



K.Erik Swanson, PhD
Superintendent of Education

GUAM HEAD START PROGRAM
DEPARTMENT OF EDUCATION
501 Mariner Avenue, Barrigada, GU 96913-1608
Tel: (671) 475-0484 • <https://guamheadstart.gdoe.net>



Angelina-Marie C. Lape
Program Director

DIRECTOR'S REPORT

December 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 5- 8)** – Budget Status as of December 9, 2025 is as follows:
 - FY2023 – 98.9% of the total award was spent and/or encumbered.
 - There will be \$66,831.07 returned from this grant award which reflects both requisitions which could not be validated and converted by the deadline as well as purchase orders which vendors could not fulfill within the liquidation period.
 - FY2024 – 90.1% of the total award has been spent and/or encumbered.
 - The Program is awaiting the GEB minutes for submission of its application to carryover all remaining funds in the respective budget categories to the current fiscal year.
 - FY2025 – 19.4% of the total award has been spent and/or encumbered.
 - Basic Grant – 19.2% spent and/or encumbered
 - Training and Technical Assistance Grant – 35.5% spent and/or encumbered
- **MEALS:**
 - The Program has not yet received the CACFP Meal Reimbursement reports of meals and snacks provided through USDA programs for November 2025.
- **FEDERAL UPDATES:**
 - Streamlining Reports of Child Health & Safety Incidents (*See attachments listed under Correspondence from OHS*)
 - OHS has implemented a new feature in the Head Start Enterprise System (HSES) designed to make reporting incidents easier and more straightforward. The status of each incident will be found under each specific incident record as it is updated by OHS.
 - The purpose of this change is to provide a clear and consistent way to report incidents by keeping all of the related information in one place in HSES; by making this change, OHS can ensure that notes, follow-up questions, and documentation remain a part of the Incident record. All related information will therefore be easier to manage and track in a single place.
- **PROGRAM UPDATES:**
 - **Staffing** – The Program continues to work with GDOE HR to fill all vacancies.
 - Awaiting HR processing of approved recommendations
 - Community Program Aide I (aka Family Service Worker) – Three vacancies
 - Head Start Aide – Four vacancies

- Limited-Term Part-Time Head Start Aides – One vacancy
 - Interviews have been scheduled
 - Teacher – Two vacancies
 - Limited-Term Full-Time Teacher – Two vacancies
 - Announcement is ongoing for recruitment
 - Limited-Term Part-Time Head Start Aides – Two vacancies
- **ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)**
- **Eligibility:** The Program has registered 629 eligible children thus far and continues to register by appointments only with priority given to low enrollment centers.
 - **Recruitment:** Staff are currently conducting extensive outreach in various housing areas of low enrollment areas to recruit potentially eligible families.
 - **Selection:** There are currently 69 vacancies in 18 of our 27 centers. If there is no active waiting list at a current center, then families from nearby schools are asked if they are willing to transport their children.
 - **Enrollment:** As of November 30, there were 471 children enrolled throughout the program which is 88.2% of the Program's funded enrollment. November is the third consecutive month of underenrollment. See **Full Enrollment Initiative** below for additional details.
 - **Attendance:** Attendance monitoring is ongoing to identify and address low attendance rates in the program.
- **Full Enrollment Initiative**
- Guam Head Start has a funded enrollment of 534 children. *HSPPS 1302.15(a) Funded enrollment* states that a program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. However, the Program has been unable to maintain at least 97 percent enrollment thus far this school year.

