



Updated April 2025

Head Start State Supplement Application

Helpful Tips/Reminders

This document is to support the application process for the [2025-2026 Head Start State Supplement](#) to ensure that applications are approved in an efficient manner (content and timeline). The below information highlights the areas within the application that most often are incomplete or filled in incorrectly. And a helpful checklist is provided to make sure you submit all needed application materials.

DOWNLOAD APPLICATION-Rename and Save before filling out.

When submitting your application and associated documents, please use the following file naming convention:

Program Name-HSSS-(name of document)-25-26 (ex. CESA11-HSSS-Application-25-26)

General Information Section (p.1)

- Total State Entitlement Dollars (7a) & Amount of State Funding Requested (7b):
 - Both are the amount of funding that Jennie Mauer, Executive Director of the Wisconsin Head Start Association has sent you. They are the same number.
 - If you are NOT planning to accept the full award amount-**PLEASE let Jennie Mauer and Jillian Clemens know ASAP.**
- Indicate number of children served-even if the number is Zero.
- Sign the application (II. Certification Signature)

Assurances Section (p.3)

- **INITIAL** each assurance (please do **not** use an X, type your actual initials).
- Assurance #4: Indicate a percentage of non-federal match, (0-80%). If it is zero, enter zero.
- Assurance #6: Include a copy of your **current** ACF/NOA (it's OK if the dates do not align with the supplement grant period of July 1, 2025-June 30, 2026).
- Assurance #11: Include a copy of your program schedule (see linked example on the application).

Entitlement Section (p.4)

- Sub-Section 1 (Program Schedule): Check **all** that apply within this section.
- Sub-Section 2 (Child Placement)
 - Check **all** that apply.
 - If using supplement dollars for only quality improvement-check Not- Applicable -NA
- Sub-Section 3 (4K-Community Approach)
 - List districts individually
 - Note if 4K hours are separate from your HS hours by checking Yes or No



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Budget Detail (p.5-8) – *All budget sections will auto-calculate for you. Section totals will auto-populate into the Budget Detail on page 8.*

Personnel summary:

- WUFAR Code-Only required for school districts.
- Project FTE (Full-Time Equivalent)
 - This refers to the portion of the supplement funding that will be used for the position. It is not the percentage a person is employed for the full Head Start Program.
- Dates of Service-If unsure, use the grant cycle (July 1-June 30).

Purchased Services & Non-Capital Objects Summary:

- Provide enough detail so that anyone could understand the type of service:
 - Example: Do not list "Consultants"-\$10,000, Do list "Mental Health Consultants-\$10,000"
 - If you are contracting with multiple consultants, please list each separately (ex. Mental Health, Special Education, Multi-Lingual, etc.).
 - Example: Do not list "Office Supplies"-\$3000, Do list "postage, phones, printing, etc.-\$3000"
 - Example: Do not list "Supplies"-\$5000, Do list "diapers, markers, paper, toys, etc.-\$5000"

Capitol Objects Summary:

- If needed, provide detail about the use of funds.
 - Example: Do not list "Facilities Update"-\$15,000, Do list "Update playground area, classroom accessibility (ramps, etc.)."

Other Objects Summary:

- Do not list "Indirect or Administrative Costs", these are not allowable.

Summary of Budget Categories

- This page should automatically fill in when the above budget pages are completed. However, **please check** the numbers with each category & double check the total amount equals that have been sent by Jennie Mauer.

Application Submission Checklist

Make sure you attach the following materials to the application submission email:

- ☐ *Head Start State Supplement Application (fillable pdf)*
- ☐ *Most recent federal Notice of Award*
- ☐ *Program Schedule*
- ☐ *Most recent Community Needs Assessment*

Before sending your application submission email with the above items, you must also check that your program is up to date on fiscal and performance reporting for the current HSSS grant year contract. You must be up to date on all reporting before we can review your HSSS application.



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For Questions about the Head Start State Supplement Application:

- Please contact the HSSS email inbox: DCFHSSS@wisconsin.gov
- Or call Jillian Clemens, Head Start Collaboration Office Director at 608-279-2777