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INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees

SUBJECT: Dual Language Institute – Funding Support

INFORMATION:

On August 26, 2008 the Office of Head Start issued Information Memorandum [ACF-IM-HS-08-14](#) informing programs of the Head Start Dual Language Institute to be held in Washington from October 28-31, 2008. The particulars about the Institute and how to register can be found in that Information Memorandum.

The Office of Head Start believes this Institute offers a unique opportunity to better understand how to address the needs of the more than 30% of Head Start children who live in families where English is not the primary language spoken at home. In order to assure that grantees will be able to attend this important event, the Office of Head Start will make available up to \$2,500 to each Grantee attending this Institute. These funds are intended to cover such costs as air fare, lodging and meals, and the registration fee. We understand this supplement may not cover all costs, but we are hopeful it will afford many grantees an opportunity to attend this important conference.

In most cases, we expect it would be simpler for grantees to cover participation costs using current grant funds and then to submit a supplemental funding request (PA 22 or PA 25) to their OHS Regional Office for the actual costs incurred (not to exceed \$2,500) in attending this Institute.

Please direct any questions on this Memorandum to your OHS Regional Office.

/ Patricia E. Brown /

Patricia E. Brown
 Acting Director
 Office of Head Start