	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
ACF Administration for Children and Families	1. Log No. ACF-PI-HS-08-06	2. Issuance Date: 09/18/2008
	3. Originating Office: Office of Head Start	
	4. Key Words: Enrollment Reporting	

PROGRAM INSTRUCTION:

TO: All Head Start and Early Head Start Grantees

SUBJECT: Monthly Enrollment Reporting

INSTRUCTION:

Section 641A(h)(2) of the Head Start Act requires all Head Start programs to report on a monthly basis their actual enrollment and, if their actual enrollment is less than their funded enrollment, the reasons for this shortfall. In order to facilitate this reporting, the Office of Head Start has established a new website; https://hses.ohs.acf.hhs.gov/hsprograms.

Upon logging in to this website grantees will need to enter their user name. A grantee's user name is its grant number plus an extension of -000 for Head Start grantees or -200 for Early Head Start grantees. (Grantees operating both programs can use either extension.) You will then need to enter your password which is the password used by your program for the ECLKC Information Verification updates. If you have forgotten your password, please call the HSES Help Desk at 1-866-771-4737 or e-mail the Help Desk at hseshelp@acf.hhs.gov.

After entering your password you will be taken to the end-of-month enrollment report. Instructions on how to complete that report can be found by clicking the Instructions bar on the upper left side of your computer screen.

End-of-month enrollment data for September should be entered no later than Tuesday, October 7, 2008.

Please direct any questions on this Instruction to your OHS Regional Office.

/Patricia E. Brown/

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