



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

RPC Early Childhood Education Program (a Head Start Program) Policy Council Meeting

This meeting will be held online: Join Zoom Meeting
<https://ccrpc.zoom.us/j/6972945394?pwd=d2tZYW5SMmExeUl6Z2tyY25oNTkxUT09>
Meeting ID: 697 294 5394; Password: HSStrong
One tap mobile: +13126266799,6972945394#US (Chicago)

DATE/TIME: Monday, October 26, 2020
LOCATION: Zoom Meeting
CHAIR: Carmen Cueva (temp)
VICE-CHAIR/TREASURER: Vacant
SECRETARY: Carmen Cueva

AGENDA

- I. Call to Order, Roll Call
- II. Audience Participation
- III. Approval of Minutes – September 28, 2020
- IV. Financial (Prepared by: Linda Dyer/Elizabeth Murphy)
 - A. Financial Report – September 2020
 - B. Credit Card Expenditures – September 2020 (accept)
- V. Personnel (Prepared by: Becky Krueger)
 - A. Recommendations for Hire/Separation Date (approve)
 - B. September Management Report (Brandi Granse) (accept)
- VI. New Business
 - A. Continuation Grant Applications – HS/EHS/EHS Expansion (discussion & preparation)
- VII. Governance Training
- VIII. Next Meeting – November 23, 2020 at 6:00pm
- IX. Adjournment



Early Childhood Education Program

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Minutes of Regular RPC Early Childhood Education Program (A Head Start Program) Policy Council Meeting

DATE: Monday, September 28, 2020

TIME: 6:00 pm

PLACE: Zoom Meeting

PARENT REPS PRESENT: Carmen Cueva, Jason Smith/HB

COMMUNITY REPS PRESENT: Leah Taylor

RPC STAFF PRESENT: Brandi Granse, Deirdre Huett

OTHERS PRESENT:

MEETING MINUTES

I. Call to Order, Roll Call

Ms. Cueva agreed to continue chairing for the Policy Council until nominations and votes could be completed on next election. Ms. Cueva called the meeting to order at 6:05 pm. Roll was taken. **A quorum was declared present.**

II. Minutes

A. Minutes of Previous Policy Council Meeting (August 24, 2020) (attachment)

Ms. Taylor moved, seconded by Mr. Smith, to accept and place on file the August 2020 Minutes. **The motion carried unanimously.**

III. Audience Participation

There was none.

IV. Financial (Elizabeth Murphy)

A. Financial Report – August 2020 (Attachment)

Ms. Granse discussed grants from the financial report which included Head Start (HS), CARES Supplemental Grant, Early Head Start (EHS), Early Head Start Expansion, United Way Grant, Full Day Subsidy, and the Champaign County Development Disabilities Board and Mental Health Grants.

The Head Start Grant (835) year was 50% of the way completed. Fifty-two percent of the budget was spent. Operations were still going as planned. Ms. Granse reported the program was providing in-person and remote learning to the children and families.

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Ms. Granse shared 23 classrooms out of 40 were opened on September 8. Approximately 85 employees were on Emergency Family Medical Leave (EFML), which impacted the number of classrooms that could be opened safely.

The Head Start/Early Head Start CARES Grant, (875) (COVID Supplemental funding) was awarded to the program at \$506,193. This grant was 50% of the way through the grant year, and 14% of the budget was spent. Additional personal protective equipment like janitorial services and air purifiers were purchased for the classrooms. More Laptops and tablets were purchased for children, families, and staff working remotely. The program was also working with internet providers to offer internet services for families who do not have access.

The Early Head Start Grant (605) was 50% of the way through the grant year, and 50% of the budget was spent. Nothing outstanding to report.

The Early Head Start Expansion Grant (604) was 100% closed out.

The new EHS Expansion Grant (603) was 50% of the way through the grant year, and 52% of the budget was spent. Nothing outstanding to report.

The Early Head Start Expansion CARES Grant, (876) (COVID Supplemental funding) was 21% of the way through. Ms. Granse reported this funding must be spent for the West Champaign center, staff, and families.

The United Way Grant (612) was awarded to support kindergarten readiness activities for Home Based and Family Child Care programming.