School Year 2024 - 2025			School Year 2025 - 2026		
Month	Actual Enrollment	% of Funded Enrollment	Month	Actual Enrollment	% of Funded Enrollment
June / July	closed	closed	June / July	closed	closed
August	479	89.7%	August	527	98.7%
September	494	92.5%	September	481	90.1%
October	500	93.6%	October	468	87.6%
November	518	97.0%	November	471	88.2%
December	520	97.4%	December		
January	523	97.9%	January		
February	519	97.2%	February		
March	511	95.7%	March		
April	507	94.9%	April		
May	520	97.4%	May		

- If Guam Head Start does not meet 97% enrollment for December 2025, then the Program will be underenrolled for four consecutive months. Based on **ACF-PI-HS-18-04 Full Enrollment Initiative**, grantees with four or more consecutive months of

underenrollment in any Head Start program will receive an Underenrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the Underenrollment Letter is sent.

- The following scenarios will apply after the 12-month period, based on completion of our full enrollment initiative plan:
 - ***Achieve and Maintain 97 Percent Funded Enrollment***
 - If the grantee is meeting at least 97 percent enrollment after the 12-month period has concluded, OHS will continue to evaluate to ensure the grantee maintains at least 97 percent enrollment for six consecutive months. Where the grantee has achieved and maintained at least 97 percent enrollment for six consecutive months following the 12-month period, a Letter of Completion will be sent to the grantee. The Letter of Completion will serve as official notice of successful completion of the underenrollment plan.
 - ***Fall Short of 97 Percent Funded Enrollment***
 - If the grantee is less than 97 percent of funded enrollment after the 12-month period has concluded, OHS has the authority to designate the agency as Chronically Underenrolled and take actions authorized under Section 641A(h)(5). These actions include recapturing, withholding, or reducing the annual funding and funded enrollment. OHS is committed to continuing to support such agencies in achieving and maintaining full enrollment. Any reduction in funding will adjust the funded enrollment to be consistent with the historical, actual enrollment level.
- Agencies designated as Chronically Underenrolled will receive a Chronically Underenrolled Designation Letter. The Chronically Underenrolled Designation Letter will inform the grantee of their designation, any subsequent action, and an opportunity to appeal a recapture, withholding, or reduction in funding to the Administration for Children and Families (ACF) within 30 days of delivery of the Chronically Underenrolled Designation Letter.

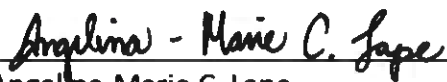
- **CORRESPONDENCE from the Office of Head Start (pages 9 - 15)**

- Correspondence – *none*
- OHS Policy and Regulations – *none*
- Additional information and resources:
 - Eblast 2025.12.11 Report Child Incidents Faster in HSES Now Live
 - Head Start Child Incident Reports FAQ – Version 1.00

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

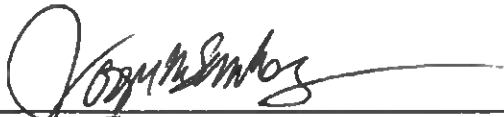
- None at this time.

Submitted: December 12, 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

HEAD START GY23 , GY24 & GY25 12/09/2025



FOR 2026 03

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
23 FY 2023	APPROP	BUDGET					
32010 BASIC GRANT AWARD							
76220 831 215 SALARY FY23 BASIC	2,360,373.00	2,220,341.21	2,220,341.21	.00	.00	.00	100.0%
76221 831 215 PART-TIME FY23 BAS	339,822.00	182,371.42	182,371.42	.00	.00	.00	100.0%
76222 831 215 STIPENDS FY23 BASI	6,908.00	17,174.39	17,174.39	.00	.00	.00	100.0%
76223 831 215 BENEFITS FY23 BASI	1,099,934.00	1,055,701.44	1,055,701.44	.00	.00	.00	100.0%
76224 831 215 MILEAGE FY23 BASIC	14,000.00	10,498.63	10,498.63	.00	.00	.00	100.0%
76225 831 215 CONTRACTUAL FY23 B	154,964.00	1,475,011.05	1,475,011.05	.00	24.00	1,377.80	99.9%
76226 831 215 SUPPLY FY23 BASIC	112,550.00	214,848.69	149,419.42	.00	1,932.00	63,497.27	70.4%
76227 831 215 EQUIPMENT FY23 BAS	-126,145.00	535,000.00	535,000.00	.00	.00	.00	100.0%
76228 831 215 MISC. FY23 BASIC	26,520.00	103.50	103.50	.00	.00	.00	100.0%
76229 831 215 INDIRECT FY23 BASI	87,863.00	78,726.53	78,726.53	.00	.00	.00	100.0%
76235 831 215 OVERTIME FY23 BASI	4,798.59	10,384.69	10,384.69	.00	.00	.00	100.0%
TOTAL BASIC GRANT AWARD	4,081,587.59	5,801,563.35	5,734,732.28	.00	1,956.00	64,875.07	98.9%

