San Bernardino County Head Start Shared Governance Board Meeting
Agenda for August 24, 2023

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JOE BACA, JR., CHAIR	**TED ALEJANDRE, VICE-CHAIR**
SBC 5th District Supervisor	SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER	**DR. GEORGINA YOSHIOKA, DIRECTOR**	**WENDY ALVAREZ, INTERIM CHILDREN'S NETWORK OFFICER**
SBC Public Health	SBC Behavioral Health	SBC Children's Network

SHELLY THOMAS	**CHRISTINE DAVIDSON**	**ORETHA PAKPAHAN**
Head Start Policy Council Chair	Head Start Policy Council Member	Head Start Policy Council Member
Community Representative	Community Representative	South Redlands Head Start
SGB Representative	SGB Representative	SGB Representative

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TIME: **2:00 P.M. to 4:00 P.M.**

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours' notice. Please call PSD staff (909) 383-2078 to request the service. PSD will accept public comments in advance of the meeting by email to Sharmaine.Robinson@psd.sbcounty.gov, comments will be distributed to the SGB and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. In order to ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday*, August 23, 2023*.

1. **CALL TO ORDER**   Supervisor Joe Baca Jr., Chair

2. **WELCOME/INTRODUCTIONS**   Supervisor Joe Baca Jr., Chair

3. **PUBLIC COMMENT**   Supervisor Joe Baca Jr., Chair

4. **PRESENTATION OF THE AGENDA**   Shar Robinson, Secretary
   Notice of minor revisions to agenda items, items removed or continued.

5. **EXECUTIVE REPORTS/PROGRAM UPDATES**
   5.1   Receive US Department of Health & Human Services   Jacquie Greene, Director
        Communication
            5.1.1   Information Memorandum 23-02 – American Indian and Alaska
                 Native; Public Assistance
            5.1.2   Information Memorandum 23-03 – Treatment of Rebates, Refunds,
                 Discounts, and Similar Cost Savings
            5.1.3   Information Memorandum 23-04 – Fiscal Year 2024 Monitoring Process
                 for Head Start and Early Head Start Recipients
   5.2   Receive Report of Program Updates (Oral Report)   Jacquie Greene, Director
   5.3   Receive Full Enrollment Initiative   Jacquie Greene, Director
   5.4   Receive Monthly 2022-23 Program Information Report   Debra Billings-Merlos, Deputy Director

5.5	Receive School Readiness Child Outcome Report – 2022-23 Comparison of Assessments 1, 2 and 3	Shannon Rodriguez, Program Manager
5.6	Receive Draft Quarterly Performance Measures Program Year 2022-23 Final Quarter	Arlene Molina, Assistant Director
5.7	Receive Child and Adult Care Food Program Application Fiscal Year 2023-24	Madeline Tsang, Administrative Manager
5.8	Receive Finance Report(s)	Madeline Tsang, Administrative Manager

    5.8.1   Budget to Actuals
       5.8.1.1 Fiscal Year 2022-23

6. SGB TRAINING/REFRESHER

6.1	Receive –Program Information Reporting	Debra Billings-Merlos, Deputy Director
6.2	Receive – Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training	Sean Segal, ERSEA Program Manager

7. CONSENT ITEMS   Supervisor Joe Baca Jr., Chair
    7.1   Revised PSD Planning Road Map 2023-24
    7.2   Approve SGB Minutes
        7.2.1   May 17, 2023
        7.2.2   July 19, 2023

8. DISCUSSION ITEMS - No items

9. INFORMATIONAL ITEMS   Supervisor Joe Baca Jr., Chair
    9.1 Next Shared Governance Board Meeting – October 24, 2023

10. EXECUTIVE COMMENT   Supervisor Joe Baca Jr., Chair

11. ADJOURNMENT   Supervisor Joe Baca Jr., Chair

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-23-02	2. Issuance Date: 05/23/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start; Eligibility; TANF; Tribal; AIAN; American Indian Alaska Native; Public Assistance	

INFORMATION MEMORANDUM

TO: American Indian and Alaska Native Head Start Agencies

Subject: American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF

Information:

The Office of Head Start (OHS) administers AIAN Head Start programs in partnership with Tribes. Through a nation-to-nation relationship, OHS regularly engages with Tribes to understand the special circumstances of AIAN Head Start programs and to support Tribal sovereignty. Through regular consultation, Tribal leaders and Tribal Head Start program administrators have indicated that Tribes should exercise appropriate discretion in determining which children should be eligible and prioritized for Head Start services. OHS affirms that Tribes — to the maximum extent possible under the Head Start Act — should determine eligibility for Head Start and which children would most benefit from Head Start services. This information memorandum (IM) explains how AIAN programs can maximize the use of an existing eligibility criterion to enroll additional Tribal children, which expands tribal control and decision making in determining which children to serve in Head Start.

Specifically, this IM reminds AIAN Head Start programs that if families are eligible for benefits and services funded by tribal TANF, then they also meet categorical eligibility requirements for Head Start. Congress established Head Start eligibility criteria in Section 645(a)(1)(B)(i) of the Head Start Act to include families with incomes at or below the federal poverty level and families eligible for public assistance. Families eligible for public assistance are categorically eligible for Head Start services. Categorical eligibility allowances consider family circumstances rather than income to determine eligibility for Head Start. Children experiencing homelessness, children in foster care, and families who receive, or are eligible to receive, public assistance in the form of Supplemental Security Income, Supplemental Nutrition Assistance Program, and TANF are eligible for Head Start services solely on the basis of these circumstances. While the guidance in this IM does not create new policy, OHS believes prior guidance issued on TANF eligibility has not explicitly addressed tribal TANF benefits and services in addition to cash assistance as a means for Head Start eligibility.

As Tribal governments have flexibility in establishing tribal TANF eligibility and because they administer AIAN Head Start programs, they are uniquely positioned to leverage TANF as a means for categorical eligibility under public assistance. The Administration for Children and Families (ACF) reminds tribes administering tribal TANF and AIAN Head Start they have the ability to identify tribal members and other individuals who are eligible for tribal TANF (including all TANF benefits and services, not just cash assistance) as being eligible for AIAN Head Start program enrollment. Note that this approach does not guarantee a tribal TANF participant's enrollment in a Head Start program, as programs must adhere to their recruitment and selection criteria to ensure they prioritize enrollment for those who may benefit most from Head Start services.

Overview of AIAN Head Start Eligibility and the Need for Policy Guidance

AIAN Head Start programs are operated by tribal governments, tribal colleges, or tribal agencies. The eligible population for Head Start includes pregnant women[1] and families with a child from birth through age 5. The Head Start Act allows up to 49% of an AIAN Head Start program's enrollment to be comprised of enrollees in the over-income eligibility criterion if 1) all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area are served, and 2) the tribe has resources within its grant to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible. A minimum of 51% of the AIAN program enrollment must be comprised of income-eligible families, children experiencing homelessness, children in foster care, or families who receive, or are eligible to receive, public assistance. Families who receive, or are eligible to receive, tribal TANF, would count toward the minimum 51% of income-eligible families irrespective of their actual income. Understanding tribal TANF eligibility and its relationship to Head Start eligibility creates a flexibility for tribes to make decisions about Head Start enrollment for AIAN Head Start grant recipients.

Overview of Tribal TANF

Tribal TANF gives federally recognized Indian tribes the ability to apply for and receive funding to operate their own TANF programs. When Congress established the TANF program in the Personal Responsibility and Work Opportunity Act, Public Law 104-193, it recognized that tribes are in the best position to design TANF programs for the populations they serve. As of 2022, there are 75 approved tribal TANF programs which serve over 280 federally recognized Tribes and Alaska Native Villages.

Tribes receive federal funding as a block grant to design and operate tribal TANF programs and may use their TANF funds in any manner reasonably calculated to accomplish the following four purposes of TANF:

1. Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives.
2. End the dependency of needy parents by promoting job preparation, work, and marriage.

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[1] The term "pregnant women" is inclusive of pregnant transgender or nonbinary people per ACF-IM-HS-22-02.

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3. Prevent and reduce the incidences of out-of-wedlock pregnancies.
4. Encourage the formation and maintenance of two-parent families.

Tribal TANF may provide direct cash assistance for families in need. Because TANF cash assistance provides payments to individual families, it is the easiest to document and therefore the type of TANF assistance most often considered for Head Start eligibility. However, the tribal TANF block grants fund many other services that promote one or more purposes of TANF. Tribal TANF funds provide support for a broad range of benefits and services in addition to cash assistance, including but not limited to workforce training, counseling, case management, transportation, adolescent pregnancy prevention, and healthy marriage education. Families with a child from birth through age 5, or pregnant women who are eligible for any tribal TANF benefits and services also can be eligible for Head Start due to being eligible for TANF public assistance.

Tribes have great flexibility in Tribal TANF program design and implementation, including defining elements of their program such as eligibility, service area and service population (e.g., all Indian families in the service area or only enrolled members of the tribe), and the nature of the benefits and services provided. TANF benefits and services that fulfill purposes one and two outlined above are limited to "needy" families, and Tribes have broad discretion in establishing the standards for determining which families are needy. Moreover, the benefits and services associated with TANF purposes three and four are not limited to those who are needy. The flexibility inherent in tribal TANF for establishing eligibility criteria is particularly relevant for this policy guidance and its implications for determining eligibility for AIAN Head Start.

Implementation of Policy Guidance

Tribal governments must adhere to Head Start requirements for determining, verifying, and documenting eligibility when implementing this policy guidance. Head Start Program Performance Standard (HSPPS) 45 CFR §1302.12(i)(2) requires documentation from either the State, local, or Tribal public assistance agency that shows the family either receives public assistance or is eligible to receive public assistance. Because Head Start requires documentation of eligibility for public assistance, Tribes must determine the process for establishing documentation that works best for their unique population. AIAN programs must also adhere to the age requirements in 1302.12(b) and maintain criteria for prioritizing enrollment for children would most benefit from Head Start services.

Any approach adopted by tribes must also align with the eligibility for tribal TANF as stated in the tribal TANF plan. Tribal governments should review their Tribal TANF plan to determine who is currently eligible for TANF benefits and services and may amend the plan if necessary to reflect the Tribe's decisions about who should be eligible for TANF benefits or services. For instance, if the current tribal TANF plan does not currently include all families of a child from birth through age 5 as eligible, and tribes wish to expand eligibility to all such families, the tribe may submit a TANF plan amendment. Once the tribal TANF plan has been approved, the tribe has discretion on the process they use to document eligibility for tribal TANF and on how they communicate that eligibility to AIAN Head Start programs and families. Additional details regarding documentation and communication to AIAN families are provided in subsequent paragraphs.

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ACF suggests some approaches to consider that include, but are not limited to:

- **Utilizing the tribal TANF plan as documentation.** If the current tribal TANF plan has defined its eligibility criteria to include all families with a child from birth through age 5 as eligible for TANF cash assistance, benefits, or services, this means these families are considered eligible for public assistance, and therefore, eligible for Head Start services. Since the Tribal TANF plan is issued by the tribal public assistance agency, a Head Start program could include a copy of this tribal TANF plan, or the specific section that indicates a child's eligibility, in each enrolled child's file to satisfy Head Start eligibility documentation. Or the tribe could develop a one-page statement confirming the Tribe's determination that all tribal members are eligible for TANF benefits or services, and therefore meet eligibility requirements for Head Start services, and that statement could be included in each enrolled child's file.
- **Issuing a letter to communicate eligibility to AIAN families and use as documentation.** Tribes have the discretion to determine what the process of issuing a letter may look like. We offer several approaches for consideration:
  - Tribal TANF offices might consider issuing a letter to all families who receive or are eligible to receive tribal TANF benefits or services to notify families that they are eligible for Head Start services.
  - Tribal TANF offices might consider issuing a letter directly to all AIAN Head Start programs stating that all families with children under the age of 5. are eligible for tribal TANF benefits or services and therefore, eligible for Head Start services.
  - Tribes could have a template of a letter onsite at the Head Start program and could fill it in during the intake process, including the name of the child whose family is receiving or eligible for TANF benefits or services. After the template is filled out with the child's name, the AIAN program would then take the letter to the tribal TANF office for signature.
  - Tribes might consider encouraging families in the tribe's tribal TANF service population to individually seek their own documentation from their tribal TANF office stating they receive, or are eligible for tribal TANF benefits or services, and as such, they are eligible for Head Start services.

If a tribe decides to issue a letter, regardless of the process they choose, the letter must include the beneficiary's name, the tribe's name, and confirmation that the beneficiary receives or is eligible to receive tribal TANF benefits or services per the tribal TANF plan. The letter must be issued by the State, local, or tribal public assistance agency. Including a copy of this letter in each enrolled child's file would satisfy Head Start eligibility documentation requirements. Utilizing the tribal TANF plan to extend Head Start eligibility to AIAN families reduces the burden of families navigating multiple federal program eligibility processes and supports better alignment and coordination across federal programs.

Supporting Tribal Sovereignty and Responding to Tribal Consultation
This policy guidance honors tribal sovereignty by explaining additional options to determine which tribal members most benefit from Head Start services. In government-to-government

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tribal consultation with HHS officials, Tribal leaders have requested categorical eligibility for tribal members. While categorical eligibility for tribal members would require statutory change, this guidance seeks to maximize existing statutory authority to make progress toward that goal.

The goal of this IM is to support tribes in maximizing enrollment of tribal families in AIAN Head Start programs. Region XI AIAN programs provide essential services to address the unique needs of tribal children and families including language and culture preservation.

Programs should contact their Region XI office with questions about this IM.

Thank you for your work on behalf of Head Start children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-23-03	2. Issuance Date: 07/10/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Rebate; Refund; Discount; Cost Reduction; Cost Savings; Applicable Credits; E-Rate Program	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Recipients and Subrecipients

SUBJECT: Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

INFORMATION:
Head Start recipients receive a wide variety of rebates, tax credits, refunds, discounts, and similar cost savings that affect the net cost of goods and services or are received as cash payments, such as insurance proceeds and cash-back credit card rewards. Applicable credits are addressed in the Uniform Guidance at 45 CFR §§75.406, 75.402, 75.453 and within the HHS Grants Policy Statement I-22, II-28, II-62, II-65, B-2. As defined in 45 CFR §75.406:

(a) Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the federal award as direct or indirect (F&A) costs. Examples of such transactions are as follows: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the non-federal entity relate to allowable costs, they must be credited to the federal award either as a cost reduction or cash refund, as appropriate.

(b) In some instances, the amounts received from the federal government to finance activities or service operations of the non-federal entity should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) must be recognized in determining the rates or amounts to be charged to the federal award. (See §§75.436 and 75.468, for areas of potential application in the matter of federal financing of activities.)

The purpose of this Information Memorandum (IM) is to provide guidance on cost-saving measures and how the savings should be treated by the recipient toward the Head Start award. The IM will also guide recipients in ensuring that direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient's accounting practices, allocated correctly, and returned to the federal award appropriately. This IM supersedes ACF-IM-HS-12-09.

Example of the E-Rate Program

The E-Rate program was implemented in 1997 by the Federal Communications Commission (FCC) and is administered by the Schools and Libraries Division of the Universal Service Administrative Company (USAC). The E-Rate program is intended to ensure that all eligible schools and libraries have affordable access to telecommunications and information services. Some Head Start and Early Head Start recipients are eligible for E-Rate program participation. Service discounts range from 20% to 90% depending upon local income and urban or rural location. In order to be eligible to receive support from the E-Rate program, Head Start entities must meet the federal and state definitions of elementary school. This means that the state must first consider these facilities to be schools and then USAC will determine if Head Start schools in a particular state are eligible.

It is possible that some Head Start programs in a state will be able to meet both parts of the test and, therefore, be eligible for funding, while others will not. For example, a Head Start center that is not considered a school in a particular state is not eligible for funding even if the Eligibility Table indicates that Head Start facilities in that state are eligible. You should check with your state department of education for more information on your status.

E-Rate participants have two payment options (exercisable at the participant's discretion) for their covered telecommunications and information services:

1. The user pays only the non-discount portion of the telecommunications and information services cost to the service or equipment provider, who, in turn, seeks reimbursement from the E-Rate Program Administrator for the discounted amount.
OR
2. The user pays their telecommunications and information services bill in full and seeks reimbursement payments for the amount of the discount from the E-Rate Program Administrator via the service or equipment provider.

Additional information can be found at the FCC and USAC E-Rate sites.

Option 1 is recommended for E-Rate participants to fully realize the benefit of the program. This option allows the recipient to take the discounted amount before the transaction and maintain the savings in the current operations budget. If the recipient chooses to utilize option 2, the reimbursement is categorized as applicable credits. Applicable credits cannot be classified as program income and, as such, are not included in the total cost of a federal award. In these instances, the applicable credits must be credited to the federal government as a cost reduction (if received during the same project period as charges were made) or cash refund (if received after the project period in which charges were incurred has ended). Recipients should refer to the Program Support Center (PSC) guidance on returning funds/interest. For records and awareness, the recipient must provide the Office of Grants Management with a copy of the documentation submitted to PSC.

