



**ANNOUNCEMENT: OCDEL / #15-02  
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING**

**ISSUE DATE:** September 21, 2015  
**EFFECTIVE DATE:** Immediately

<b>SUBJECT:</b>	Early Head Start – Child Care Partnership Grants
<b>TO:</b>	Office of Child Development and Early Learning Staff Early Head Start – Child Care Partnership Grantees The Pennsylvania Key The Regional Keys Child Care Information Services Grantees Early Intervention Technical Assistance Early Intervention Leaders 
<b>FROM:</b>	Michelle Figlar Deputy Secretary, Office of Child Development & Early Learning

**PURPOSE:**

The purposes of this announcement are to:

- Provide information on the Early Head Start – Child Care Partnership (EHS-CCP) program and identify the EHS-CCP grantees.
- Encourage collaboration between regional entities to ensure that families with infants and toddlers are presented with the best opportunity to receive high quality early childhood education services and that the programs offering these services receive the necessary supports and technical assistance to build and maintain quality.

**BACKGROUND:**

In December 2014, the US Department of Health and Human Services (HHS), Administration for Children and Families (ACF) awarded Early Head Start - Child Care Partnership (EHS-CCP) grants totaling \$15.4M per year for four years to eight entities in Pennsylvania. The EHS-CCP program will provide family-centered, full-day, full-year services designed to: promote the development of the youngest children, engage parents in their roles as primary caregivers and teachers of their children, and assist parents in moving toward self-sufficiency. Grants funded under this opportunity were awarded with a primary goal of developing partnerships between Early Head Start agencies and local child care to increase the quality of child care, enhance staff development, and strengthen community partnerships. A few grants nationwide were funded to expand Early Head Start funded enrollment without the child care component. In Pennsylvania, eight grantees were awarded 965 funded enrollments.

- Community Services for Children, Inc.
- Greater Erie Community Action Committee
- Pennsylvania Department of Human Services, Office of Child Development and Early Learning (OCDEL)

- Delaware County Intermediate Unit # 25
- Lawrence County Social Services, Inc.
- Norris Square Community Alliance
- Council of Three Rivers American Indian Center
- Scranton-Lackawanna Human Development Agency, Inc.

OCDEL, one of the eight federal grantees, received \$5.5M per year to provide services to 368 funded enrollments for low-income, at-risk children and their families. In order to provide services at a local level, OCDEL requested grant proposals prioritizing partnerships between community-based organizations and local child care providers in selected geographic service areas.

Seven Pennsylvania early childhood education agencies and their partners were selected to receive the OCDEL EHS-CCP funds.

- Child Development Centers, Inc. - Venango County
- Lawrence County Social Services- Lawrence County
- Huntingdon County Child & Adult Development Corporation - Huntingdon County
- Lancaster Lebanon Intermediate Unit # 13 - Lancaster and Lebanon Counties
- Berks County Intermediate Unit # 14 - Berks County
- Maternity Care Coalition - Montgomery and Bucks Counties
- Chester County Intermediate Unit # 19 - Chester County

## **DISCUSSION:**

The Administration for Children and Families (ACF) has oversight of both the Office of Child Care and the Office of Head Start. At the highest level, there is significant coordination between the two offices to ensure the success of the EHS-CCP program. In the federal Funding Opportunity Announcement released in summer 2014 and the subsequently released technical assistance webinars and materials, ACF has stressed the priorities of increasing the number of vulnerable children served and increasing the quality of child care.

ACF has issued an Information Memorandum entitled *Policy and Program Guidance for the Early Head Start - Child Care Partnerships (EHS-CCP) ACF-IM-HS-15-03* to reinforce the purpose and vision of the EHS-CCP and provide policy and program guidance for grantees and their partners. It can be viewed at:

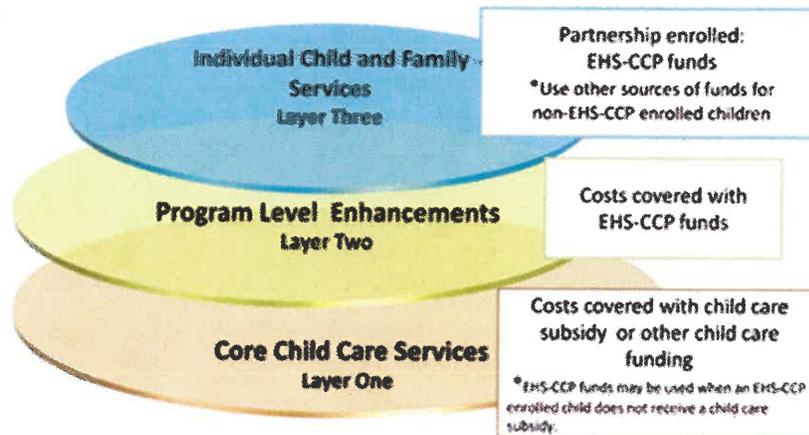
[http://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2015/resour\\_ime\\_003.html](http://eclkc.ohs.acf.hhs.gov/hslc/standards/im/2015/resour_ime_003.html)

