



**Connecticut Office of Early Childhood  
State Head Start Supplement Grant  
Program Information & Due Dates  
FY2021-2022**

*Contact List Form*

Each year, grantees are asked to update their program contact list so OEC can accurately communicate with programs. Please complete the Contact List Form **by August 27, 2021** and return to OEC Program Manager.

*Early Childhood Professional Registry*

As detailed in [General Policy A-03](#), all State Head Start programs are required to maintain accurate data in the Registry. The Registry should be updated monthly by program administrators and will be reviewed monthly by OEC Program Manager for compliance. A list of required documentation to be uploaded to the Registry was sent to all programs.

*Fund Requests*

Monthly Fund Requests are due in eGMS **no later than the 18<sup>th</sup> of each month** in order for OEC Fiscal to process payments. If fund requests are not completed by the 18<sup>th</sup> of the month, payment will be processed in the following month's batch payment. Please note that only one payment can be processed per month.

Final/End of Year Fund Requests should follow the same due date as Monthly Fund Requests, if not requested sooner than *June 18, 2022*. Please note that State funds cannot be carried over, and as a result, lapse at the end of the State Fiscal Year, June 30.

*Quarterly Reports*

Grantees are required to submit quarterly reports to detail the outcomes of their objectives, goals and indicators of achievement throughout the fiscal year. Templates will be sent to grantees in early fall for FY2021-2022.

<b>Quarterly Reporting Period</b>	<b>Due to OEC Program Manager</b>
July 1 - September 30	October 15
October 1 - December 31	January 15
January 1 - March 31	April 15
April 1 - June 30	July 15



## Connecticut Office of Early Childhood

### *Annual Report*

At the conclusion of the fiscal year, grantees submit a detailed Annual Report of their grant activities via a Qualtrics survey link. The FY2021-2022 Annual Report survey link will be sent to grantees in June 2022

**The FY2020-2021 Annual Report is due by end of day August 27, 2021. This survey link was sent to grantees on July 21, 2021. Please contact OEC Program Manager if you did not receive a link.**

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