

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 14, 2015
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Fred Plane
Tony Martinez

Zulema Ela
Charlie Rodriguez

Craig Henderson
Kathleen Philley

3. **Approval of Agenda**

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to staff for study and analysis. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **Unfinished Business**

6. **New Business**

- a. Updated Migrant AP Child Care Program Handbook 2015 – Romala Ramkissoon, Director of Family, Youth and Community Services – ***Info Item (p. 1-24)***
- b. 2015-2016 Recruitment and Selection Plan for Head Start/Early Head Start – Krissie Leach, ERSEA Manager – ***Info Item (p. 25-55)***
- c. Funding Request to the Junior League of Bakersfield for the Friendship House Community Center – Romala Ramkissoon, Director of Family, Youth and Community Services – ***Info Item (p. 56)***
- d. Funding Request to Tri Counties Bank for the Volunteer Income Tax Assistance (VITA) program – Romala Ramkissoon, Director of Family, Youth and Community Services – ***Info Item (p. 57)***
- e. Funding Request to MAZON; A Jewish Response to Hunger for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – ***Info Item (p. 58)***
- f. Funding Request to the Resnick Family Foundation for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – ***Info Item (p. 59)***
- g. Funding Request to the United Way of Kern County Community Investment Grant for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – ***Info Item (p. 60)***
- h. Funding Request to the United Way of Kern County FEMA: Emergency Food & Shelter for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – ***Info Item (p. 61)***

- i. Application Status Report – Ralph Martinez, Director of Planning, Research and Development – ***Info Item (p. 62-64)***
- j. Child Education and Development Services October Enrollment Update – Jerry Meade, Program, Design and Management Administrator – ***Info Item (p. 65-67)***
- k. Central Kitchen Report – Diana Morrison, Program Manager – ***Info Item (p. 68-72)***
- l. Marketing and Public Relations Report – Marco Paredes, Resource and Outreach Development Manager – ***Info Item (p. 73-74)***

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, February 11, 2015
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm on January 9, 2015. Amanda Norman, Assistant to the Executive Director



**Migrant Alternative Payment
Child Care Program**

Parent & Provider Handbook

**Main Program Office
1400 South Union Ave, Suite 130
Bakersfield, Ca 93307
Phone 1-800-259-8866
Fax 661-396-1746**

**Community Action Partnership of Kern
Main office & Mailing Address
5005 Business Park North
Bakersfield, CA 93309
Phone 661-336-5236**

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CONTACT INFORMATION

Main Program Office

1400 South Union Ave, Suite 130
Bakersfield, CA 93307

Mailing Address

Migrant AP Child Care Program
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Satellite Offices:

Kings

216 7th Street
Hanford, CA 93230
559-385-2502
Mail: PO Box 1101
Hanford, CA 93232

Tulare

7000 Doe Avenue Suite C
Visalia, CA 93291
559-474-8902

Fresno

1815 Van Ness Avenue
Fresno, CA 93721
559-334-3629

Madera

525 East Yosemite Ave
Madera, CA 93638
559-385-2503

Merced

1460 W.18th Street
Merced, Ca 95340
209-259-6556



1.800.259.8866

1. Eligibility & Need

In order to receive our services, parents need to meet the following eligibility requirements:

- A. Agricultural worker - At least fifty percent (50%) of your total income must be from fishing, agriculture or agriculturally related work.
- B. Migrate - The family must migrate at least once every 12 months for agriculture work purposes. If you migrate you must maintain a temporary residence for at least 30 days. The distance of one residence to another must be at least 75 miles. For the initial application, you must establish residency in one of the six (6) entry counties which are: Kern, Tulare, Fresno, Kings, Madera and Merced. Afterwards, if you are migrating within California, you may continue to receive services. If this is your first time applying for services and you have not migrated recently but intend to in the following 12 months, then you may qualify for one certification period as long as all other eligibility and need requirements are met. A family may only qualify with an "Intent to migrate" when they are applying to receive services for the first time. Afterwards, if the family has not migrated for the purposes of agricultural work during their first certification, the family will no longer be eligible for services.
- C. Income - The family monthly income must not exceed the income eligibility guidelines. The last 12 months of income will be calculated for eligibility.
- D. Need - Families should have at least one of the following needs:
 - Employment
 - Seeking Employment
 - Incapacitation
 - Vocational Training
 - Homeless/Seeking Permanent Housing
- E. Children - Have children between 0 and 12 years old. Children with exceptional needs may be served from birth to 21 years of age as long as all the eligibility requirements are met.