Because of the diverse characteristics and accounting practices of recipient organizations, it is not possible to specify every type of receipt or reduction-in-expenditure that recipients may encounter. Using the table below as a guide, recipients must ensure that all direct and indirect cost reductions or cash refunds that relate to a Head Start award are reflected in the recipient's

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accounting practices and allocated to the cost of necessary Head Start goods and services. Please note, it is not the Office of Head Start's intention that changes be made to recipients' accounting systems or policies on the basis of this IM. Recipients may continue with current accounting practices for applicable credits if compliant with 45 CFR Part 75 and the generally accepted accounting principles.

Treatment of Receipts and Negative Expenditures that Offset or Reduce Direct or Indirect Cost Items

Type of Receipt or Negative Expenditure	Treatment	
	Cost Reduction[1]	Cash Refund[2]
Discounts	✓	
Rebate taken before payment is completed	✓	
Credits received during the same project period	✓	
Refund received during the project period in which related cost was incurred	✓	
Credits received after the end of the project period		✓
Refund received after the project period in which related cost was incurred		✓
Refund given in the form of **credit** to existing account with no actual cash refund and not related to an individual cost, regardless of when received		✓
Insurance claim proceeds if funds were awarded for the same purpose		✓

If you have any questions regarding this IM, please contact your regional office.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

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[1] Cost reduction requires the recipient to reduce (net) the amount of the cost charged to the Head Start award to reflect the rebate or similar reduction in cost.

[2] Cash refund requires the recipient to show the amount in excess of the Head Start award and return the funds to the U.S. Treasury through Program Support Center.

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	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
ACF Administration for Children and Families	1. Log No. ACF-IM-HS-23-04	2. Issuance Date: 07/11/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2024; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:
Section 641A of the Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. This Information Memorandum (IM) outlines the OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®) reviews.

During the FY24 program year, CLASS scores will be used for Designation Renewal System (DRS) determinations as described in 45 CFR §1304.11(c). As a reminder, from the spring of 2020 through spring of 2023, OHS did not use CLASS scores for DRS determinations due to the COVID-19 pandemic. 45 CFR §1304.17 of the Head Start Program Performance Standards (HSPPS) allows OHS the flexibility to make DRS determinations without one or more of the data elements required in 45 CFR §1304.11 in instances where a major disaster, emergency, or public health emergency makes some data elements unavailable. Since the public health emergency related to the COVID-19 pandemic has ended, OHS can no longer utilize this flexibility.

FY 2024 Monitoring Reviews

Review Type	FY24 Implementation	Start Date
FA1	FA1 reviews will be conducted through a virtual format.	October 2023
FA2	FA2 reviews will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring.	October 2023
CLASS®	Grant recipients will have the opportunity to self-record and submit their own videos or request an on-site CLASS review.	October 2023

Follow-up Reviews	Follow-up reviews will be conducted either in-person or virtually by the OHS regional office.	Start dates will coincide with the end of the corrective action period.
Other	OHS reserves the right to conduct special off-site or on-site reviews.	As needed

FA1 Reviews

The FA1 review is an opportunity for grant recipients to describe their approach and plan for providing high-quality services to children and families. This focus area informs OHS's understanding of each grant recipient's foundation for program services, as they describe their approaches to staffing structure, program design and governance, education, health and family services, and fiscal infrastructure.

FA2 Reviews

The FA2 review is an opportunity for grant recipients to demonstrate their effective implementation of high-quality services to children and families that meet Head Start requirements. This focus area broadens OHS's understanding of each grant recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS® Reviews

Section 641A(c)(2)(F) of the Improving Head Start for School Readiness Act of 2007 requires OHS to assess the quality of teacher-child interactions using a valid and reliable observation measure. OHS will continue to use the 2008 edition of the CLASS Pre-K Teacher-Child Observation Instrument to meet this requirement.

For FY24, an updated process will be used to conduct CLASS reviews. Grant recipients that are scheduled for a CLASS review will have the option to self-record and submit their own videos for their monitoring review.

In some cases, grant recipients will not meet the criteria related to technology requirements and/or staffing resources needed to submit their own videos. If these criteria cannot be met or if other concerns are identified, grant recipients can request an in-person CLASS review.

All grant recipients will have the opportunity to attend information sessions specifically developed to discuss FY24 CLASS options, including a group of sessions convened specifically for American Indian and Alaskan Native grant recipients.

Scheduling

Each year, grant recipients are required to submit an accurate calendar of availability. The information is used to schedule monitoring reviews by OHS regional office staff. The availability calendar also gives grant recipients a way to inform OHS as to when their program is not operational and when children are not in session. Grant recipients should update their calendars immediately, as changes in program

availability occur. Please note that OHS is unable to accommodate requests to reschedule reviews. OHS also reserves the right to conduct unannounced reviews at any time.

Grant recipients scheduled to receive a monitoring review in FY24 will receive a notification letter 45 to 60 days before the start of the event (depending on type of monitoring review). Grant recipients can expect a planning call with their assigned review coordinator to discuss their review. During the initial call, recipients may share their program's current service delivery options.

If you have any questions or concerns regarding the FY24 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families.

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

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Full Enrollment Initiative

May 18, 2023

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Housekeeping Items

- All participants are in listen-only mode.

- Certificates of Attendance will be provided via chat and email.

- Closed Captioning is optional.

- Participate in discussion via chat.

- Submit all questions via Q&A.

Ask your questions here.

Participate in discussion with the presenters here.

Closed Captions can be turned on or off here.

Today's Speakers

Khari Garvin
Director, Office of Head Start

Heather Wanderski
Director, Program Operations Division, Office of Head Start

Priscilla Hodge
Program Specialist, Program Operations Division, Office of Head Start

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start
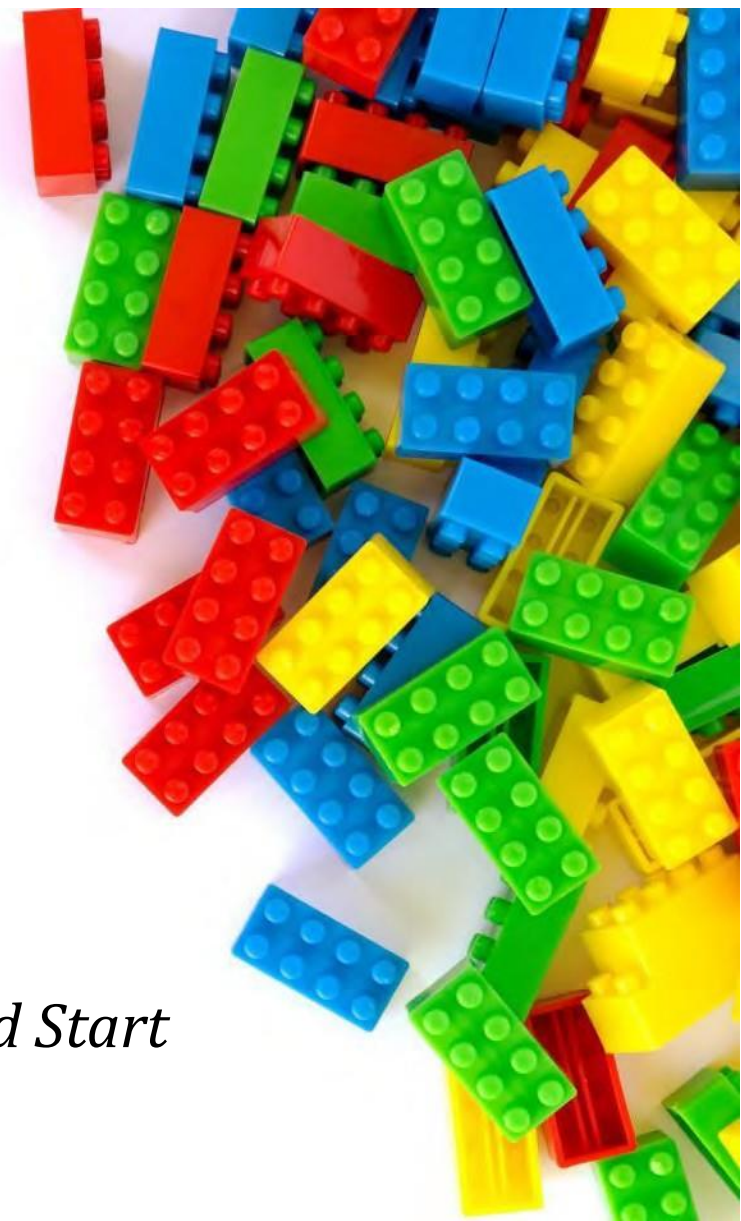
Today's Topics

- Happy Birthday, Head Start!

- Office of Head Start Purpose & Priorities

- FEI Policy Requirements & Purpose

- Resuming the FEI

- Resources

- Questions & Answers

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

58 YEARS OF HELPING CHILDREN AND FAMILIES THRIVE

HAPPY BIRTHDAY, HEAD START!

Office of Head Start

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start

Office of Head Start Purpose

Origins

As part of President Lyndon B. Johnson's *War on Poverty,* Head Start began as an eight-week demonstration project designed to help break the cycle of poverty

Mission

Designed as an anti-poverty early childhood education program, Head Start prepares America's most vulnerable children, ages birth to five, to succeed in school and in life beyond school

Program Description

Head Start programs promote the school readiness of young children from low-income families by:

- Enhancing their cognitive, social, and emotional development
- Offering comprehensive services such as early learning, nutrition, health, family well-being and parent engagement

Office of Head Start Priorities

Child Health and Safety

Reach eligible children and families of greatest need

Investing in the Workforce

High quality environments (fiscal management, facilities, learning environment)

Augment Head Start's capacity to partner with State systems and National Partners

Equity, Inclusion & Belonging

FEI Policy Requirements and Purpose

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Full Enrollment Initiative Policy Requirements

Head Start Act *Section 641A(h) of the Head Start Act*

- Outlines recipient enrollment reporting requirements
- Outlines OHS's enrollment review and authority to adjust and redistribute funds
- Outlines expectations of 12-month plan to reduce/eliminate underenrollment

Program Instruction: Full Enrollment Initiative *ACF-PI-HS-18-04*

- Outlines FEI processes and procedures
- Reiterates the importance of reaching full enrollment

Full Enrollment Initiative Policy Requirements

Enrollment Reporting *Section 641A(h)(2) of the Head Start Act*

- Recipients report actual enrollment for Head Start and/or Early Head Start program on a monthly basis

OHS Enrollment Review *Section 641A(h)(3)(A) of the Head Start Act*

- Underenrolled recipients determined based on at least 4 consecutive months of data
- Recipients with 4 or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an '**Initial Underenrollment Letter'** from the Regional Office *ACF-PI-HS-18-04*
    - The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the *Underenrollment Letter* is sent

Full Enrollment Initiative Policy Requirements

Underenrollment Plan *Section 641A(h)(3)(B) of the Head Start Act*

- Recipient must develop, in collaboration with OHS, a plan and timetable for addressing underenrollment
- OHS will provide timely and ongoing technical assistance to support recipient's implementation of plan

OHS Review & Adjustment *Section 641A(h)(5) of the Head Start Act*

- If recipient does not reach at least 97% of funded enrollment after receiving technical assistance and developing and implementing the plan for 12 months, OHS may:
    - Designate recipient as chronically underenrolled
    - Recapture, withhold, or reduce base grant and funded enrollment

Appeal Process *ACF-PI-HS-18-04*

- Recipient(s) who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to OHS.Enrollment@acf.hhs.gov

Purpose of the Full Enrollment Initiative
Reaching eligible children and families of greatest need

Partner with recipients to identify challenges in achieving and maintaining full enrollment

Collaborate with recipients on the development of a plan to address barriers to full enrollment

Provide technical assistance support necessary to reach and maintain full enrollment

Support recipients in making the necessary adjustments to program design to meet community need

Practice effective stewardship of federal funds by reaching children and families of greatest need

ADMINISTRATION FOR
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Office of Head Start

Resuming the FEI

I.   Road to Recovery
II.   FEI Entry & Expectations
III. National Enrollment Data

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

Road to Recovery

2019 – 2020 PY

Most programs closed due to the pandemic in Spring 2020

2021 – 2022 PY

Programs working toward full in-person services with ramp up through 2021 calendar year

Full Enrollment

2020 – 2021 PY

Full flexibility to determine how to provide services

2022 – 2023 PY

Continued recovery towards full enrollment
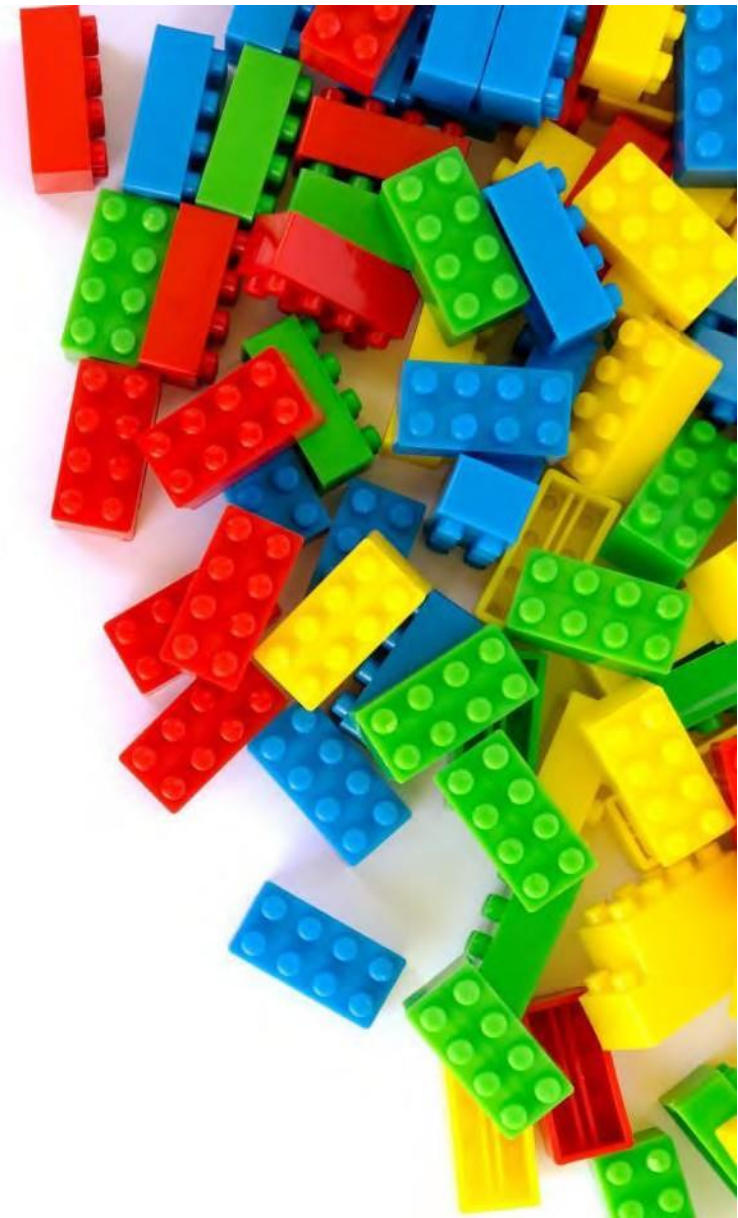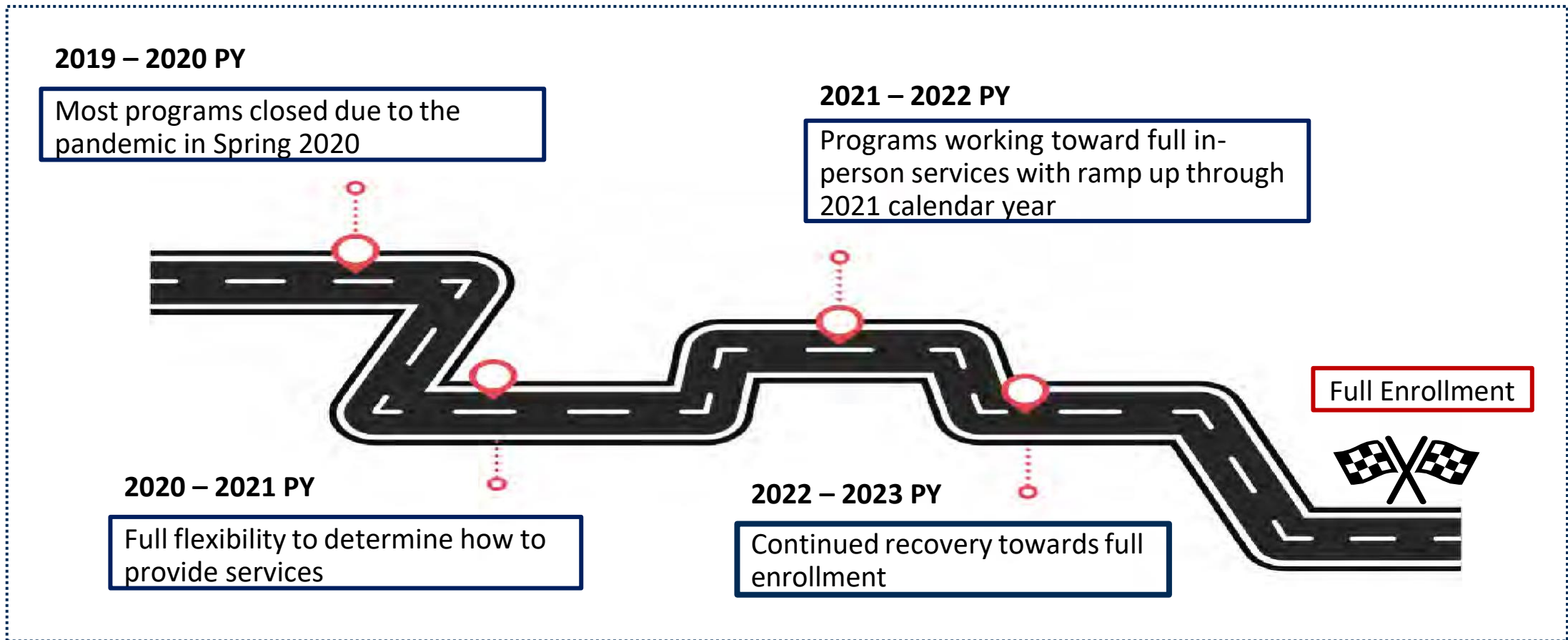
Resuming the Full Enrollment Initiative

Staggered Approach

- In September 2022, OHS resumed the Full Enrollment Initiative using staggered approach
- Entry into the FEI began with recipients reporting significant underenrollment (less than 50%)
- Over time, additional recipients reporting underenrollment entered the FEI
- Staggered entry will continue until **all** recipients reporting underenrollment have entered into the FEI by January 2024
    - Enrollment determinations for migrant and seasonal programs will be based on enrollment reports from September 2023 through August 2024

What to expect as part of the FEI process?

