


TO: Head Start/Early Head Start Executive/ Program Directors

From: Vanessa Rich
Deputy Commissioner
Family and Support Services



Date: September 8, 2011

Subject: PRE-ENROLLMENT CERTIFICATION

It is critical that the City of Chicago attain and sustain full Head Start/Early Head Start enrollment. The Department of Family and Support Services (DFSS) is quickly approaching its certification deadline for full enrollment to the US Department of Health and Human Services.

In preparation of this deadline, a preliminary review of your agency's COPA data will be conducted by DFSS Staff on September 9, 2011.

This COPA data review is designed assess your agency's level of enrollment and compliance. At a minimum DFSS will review the following areas to ascertain your level of enrollment:

- Enrollment data
- Human Resources (i.e. staff and teacher assignments and qualifications)
- Medical information
- Disabilities status

DFSS will provide you with our findings, guidance and comments regarding your agency's enrollment and compliance status during the week of September 12, 2011.

Again, this is only a preliminary review. Final head count will be reported on Friday September 16, 2011.

Thank you.