



K.Erik Swanson, PhD
Superintendent of Education

GUAM HEAD START PROGRAM
DEPARTMENT OF EDUCATION
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Tel: (671) 475-0484 • <https://guamheadstart.gdoe.net>



25-1955

Angelina-Marie C. Lape
Program Director

DIRECTOR'S REPORT

August 2025

Per Section 642(d)(2) of the Head Start Act, the Guam Head Start Program shall ensure the sharing of information for use by the Guam Education Board (GEB) as its governing body and the Guam Head Start Policy Council (GHSPC), about program planning, policies, and Head Start operations.

- **BUDGET / FISCAL (pages 4 - 7)** – Budget Status as of July 31, 2025 is as follows:
 - FY2023 – 99.7% of the total award has been spent and/or encumbered.
 - We are working to pay all encumbrances. Once completed, the Final SF425 will be prepared for submission to OHS.
 - FY2024 – 93.1% of the total award has been spent and/or encumbered.
 - We are working to pay all encumbrances. Once completed, the Final SF425 will be prepared for submission to OHS.
 - There is currently an available budget of \$302,765.59 or 6.9% of the total grant award. Once the Final SF-425 is prepared at the end of the 90-day liquidation period, we will request approval of a carryover application for submission to OHS.
 - FY2025 – 3.3% of the total award has been spent and/or encumbered.
 - Basic Grant – 3.3% spent and/or encumbered
 - Training and Technical Assistance Grant – 4.3% spent and/or encumbered
- **FEDERAL UPDATES:**
 - The Administration for Children and Families (ACF) has announced the availability of one-time supplemental funding to enhance nutrition services and promote healthy eating for children and families enrolled in Head Start programs nationwide. This initiative directly supports the Make America Healthy Again agenda by investing in nutrition education and healthy eating habits that build stronger, healthier communities from the earliest ages. The supplemental funding will allow Head Start programs to make significant improvements to their nutrition services through four key areas:
 - Food Service Upgrades: Modernizing kitchen facilities, procuring fresh and locally sourced foods, and creating designated breastfeeding spaces
 - Materials, Supplies, and Equipment: Providing commercial-grade appliances, food preparation tools, and gardening supplies for farm-to-table initiatives
 - Nutrition Education Resources: Developing nutrition programming and curricula, and hosting workshops for families on nutrition and wellness topics
 - Non-Recurring Personnel Costs: Consulting with specialized staff such as registered dietitians and nutritionists to develop meal plans and provide nutrition counseling

- **PROGRAM UPDATES:**

- **Facilities**

- Lead Testing of Paint – Inspection of the paint in identified schools was conducted on June 17. This included 1) classrooms which have previously tested positive for lead in paint and were mitigated with lead encapsulation paint and 2) newly identified Head Start classrooms in schools built prior to 1978.

Center	Lead Testing of Paint
Finegayan I (Room 101) *Prior positive results	<ul style="list-style-type: none"> ● Inspected 8/7/23 – Positive for lead-based paint in door jambs, doors, and ceramic tile baseboards <ul style="list-style-type: none"> ○ Identified doors were replaced; Identified door jambs and baseboards were painted with encapsulation paint ● June 2025 - Lead testing of paint needed due to PRIOR POSITIVE RESULTS which required use of lead encapsulation paint. <ul style="list-style-type: none"> ○ 7/2/25 – Received report regarding inspection conducted on 6/17/25. Site was overlooked due to misunderstanding of the classrooms to be inspected. Awaiting purchase order for completion of this inspection
Finegayan II (Room 103) *Built prior to 1978	<ul style="list-style-type: none"> ● New classroom for SY 2025-2026 ● Inspected 6/17/25 – Positive for lead-based paint in doors, door jambs, interior wall, and ceramic cove base in restroom <ul style="list-style-type: none"> ○ The interior wall was painted with encapsulation paint. ○ Ceramic cove base is undisturbed and no further mitigation is needed at this time. ○ Doors and door jambs replaced as part of school refurbishment
JM Guerrero II (Room 1) *Built prior to 1978	<ul style="list-style-type: none"> ● New classroom for SY 2025-2026 ● Inspected 6/17/25 – Positive for lead-based paint in the doors and door jambs <ul style="list-style-type: none"> ○ Identified doors were replaced and door jambs painted with encapsulation paint
Price I & II (Rooms E2 and E1) *Prior positive results	<ul style="list-style-type: none"> ● Inspected 8/7/23 – Positive for lead-based paint in the door jambs and doors. <ul style="list-style-type: none"> ○ Identified doors were replaced and identified door jambs were painted with encapsulation paint. Identified doors were replaced. ● June 2025 - Lead testing of paint needed due to PRIOR POSITIVE RESULTS which required use of lead encapsulation paint. <ul style="list-style-type: none"> ○ Inspected on 6/17/25 – Positive for lead-based paint in the hinges of the room divider. ○ GDOE F&M removed room divider and placed it with a permanent wooden wall

