



Certificate of Head Start Full Utilization

Must be Submitted in the [Preschool Coordinator SharePoint Site](#) by September 15, 2023

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 school 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, 2023, must be signed by both the district and the appropriate Head Start director.

This form MUST be submitted to the Kentucky Department of Education (KDE) no later than September 15, 2023.

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 by September 1, 2023, and the completed form with signatures is submitted to the Kentucky Department of Education by **September 15, 2023**.

Submission Instructions

The district must submit a signed Certificate of Head Start Full Utilization through the Preschool Coordinator SharePoint site. Each district has a secure individual folder for submission.

This signed, completed form MUST be submitted to the KDE through the Preschool Coordinator SharePoint site no later than September 15, 2023.

Certificate of Head Start Full Utilization

Must be completed and submitted in the Preschool Coordinator SharePoint Site by September 15, 2023

Head Start: _____

School District: _____

As of September 1, 2023, the Head Start director certifies the following about the above Head Start program and School District (check appropriate boxes):

Head Start and School District Are Fully Utilized

- 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 Making Progress with Full Utilization

- Making progress avoiding duplication of preschool programs and services
- Making progress avoiding supplanting of federal Head Start funds
- Making progress 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

- Not avoiding duplication of preschool programs and services
- Not avoiding supplanting of federal Head Start funds
- Not 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.

Summarize why Head Start and the School District are not fully utilized:

Is there a dispute about full utilization? YES NO

If “yes” is checked, Head Start must notify the Commissioner of Education about the dispute by September 15, 2023, in writing via the preschool mailbox (kdestatef@education.ky.gov). All relevant information about the dispute must be included with the notification. The Commissioner of Education will determine whether the Head Start program is fully utilized within 30 days and may execute the certification on behalf of the Head Start director (KRS 157.3175(7)).

Certificate of Head Start Full Utilization Signatures

Head Start Director Signature

Date

School District Representative Signature

Date