

**Wisconsin Head Start State Supplement Grant
Allowable Use of Funds
August 2020**

Background:

Head Start and Early Head Start programs are a key safety net for our community's most vulnerable children and families, providing quality early care and education services, family support services, and family health services. The federal Office of Head Start manages grant funding and oversees local agencies providing Head Start and Early Head Start services. The Wisconsin Head Start State Supplement grant supports Head Start and Early Head Start programs in the state of Wisconsin by providing additional funds to support programs in meeting the federal goals and outcomes.

This document outlines approved uses of state supplement grant funds "to provide comprehensive health, educational, nutritional, social and other services to economically disadvantaged children and families" under the [WI Head Start Supplement state statute](#). It also outlines state monitoring activities for allocating and accounting for grant expenditures.

Allowable Uses of Grant Funds

1. Head Start programs may
 - a. Serve additional children in addition to their federally funded slots. Programs may set a state cost per child that is over their federal cost per child with a demonstrated need to meet the Head Start Performance Standards.
 - b. Use funds in a manner consistent with the guidance from the federal Office of Head Start for the Quality Improvement funding.*
 - c. Use funding to both add slots and fund quality initiatives in a manner consistent with the Office of Head Start guidance for Quality Improvement funding (combination of a. and b.).

*[Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act](#)

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to:

- a. ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
 - b. improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
 - c. provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
 - i. providing assistance to complete postsecondary course work;
 - ii. improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
 - iii. improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities.
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; limited English proficient children; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
 3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
 4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
 5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically-based reading research, as predictive of later reading achievement.
 6. To increase hours of program operation, including

- a. converting part-day programs to full-working day programs; and
 - b. increasing the number of weeks of operation in a calendar year.
- 7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
- 8. To transport children in Head Start programs safely.
- 9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

State Monitoring Activities:

Using data from the federal Office of Head Start Monitoring System (see additional information below), the following will be used to monitor the use of state supplement funds:

- 1. At the time of application,
 - a. Review the financial audit summary for each program for substantial findings. This may necessitate a greater scope of monitoring for grant fund use.
 - b. Review most recent Focus Area One and Two reviews for deficiencies guided by the federal Office of Head Start monitoring system and review protocols.*
 - c. Implement a process of random review of state supplement invoices for all grantees.

*Resource—Federal Processes:

“The Office of Head Start (OHS) uses the Head Start Monitoring System to measure the performance and accountability of Head Start programs across the country. OHS assesses grantee compliance with the Head Start Program Performance Standards, the Head Start Act, and other regulations. The Head Start Monitoring System gives OHS a multi-year perspective on grantee operations with a focus on performance, progress, and compliance. It also provides grantees with opportunities for continuous improvement. This system conducts off- and on-site reviews, and disseminates its findings through formal monitoring reports.”

Monitoring system: <https://eclkc.ohs.acf.hhs.gov/federal-monitoring/article/introduction-monitoring>

Review protocols: <https://eclkc.ohs.acf.hhs.gov/federal-monitoring/article/fiscal-year-fy-2020-head-start-monitoring-protocols>

For questions about the information in this document, please contact Sherry W. Kimball, Early Childhood Consultant: sherry.kimball@dpi.wi.gov or (608) 267-9625.