

## City of Alexandria, Virginia

## MEMORANDUM

DATE: SEPTEMBER 28, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: RECEIPT OF FEDERAL EARLY HEAD START FUNDS

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**ISSUE:** Receipt of Federal Early Head Start Funds.

**RECOMMENDATION:** That City Council approve the receipt of \$154,135 in federal Early Head Start dollars which the Department of Human Services will use to make payments to family child care providers on behalf of The Campagna Center Early Head Start program.

**DISCUSSION:** On July 17, 2005, The Campagna Center's Early Head Start program received notification from the Virginia Department of Social Services, Division of Licensing, that a portion of its Early Head Start program was subject to licensure as a Family Day System. According to licensing regulations, programs that monitor providers, place children in the care of these providers and pay providers for the services provided to children as Early Head Start planned to do, are considered to be a system and must be licensed as such under the Code of Virginia.

The Campagna Center investigated the costs of applying for licensure as a Family Day System and determined that for Campagna to undertake the program it would not be economically feasible. Since the DHS Office for Early Childhood Development is already responsible for the monitoring of the Early Head Start providers and has a provider payment system in place, The Campagna Center requested that DHS assume responsibility for making payments to their providers.

DHS, pending approval by City Council of receipt of the Early Head Start funds, has agreed to partner with the Campagna Center Early Head Start program to provide the services that Early Head Start has been providing that require licensure. DHS will: 1) monitor Early Head Start providers to ensure that they meet local child care regulations; 2) process payments through the DHS payment system for no more that twenty Early Head Start children; and 3) provide lists of certified providers to Early Head Start families seeking child care. The Campagna Head Start Director and Early Head Start Coordinator will meet monthly with DHS Office for Early Childhood Development supervisors and appropriate DHS staff members to ensure that the requirements of the agreement are being met.

**FISCAL IMPACT:** The Department of Human Services estimates that there will be a minimal impact on the workload of the staff that will assume the responsibility for processing these payments. Once Council has approved the receipt of these funds, the Campagna Center will send

federal Early Head Start monies they have received to the City, at which time the City will begin to make payments for no more than twenty Early Head Start children.

**STAFF:**

Debra R. Collins, Director, Department of Human Services

Jack Powers, Director, Division of Community Programs, DHS

Marcie Kavanaugh, Director of Operations, DHS

Carol Farrell, Director, Office for Early Childhood Development, DHS

Mark Jinks, Assistant City Manager for Fiscal and Financial Affairs

Bruce Johnson, Director, Office of Management and Budget