## **Federal Funding Guidance**

EHS-CCP grantees will build upon the foundation of existing child care funding (Layer 1) with two additional layers. Layer 2 will provide program-level quality enhancements and Layer 3 will provide individual child and family services for EHS-enrolled children only. Layer 2 funds provide the resources to support benefits for all children sharing a classroom or care environment with children and families enrolled in EHS-CCP. Grantees are required to ensure that at least 25 percent of the EHS-CCP-enrolled children are receiving child care subsidies at the time of their enrollment. It is important to note that some grantees may have a higher percentage requirement for children receiving subsidy based on the grantee's approved application. The enrollment of more than minimum numbers of subsidized children provide an

important source of Layer 1 funds to support the delivery of comprehensive services to children and families.

## Layering Services and Costs



### Pennsylvania Program Eligibility

The EHS-CCP program is a unique opportunity for collaboration between local partners. The intent of the grant is to blend Early Head Start and Child Care Works (CCW) subsidized child care funding for eligible children with CCW forming the foundational layer of funding. Child Care providers serving children enrolled in Early Head Start under the EHS-CCP who are also eligible for CCW subsidized child care may receive funding from both sources. The EHS-CC Partnership programs are full-day, full-year. Consequently, full-time payment will be made for child care. CCISs will receive specific instruction on paying child care for children who are dually enrolled in a follow-up communique. As previously noted, EHS grantees are required to ensure that at least 25 percent of the EHS-CCP-enrolled children are receiving CCW subsidies at the time of their enrollment. OCDEL EHS sub grantees are encouraged to reach 100 percent.

Families must meet one of the eligibility categories for EHS-CCP which are based on the Head Start guidelines:

- Family income may not exceed 100% of the Federal Poverty Income Guidelines (FPIG).
- Categorical eligibility includes a child in foster care or the child's family meeting the definition of homelessness under the McKinney-Vento Act.
- Up to 10 percent of a program's enrollment may include families whose income is above the poverty line and whose children who would benefit from services; over income funded enrollments are typically reserved for children eligible for early intervention.

Eligibility for Child Care Works includes:

- Having household income below 200% FPIG for the family size to enter the program;
- Working a minimum of 20 hours per week or working 10 hours per week and in school or training 10 hours per week; OR
- For teen parents, pursuing a high school diploma or equivalency.

See Appendix A for an Eligibility Crosswalk.

Once enrolled in EHS-CCP, a child remains eligible for services until the family voluntarily withdraws or the child ages out of the program. If a child enrolled in the program loses eligibility for CCW, the EHS-CCP grantee is responsible for financially supporting the child's continued participation. Providing vulnerable families with support and continuity of care through work transitions is a high priority for the EHS-CCP program. An extra level of coordination between individual partners and CCISs is needed to coordinate payment to the child care provider in the event the CCW subsidy is lost or restored.

### **Collaboration**

To foster and support these developing collaborations, EHS-CC partners and Child Care Information Services (CCISs) grantees should designate a point of contact for exchange of information. CCISs provide families with information on quality child care and personalized child care referrals to child care providers based on specific needs or preferences. CCISs also administer the Child Care Works subsidized child care program. While CCISs may not share names of families on their waiting lists, they should provide a referral to local EHS-CC partners when EHS-CCP funded enrollments are unfilled. The EHS-CC partners should keep the CCISs informed about the availability of funded enrollments in their programs.

Each CCIS has a designated OCDEL staff person, known as the "Subsidy Coordinator". Subsidy Coordinators provide oversight and guidance to the CCISs in the management of the CCW program. For EHS-CCP, Subsidy Coordinators are available to assist EHS-CCP grantees in connecting with partnering CCISs so solid lines of communication can be established and opportunities for participation in Early Head Start are utilized by eligible CCW children.