Mr. Smith asked if there are metrics and stipulations for the United Way grant?

Granse answered yes. Ms. Granse explained that Michael Hogue, Off-site Program Manager, reports data to United Way on how the program spends the funds.

Ms. Taylor moved, seconded by Mr. Smith, to accept and place on file the August 2020 Financial Report. The motion carried unanimously.

B. Credit Card Expenditures – August 2020 (*Attachment*)

Ms. Granse explained that the credit card expenditures were standard for opening the school year. Preparation for the opening included conferences, training, and providing supplies to help families and staff return to the classrooms. The expenditures were not unusual.

The group discussed the Credit Card Expenditures.

Mr. Smith moved, seconded by Ms. Taylor, to accept and place on file the August 2020 Credit Card Report. The motion carried unanimously.

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V. Personnel (Becky Krueger)

A. Recommended for Hire August 2020 (Attachment)

Ms. Granse reviewed the Personnel report and stated there were eight employees who exited the program and two new hires for the month of August and September 2020. Both new hires were Substitute Teachers, one for Urbana and one for the West Champaign site.

Ms. Taylor made a motion, seconded by Mr. Smith, to approve the personnel report presented at the meeting. The motion passed unanimously.

Mr. Smith asked if Head Start was in a constant up and down regarding hiring. He also asked if we were short staffed.

Ms. Granse explained Head Start had approximately 15 vacancies through-out the program. Five of the 15 vacancies were Pre-K Teachers positions. Due to the COVID-19 outbreak, the number of applications for all open positions were reduced as a whole. Ms. Granse stated the Pre-K Teachers must meet specific criteria per the Illinois State Board of Education, which makes the recruitment of Pre-K Teachers very challenging.

Ms. Granse reiterated the program had 85 out of 194 employees who were eligible for Emergency Family Medical Leave (EFML), and the reasons were because of child care needs and medical risks. Ms. Granse said her goal was to open all 40 classrooms as soon as more classroom staff are available.

Ms. Cueva asked if teachers, who have kids under 5, have guaranteed openings at the sites for their children.

Ms. Granse shared the teachers, who had enrolled children, received priority so that the program could open classrooms. Head Start has the teachers needed for the 23 classrooms opened. Ms. Granse expressed the children and employees were doing very well following the prevention measures. There were no reported positive COVID cases.

VI. August Management Report (Brandi Granse) (Attachment)

Ms. Granse shared the children were slowly transitioning back into the classrooms at the sites. Head Start transitioned over 200 children to kindergarten. Our program staff was in the process of recruiting and increasing enrollment.

Ms. Granse reported the Office of Head Start was not requiring programs to meet the full enrollment initiative because of the COVID Pandemic. However, our program was making every effort to fill all enrollment slots.

Mr. Smith asked what was the ratio for people online and classrooms? Is it a 50/50 split?

Ms. Granse answered, no, not 50/50. In the first phase of reopening, the program opened 23 classrooms with six children in each Head Start classroom and four children in each Early Head Start classroom. The number of classrooms opened was based on the number of staff

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available to work. Ms. Granse reported there were 130 students enrolled for in-person learning and 253 children, who were enrolled as virtual learners.

Ms. Granse spoke on several actions in place for recruitment. Dana Smith, the Child and Family Services Manager, and Irene Weathersby, the Family and Community Engagement Coordinator, were recruiting children and families to fill the vacancies. Ms. Granse said the Family Support Team was passing out program information in door-to-door canvassing efforts, and Ms. Smith and Ms. Weathersby were scheduled to be interviewed by WCIA news **on October 5, 2020** to talk about the Head Start program. In addition, Ms. Granse stated the Family Support Team was registered to participate in the Trick or Treat Event the Champaign County Fairgrounds. Ms. Weathersby was also working with the City of Champaign to set-up recruitment tables throughout Champaign to meet and enroll families.

Ms. Granse shared the Assistant Site Manager at Urbana, Kelli White retired at the end of August. The Head Start team wished her well!

Ms. Taylor moved, seconded by Mr. Smith, to accept and place on file the August Management Report. The motion carried unanimously.

