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Department of Public Welfare

State of Minnesota
OFFICE MEMORANDUM

TO : Medical Directors, Administrators and Rehab Therapy Directors

Brainerd State School and Hospital
Cambridge State School and Hospital
Faribault State School and Hospital

FROM: David J. Vail, M.D.
Medical Director

DATE: August 18, 1966

RE : Child Development Program (HEAD START)

As a possible program resource through your local community action council - CEO, we have done some preliminary exploration with Mr. James Ware, Field Representative, Office of Economic Opportunity, in the State Capitol in order to determine whether the HEAD START program is applicable to MR patients in the three- to six-year age range. We have been assured that this is a possibility for patients providing they meet the other criteria of the HEAD START program. You will first need to study the needs of your children to determine whether HEAD START can be of assistance.

This Federal resource for program development is handled differently than others. The burden of exploring and developing the program is on you and your rehab staff, because it is considered a part of the local community action council's responsibility. Therefore, you will need to jointly develop your plan with the community action council. Mr. Uebel will be the Central Office contact for consultation and assistance.

The CAC ordinarily operates within an allocation of funds from the CEO; however, I am not sure whether patients in the institutions are counted as a part of the eligibility as determined through the 1960 census. This you will need to explore with the CAC. In addition to this, it is possible that the state Office of Economic Opportunity can use central "discretionary" funds over and above local allocations. Other provisions of planning a project are applicable.

As I see this HEAD START program, it is a possible resource for those patients who need intensive programming prior to going to the hospital school. Public Law 89-10 is applicable when the patient is "in school," and HEAD START may make it possible to get at this group more intensively.

Provisions Include:

- A. Financing on 90-10 basis (State expenditures for staff can count toward the 10% matching.).
- B. Institutions must maintain current fiscal effort; per-diem rate may be used to determine this as is done in the P.I. 89-10 project.

C. Groupings of 12 to 20 children can be staffed with teacher and assistants.

D. Staff get up to eight weeks' training session (e.g., at the University of Minnesota), which includes the Montessori Method, for year-round HEAD START programs.

Your community action council of contact is:

Brainerd State School and Hospital-- Mr. Daryl Palmer, Director
Tri-County Community Action
Program, Inc.
617 Oak Street
Brainerd, Minnesota Ph: 829-3648

Faribault State School and Hospital-- Mr. Wallace Christenson, Director
Goodhue-Rice and Wabasha Citizens'
Action Council, Inc.
Carnegie Public Library
Zumbrota, Minnesota Ph: 732-5249

Cambridge State School and Hospital-- Mr. Ross Jorgenson, Director
Lakes and Pines Community
Action Council, Inc.
Brake, Minnesota Ph: 396-2987

I am enclosing a copy of "Guidelines for Writing Project Head Start Applications" dated 4 January, 1966. Forms and other information are available through the local community action council offices.

This should be considered background information for you when you sit down to talk this over with your local CAC.

DV:AW:r

Enclosure

cc: James Ware, Field Representative
State OEO - State Capitol
Mr. Turgeon, Director
State OEO - State Capitol
Ardo Wrobel
John Groos
Tom Murray
Miriam Karlins
Vi Hiltz
Dr. Callase
Marlis Butler
Morris Hursh
Ove Wangersteen
Chat Chapado

January 4, 1966

To: Directors and Presidents,
Community Action Councils

Subject: Guidelines for Writing Project Head Start Applications

Headstart applications should be organized so that they facilitate understanding and review; you will find in the format duplication and overlap. In your application use a system of always cross-referencing the minor explanation to the major; for example, budget information required in the staff section should be referenced to the budget section. Where possible, all information pertaining to one category should be put in one place including the attachments for that category. In general the sequence will be:

| <u>CAP Form</u> | <u>Subject</u> |
|-----------------|-----------------------------------|
| 1 | Application Summary |
| 2 A | Non-Federal Identification |
| 3 | Applicant Agency |
| 4 | Applicant Eligibility |
| 5 | Community Information |
| 11 | Civil Rights Statement |
| 23 | Budget |
| 30 | Conduct and Administration |
| | I Applicant |
| | II Staff |
| | III Recruitment and Enrollment |
| | IV Program |
| | VI Fiscal Responsibility |
| | VII Records and Evaluation |
| 31 | Facilities Certification |
| 32 | Teacher Training Program |
| 33 | Child Development Program Summary |

CAP form 30, Section II - Staffing requires the following considerations:

- a. Principle officer of Child Development Program would be the project administrator.
- b. The director of Education and Development Program would also be the project administrator except in cases where project has 1000 children or more.
- c. The director of Health Services Program would be:
 - A doctor, preferably a pediatrician
 - 1 Nurse per 1000 children
 - 1 Nurse per 500 children if home visits are required
 - 1 day per week for each center
- d. A director of Social Services Program would be required where more than 300 children are involved with 5 full-time aides, and as follows:
 - One-half time with four full-time aides for 200 to 300 children,
 - One-third time with two full-time aides for 100 to 200 children,
 - Eight hours per week with a full-time aide for less than 100 children.

- e. A full-time director of Psychological Services is needed for 400 children or more,
One-half time for 250 to 400 children,
One-third time for 75 to 100 children,
One-sixth for less than 100.
- f. For more than one center or location there should be a director full- or part-time with a kitchen staff at each center.

Listed below are further guidelines to meet application requirements:

1. Parental Committee (Policy Board).
2. Teacher -- 1 ea. 12 to 20 children; 2 aides (Paid or volunteer per teacher).
3. Maximum 45 minutes on bus at a time.
4. Nurse 1 day per week minimum, each center.
5. Must have testing, social services and dental and medical care.
6. Minimum 3 hours per day, 15 hours per week.
7. Minimum of 35 sq.ft. inside and 75 sq.ft. outside per child.
8. 1 hot meal and a nutritious snack.
9. Comprehensive and quality health care.
10. Complete physical examination of each child.
11. Title should not contain word "school."
12. Hire resident non-professionals where possible.
13. Migrant families in area should be planned for and included if possible.
14. 90% must be below "Poverty Line", 10% can be above.
15. Children must be from 3 to 6 years of age.
16. Paid aides must work 20 hours or more a week.
17. Rental allowance is \$.20 sq.ft.
18. Renovations and equipment must be itemized.
19. Non-Federal share for non-professional voluntary services requires a minimum of 20 hours per week at \$1.50 an hour.
20. Full-time, non-professional volunteers shall be valued at \$3,000 year for non-Federal share.
21. Professional or technical voluntary services shall be by contract -- especially for cash or in-kind non-Federal share.
22. Program in general should show efforts to influence parents.
23. Total buiget should average to approximately \$65 to \$110 per child per month.

Sincerely,

JAMES L. WARD, JR.
Field Representative

JIM:r

cc: Miss Winifred Saha, Chicago CEO office