- **Staffing –**

- The following is the current status of Head Start staff vacancies:
 - We are awaiting notification from HR as to whether recommended candidates have passed the administrative clearance process to include the FBI Background Check.
 - 3 - Limited-Term Head Start Aides
 - 1 - Community Program Aide I
 - We currently working with HR to interview for the following federally-funded positions:
 - 2 - Limited-Term Teacher
 - 1 - On-Call Substitute (reasonable accommodations)
 - 2 – Head Start Aide
 - 1 - Community Program Aide II
 - 3 - Community Program Aide I

- **ERSEA: (Eligibility, Recruitment, Selection, Enrollment, Attendance)**
 - Eligibility / Recruitment: The program has registered 558 children with an anticipated 166 returning children for a total of 724 children to date. Registration will continue by appointment only to ensure that there is an active waitlist for all centers and fill all vacancies within 30 days. Priority will be given to low enrollment areas.
 - Selection / Enrollment: Initial selection for the start of the school year has been made. Any remaining vacancies in low enrollment areas will be filled within the next couple weeks.
 - Attendance: The goal for attendance is 85%. Information will be shared with families during first home visits regarding the importance of regular attendance.

- **CORRESPONDENCE from the Office of Head Start (pages 8-18)**

- Correspondence
 - 2025.07.22- Notification of Upcoming FY26 Monitoring Review - 09CH012638
- Program Information
 - ACF-OHS-PI-25-02 One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families
- Additional information and resources:
 - Eblast 2025.07.15 - Federal Register Alert: Submission for Office of Management and Budget Review; Head Start Program Information Report
 - Eblast 2025.08.12 Responding to Frequently Asked Questions (FAQs) - One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

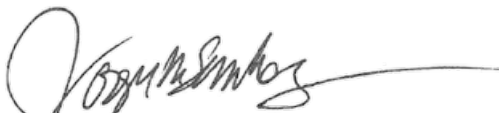
- **SUMMARY OF ACTION ITEMS FOR CONSIDERATION:**

- None at this time

Submitted: August 16, 2025



 Angelina-Marie C. Lape
 Head Start Program Director



 Joseph L.M. Sanchez
 Deputy Superintendent, Curriculum and Instructional Improvement

 K. Erik Swanson, PhD
 Superintendent of Education

GUAM DOE

HS GY23 , GY24 & GY25 07/31/2025

FOR 2025 10

ACCOUNTS FOR:		ORIGINAL		REVISED		YTD EXPENDED		MTD EXPENDED		ENC/REQ		AVAILABLE		PCT	
23	FY 2023	APPROP		BUDGET		EXPENDED		EXPENDED		REQ		BUDGET		USED	
32010 BASIC GRANT AWARD															
76220	831 215	SALARY FY23 BASIC		2,360,373.00	2,220,341.21	2,220,341.21									
76221	831 215	PART-TIME FY23 BAS		339,822.00	182,371.42	182,371.42									
76222	831 215	STIPENDS FY23 BASI		6,908.00	17,174.39	17,174.39									
76223	831 215	BENEFITS FY23 BASI		1,099,934.00	1,055,701.44	1,055,701.44									
76224	831 215	MILEAGE FY23 BASIC		14,000.00	10,498.63	10,498.63									
76225	831 215	CONTRACTUAL FY23 B		154,964.00	1,476,412.85	1,122,744.98									
76226	831 215	SUPPLY FY23 BASIC		112,550.00	214,848.69	83,751.01									
76227	831 215	EQUIPMENT FY23 BAS		-126,145.00	535,000.00	535,000.00									
76228	831 215	MISC. FY23 BASIC		26,520.00	103.50	103.50									
76229	831 215	INDIRECT FY23 BASI		87,863.00	78,726.53	78,726.53									
76235	831 215	OVERTIME FY23 BASI		4,798.59	10,384.69	10,384.69									
TOTAL BASIC GRANT AWARD				4,081,587.59	5,801,563.35	5,316,797.80									
32030 TRAINING AND TECHNICAL ASSISTANCE															
76230	831 215	TRAVEL FY23 T/TA		12,843.00	68,687.01	68,687.01									
76231	831 215	MILEAGE FY23 T/TA		4,500.00	1,278.58	1,278.58									
76232	831 215	CONTRACTUAL FY23 T			121,704.06	121,704.06									
76234	831 215	MISC. FY23 T/TA		30,494.00											
TOTAL TRAINING AND TECHNICAL A				47,837.00	191,669.65	191,669.65									
TOTAL FY 2023				4,129,424.59	5,993,233.00	5,508,467.45									

