



August 18, 2020

Dear Head Start/Early Head Start Community Partners:

The purpose of this letter is to inform you of upcoming changes in the Head Start/Early Head Start Programs. For the past 54 years, Burlington Community Action Partnership, Inc. (BCAP) has administered the Head Start/Early Head Start Programs in Burlington County.

The Office of Head Start (OHS) has identified a new grantee through the Designation Renewal System. Center For Family Services has been awarded this grant by OHS. Therefore, on September 1, 2020, the administration of the program will be the responsibility of the Center For Family Services.

Both BCAP and Center For Family Services are committed to a seamless transition and continuity of services. Both agencies value the contributions of our community partners and your commitment to our Head Start children and families. Burlington Community Action Partnership, Inc. will continue to administer the many programs and services that BCAP offers to low-income individuals and families on a daily basis, except for the Head Start and Early Head Start components.

Any existing memoranda of understanding (MOU) between BCAP and its current community partners regarding Head Start/Early Head Start will end on August 31, 2020. BCAP will provide copies of existing memoranda to Center For Family Services upon request.

Center For Family Services looks forward to working with you and continuing a successful partnership to serve the children and families of Burlington County. Center For Family Services representatives will reach out to you to update and/or create new MOU's with your agency, as needed. If you have questions or if you would like additional information, please reach out to Theresa Santore, Executive Assistant, at theresa.santore@centerffs.org.

Thank you in advance for your cooperation and support during this transition period. On behalf of BCAP, it has been a pleasure to provide Head Start/Early Head Start services, and we wish the Center For Family Services continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Ruben A. Johnson", written over a horizontal line.

Dr. Ruben A. Johnson
Chief Executive Officer
Burlington Community Action Partnership, Inc.

A handwritten signature in black ink, appearing to read "Merilee Rutolo", written in a cursive style.

Merilee Rutolo
Chief Operating Officer
Center For Family Services