

**MEMORANDUM**

TO: Preschool Coordinator

FROM: Peggy Grant, Head Start Director

DATE: September 5, 2018

RE: Full Utilization of Head Start Certification

We are off to a new school year which means making the assessment of Full Utilization. Enclosed is a signed copy of the Full Utilization of Head Start Certification for your district indicating that Head Start is fully utilized. **Your Superintendent will need to sign the enclosed document and send to Bill Buchanan at the Kentucky Department of Education (see top of form) by September 15, 2018. Please return a fully signed copy to me as well. You can email it to me at pgrant@audubon-area.com.**

If you have any questions, please contact me.

Cc: Local Area Manager

## Certificate of Head Start Full Utilization

Due to the Kentucky Department of Education by **September 15, 2018**

**TO**

**Bill Buchanan, Early Learning Liaison**

Kentucky Department of Education

300 Sower Boulevard, 5<sup>th</sup> Floor, Frankfort KY 40601

### Purpose

KRS 157.3175 requires local school districts to collaborate with Head Start and other existing preschool programs “to avoid duplication of services and supplanting of federal funds to maximize the use of Head Start funds to serve as many four year old children as possible.” The statute also requires that School District proposals contain certification by the Head Start director that the Head Start program is “fully utilized.”

In general, the Head Start program is considered “fully utilized” if the 1989-90 number of four-year-olds, or a mutually agreed upon target number from the local agreement, is met or exceeded (*i.e., the number of at-risk four-year-olds identified in Section V(c)(i)(3) of the new local agreement*). If the target number is not met, an explanation shall be provided, such as a description of population or economic changes that effect the number of four year olds in the District or a change in Head Start capacity.

### Submission Instructions

The District and Head Start must complete a Local Memorandum of Agreement annually. In addition, a certificate of Full Utilization form (attached), verifying the number of at-risk four-year-olds enrolled with Head Start and confirming that Head Start is fully utilized on September 1, 2018, must be signed by both the District and the appropriate Head Start director. This form MUST be submitted to the Kentucky Department of Education no later than September 15, 2018.

This certification applies to all school districts, including school district grantees or delegate agencies, districts where Head Start serves the county but not the districts’ catchment area in the county, and districts where Head Start serves all children eligible for at-risk preschool services.

It is recommended that both the District and Head Start maintain a copy of the form in their files. The District should contact the Head Start program to assure that the certification is completed on September 1, 2018 and submitted to the Kentucky Department of Education by September 15, 2018.

## Certificate of Head Start Full Utilization

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TO

Bill Buchanan, Early Learning Liaison

Kentucky Department of Education

300 Sower Boulevard, 5<sup>th</sup> Floor, Frankfort KY 40601

Head Start

Audubon Area Head Start

School District

Dawson Springs

Check or fill in the appropriate circles.

☒ **Head Start and School District Are Fully Utilized**

As of September 1, 2018, I certify that the above Head Start program and School District achieved full utilization by:

- ☐ Avoiding duplication of preschool programs and services
- ☐ Avoiding supplanting of federal Head Start funds
- ☒ Maximizing the use of Head Start funds to serve as many four-year-old children as possible, ensuring 0 (number) four-year-olds were enrolled in Head Start on September 1 based on the 1989-90 number of four-year-olds served or a mutually-agreed upon target number.

☐ **Head Start and School District Are Not Fully Utilized**

As of September 1, 2018, I certify that the above Head Start program and School District are not fully utilized for the following reason(s):

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**Certificate of Head Start Full Utilization: Signature Page**

Head Start Director Signature

*Peggy Hard*

Date

*9-4-18*

School District Representative Signature

*Leonard Whalen*

*SUPT*

Date

*9/13/18*

- ☒ School District Agrees with Certification  
☐ School District Disagrees with Certification \*  
\* The Commissioner of the Department of Education shall resolve disputes