In Pennsylvania, OCDEL uses funds from the federal ACF Office of Child Care's Child Care and Development Fund (CCDF) to support Child Care Works as well as Keystone STARS. Keystone STARS is the commonwealth's quality rating and improvement system which is implemented at the local level by the Regional Keys. As the primary goal of the grant is to enhance the quality of child care, there is also opportunity for the EHS-CC partners to collaborate with the Regional Keys to maximize professional development, technical assistance and resources available through STARS grants and awards. EHS-CC partners and Regional Keys should designate a point of contact for exchange of information.

OCDEL's Bureau of Certification Services inspects child care facilities and monitors for compliance with the Department's health and safety requirements. EHS-CC grantees currently operating child care programs, seeking to open child care programs or working with sub-grantees managing child care programs should work with the regional Certification office to ensure they are meeting full compliance with those requirements and to obtain technical assistance as needed.

Policy clarifications should be submitted through normal channels and will be addressed by the OCDEL Executive Team.

See Appendix B for EHS-CCP & Expansion Grantees, CCISs, Regional Coordinators, Regional Certification Offices and Regional Keys.

**NEXT STEPS:**

1. Review and share this announcement with effected audiences.
2. Look for additional instructions from respective OCDEL Bureaus.
3. Identify points of contact for EHS-CCP grantees, CCISs, Regional Keys, and Certification staff and outreach to counterparts for collaboration purposes.
4. Parents who have questions about their child's development should be referred to the CONNECT Helpline at 1-800-692-7288. The CONNECT Helpline assists families in locating resources and providing information regarding child development for children ages birth to age five. In addition, CONNECT can assist parents by making a direct link to their county Early Intervention program or local preschool Early Intervention program.

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Appendix A – Eligibility Crosswalk

Eligibility Factor	Child Care Works	Early Head Start
Citizenship/Alienage	Yes – for child only	No
Identity	Yes	Yes
Age	Yes	Birth to three years old
Enumeration	Optional SSN cannot be required	Optional SSN cannot be required
Residence	Yes – must apply in county of residence	Yes - identified service area in Grantee's Notice of Award
Work or Training Requirements	Yes – parent must work/go to school for 20 hours per week	No
Special Needs/Vulnerable Populations Supported	<ul style="list-style-type: none"> <li>Child is 13 but under 19 and not capable of caring for self</li> <li>Teen parents</li> <li>Domestic violence waivers</li> </ul>	<ul style="list-style-type: none"> <li>Individualized Education Plan (IEP)</li> <li>Foster children</li> <li>Children whose families are experiencing homelessness</li> <li>Individual Family Service Plan (IFSP)</li> <li>Other language</li> <li>Teen parents</li> <li>Locally determined, such as children of incarcerated parents, English Language Learners or others</li> <li>Child Selection Criteria must be utilized to serve the neediest children. EHS is not first come, first to enroll</li> </ul>
Family/Household Size	Yes	Yes
Asset Test	Not at present	No
Assets Counted	Not determined	N/A
Asset Limit	\$1,000,000 (per CCDBG reauthorization)	N/A
Income Test	Lead Agency certifies that it will require a family member to certify that the family assets do not exceed \$1,000,000; a check-off on the application is sufficient no later than September 30, 2016	Yes
Income Counted	Income of all household members; exclude earned income of a child and income of family in the case of teen parents	Income of family; unless pregnant teen, foster child or a child whose family is deemed homeless in which case income of the family is not counted
Income Limit	Enter at 200% FPIG; exit at 235% FPIG	100% FPIG Up to 10% of children may be over the FPIG
Loss/reduction of work	Yes	No
Change in need for care	Yes	No
Change in income	No	Income verification occurs for children as they age out of Early

<b>Eligibility Factor</b>	<b>Child Care Works</b>	<b>Early Head Start</b>
Change in household composition	Yes	Head Start and apply for Head Start
Change in residence	Yes	No
Other	Onset of disability and return to work following disability	Yes - provider based on service area
<b>Other</b>	<b>Child Care Works</b>	<b>Head Start/Early Head Start</b>
Parent Co-Payment	Yes – based on family size and income; stabilization	No
Redetermination	6 months/12 months (12 months only based on CCDBG reauthorization)	None after initial eligibility determination
Appealable Actions	<ul style="list-style-type: none"> <li>• Denial of subsidy</li> <li>• Termination of subsidy</li> <li>• Computation of the co-payment</li> <li>• Denial of a request for domestic violence waiver</li> <li>• Failure of the eligibility agency to act upon a request for subsidy within specified time limits</li> <li>• Subsidy suspension</li> <li>• Subsidy disruption</li> </ul>	Head Start grantees must have internal grievance processes in place for parents and staff
Wait List	Yes – if funding is not available, child is placed on wait list for county of residence based on date/time eligibility was determined	Yes - required to maintain wait list to ensure replacement within 30 calendar days
Eligibility Period	6 months/12 months cycles; once in remain eligible until income exceeds 235% FPIG; graduated phase-out under CCDBG reauthorization is 12 months	Once initial eligibility is determined, children remain eligible until they age out of the program at three, or their families withdraw from the program.