VII. Old Business

There was no Old Business discussed at this meeting.

VIII. New Business

There was no New Business discussed at this meeting.

IX. Committee Reports

A. Chairperson's Report –

There was no Chairperson's Report at this meeting.

B. Treasurer's Report (Attachment)

There was no Treasurer's Report at this meeting.

C. Reports to and from Parent Representatives

There was no Reports to and from Parent Representatives at this meeting.

X. The meeting adjourned by consensus of Policy Council members at 6:55 pm.

Respectfully Submitted

Deirdre Huett
Recording Secretary

Carmen Cueva
Policy Council Secretary

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TO: Policy Council

FROM: Becky Krueger, Human Resources Director

DATE: October 10, 2020

RE: Staff Changes

The following personnel transactions were reported for the period of September 10, 2020 – October 10, 2020.

Exits:

Effective Date	Last	First	Position	Location	Reason
9/14/2020	McFarlane	Megan	Head Start Teacher	RPC ECEC West Champaign	Voluntary
9/23/2020	Kochvar	Harlie	Teacher Aide Substitute	RPC ECEC Rantoul	Voluntary
9/29/2020	Baer (Wyss)	Kaaryn	Head Start Teacher Substitute	RPC ECEC Rantoul	Voluntary

Recommended for Hire:

There are no new employees for the reporting period.

Leaves of Absence without Pay: There are no Leave of Absences to for the reporting period.

Vacancies: Assistant Site Manager, Bus Driver Substitutes, Early Head Start Teacher, Head Start Teacher, Preschool Teacher, Teacher Aide, Teaching Staff Substitutes, Transportation and Facilities Coordinator.

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RPC Early Childhood Education Program

(A Head Start Program)

Governing Body and Policy Council Monthly Report

REPORTING FOR THE MONTH/YEAR: SEPTEMBER 2020							
ENROLLMENT							
Month	Head Start Enrollment	Funded Enrollment	Early Head Start Enrollment	Funded Enrollment	Expansion Enrollment	Funded Enrollment	Daily Average Attendance
September 2020	287	435	121	141	62	90	82.87%
October 2020							
November 2020							
December 2020							
January 2021							
February 2021							
March 2021							
April 2021							
May 2021							
June 2021							
July 2021							
August 2021							

*September Daily Average Attendance Rate does not include Expansion.



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TOTAL MEALS SERVED									
MONTH	Breakfast			Lunch			Snacks		
	HS	EHS	Expansion	HS	EHS	Expansion	HS	EHS	Expansion
September 2020									
October 2020									
November 2020									
December 2020									
January 2021									
February 2021									
March 2021									
April 2021									
May 2021									
June 2021									
July 2021									
August 2021									



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DIRECTOR'S MONTHLY HIGHLIGHTS – Brandi Granse, Early Childhood Division Director

- On September 8, our program reopened classrooms and continued virtual learning with families. Through the support of our Early Childhood Advisory Committee, the classrooms reopened with lower child numbers to support and practice the prevention measures. The children and the employees did a wonderful job of following the prevention measures in place and working together to reinforce them. I visited the centers and observed the children wearing the masks with very little reminders to keep them on. Our team created a phasing in chart that was shared with the Policy Council to show the expansion of child numbers into the classrooms. There were no COVID-19 cases for the centers in September.
- In the month of September, our centers distributed meals for families who requested food. The meal costs were covered by grants from PNC Bank and the Illinois Head Start Association and CARES funding. □
- During the week of September 21, I participated in the National Head Start Association's virtual conference. I participated in sessions on: Documenting on the How and Why During COVID-19, Becoming an Anti-Racist Organization, A Brief History of Inclusion in Education for Students with Special Needs, Fiscal Management in the Age of COVID-19, and Head Start's Role in Breaking Down Systemic Racism.

CONTENT AREAS SPECIALIST REPORTS

CHILD DEVELOPMENT REPORT – Christy Martin, Child Development Services Manager

- I conducted Assistant Site Manager interviews for the Urbana site along with Tammy Helm, site manager. We made a recommendation to hire Terri Holmes. She's been with us for several years as a teacher, and we are so excited to support her professional growth in this new position.
- We've started planning for our staff development days for the 2020-2021 school year. We're placing an emphasis on cultural competency, trauma-informed practices, and supporting self and families through times of pandemic.



