



Early Head Start - Child Care Partnership Grants

Application support for Networks serving Family Child Care
providers



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Ready?

Early Head Start: Child Care Partnerships with a Family Child Care Network

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Overview of Today's Topics

- Importance of Family Child Care (FCC)
- Early Head Start Child Care Partnership (EHS:CCP) history and model components
- FCC Network Models - Examples
- Grant Application Components
- Head Start Management Systems



The National Center on Program Management and Fiscal Operation (PMFO)

Head Start A-Z: A collection of sessions and resources designed to address the unique needs of new Head Start and Early Head Start leaders. New directors, managers, and other leaders may use these materials for individual professional development.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/learning-new-leaders-head-start-z>

Home Grown is developing a resource library and scheduling technical assistance calls with field experts

Consultants with Head Start experience to assist with implementation strategies



Developing New Family Child Care Providers and Building Networks

“Applicants are encouraged to promote innovative approaches that increase the supply of high quality early care and education in their community.

Especially in communities with a shortage of child care providers, such approaches might include training new family child care providers and establishing family child care networks.

Family child care networks can create increased administrative efficiency and access to resources. They can also decrease isolation and increase professional development opportunities to support among and between family child care providers.”

Administration for Children and Families, Office of Head Start,
Early Head Start Expansion and Early Head Start Child Care
Partnership Grants, HHS-2020-ACF-OHS-HP-1852, Application Due
Date: 9/21/2020



Family Child Care...small business with big benefits to families and community

- Family-like setting
- Small, mixed age groups
- Primary caregiver for multiple years/siblings
- Close, trusting relationships
- Based in community - understands local culture
- Flexibility in responding to family needs

<https://eclkc.ohs.acf.hhs.gov/programs/article/family-child-care-option>

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-23-family-child-care-option>,

Head Start Family Child Care Option standards



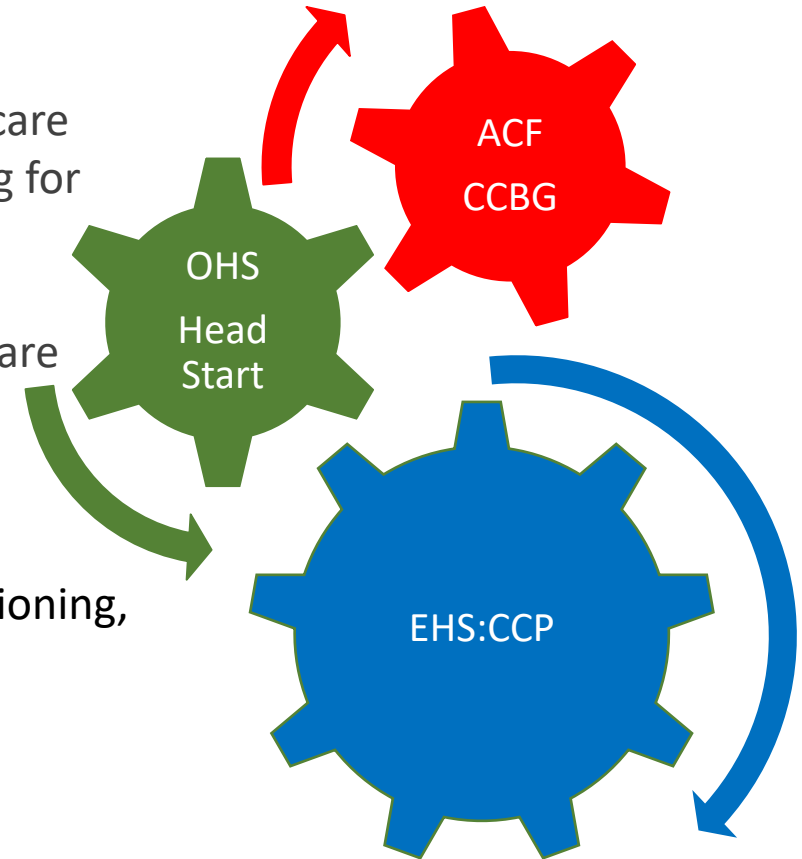
EHS:CCP Model Development: Offices of Child Care and Head Start Join Forces

