



City of Chicago
Richard M. Daley, Mayor


Chicago Department of
Family and Support Services

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Commissioner

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To: Executive Directors/Program Directors/Lead COPA Users
Head Start, Early Head Start, Child Care Programs

From: Loukisha Smart-Pennix 
Director
Children Services Division

Date: April 21, 2011

Re: Revised Procedures for Adding Head Start/Early Head Start/Child
Care Partners

The Children Services Division of the Chicago Department of Family and Support Services has a longstanding commitment to ensuring that all CSD funded programs provide the highest quality of services to our consumers and their families.

To assure that all of our programming is of high quality and in compliance with all relevant regulations and performance standards regardless of program option, CSD is revising its process for adding and monitoring new and existing delegate agency partners and Family Child Care Homes, effective immediately.

In order to be funded through any DFSS Child Care, Early Head Start, Head Start or Family Child Care Homes agencies, the incoming entity must pass a Safe Environments inspection, have required licensing, USDA/ISBE contract and appropriate credentials for the program model(s) requested.

Agencies wishing to add a partner or provider to their agency or network should fill out the Add a Partner/Provider Request Form, available on the CSD website <http://childrenergieschicago.com> and submit it to Earline Alexander by email at earline.alexander@cityofchicago.org; all credential documentation should be sent via email to denise.jordan@cityofchicago.org.

Site visits will be accomplished within one week of receipt of the Add a Partner/Provider Request Form. For any questions about this policy, please contact Craig Zemke at craig.zemke@cityofchicago.org or 312-743-1446 or Earline Alexander at earline.alexander@cityofchicago.org or 312-743-1578.