Families enrolled in the program must continually meet eligibility and need criteria. Documentation is required for every type of need to determine the number of childcare hours. Changes in certified hours of care must be approved in advance by their Family Services Specialist.

2. Admissions Priority

First Priority is for families whose children are receiving child protective services or children who are at risk of being neglected, abused or exploited.

Second Priority is for all children and families who are not within the first priority for admission. In the second priority the lowest family income will be admitted first. When two (2) or more families have the same income, the family that has a child with special or exceptional needs shall be admitted first. If there is no family of the same priority with a

child with special needs, the same priority family that has been on the waiting list for the longest shall be admitted first.

Displaced Families

If MCAP has the need to terminate families due to insufficient funding or the inability to operate because of reasons beyond the control of the program, including earthquakes, floods or fire; the families shall be displaced in the reverse order of enrollment priority.

3. Waiting List

The MCAP Program maintains a waiting list. This system is designed to calculate a rank number for the family based on guidelines derived from the California Department of Education, Child Development Division. Calculations are based on income, and family size information. If funding is not available, eligible families will remain on the waiting list until funding becomes available. Each enrollment county has its own waiting list.

4. Required Documentation for Child Care Need

Employment

- Statement of wages / Check stubs
- A written statement from the employer (Employment Verification Form)
- Documented telephone verification between the Family Services Specialist and the employer
- If the parent is self-employed, he/she may provide other documentation of income such as a letter from the source of the income or copies of tax returns or statements of estimated income for tax purposes

Seeking employment

- Each parent will be limited to sixty (60) working days per fiscal year. Seeking Employment Logs are to be submitted on a weekly basis. Failure to submit a weekly Seeking Employment Log will serve as indication that childcare services are no longer needed and therefore result in termination of services.

Child Protective Services (CPS):

- Parent must submit a dated verifiable CPS referral. The referral must not be older than six (6) months to the date of application for services (CD 9600). The referral must include:
 - Name, telephone number and signature of the person making the referral
 - The referral must indicate the need and probable duration for childcare
 - Family will be eligible to receive services up to three (3) months, unless the family becomes eligible under the Program's requirements or the referring social services agency recertifies the family's referral for continued services.

Vocational Training

- You must take the form to the school or organization where the training or education will be received and must request the registrar (or his/her designee) to verify the training plan.
- The dates that training will begin and end, anticipated completion date and parents vocational goal.

- A class schedule should include the courses that the parent is currently enrolled in and the days and times of the courses.
- Submit transcripts, report card or adequate progress report as required by the Family Services Specialist each quarter, semester, or training period as applicable.
- Continuation of services will be contingent upon making adequate progress.
- This shall be limited to six (6) years from the date when services began or twenty four (24) semester units after the attainment of a bachelor's degree, whichever come first.

Incapacitation

- A description of the nature of incapacitation
- The probable duration of the incapacitation
- A statement signed by a legal qualified health professional that the parent(s) incapacitation prevents caring for the child
- The number of childcare hours needed each day because of the incapacitation
- The name, address, telephone number and signature of the legally qualified health professional rendering the opinion
- Authorized childcare services can not exceed fifty (50) hours per week.

Child's Special or Exceptional Needs

- A copy of the portion of the active individual family service plan (IFSP) or the individual education program (IEP) that includes a description of the child's special needs
- A statement signed by a legally qualified professional that the child requires the special attention of adults in a child care setting.
- The name, address, license number, telephone number and signature of the legally qualified professional who is rendering the opinion.
- The probable duration of the special need
- The number of childcare hours needed each day

Family Size

- Parents must provide supporting documentation regarding the number of children in the family; this may include a birth certificate, adoption or foster records, or any other reliable document that demonstrates the parent child relationship or legal guardianship.
- Parents who claim to be single parents must submit documentation of the absent parent, documentation may include: record of divorce, legal separation, child support filed through local government agency, rental contract, utility bills or other reliable documentation approved by the Family Services Specialist

5. Notice of Action – NOA

The Notice of Action is a written statement of specific information issued by the MCAP Program which informs the Parent of a decision to 'Approval or Termination of Childcare Services' or to 'Approve a Change to Services' for a family. When a NOA is sent for the 'Approval or termination of Services' or 'Change to existing services,' a Childcare Certificate will be included. Written notification of a NOA will be processed no later than 30 days after the family's change in service.