Initial Underenrollment Letter
- Informs recipient of entry into the FEI
- Outlines FEI requirements, reporting requirements, and next steps

Initial Underenrollment Meeting
- Opportunity to discuss the FEI, expectations, and ask questions
- OHS requests the Board Chair and/or a Governing Body Official attend meeting

Underenrollment Plan
- Working plan to reduce underenrollment must be submitted to the Regional Office within 30 days of the initial underenrollment meeting
- Regional office does not formally approve plans but will use plans to support and facilitate conversations during the 12-month period

Monthly Enrollment Reporting
- Monthly enrollment must be reported by center and program option using the Center Level Reporting Spreadsheet in HSES

OHS Partnership and Support
- Recognition of challenges facing Head Start recipients
- Acknowledgement of the impacts that the pandemic has created for program operations
- Support in making the necessary adjustments to program design to meet community need

OHS Training and Technical Assistance
- Ongoing training and technical assistance throughout the 12-month period from regional office and/or T/TA network
- Collaboration to identify challenges in achieving and maintaining full enrollment
- Partnering on plan and strategy to reach full enrollment
- Technical assistance to support recipient's implementation of plan

National Enrollment

March 2023
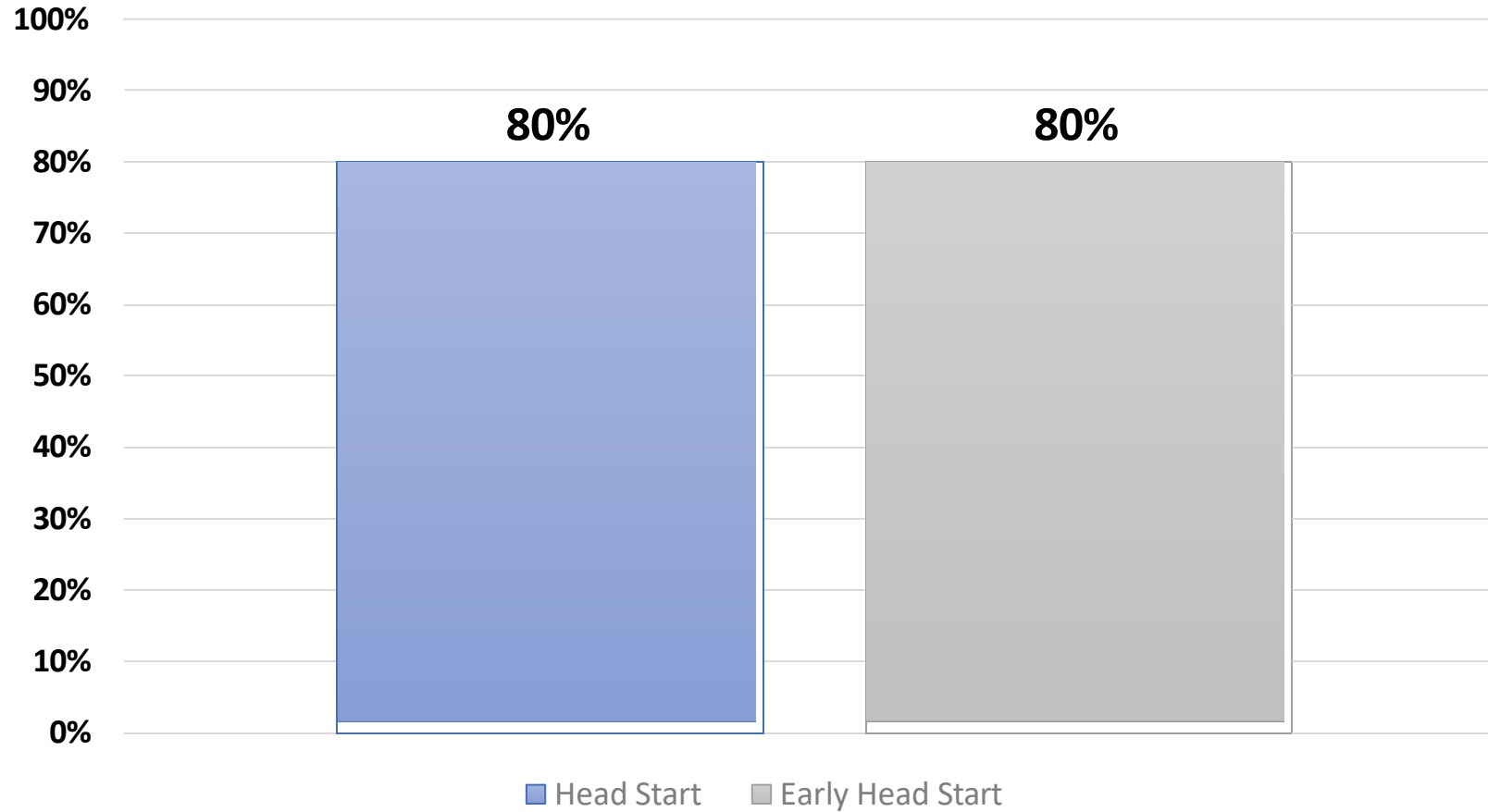
Note: This chart is missing data from 34 grant recipients that had not reported enrollment numbers at the time the data was pulled. This does not include Region 12 data.

National Enrollment by Regions
March 2023
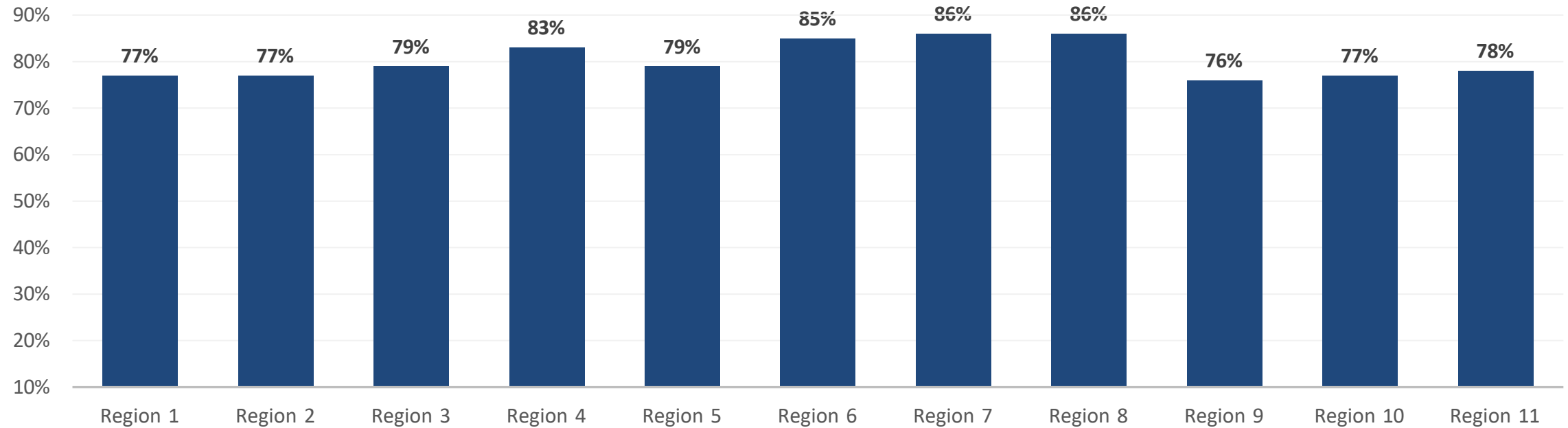
Note: This chart is missing data from 34 grant recipients that had not reported enrollment numbers at the time the data was pulled. This does not include Region 12.

National Enrollment Thresholds by Grant
March 2023
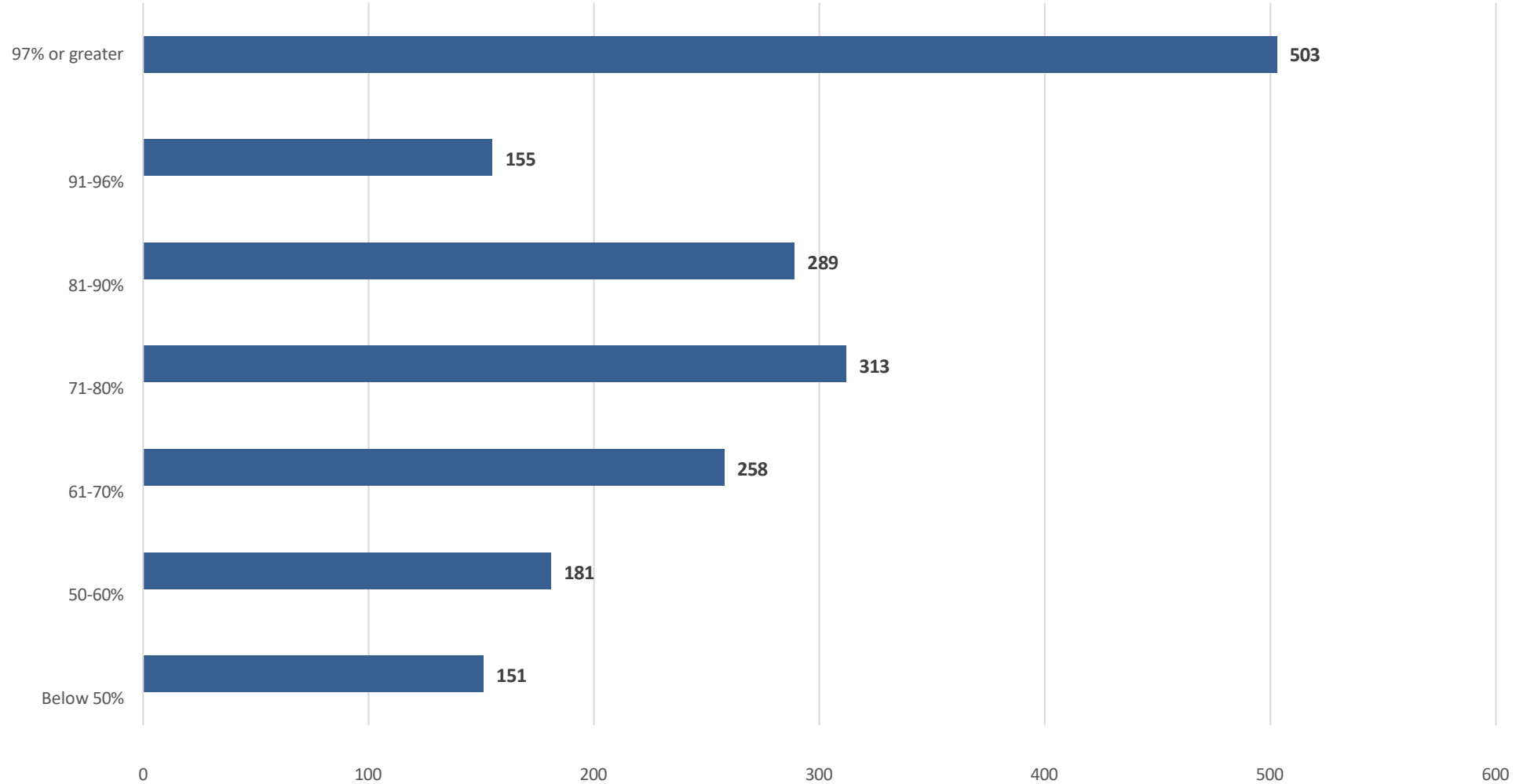
Note: (n=1850) This chart is missing data from 43 grant recipients that had not reported enrollment numbers at the time the data was pulled. This does not include Region 12 data.

Resources

Head Start Policy and Regulations:

- Section 641A(h) of the Head Start Act
- ACF-PI-HS-18-04 Full Enrollment Initiative
- ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
    - Enrollment Reduction and Conversion Considerations

ECLKC – Strategic Planning:

- Foundations for Excellence
- Head Start Parent, Family, and Community Engagement Framework

ECLKC – Enrollment:

- ERSEA: Assessment Tool
- ERSEA: Strategies During a Pandemic
- ERSEA Insights
    - I. Eligibility
    - II. Recruitment
    - III. Selection
    - IV. Enrollment
    - V. Attendance

ECLKC - Workforce & Recruitment:

- ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce

- Promoting Staff Well-being

- **Creating a Staff Wellness Action Plan**

Question 1: The Head Start Act was last reauthorized in 2007. Given this was over 15 years ago and pre-pandemic, has OHS considered that the FEI requirements outlined in the Act are out of touch with the current state of early care and education?

- The FEI operationalizes the provision in the Head Start Act **and** presents an opportunity for recipients to partner with OHS to identify challenges to achieving and maintaining full enrollment and make the necessary adjustments to program design to meet community need

- OHS is committed to partnering with grant recipients to support and sustain quality programming that prepares children for school and life

Question 2: I understand that Migrant and Seasonal Head Start programs have not been evaluated for entry into the FEI yet. Will their evaluation include a staggered approach similar to the approach discussed today?

- Historically, migrant and seasonal programs have been considered underenrolled for the year if at the end of the budget period **cumulative enrollment** is less than 97% of the funded enrollment

- Enrollment determinations will continue to be made based on cumulative enrollment at the end of each budget period

- Beginning September 2023, migrant and seasonal programs' cumulative enrollment reports will be evaluated for entry into the FEI

Question 3: There is a section in the Initial Underenrollment Letter that outlines how much funding we may lose if we do not meet full enrollment. **If we are unable to achieve full enrollment, does this mean our grant will be reduced by that amount of funding at the end of the 12-month period?**

■ The Initial Underenrollment Letter contains a paragraph that outlines what is **potentially** at stake at the end of the 12-month period. The figures are provided for informational purposes only

■ If a reduction in funding or enrollment is warranted at the end of 12-month period, such reductions will be based on enrollment across the 12-month period as outlined in Section 641A(h)(5) of the Head Start Act

Question 4: Our agency has three Head Start grants. Two of the grants are fully enrolled in all programs operated within each grant . However, the Early Head Start program operated under the third grant is underrolled and recently entered into the FEI. **Does this mean that all three of our grants are now part of the FEI? If so, are we required to develop a separate plan for each?**

- The Initial Underenrollment Letter will indicate the grant, and programs operated under that grant, that have entered into the FEI. If you agency has multiple grants that enter in the FEI, you will receive a separate letter for each grant

- If your agency operates multiple grants, **only** those with 4 or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will enter into the FEI

- If you have multiple grants that have entered into the FEI at the same time and are in the same Region, you may develop one plan that outlines a strategy for each of the underenrolled programs within those grants

Thank You!

