

Certificate of Head Start Full Utilization

Must be Completed by **September 15, 2021**

Must be Submitted in GMAP by **March 31, 2022**

<https://gmap.education.ky.gov/user/signin.aspx>

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.

Completion 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, 2021, must be signed by both the District and the appropriate Head Start director. This form MUST be completed no later than September 15, 2021.

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 full utilization is certified by September 1, 2021 and the form is signed and completed by September 15, 2021.

Submission Instructions

The District must submit a signed Certificate of Head Start Full Utilization through the Grant Management Application and Planning (GMAP) system. The GMAP is used to collect all required preschool application information each year, including the Certificate of Head Start Full Utilization. This signed, completed form MUST be submitted to the Kentucky Department of Education through GMAP no later than March 31, 2022.

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Head Start _____

School District _____

Check or fill in the appropriate circles.

Head Start and School District Are Fully Utilized

As of September 1, 2021, 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 _____ (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, 2021, I certify that the above Head Start program and School District are not fully utilized for the following reason(s):

Certificate of Head Start Full Utilization: Signature Page

Head Start Director Signature

Date

School District Representative Signature

Date

- School District Agrees with Certification
- School District Disagrees with Certification