

## Meaningful Ways to Spend One-Time Funds

The Office of Head Start has approved the use of Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and American Rescue Plan (ARP) funding to support Head Start and Early Head Start programs in the 2022-2023 program year. The following is a list of allowable expenses. It includes many ways programs can use these funds to address their local needs.

### Recruitment and Retention of Staff

- **Staff Bonuses and Overall Compensation.** Consider bonuses and overall compensation rates offered by local elementary schools for positions that are comparable to the Head Start positions or neighboring counties or school districts.
- **Retention Incentives.** Think about scaling incentives based on employee tenure with the program. Consider the implications of different incentive payment structures or schedules. For instance: a single lump sum payment for Head Start staff with established tenure versus staggered hiring bonuses over time for new and prospective staff to promote retention rather than one lump sum upon hire.
- **Staff Wellness and Mental Health Support.** Conduct employee wellness surveys or engage in other data collection to understand the needs of staff. Increase access to mental health consultation and therapy services for staff by contracting with an Employee Assistance Program. Institute a staff wellness program including activities like mindfulness breaks and opportunities for self-reflection.
- **Additional Staff.** Hire more classroom staff to meet physical distancing requirements or reduce group size. Bring in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional Learning and Development.** Provide professional learning experiences on key subjects such as diversity, equity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other Personnel Costs.** Offer fringe benefits and expand sick leave.
- **Vaccine Support.** Provide transportation to vaccination sites as well as temporary coverage to allow absence from the workplace for vaccination. Offer paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects.
- **Planning Sessions.** Prepare for a return to in-person comprehensive services by ensuring everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.

### Enrollment

- **Enrollment and Recruitment Tools.** Use funds to purchase services, materials, data support and other technology to ramp up recruitment and enrollment efforts.
- **Increase Enrollment of Children Experiencing Homelessness.** Partner with local shelters, advocacy groups, public schools, and other entities serving families experiencing homelessness to identify and enroll children experiencing homelessness.

## Support Services

- **Family Support.** Address families' economic security by supporting their employment, education, and career goals. Invest in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assess families' nutritional, health, and wellness needs more frequently. Ensure materials and resources are available in languages families understand.
- **Mental Health Support.** Employ additional family service workers and mental health consultants to assist families with adverse circumstances, including those who may be experiencing homelessness.
- **Provide Meals and Snacks Not Reimbursed by the U.S. Department Of Agriculture.** Purchase kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hire bus drivers and monitors to allow more trips with fewer children per bus. Purchase buses that support continuity of program service and reach families most in need of services.
- **Increase Inclusion of Children with Disabilities.** Provide more training for teachers and families and more support for families. Remodel classrooms and playgrounds to be accessible.

## Facilities

- **HVAC Systems and Safety.** Install new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls, to reduce risk of indoor transmission.
- **Outdoor Learning and Play.** Purchase or enhance outdoor learning spaces, including nature-based learning and outdoor classrooms. Create play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning Supplies and Services.** Purchase necessary supplies or contract services to clean and disinfect facilities and vehicles.
- **Renovations or Other Space Modification.** Convert available space into classrooms, modify current classroom designs with room dividers, or add well-ventilated modular classrooms.
- **Additional Space.** Rent additional classroom space to increase opportunities for more children to return to in-person services. Contract for slots with child care providers in center-based or family child care settings to deliver comprehensive services in accessible community settings.

## Additional Activities

- **Safe Operations.** Other locally determined facility, staff, and equipment or partnership actions that are necessary to safely resume and maintain full in-person program operations.
- **Local Needs.** Address unique needs within your community, such as providing internet access to support extended learning.