



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**  
**CITY OF CHICAGO**

DELEGATE AGENCY NAME: \_\_\_\_\_

PROGRAM DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Early Head Start-Child Care Partnership Scope of Services**

Early Head Start—Child Care Partnership (EHS-CCP) program provides Early Head Start to low income children and families. The purpose of this program is twofold: 1) to provide comprehensive Early Head Start services to eligible children and families served in child care agencies (settings), and 2) to raise the quality of care at child care agencies (settings).

Delegate Agencies either directly operate EHS-CCP programs, or enter into partnerships with local providers of child care to serve infants and toddlers in their center-based classrooms or family child care homes settings and adhere to the following:

| CONTRACT REQUIREMENTS  | DA | Partner |
|--|----|---------|
| <b>Head Start Performance Standards Service Implementation:</b> child education, child and family health, mental health, disabilities, nutrition, family services and parent involvement, home visits or conferences, transition services, meetings, recordkeeping, transportation, supervision, oversight.                                      | ✓  | ✓       |
| Enrollment of children under age of 3 that qualify for the EHS program and are eligible for CCAP funds in center-based with children transitioning to Head Start/Pre-K settings at 36 months or before PIR age 4.  | ✓  | ✓       |
| Enrollment of children under age 3 in family child care homes with children transitioning to Head Start/Pre-K settings up to 48 months   |    | ✓       |
| Eligible children retain services regardless of their subsidy status.  | ✓  | ✓       |
| Group-size, day length, and program year must meet Head Start Program Performance Standards at inception of program (see attached program option table)  | ✓  | ✓       |
| Teacher qualifications must meet DFSS Chicago Early learning Standards and Head Start Performance Standards. Teachers in center based and family care home settings, must meet at least the minimum for applicable program option and have training and coursework in early childhood development with a focus on infant and toddler development | ✓  | ✓       |
| 100 percent of children in EHS-CCP classrooms must be Early Head Start and 75 percent must be Child Care Assistance Program eligible.  | ✓  | ✓       |



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| <b>CONTRACT REQUIREMENTS</b>  |  | <b>DA</b> | <b>Partner</b> |
|---|--|-----------|----------------|
| Participate in intensive training and technical assistance from the grantee, including assessments, research based coaching, and other forms of support as needed.  |  | ✓         | ✓              |
| Maintain Family worker caseloads not to exceed a ratio of 1:40.   |  | ✓         |                |
| Conduct a minimum of two annual home visits per year for each enrolled child.   |  | ✓         | ✓              |
| Support the inclusion and delivery of services to children with disabilities (at least 10 percent of funded enrollment).  |  | ✓         |                |
| Implement evidence-based curriculum that is developmentally appropriate for infants and toddlers. Conduct ongoing assessment of children to individualize the instruction and learning for each child.  |  | ✓         | ✓              |
| The physical environment and facilities at all partner locations meet all Head Start Program Performance Standards, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangement, and facilities. |  |           | ✓              |
| Provide qualified content area staff to support implementation of services  |  | ✓         |                |
| <b>a) Planning &amp; Decision Making</b>  | Role of the Board in Planning and Decision-making follows Head Start Performance guidelines.   | ✓         |                |
|   | Involve parents in program decision making through the policy committees and council, including appropriate representation of the child care partner on the policy committee.  | ✓         | ✓              |
|   | Revise and implement management plans to include provisions for contracting with and monitoring the EHS-CCP program (including those at partner agencies) for compliance with Head Start Program Performance Standards and participation in the State Quality Rating & Improvement System (QRIS) | ✓         | ✓              |
|   | Participate in the Community Assessment and Self-Assessment Process  | ✓         | ✓              |
| <b>b) Communication</b>   | Develop protocols for sharing information including: Training calendars, personnel policies, state and local licensing reports, QRIS Status  | ✓         |                |



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|   |   |           |                |
|---|---|-----------|----------------|
| <b>b)Communication</b>  | <b>Develop and maintain a system to include partners that includes dispute resolution and parent communication</b>  | ✓         | ✓              |
|   | <b>Have a system for Use of Technology</b>  | ✓         |                |
|   | <b>Allow delegate, grantee, and federal staff access to child care site at all times that children are on site.</b> | ✓         | ✓              |
| <b>c)Recordkeeping and Documentation and Reporting</b>  | <b>Maintain child and family records as required by Head Start and local standards</b>                              | ✓         | ✓              |
|   | <b>Maintain Confidentiality of records</b>  | ✓         | ✓              |
|   | <b>Storage of records according to guidelines</b>   | ✓         | ✓              |
|   | <b>Regular reports of progress toward achieving Goals, Objectives and Program Impacts</b>                           | ✓         | ✓              |
| <b>d)Oversight</b>  | <b>Regular review of partnership operations, review of records, Feedback and follow up</b>                          | ✓         | ✓              |
|   | <b>Maintain organizational structure to support implementation of all standards and requirements of this grant</b>  | ✓         | ✓              |
|   | <b>Regular review of the progress of the partnership</b>  | ✓         | ✓              |
|   | <b>Institute regular monitoring of program and fiscal operations at the partner level</b>                           | ✓         |                |
| <b>FISCAL REQUIREMENTS</b>  |   | <b>DA</b> | <b>Partner</b> |
| <b>Support a cost per child that allows partners to maintain Early Head Start class size and retain qualified teaching staff (at least \$5,293.50 per child).</b> |   | ✓         |                |
| <b>Responsibilities for facilities/space, food service (USDA participation) supplies and equipment</b>  |   | ✓         | ✓              |
| <b>Provisions for collection and non-payment of parent fees</b>   |   | ✓         | ✓              |
| <b>Non-federal share or in-kind services</b>  |   | ✓         | ✓              |
| <b>Plan and provide for Loss of Child Care Subsidy</b>  |   | ✓         | ✓              |