CHANGE IN SCOPE APPLICATIONS

JULY 2023
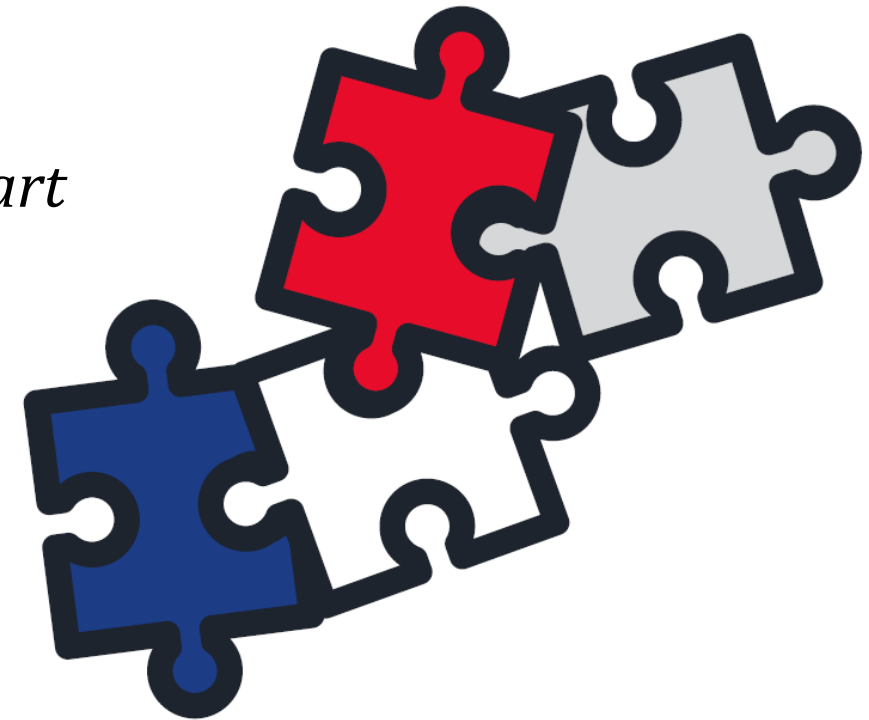
Today's Speakers

Heather Wanderski
Director, Program Operations Division, Office of Head Start
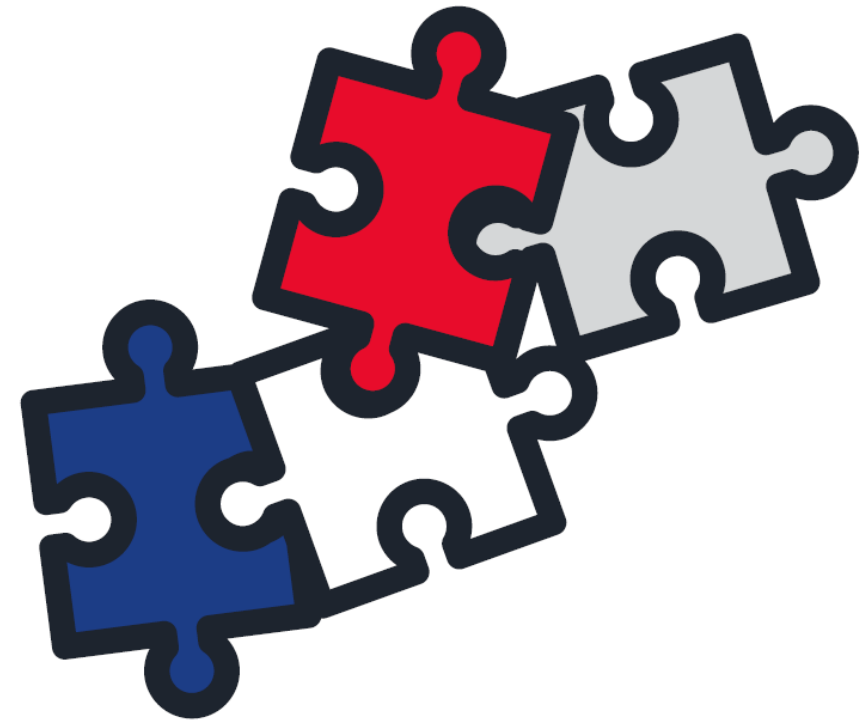
Larissa Zoot
Manager, Program Operations Division, Office of Head Start