GUAM DOE

HS GY23 , GY24 & GY25

07/31/2025

FOR 2025 10

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	MTD	ENC/REQ	AVAILABLE	PCT
24	FY 2024	APPROP	BUDGET	EXPENDED	EXPENDED		BUDGET	USED
32010 BASIC GRANT AWARD								
76236	831 215 SALARY FY24 BASIC	2,127,032.00	2,168,974.00	2,191,592.69	143,823.76	.00	-22,618.69	101.0%
76237	831 215 PART-TIME FY24 BAS	575,881.00	196,324.60	201,357.63	14,478.05	.00	-5,033.03	102.6%
76238	831 215 STIPENDS FY24 BASI	4,816.00	4,816.00	.00	.00	.00	4,816.00	.0%
76239	831 215 BENEFITS FY24 BASI	1,377,920.00	1,197,014.17	1,241,145.53	85,513.35	.00	-44,131.36	103.7%
76240	831 215 LOCAL MILEAGE FY24	3,000.00	18,000.00	9,298.76	1,095.56	.00	8,701.24	51.7%
76241	831 215 CONTRACTUAL FY24 B	149,730.00	490,830.00	323,734.72	553.00	33,897.12	133,198.16	72.9%
76242	831 215 SUPPLY FY24 BASIC	22,000.00	184,420.23	808.89	59.96	8,372.64	175,238.70	5.0%
76243	831 215 EQUIPMENT FY24 BAS	10,000.00	10,000.00	699.00	699.00	.00	9,301.00	7.0%
76244	831 215 MISC FY24 BASIC	31,324.00	31,324.00	299.02	.00	.00	31,024.98	1.0%
TOTAL BASIC GRANT AWARD		4,301,703.00	4,301,703.00	3,968,936.24	246,222.68	42,269.76	290,497.00	93.2%
32030 TRAINING AND TECHNICAL ASSISTANCE								
76246	831 215 TRAVEL FY24 T/TA	12,000.00	48,953.00	47,462.57	111.88	.00	1,490.43	97.0%
76247	831 215 LOCAL MILEAGE FY24	4,500.00	4,500.00	995.84	.00	.00	3,504.16	22.1%
76248	831 215 CONTRACTUAL FY24 T	28,000.00	28,000.00	18,420.00	.00	3,800.00	5,780.00	79.4%
76249	831 215 MISC. FY24 T/TA	4,500.00	.00	.00	.00	.00	.00	.0%
86250	831 215 SUPPLY FY24 T/TA	1,494.00	1,494.00	.00	.00	.00	1,494.00	.0%
TOTAL TRAINING AND TECHNICAL A		50,494.00	82,947.00	66,878.41	111.88	3,800.00	12,268.59	85.2%
TOTAL FY 2024		4,352,197.00	4,384,650.00	4,035,814.65	246,334.56	46,069.76	302,765.59	93.1%

