

**Pennsylvania Department of Education  
Office of Child Development and Early Learning  
August 3, 2016**

**Subject: Pennsylvania Head Start Supplemental Assistance Program Request for Applications Announced -Crawford County Only-Action Required**

The Pennsylvania Department of Education (PDE), Office of Child Development and Early Learning (OCDEL), is releasing a \$1,050,120 competitive Head Start Supplemental Assistance Program Request for Application. PDE is seeking applicants for the Head Start Supplemental Assistance Program (HSSAP) to serve children in Crawford County. HSSAP provides children with the opportunity to experience a high quality pre-kindergarten program. The program standards will ensure a high return on the investment in the preparation of young children for school and will help to close the achievement gap. Early education through Head Start can open the doors of opportunity for every child to do well in school, in the workforce, and in life. Applicants may submit funding proposals aligned with the program models outlined in the Head Start Performance Standards 1306 Part C.

PDE is issuing this Request for Applications now in order to support providers in preparing to serve additional children and to assist in being ready for enrollment by September. We recognize that providers need to conduct outreach to families; recruit, hire and train staff; and do all of the planning necessary to successfully implement the program pending approval of proposed funding.

This competitive opportunity will select eligible grantees for a one-year grant period beginning this year. The following entities are eligible to apply in the competitive process for FY 2016-17:

- Current Head Start grantees
- Current Early Head Start grantees

Successful applicants **MUST** demonstrate:

- Current federal funding for Head Start or Early Head Start as a grantee or delegate
- NO uncorrected deficiencies from the most current federal Monitoring Review
- Ability to serve Head Start children in Crawford County

Applicants must have the following in place in order to complete an application: a **REQUIRED** Letter of Intent, a vendor number (SAP #), an administrative unit number (AUN), a master provider index number (MPI), and a federal ID number or tax ID number.

**Program Requirements**

Eligible applicants that apply for HSSAP funding must provide assurance that they operate in full compliance with the federal Head Start Performance Standards as reported on their Triennial Monitoring Review Report. They assure they will provide updates to the Office of Child Development and Early Learning and the Head Start Collaboration Office director if any changes in their compliance occur. Failure to do so jeopardizes grant funding.

**Letter of Intent**

Head Start Supplemental Assistance Program applicants **MUST** complete a REQUIRED Letter of Intent using the template posted at

[http://www.pakeys.org/pages/get.aspx?page=Programs\\_HeadStart](http://www.pakeys.org/pages/get.aspx?page=Programs_HeadStart). The Letter of Intent form represents intent to apply for HSSAP funding and includes preliminary information about requested funding, program model, provider type, and area to be served. The Letter of Intent is a requirement in order to gain access to the eGrants system and to be eligible to submit an application for funding. Programs interested in applying must submit a fully completed mandatory Letter of Intent by **August 12, 2016** to [RA-PAPreKCounts@pa.gov](mailto:RA-PAPreKCounts@pa.gov). Programs who do not submit a timely Letter of Intent will not be able to apply in the eGrants system. Late submissions will not be accepted. Those agencies submitting a fully complete Letter of Intent by the due date will be notified when the HSSAP application is open in eGrants. Information submitted in the Letter of Intent may be modified in the final eGrants application.

### **Conference Call Information**

A conference call will be offered to agencies submitting the required letter of intent. The call will provide the necessary information to assist interested applicants in the completion of the application. The conference call will include the opportunity to ask questions regarding the application process, and program requirements. Any response provided during the webinars will not become “official” until addressed in writing by PDE. In addition to questions submitted during the webinars, PDE will accept questions sent to [RA-PAPreKCounts@pa.gov](mailto:RA-PAPreKCounts@pa.gov). Official written responses to questions submitted by the due date will be posted to [http://www.pakeys.org/pages/get.aspx?page=Programs\\_HeadStart](http://www.pakeys.org/pages/get.aspx?page=Programs_HeadStart). Applicants should not address questions regarding this application through any other means.

### **Vendor Number (SAP Number)**

A vendor number can be established by registering at <http://www.vendorregistration.state.pa.us/cvnu/paper/DefaultInvoice.aspx>

All agencies applying for HSSAP funding must be pre-registered. If you have any questions about vendor numbers, please contact Brian Bell in PDE’s Office of Child Development and Early Learning at (717) 346-0038.

### **AUN Number**

All HSSAP applicants will need to supply a valid AUN number within the REQUIRED Letter of Intent. To verify your AUN number or to check to see if you have one assigned to your agency, visit <http://www.edna.ed.state.pa.us/>. If you are an intermediate unit, select Search for Intermediate Units. If you are not an intermediate unit, select Advanced Search and search for your agency.

Applicants that are not already licensed by PDE, and therefore do not have an AUN number, should contact Brian Bell in the Office of Child Development and Early Learning at (717) 346-0038.

### **Master Provider Index Number**

All HSSAP applicants will need a Master Provider Index (MPI) number as part of the application process. MPI numbers are used across the Pennsylvania Department of Human Services (DHS) to identify legal entities and service locations that participate in any of their programs. As such, they are used in DHS’s data system as a common identifier for all of the Office of Child Development and Early Learning’s (which is a joint office between PDE and DHS) programs, including Child Care Licensing, Early Intervention, Pennsylvania Pre-K Counts, Head Start Supplemental Assistance Program and Keystone STARS.

Legal entities are assigned a unique 9-digit MPI number. In addition, service locations are assigned a unique 13-digit MPI number, which is created by adding a 4-digit extension to the 9-digit MPI of the legal entity. Legal entities and service providers currently participating in any of these programs should have an MPI number.

Applicants that are not currently participating in any of these programs should contact the Early Learning Network (ELN) Help Desk at (877) 491-3818 and provide their Federal Tax ID to determine their MPI numbers. MPI numbers will not be able to be provided without a Federal Tax ID. If an MPI is not identified a request form will need to be completed.

### **Tax ID Number or Federal ID Number**

This is the number that an agency uses on its federal W-9 form. Applicants for HSSAP funds should consult with the person who handles tax, legal or accounting matters for the agency to determine the federal ID number when you check on your legal name and address.

For questions contact PDE by sending an email to [RA-PAPreKCounts@pa.gov](mailto:RA-PAPreKCounts@pa.gov).