

E-ALERT

From: [Early Learning](#)
To:
Subject: E-ALERT: Additional Summer Hours for ERSEA Work
Date: Wednesday, May 30, 2018 11:55:23 AM
Attachments: [Summer 2018 Recruitment & Enrollment Plan \\$\\$\\$.docx](#)
[image002.png](#)

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Hello Center Directors and Family Support Staff,

Note: *This email is applicable only to Center Directors and Family Support Staff who work in our **part-YEAR models**.*

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 that Center Directors and FS staff 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.

Please submit your plan (attached) as soon as possible. You will notice that there are separate spaces for HS and ECEAP plans. 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,

Your ERSEA Team

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