Notice of Action (NOA) - Application for services

This written notice is hand delivered or mailed to inform the family of the approval or denial of their application.

NOA – Recipient of Services/Updating the Application

This written notice is hand delivered or mailed to inform the family of a change in their service agreement. Examples: change in childcare schedule, family size, termination, family fee, etc.

NOA - Recertification

After initial certification and enrollment, the Program shall verify need and eligibility and recertify each family/child at least once every 12 months.

Distribution of Notice of Action

The Program may hand deliver or mail the NOA to the family. If the Program hand delivers the NOA to the family, the action becomes effective 14 calendar days after receiving the NOA. If the Program mails the NOA the action shall become effective 19 days after the mailing of the NOA, or when the notification period exceeds the required 19 days as specified by the NOA.

Requesting a Hearing/Appealing a NOA

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the Program before the action takes place. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandon the appeal process. Within ten (10) calendar days following the receipt of the request for a hearing, the Program shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s). Parents will be informed of the local hearing decision within 10 calendar days after the hearing, the hearing officer will mail or deliver a written decision letter to the parent.

If you are not in agreement with the local decision, you have the right to appeal to The California Department of Education. The CDE must get your request within 14 calendar days from the date on the local agency's decision letter. Your appeal request must include: a declaration that indicates the specific reasons why you believe the agencies decision is incorrect, a copy of the letter of the decision of the agency and a copy of your Notice of Action Termination of Services. You can submit your appeal via fax or by mail at the address below:

California Department of Education
Early Education and Support Division
1430 N. Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator
Phone 1-916-322-6233 Fax 1-916- 323-6853

Notifications for Child Care Providers

The Provider Notification is a written statement of specific information issued by the Program which informs the Child Care Provider of a decision to approve child care

services and/or changes to a family's certification. Written notifications for Providers will be processed no later than 30 days after the program becomes informed of a family's change in service. Notifications cannot be appealed by Child Care Providers, as they pertain to the eligibility and certification of the family.

6. Fees

Family Fee

Families that are required to pay monthly family fee based on their income and family size will be required to pay the provider directly. The family fee is assessed to be the family's portion of child care reimbursement to be paid to the Provider. The family fee is per family not per child. The fee is determined by the family fee schedule prepared and issued by the Child Development Division. The fee is based on the family's certified child care need. This fee must be paid in advance to the provider at the beginning of the service month. All fees are delinquent after seven (7) days. A family & child care provider may create a payment plan to resolve any delinquent fees. The provider must provide the family a pre-numbered receipt and mail a copy to the Program. The receipt must state the amount paid, date, rate paid, period served and it must be signed by the provider. The provider must notify the Program immediately when parents become delinquent in paying fees, since this may affect program participation.

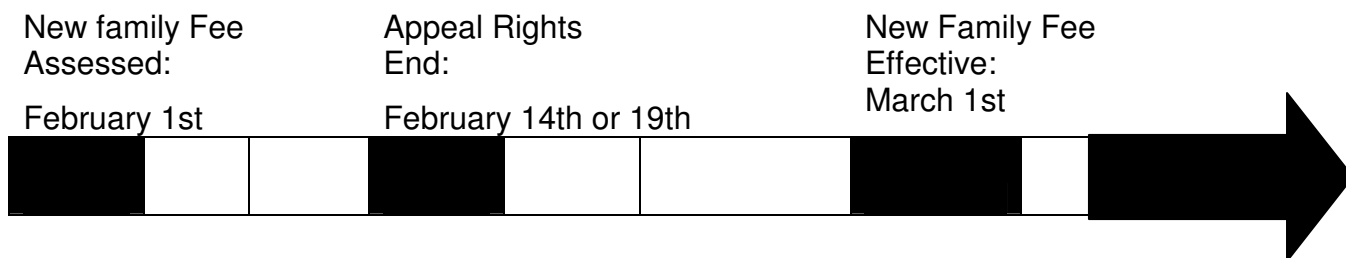
Families, that have been assessed a family fee, will have either a flat monthly full-time fee or part-time fee based on the hours of care certified for the month. Families with a certified need of less than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 hours or more per month will be assessed a full-time fee. This assessment is based on the certification in place at the beginning of the month. If a change to the family fee is required, you will be informed by a Notice of Action (NOA). The fee assessed is not to be adjusted due to any changes that occur during the month, nor is it based on actual attendance.