OCDEL Announcement #15-02  
 Appendix B – EHS-CCP & Expansion Grantees, CCISs, Regional Coordinators, Regional Certification Offices and Regional Keys

County Location of EHS Grantee	EHS Grantee	Funded Enrollments	Child Care Information Services (CCIS)	Regional Subsidy Coordinator (when calling specify for which county)	Regional Certification Office	Regional Key
Allegheny, Fayette, Washington and Westmoreland	Council of Three Rivers American Indian Center Consortium 120 Charles Street Pittsburgh, PA 15238 412-782-4457	178	CCIS of Allegheny City and North/South 305 Wood St. Third Floor Pittsburgh, PA 15222 800-392-3131	717-346-9320 or 412-565-5183	Western Region 11 Stanwix St, Room 240 Pittsburgh, PA 15222 412-565-5183 or 800-222-2149	Southwest Regional Key 305 Wood St. Pittsburgh, PA 15222 877-349-4850
Delaware	Delaware County I. U. #25 Delaware County IU Head Start 200 Yale Avenue Morton, PA 19070 610-938-9000	80	CCIS of Delaware County 20 South 69th Street, 4th Floor Upper Darby, PA 19082 800-831-3117	717-346-9320 or 215-560-2541	Southeast Region 801 Market St. Suite 5132 Philadelphia, PA 19107-3128 215-560-2541 or 800-346-2929	Southeast Regional Key Centre Square East, 1500 Market Street, Philadelphia PA 19102 267-773-4400
Erie	Greater Erie Community Action Committee Greater Erie Community Action Committee Head Start 18 West 9th Street Erie, PA 16501 814-459-4581	75	CCIS of Erie County 155 West 8th Street, Suite 316 Erie, PA 16501 814-451-6580	717-346-9320 or 412-565-5183	Western Region 11 Stanwix St, Room 240 Pittsburgh, PA 15222 412-565-5183 or 800-222-2149	Northwest Regional Key 3823 West 12th Street Erie, PA 16505 800-860-2281
Lackawanna	Scranton- Lackawanna Human Development Agency, Inc. 321 Spruce St. Scranton, PA 18503 570-963-6633	72	CCIS of Lackawanna County 345 Wyoming Avenue, Suite 200 Scranton, PA 18503 888-450-7609	717-346-9320 or 570-963-4371	Northeast Region Lackawanna Ave Scranton State Office Building Scranton, PA 18503 570-963-4371 or 800-222-2108	Northeast Regional Key 1520 Hanover Avenue Allentown, PA 18109-2360 610-437-6000
Lawrence	Lawrence County Social Services Inc. Ben Franklin Early	72	CCIS of Lawrence County 1001 East Washington	717-346-9320 or 412-565-5183	Western Region 11 Stanwix St, Room 240 Pittsburgh, PA 15222	Northwest Regional Key 3823 West 12th

