

**FROM:** Cary A. Booker

**DATE:** April 18, 2024

# SUBJECT: Contract Amendment Guidance

Please see additional guidance/clarification regarding **Section VII, compensation**, in the Private Provider and Head Start contract templates that were sent out in March. Please see below amendments:

Section VII, Part B. “October” is changed to “November”, which is when the contract begins to fund based on enrollment.

Section VII, Part C. “October” is changed to “November”, which is when the contract begins to fund based on enrollment.

Section VII, Part D. Amended to read “For the month of November, the amount due under the contract shall not be subject to adjustment due to September or October enrollment for each contracted classroom that is open to receive children by September 1.”

Section VII, Part H. The first part of the paragraph is amended to read “Except for August 1, September 1, and October 15…”

Section VII, Part I1. Amended to read “If the provision for receipt and verification of the Provider’s enrollment as described in H above are met, monthly payments shall be made on: August 1, September 1, October 15, November 15, December 15, January 15, February 15, March 15, April 15, and May 15. One final payment shall be issued on or before August 1, 2025.”

Thank you again for your continued support and collaboration with Private Providers and Head Start programs in your community. Please reach out to your liaison if you need additional guidance.