The family fee is effective immediately upon the authorization of services based on initial enrollment, return from a leave of absence (LOA), or continuing services in a new county due to migration.

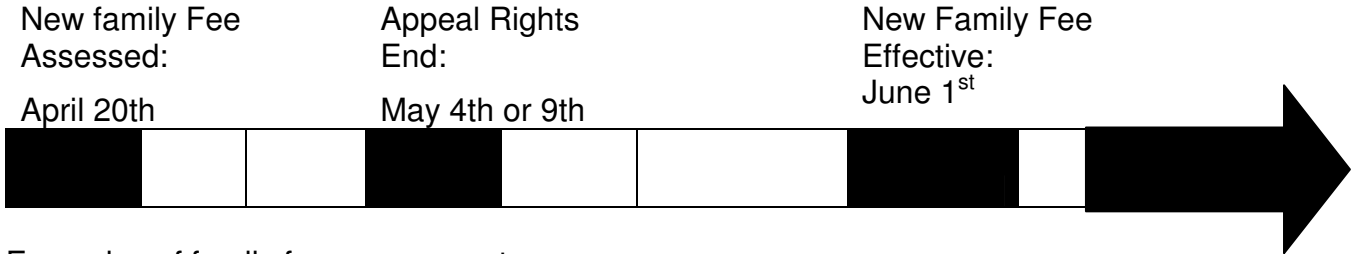
The family fee is effective the 1st of the following month after the appeal process/rights have been exhausted. The family fee will be updated when there is a change in the assessment of the fee which increases or decreases the family fee amount, and/or the child care certification changes from full time to part time or vice versa.

Examples of family fee effective dates:

Change/NOA processed at the beginning of the month:



Change/NOA processed during the middle of the month:



Examples of family fee assessments:

A child is certified full time, Monday thru Saturday, approximately 10 hours per day or 60 hours per week. The child is authorized for services on Wednesday, the 24th of the month. Their full time fee is \$74.00, part time fee is \$37.00. What is the Family Fee amount for this month?

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ★	25	26	27
28	29	30	31			

10 certified hours per day X 7 certified days in this month = 70 hours.

Monthly fee:
Certification is less than 130 hours, therefore the part time fee is collected.

TOTAL \$ 37.00

A child is certified Monday thru Friday, approximately 10 hours per day or 60 hours per week. The child is authorized for services on the 8th of the month. Their full time fee is \$74.00, part time fee is \$37.00. What is the Family Fee for this month?

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8 ★	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 hours per day X 18 certified days in this month = 180 hours.

Monthly fee:
Certification is more than 130 hours, therefore the full time fee is collected.

TOTAL \$ 74.00

Failure to pay family fee

Should a family refuse or fail to pay the family fee, the family will be terminated from the Program. The family will be unable to enroll in the Program until the family fee is paid.

Co-Payments

If a parent chooses a provider with a usual and customary rate exceeding the applicable Regional Market Rate, the program will only reimburse the provider up to what the State allows for the certified hours of care. The amount paid by the parent is referred to as a co-payment and is an arrangement between the family and the provider.

7. Attendance Policy

The Migrant Childcare AP Program is committed to demonstrating the highest standards of monitoring attendance. As such the following is to be adhered to in the maintenance of all MCAP program files for children:

Excused absences are unlimited per fiscal year, per child. Excused absences include:

- Illness and/or quarantine of the child/parent, and related appointments.
- Court of law required time spent with a parent or other relative (Court order copy must be included in the file)
- Family emergency which include death of a family member, funeral of family member, car accident of family, and court appearance of family member.
- Need based interruption- Situations beyond the control of the family which do not allow use of their need and/or childcare services. These include bad weather, machine failure, and agriculture based delays such as pesticide spraying, crops not being ready.

Unexcused absences are not to exceed sixty (60) per fiscal year, per child. Once a child reaches sixty (60) unexcused absences, the child will be terminated from the Program. Unexcused absences are anything that is not defined to be an excused absence. Reimbursement will be processed based on the certified need.