ADMINISTRATION FOR
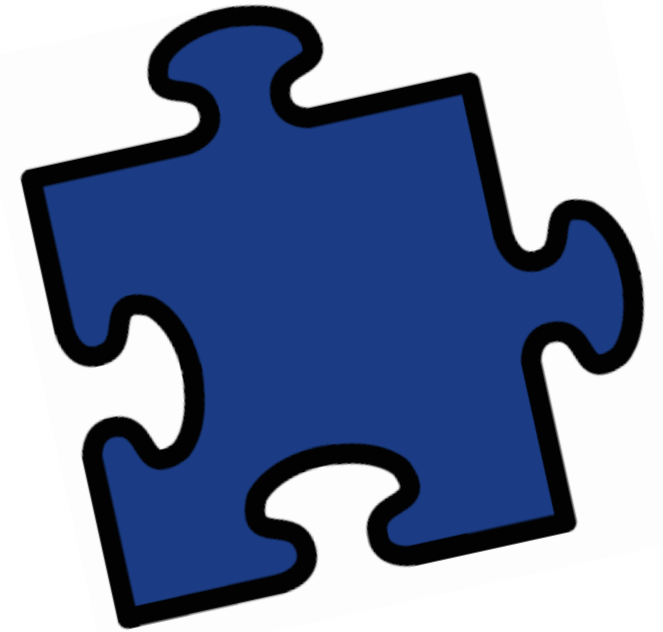CHILDREN & FAMILIES
Office of Head Start

Today's Topics

- National Change in Scope Data

- Change in Scope Requests

- Common Challenges & Tips

- Resources

- Thank You!

NATIONAL CHANGE IN SCOPE DATA

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

National Change in Scope Requests
FY 2023

October 2022- May 2023	
Approved	146
Pending	381
Total	**527**

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

National Approved and Pending Slot Changes
FY 2023

	Approved Slot Changes	Pending Slot Changes
HS Slot Change	↓ 9,559	↓ 32,859
EHS Slot Change	↓ 614	↓ 2,694
Total HS/EHS Slot Change	**↓ 10,173**	**↓ 35,553**

National Basis for Approved Change in Scope Requests
FY 2023

Enrollment Reduction

- Duration 2%
- Pre-K 1%
- Change in Program Option 4%
- Other 4%
- Community Need 22%
- Staff Salaries 67%
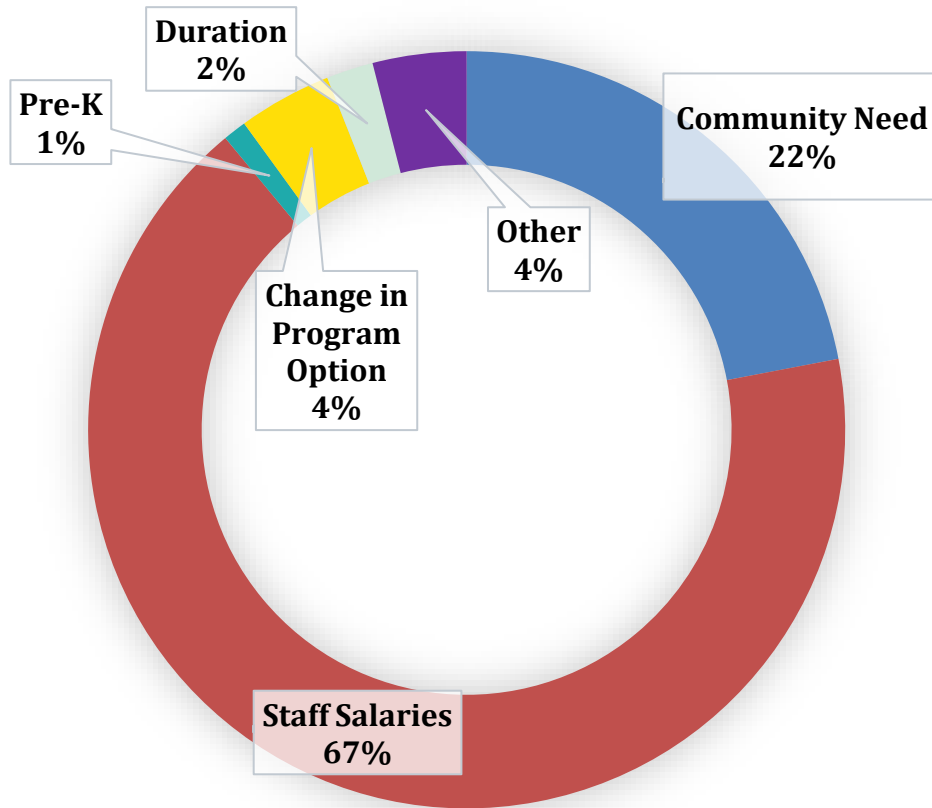
Note: This graphic represents basis for reduction request approved in FY2023.