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- The Leadership Book Club continues to work through White Fragility, Why It's So Hard for White People to Talk About Racism, by Robin Diangelo. We are enjoying learning from each other and the book. We should finish it up next month!

FAMILY SERVICES REPORT – Dana Smith, Child & Family Services Manager

- Cumulative Enrollment 110 EHS and 250 HS
- Twenty-six homeless families have been served (totaling 34 children).
- Two-hundred and three are engaged in the Family Partnership Agreement goal setting process (Including returning families).

FAMILY SERVICES REPORT – Hollie Ronk, Child & Family Services Manager

- We are currently disability enrollment is 3.9% for Head Start and 1.39% for Early Head Start.
- We are starting vision and hearing screenings at the sites for children attending in person and we will be helping parents obtain hearing and vision results virtually. These screenings need to be completed within 45 days of the child's enrollment.
- Heights and weights have been recorded for the children enrolled this school year. Within each program year, children's heights and weights need to be measured two times by the Classroom Staff/Family Child Care Mentor/Home Visitor. The measurements are due by the end of September and March. Children who are identified as being Underweight or Overweight will be referred for nutrition counseling with the contracted Head Start Nutrition Consultant or WIC program.



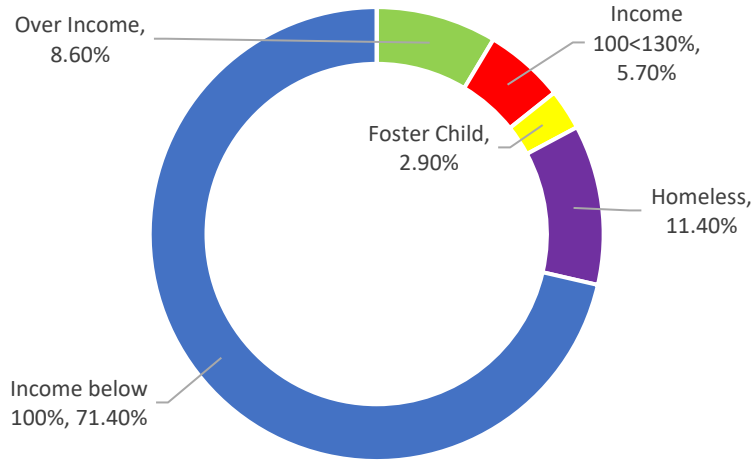
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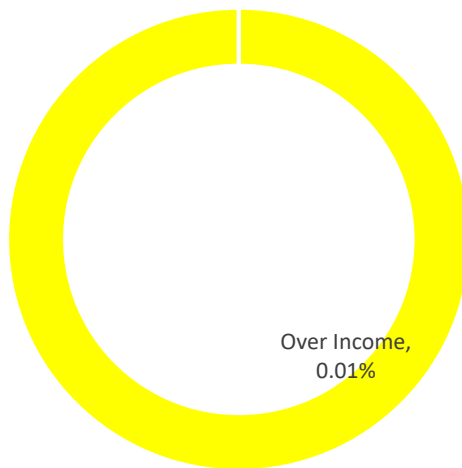


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Early Head Start Expansion Enrolled Participants by Income Status September 2020



Early Head Start Expansion Waitlisted Participants by Income Status September 2020



