To: Community Partnerships Lead Agents  
From: Zero to Eight Coalition/ Access and Affordability Committee  
Subject: Direct Services Continuation Application FY 03  
Date: March 25, 2002

The 0-8 Coalition is taking the practical approach in distributing information needed from Clusters for the Continuation Application of Direct Services from the Department of Education. The necessary forms for the process are enclosed.

Clusters determine process of allocating CP slots to programs

- All programs should be invited to submit proposals, but priority in assigning slots should be given to programs with current contracts with Boston Public Schools.
- All applicants must have completed accreditation, CDA or an Associates Degree in Early Childhood, OR must be currently enrolled in an Accreditation/CDA support program.
- Continuity of care will be a consideration when assigning slots.
- Family Child Care Providers who participate in a System must apply through their System.
- Utilization of currently assigned slots will also be a consideration in continued allocation of CP slots.

A. Proposals from programs should include:
   1. Application
   2. Program Narrative
   3. Current OCCS License Copy
   4. Accreditation/CDA certificate or status letter from vendor verifying acceptance into a support program or indicating progress toward completion
   5. Direct Service Provider Specifications Sheet
   6. Signed Program Assurances Sheet

B. Cluster applications for Direct Service from Lead Agents should include the items mentioned above plus:
   1. Cluster Cover and Budget Sheet (Direct Services only)
   2. Cluster Accreditation/CDA Status Summary Sheet
   3. One page written summary of proposal review process
   4. Sign off sheet of all participants involved in the proposal review process

Proposed Timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25, 2002</td>
<td>Information submitted to Lead Agents</td>
</tr>
<tr>
<td>April</td>
<td>Applications submitted to Programs by Lead Agents</td>
</tr>
<tr>
<td>Late April-early May</td>
<td>Cluster review takes place</td>
</tr>
<tr>
<td>Mid May</td>
<td>Direct service awards announced by Cluster</td>
</tr>
<tr>
<td>May 30, 2002</td>
<td>Direct Service Applications due to Zero to Eight Office</td>
</tr>
</tbody>
</table>