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Head Start

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Preschool Services Department
Program Information Report
For Policy Council
August 2023

All Data Below Collected from Child Plus Database on August 4, 2023

Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns

Legend: PSD Head Start, PSD Early Head Start, PSD Early Head Start-CCP, ES Head Start, ES Early Head Start

% of currently enrolled children completed dental exam/screening: 100.0%, 19.5%, 48.8%, 100.0%, 18.8%

% of all children completing preventative care in program year: 10.4%, 4.5%, 0.8%, 1.2%, 3.3%

% of newly enrolled children completing screening within 45 days of enrollment: 0.0%, 5.3%, 0.0%, 0.0%, 0.0%

Family Services

	Families received at least one family services	% of families received mental health services	% of families received susbstance misuse prevention services	% of families received susbstance misuse treatment services
PSD Head Start	27.4%	0.9%	0.0%	0.0%
PSD Early Head Start	14.9%	1.8%	0.6%	0.0%
PSD Early Head Start-CCP	5.2%	0.0%	0.9%	0.0%
ES Head Start	63.6%	22.1%	0.0%	0.0%
ES Early Head Start	38.2%	7.9%	0.0%	0.0%

List of Family Services Promoting Family Outcomes

- Emergency/crisis intervention such as addressing immediate need for food, clothing, or shelter
- Housing assistance such as subsidies, utilities, repairs, etc..
- Asset building services such as financial education, debt counseling
- Mental Health services
- Substance misuse prevention
- Substance misuse treatment
- English as Second Language (ESL) training
- Assistance in enrollment into an education or job training program
- Research-based parenting curriculum
- Involvement in discussing their child's screening, and assessment results and their child's progress
- Supporting transition between programs (such as from EHS to HS or HS to kindergarten)
- Education on preventative medical and oral health
- Education on health and developmental consequences of tobacco product use.
- Education on nutrition
- Education on postpartum care such as breastfeeding support
- Education on relationship/marriage
- Assistance to families of incarcerated individuals

Homelessness Services
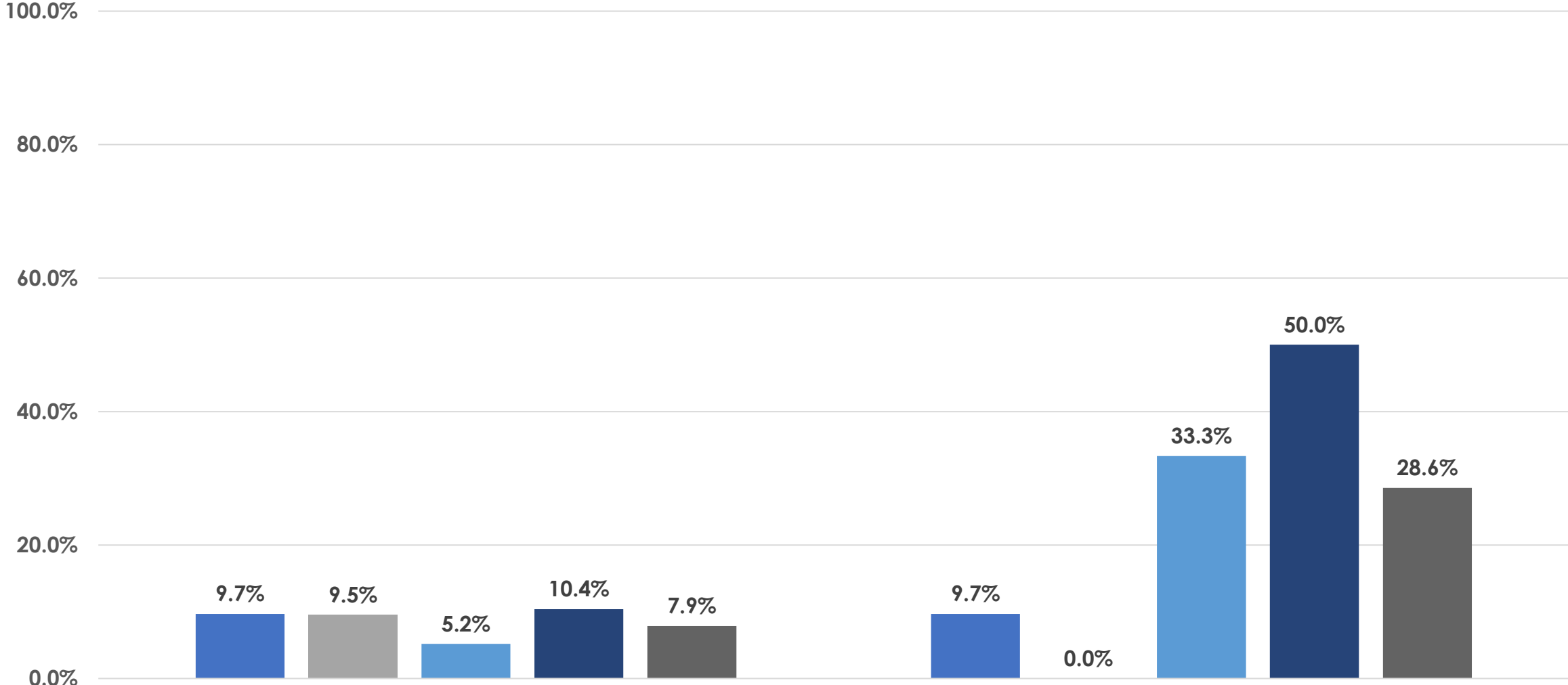
% of McKinney-Vento eligible families at enrollment

- PSD Head Start: 9.7%
- PSD Early Head Start: 9.5%
- PSD Early Head Start-CCP: 5.2%
- ES Head Start: 10.4%
- ES Early Head Start: 7.9%

% of families acquired housing during program year

- PSD Head Start: 9.7%
- PSD Early Head Start: 0.0%
- PSD Early Head Start-CCP: 33.3%
- ES Head Start: 50.0%
- ES Early Head Start: 28.6%

Legend: PSD Head Start | PSD Early Head Start | PSD Early Head Start-CCP | ES Head Start | ES Early Head Start

PRESCHOOL SERVICES DEPARTMENT

SCHOOL READINESS CHILD OUTCOMES FALL, WINTER AND SPRING 2022-2023

2022-2023

By: Education Program Managers

www.SBCounty.gov
August 24, 2023

DRDP Results for Infants & Toddlers: Spring 2022-2023 Rating Period

Domain Comparison for All Infants & Toddlers
Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

	Appr to Learning	Social & Emotional	Language & Literacy	Cognition, Math & Science	Physical Development- Health
Fall	50%	50%	30%	39%	49%
Winter	60%	63%	39%	50%	59%
Spring	67%	70%	45%	60%	69%

■ Fall □ Winter ■ Spring
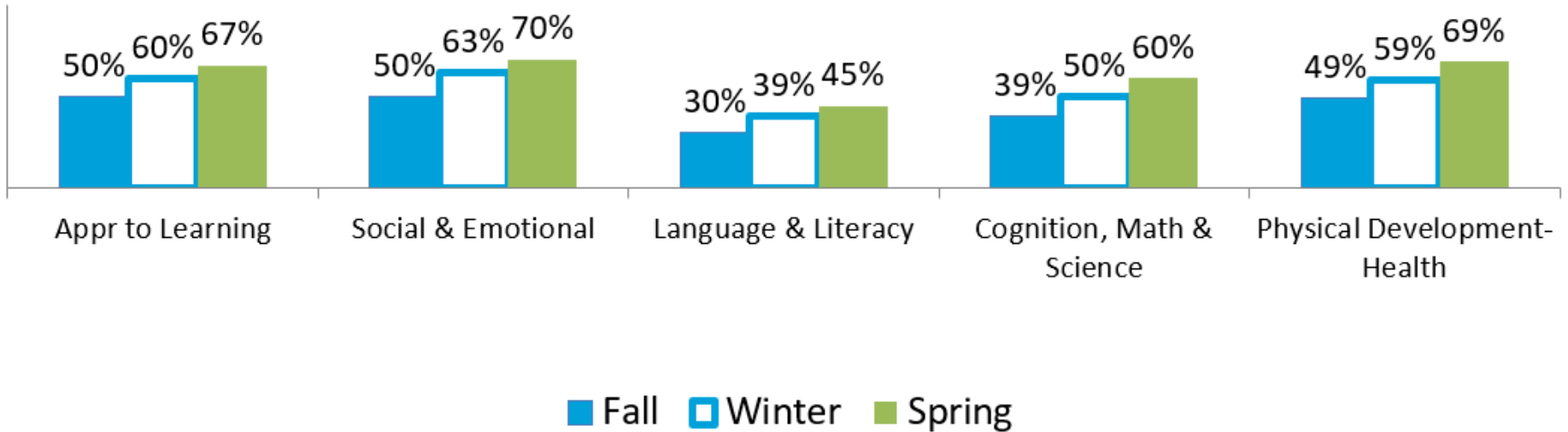
	Total
# of Children	283
Average Age (years)	1.9
% of English Language Learners	17%

DRDP Results for Infants & Toddlers: Spring 2022-2023 Rating Period

Domain Comparison for 1 Yr Old (K in 2026) Children

Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

	Appr to Learning	Social & Emotional	Language & Literacy	Cognition, Math & Science	Physical Development-Health
Fall	47%	46%	24%	37%	47%
Winter	55%	55%	28%	40%	53%
Spring	52%	62%	27%	45%	65%

■ Fall ☐ Winter ■ Spring

	Total
# of Children	102
Average Age (years)	1.9
% of English Language Learners	22%

DRDP Results for Infants & Toddlers: Spring 2022-2023 Rating Period

Domain Comparison for 2 Yr Old (K in 2025) Children

Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

Appr to Learning: Fall 48%, Winter 63%, Spring 79%
Social & Emotional: Fall 47%, Winter 67%, Spring 76%
Language & Literacy: Fall 26%, Winter 48%, Spring 69%
Cognition, Math & Science: Fall 24%, Winter 55%, Spring 72%
Physical Development-Health: Fall 45%, Winter 62%, Spring 73%

■ Fall ▢ Winter ■ Spring

	Total
# of Children	104
Average Age (years)	2.6
% of English Language Learners	13%

DRDP Results for Preschoolers: Spring 2022-2023 Rating Period

Domain Comparison for All Preschoolers

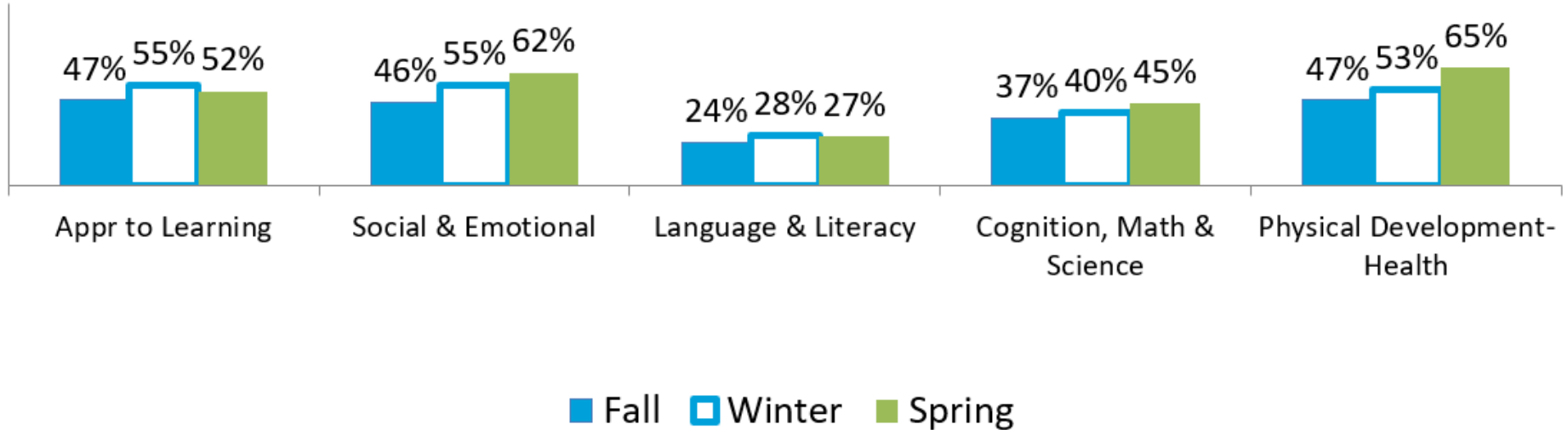Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

Appr to Learning: 34% Fall, 47% Winter, 58% Spring

Social & Emotional: 33% Fall, 51% Winter, 64% Spring

Language: 29% Fall, 43% Winter, 57% Spring

Literacy: 31% Fall, 46% Winter, 58% Spring

Legend: ■ Fall ☐ Winter ■ Spring

Mathematics: 19% Fall, 33% Winter, 49% Spring

Physical Development: 60% Fall, 74% Winter, 84% Spring

Health: 50% Fall, 64% Winter, 74% Spring

% of Children At or Above
"Middle" Range of English Language Development based on CA Foundations

English-Language: 63% Fall, 83% Winter, 87% Spring

	Total
# of Children	1,718
Average Age (years)	4.3
% of English Language Learners	20%

DRDP Results for Preschoolers:
Spring 2022-2023 Rating Period

Domain Comparison for 3 Yr Old (K in 2024) Children

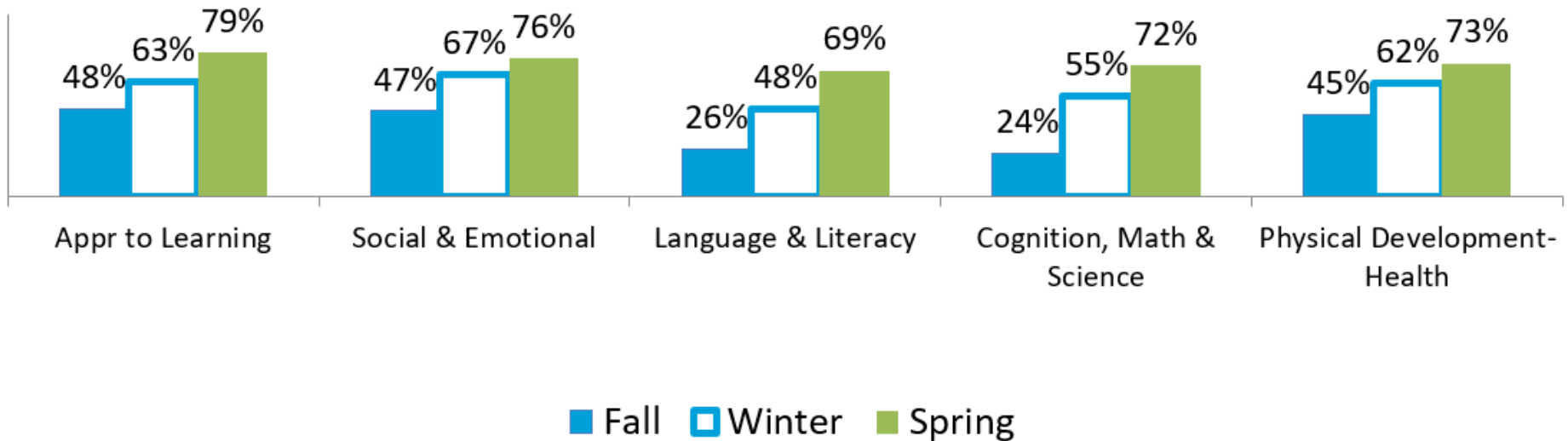Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

Appr to Learning: 37%, 54%, 62%
Social & Emotional: 36%, 53%, 65%
Language: 35%, 49%, 59%
Literacy: 36%, 51%, 61%

Legend: ■ Fall □ Winter ■ Spring

Mathematics: 22%, 35%, 49%
Physical Development: 66%, 79%, 84%
Health: 57%, 73%, 79%

% of Children At or Above
"Middle" Range of English Language Development based on CA Foundations

English-Language: 52%, 73%, 82%
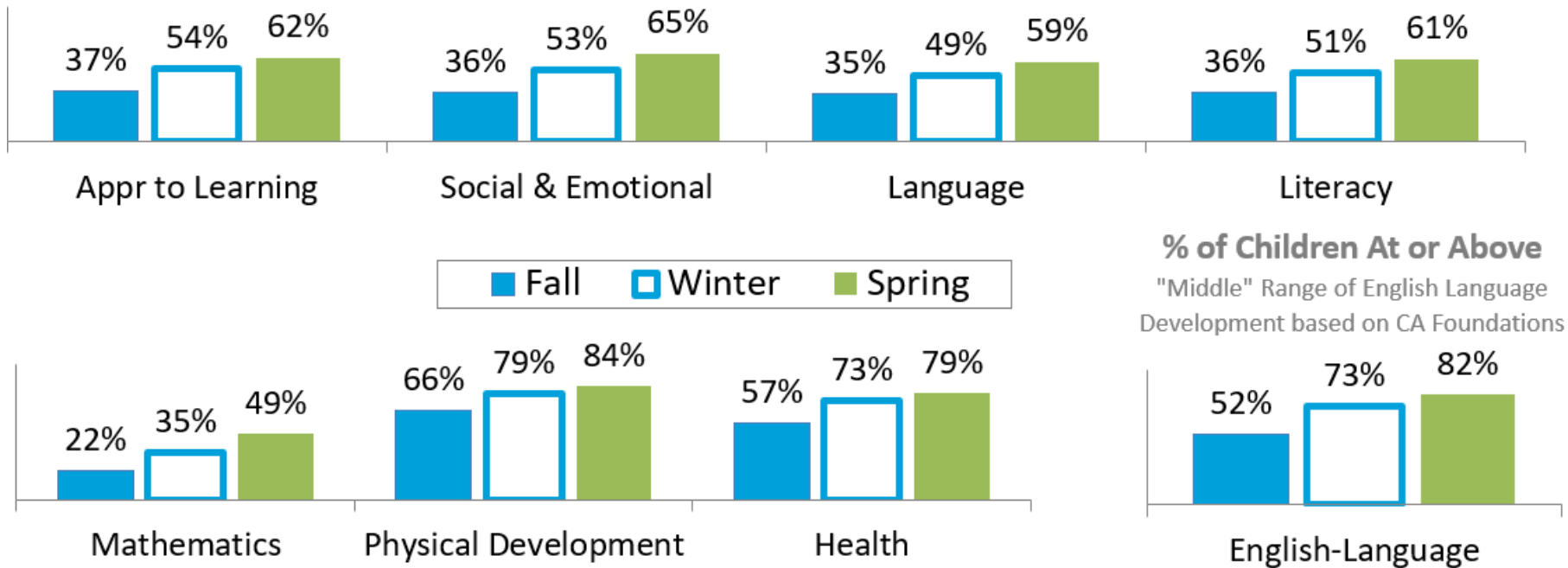
	Total
# of Children	737
Average Age (years)	3.9
% of English Language Learners	21%