The family is allowed ten (10) Best Interest Days per fiscal year per child. For CPS serviced children or children at risk of abuse, neglect, exploitation; they are allowed unlimited Best Interest Days. Best interest days are defined as helping to promote the physical, mental, and social growth of children. Examples include but are not limited to: educational field trips, family visits, and family or community functions.

If a child is absent for five (5) consecutive days then the family must report this information to its Family Services Specialist. Providers are required to report to their Subsidize Reimbursement Specialist when a family / child does not attend care for five (5) consecutive days. Reimbursement will only be processed when a child is certified for care. Parent or Provider misuse of authorized hours may be grounds for termination from the program.

8. Child Care Limitations

School Age children- Reimbursable hours of care do not include the scheduled instructional minutes of a public educational program available to a school age child or a private school in which the child is enrolled and attending. School age children need to be enrolled in school by law.

9. Attendance Logs

The Attendance Log is a daily record that must be completed on a DAILY BASIS as the child arrives at, or leaves from, the child care provider's facility for the days and times of authorized care. The Attendance Log must be completed in pen ink. Parents /Guardians or other authorized adults are required to verify the child's attendance on a daily basis by signing in and out their child(ren) and accurately indicating the times.

Children must not be signed in when no care is provided. If a child is absent, parents must provide the reason the next day the child attends care. If a parent should indicate that the absence is due to illness, then identify which member of the family such as the child or parent was "sick" or "ill." For confidentiality, do not detail the reason(s) or condition(s) of sickness or illness.

For school-age children with split schedules, the Provider must indicate on the attendance log the times leaving for and arriving from school.

School age children require four (4) daily entries on the attendance log: arriving at the provider's home from parent's home, then leaving for school, returning to the provider care after school, then leaving for home. Parents and Providers are required to enter the actual time on their portion of the Attendance Log.

The following must be completed at the end of each month:

- Parent & Child Care Provider signatures on the bottom of the Attendance Logs verifying truthfulness of Attendance Logs.
- Non-operational days should be noted by the Provider.
- If you make an error, draw a line over the error and write your initials beside it.

Do NOT

- Do not use whiteout to cover up signatures, times, mistakes.
- Do not scribble and/or cover up mistakes, just draw a line over the mistake and write your initials.

Attendance Logs Sample

- A. Date
- B. Child's Time In
- C. Child's Time Out for School
- D. Child's Time In from School
- E. Child's Time Out
- F. Absent Reason
- G. For Office Use
- H. Provider Signature and Date
- I. Parent Signature and Date

A	B	C	D	E	F	G
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Date	Time In	School Time Out	School Time In	Time Out	Absence Reason	For office use
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
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28						
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31						

Under Penalty of perjury, the above is a true and accurate report of attendance for this child for the month indicated.

Provider Signature _____ Date _____ Parent Signature _____ Date _____

	H				I	
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10. Leave of Absence - LOA

When a family indicates that they will temporarily lack the need for childcare, a family may request a Leave of Absence (LOA). A LOA may be granted for the following reasons:

1. On Maternity and Medical Leave (not to exceed 16 weeks) - this may include sickness of self or family member.
2. Family Leave (not to exceed 12 weeks) for three (3) purposes:
 - a. For a child visiting with a non-custodial parent that is not court ordered
 - b. Spending time with a new adopted or foster child
 - c. Family emergency.
3. Migration (not to exceed 12 weeks) – Granted for agricultural work purposes.

A LOA is permitted if all requirements are met. A LOA cannot be granted within two (2) months of the certification stop date. Only one leave of Absence will be approved at a time; Leaves of Absence cannot be concurrent or consecutive. Providers will not be reimbursed while the family is on LOA.

11. Changes Policy

Families are responsible to report any change within five (5) days.

