulating the number of children with disabilities who should be in each classroom. The following elements can all influence how many children with disabilities are in a particular room:

- Children's needs
- Staff capacity
- Availability of early intervention, special education, and related service providers
- Number of children identified as having disabilities after enrollment

Programs must ensure staffing is sufficient to ensure safe, nurturing environments and individualized teaching and learning for all children.

Settings need to be inclusive. If the classroom is predominantly comprised of children with disabilities, it may be a de facto special education classroom rather than a classroom inclusive of children with and without disabilities.

### *Children with Delays Not Eligible Under IDEA*

Children with a suspected delay who are referred for evaluation may not always qualify for services under IDEA even though they have a developmental delay in one or more areas. These children are not counted as part of the program's 10% as they do not meet the statutory requirement as children eligible for services under IDEA. However, Head Start and Early Head Start programs must ensure the individualized needs of all children are being met and all children have access to and are able to fully participate in the full range of activities and services. In some situations, program funds may be used to provide additional support, materials, or accommodations. Individualized services and support may also be available through the child's health insurance.

### *504 Plans*

Section 504 of the Rehabilitation Act requires a "504 Plan" be established by the local education agency responsible for implementing IDEA for an eligible child. A 504 Plan defines, in writing, the protection from discrimination and necessary accommodations or services for children who have special needs but who do not qualify under IDEA. A child who scores within typical ranges but needs physical accommodations, such as a weighted spoon or a standing table to fully access the program, could be an example. Other frequent accommodations under a 504 Plan are the ability to stand while working, sit near the teacher, or take more breaks. It is different than an IEP or an IFSP, which always includes specific special education and related services, such as speech or occupational therapy or itinerant special education services in addition to accommodations.

Head Start programs must protect all children from discrimination and make accommodations as necessary to fully include them in the program. 504 Plans are not required to implement these requirements. If a child enters Head Start with an established 504 Plan, or one is obtained during the child's enrollment, the program must ensure the plan is fully implemented.

While Head Start programs are expected to provide such supports to all children in need, it can be helpful for eligible children to have 504 Plans established as they transition to kindergarten to ensure continued success.

### *For All Children*

Programs are required to screen children, conduct ongoing assessment, partner with families to support them as advocates for their own children, consult with specialists as necessary, help children and families obtain additional services as appropriate, and take all possible steps to ensure each child's full participation in the program.

### **Resources for Including Children with Disabilities or Delays**

- [Inclusion Webinars](#)
- [Supporting Interactions for Children with Disabilities or Suspected Delays](#)
- [SpecialQuest: Including Infants and Toddlers with Disabilities](#)
- [Children with Disabilities](#)
- [Infographic: Young Children with Special Needs](#)

If you have any questions regarding inclusion, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron

Director

Office of Head Start

Office of Early Childhood Development

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# The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

## ACF-PI-HS-20-01

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-PI- HS-20-01	2. Issuance Date: 01/30/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Service Duration; Duration Requirements	

## PROGRAM INSTRUCTION

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

### INSTRUCTION:

This Program Instruction (PI) notifies programs that the U.S. Department of Health and Human Services' (HHS) Secretary has exercised his authority under Head Start Program Performance Standard 45 CFR §1302.21(c)(3)(ii) </policy/45-cfr-chap-xiii/1302-21-center-based-option> to lower the requirement that a program provide 1,020 hours of planned class operations by August 1, 2021, from 100% of center-based funded enrollment to 45%.

### Head Start Center-based Service Duration Requirement

The final rule at 45 CFR §1302.21(c)(2)(iv) states a program must provide 1,020 annual hours of planned class operations over at least eight months per year for 100% of its center-based funded enrollment by August 1, 2021.



The final rule also includes a provision that allows the Secretary to lower the percentage of Head Start center-based slots that must operate at 1,020 annual hours (45 CFR §1302.21(c)(3)(ii)). This decision must be based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in Head Start-funded enrollment.

The Secretary has determined that current Head Start appropriations are not sufficient to support the requirement for 100% of each Head Start program's center-based slots to operate for 1,020 annual hours. It was concluded that if the 100% requirement goes into effect without additional funding, it will result in a substantial reduction in Head Start center-based slots. Therefore, to mitigate a substantial reduction in children served, the requirement is lowered to 45%. Lowering the 1,020 annual hour requirement from 100% to 45% of center-based funded enrollment slots reflects prior Congressional appropriations. The most recent appropriations allowed Head Start programs operating less than 45% of center-based slots at 1,020 hours to apply for funding to increase service duration so that up to 45% of their center-based slots operate for 1,020 hours.

Programs may elect to provide 1,020 annual hours of planned class operations for more than 45% of their center-based funded enrollment. We believe lowering the requirement to 45% affords programs more flexibility to meet the needs of their communities.

### **Waiver of 45% Service Duration Requirement**

Programs may request a waiver of the 45% service duration requirement. In order to receive a waiver, a program must demonstrate that their proposed program design effectively supports children's development and progress in early learning outcomes and better meets the needs of their community (45 CFR §1302.24 </policy/45-cfr-chap-xiii/1302-24-locally-designed-program-option-variations>). If the waiver of the 45% service duration requirement is approved, or in the case of a double session variation, a program must meet the requirements described in 45 CFR §1302.21(c)(2)(i) or (ii).

The Federal Register notice <<https://www.federalregister.gov/documents/2020/01/30/2020-00635/secretarial-determination-to-lower-head-start-center-based-service-duration-requirement>> announcing this determination with additional details is available for review. If you have questions regarding this [PI \(program instruction\)](#), please contact your Regional Office.


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Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

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Director  
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**See PDF Version of Program Instruction:**

The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45% 

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pi/downloads/acf-pi-hs-20-01.pdf> [PDF, 104KB]

*Historical Document*