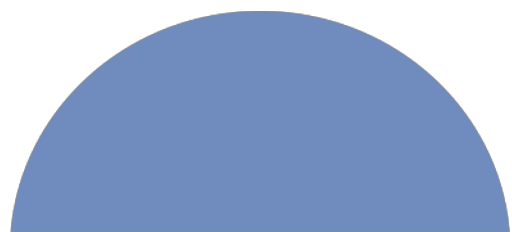
Child Care Development Fund Goals

- ✓ Children birth to 12 in vulnerable families have access to quality child care
- ✓ Low-income families who are working or in training receive help paying for child care; and may select a provider of their choice
- ✓ FCC providers receive reimbursement for serving low-income families.
- ✓ FCC providers receive supports to improve and coordinate quality of care

Head Start (ages birth-age 5) goals

- ✓ Learning environment that ensures optimal school readiness (focused on language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning)
- ✓ Provision of health, educational, nutritional, social & other services
- ✓ Provide family-centered comprehensive services



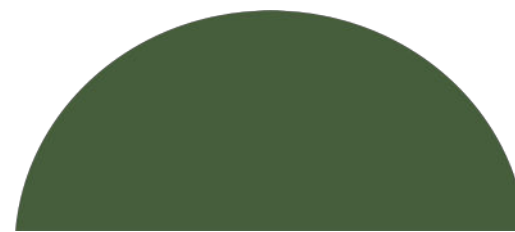


Children

- ..Full-day, full-year program
- ..Developmentally appropriate, safe and healthy learning environments
- ..Highly skilled caregivers and educators
- ..Research based curriculum and assessments
- ..Health (physical, mental, dental) and disabilities services
- ..Formula, meals, snacks and diapers

Families

- ..Resources and referrals that supports family health, well-being and financial stability
- ..Leadership and employment opportunities and training
- ..Child care subsidy acquisition and support
- ..Partnership agreements to support the education and care of their child(ren)



Child Care Providers

- ..Coaches support best practices and individualization
- ..Support for professional development (CDA)
- ..Support learning environments
- ..Financial & other resources to meet required standards and highest QRIS rating
- ..Child, family and staff record keeping resources
- ..Five-year grant opportunity

A few helpful definitions

Grantee is the organization that has been granted financial assistance by the responsible HHS official. Holds legal and fiduciary responsibility.

Delegate (sometimes called a sub-recipient) is an organization or agency to which a Grantee has delegated all or part of the responsibility of the grantee for **operating** a Head Start program.

Partner is a “contractor” who provides goods and services as outlined in a written contract with the Grantee.

Comprehensive Services means high quality education and social/emotional supports, health supports (nutrition, dental, mental health, physical), developmentally appropriate screenings and ongoing assessments, and social services for families with assistance from strong community partnerships.



Key Grant Service Requirements – Early Childhood Education/Development and Health

- ✓ Comprehensive, high quality early childhood education for at least 72 children
- ✓ Ratios and Group Size meet Head Start Standards (HSPPS):
 - FCC: 1 Provider: group size 6: no more than 2 under age 2
 - FCC: Provider and assistant: group size 12: no more than 4 I/T (only 2 under 18 months).
- ✓ Strive for Primary Caregiver & Continuity of Care Models
- ✓ Continued eligibility in the program up to school age (4 years)
- ✓ Full year services required (1380 hours or 48 weeks)
- ✓ Evidence based curriculum and ongoing child assessments with individualized teaching
- ✓ Continuous program improvement
- ✓ Participate in the Child and Adult Care Food Program (CACFP, Guidelines found at:
<https://eclkc.ohs.acf.hhs.gov/health-services-management/caring-our-children-basics/use-u-s-department-agriculture-usda-child>



Key Grant Service Requirements – Family Engagement/Opportunities

- ✓ Increased parent knowledge of their child's development
- ✓ Parent advocates for their children
- ✓ Policy Council and parent committees
- ✓ Opportunities for family partnership/goal setting
- ✓ Family access to need community resources

