

Information Verification Request

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-07-04	2. Issuance Date: 4/6/2007
	3. Originating Office: Office of Head Start	
	4. Key Word: Grantee Contact Information	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Information Verification Request

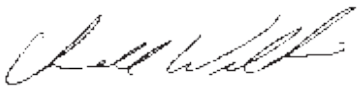
INFORMATION:

As the Office of Head Start (OHS) moves toward enhancing our ability to assure timely electronic communication with Head Start grantees and delegate agencies (and concurrently moves toward decreasing the amount of materials that are sent as hard copies), it becomes increasingly important to have current contact information for all Head Start programs. We are, therefore, establishing a profile system, within the Early Childhood Learning and Knowledge Center (ECLKC), for grantees to keep current their basic contact information. Specifically, we will be asking that you regularly update basic information (name and e-mail) for several key staff positions, that you include in your profile the name and phone number of someone OHS could contact outside of normal work hours in the event of an emergency, and that you keep your corporate address current. Grantees and delegates are asked to update, verify and maintain this information within your profile on a quarterly basis. Individual contact information will not be made public.

We are also requesting, as part of your grantee profile, that you keep current the information on the location of all your Head Start and Early Head Start centers. As a major community presence, it is important that we are able to provide accurate and timely information about all of the locations in which you are serving the children and families of your community. Center information should be updated only as the location of any of your centers change.

Grantees and their delegates will shortly receive a (hard copy) letter that includes information on user names and unique program passwords and explains how to log in, change your password and verify or update the information contained within your profile. Should you not receive this letter within three weeks of receipt of this IM please contact **1-866-763-6481**.

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



Channell Wilkins
Director
Office of Head Start

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