GUAM DOE

HS GY23 , GY24 & GY25 07/31/2025

FOR 2025 10

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD	MTD	ENC/REQ	AVAILABLE	PCT
25	FY 2025	APPROP	BUDGET	EXPENDED	EXPENDED		BUDGET	USED
32010 BASIC GRANT AWARD								
76245	831 215 IDC FY25 BASIC	34,082.00	34,082.00	.00	.00	.00	34,082.00	.0%
76251	831 215 SALARY FY25 BASIC	2,726,569.00	2,726,569.00	69,974.88	69,974.88	.00	2,656,594.12	2.6%
76253	831 215 PART-TIME FY25 BAS	.00	.00	5,315.88	5,315.88	.00	-5,315.88	100.0%
76255	831 215 BENEFITS FY25 BASI	1,462,080.00	1,462,080.00	45,644.91	45,644.91	.00	1,416,435.09	3.1%
76256	831 215 TRAVEL FY25 BASIC	27,000.00	.00	.00	.00	.00	.00	.0%
76257	831 215 CONTRACTUAL FY25 B	33,975.00	33,975.00	.00	.00	10,750.00	23,225.00	31.6%
76258	831 215 SUPPLY FY25 BASIC	10,357.00	10,357.00	.00	.00	8,581.49	1,775.51	82.9%
76260	831 215 MISC FY25 BASIC	34,640.00	34,640.00	.00	.00	.00	34,640.00	.0%
TOTAL BASIC GRANT AWARD		4,328,703.00	4,301,703.00	120,935.67	120,935.67	19,331.49	4,161,435.84	3.3%
32030 TRAINING AND TECHNICAL ASSISTANCE								
76261	831 215 TRAVEL FY25 T/TA	27,000.00	27,000.00	473.00	473.00	.00	26,527.00	1.8%
76263	831 215 CONTRACTUAL FY25 T	13,000.00	13,000.00	.00	.00	1,500.00	11,500.00	11.5%
76264	831 215 SUPPLY FY25 T/TA	1,994.00	1,994.00	.00	.00	.00	1,994.00	.0%
76265	831 215 MISC FY25 T/TA	4,000.00	4,000.00	.00	.00	.00	4,000.00	.0%
TOTAL TRAINING AND TECHNICAL A		45,994.00	45,994.00	473.00	473.00	1,500.00	44,021.00	4.3%
TOTAL FY 2025		4,374,697.00	4,347,697.00	121,408.67	121,408.67	20,831.49	4,205,456.84	3.3%

GUAM DOE

HS GY23 , GY24 & GY25
07/31/2025

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	12,856,318.59	14,725,580.00	9,665,690.77	619,819.47	533,787.02	4,526,102.21	69.3%
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** END OF REPORT - Generated by LUCILLE A. MAYO **



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 22, 2025

Guam Department of Education

Dear Grant Recipient,

While the Office of Head Start (OHS) awaits publication of the FY26 Monitoring Information Memorandum (IM), we are sharing critical information now to support your program's planning and preparation. This letter confirms that your agency will receive a monitoring review in Fiscal Year 2026 (FY26).

The forthcoming IM will outline a new monitoring framework that replaces the previous Focus Area 1 and Focus Area 2 reviews. These updates are designed to align with administration priorities, streamline tools, reduce burden on grant recipients, and ensure a balanced focus across key areas of program performance.

Your program will receive the Program Systems Review (PSR) in FY26 The Program Systems Review examines foundational systems such as governance, fiscal management, and program oversight to assess a program's capacity to meet Head Start requirements. This review replaces the Focus Area 1 (FA1) review and will be conducted through a combination of virtual and on-site activities. You will receive additional information regarding your review, including the assigned Review Lead and review dates, approximately 45 days prior to the event.

Please note: OHS is strictly regulating scheduled reviews and will not approve changes to review dates.

Monitoring Reviews for FY26

09CH012638	Program Systems Review (PSR)
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For additional resources regarding OHS FY26 Monitoring, please see below:

- FY26 Monitoring Information Memorandum (once published) can be found here: <https://headstart.gov/policy/im>
- Head Start Monitoring at <https://headstart.gov/federal-monitoring>

- Aligned Monitoring System Virtual Expo at <https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031>

Please contact the OHS Monitoring Team with any questions.

Sincerely,

OHS Monitoring Team
ohsmonitoring@dlhcorp.com
1-800-518-1932 (option 2)



One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

 headstart.gov/policy/pi/acf-ohs-pi-25-02

One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

ACF-OHS-PI-25-02

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-OHS-PI-25-02
2. **Issuance Date:** 07/29/2025
3. **Originating Office:** Office of Head Start
4. **Key Words:** Nutrition; Healthy Eating

Program Instruction

To: All Head Start Recipients

Subject: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

Instruction:

This Program Instruction (PI) outlines the process for Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. The ~~PI (Program Instruction)~~ is also intended to assist programs in determining allowable uses of funds to meet program needs.

As affirmed in [ACF-OHS-IM-25-03](#), Head Start programs play a critical role in ensuring children and families have access to comprehensive nutrition services and a variety of nutrient-dense food, including whole grains, fresh fruits, and vegetables, while reducing intake of ultra-processed foods and added sugars. Access to healthy foods and other nutrition services help children grow, develop, and learn. Healthy nutrition is essential for brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet and physical activity help strengthen a child's immune system, reducing the risk of infections and illnesses. They also prevent childhood obesity, which can lead to chronic diseases such as heart disease and diabetes.