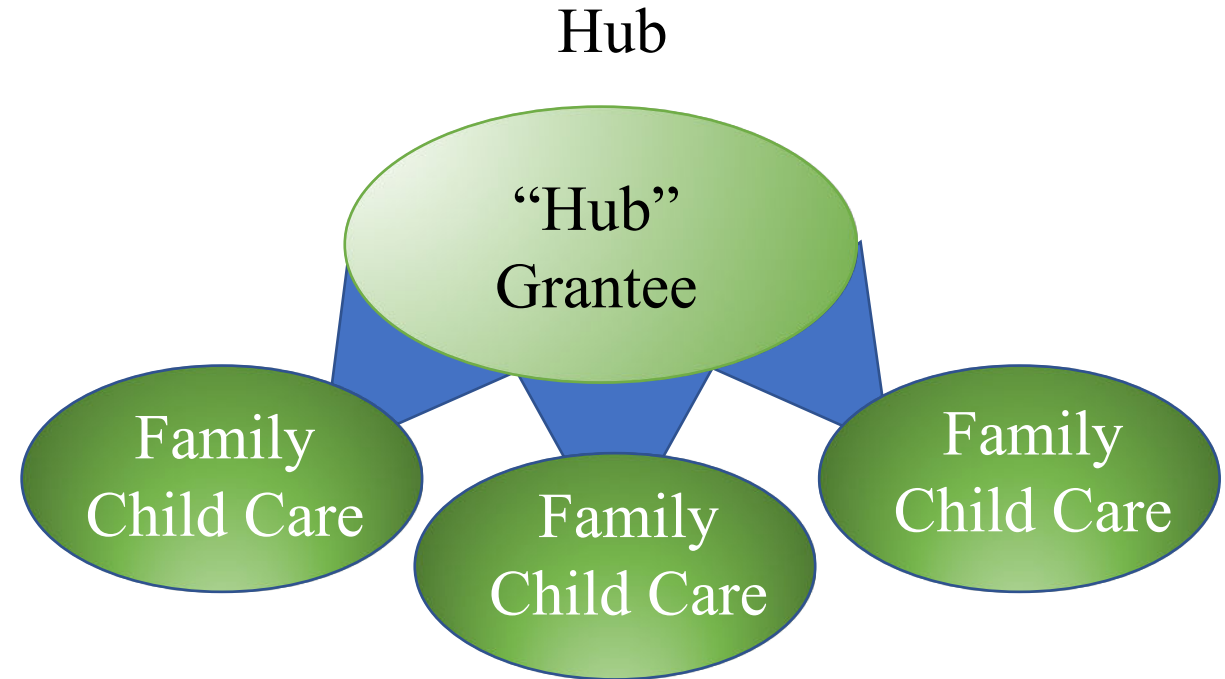
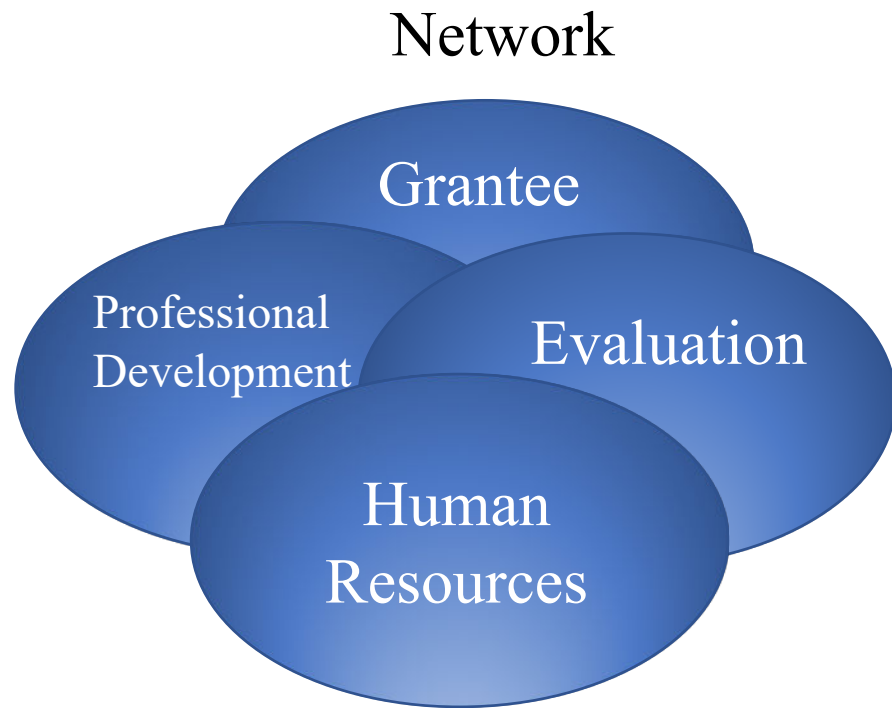