32030 TRAINING AND TECHNICAL ASSISTANCE

76230 831 215 TRAVEL FY23 T/TA	12,843.00	68,687.01	68,687.01	.00	.00	.00	100.0%
76231 831 215 MILEAGE FY23 T/TA	4,500.00	1,278.58	1,278.58	.00	.00	.00	100.0%
76232 831 215 CONTRACTUAL FY23 T	.00	121,704.06	121,704.06	.00	.00	.00	100.0%
76234 831 215 MISC. FY23 T/TA	30,494.00	.00	.00	.00	.00	.00	.0%
TOTAL TRAINING AND TECHNICAL A	47,837.00	191,669.65	191,669.65	.00	.00	.00	100.0%
TOTAL FY 2023	4,129,424.59	5,993,233.00	5,926,401.93	.00	1,956.00	64,875.07	98.9%

GUAM DOE

HEAD START GY23 , GY24 & GY25

12/09/2025

FOR 2026 03

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE	PCT
24 FY 2024	APPROP	BUDGET				BUDGET	USED

32010 BASIC GRANT AWARD

76236 831 215 SALARY FY24 BASIC	2,127,032.00	2,168,931.59	2,121,981.02	.00	.00	46,950.57	97.8%
76237 831 215 PART-TIME FY24 BAS	575,881.00	196,324.60	196,324.60	.00	.00	.00	100.0%
76238 831 215 STIPENDS FY24 BASI	4,816.00	4,816.00	.00	.00	.00	4,816.00	100.0%
76239 831 215 BENEFITS FY24 BASI	1,377,920.00	1,197,056.58	1,197,056.58	.00	.00	.00	100.0%
76240 831 215 LOCAL MILEAGE FY24	3,000.00	18,000.00	11,221.66	.00	.00	6,778.34	62.3%
76241 831 215 CONTRACTUAL FY24 B	149,730.00	490,830.00	343,352.12	.00	.00	146,781.88	70.1%
76242 831 215 SUPPLY FY24 BASIC	22,000.00	184,420.23	4,362.14	.00	696.00	175,877.30	4.6%
76243 831 215 EQUIPMENT FY24 BAS	10,000.00	10,000.00	699.00	.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	3,875,296.14	.00	4,876.79	421,530.07	90.2%

32030 TRAINING AND TECHNICAL ASSISTANCE

76246 831 215 TRAVEL FY24 T/TA	12,000.00	48,953.00	46,805.14	.00	.00	2,147.86	95.6%
76247 831 215 LOCAL MILEAGE FY24	4,500.00	4,500.00	1,375.94	.00	.00	3,124.06	30.6%
76248 831 215 CONTRACTUAL FY24 T	28,000.00	28,000.00	18,420.00	.00	1,700.00	7,880.00	71.9%
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	66,601.08	.00	1,700.00	14,645.92	82.3%
TOTAL FY 2024	4,352,197.00	4,384,650.00	3,941,897.22	.00	6,576.79	436,175.99	90.1%