DRDP Results for Preschoolers:
Spring 2022-2023 Rating Period

Domain Comparison for 4 Yr Old (K in 2023) Children

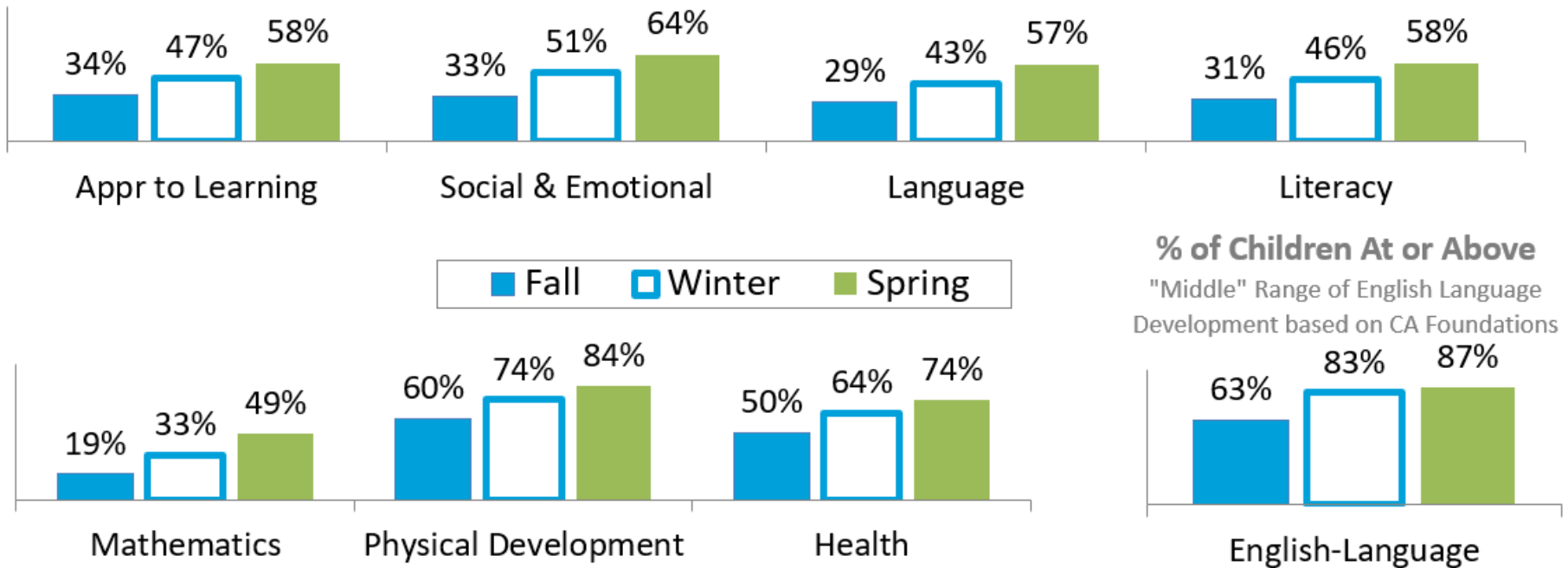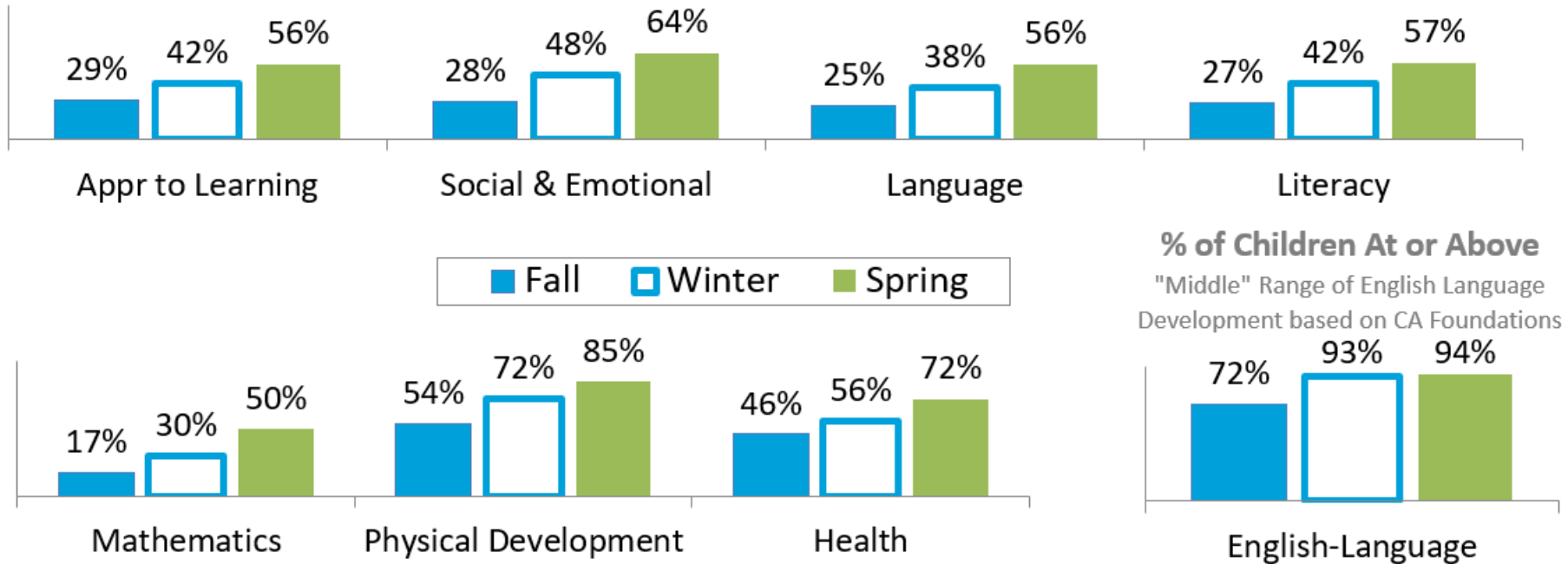Spring 2022-2023 Percentage of Children At or Above Foundation Expectations

Legend: Fall (blue solid) · Winter (white outline) · Spring (green)

Domain	Fall	Winter	Spring
Appr to Learning	29%	42%	56%
Social & Emotional	28%	48%	64%
Language	25%	38%	56%
Literacy	27%	42%	57%
Mathematics	17%	30%	50%
Physical Development	54%	72%	85%
Health	46%	56%	72%

% of Children At or Above

"Middle" Range of English Language Development based on CA Foundations

English-Language	Fall	Winter	Spring
	72%	93%	94%

	Total
# of Children	847
Average Age (years)	4.8
% of English Language Learners	19%

THANK YOU!

County of San Bernardino

PRESCHOOL SERVICES DEPARTMENT

Performance Measures Report - FY 2023

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	22-23 Target	Acc. Quarter 1	22-23 Quarter 2	22-23 Quarter 3	22-23 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	Percentage of children not meeting developmental expectations in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	55%	N/A	N/A	21%	36%
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Support the Vision2Read Initiative.						
STRATEGY	Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment, and reduce this count by 55% by June 30, 2023.						
EXPLANATION	Full day children are assessed three time a year. After the third assessment, 48% of the Head Start children did not meet developmental expectations in literacy skills. When compared to the baseline of 75% of children not meeting developmental expectations after the first assessment, 36% of those children now meet the developmental expectations after the third assessment. The department did not meet its 2022-2023 program year target of reducing the number of children who were not meeting developmental expectations in literacy skills after the first assessment by 55% by June 30, 2023. PSD is addressing possible reasons for not meeting this target, including reliability of assessments and effective methods for delivery of						

PRESCHOOL SERVICES DEPARTMENT

Performance Measures Report - FY 2023

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	22-23 Target	Acc. Quarter 1	22-23 Quarter 2	22-23 Quarter 3	22-23 Quarter 4
OBJECTIVE	**Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.**	Percentage of children not meeting developmental expectations in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	30%	N/A	N/A	29%	49%
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2023.						
EXPLANATION	Early Head Start children are assessed three time a year. After the third assessment, 30% of the children ages 18-36 months did not meet the developmental expectations for social emotional skills. When compared to the baseline of 59% set after the first assessment, 49.2% of those children now meet the foundation expectations in social emotional skills. The department reached and exceeded its 2022-2023 program year target of reducing the number of children who were not meeting developmental expectations in social emotional skills after the first assessment by 30% by June 30, 2023.						

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SCB Agenda Packet   Page 58 of 108

PRESCHOOL SERVICES DEPARTMENT

Performance Measures Report - FY 2023

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	22-23 Target	Acc. Quarter 1	22-23 Quarter 2	22-23 Quarter 3	22-23 Quarter 4
OBJECTIVE	**Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.**	Number of foster children enrolled.	415	152	179	212	228
STRATEGY	Increase the enrollment opportunities for foster children.						
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.						
EXPLANATION	Preschool Services did not meet its target for the fourth quarter for 2022-23. The department enrolled an additional 26 foster children in its various programs during the fourth quarter. The department did not achieve the target goal of enrolling 415 foster children by the fourth quarter of the 2022-2023 program year. One significant reason for not meeting this target is decrease in enrolled children.						

PRESCHOOL SERVICES DEPARTMENT

Performance Measures Report - FY 2023

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	22-23 Target	Acc. Quarter 1	22-23 Quarter 2	22-23 Quarter 3	22-23 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of children identified at the beginning of the year as obese or overweight whose BMI is reduced.	60%	N/A	38%	59%	66%
STRATEGY	Identify obese and/or overweight children ages 2-5 years in an effort to promote a healthy lifestyle.						
STRATEGY	Promote nutrition education programs for parents at each school site.						
STRATEGY	Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.						
STRATEGY	Decrease the number of children who are identified as obese or overweight from the higher level of Body Mass Index (BMI) classification to the next lower level by children's height and weight.						
EXPLANATION	After the fourth assessment, the department identified 57 overweight and obese full-day children for whom it continued to provide nutrition counseling and education training for the remainder of the program year; 110 children (66% of the children still enrolled) have improved their BMI classification to the next lower level. The department reached and exceeded its target goal of lowering the Body Mass Index to a healthier classification for 60% of the children identified after the first assessment by the end of the fiscal year.						

04334-CACFP-36-GM-CS
SAN BERNARDINO CO TAD
662 SOUTH TIPPECANOE AVENUE
SAN BERNARDINO, CA 92415
SAN BERNARDINO
CD:
Vendor #: 22360Z

Budget Version: Original

	Expense Amount	Income: CACFP Funding Amount	Income: Other Income Amount
Administrative Costs and Income			

State the estimated administrative costs (Expense Category and Expense Amount) and the expected income to pay for these costs (CACFP Funding Amount and Other Income Amount) according to each expense category. Administrative costs include claims preparation, monitoring, and training.

NOTE: Sponsor administrative costs cannot exceed 15% of the CACFP reimbursement.

	Expense Amount	Income: CACFP Funding Amount	Income: Other Income Amount
Administrative Labor and Payroll Taxes	$ 139,680	$ 44,532	$ 95,148
Benefits	$ 62,629	$ 19,934	$ 42,695
Other	$ 30,346	$ 23,321	$ 7,025
Total Administrative	(A1) $232,655	(B1) $87,787	(C1) $144,868

Operating Costs

State the estimated operating costs (Expense Category and Expense Amount) and the expected income to pay for these costs (CACFP Funding Amount and Other Income Amount).

	Expense Amount	Income: CACFP Funding Amount	Income: Other Income Amount
Food – Self-Prep or Vended	$ 4,133,575	$ 1,457,314	$ 2,676,261
Food Service Supplies	$ 28,191	$ 9,939	$ 18,252
Food Service Labor and Taxes	$ 2,131,353	$ 751,420	$ 1,379,933
Benefits	$ 1,053,002	$ 371,241	$ 681,761
Equipment	$ 0	$ 0	$ 0
Rent/Lease	$ 0	$ 0	$ 0
Other	$ 0	$ 0	$ 0
Total Operating	(A2) $7,346,121	(B2) $2,589,914	(C2) $4,756,207

Total Program Costs and Income

Administrative Expense (A1) and Total Operating Costs (A2) = Total Costs	$ 7,578,776
CACFP Funding (B1&B2) + Other Income(C1&C2) used for Food Program = Total Income	$ 7,578,776

Section VI - Verification of Program Administrative Costs Charged to the CACFP - 15% Limitation

Did your organization charge administrative costs to the program during the prior program year?   ◉ Yes   ○ No

If yes, complete the following (enter whole dollars only):

Program reimbursement received for the prior program year:	$ 1,398,311
Total Administrative Costs Charged to CACFP for the prior program year:	$ 83,885
Percentage of Costs to Reimbursement:	6 %

Document Attachments

Actions	File Designation	Budget Version	Uploaded By

Vendor/Central Kitchen Information

04334-CACFP-36-GM-CS
SAN BERNARDINO CO TAD
662 SOUTH TIPPECANOE AVENUE
SAN BERNARDINO, CA 92415
SAN BERNARDINO
CD:
Vendor #: 22360Z

Vendor/Central Kitchen Information

1. Select the food preparation type: Vended

2. Is the annual aggregate value of this vending agreement/contract:

   ○ Under $250,000   ◉ $250,000 or more   ○ N/A

3. Vendor/Central Kitchen Site Name: Fresh Lunches dba Unity Meals

   Address 1:   4767 E 49th St

   Address 2:

   City: Vernon

   State: CA   Zip: 90058

   Site Contact Name: Alan Razzaghi

4. If vended by school district, enter the vendor name:

   If school district is not using the CACFP Meal Pattern, enter the meal planning option:

5. Adult center only: If vended by a sheltered workshop, enter the vendor name:

6. If vended by a commercial food service vendor or senior nutrition program, enter the vendor name.   Fresh Lunches dba Unity Meals

7. If meals will be vended, indicate whether the agency is using its own contract forms or using CDE contract/agreement forms. (CDE agreements are found in the Download Forms.)