Key Grantee Requirements – Accountability

- ✓ Federal Government accountability for oversight of funds, use of funds, and timely, accurate reports and information
- ✓ Capacity building for partners to reach programmatic/financial objectives by monitoring: startup, safe & healthy facilities; materials & supplies; technology; staffing; and professional development
- ✓ Build and sustain supportive relationships, ensuring partner engagement
 - ✓ Tips for developing partnership agreements: <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/developing-partnership-agreement.pdf>
- ✓ Establish five-year unique EHS-CCP fiscal goals, objectives, and strategies
- ✓ Establish fiscal management and accountability processes
- ✓ Ensure all partners participate in meeting non-federal share requirement
 - ✓ <https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/non-federal-match-narrative>



Potential Service Models



https://homegrownchildcare.org/wp-content/uploads/2020/06/Deeper-Look-report_v7.pdf

https://www.erikson.edu/wp-content/uploads/2019/01/FCC-Network-Landscape_Technical-Report_Erikson-Institute_Jan2019.pdf

Grant Structure...6 key areas upon which application will be scored

- Community Needs and Objective – 20 Points
- Program Design and Approach – 30 points
- Staffing – 15 points
- Planning and Implementation – 10 Points
- Organizational Infrastructure and Management Systems – 15 Points
- Budget and Budget Justification – 15 Points

ACF reserves the right to prioritize qualified applicants proposing to serve children in census tracts designated as Qualified Opportunity Zones (See <https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>).





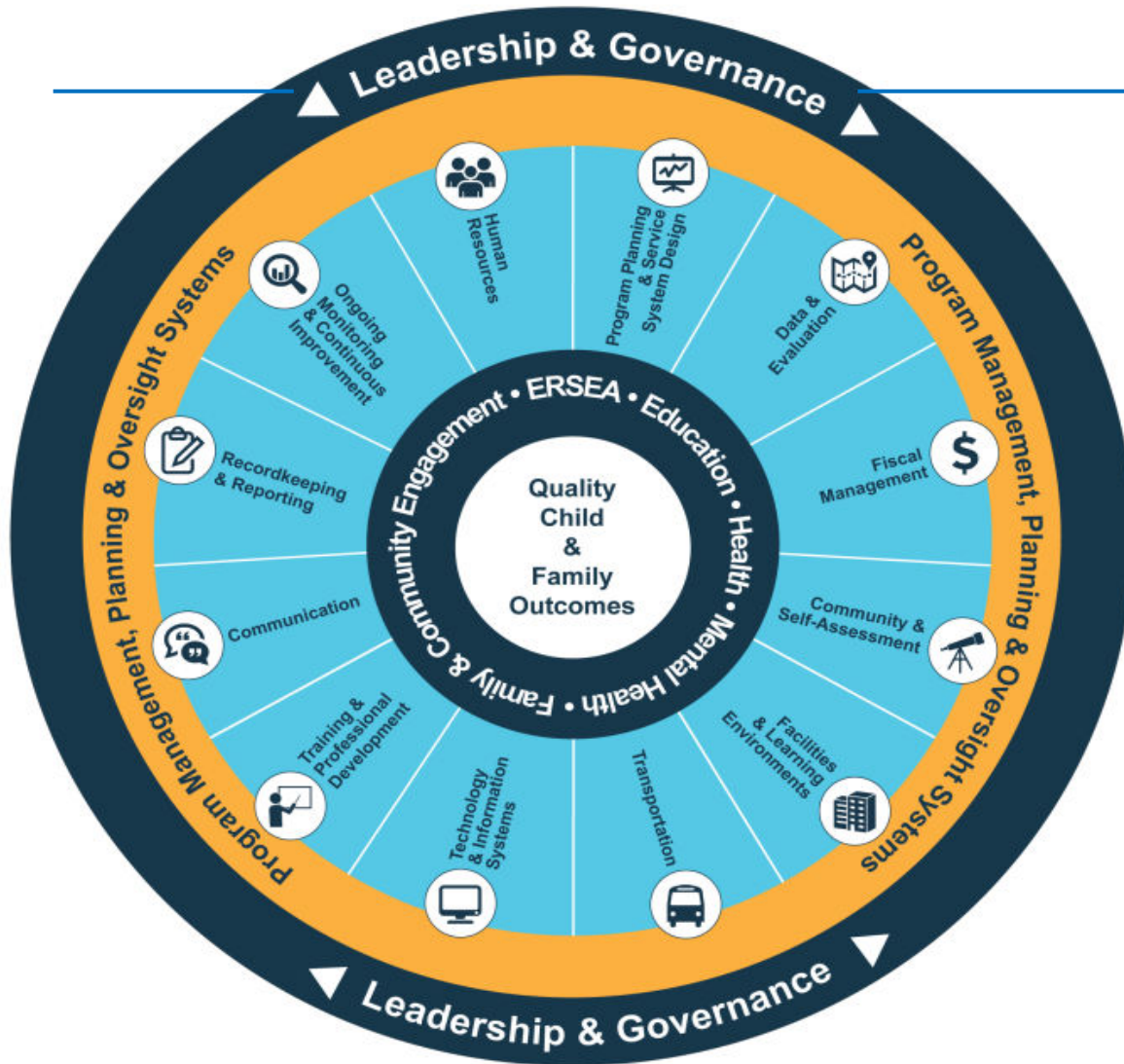
In the Chat box:

Please reflect on the benefits of Early Head Start – Child Care Partnership model.

What are the strengths of this model?

What are the potential benefits for your community?

Head Start Management Systems Wheel



A visual representation of the 12-program management, planning, and oversight systems that are critical to high-quality service delivery.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems>



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Early Childhood National Centers
Program Management and Fiscal Operations

Leadership & Governance

Leadership and governance, the bedrocks of effective management, are depicted as surrounding all twelve systems. Head Start program leadership consists of: governing body, Policy Council, and management staff.

The Network would establish: (1) a governing body that assumes legal and fiscal responsibility for program activities, (2) a Policy Council sets direction, and (3) management structure to oversee day-to-day operations.

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/part-1301-program-governance>

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/leadership-governance>

Readiness questions:

- How will you provide parents information on quality and program fidelity of family child care providers in your network?
- What experience and training will you provide to your administrative team to ensure effective support?
- How will family child care providers be informed of changes in regulations and concerns from regulating bodies (both local & state).
- Do you have a parent group, PTO or Policy Council that reviews curriculum, child activities, and provides input into programming for children & families?
- Are there Bylaws?

Data & Evaluation

The Network must develop a system of data collection and analyses for continuous quality improvement to:

- Inform program planning
- Qualitative and quantitative measures
- Sharing data with leadership, staff, parents, and community
- Data management approaches must support the availability, usability, integrity, and security of data.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/data-head-start-early-head-start-series-home-page>

Readiness questions:

- Does the Network have a plan for observing family child care practices? If not, what will be your approach to design?
- Do you have established assessments tools for children, families and staff? If so, what does that look like?
- What data management tools will be used to track assessment data and ensure data is accurate.
- What systems would be used to develop and evaluate family child care providers professional development plans?

Fiscal Management

The Network must have fiscal management systems to ensure accountability for federal assets, compliance with regulations, which includes internal controls (budgets, monitoring expenses, procurement policies, audits, risk management, etc.)

<https://eclkc.ohs.acf.hhs.gov/fiscal-management/article/fiscal-management-systems>

Readiness questions:

- Does the Network have an annual fiscal audit? If so, what have those results shown? How are results shared with Board/program and community?
- Describe a plan to meet the 25% non-federal share of the total grant request?
- Do you have a Board with responsibility for fiscal management of the grant funds that incorporates parent input into decision-making?



Facilities & Learning Environments

The Network must support Family Child Care Providers to ensure facilities and learning environments (indoor and outdoor) are safe, healthy, and support the developmental needs of children.

<https://eclkc.ohs.acf.hhs.gov/facilities/article/facilities-learning-environments>

Readiness questions:

- How will you determine family child care facility needs and expenses to ensure compliance with EHS/HS requirements?
- How will you determine if family child care facilities are accessible and/or appropriate to serve a child with disabilities? A homeless child?
- Do you have a system to evaluate the providers' indoor and outdoor learning environments for safety and developmentally appropriate equipment?

Training & Professional Development

The Network and/or Family Child Care Provider must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are implemented.

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-92-training-professional-development>

Readiness questions:

- How will you determine family child care training and technical assistance needs so that funds will be allocated to ensure EHS/HS compliance?
- **Do you have a Network plan and timeline for FCCs reaching the minimum Early Head Start credential requirements?**
- Within the Network's organizational structure, who would supervise the coaches providing supports to family child care?



Ongoing Monitoring & Continuous Improvement

The Network must have ongoing monitoring practices to ensure family child care providers are making the progress and adjustments to accomplish goals and objectives.

Aggregate information must be shared with Providers, Staff, Policy Council, and the Governing Body to engage them in all aspects of the program planning process.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/ongoing-monitoring-continuous-improvement>

Readiness questions:

- Do you have a culture where staff and family child care providers commit to reflective supervision and mentoring sessions?
- What would be the plan to integrate all the monitoring systems and create a final program assessment?
- Has the Network created tools that can be shared with family child care for basic business operations?
- Have family child care providers developed procedures for active shooters, health issues and/or weather or building related emergencies?