GUAM DOE

HEAD START GY23 , GY24 & GY25 12/09/2025



FOR 2026 03

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE	PCT
25 FY 2025	APPROP	BUDGET				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	2,159,807.00	3,862,732.78	841,893.10	76,212.68	.00	3,020,839.68	21.8%
76253 831 215 PART-TIME FY25 BAS	1,095,413.61	1,077,413.61	70,107.17	5,381.15	.00	1,007,306.44	6.5%
76254 831 215 STIPEND FY25 BASIC	16,000.00	16,000.00	.00	.00	.00	16,000.00	.0%
76255 831 215 BENEFITS FY25 BASI	1,462,080.00	2,639,810.22	524,936.12	48,963.61	.00	2,114,874.10	19.9%
76256 831 215 TRAVEL FY25 BASIC	27,000.00	9,466.60	1,454.60	.00	.00	8,012.00	15.4%
76257 831 215 CONTRACTUAL FY25 B	33,975.00	38,346.25	18,173.75	.00	.00	20,172.50	47.4%
76258 831 215 SUPPLY FY25 BASIC	10,357.00	19,290.44	28,049.74	.00	7,373.82	-16,133.12	183.6%
76259 831 215 EQUIPMENT FY25 BAS	55,722.00	55,722.00	.00	.00	.00	55,722.00	.0%
76260 831 215 MISC FY25 BASIC	34,640.00	21,640.00	.00	.00	.00	21,640.00	.0%
TOTAL BASIC GRANT AWARD	4,929,076.61	7,774,503.90	1,484,614.48	130,557.44	7,373.82	6,282,515.60	19.2%
32030 TRAINING AND TECHNICAL ASSISTANCE							
76261 831 215 TRAVEL FY25 T/TA	27,000.00	53,527.00	27,295.14	.00	.00	26,231.86	51.0%
76262 831 215 MILEAGE FY25 T/TA	2,000.00	3,696.90	668.50	.00	.00	3,028.40	18.1%
76263 831 215 CONTRACTUAL FY25 T	13,000.00	24,450.00	3,515.00	.00	330.00	20,605.00	15.7%
76264 831 215 SUPPLY FY25 T/TA	1,994.00	3,988.00	.00	.00	.00	3,988.00	.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	47,994.00	89,661.90	31,478.64	.00	330.00	57,853.26	35.5%
TOTAL FY 2025	4,977,070.61	7,864,165.80	1,516,093.12	130,557.44	7,703.82	6,340,368.86	19.4%

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	13,458,692.20	18,242,048.80	11,384,392.27	130,557.44	16,236.61	6,841,419.92	62.5%

** END OF REPORT - Generated by LUCILLE A. MAYO **



[EMAIL EXTERNAL] Report Child Incidents Faster in HSES Now Live

HSES Announcements <notice@hsesannouncements.org>
Reply-To: HSES Announcements <notice@hsesannouncements.org>
To: aclape@gdoe.net

Thu, Dec 11, 2025 at 12:46 AM



**Release announcement - Updated Incident
Feature Now Live**

A Simpler Way to Report Incidents in HSES

Update - 12/10/2025

Last week's Incidents feature release was temporarily rolled back after we identified an issue. The issue has been resolved, and the Incidents feature is now available in HSES.

This feature is designed to provide a simpler, more straightforward way for child-serving grants to report incidents.

What's now "live" in HSES:

You are able to:

- Use the new Incidents menu in HSES
- Enter new incident reports directly into the system
- View, update, and edit reports you create
- Add follow-up information and upload supporting documentation
- Track the status of each incident as it's updated by OHS

You will not be able to:

- Change an incident's status
- Delete an incident

What has changed:

- You will not see child incident reports that were created before this release (12/10/2025 at midnight)

Updated instructions and FAQs are available on your **HSES Home page** and in **Resources**.

If you have questions, please reach out through your usual support channels.

Warm regards,

The HSES Team

For additional assistance, please contact the HSES Help Desk.



