

PLANNING YOUR EARLY HEAD START PROGRAM

Careful planning and preparation are imperative before beginning services to infants, toddlers, and their families. The Office of Head Start recognizes that start-up planning is critical to the success of Early Head Start programs, and requires a thoughtful process in both design and implementation. Planning for Early Head Start should begin with the application and continue after funding. Early Head Start programs are fortunate to have both a period of time designated for start-up and funding available to support it.

The Start-Up Phase

Early Head Start start-up planning should include addressing such areas as plans to recruit high quality staff with appropriate education and backgrounds, plans to provide appropriate training, plans to secure high quality facilities, transportation plans, and plans for community involvement - all of which will assist in meeting the needs of the children and families to be served by your agency. When preparing an Early Head Start proposal, applicants should identify all of the areas of support that are needed for planning and should develop separate budgets for both the start-up and ongoing operating phases.

Using a Start-Up Planner

Start-up planners are consultants that Early Head Start programs hire to assist them in the planning process and the use of a start-up planner is supported and encouraged by both ACF regional offices and the Office of Head Start. Early Head Start programs are expected to pay for the services of start-up planners from their budget, and the use of a start-up planner is a legitimate program expense if it is included in your application submission (visit <http://www.acf.hhs.gov/grants/pdf/HHS-2009-ACF-OHS-SA-0087.pdf> and refer to page 7 of the RFP). **The start-up experts of T/TAS at WKU can meet all your start-up planning needs and we encourage you to contact T/TAS today to discuss your specific requirements.** Demand for T/TAS' experienced start-up planners is anticipated to be high, so don't delay!

Some of the tasks for which a T/TAS Start-Up Planner can assist your program are:

- Orienting and/or Updating Boards, Staff, and Partners
- Identifying and Discussing Issues Related to Early Head Start Services
- Establishing Written Agreements with the Part C System
- Writing and/or Revising Job Descriptions for Transition Programs
- Reviewing Negotiated Award
- Finalizing Timelines and Responsibilities
- Hiring Staff
- Assisting Programs in Meeting Licensing Requirements
- Assisting Programs in the Development of Systems for Reflective Supervision
- Training Supervisory Staff in Reflective Supervision
- Evaluating and Securing Facilities
- Recruiting and Training Local Child Care Providers (if applicable)
- Developing Initial Training and Technical Assistance (T/TA) Plan
- Aiding in Developing Family Recruitment Plans

To obtain an estimate for your Early Head Start application on the cost of start-up planning services, contact T/TAS and learn just how easy it is to secure the expertise of a Start-Up Planning Specialist. Discounts are available for multi-day contracts (some restrictions apply). Don't delay, time is short!

T/TAS at WKU

800-882-7482 or 800-TTAS-4-TA