Conversion

- Convert CB HS to CB EHS 7%
- Pre-K 4%
- Staff Salaries 15%
- Other 7%
- Change in Program Option 4%
- Community Need 63%
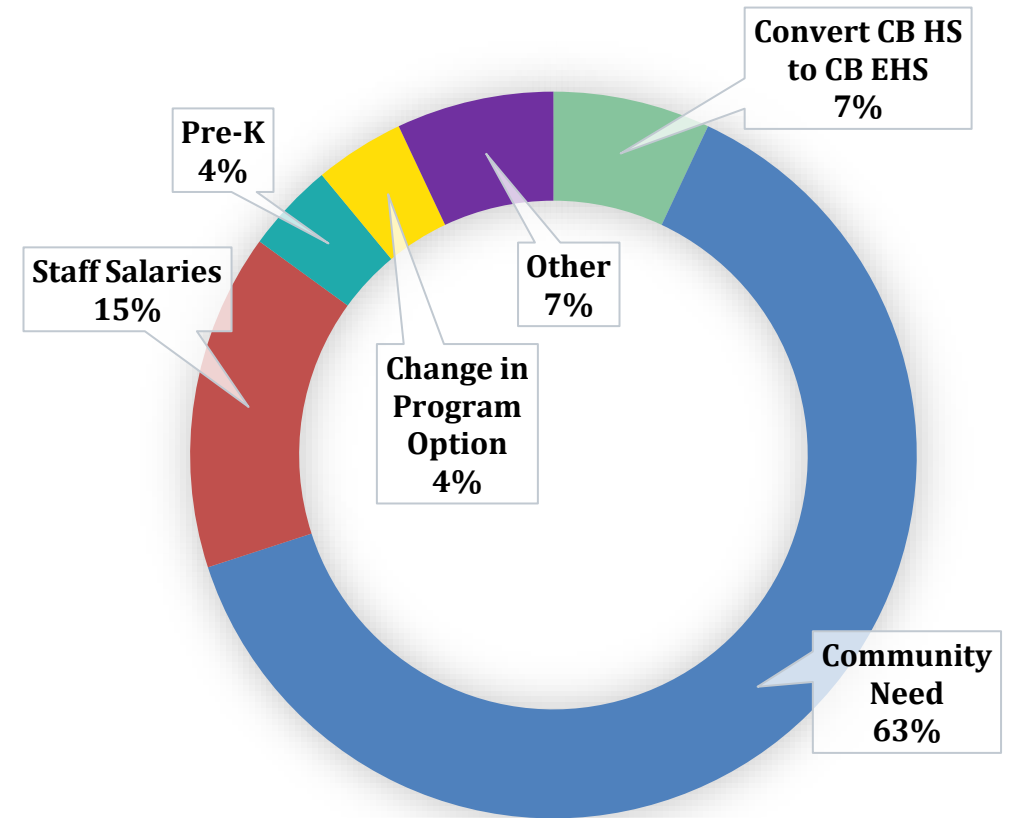
Note: This graphic represents basis for conversion request approved in FY2023.