Some Head Start programs have shared that a lack of funding can be a barrier to improving or expanding their nutrition services and support for healthy eating. In response to this feedback, the Office of Head Start (OHS) is making available this opportunity for one-time supplemental funding. The scope and size of the improvements that programs may want to make to their nutrition services will vary and ~~OHS (Office of Head Start)~~ recognizes it cannot anticipate all circumstances in which these supplemental funds may be needed. Based on recipient feedback on both promising practices for and common barriers to implementing robust nutrition and health services for children and families, this ~~PI (Program Instruction)~~ provides a non-exhaustive list of allowable uses of funds for programs' consideration.

Examples of Allowable Uses of Supplemental Funds

Head Start programs have many options for integrating creative approaches to nutrition services. The activities outlined below meet the programmatic purposes and goals of the Head Start mission and are allowable under the relevant statutory and regulatory requirements. The following is not a list of required activities, but rather a list of allowable activities that program administrators may consider in addressing the unique circumstances in their communities related to promoting nutrition services and healthy eating. Head Start funds must be used in ways that comply with the Head Start Program Performance Standards (Performance Standards). These Performance Standards emphasize the importance of providing materials, activities, and environments that meet the safety guidelines for young children and consider the age and developmental stage of children. Please note, a multi-disciplinary approach to nutrition and healthy eating may include multiple activities, and the examples of allowable activities listed below are intended to be reflective of non-recurring expenses that would be appropriate uses of one-time supplemental funds. ~~OHS (Office of Head Start)~~ expects that programs leverage multiple sources of funding to support the ongoing provision of comprehensive nutrition services. Under [45 CFR §1302.44\(b\)](#), a program must use funds from U.S. Department of Agriculture (USDA) Food, Nutrition, and Consumer Services Child Nutrition programs as the primary source of payment for meal services. Head Start funds may be used to cover those allowable costs not covered by the USDA. Applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Applications should be specifically tied to nutrition and health outcomes for children and families, including enhancing healthy nutrition practices for participating families and children.

- **Food Service Upgrades**

- Modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site.
- Procurement of fresh, locally sourced, and nutritious food items, which may include transportation costs for delivering fresh ingredients to centers.
- Designated breastfeeding spaces, such as lactation rooms and breast milk storage at center-based programs to provide private and sanitary spaces for breastfeeding mothers.
- Programs receiving funding for facility renovations must follow all requirements for recording notices of federal interest as outlined in [45 CFR §1303.46](#).

- **Materials, Supplies, and Equipment**

- Materials and equipment for center-based, home-based, or family child care activities focused on healthy eating, such as cooking demonstration kits or supplies to create community or family gardens, greenhouses, and Indigenous seed hubs.
- Commercial-grade appliances (refrigerators and freezers for safe food storage; ovens, stoves, and microwaves for on-site meal preparation; dishwashers for sanitizing utensils and dishes).
- Food preparation tools, cookware and bakeware, and storage containers.
- Sanitation equipment and protective kitchen gear to ensure the safety of staff, children, and families during food preparation and cooking activities.
- Breastfeeding supplies for use in Head Start facilities, such as breast pumps, nursing pads, storage containers, or comfortable nursing chairs for designated breastfeeding spaces specifically designed to encourage breast feeding.
- Gardens or gardening supplies designed to foster farm-to-table strategies and ensure children are exposed to range of healthy food options through educational experiences.

- **Nutrition Education Resources**

- Development of nutrition and breastfeeding education programming and curricula for children, families, and staff.
- Training for staff on nutrition and breastfeeding best practices and dietary guidelines, aligned with USDA requirements and targeting improved outcomes for children and families.
- Workshops, seminars, and community events for families on nutrition, breastfeeding, health, and wellness topics.
- Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities.
- Building or enhancing partnerships around health and nutrition with local child care providers or other local resources families use for parenting supports.

- **Non-recurring Personnel Costs**

- Consultations with specialized staff (such as registered dietitians or nutritionists) to develop and oversee meal plans that meet USDA guidelines and address the specific needs of children, such as special dietary needs, or provide nutrition counseling to families and staff.
- Staff training and professional development, which may include nutrition education workshops to train staff on the importance of balanced diets and portion control, physical activity, and food safety, and how to prepare healthy meals and snacks efficiently. Staff training could also include sessions with mental health professionals to address emotional and behavioral challenges related to food insecurity or unhealthy eating habits, and provide counseling to children and families on stress management and its impact on nutrition.
- Consultations with individuals who can promote physical activity and healthy lifestyle choices among children and staff, such as with [I Am Moving, I Am Learning](#), or develop programming that integrate nutrition and wellness into daily routines.
- Community outreach coordinators to help programs set up partnerships with local farms, food banks, and health organizations to enhance nutrition services and organize events such as cooking classes and nutrition fairs for families.

