

E-ALERT

From: [Early Learning](#)
To:
Subject: FW: E-ALERT: Additional FS summer hours
Date: Thursday, May 10, 2018 8:18:54 AM
Importance: High

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Hello Center Leaders,

As you know, we've been working through our ERSEA Re-Design, and staff who have attended the 2 required trainings are now able to select from their pool of 2018-19 applications and begin enrolling. Due to all the moving parts of the Re-Design, FS staff in our **part-year models** have expressed that they are a bit behind on recruitment, selection, and enrollment from where they typically would be at this time of the year.

In support of being fully enrolled by the first day of class, we are offering summer hours of up to 2 weeks per FS staff who support the **part-year models** to use on recruitment, selection and enrollment efforts. For example, if you have 4 FS staff for your part-year model(s), we would provide up to 8 weeks of hours. In this case, we would ask you to work with your FS team to create a plan to use the 8 weeks of hours in a way that best supports your program to get to full enrollment by the first day of class. You can use all or some of your FS staff for these hours depending on your plan and depending on the availability of FS staff given that they are typically off during the summer. These hours should be used in addition to any hours already allocated for recruitment and enrollment activities. For ECEAP, if hours are spread between 2 contract years, we will have you note that in your formal plan.

In the next few days, we will be sending you a simple form to outline your specific plan, and at that time **we will include FS staff on the email so that they are aware of this offer**, and so that you can include them in the creation of a plan. We will work hard to approve plans as quickly as possible so that you can move forward right away. *Please note: If your fiscal claims show a low percentage of spending for this time of year, we may hold your amendment to ensure that you spend your base contract dollars first. If that is the case, we will contact you directly.*

If you have questions, please send an email to ERSEA@psed.org.

Thank you for your support,

ERSEA Re-Design Team
#Weheardyou

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