CHANGE IN SCOPE REQUESTS

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start
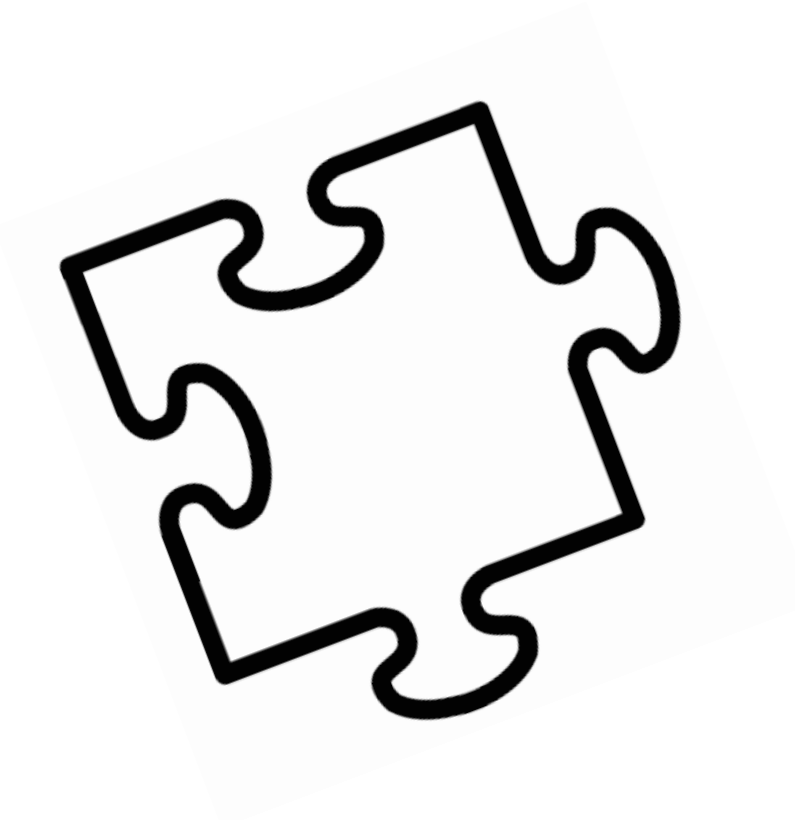
Change in Scope Requests

A request to **reduce funded enrollment or convert Head Start slots to Early Head Start slots** is considered a **change in scope request**

Authorities
- Section 640(g)(3) allows programs to propose a reduction to funded enrollment to maintain quality of program services
- Section 645(a)(5) permits programs to convert Head Start slots to Early Head Start slots to better meet community need

Recipients may submit a change in scope request **through the Head Start Enterprise System (HSES) at any time**
- Recipients may request to reduce funded enrollment **or** convert Head Start slots to Early Head Start slots **or** both as part of the same request
- **Request are submitted to the Regional Office for approval** and must be submitted a minimum of 90 days prior to the planned implementation date **however, requests on average take at least 120 days for processing**

Information Memoranda ACF-IM-HS-22-09

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

Prior to submitting a change in scope request, recipient, at a minimum, must consider **and** respond to the following:

- **Community Assessment** data to demonstrate response to community need

- **Self-assessment** and ongoing oversight to inform planning

- **Staffing and training** need for the proposed program design

- Conduct a **wage comparability study**

- **Service delivery model** that is responsive to the needs of children and families

- Impact on **administrative and supervisory structure**

- Consider **equity** when determining proposed impacts

- Evaluate program design to aid in developing a **sustainable, ongoing budget**

- **Governing board or Tribal Council and Policy Council** input

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
ACF-IM-HS-22-09

Information Memoranda ACF-IM-HS-22-09

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

Change in scope requests must include:

- SF-424
- SF-424A
- Governing board and Policy Council approvals
- Program narrative
- Budget narrative
- Proposed program schedule
- Supporting documents

Link to Enrollment Reduction and Conversion Appendix

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

COMMON CHALLENGES AND TIPS

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Data Considerations

Programs should review the following data to justify their request:

- Community Assessment results which describes community strengths, needs, and resources and ensures the program remains responsive to the needs of the children and families they serve ([45 CFR §1302.11(b)(1-2)](#))
  - Key data include:
    - Needs of currently enrolled families
    - Other community risk factors
    - Population of children 0–3 and 3–5 vs. Head Start-eligible children 0–3 and 3–5
    - Availability of slots in community early childhood programming (e.g., Head Start and Early Head Start programs, child care, local schools, etc.)
- Self-assessment results from most recent annual self-assessment to make sure internal systems will support proposed request ([45 CFR §1302.102(b)(2)](#))
- Waitlist data
- Input from Policy Council and Board of Directors
- Other existing resources such as PIR, parent or staff survey results, etc.