Funding Requests

Grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses. If grant recipients pursue one-time supplemental funds to support personnel, for purposes such as those outlined above, we encourage consideration for whether these positions are short-term or if ongoing expenses can be built into program budgets moving forward. Application narratives must clearly delineate which of the following categories of funding are included in the request:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. For categories 2–4 above, applicants must limit proposed expenses to evidence-based interventions or training. As part of their applications, grant recipients should provide the research and evaluations for the interventions they intend to use and describe how they will maintain fidelity to the model described in the research. Additionally, as mentioned in the section above, applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant ([National School Lunch Program Equipment Assistance Grants](#)) or the [Patrick Leahy Farm to School program](#). Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Application Instructions

~~OHS (Office of Head Start)~~ is making funds available for nutrition and health supplements. **We encourage applications to be submitted as soon as possible, but no later than Friday, August 22 for the priority deadline. Applications will be reviewed on a rolling basis.** Applications may continue to be considered on a rolling basis after the priority deadline of Friday, August 22, if funds are available.

To be considered, grant recipients must apply for supplemental funds through an application in the Head Start Enterprise System (HSES). Applications should be submitted using the "Supplement – Nutrition" application amendment. Applications submitted for nutrition purposes using a different application type will not be considered for this opportunity. Supplemental applications should include the following:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative
- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made)

None of the nutrition and health supplemental funds awarded to grant recipients will be included in the calculation of the grant recipient's base grant in subsequent fiscal years. Nutrition and health supplemental funds are not subject to the allocation requirement of [Sec. 640\(a\)](#) of the Head Start Act.

In addition to all the information included in this ~~P.I. (Program Instruction)~~, grant recipients must also comply with all award terms and conditions.

Funding Considerations

OHS's priority is to promote high-quality nutrition services and healthy eating for enrolled children and families in Head Start programs. Awards will be based on how effectively the proposed model design fits the needs of the community to be served. ~~ACF (Administration of Children and Families)~~ reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any state or federal agency.

Through this funding opportunity, ~~OHS (Office of Head Start)~~ is interested in reaching areas of greatest nutritional needs to facilitate the enhancement of services for families who would most benefit from services. ~~ACF (Administration of Children and Families)~~ reserves the right to prioritize organizations based on their ability to demonstrate their community's need and provide sustainable approaches toward the ongoing provision of comprehensive nutrition services.

For questions regarding nutrition and healthy eating needs, please contact ohs_policy@acf.hhs.gov. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

We are committed to supporting your program as we work together to promote nutrition and healthy eating for Head Start children and families.

Thank you for your work on behalf of children and families.

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start



[EMAIL EXTERNAL] Federal Register Alert: Submission for Office of Management and Budget Review; Head Start Program Information Report

1 message

Office of Head Start <HeadStartinfo@acf.hhs.gov>
Reply-To: HeadStartinfo@acf.hhs.gov
To: "aclape@gdoe.net" <aclape@gdoe.net>

Tue, Jul 15, 2025 at 3:30 AM



Title: Submission for Office of Management and Budget Review; Head Start Program Information Report

Category: Notices

Issuing Agency: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start

Action: Request for public comments.

Issue Date Month/Year: 7/2025

Citation: Federal Register Volume 90, Number 129 (Wednesday, July 9, 2025) Pages 30231–30232

URL: <https://www.govinfo.gov/content/pkg/FR-2025-07-09/html/2025-12659.htm>

Summary: The Administration for Children and Families (ACF) Office of Head Start (OHS) is requesting a 3-year extension of the Head Start Program Information Report (PIR), Monthly Enrollment reporting instrument, and Center Locations and Contacts instrument (Office of Management and Budget (OMB) #0970-0427, expiration June 30, 2025). OHS has not made any updates to these instruments.