Head Start Child Incident Reports FAQ Version 1.00

September 2025

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN:

The purpose of this information collection is for eligible entities to apply for Head Start funding. Public reporting burden for this collection of information is estimated to average 25 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to receive funding under the Head Start Act (42 USC 9801 et seq.). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

OMB Number: 0970-0558 Expiration Date: 11/30/2026



Table of Contents

Instructions for Child Incident Reports3

 How to view child incidents for a grant.....3

 How to enter a child incident for a grant4

Common Questions.....6

Instructions for Child Health and Safety Incident Reports

Grant recipients (not delegates) can report and manage reportable child health and safety incidents (herein referred to as child incidents) for their own grants directly in the application on the new Incidents tab, removing the need to submit child incidents through Correspondence. Everything you need will be right where the incident record lives – simple, consistent, and easy to manage.

What's New

- You have a new Incidents menu in HSES.
- You can enter new child incident reports directly into the system.
- You can view, update, or edit existing child incident reports in one place.
- And you can track the status of each incident as it is updated by OHS.

Guidance

- You will continue to adhere to [Reporting Child Health and Safety Incidents ACF-OHS-IM-24-06](#).
- You will no longer send a Correspondence about child incidents to the OHS Incident Triage Team at ohsincidentreport@acf.hhs.gov.
- Using the old Correspondence method will cause delays in reviews and responses.
- Child incident reports will be received by the Office of Head Start staff, resulting in review and follow up as needed.
- Programs must abide by all local and state licensing, child welfare, and other reporting requirements to maintain compliance with the Head Start Program Performance Standards.

How to view child incidents for a grant

As a grant recipient, you will see a new top-level menu item: Incidents.

- Only a recipient sees the new menu item; delegates will not.
- When you tap Incidents, HSES will show you the list of child incidents that you created.
- The Office of Head Start can view and open any child incident report that you add to the grant.
- To sort the child incidents list, tap the Sort icon next to the column header.
- To view or edit a child incident, tap View in the row that contains the Incident ID.

Head Start Child Incident Report FAQ

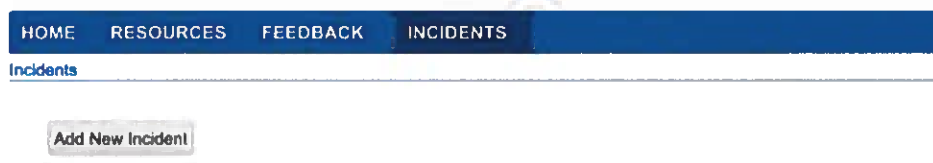
Incident ID	Grant	Status	Type of Incident	Date of Incident	Days since Last Update	Actions
HSES-		Closed	Incident Report	10/23/2024		• view
HSES-		Closed	Incident Report	04/25/2024		• view
HSES-		Closed	Incident Report	03/29/2024		• view
HSES-		Closed	Incident Report	09/08/2023		• view
HSES-		Closed	Incident Report	11/08/2021		• view
HSES-		Closed	Incident Report	10/26/2021		• view

What are the columns in the Incidents tab

- **Incident ID:** the reference Id, or unique identifier, for a single child incident report.
 - The Office of Head Start works with other types of issues, which have an Issue ID.
 - They may refer to the Incident ID as an “Issue ID.” It is the same unique identifier.
- **Grant:** the grant number.
 - In HSES, child incidents are recorded by grant number, instead of grant and program.
- **Status:** the child incident report’s current state.
 - The status is set by OHS.
 - Open and Closed matter most to you as a recipient.
 - The Office of Head Start uses other Status values for tracking.
- **Date of Incident:** the date on which the child incident occurred.
- **Days since Last Update:** the days between the record’s create date and when it was updated.
 - There’s no action a recipient needs to take based on this column; it’s informational only.

How to enter a child incident for a grant

On the Incidents tab, tap **Add New Incident**.



You will be presented with a short Incidents form to fill out.

