



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 9, 2023
To: Local Educational Agency Leads, Preschool Education Aid Districts
Route To: Directors of Curriculum and Instruction, Supervisors of Curriculum and Instruction, Early Childhood Supervisors, School Business Administrators
From: Cary A. Booker, Assistant Commissioner
Division of Early Childhood Services

Guidance on Collaboration with Head Start Programs

Local Educational Agencies (LEAs) receiving funding through Preschool Education Aid (PEA) are required to contract with every willing Head Start program that is able to meet the requirements for the number of eligible preschool students in the local Head Start catchment area determined by the federal government (N.J.A.C. 6A:13A-2.2 (c)).

This guidance is intended to provide clarification on this requirement. Head Start programs are designed to provide increased supports to qualified families. These supports exceed the education requirements of the New Jersey Department of Education (NJDOE) with health care, family supports and extended day and year programs. The partnership with Head Start blends federal and state dollars to fully fund programs. The use of Memorandums of Understanding and the exchange of funds and or services in lieu of a contract is not allowable.

When LEAs are jointly serving Head Start funded students the following must occur:

- A formal contract between the LEA and provider must be executed. LEAs may use the template provided annually by the NJDOE at [2023-2024 Head Start Contract](#) or can submit modifications for approval;
- A provider budget must be submitted to the NJDOE for the Head Start program; and,
- When projecting enrollments for the following school year, students who receive Head Start funding through the local agency must be accounted for as "Head Start" in the enrollment projection form, and not "in district."

Contact Information

Questions may be directed to the Office of Preschool Education at doeearlychild@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group