Examples include:

Family Changes

- Family size change
- Marriage, divorce, or separation
- Birth of a new Child

Changes in Service

- New provider choice
- More or less childcare hours or days needed
- Change in employment

Changes in Need

- No longer working
- No longer seeking employment
- Incapacitation
- Request for LOA

We understand that migrant agriculture working families can have changes to their need from day to day. Due to the nature of agricultural employment, seeking employment, and migrating, it is important that families communicate all changes within five (5) days. Temporary changes in need should be communicated to the Program ahead of time when possible in order to be documented. As the Program receives and reviews each child's monthly attendance logs, inconsistencies between the certified need and the actual usage of care are reviewed. An inconsistent use of care is defined as causing a change in the family's fee (Full Time to Part Time Monthly and vice versa) and/or the reimbursement benefit level (Full Time to Part Time and vice versa). If the review of the

attendance Log demonstrates either of these inconsistencies, the family's certified need will be reviewed. The review may result in a change in child care certification.

12. Childcare Options

The MCAP Program welcomes all types of Providers to participate in the MCAP program, as long as they meet and follow certain requirements. Parents have full parental choice to select the type of care for their children and MCAP has the right to approve or disapprove participation to any Provider.

Licensed Family Child Care Homes and Child Care Centers are regulated by the State of California, Community Care Licensing Division (CCLD). We encourage you to call CCLD to get more information regarding your selected childcare provider including history.

FRESNO REGIONAL OFFICE

770 East Shaw Avenue, Suite 300, MS 29-01

Fresno, CA 93710

1 -559- 243-4588 FAX 1 -559- 243-8070

The Fresno Regional office serves the following counties: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Stanislaus, & Tulare.

If you are receiving child care services outside of these counties in California, contact your specialist to obtain the appropriate phone number to your CCLD office.

Licensed Childcare Center, Nursery School or Preschool

Provides physical, social, developmental, and educational activities for groups of children of different ages outside of their homes. Center-based childcare Providers are licensed by the California State Department of Social Services, Community Care Licensing Division. State Regulations specify staff educational requirements, teacher/child ratio, as well as State Health and Safety Standards for the protection of children. All staff must submit information to the California Department of Social Services for an FBI and criminal background clearance. Public or private agencies, churches or other groups can operate these types of childcare centers.

Licensed Family Childcare Home

Provides care for eight to fourteen (8-14) children in the Provider's own home. Family childcare home providers are licensed by the California State Department of Social Services, Community Care Licensing Division. Compliance with State Health and Safety Regulations is required of both the Provider and the Provider's home. The Provider and all persons age 18 or older in their home must submit information to the California Department of Social Services for an FBI and criminal background clearance.

License-Exempt Provider – Relative

Only grandparents, aunts, and uncles may provide this type of childcare. Childcare is provided in the Provider's home. The Provider's home can not be the child's place of residence (see In-Home Care). There are no State Health and Safety Regulations for this form of childcare.

License-Exempt Provider – TrustLine

In order to receive a subsidy, a license-exempt child care provider who is not the grandparent, aunt, or uncle of the child must be TrustLine registered. Providers who are required to be TrustLine registered and who are not, cannot be reimbursed for services.

In situations where there is an “immediate need,” regulations will allow the parent to select a “provisional child care provider.” However, the provisional child care provider must first complete a TrustLine application and submit fingerprints and then be TrustLine registered within 30 calendar days in order to be eligible for reimbursement.

In accordance with the California Code of Regulations, Title 5, Section 18227 (c), to be eligible for reimbursement, an individual exempt from licensure must be:

- An aunt, uncle, or grandparent of the child receiving services;
- A registered TrustLine provider; or
- A provisional child care provider who becomes TrustLine registered within 30 days.

For providers who are not Trustline registered within 30 calendar days, no reimbursement will be processed for those 30 days. Once Trustline registration is received, reimbursement will be processed from that date going forward. Example, should Trustline registration be complete on calendar day 31, reimbursement will be processed from that day on.

Reference: <http://www.cde.ca.gov/sp/cd/ci/mb1301.asp>

In-Home Care

Childcare provided in the child’s own home by an adult relative, friend, neighbor, or babysitter or other care Provider. When the parent selects this option of care, the parent assumes the responsibility of being the Provider’s employer and MUST follow legal, tax reporting and other employer-related requirements. The MCAP Program requires a minimum of 3 children to be enrolled with the In-Home Care Providers for full time childcare in order for this option to be selected. Reimbursement will be issued to parent and the parent is responsible to pay their employee; the IN-Home Care Provider.