- The Incident ID will be assigned automatically by HSES.
- The Date of Incident is for you to fill in: when did the incident occur. (The system will automatically add its own “Created On” date for the record when you tap Save.)
- Enter the Incident Summary and Description (see FAQ below for best practices).

Head Start Child Incident Report FAQ

- The Contact Name, Email Address, and Phone Number defaults to your own information.
- To add additional information to the report after the initial entry, tap Add Follow Up. Examples of additional information include, but are not limited to, an update to a program's internal investigation, an update to a state or local investigation, or any follow-up responses to questions that OHS may ask about this incident.
- To attach documents / artifacts related to the incident, tap Add Document.
- To save your work but remain in the form, tap Save.
- To save your work and return to the Incidents list, tap Save & Return.
- To save your work and return to the Incidents list, tap Save & Return.
- To exit the form without saving, tap Cancel.

Office of Head Start / Head Start Enterprise System

test.grantee@hseinfo.org | [logout](#)

[HOME](#) [RESOURCES](#) [FEEDBACK](#) [INCIDENTS](#)

[Incidents](#) / [Edit Issue](#)

Save

Save & Return

Cancel

Status: Closed

[Overview Report](#)

Grant Number:

Created On: 2024-10-30 10:57:06 EDT

Incident ID: HSES-

Created Date: 10/30/2024 10:57 AM, EDT

Update Date: 09/08/25

Created By: F2121 L2121

Closed Date: 04/22/2025 10:23 AM, EDT

Incident Report

Date of Incident: *
Incident Summary: *
Description: *
who, what, where, when
city and how

10/23/2024

Rur varius nunc. Cras a tortor eu nisi auctor vestibulum quis at neque. Fusce
Vpulvinar feugiat.
Aenean in tincidunt orci. Class aptent tacit sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Fusce tortor
ipsum, elementum vitae felis a, tempor rutrum risus. Praesent sit amet elementum ex. Aenean venenatis, ex ut dictum ornare, la

Follow-Up Contact Information

Contact Name: *
Email Address: *
Phone Number: *

. eget vestib

27437@hseinfo.org

555 555 5555 - 5555

Follow Up

Type	Details	Date	User
Assigned to Regional Office	Mc sodales mi eu pl	10/30/2024 10:57:06 AM, EDT	F2121 L2121
Closed	Bquis tincidunt lectus lectus et. Phasellus id varius enim. Duis pulvinar sed nisi sed bibendum. Aliquam erat volutpat. Curabitur risus est, facilisis at mauris nec, commodo commodo lorem. Pellentesque finibus cur	04/22/2025 10:23:13 AM, EDT	F53745 L53745

Follow Up: [Add Follow Up](#)

Supporting Documentation

Name	Correspondence or Receipt Date	Upload Date	User	
test.docx	09/08/25	09/08/25		delete

[Add Document](#)

Save

Save & Return

Cancel

5

Common Questions

1. Should I stop using Correspondence to report child incidents?
Yes. From this point forward, enter child incident reports for your grant directly into the HSES Incident menu.
2. Can a delegate enter a child incident report?
No. Only you as the recipient can view, create, or edit a child incident report. If a delegate has a child incident to report, the information should go to you, so that you can enter the information into the Incidents tab. OHS will be able to see the report that you enter.
3. Can I delete a child incident report?
No. Only OHS or the HSES team can delete a child incident report. If need be, you can make that request directly to the OHS Incident Triage Team at ohsincidentreport@acf.hhs.gov.
4. What do I use as the reference when I talk to the Office of Head Start about a child incident?
Use the Incident ID. It's the unique identifier for you and the Office of Head Start. The Office of Head Start may refer to it as the "Issue ID"; it is the same identifier. This can happen because the Office of Head Start works with more than one type of issue: a child incident is one type.
5. Can I export the list of child incidents in the Incidents tab?
Not currently. You can copy / paste them from the screen into another document.