Description: OHS is requesting an extension, without changes, of the Head Start PIR information collection authority. The following instruments are included in this information collection: (1) PIR, (2) Monthly Enrollment, and (3) Center Locations and Contacts. The PIR is used for federal program management purposes including to promote decision-making using data, is a major source of information used to respond to Congressional and public inquiries about Head Start programs and is used often by researchers. Monthly enrollment reporting supports oversight activities related to promoting full enrollment of programs. Center locations and contact reporting is used to help parents locate a program in their community. In general, these information collections together create key administrative datasets to support administration of the program. There are no updates to the current OMB-approved PIR.

Action Date: Comments due August 8, 2025.

Contact: infocollection@acf.hhs.gov

Full Text: <https://www.govinfo.gov/content/pkg/FR-2025-07-09/html/2025-12659.htm>



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[EMAIL EXTERNAL] Responding to Frequently Asked Questions (FAQs) - One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

1 message

Office of Head Start <HeadStartinfo@acf.hhs.gov>

Tue, Aug 12, 2025 at 5:00 AM

Reply-To: HeadStartinfo@acf.hhs.gov

To: "aclape@gdoe.net" <aclape@gdoe.net>

 Administration for Children & Families



Responding to Frequently Asked Questions (FAQs) – One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families, ACF-OHS-PI-25-02

General Questions:

Q1. Who is eligible to apply for these funds?

A1. All existing Head Start Preschool and Early Head Start grant recipients are eligible to apply for these one-time supplemental nutrition funds. You can apply for funds regardless of whether you are operating a Head Start Preschool program, an Early Head Start program, or both types.

Q2. We are not a Head Start recipient, but we partner with a Head Start program. Are we eligible to apply for these funds?

A2. No. Only existing Head Start Preschool and Early Head Start grant recipients are eligible to apply for these one-time supplemental nutrition funds.

Q3. We are a Head Start Collaboration Office (HSCO). Are we able to apply for this funding opportunity?

A3. No. Only existing Head Start Preschool and Early Head Start grant recipients are eligible to apply for these one-time supplemental nutrition funds.

Q4. Are home-based Head Start programs eligible for these one-time funds?

A4. You can apply for funds under this application type regardless of the program options you provide. Head Start and Early Head Start programs who operate center-based, home-based, family child care or an approved locally designed option are eligible to apply, provided that the funding is directed towards nutrition-related activities.

Q5. Is there a cap on the amount that a recipient can apply for?

A5. There is no cap on the amount a program can request. However, interested grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses.

Q6. When is the application available for grant recipients to apply?

A6. The application type "Supplement - Nutrition" is available now in the Head Start Enterprise System (HSES). You can access this post-award amendment type in the Financials Tab in HSES.

Q7. Which type of application will receive higher priority, the general "Supplement" or the "Supplement - Nutrition" application?

A7. The "Supplement - Nutrition" application will receive higher priority. If you have an application that has both health and safety, and nutrition needs, you will benefit from submitting your application under the 'Nutrition' application type.

Q8. Can you apply for these funds if you receive U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) funds?

A8. Yes, you can apply for funds if you receive CACFP. However, you cannot use these funds to purchase what CACFP has already reimbursed. Note, these funds should be used for non-recurring expenses.

Q9. Are we limited to requesting funds for one funding category, or can we request funds to support a mix of purchasing equipment, education resources, etc.?

A9. Programs may submit requests for a mix of allowable uses of funds – you do not have to just request funds for one purpose. However, applications should emphasize the impact of funding to address the nutrition needs of the community you serve.

Q10. Can you give an example of how we demonstrate purchases under categories 2-4 are evidence-based intervention?

A10. It depends on what you are applying to do with these funds. Applicants should provide a link or a citation to any available evidence that the investment of funds will have a demonstrated impact on the nutrition of your families. They may include research on positive impact for family nutrition or evidence that the specific learning strategies will impact children's healthy development.

Q11. Is it correct that Policy Council and governing body approvals do not need to be submitted by the August 22 deadline?

A11. Yes, per the [Program Instruction](#) (PI) and the associated webinar, out of consideration for the short timeframe, Policy Council and governing body approvals do not need to be submitted with the application by the August 22 priority deadline; however, they will be needed before awards are issued.

Q12. I am not certain about which funding category to use in my application, what should I do?

A12. As long as a grant recipient can clearly define the associated funding category(ies) within its application as they see it, they have satisfied the requirement. As referenced in the PI, the four funding categories include: 1. Food Service Upgrades; 2. Materials, Supplies, and Equipment; 3. Nutrition Education Resources; and 4. Non-recurring Personnel Fees.

Operational Questions

Q13. Will funds be issued with a specific CAN number to distinguish it from regular operation funds?