   ○ I will be using the CDE, Nutrition Division's (NSD) agreement or contract and Invitation For Bid (IFB)

   ◉ I will be using the agency's contract forms

8. Which meals are covered by the agreement/contract?
   - ☑ Breakfast
   - ☑ AM Snack
   - ☑ Lunch
   - ☑ PM Snack
   - ☐ Supper
   - ☐ Evening Snack

9. What is the cost for each vended meal?

Breakfast	2.25
AM Snack	1.15
Lunch	4.15
PM Snack	1.15
Supper	
Evening Snack	

10. Start date of contract with Food Service Vendor (FSV):   08/01/2023

11. End date of contract with Food Service Vendor (FSV):   06/30/2024

12. Number of renewal years specified in the contract: 0

13. Current extension number: 0

CACFP Checklist Summary

04334-CACFP-36-GM-CS
SAN BERNARDINO CO TAD
662 SOUTH TIPPECANOE AVENUE
SAN BERNARDINO, CA 92415
SAN BERNARDINO
CD:
Vendor #: 22360Z

Please submit the documents listed in this section via fax, email, or mail:

Fax: 916-323-1952

Email: cacfp@cde.ca.gov

Mail: CACFP
California Department of Education
Nutrition Services Division
1430 N Street, Ste. 1500
Sacramento, CA 95814

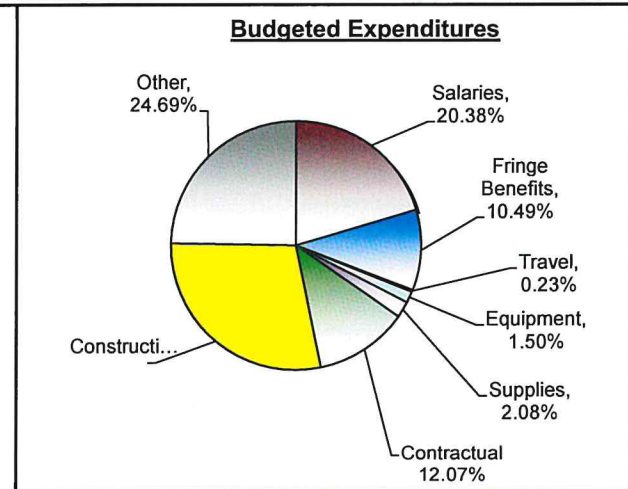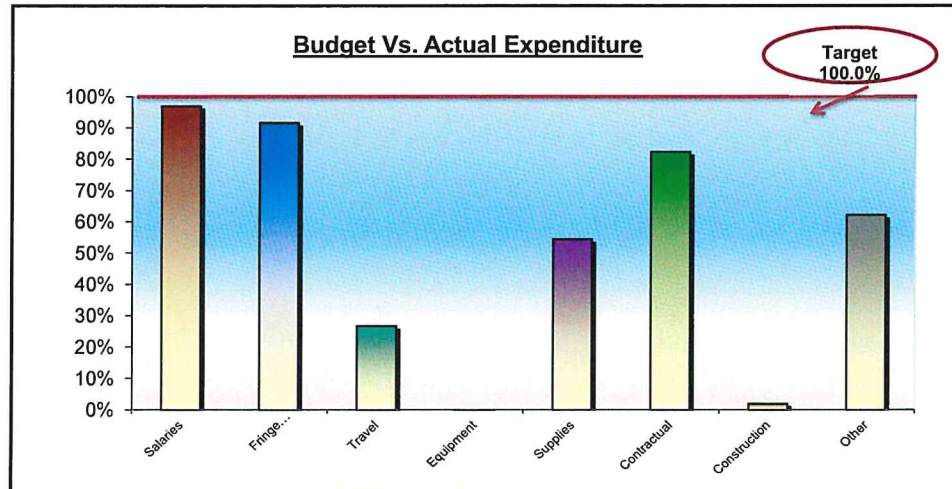| Agency	Total Items	Submitted Items	Approved Items
SAN BERNARDINO CO TAD	1	1	1

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
ADELANTO HEAD START	0	0	0
APPLE VALLEY HEADSTART	0	0	0
ARROWHEAD GROVE	0	0	0
BAKER FAMILY LEARNING CENTER	0	0	0
BARSTOW STATE PRESCHOOL	0	0	0
BOYS & GIRLS CLUB HS CENTER	0	0	0
CHINO STATE PRESCHOOL	0	0	0
CRESTLINE HEAD START	0	0	0
CUCAMONGA HEAD START	0	0	0
DEL ROSA HEAD START	0	0	0
HESPERIA HEAD START	0	0	0
HIGHLAND HEAD START /	0	0	0
HIGHLAND PLAZA HEAD START	0	0	0
MILL CHILD DEVELOPMENT	0	0	0
NORTHGATE HEAD START	0	0	0
ONTARIO MAPLE HEAD START	0	0	0
ONTARIO WHITNEY YOUNG HEAD START	0	0	0
RIALTO WILLOW HEAD START	0	0	0
LAS TERRAZAS HEAD START	0	0	0
FONTANA CITRUS HEADSTART	0	0	0
WESTMINSTER HEAD START REDLANDS	0	0	0
VALENCIA GROVE	0	0	0
RIALTO RENAISSANCE HEAD START	0	0	0
RIALTO EUCALYPTUS HEAD START	0	0	0
SAN BERNARDINO PARKS & REC.	0	0	0
SOUTH REDLANDS HEAD START	0	0	0
TWENTY-NINE PALMS HEADSTART	0	0	0
UPLAND HEAD START	0	0	0
VICTORVILLE HEAD START	0	0	0
YUCAIPA HEAD START	0	0	0
YUCCA VALLEY HEAD START	0	0	0

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County of San Bernardino Preschool Services Department
Budget-To-Actual and Projected Expenditure Report
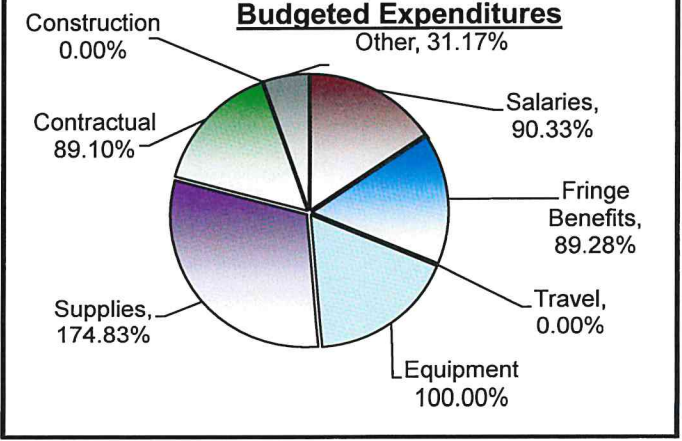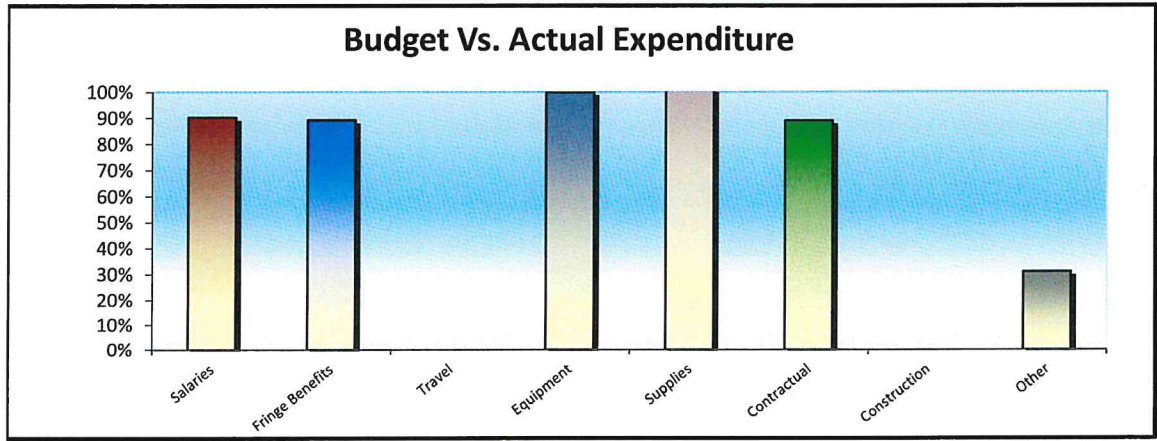### FY 2022-23
As of July 31, 2023

Combined

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Accr/Oblig Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(H) Final Budget Balance (F) + (G)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures								
A Salaries	14,911,242	14,461,706	449,536	518,296	14,980,001	(68,759)	-	97.0%
B Fringe Benefits	7,676,582	7,030,976	645,606	235,706	7,266,683	409,899	-	91.6%
C Travel	171,689	45,853	125,836	275	46,129	125,560	-	26.7%
D Equipment	1,096,825	(4,815)	1,101,640	-	(4,815)	1,101,640	-	-0.4%
E Supplies	1,524,078	828,860	695,218	73,170	902,030	622,048	-	54.4%
F Contractual	8,829,406	7,260,099	1,569,307	1,297,816	8,557,916	271,490	-	82.2%
G Construction	20,876,980	406,985	20,469,994	139,219	546,204	20,330,776	-	1.9%
H Other	18,064,698	11,226,391	6,838,306	454,036	11,680,427	6,384,270	-	62.1%
Total Direct Costs	73,151,500	41,256,057	31,895,443	2,718,518	43,974,575	29,176,925	-	56.4%
Percentage (%) Analysis	100.0%	56.4%	43.6%	3.7%	60.1%	39.9%	0.0%	10.3%

Budget Vs. Actual Expenditure — Target 100.0%

Budgeted Expenditures

Other, 24.69%
Salaries, 20.38%
Fringe Benefits, 10.49%
Travel, 0.23%
Equipment, 1.50%
Supplies, 2.08%
Contractual 12.07%
Constructi...

T:\Quarterly Reports\2022-2023\Grant Report\2023-12 June 2023\Moving professional to H\Copy of 2023-12 PC Expenditure Report for July 23 PC meeting H Other

County of San Bernardino Preschool Services Department
Budget-To-Actual and Projected Expenditure Report
April 1, 2021 to March 31, 2023 (for 24 months)
As of July 31, 2023

ARP

Budget Categories	(A) Adopted Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(H) Final Budget Balance (F) - (G)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
Salaries	1,523,105	1,375,871	147,234		1,375,871	147,234	90%
Fringe Benefits	359,847	321,262	38,585		321,262	38,585	89%
Travel	-	-	-		-	-	0%
Equipment	5,287	5,287	-	-	5,287	-	100%
Supplies	1,297,764	2,268,941	(971,177)	-	2,268,941	(971,177)	175%
Contractual	1,159,408	1,033,060	126,348	-	1,033,060	126,348	89%
Construction	-	-	-	-	-	-	0%
Other	957,477	298,467	659,010		298,467	659,010	31%
Total Direct Costs	5,302,888	5,302,888	-	-	5,302,888	-	100.0%

Budget Vs. Actual Expenditure

Budgeted Expenditures

- Construction 0.00%
- Other, 31.17%
- Contractual 89.10%
- Salaries, 90.33%
- Fringe Benefits, 89.28%
- Supplies, 174.83%
- Travel, 0.00%
- Equipment 100.00%

Preschool Services Department

Head Start
Shared Governance Board
Program Information Report Training

August 24, 2023

www.SBCounty.gov
August 24, 2023

Background and Purpose

- PIR is designed to collect and make public program information of every Head Start recipient in the nation

- PIR has no identifiable information and can be accessed by the public upon request

- It is not intended to be used for compliance monitoring

- All recipients are required to collect all necessary information and submit to the Office of Head Start by August 31 of each program year

- PIR is not a tool to measure Continuous Quality Improvement
- PSD uses a diverse variety of metrics
- These are tied to program, child, and family goals and reported out at various times throughout the year, school readiness, County measures, etc
- PIR gives us a starting point for asking more in depth questions regarding program components, delivery systems, and efficacy

A. Program Information

B. Program Staff and Qualifications

C. Child and Family Services

D. Grant Level Questions

- General Information
- PIR Reporting Timeframes
- Funded Enrollment
  - Funding source
  - Program option
  - Child care partners
- Classes in Center Based
- Cumulative Enrollment
  - Age
  - Transition
  - Attendance
  - Language
  - Race and Ethnicity
- Record Keeping- title of system

- Total Staff/ Volunteers
  - By type- Head Start/Non Head Start Parents
  - Contractors/ Non Contractors

- Education and Child Development Staff
  - Classroom/ Non Classroom Staff
  - HS/EHS
  - Staff Qualifications
  - Salary
  - Language
  - Race/Ethnicity

- Staff Turnover
  - All staff/ Educational Staff

- Health Services
  - Health Insurance
  - Medical/Dental Home-at enrollment/completion
  - BMI/ Immunizations
  - Chronic Conditions
  - Mental Health Services

- Disabilities Services
  - IDEA Eligibility
  - Part B Services (10 % service goal)
  - Part C Services (10 % service goal)
  - Primary Disability

- Education and Development Tools/Approaches
  - Screening
  - Assessment
  - Curriculum
  - Classroom and Home Visit Observation Tools
- Family and Community Partnerships
  - Descriptive Guardian Information- one/two parent, kinship care, foster
  - Guardian Education, Employment, Military, SSI, TANF, WIC, SNAP Family Services Received
  - Father Engagement
  - Homeless Services
  - Foster care

- Intensive Coaching
  - Received/Provided
- Management Staff Salaries
  - Directors, Content Areas Managers, Fiscal Officer (CFO)
- Education Management Staff Qualifications
- Family Services Staff Qualifications
- Formal Agreements for Collaborations
  - LEAs
  - Child Care Partners

Preschool Services Department

SAN BERNARDINO COUNTY

Preschool Services Department

SGB Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training

Sean Segal

ERSEA Program Manager

8-24-2023

www.SBCounty.gov/PSD

Head Start

Regulations:

- Head Start (HS) Act – 2017

- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Final Rule – 2015

- Program Performance Standards

- Program Instructions (PI)

- Information Memorandums (IM)

ERSEA must train policies and procedures (specifically eligibility determinations) to all:

- Governing Body
- Policy Council
- Management and
- Staff

Based on the community assessment date, Preschool Services Department (PSD) programs must consider the possibility of allowing socio-economic diversity into the classroom which can be supported by other funding sources including private pay.

Socio-economic diversity cannot be at the expense of children who are income eligible to the program. Income eligible families, foster children, and those experiencing homelessness must be served first.

A program may enroll an additional 35% of participants whose income falls between 101-130% of the Federal Poverty Level.
A maximum of 10% of children in our care may fall above this level

- Telephone interviews may be completed over the phone if an in-person interview is not possible or convenient for the family
- Program cannot create enrollment barriers requiring stringent documentation
- This streamlines the eligibility requirements

Employees of the Preschool Services Department who intentionally falsify information or violate the regulations governing family eligibility into the program are subject to formal County disciplinary actions.

This includes (but is not limited to)

- Ignoring or changing a family's income

- Misrepresenting the number of members in the family

- Providing false proof of eligibility for Public assistance

- Misrepresenting the relationship between a child and guardian

Head Start (HS) programs must prioritize younger children when operating in communities with publicly funded pre-k, and HS children can enroll in pre-k full-day.

Head Start program re-evaluate their selection criteria annually according to their community assessment.

Programs are required to fill vacancies within 30 calendar days at all times, *including* when there are less than 60 calendar days remaining in the program year.

Staff will:

- Make every effort to maintain the child's enrollment (even when the family/child moves to another service area)

- Support homeless/foster families transition to any program they choose:

  o Different service area

  o Head Start (HS)

  o Early Childhood Education (ECE)

If it is determined from the Community Assessment; a program may reserve up to 3% of funded enrollment for:

- Pregnant women
- Children experiencing homelessness and
- Children in Foster Care (FC)

Note: After 30 days, the slot is considered vacant and must be filled within an additional 30 days.

ERSEA must comply with state immunization requirements for:
- Enrollment and
- Attendance

Exception:
Homeless and foster children may attend for up to 30 days as long as:
- Allowed by state licensing and
- Program assists families in obtaining the required immunizations as soon as possible.
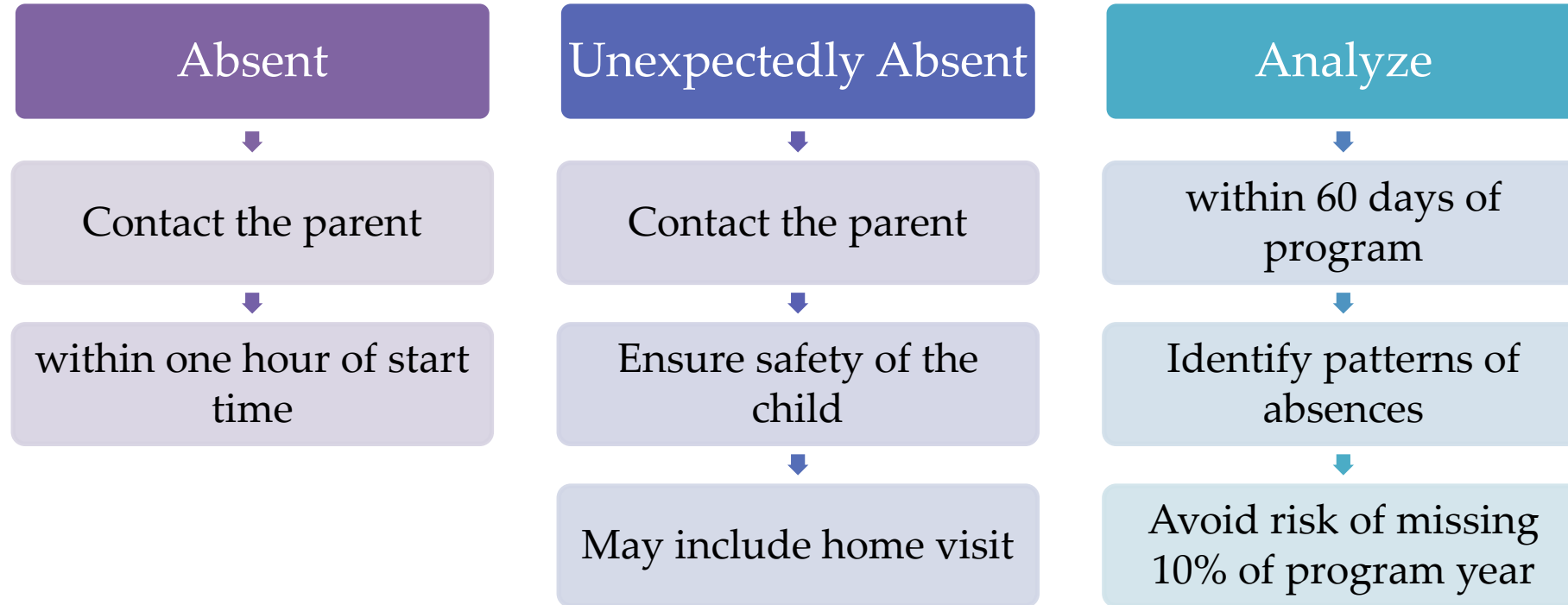
Regular attendance must be promoted through education and family support.

