

Hidalgo County Head Start Program

Grant 06CH012134

Under Enrollment Plan

Full Enrollment Initiative 2023

12- Month Under Enrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

This under enrollment plan and timetable for reducing or eliminating under enrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.

Plan Development and Submission

Grant recipients who receive 'under enrollment letters will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce under enrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
Irma Pena	Executive Director/HS Director	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Nora Munoz	Assistant Program Director	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Nereyda Cantu	Assistant Program Director	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Elma Carrera	Assistant Program Director	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
		<input type="checkbox"/> EHS <input type="checkbox"/> HS

Under Enrollment Plan

Grant Number: 06CH012134

Program Name	Program	Plan Start Date*	Plan End Date
Hidalgo County Head Start Program	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS	12/10/2023	12/10/2024

*Plan start date / 12-month period begins 10 days from the date the 'Under Enrollment Letter' is sent to recipients.

Under Enrollment Overview

Complete the tables on the next page by identifying and describing factors contributing to under enrollment. This 'Under enrollment Overview' table does not need to be updated throughout the 12-month plan period but should be used to inform strategies to increase total funded program enrollment.

Once a factor is selected from the drop-down box, specify/explain with additional text as needed. Factors listed in the drop-down box include:

1. Service Area: Families have relocated to other parts of the service area, not enough families in service area.
2. Saturation of Service Area for Options of Care: (Proliferation of Pre-K slots)
3. Facilities
4. Language Barriers: Challenges communicating with families.
5. Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention
6. Budgeting
7. Family Need: Do the available program options meet the needs of families?
8. Community Involvement: Do program partnerships support recruitment and program services
9. Transportation: Lack of family transportation, program transportation services
10. Temporary Factors: Construction / renovations in progress
11. Non-implemented Expansion / Child Care Partnership Issues
12. Other: Please describe

EXAMPLE: Factor: Not enough children in service area

Choose an item. (Select "Service Area")

Service Area – Not enough children in service area (Specify with additional text if needed)

Under Enrollment Plan

Factors Contributing to Under Enrollment

Factor # 1

Competition

Causes / Reasons:

- Data from our latest community assessment revealed that the number of children enrolled in school districts' Pre-K programs from 2018 to 2021 has increased by 14.7%.ext]

Effect on Under Enrollment:

- Competition with public schools and public charter schools has reduced the number of eligible children enrolling in our Head Start classrooms.

Factor # 2

Workforce

Causes / Reasons:

- Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention.

Effect on Under Enrollment:

- Workforce: Shortage of qualified staff / inadequate staffing to open classrooms, challenges in staff recruitment and retention.

Factor # 3

Facilities

Causes / Reasons:

- Old facilities. Most of our facilities are modular buildings constructed over 30 years ago.

Effect on Under Enrollment:

- Older buildings and outdated playgrounds hampered the program's ability to recruit and enroll children.

Under Enrollment Plan

Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment.

Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Revised partnership agreements with LEAs/school districts resulting in Head Start classrooms relocating to public school campuses. All Pre-K children eligible for Head Start services and/or participating in SNAP in all districts on school campuses are now part of the Head Start enrollment.	Competition	Executive Director	MOUs T/TA	12/22/2023
		Assistant Program Directors		Status
		Family Services Director and Coordinators		Complete
		Campus Directors		

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

The objective is to ensure that all children eligible for Head Start (HS) in our service receive Head Start services. Training sessions with school and HS personnel continue to be conducted with regards to enrollment, curriculum, attendance, TEA and Licensing regulations, transportation, and administration.

Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
<p>In May 2023, HCHSP engaged the services of Teach US Texas, an educator preparation program to train our Head Start teachers for state certification under the Texas Education Agency (TEA). In addition, our Change in Scope model (September 2023) secured funding to improve employee compensation for recruitment and retention incentives.</p>	<p>Workforce</p>	<p>Executive Director Assistant Program Directors Chief Human Resources Officer Staff Development Director</p>	<p>T/TA. Status Reports from Teach US. Communication with staff. TEA confirmation.</p>	<p>5/31/2024 Status In Progress</p>

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

To ensure all teachers are state certified as per TEA. Teach US works with each participant in preparation for the attainment of state certification.

Action # 3:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Revised MOU/partnership agreements with LEAs/school districts enabled the transition of 140 Head Start classrooms to ISD school campuses that had updated modern conveniences.	Facilities	Executive Director	T/TA	5/31/2024
		Assistant Program Directors	Field Operations Maintenance	Status
		Field Operations Director	School District Personnel.	In Progress
		Compliance Director		

*Resources needed can include additional T/TA, etc.

Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

Program will work with ISD to ensure that classrooms meet Childcare Licensing standards. Children and families will become familiar with school campuses earlier as they transition to public schools for kindergarten. Children’s learning environments are enhanced.

Plan Progress and Updates

Quarter 1 – 03/10/2024

Click or tap to enter a date.

- [text]

Quarter 2 – 06/10/2024

Click or tap to enter a date.

- [text]

Quarter 3 – 09/10/2024

Click or tap to enter a date.

- [text]

Quarter 4 – 12/10/2024

Click or tap to enter a date.

- [text]