County Location of EHS Grantee	EHS Grantee	Funded Enrollments	Child Care Information Services (CCIS)	Regional Subsidy Coordinator (when calling specify for which county)	Regional Certification Office	Regional Key
	Learning Center 815 Cunningham Ave New Castle, PA 16101 724-658-7671		Avenue New Castle, PA 16101 888-774-9130		412-565-5183 or 800-222-2149	Street Erie, PA 16505 800-860-2281
Lehigh	Community Services for Children 1520 Hanover Avenue Allentown, PA 18109- 2360 610-437-6000	32	CCIS of Lehigh County 1520 Hanover Avenue Allentown, PA 18109 610-437-6000	717-346-9320 or 570-963-4371	Northeast Region Lackawanna Ave Scranton State Office Building Scranton, PA 18503 570-963-4371 or 800-222-2108	Northeast Regional Key 1520 Hanover Avenue Allentown, PA 18109-2360 610-437-6000
Philadelphia	Norris Square Community Alliance 174 W. Diamond St Philadelphia, PA 19122 215-634-2251	88	CCISs of Philadelphia 888-461-5437	717-346-9320 or 215-560-2541	Southeast Region 801 Market St. Suite 5132 Philadelphia, PA 19107- 3128 215-560-2541 or 800-346-2929	Southeast Regional Key Centre Square East, 1500 Market Street, Philadelphia PA 19102 267-773-4400
OCDEL Sub-Grantees						
Berks	Berks County Intermediate Unit 1111 Commons Blvd. Reading, PA, 19612 (610) 987-8454	32	CCIS of Berks County 1111 Commons Boulevard Reading, PA 19612 800-257-3038	717-346-9320 or 570-963-4371	Northeast Region Lackawanna Ave Scranton State Office Building Scranton, PA 18503 570-963-4371 or 800-222-2108	Northeast Regional Key 1520 Hanover Avenue Allentown, PA 18109-2360 610-437-6000
Bucks Montgomery	Maternity Care Coalition 2000 Hamilton Street, Suite 205 Philadelphia, PA 19103	88	CCIS of Bucks County 70 West Oakland Avenue, Suite 210 Doylestown, PA 18901 800-371-2109 AND	717-346-9320 or 215-560-2541	Southeast Region 801 Market St. Suite 5132 Philadelphia, PA 19107- 3128 215-560-2541 or	Northeast Regional Key 1520 Hanover Avenue Allentown, PA 18109-2360

County Location of EHS Grantee	EHS Grantee	Funded Enrollments	Child Care Information Services (CCIS)	Regional Subsidy Coordinator (when calling specify for which county)	Regional Certification Office	Regional Key
	610-382-5722		CCIS of Montgomery County 1430 DeKalb Street Norristown, PA 19404 800-281-1116		800-346-2929	610-437-6000 AND Southeast Regional Key Centre Square East, 1500 Market Street, Philadelphia PA 19102 267-773-4400
Chester	Chester County I.U. 1530 E. Lincoln Highway Coatesville, PA. 19320 610-383-6800	64	CCIS of Chester County 601 Westtown Road, Suite 310 West Chester, PA 19380 800-870-2323	717-346-9320 or 215-560-2541	Southeast Region 801 Market St. Suite 5132 Philadelphia, PA 19107-3128 215-560-2541 or 800-346-2929	South Central Regional Key 29 North Duke Street York, PA 17401 800-864-4925
Huntingdon	Huntingdon County Child & Adult Development Corporation 52 Juniata Avenue Huntingdon, PA 16652 814-643-6800	16	CCIS of Blair/Huntingdon Counties 52 Juniata Avenue Rear Huntingdon, PA 16652 814-643-4980	717-346-9320 or 412-565-5183	Western Region 11 Stanwix St Room 240 Pittsburgh, PA 15222 412-565-5183 or 800-222-2149	South Central Regional Key 29 North Duke Street York, PA 17401 800-864-4925
Lancaster Lebanon	Lancaster Lebanon I.U. #13 1 Cumberland Street Lebanon, PA 17042 717-606-1600	88	CCIS of Lancaster County 601 South Queen Street Lancaster, PA 17603 800-937-4546 AND CCIS of Lebanon County 730 Locust Street Lebanon, PA 17042 888-313-2247	717-346-9320	Central Region DGS Annex, Hillcrest #53 PO Box 2675 Harrisburg, PA 17105 717-772-7078 or 800-222-2117	South Central Regional Key 29 North Duke Street York, PA 17401 800-864-4925
Lawrence	Lawrence County Social Services Inc. 241 W. Grant Street, PO Box 189	40	CCIS of Lawrence County 1001 East Washington Avenue	717-346-9320 or 412-565-5183	Western Region Office 11 Stanwix St Room 240 Pittsburgh, PA 15222	Northwest Regional Key 3823 West 12th Street

County Location of EHS Grantee	EHS Grantee	Funded Enrollments	Child Care Information Services (CCIS)	Regional Subsidy Coordinator (when calling specify for which county)	Regional Certification Office	Regional Key
	New Castle, PA 16103 724-658-7671		New Castle, PA 16101 888-774-9130		412-565-5183 or 800-222-2149	Erie, PA 16505 800-860-2281
Venango	Child Development Centers, Inc. 631 12th Street Franklin, PA. 16323 814-437-9293	40	CCIS of Forest/Venango/Warren Counties 509 13th Street Franklin, PA 16323 814-518-5226	717-346-9320 or 412-565-5183	Western Region 11 Stanwix St Room 240 Pittsburgh, PA 15222 412-565-5183 or 800-222-2149	Northwest Regional Key 3823 West 12th Street Erie, PA 16505 800-860-2281