Recordkeeping & Reporting

The Network must build and maintain effective recordkeeping and reporting practices that promotes institutional memory and supports federal reporting requirements, continuous program improvement, monitoring of performance, status reports, annual reports, etc.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/recordkeeping-reporting>

Readiness questions:

- **Would family child care providers or the Network have the ability to use a database to track child and family demographic data, health and outcomes?**
- What is the Network's procedure to ensure accuracy of reporting?
- Will the family child care providers in the Network have the capacity to serve a minimum of 2 EHS:CCP eligible children who have subsidy, scholarship or other funding?
- Are there confidentiality documents that exist with parents enrolled in family child care homes?



Human Resources

The Network must have a system that ensures all Family Child Care Providers (and their staff), and their staff and volunteers have the backgrounds checks, credentials and competencies required in the Head Start Performance Standards.

<https://eclkc.ohs.acf.hhs.gov/human-resources/article/human-resources>

Readiness questions:

- Does the Network have a template for a staff handbook that establishes basic hiring standards that can be adapted to each family child care provider?
- Does the Network have access to shared HR service resources?
- Does the Network provide scholarships and/or resources for family child care providers to attend national conferences and trainings?
- How do family child care providers track and maintain professional training to keep up to date with the most current practices?
- What is the process for reviewing family child care providers' professional development records?

Community and Self Assessments: building a responsive program

The Network must have community and self-assessment systems which are the two starting points in the program planning process.

Community assessment is the initial focus on external factors for new and existing programs, ensuring they are providing the right services to the right population.

Self-assessment, with its focus on internal factors like ongoing monitoring data, supports the continuous quality improvement process which occurs annually. Its purpose is to highlight and build upon strengths and identify area where improvements to systems and services are needed.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/community-self-assessment>

Readiness questions:

- Does the Network have experience creating a community assessment of child care (supply/demand, service gaps, service needs of children and families)?
- How will the Network develop a coordinated approach to planning, goal setting and monitoring?
- How would you conduct an annual self-assessment (with partners, parents, Board of Directors and staff)
- What would your plan entail to develop a coordinated data system to analyze activities to improve program services?

Technology & Information Systems

The Network must maintain a physical infrastructure that supports data collection and analysis is required.

The selection and management of appropriate hardware and software that provides confidentiality of individual's information, yet allows the Network to aggregate data, is essential.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/technology-information-systems>

Readiness questions:

- Does the Network have a database to monitor family child care programs to ensure compliance with monthly, quarterly and annual requirements?
- What is the plan for disbursing funds to family child care providers and will that process involve setting up an online reporting system?
- What and who will be responsible for technology supports, set-up and fixes?
- How will you ensure a replacement plan for outdated equipment and updates, as needed?



Communication

The Network must have a communication system that effectively engages and exchanges information with internal and external stakeholders.

<https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/communication>

Readiness questions:

- Has your Network established a vision, mission and values that are integrated throughout the Network?
- Has the Network created a spirit of team building and cooperation? How does this happen (vehicle & frequency)?
- Is wellness and mental health valued and supported?
- Does the Network have an established communication system, both for resources and family child care provider support on specific issues?
- What communication systems (LOA/MOU) are set up between providers and community resources?

Transportation

Transportation of all children is NOT mandated. However, if provided, Grantee's must ensure safe and efficient movement of children from one point to another and are in compliance with state and federal regulations.

However, the Network must provide reasonable assistance to families so they can arrange transportation to and from program activities and provide information about these transportation options in recruitment announcements.

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1303-70-purpose>

Readiness questions:

- Do you have a system whereby family child care providers, the Network and/or community partners provide for transportation for homeless children?
- Does the Network or family child care have transportation policies for children requiring itinerant services or have chronic health issues that require transportation?
- Will the Network require and monitor family child care to meet state or other regulations when transporting children for field trips or different types of lessons or activities?





Resources

Early Head Start Application Resources

- Application materials, grant writing supports, program models, reports, articles, tools
- <https://homegrownchildcare.org/early-head-start-application-resources-for-home-based-child-care/>

Technical Assistance sessions:

- August 13, 2:00-3:00 Eastern: Partner engagement and non-federal match requirements
- August 25, 2:00-3:00 Eastern: Program models