The diagram below outlines the steps staff will take to ensure regular attendance is being met.

Absent	Unexpectedly Absent	Analyze
Contact the parent	Contact the parent	within 60 days of program
within one hour of start time	Ensure safety of the child	Identify patterns of absences
	May include home visit	Avoid risk of missing 10% of program year

To ensure children who are homeless attend class regularly, staff will:

- Not exclude children for not providing immunization or medical records and

- Coordinate transportation through community resources when transportation becomes an obstacle for regular attendance.

Limitation on suspension prohibits staff from suspending or expelling children due to the child's behavior.

Temporary suspension may be used only as a last resort and/or in an extraordinary circumstance.

Mental health professionals will be consulted to work with children, families, and staff on how to manage children with challenging behaviors prior to determining if a temporary suspension is necessary.

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San Bernardino County Preschool Services Department - Planning Road Map
Program Year 2023/24

July 2023		August 2023	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	Policy Council Agenda Setting Meeting	PC
All Early Head Start Program Options begin	ED	BAI CACFP Grant Application	ASI
PSD School begins for Full Day and 228	ED	Receive notice application due for CACFP	FIN
State Quarterly Report (CSPP and CPKS)	FIN	Send Refunding Information to DA & CA (GABI)	FIN
SF-429 Annual Federal Financial Report - HS	FIN/FAC	Final Program Information Reports Due	QA
SF-425 Federal Financial Report - HS(Annual) and Fire(QTR)	FIN	Policy Council Meeting	PC
Additional Position Requests if applicable	FIN	Begin PSD Annual Report	SP
BAI to Accept HS, EHS, and EHS-CCP grants	ASI	Pre-Service Annual Preschool Services Conference	ASI
Policy Council Meeting	PC	Shared Governance Board Meeting	DIR
Review OHS PIR Guidelines for upcoming year	MGMT	PSD School Begins for 175 & 128 day	ED
Review Draft Program Information report (PIR)	QA	PSD Section for the Human Services Annual Report due	SP
Capital Improvement Projects Review for next PY	FIN/FAC/ED	SGB Training - ERSEA	MGMT
Receive deadlines for Human Services Annual Report info	SP	FFATA report if applicable	FIN
Begin In-Service Planning	ED	CSAC Challenge Award Submission	SP
Year-end Closing Packet due to CAO	FIN	BAI to Accept State (CSPP) grant	ASI
4th Quarterly County Performance Measures due	ED		
FFATA report if applicable	FIN		
Fatherhood Fire Quarterly Performance Progress Report (PPR)	PFCE		
Delegate Authority Approval for Submission of PPR	ASI		
BAI to accept Fatherhood FIRE grant	ASI		
Prepare BAI for CACFP Grant Application	ASI		

September 2023		October 2023	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	New Policy Council Orientation Day 1 & 2	PC
Policy Council Meeting	PC	Policy Council Agenda Setting Meeting	PC
Planning & Communication Meeting	DIR	1st Quarter Budget Adjustment and Performance Measures (due)	FIN
Conduct Community Assessment	SP	State 1st Quarterly Report (CSPP and CPKS)	FIN
Schedule & Plan Self-Assessment for November	SP	SF-425 Federal Financial Report - Fatherhood Fire (QTR)	FIN
1st Quarter Budget Adjustment & Performance Measures (prep)	FIN	CDE Independent Audit of Grant Schedules	FIN
CACFP Site Self-Audit 1 of 3	NTR	Fatherhood Fire Quarterly Performance Progress Report (PPR	PFCE
Send out Community Assessment Parent Survey	SP	Delegate Authority Approval for Submission of PPR	ASI
FFATA report if applicable	FIN	BAI for State (CSPP) application	ASI
DRDP Outcomes - Update School Readiness Goals Overview	ED	CACFP Base Count (Meal Forms)	ED
Prepare BAI for State (CSPP) application	ASI	Management Review State Application	ED
Annual Staffing Changes	FIN	Policy Council Meeting	PC
		Shared Governance Board Meeting & Orientation	DIR
		California Shakeout (Disaster Preparedness)	PM
		Prepare application for State Preschool Contract	CON
		SGB Training - Governance Responsibilities/School Readiness	DIR
		Update Quarterly County Performance Measures - 1st qtr	ED
		FFATA report if applicable	FIN
		Health Services Advisory Committee	HE
		Next PY Calendars for State CFA	ED

November 2023		December 2023	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	Policy Council Agenda Setting Meeting	PC
CACFP Base Count due to State	FIN	Receive Budget from DA and CA (GABI)	FIN
Position Review for 2024-25 County Budget	FIN	Capital Improvement Projects Review	FIN/FAC/ED
Planning & Communication Meeting	DIR	Submit - Position Request for 2024-25 County Budget	FIN/PSDP/ED
Submit State Application	ED	FFATA report if applicable	FIN
Prepare BAI to accept CACFP grant	ASI	Classroom Matrix Planning (GABI)	ED
Conduct Self-Assessment	SP	Policy Council Meeting	PC
Policy Council Meeting	PC	Establish Recruitment - Selection Criteria	PM
Start State DRDP Parent Surveys	ED	Submit Final PSD Annual Report	SP
FFATA report if applicable	FIN	Community Assessment Reviewed/Approved	SP/MGMT
File CSPP Audit Report with State	FIN	NACo Planning	MGMT
		Start EHS/HS Parent Handbook Review	ED/SP
		Next PY Program Calendars - all programs	ED
		Start next PY Education Classroom Timelines	ED
		DRDP Outcomes - Update School Readiness Baseline Data	ED
		BAI to accept CACFP grant	ASI

January 2024		February 2024	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	Policy Council Agenda Setting Meeting	PC
State Quarterly Report (CSPP and CPKS)	FIN	Prepare BAI for ACF application (GABI)	ASI
SF-425 Federal Financial Report - HS (Semi-Ann) and FIRE (QTR and A	FIN	PSD In-Service	ED
T&TA Budget Plan - (GABI)	FIN/TTA	DRDP Outcome Update School Readiness Goals - 1st and 2nd assessment cor	ED
Next PY GABI and FIRE Budget Preparation	FIN	Policy Council Meeting	PC
FFATA report if applicable	FIN	Prepare BAI for ACF application (Fatherhood FIRE)	ASI
Policy Council Meeting	PC	FFATA report if applicable	FIN
Shared Governance Board Meeting	DIR	Planning & Communication Meeting	DIR
CACFP Site Self-Audit 2 of 3	NTR	Next PY Quarterly Performance Measures Template	ED
State 2nd Quarterly Report (CSPP and CPKS)	FIN	Next PY GABI & FIRE Budget due to Executive Review	FIN/Prog
Self-Assessment Corrective Action Plan	SP		
PSD Annual Report - Governance Approval of Draft	SP		
Begin Preservice Planning	ASI		
2nd Quarterly County Performance Measures due	ED		

Policy Council Approved 8/21/2023
Shared Governance Board Approved 8/24/2023

San Bernardino County Preschool Services Department - Planning Road Map

Report or Task Name	Unit
SGB Training - PFCE & PC	MGMT
FIRE Quarterly and Annual Performance Progress Report (PPR)	PFCE
Delegate Authority Approval for Submission of PPR and SF425(annual)	ASI
Start Enrollment Packet Form review	ED/SP

March 2024		April 2024	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	Policy Council Agenda Setting Meeting	PC
County Budget, HS Grant and FIRE Grant Submission	FIN	Fixed Assets/Vehicle Inventory Count	FAC/CONT
Complete Parent Survey Action Plan	ED	3rd Quarterly County Performance Measures	ED
BAI HS/EHS & EHS-CCP Grant approvals (3 approvals)	ASI	State 3rd Quarterly Report (CSPP and CPKS)	FIN
Planning & Communication Meeting	DIR	Licensing of Duration Sites	ED
Review of Planning Road Map for Next Program Year	DIR	Policy Council Meeting	PC
Start State (CSPP & CCTR) Program Self-Evaluation	ED	CACFP Site Self-Audit 3 of 3	NTR
Health Services Advisory Meeting	HE	Sensitive Equipment Inventory due to ITSD	FAC
Policy Council Meeting/approval of GABI	PC	Employees' Satisfaction Survey	SP
Shared Governance Board Meeting/approval of GABI	DIR	FFATA report if applicable	FIN
Fatherhood FIRE Grant approvals (3 approvals)	ASI	FIRE Quarterly and Annual Performance Progress Report (PPR)	PFCE
SGB Training - Facilities	FAC/ED	SF-425 Federal Financial Report - FIRE (QTR)	FIN
Sensitive Equipment Inventory Count/report preperation	FAC	Delegate Authority Approval for Submission of PPR	ASI
FFATA report if applicable	FIN	Health Services Advisory Meeting	HE
Mid-Year Staffing Changes	FIN	NACo Submission	SP

May 2024		June 2024	
Report or Task Name	**Unit**	**Report or Task Name**	**Unit**
Policy Council Agenda Setting Meeting	PC	State Program Self-Evaluation submission	ED
County Year-End Closing - Purchase Request Cut Off	FIN	1st Quarter Position Review	FIN/Prog
County Year-End Closing - Employee Travel Request cut off	FIN	BAI - accept State contract	ASI
JOC Contract Commencement	FAC	Take State Contract & ACF Award to Policy Council	PC
DRDP Outcomes Update School Readiness Goals review of 1st, 2nd, and 3rd ass	ED	Policy Council Meeting	PC
State (CSPP & CCTR) Program Self-Evaluation Finalized	ED	Review Prior Year Program Goals & Objectives - HSS Annual Report	MGMT
Planning & Communication Meeting	DIR	FFATA report if applicable	FIN
Complete PSD Directory of Services	ASI	Prepare County Year-end Closing Accrual Packet	FIN
BAI - accept ACF award	ASI	Sumit final budget transfer/NSF waiver in HSES if applicable	FIN
PSD Planning Road Map approvals	PC/DIR		
Policy Council Meeting	PC		
Shared Governance Board Meeting	DIR		
Begin final PIR Report	QA		
Begin HSS Annual Report	SP		
SGB Training - Final PIR	MGMT		
Annual Fixed Asset Report due to ATC	FAC		
FFATA report if applicable	FIN		
Start CSAC Challenge Award Planning	SP		
Prepare BAI for General Fund Loan	ASI		

Individual/Unit Responsible

ASI	Administrative Supervisor I over Contracts/Clerical/BAIs
CON	Contracts
DIR	Director
ED	Education
FAC	Facilities/Tech
FFATA	Federal Funding Accountability and Transparency Act
FIN	Finance
HE	Health
PSDP	PSD Personnel
MGMT	Management
NTR	Nutrition
PC	Policy Council Coordinator
PM	Program Manager
QA	Quality Assurance
SP	Special Projects
TTA	Training and Technical Assistance Unit

Projects/Agencies/Programs

ACF	Administration for Children & Families
BAI	Board Agenda Item
CACFP	Child & Adult Care Food Program Audit
CA	Contract Agencies
CSPP	California State Preschool Program
CPKS	California PreKindergarten & Family Literacy Support
DA	Delegate Agency
DRDP	Desired Results Developmental Profile
EHS	Early Head Start
EHS-CCP	Early Head Start-Child Care Partnership
FY	Fiscal Year
GABI	Grant Application Budget Instrument
HS	Head Start
HSS	San Bernardino County Human Services System
ITSD	Information, Technology & Support Division
NACo	National Association of Counties
PIR	Program Information Report

Head Start Shared Governance Board
Meeting Minutes

DATE: May 17, 2023
PLACE: Preschool Services Department
           Zoom Video/Teleconference Meeting

1. & 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 2:30 P.M.

San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone.

3. Public Comment

There were no public comments.

4. Presentation of the Agenda

4.1 Modification to the Agenda
- Item 5.5 Quarterly Performance Measures presenter change to Claudia Godoy de Cienfuegos, Program Manager
- Item 5.9 Self-Assessment presenter changed to Jacquie Greene, Director

5. Executive Reports/Program Updates

5.1 US Department of Health & Human Services Communication
Jacquie Greene, Director, presented the following communication from the Administration for Children and Families – Office of Head Start.

5.1.1   Information Memorandum 23-01 – The Role of Head Start Programs in Addressing Lead Water
Jacquie presented the IM 23-01 information and notified the SGB that 4 PSD facilities have recently tested positive for high levels of lead in the water. The sites included Boys/Girls Club of San Bernardino, Yucaipa, Fontana Citrus, and the Rialto Willow sites. After remediation, Yucaipa and Rialto Willow sites have been cleared. PSD Management continues to work on remediation efforts for Boys/Girls and Fontana Citrus. Supervisor Baca Jr. thanked PSD for keeping the sites healthy and safe.

5.1.2   Program Instruction 23-03 Hurricanes Fiona and Ian Disaster Recovery Funds
Jacquie presented PI 23-03 information. SBC PSD has not be impacted by these disasters.

5.2 Program Updates
Jacquie Greene, Director, informed the SGB members of the following Preschool Services Department updates.

End of Program Year 2022-23 and Start of Program Year 23-24
Jacquie reported that the 22/23 school year is ending and the new 23/24 will begin soon as follows.

PY 22/23	Children's Last Day	Staff's Last Day
Part-Day	May 8	May 19
Full Year/Full-Day	June 27 or June 28	June 30
New PY 23/24, Year 4 of 5		
Full Day	July 6	July 3
Part-Day	August 21	Aug 14

Environmental Health and Safety Incident
Jacquie reported on an incident in March that occurred at the Yucca Valley site. One of the children left the playground for approximately 10 minutes. PSD Management notified CAO County Leadership, Community Care Licensing, and the Office of Head Start (OHS) as required by PSD policy. Management has drafted a Corrective Action Plan (CAP) and submitted the draft to the OHS. The CAP draft will be reviewed and revised as Management works with the OHS Training and Technical Assistance Unit. PSD Management is working with staff to address any policy/procedures violations and improvement plans related to safety. Jacquie shared the possibilities of the results of this incident based on OHS protocols including findings, corrective action plans, areas on non-compliance with increased monitoring, deficiency findings that can result in loss of fundings and/or slots. Supervisor Baca Jr. suggested possibly installing additional fencing.

PSD Staff Improvement Efforts & Staffing
Currently PSD has 815 funded positions with 270 vacancies which is a 33% vacancy rate. There is a 54% vacancy rate for Teachers Aides and a 34% vacancy rate for Teachers.

County HR and PSD Personnel are conducting quarterly job hiring events. PSD has also implemented a remote location hiring bonus and advanced step system for new employees to increase recruitment numbers.

OHS submitted a flexibility with a waiver for Head Start preschool teachers. Applicants can be hired as a teacher as long as they meet the criteria including enrollment in a program that will be completed within 3 years.

Fiscal Year 2023 Head Start Funding Increase
Jacquie updated the SGB on the Program Instruction 23-02 FY 2023 Head Start Funding Increase issued by the Office of Head Start. The Cost-of-Living Adjustment application has been submitted. If approved PSD will receive the Grand Funding Award letter from OHS and PSD Management will submit approval to the Board of Supervisors to accept funding. If approved PSD will then submit plans for funds and proposal for approval. The proposals will be shared with the Union. This item goes to the Board of Supervisor for formal approval on May 23.

5.3 Mid-Year and Annual Grant Applications 2023-24 Update
Jacquie presented an update to the previously approved 2023-24 Grant Applications including the mid-year reduction and the annual grant application reduction request. The grants were submitted to the Office of Head Start (OHS) and OHS responded with requests for the following revisions and clarifications.
- Consolidate both requests into one request with a total reduction of 803 slots.
- Provide a detailed accounting of the proposed amount of compensation increases that will be provided to PSD contact staff for the Fiscal Year 2023/24.

As previously presented, the reduction of 803 slots in Head Start Part-Day and Head Start Home Based, 3-5 community will be converted to serve the 0-3 community. More information on Fiscal Year 2023-24 conversions will be brought to the SGB. Once the funding award letter is received it will be presented to the BOS for approval to receive the grant funds and PSD will present Staff Compensation Increase plans to County Leadership as well as the Union.

Supervisor Baca Jr. appreciated the report and noted the great things happening at PSD and thanked Jacquie for her good work.