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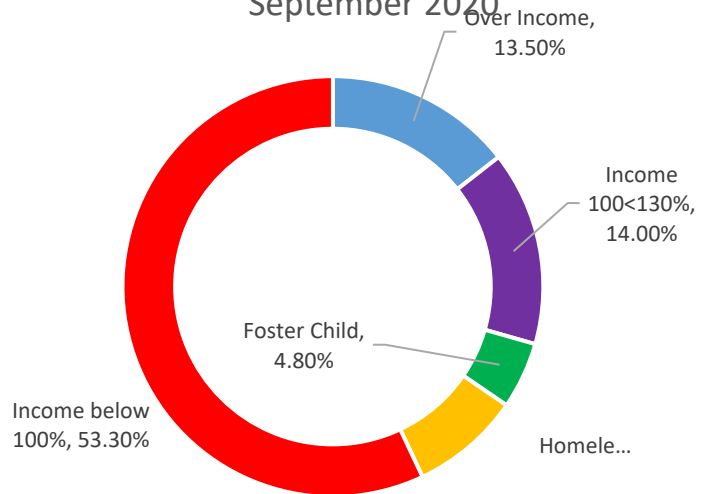
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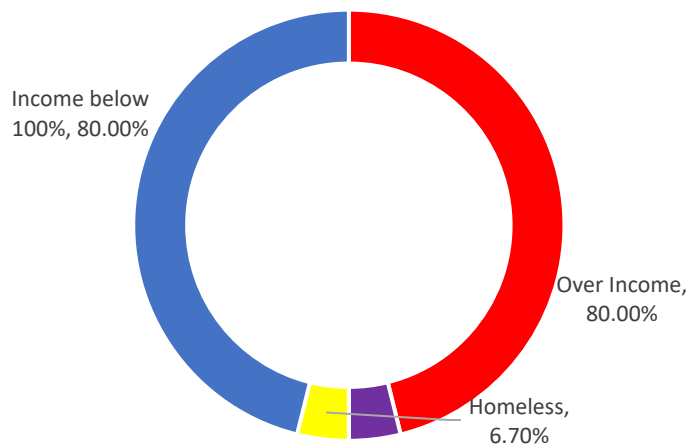
Head Start Enrolled Participants by Income Status

September 2020



Head Start Waitlisted Participants by Income Status

September 2020



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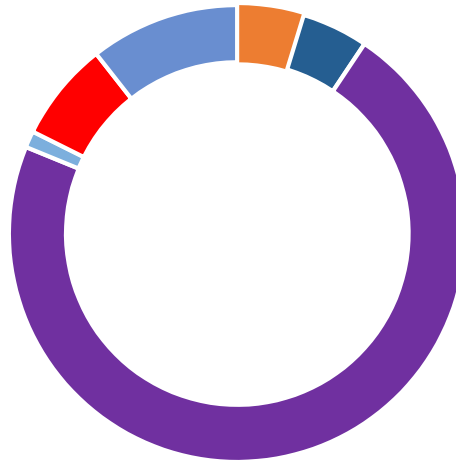
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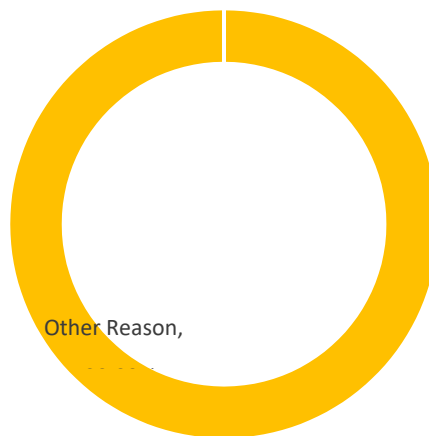
Head Start Absence Reasons

No Data September



EHS Expansion Withdrawal Reasons

No Data September 2020



Total Number of Withdrawal in September 2020 = 0



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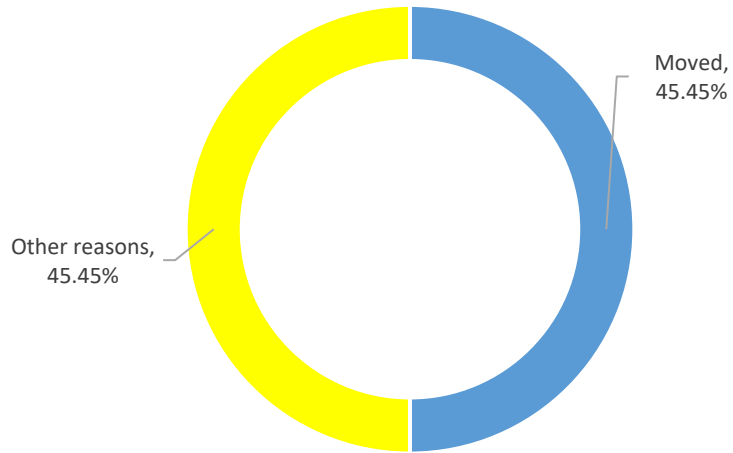
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Early Head Start Withdrawal Reasons September 2020