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Service Delivery Model

Programs must carefully review data related to:

- Enrollment and recruitment of families
- Demographic changes in the community
- Geography of poverty in service area
- Other factors presenting challenges in meeting community need or providing high-quality services

Programs proposing changes to the existing service delivery model must:

- **Explain** how the proposed changes will meet community need
- **Address** the underlying issues causing identified challenges
- **Discuss** changes by program option, center and service duration in terms of slots
- **Update** program schedule to reflect proposed changes
- **Meet** service duration requirements ([Program Structure, 45 CFR §1302 Subpart B](#)), including comprehensive year-round services in Early Head Start

Wage Comparability

Programs requesting to use freed up funds to increase staff compensation should:
- Focus on positions for which staffing challenges are most pressing and are impacting the program's ability to provide high-quality services to their funded enrollment
- Consider equity issues in pay and benefits for staff
- Support proposed staff compensation with findings from the wage comparability study

Programs are encouraged to use findings from wage comparability studies completed within the last three years that:
- Reflect the recipients' service area (not the entire state)
- Take into consideration roles and responsibilities
- Reflect entry level positions
- Include school district wages
- Utilize consistent formats (hourly, salary) when making comparisons

Budget Considerations

Budgets should:

- Be built on vision, need and in response to data

- Be reasonable, allowable and allocable

- Follow the cost allocation plan

- Reflect cost savings and reinvestment associated with the request

- Include a detailed description of each line item

- Support the justification(s) for the proposed change

Budgets should <u>not</u>:

- Be built on cost per child

- Demonstrate only net differences from last years budget

Budget & Budget Narrative

The budget narrative should:

▪ **Reflect ALL** changes in each object class category, some object class categories will have positive and negative values

▪ **Describe** the savings and reinvestment for each category and for conversions, describe the Head Start cost savings and the Early Head Start reinvestment for each object class category

▪ **Provide** a description of each change, for example:

- The savings of $111,523 for teachers is due to the reduction of five FTEs
- The reinvestment of $98,723 in the teacher line is due to wage increases of $3.00 per hour for teachers

SAMPLE BUDGET NARRATIVE DETAIL

Budget Category	Budget Category Section	Line Item Description	Savings	Reinvestment	Net Changes
Personnel	Child Health and Development	Program Managers and Content Area Experts	$ (37,250.00)	$ 44,682.00	$ 7,432.00
Personnel	Child Health and Development	Teachers	$ (111,523.00)	$ 98,723.00	$ (12,800.00)
Personnel	Child Health and Development	Home Visitors	$ (27,567.00)	$ 17,596.00	$ (9,971.00)
Personnel	Child Health and Development	Teacher Aides and Other Education Personnel	$ (29,063.00)	$ 44,012.00	$ 14,949.00
Personnel	Child Health and Development	Health / Mental Health Services Personnel	$ -	$ 12,681.00	$ 12,681.00
Personnel	Child Health and Development	Disabilities Services Personnel	$ (9,888.00)	$ 15,433.00	$ 5,545.00
Personnel	Child Health and Development	Nutrition Services Personnel	$ (9,120.00)	$ 21,745.00	$ 12,625.00
Personnel	Family and Community Partnership	Family Advocates	$ (31,004.00)	$ 23,511.00	$ (7,493.00)
Personnel	Program Design and Management	Executive Director / Other Supervisor of HS	$ -	$ -	$ -
Personnel	Program Design and Management	Managers	$ (18,632.00)	$ 13,903.00	$ (4,729.00)
Personnel	Program Design and Management	Clerical Personnel	$ (690.00)	$ 9,642.00	$ 8,952.00
Personnel	Program Design and Management	Fiscal Personnel	$ -	$ -	$ -
Personnel	Program Design and Management	Other Administrative Personnel	$ (9,024.00)	$ 13,603.00	$ 4,579.00
Personnel	Other Personnel	Transportation Personnel	$ (21,086.00)	$ 54,908.00	$ 33,822.00
Personnel	Other Personnel	Maintenance Personnel	$ (12,670.00)	$ 11,307.00	$ (1,363.00)
		Total Personnel	$ (317,517.00)	$ 381,746.00	$ 64,229.00

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Additional Tips

Collaborate across program and fiscal to plan and develop request

Clearly articulate request

Clearly label charts and graphs used to display large amounts of data **and include a narrative** to ensure important points are clear
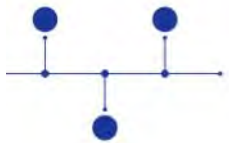
Include proposed implementation timeline

Address critical questions and data considerations outlined in the [Enrollment Reduction and Conversion Appendix](#) as part of the planning and development of requests

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Resources

ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

Enrollment Reduction and Conversion Considerations Appendix

Strategies to Stabilize the Head Start Workforce

THANK YOU!