



Wisconsin Department of Public Instruction

Jill K. Underly, PhD, State Superintendent

Wisconsin Department of Children and Families

Emilie Amundson, Secretary



April 3, 2024

The Wisconsin Department of Public Instruction (DPI) and the Wisconsin Department of Children and Families (DCF), along with the Head Start Collaboration Office Director are working collaboratively to transfer administration of the Head Start State Supplement Grants. This transfer is taking place to better align the processes of Head Start and Early Head Start programming in Wisconsin and to maintain consistency by bringing the Head Start State Supplement Grants under the same state agency as the Head Start Collaboration Office, which moved to DCF in early 2021.

During this transition period, DCF will begin facilitating the application process for the coming grant year that begins July 1, 2024. Transferring the facilitation process now is necessary in order for DCF to begin administration of the grants on July 1, 2024. DCF, the Head Start Collaboration Office Director and DPI are working diligently to ensure that the application process has minimal changes and will be familiar to grant recipients. DPI will be responsible for any grant closeout processes for the current grant year that ends June 30, 2024. Head Start and Early Head Start grant recipients should continue to communicate with DPI on any grant closeout needs that may extend beyond July 1, 2024. All final claims are due on September 30, 2024.

DCF and DPI project the release of the new grant application by the end of April 2024. Grant applications will be due late-May 2024 and will be submitted to DCF via email at [DCFHSSS@wisconsin.gov](mailto:DCFHSSS@wisconsin.gov). Guidance documents will still be available on the existing [Head Start State Supplement Grants website](#).

Prior to the application release, the Head Start Collaboration Office Director and DPI will host an open office hours session about this transition. Once the application has been released, an informational session will be held to walk through the new application and the new DCF grant process. Additional Informational sessions may be held in June 2024, prior to the July 1, 2024, grant award date. These sessions will focus on further details about the new DCF grant process including how to report expenses in DCF's systems. We will announce these dates as soon as possible so you can plan accordingly.

We know this is a change that comes at a very busy time for Head Start and Early Head Start grant recipients. Please know that DPI, DCF, and the Head Start Collaboration Office Director are working hard to make this transition as seamless as possible for grant recipients. Additionally, DCF, the Head Start Collaboration Office Director, and DPI will continue to coordinate and collaborate closely around the Head Start State Supplement Grants after this transition.

If you have any questions about this transition, please email the DCF Head Start State Supplement Grants email inbox at [DCFHSSS@wisconsin.gov](mailto:DCFHSSS@wisconsin.gov).

Sincerely,

A handwritten signature in black ink that reads "Sara Kneue".

Sara Kneue  
DPI, Division for Academic Excellence

DocuSigned by:  
A handwritten signature in black ink that reads "Priya Bhatia".  
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Priya Bhatia  
DCF, Division of Early Care and Education