5.4 Monthly 2022-23 Program Information Report updates for PSD and Easter Seals – May 2023
Matthew Montana, Program Specialist I, shared the current Program Information Report (PIR) updates for PSD program options: Head Start (HS), Early Head Start (EHS) and Child Care Partnership (CCP) programs and PSD Delegate Agency, Easter Seals program options: HS and EHS. The following areas were highlighted.
- Dental Exams/Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns
- Family Services
- List of Family Services Promoting Family Outcomes
- Homelessness Services

Supervisor Baca Jr. thanked PSD for all the services provided to the children and their families.

5.5 San Bernardino County 2022-23 Performance Measures – Quarter 3
Claudia Godoy de Cienfuegos, Program Manager, presented the draft of the 22/23 Quarter 2 PSD Performance Measures.

GOAL	22-23 Target	Quarter 1	Quarter 2	Quarter 3
Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment and reduce this count by 55% by June 30, 2023.	55%	N/A	N/A	21%
Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment and reduce this count by 30% by June 30, 2023.	30%	N/A	N/A	29%
Enhance the referral process of enrollment with the Children and Family Services Department.	415	152	179	212
Decrease the number of children who are identified as obese or overweight from the higher level of Body Mass Index (BMI) classification to the next lower level by children's	60%	N/A	38%	59%

height and weight.				

Supervisor Baca Jr. thanked Claudia for the report and said it is good to see that we are getting really close to meeting our goals. Test scores have gone down due to covid but we will continue to set and focus on goals to improve.

5.6 California State Preschool Program (CSPP) – Self-Evaluation Overview 2022-23
Tina Knight, Education Program Specialist, presented the overview. Items highlighted were as follows:
- CSPP Requirements
- Areas Monitored
- Records Reviewed
- Areas PSD Met Standards
- Areas Needing Improvement
- Plans for Improvement

Supervisor Baca Jr. thanked Tina for the presentation.

5.7 Finance Reports
5.8. Budget to Actual Reports Ending April 30, 2023
Madeline Tsang, Administrative Manager, provided the Budget-to-Actual and Projected Expenditure Reports for the following programs as follows:

5.8.2.1 Budget to Actual 2019-20

Head Start (HS)	**Budget/Balance**	**Percentage Analysis**
Modified Budget	$53,329,708	
Projected Budget Balance	$184,004	.3%

5.8.2.2 Budget to Actual 2022-23

Combined HS/EHS	**Budget/Balance**	**Percentage Analysis**
Budget	73,151,500	
Projected Budget Balance	$21,449,761	29.3%
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) & American Rescue Plan (ARP)		
Budget	6,603,075	
Projected Budget Balance	$0	0.0%

Supervisor Baca Jr. commented on the increase in construction costs to be considered when budging facility projects.

5.8 Draft of the 2021-22 PSD Annual Report
Mayra Coleman, Program Specialist II, presented the 21/22 PSD Annual Report and highlighted the following:

- Introduction – Overview of programs and children served in 2021-22
  - o Head Start (HS)
  - o Early Head Start (EHS)
  - o Early Head Start-Child Care Partnership (EHS-CCP)
  - o Low Income First-Time Mothers (LIFT)

- o Home Visiting Program (HVP)
- o Fatherhood - Family-Focused, Interconnected, Resilient, and Essential (FIRE)
- o California State Preschool Program (CSPP)
- o Comprehensive Services to meet the emotional, health, nutritional, and psychological needs of preschool children ages 0 – 5 and their families
- o PSD served over 3, 300 disadvantaged children ages 0 to 5 and their families in 2021-22
  - ▪ 38 School sites
  - ▪ 26 Private Family Child Care Providers
- SGB Members in 2021-22
- Director biography
- Mission and Vision Statements
- Organizational Chart
- Program Information
- Data
  - o Enrollment/Audit Report
  - o Health Information
- Accomplishments – PSD Served
  - o 154 Foster children
  - o 219 Homeless children
  - o 851 Children whose families are receiving some form of public assistance
- SGB Purpose
- PSD Policy Council & Parent Activities
- Parent Involvement
- Statistical Information of children
  - o 177,463 children, 0 – 5, residing in San Bernardino County
  - o 3,307 children and families served by PSD
- Family Services Assessment data
- Goals and Performance Measures for 2020-21
- School Readiness
- Non-Federal Share
- Summary of Funding
- Employee Spotlight
- Parent Spotlight

Supervisor Baca Jr. thanked everyone for the great work the program does for children and families.

5.9 Annual Head Start/Early Head Start Self-Assessment Report – Program Year 2021/22
Jacquie presented the 2021/22 Self-Assessment report and highlighted the following:
- General Information – Requirements/Purpose
- Methodology
  - o SWOT Analysis
  - o Unit Proposals
- Head Start Management Systems
  - o Human Resources
  - o Fiscal System

- o Communication
- o Ongoing Monitoring & Continuous Improvement
- Overall Findings
  - o Strengths
  - o Weaknesses
  - o Opportunities
  - o Threats
- Plan of Action

Supervisor Baca Jr. thanked Jacquie for the report and her leadership.

6. Consent Items

The following consent items were approved.

6.1 SGB Delegates 2023-24

6.2 SGB 2023-24 Calendar

6.3 PSD Governance Calendar of Activities 2023-24

6.4 PSD Annual Planning Road Map 2023-24

6.5 SGB Minutes

  6.5.1   March 23, 2023

APPROVED
Motion/Second: Josh Dugas/Dr. Yoshioka
AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Yoshioka, Josh Dugas
ABSENT: Superintendent Alejandre, Dr. Sequeira, Wendy Alvarez
ABSTAIN: None

7. Discussion Items

7.1 Approval of the 2023-24 Head Start (HS)/Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) – Cost of Living Adjustment (COLA) and Quality Improvement (QI) Grant Supplemental Application
Jacquelyn Green, Director, presented the HS, EHS, and EHS-CCP COLA and QI Grant Supplemental Application Fiscal Year 2023-24 (Year 4 of 5-year Funding Cycle). Items highlighted were as follows:
- Objectives – in response to Program Instruction 23-02 dated March 15, 2023.
- $4,512,840 total funding
  - o COLA 5.6 % Increase in Permanent Funding
  - o $1,193,885 Quality Improvement
- Summary of COLA and QI funding
  - o Personnel - COLA applies only to contract staff
  - o Fringe Benefits
  - o Supplies
  - o Contractual
    - Child Care Resource Center
    - Colton Unified School District (USD)
    - Fontana USD
    - Needles USD

- Easter Seals of Southern California

APPROVED
Motion/Second: Myrlene Pierre/Dr. Yoshioka
AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Yoshioka, Josh Dugas
ABSENT: Superintendent Alejandre, Dr. Sequeira, Wendy Alvarez
ABSTAIN: None

7.2 Approval of the 2022-23 Head Start (HS) Grant Award – Budget Transfer Request
Madeline Tsang, Administrative Manager, presented the 22-23 HS Budget Transfer Request. The request is to purchase a Mini-Split HVAC system for Fontana-Citrus at a cost of $16,300, a Mini-Split HVAC System for Upland (New Site) for $14,000, and a Mini-Split HVAC System for the Admin Server Room for $20,620. The table below contains the information on the requested item:

GABI Code	Budget Category	Amount	Item
D	Equipment	$ 16,300	Mini-Split HVAC System for Fontana-Citrus Classroom
D	Equipment	$ 14,000	Mini-Split HVAC System for Upland Church (New Site)
D	Equipment	$ 20,620	Mini-Split HVAC System for Admin Server Room
TOTAL		**$ 50,920**	

An increase of $50,920 in the D-Equipment budget category will fund three Mini-Split HVAC systems for the following preschool sites: Fontana-Citrus ($16,300), Upland New Site ($14,000), and Administration Server Room ($20,620). The existing HVAC system at Fontana-Citrus is not sufficient to maintain the classroom at 72 degrees per licensing regulations. The existing HVAC system located at the Upland Church (New Site) and the PSD Administration are not cool enough to prevent overheating of the network servers and other electronic equipment. Failure to add additional HVAC units can result in undue harm to the existing electronic equipment. A decrease of $50,920 in H-Other budget category is due to the savings on building maintenance budget that can fund the purchase of the three Mini-Split HVAC Systems.

Head Start

GABI Codes	Budget Categories	Current Amount	Head Start CAN # G094122 Transfer Out	Transfer In	Revised Amount
A	Salaries	23,050,743			23,050,743
B	Fringe Benefits	13,033,825			13,033,825
C	Travel	191,213			191,213
D	Equipment	1,776,025		50,920	1,826,945
E	Supplies	2,864,479			2,864,479
F	Contractual	10,043,887			10,043,887
G	Construction	7,131,932			7,131,932
H	Other	15,059,395	(50,920)		15,008,475
	Total	**73,151,499**	**(50,920)**	**50,920**	**73,151,499**

This request was presented and approved by the Parent Policy Council at their meetings on May 15, 2023.

APPROVED
Motion/Second: Josh Dugas/Myrlene Pierre
AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Yoshioka, Josh Dugas
ABSENT: Superintendent Alejandre, Dr. Sequeira, Wendy Alvarez
ABSTAIN: None

7.2 Approval of the Policy Council (PC) By-laws revisions
Jacquie presented the revised PC By-laws. Topics highlighted.
- Redundant information removed
- Attendance and Dismissals
- Community Representative terms
- Membership Composition

APPROVED
Motion/Second: /Dr. Yoshioka/Josh Dugas
AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Yoshioka, Josh Dugas
ABSENT: Superintendent Alejandre, Dr. Sequeira, Wendy Alvarez
ABSTAIN: None

8. Informational Items

8.1 Next SGB Meeting
The next SGB meeting is scheduled for August 24, 2023.

9. Executive Comment

Supervisor Baca Jr. wished everyone a happy summer and thanked the team for the great work. Dr. Yoshioka congratulated staff on a good job and said DBH is always available to collaborate and partner. Mr. Dugas agreed and said DPH is also available and thanked everyone. Myrlene commented on the thorough and comprehensive reporting and congratulated all for everything SBC does for the students and their families. Supervisor Baca Jr. commented on the importance of the SGB commitment and thanked the SGB members for their time.

10. Adjournment

The meeting adjourned at 3:42 P.M.

Head Start Shared Governance Board
Meeting Minutes

DATE: July 19, 2023
PLACE: Preschool Services Department
          Zoom Video/Teleconference Meeting

1. & 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 11:00 A.M.

San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone.

3. Public Comment

There were no public comments.

4. Presentation of the Agenda

There were no changes.

5. Executive Reports/Program Updates

5.1 Quality Improvement Plan
Jacquie Greene, Director, presented an overview of the PSD Quality Improvement Plan and highlighted the following information.
- Corrective Action Plan (CAP) has been requested by the Office of Head Start (OHS) resulting from a supervision incident at the Yucca Valley Head Start site that occurred on March 23, 2023.
- The Corrections are due October 15, 2023
- PSD staff return August 14 and will be trained on updated policies and procedures.
- Management will monitor through October.
- OHS will conduct another monitoring event in October to ensure PSD is meeting standards.
- The CAP outlines the immediate actions taken and several scheduled activities.
- Areas covered included Health and Safety Systems Key Elements as follows: Program Design and Management, Policies and Procedures, Ongoing Monitoring, Training and Supervision Plans, Parent Training, and Child Curriculum.

6. Discussion Items

6.1 PSD Policy Updates

Jacquelyn Green, Director, presented an overview of the updated PSD policies with the Office of Head Start's Training and Technical Assistance team as follows:

- 6.1.1   Active Supervision
- 6.1.2   Classroom & Playground Safety
- 6.1.3   Enrollment
- 6.1.4   Individualizing for All Children in an Inclusive Learning Environment
- 6.1.5   On-Going Monitoring
- 6.1.6   Policy Development, Review & Revision

Dr. Sequeira inquired about a process to identify higher-risk children. Jacquie agreed and stated the Individualized Education Plans provided for special needs children include goals and strategies. The newly updated policies ensure staff implement the specific strategies into the child's lesson plans.

APPROVED
Motion/Second: Dr. Sequeira/Wendy Alvarez
AYES: Supervisor Baca Jr., Dr. Sequeira, Wendy Alvarez and Maribel Gutierrez
ABSENT: Superintendent Alejandre, Dr. Yoshioka
ABSTAIN: None

6.2 Approval of the 2022-23 Head Start (HS) and Early Head Start (EHS) Grant Award – Budget Transfer Request

Madeline Tsang, Administrative Manager, presented the 22-23 HS Budget Transfer Request. The purpose of this transfer is to utilize the funds in the highest areas of need for the HS/EHS programs that will be beneficial for program operations and eligible Head Start children and families. The transfers will allow the department to utilize the funds efficiently and effectively while carrying out the mission and the essential preschool services within San Bernardino County.

The estimated expenditures by Program, CAN number, and Budget Category are as follows:

GABI Code	Budget Categories	Current Budget	Head Start CAN# 1-G094122		Early Head Start CAN# 1-G094122		Revised Budget	TL Transfer In	TL Transfer Out
			Transfer In	Transfer Out	Transfer In	Transfer Out			
A	Salaries	23,050,743		(7,541,465)		(598,036)	14,911,242	-	(8,139,501)
B	Fringe Benefits	13,033,825		(4,860,353)		(496,890)	7,676,582	-	(5,357,243)
C	Travel	191,213				(19,524)	171,689	-	(19,524)
D	Equipment	1,776,025		(95,700)		(583,500)	1,096,825	-	(679,200)
E	Supplies	2,864,479		(76,549)		(1,263,852)	1,524,078	-	(1,340,401)
F	Contractual	10,043,887		(639,741)		(574,740)	8,829,406	-	(1,214,481)
G	Construction	7,131,933	10,689,549		3,055,498		20,876,980	13,745,047	
H	Other	15,059,395	2,524,259		481,044		18,064,698	3,005,303	
	Total	$73,151,500	$13,213,808	($13,213,808)	3,536,542	(3,536,542)	$73,151,500	$16,750,350	(16,750,350)

Construction

The transfer in of $13,745,047 in the Construction budget category will fund the purchases along with needed building improvements as follows:

Site	Description	HS/EHS
Barstow	3 Modulars installation and land preparation costs	$3,000,000
Victorville Amethyst (new Child Development Center)	Major Renovation (classroom, children bathroom, staff room, etc.)	$648,000
Two New Child Development Center Including Amethyst	Additional costs of building purchases	$10,097,047
	Grand Total	**$13,745,047**

Other

The net transfer in of $3,005,303 into the Other budget category will fund the following purchases:

Site	Description	HS /EHS
Mill Site	Site Improvements (lighting, Security Cameras, restroom project, project design, PMD charges, etc.)	$331,440
Apple Valley	Minor Renovation - ADA Ramp	$200,000
New Child Development Center/Admin/Amethyst	Minor Renovations and improvements (lighting, fence, security cameras, turf, painting, ADA ramp, project design, etc.)	$1,973,863
New Child Development Center/Admin	Moving Expenses (network, labor costs, furniture installation, and other moving costs)	$500,000
	Grand Total	**$3,005,303**

The above transfers reflect actual expenditures to date as well as projected expenditures to year-end. Approval of this budget transfers are necessary for an efficient use of available funds to support the needs of enrolled children and their families.

This request was approved by the Parent Policy Council at their meeting on June 20, 2023.

APPROVED
Motion/Second: Dr. Sequeira/Maribel Gutierrez
AYES: Supervisor Baca Jr., Dr. Sequeira, Wendy Alvarez and Maribel Gutierrez
ABSENT: Superintendent Alejandre, Dr. Yoshioka
ABSTAIN: None

6.3 Approval of the Fiscal Year 2022-23 Non-Federal Share (NFS) Waiver Request
Madeline presented the NFS Waiver Request for HS, EHS, and EHS-CCP in the amount of $400,000 for FY 2022-23 primarily due to the following reasons:
- our agency is experiencing difficulty of obtaining community resources and volunteer services due to nationwide inflation, labor market shortages and other economic challenges.
- Cost of doing business has been increased dramatically, thus, the anticipated community donations and vendor discounts are lower than expectations.

The budgeted NFS for FY 2022-23 is $14,616,770. NFS match recognized as of April 30,2023 is $14,175,305. The estimated annual NFS match by June 30, 2023 will be approximately $14,216,770. Therefore, we anticipate being $400,000 under NFS budget for FY 2022-23.

PSD is expected to receive additional funding from state in FY 2023-24. These funds will be utilized as additional NFS match. In addition, PSD will continue to seek additional NFS resources to enhance the quality of the Head Start programs and to ensure meeting required NFS match in PY 2023-24.

This request was approved by the Parent Policy Council at their meeting on June 20, 2023.

APPROVED
Motion/Second: Dr. Sequeira/Wendy Alvarez
AYES: Supervisor Baca Jr., Dr. Sequeira, Wendy Alvarez and Maribel Gutierrez
ABSENT: Superintendent Alejandre, Dr. Yoshioka
ABSTAIN: None

7. Executive Comment

Supervisor Baca Jr. thanked the Board for making themselves available for the Special Meeting to review these important items to meet administrative deadlines.

8. Adjournment

The meeting adjourned at 11:30 A.M.