



City of Chicago
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Chicago Department of
Family and Support Services

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To: Head Start/Early Head Start
Executive/Program Directors & Network Coordinators

From: Madeline Cancel-Hanieh *mcx*
Director
Department of Family & Support Services

Date: March 1, 2009

Subject: POLICY RE: EARLY HEAD START SUPPLIES

Head Start/Early Head Start programs are intended to assist low-income and at-risk families and are therefore free of costs. Asking parents for a fee or supplies creates an undue financial hardship for them and is contrary to the central tenets upon which Head Start was founded.

Consistent with the requirements of the Head Start Performance Standards, 45 CFR § 1304.53 (b) (1), all Head Start/Early Head Start programs are responsible for providing children all necessary age appropriate materials including formula, diapers and wipes.

Parents must not be charged for the costs incurred for purchasing/ supplying formula, diapers or wipes.

In accordance with Head Start Performance Standard 1305.9, Head Start/Early Head Start programs may not charge parents fees as a condition of enrollment or participation in the program.

If you have any questions or concerns, please contact your assigned Support Services Coordinator for Program Design and Management.

Thank you for your continued commitment to children and families.