



Department of Health and Human Services
Administration for Children and Families - Region IV - Office of Head Start
Office of Regional Program Manager

61 Forsyth Street, Suite 4M60
Atlanta, Georgia 30303-8909

Telephone (404) 562-2841
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MEMORANDUM

TO: Head Start Directors
Early Head Start Directors
Executive Directors

FROM: Marsha W. Lawrence *MW Lawrence*
Regional Program Manager

DATE: October 20, 2009

SUBJECT: H1N1 Flu

OHS requests your cooperation in providing information that is related to a public health concern, specifically, H1N1 flu. The information requested is to be reported on an exception basis, that is, only those grantees that have had to close offices, centers or socialization sites as a result of concerns with H1N1. The information for the previous week is to be reported the following Monday by 10:00 AM (Eastern Standard Time) with the first report submitted Monday, October 26, 2009 until notified otherwise. The data collected is not cumulative and pertains specifically to suspected or known cases of H1N1 flu. All ACF programs are requested to collect this information. As such, please provide the information by Monday 10:00 AM of each week by email to your Program Specialist, with a cc to Amanda Pine-White. Amanda's email address is jessica.pine@acf.hhs.gov. If your grantee did not have any closures the previous week of either an administrative office, center or socialization site, there is no need to report the following Monday. For reports submitted, please only include numbers in your reports, avoiding acronyms for data not available or not applicable.

The Office of Head Start will report on four questions that are included as an attachment to this e-mail. Questions #1 and 2 pertain to both Head Start and Early Head Start grantees, as well as delegate agencies. If a grantee administers both HS and EHS, please provide the combined total for both HS and EHS. Grantees are to report for total grantee operations, including delegate agencies and partnerships. The questions are only capturing data for office or center closures, and as such, data pertaining to individual enrollee or staff absences noted as a result of H1N1 is not being collected, unless the center or office is closed. Question # 3 applies to Head Start only and Question #4 applies to Early Head Start only.

More information on how to protect children and adults during a flu pandemic, such as H1N1, is available at the OHS website: eclkc@ohs.acf.gov, which also provides links to other resources, such as the Centers for Disease Control, where information is available at flu.gov.

Thank you for your cooperation.



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H1N1 Report to the Regional Office

The following is the data collection report for the week of: _____, 2009

The report was submitted by (grantee name): _____

Address: _____

Contact for this information: _____

Phone Number: _____

- 1) The number of Head Start/Early Head Start grantee and delegate administrative **offices*** closed due to flu disruption as reported by the grantee.
- 2) The number of Head Start/Early Head Start **centers****, including home based socialization sites, closed due to flu disruption as reported by the grantee. (Please also include Family Child Care centers in this number.)
- 3) The number of **Head Start enrollment slots** assigned to the centers, including home based, disrupted by flu as reported by the grantee. (Please provide the number of enrollment slots at these closed centers or socialization sites.)
- 4) The number of **Early Head Start enrollment slots** assigned to the centers, including home based and pregnant women, disrupted by flu as reported by the grantee. (Please provide the number of enrollment slots impacted by the closure.)

*Name of Office closed: _____

**Name of Center(s) closed: _____
