

## Tip Sheet: Communication with the Office of Head Start

The Office of Head Start (OHS) provides support, direction, clarification, and new materials and resources throughout the period of your grant. It is essential that all Head Start leaders stay current with the latest announcements and materials. As a new leader, you may also have many questions regarding OHS expectations. This tip sheet provides you with some guidance on how to make sure you receive the latest information and that you also know where to turn to when you have questions.

### Your Regional Program Specialists

If you are a Head Start/Early Head Start (HS/EHS) Grantee, **your primary contact with the Office of Head Start is through your Regional Program Specialist.** It is important to know this person by name and to build with him or her a positive, professional relationship. As stated in Information Memorandum (IM) [ACF-IM-HS-13-02](#): *Intentional planning between grantees and federal staff will ensure that accurate and relevant information is shared. Federal staff, to the extent possible, will conduct annual visits to hear firsthand from leadership, staff, and families about the program, and federal staff will also maintain, at a minimum, monthly contacts with each grantee.* It is also helpful to know your Grants Management Specialist. The Grants Management Specialist provides ongoing, prompt, and accurate fiscal assistance to HS/EHS grantees and will support federal staff with high-quality grants management services. Keep the contact information of both your Program Specialist and Grants Management Specialists handy.

If you are a HS/EHS delegate agency, your communication with OHS happens via the grantee for which you are a delegate agency. Find out your main point of contact at the grantee and build a professional working relationship with that person(s).

### Alerts and E-blasts

The [Early Childhood Learning and Knowledge Center](#) (ECLKC) is the official website for the Office of Head Start. The ECLKC is used as the primary medium through which OHS communicates with the Head Start/Early Head Start community. It is important to subscribe to the ECLKC in order to receive timely information that might affect the operation of your program.

Through the ECLKC, the OHS issues Information Memorandums (IMs) and Program Instructions (PIs).

- IMs inform programs on important topics and may be used to clarify issues.
- PIs alert programs of changes that affect program operations.

Subscriptions to the [ECLKC](#) automatically deliver alerts and e-blasts about upcoming webinars and webcasts presented by the National Centers or the OHS, as well as newsletters and other correspondences produced and published by the National Centers.

Click the link “Subscribe” at the upper right-hand section of the ECLKC home page. Make sure that you select all the alerts you want to receive.

You can also receive updates and the latest news on Head Start by “liking” the OHS Facebook page or following OHS on Twitter. You can request both of these features when subscribing to ECLKC or by clicking the icons at the bottom right-hand section of the home page.