13. Rules for Provider Participation

- A. Providers must operate on a non-discriminatory basis regardless of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability.
- B. Parents and MCAP will have unlimited access to their child (ren) during the Provider’s hours of service.
- C. Providers will be reimbursed only for the child(ren) currently enrolled in MCAP for which they are providing services and have received authorization to do so.
- D. Providers are independent contractors, and as such, reimbursements are not reported by MCAP for unemployment and/or tax purposes; as an independent contractor, a Provider bears the responsibility for all their own business related functions.
- E. MCAP staff must be notified within five (5) days of any change affecting the Provider. Such changes may be in the hours or days of attendance, voluntary drops, or

abandonment of services. Any changes made without MCAP's authorization must be resolved between the parent and Provider.

- F. Childcare Providers must maintain the strictest level of confidentiality of all families and children subsidized by the MCAP Program. The names, circumstances, or eligibility status of certified families shall not be made known to anyone without the written consent of the parents.
- G. Provider's must maintain their facility in a manner which meets all legal, health, and safety requirements set forth by the State Department of Social Services, Licensing Division, and other regulatory agencies.
- H. Provider's must maintain copies of attendance records, parent fee receipts, emergency information, and any other documentation necessary to support claims for reimbursement or to ensure that the health and safety needs of children under the Provider's care are met.
- I. Maintain telephone services at the place where child care services are provided.
- J. If for any reason the provider becomes unable or unwilling to fulfill the family's certified need, the provider shall give the parents a notice and inform the program.
- K. Trust Line Providers must meet and remain in compliance with all health and safety requirements stipulated by State, County, Municipal, and regulatory agencies.
- L. For Providers that are moving their place of business, they are required to inform the program of the change. In addition, in order to begin services, the new place of business must be licensed by Community Care Licensing. A preliminary visit or summary is not an authorization to begin caring for children for the Program.
- M. New Providers will submit a contract when approved to render services to Program children.
- N. Licensed childcare providers must provide MCAP with a copy of their child care license.
- O. Additional expenses such as termination fees/ two (2) week notices, transportation fees, food/meals, diapers, etc are not reimbursed by the Program. Families and Providers should come to agreements on these expenses.
- P. 1099's will be mailed to Providers by January 31st for any reimbursement paid out in the previous year- January thru December. No taxes are deducted from reimbursements. It is the provider's responsibility to report earning to the IRS, California Franchise Tax Board and to pay any applicable income taxes.
- Q. For Providers, program personnel will only be able to discuss child care information relating to the business with the individuals registered as the owner or center director.

14. Necessary Documents for Provider Participation

License –Family Childcare Home/ Licensed Center

- A. The name, address and telephone number of the childcare service provider
- B. Copy of provider's identification card/driver's license
- C. Copy of provider's tax identification card or letter
- D. Copy of the facility Childcare License that shows authorized capacity
- E. Form W-9
- F. Copy of provider's own contract including:
 - The age group (s) served by the provider
 - A statement of the usual and customary services provided and the corresponding fees

License-Exempt TrustLine

- A. Name, address and telephone number of the childcare service provider
- B. Date of Birth
- C. Copy of provider's identification/drivers license
- D. Copy of provider's tax identification card or letter
- E. Trustline Cleared Status
- F. Copy of Trustline application and Registry Criminal Record Statement
- G. Copy of Request for Live Scan Services for Subsidized Trustline Registry Applicants
- H. Health and Safety Self-Certification
- I. Form W-9
- J. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees

License-Exempt Relative

- A. Name, address and telephone number of the childcare service provider
- B. Date of Birth
- C. Copy of provider's identification/drivers license
- D. Copy of provider's tax identification card or letter.
- E. Health and Safety Self-Certification.
- F. Declaration of Exemption from TrustLine
- G. Form W-9
- H. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees

In-Home Provider

- A. In-Home Provider Request Form
- B. Name, Address, and telephone number
- C. Copy of the Provider's and Parent's identification card/drivers license
- D. Copy of Parent's tax identification card or letter
- E. Form W-9
- F. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees.

Authorization to Work in the U.S.

Providers who have been issued a social security card that has the phrase, "VALID FOR WORK ONLY WITH DHS AUTHORIZATION" or "VALID FOR WORK ONLY WITH INS AUTHORIZATION" must also provide a copy of the current authorization to work in the United States.

