

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 13, 2011

M E M O R A N D U M

What's Inside:

Head Start and
Early Head Start
Child Care
Assistance
Participation

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR
CHILDREN'S DIVISION
ALYSON CAMPBELL, DIRECTOR
FAMILY SUPPORT DIVISION

SUBJECT: HEAD START AND EARLY HEAD START PARTICIPATION IN
THE CHILD CARE ASSISTANCE PROGRAM

DISCUSSION:

The purpose of this memorandum is to introduce a new section to the Child Care Policy Manual. Section [1225.050.000 Head Start And Early Head Start Child Care Assistance Participation](#) has been created to clarify Head Start (HS) and Early Head Start (EHS) programs participation in the Child Care Assistance program and the eligibility of child(ren) attending the participating program.

A Head Start or Early Head Start program may be paid for providing child care during non-core hours for an eligible child attending the program. Non-core hours are hours of direct care services which are not paid for by other funding. **Head Start or Early Head Start programs cannot charge its core hours to the Child Care Assistance Program.** Core hours are hours of direct care services paid for by other funding.

For example, if a child attends 8:00 a.m. to 5:00 p.m. daily, and the core hours are 8:00 a.m. to 12:00 p.m., then the Child Care Assistance program may be accessed for eligible children from 12:00 p.m. to 5:00 p.m. This would be five hours, which is a full-time unit.

If necessary, Child Care Provider Relation Unit (CCPRU) staff should consult with the Head Start or Early Head Start program on its hours of operations. CCPRU staff should also consult with the Eligibility Specialist/CD Worker about the child's eligibility. Based on the supporting documentation, CCPRU staff shall make the appropriate payment on behalf of the eligible child.

NECESSARY ACTION

1. Review this memorandum with all Children’s Division and Family Support Division staff.
2. Review revised Child Care Policy Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

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CHILD CARE MANUAL REVISIONS

[1225.050.00 HEAD START AND EARLY HEAD START CHILD CARE ASSISTANCE PARTICIPATION](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS (Link applicable factors and enter N/A if not applicable.)

Parental Resilience - N/A
Social Connections - N/A
Knowledge of Parenting and Child Development - N/A
Concrete Support in Times of Need - Yes
Social and Emotional Competence of Children - N/A

FACES REQUIREMENTS

N/A