Total Number of children withdrawn in October 2020 = 2



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RANTOUL – Erin Ragsdale, Site Manager–Sherri Frichtl Assistant Site Manager

- Sept. 4 staff participated in a First Aid/CPR class.
- Sept. 7 we were closed for Labor Day.
- Sept. 8 the Phase 1 students returned to our three open classrooms.
- Virtual learning started for our students who did not return to the classroom.
- Activity packets are delivered weekly to our virtual learning students.
- Food boxes are distributed weekly to our At Home Families.

SAVOY– Pam Williams, Site Manager

- Staff returned to the Savoy Site on Monday, August 24, 2020
- Staff participated in 2 weeks of professional development, setting up their classrooms, and doing parent teacher conferences.
- Staff made special COVID-19 preparations in their classrooms.
- School resumed on Tuesday, September 8, 2020.
- Three Savoy classrooms opened starting with 6 students, each.
- Everything went well, so on Monday, September 28, 2020, we invited 4 more students into each room for a total of 10 children.
- PNC Bank donated 5 Tablets for our students to use in the classroom to play educational games.

URBANA–Tammy Helm, Site Manager

- Phase 1 & 2 reopening.
- 5 Substitute interviews & new hires.
- 9/4 Assistant Site Manager Interviews, Hired Terri Holmes.
- 9/4 Staff Meeting.
- 9/11 Staff Meeting.



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- 9/16 Remote Learning Teacher Meeting w/Tracy McAfee.
- 9/17 Full Manager's Meeting.
- 9/18 Fire Drill.
- 9/23 Program Monitoring Meeting w/Amy Cimino.
-

WEST CHAMPAIGN, Jodi McIntosh Site Manager

- Phase 1 and Phase 2 reopening started. Teachers and children are thrilled to be back in the classrooms.
- Virtual classrooms continue for Phase 3 families and Virtual families.
- Home deliveries of packets continue.
- Second Virtual Open House was held 9/25
- Weekly Family focus meetings continue.
- Landscaping continues.
- Playground is nearly complete with only fencing to finish.
- Weekly food distribution continues.

OFF SITE PROGRAMS, Michael Hogue Manager

- Staff are completing enrollments and family needs assessments.
- Staff are completing all 45day requirements.
- Michael and FCC staff are working to find a new FCC provider. They are looking in the C/U and Rantoul areas.
- Michael completed the PNC portion of the Ready! For Kindergarten grant...this is the portion of the grant that HS/EHS receives through the United Way.
- Home Based and Bright Starts had their first socialization event. This was held virtually, with families going to the Urbana Early Childhood



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School first to get their meal and take home.

- Michael and his staff are working on ways to do virtual socializations with each individual visitor and their families.

-

CCECC, Allie Caldwell, Site Manager

- CECC started Phase 1 of our reopening plan on September 8th! We welcomed some of the children back in three of our classrooms with hopes to open our final two classrooms soon.
- Participated in food box distribution on Sept. 15th, 22nd, and 29th. We had a great turn-out in the month of September!
- Completed fire drills with individual classrooms on Sept. 15th, 16th, and 22nd.



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Office of Head Start Training and Technical Assistance (TTA) System Renewed

The Office of Head Start (OHS) has awarded new cooperative agreements and contracts, setting the direction for the National Training and Technical Assistance (TTA) System for the next five years. The 2020–2025 OHS TTA System has three components: national, regional, and grantee. Its goal is to improve the knowledge, skills, and practices of grantee staff to implement programs that meet or exceed **Head Start Program Performance Standards (HSPPS)** and improve child and family outcomes.

At a national level, OHS awards public-private partnership grants for National TTA Center coalitions with subject matter expertise in the fields of:

- Early childhood education and child development.
- Health, behavioral health, and safety.
- Family engagement, family support and well-being, and community engagement.
- Fiscal and program management.

