



Letter of Intent – Request for Application

FY 2020-2021 Early Head Start or Early Head Start Child Care Partnership Expansion

The Pennsylvania Office of Child Development and Early Learning (OCDEL) and the Pennsylvania Key (PA Key) are seeking applications for partnership in the provision of Early Head Start (EHS) and/or Early Head Start Child Care Partnership (EHSCCP) services. The Office of Head Start has made available opportunities for expansion for both EHS and EHSCCP, application are due Sept. 21, 2020. OCDEL and the PA Key are requesting Letters of Intent (LOI) from programs who have the capacity to serve infants and toddlers and wish to partner with OCDEL to provide comprehensive Early Head Start services to children and families.

EHS is a federally funded program for low-income infants and toddlers (0 - 3 years of age) that delivers high-quality educational services with a compliment of comprehensive services that support families and children. Comprehensive services include: Health and Nutrition, Mental Health, Family and Community Engagement, Disabilities, and Child Development. Traditional EHS services can be delivered through a Home-based or Center-based model, depending on the needs of the community and capacity of the program.

EHSCCP is a federally funded program targeting low-income working families, or low-income families who are in training/school. This grant offers access to high-quality, full-time, full-year, educational services to families whose income falls between 100 percent - 130 percent of the federal poverty level. This grant, like traditional EHS described above also provides comprehensive services to support children 0-3 and families. In the current EHSCCP some childcare providers partner with larger entities referred to as hubs who provide the comprehensive service described below.

Programs interested in partnering with OCDEL and the PA Key should be able to:

- (EHSCCP Specific) Recruit and enroll children eligible for Child Care Works (CCW) to supplement EHS federal funds passed through by OCDEL. Children receiving CCW who are currently enrolled and meet EHS income eligibility may be considered. Children enrolled in EHS with subsidy are afforded a full week of services despite the families work schedule to encourage continuity in attendance and continuity in care. Families are required to pay a co-pay.
- Provide high-quality education services through either a Home-based or Center-based design. Programs interested in EHSCCP will be expected to provide a minimum of 10 hours a day for the full-year. Ratio is 1:4 for infants (0-12 months) younger toddlers (12-24 months) and older toddlers (24-36 months) and would be practiced by all partners. Caseloads for a Home-based option is approximately 12.

- Provide comprehensive services either by partnering with a larger entity in the community or delivering via current program design. This includes but is not limited to:
 - Educational staff (teachers or home visiting staff) who possess at minimum an Infant Toddler CDA or a degree with a minimum of nine infant toddler specific credits. Those programs who are interested in partnership but whose staff are not qualified would be permitted one year for staff to obtain qualified status.
 - Family support staff who work one-on-one with families enrolled in Center-based programs to set and realize goals and facilitate access to community resources.
 - Health and nutrition staff who monitor status of enrolled children in regard to annual immunization schedule and well check-ups, assist in the delivery of hearing and vision screenings, follow-up with families in regard to screening results and subsequent appointments to address, and who can participate in EHS Health activities as scheduled by the Program Health Consultant.
 - Mental Health (MH) staff who can conduct regular observations of children, provide MH support to families and staff and participate in EHS MH activities as scheduled by the Program Mental Health Consultant.
 - Disabilities staff who can assure for the delivery of individualized educational services for children demonstrating delays or diagnosed with a disability, planning for transition of children both into and out of the program in accordance with Head Start Program Performance Standards.
 - Administrative staff at either the program or hub level who can provide leadership and guidance to childcare partners and participate in regularly scheduled EHS Administrator calls and meetings.

To be considered eligible to apply for the partnership, your organization must submit a Letter of Intent to Kelly Williams, Infant Toddler Program Manager, Pennsylvania Key, at kelwil@pakeys.org no later than Sept. 11, 2020. Please use the following format for Letter of Intent. All requested information must be completed in its entirety.

Letter of Intent

To Whom it may concern:

On behalf of

we intend to apply

(Lead Agency)

for funds to support (check all that apply and complete the identified information). We intend to serve (indicate number of slots next to appropriate program option):

Infants and toddler through traditional EHS Center-based services

Infants and toddlers through EHS Home-based services

Infants and toddlers through EHSCCP FT/FY Center-based services

We intend to serve children in the following counties:

Our organization is a:

School district

Keystone STAR 3 or 4 child care provider

Head Start

Third party entity

Name any partner organizations you intend to include in the application:

Information submitted in the Letter of Intent may be modified in the final application except for meeting assurances included above and lead agency.

Lead Agency Name

Date

Please list the name of the person that should be listed as contact:

First name

Last name

Email address

Phone

Chief Authorized Official Name

Chief Authorized Official Signature

Date