A13. Funds will be awarded using operations CAN 4122, so there will be no distinction.

Q14. Is the 20% non-federal match required for these funds?

A14. A 20% non-federal match is required when requesting federal funds. If you need a

waiver of the match requirement, you must include the waiver request as part of the application.

Q15. Are indirect costs allowed in the budget?

A15. Yes, indirect costs are allowed in the budget.

Q16. If we are in the fifth year of our project period, and we are awarded funds, are we able to get an extension to use funds in a new project period?

A16. Yes. At the end of a project period, recipients can request a limited no-cost extension to continue to use the funds through the extension period. However, each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application.

Q17. If a program is nearing the end of their budget period, can they request a carryover?

A17. Yes, if you are unable to use the funds prior to the end of your budget period, you can submit an application to carry them over to the next budget period. Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application.

Q18. My agency is already applying for a one-time funding not related to nutrition and healthy eating. Is it possible to apply more than once, or would applying affect the approval of either application?

A18. It is allowable to apply for both Nutrition and Healthy Eating one-time supplemental funds, as well as for one-time funds that are not related to nutrition. Applying for both does not jeopardize or impact an applicant's chances of receiving funds; however, the Nutrition and Healthy Eating applications will be funded with higher priority.

Q19. Can you provide the application instructions?

A19. The application type "Supplement - Nutrition" is available now in the Head Start Enterprise System (HSES).

Each submission must include:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative
- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made).

If you are still having trouble submitting the application in HSES, you can contact help@hsesinfo.org or 1-866-771-4737.

Q20. We have multiple Head Start grants. Do we apply for the funding separately for each grant?

A20. Recipients have the option to apply for supplemental funding under multiple grant awards. Should the recipient desire to use supplemental funds to support multiple Head Start grants, they will need to demonstrate how expenses will be cost-allocated to comply with the Head Start Act, the Head Start Program Performance Standards, and cost principles.

Q21. Does the funding get attached to the same existing grant under the same grant number as a supplement to the grant?

A21. Yes, funding will be added to an existing grant award as a supplement.

Allowable Uses of Funds Questions

Q22. Can these funds be used to purchase vehicles for food transportation?

A22. Yes, funds can be used to purchase a vehicle to transport food, but ongoing expenses related to operations must be part of the program operational budget.

Q23. Can these funds be used to give healthy food to families?

A23. As a reminder, all Head Start grant recipients and their delegate agencies are required to participate in the U.S. Department of Agriculture (USDA) Food, Nutrition and Consumer Services Child Nutrition programs, which include the Child and Adult Care Food Program (CACFP). The CACFP is a USDA program that provides reimbursements for nutritious meals and snacks to eligible children enrolled in participating programs, including Head Start programs. Per [45 CFR §1302.44\(b\)](#), Head Start grant funds may be used to cover any allowable costs for meal services that are not covered by the USDA program.

Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities, are an allowable use of these. Note, these funds should be used for non-recurring expenses.

Q24. Can this funding be used for making our kitchen improvements?

A24. Yes, modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site are all examples of allowable uses of funds. Note, programs receiving funding for facility major renovations must follow all requirements for recording notices of federal interest as outlined in 45 CFR §1303.46.

Q25. We are a Tribal program that wants to include honorarium costs for bringing elders into the classrooms to teach about traditional foods and recipes. Would this be an allowable cost for these funds?

A25. Yes, these honorarium costs to bring elders into the classroom to teach about traditional foods and recipes, as have been described in the question, are an allowable use of funds and applicable under the "Non-Recurring Personnel Costs" funding category.

Q26. Can these funds be used to enhance a software tool that would streamline and automate the process of modifying menus?

A26. Yes, these funds can be used to cover support software that would streamline and automate the process of modifying menus for children.

Q27. Does OHS have resources or ideas for more allowable uses of funds?

A27. Yes! OHS provided a list of some examples in the associated [Program Instruction](#). Additionally, we encourage programs to view our May webinar, [Spotlighting Programs: A Panel Discussion on Exceptional Nutrition Service Delivery](#), and a new webpage dedicated to highlighting [High-quality Nutrition Programming in the Field](#), for more ideas and inspiration about how these funds could be used.

Related Resources

Explore related HeadStart.gov resources to learn more:

<https://headstart.gov/nutrition/article/nourishing-futures-healthy-eating-nutrition>

All HeadStart.gov pages are translated into Spanish. Select the Español button on the top right corner to see the Spanish translation.