At the regional level, OHS awards 12 TTA contracts with regional specialists supporting grantees in implementing best practices using resources developed by the National Centers together with regional knowledge and TTA expertise.

National TTA Partners

The new National Center coalitions are:

- **National Center for Early Childhood Development, Teaching, and Learning**
 - Zero to Three in collaboration with the University of Washington, Vanderbilt University, Child Trends, and the Children's Equity Project.
- **National Center for Early Childhood Health, Behavioral Health, and Safety**
 - Education Development Center and the Georgetown University Center for Child and Human Development, partnering with the National Maternal and Child Oral Health Resource Center; National Resource Center for Health and Safety in Child Care and Early Education at the University of Colorado; University of California, San Francisco; Child Trends; the Children's Equity Project; Sesame Workshop; the Pyramid Model Consortium; the Center for Childhood Resilience at Lurie Children's Hospital; Prevent Blindness; C4 Innovations; Illuminate Colorado; and the Mailman Center for Child Development at the University of Miami.
- **National Center for Parent, Family, and Community Engagement**
 - Ounce of Prevention in collaboration with Child Trends and LIFT.
- **National Center for Program Management and Fiscal Operations**
 - University of Massachusetts, in collaboration with FHI360; University of California, Los Angeles; and Zero to Three.

OHS has an additional partnership with the National Institutes of Health's National Institute of Child Health and Human Development and the Penn State College of Medicine. They will provide Head Start programs with iLookOut, an evidence-based, online mandated reporter training that aligns with many state requirements.

OHS is also building on an existing partnership with the Administration for Children and Families' Office of Child Care (OCC) and the Health Resource and Services Administration's Maternal and Child Health Bureau to support

early childhood programs and staff in the delivery of quality services to children and their families across the country. To this end, the National Centers will provide resources and tools specifically for child care audiences that may be leveraged or adapted by state, territory, and tribal grantees as they build and enhance their services. Similarly, OHS has invested in the OCC National Center for Early Childhood Quality Assurance. It supports state and community leaders in the planning and implementation of rigorous approaches to quality in all early care and education settings.

OHS continues its contract with NORC at the University of Chicago to conduct independent, utilization-focused evaluation of the OHS TTA System. This research partnership provides new studies and administrative data analyses and supports coordination of National Center evaluation efforts to contribute to continuous improvement of the TTA delivery system.

Regional TTA Network

The 12 OHS Regional Offices work with four categories of regional TTA specialists: early childhood specialists, grantee specialists, health specialists, and family engagement specialists. Some regions also have a fifth category, systems specialists. At the direction of the Regional Office, most specialists provide TTA to individual grantees, clusters of grantees with similar interests, and at state and regional events.

Each region decides how to connect TTA specialists to grantees. Some regions use a "case management" approach. They assign either an early childhood specialist or grantee specialist to be the case manager for the grantees with whom they work. Others use a "point of contact" approach, where the Regional Office assigns specialists based on grantee need.

The regional TTA contracts were awarded as follows:

- Region I: University of Massachusetts, serving programs in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
- Region II: STG International, serving programs in New Jersey, New York, Puerto Rico, and the U.S. Virgin Islands.
- Region III: ICF, serving programs in Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia.
- Region IV: *Pending*, serving programs in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.
- Region V: STG International, serving programs in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.
- Region VI: ICF, serving programs in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.
- Region VII: ICF, serving programs in Iowa, Kansas, Missouri, and Nebraska.
- Region VIII: *Pending*, serving programs in Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.
- Region IX: STG International, serving programs in Arizona, California, Hawaii, Nevada, American Samoa, Guam, Republic of Palau, and Commonwealth of the Northern Mariana Islands.
- Region X: ICF, serving programs in Alaska, Idaho, Oregon, and Washington.
- Region XI: ICF, serving American Indian and Alaska Native Head Start programs nationwide.
- Region XII: FHI360, serving Migrant and Seasonal Head Start programs nationwide.

Head Start programs promote school readiness of children from birth to age 5 from low-income families by supporting the development of the whole child. They also support children's growth and development in a positive learning environment through a variety of services, including early learning, health, and family support and well-being.

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