Provider Participation in the QRIS

The Program is required to submit data regarding the Quality Rating Improvement System (QRIS) of all participating providers on a monthly basis. A QRIS is a set of ratings graduated by level of quality and used to assess early learning and care programs/providers. It may provide workforce development, financial incentives to participants, and other supports to improve quality. Local entities using a QRIS may have adapted their own to an existing QRIS or created their own tiered rating systems

which are different from one another. Availability of a QRIS system is subject to each county. All providers participating in the Program will need to be classified. The Classification categories include:

No. Provider is eligible, but does not participate in QRIS

Yes. Provider does participate in a QRIS

The State has an operating QRIS in the provider's area, but the provider is not eligible to participate

The State does not have an operating QRIS in the provider's area

For information on your local QRIS system, please contact the Program.

Provider Accreditation

The Program is required to submit data regarding Accreditations that participating providers have earned on a monthly basis. An accreditation is a designation of quality early learning and care programs/providers. For more information on accreditation, contact the Program.

Submission of New/Updated Child Care Provider Contracts

The Program will only process changes to a Provider's contract during the month of June, to be effective for services rendered on July 1st and after. New Provider's will be asked for their contract at the time they begin services.

15. Reimbursement for Provider

Submission of request for reimbursement must include Attendance Logs and Statement of Services for each child served. Attendance Logs must be completed, signed, and dated in ink at the bottom of the form with full signature by the Parent and Provider. The Statement of Services must be sent to the MCAP Bakersfield Office and include the following:

- A. Provider and/or Business Name
- B. Contact information
- C. Service month and year
- D. First and last name of the family
- E. First and last name of the child
- F. Age of the child
- G. Number of units
- H. Type of unit (Hour, Day, Week, Month, etc.)
- I. Rate per unit (Dollar and Cents amounts)
- J. Grand total you are invoicing the family

You are welcome to use our Statement of Services located behind our pre-printed attendance logs.

Statement of Services

For Provider Use

# of Units	*Type of Unit	**Rate per Unit	Total

*Type of Unit: Hour, day, week, month etc.

**Rate per Unit: dollar and cents amount

Grand Total/Suma Total \$ _____

The Calendar of Attendance Logs & Reimbursement deadlines are as follows:

- Attendance Logs must be received in the MCAP Office in the first ten (10) working days following the month of service. Reimbursements are processed after that time and will be mailed to providers during the first ten (10) working days of the new month.
- Example- Services were provided in the month of January. All reimbursement documentation is sent and received in the month of February on time. Reimbursements are mailed during the first ten (10) working days in the month of March.
- Reimbursement requests received after the first ten (10) working days are considered late. If possible these reimbursement requests will still be processed with the timely requests. Otherwise, providers can expect reimbursement after ten (10) working days.
- Attendance Logs and Statement of Services over two (2) months old following the service month may be denied for reimbursement.
- Reimbursement requests must be processed during the current fiscal year, July 1st thru June 30th. As a result, all reimbursement requests for the service months of May and June must be processed no later than July 30th. All reimbursement requests received after July 30th for the previous fiscal year will be denied.

Reimbursement Amount

A Family/Child is eligible for reimbursement when they are certified for child care services. Child care reimbursement is based on the Regional Market Rate and California Code of Regulations, Title V Education Regulations, Chapter 19, Subchapter 2.5 Utilization of the Regional Market Rate Ceiling.

The Statement of Services will be reviewed with the authorized Child Care Certificate hours of care and the Attendance Logs. Providers will be reimbursed the amount requested in their Statement of Services, up to that which is allowed by the State.

Title V can be viewed at

<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>

The Regional Market Rate information can be viewed at the California Department of Education website, Child Development Division at
<http://www3.cde.ca.gov/rcscc/>

In addition, your local library should have access to the materials referenced above.

Change in Maximum Reimbursement benefit

For children who enter a new rate category due to their age, the new Maximum Benefit level will be effective the service month after the child's birth date. Child will only change reimbursement rate categories when the child turns two (2) or six (6) years old.

16. Important information for Provider

- A. The Provider is an independent contractor, therefore not an employee nor an agent of MCAP. As an independent contractor, and not an employee, Provider is not eligible for employments benefit through The Migrant Childcare AP Program - MCAP (sick leave, social security, disability or health insurance, unemployment, worker's compensation).
- B. MCAP does not pay for hours or days of service in excess of those specified in the Provider Notice of Action and Childcare Certificate.
- C. MCAP does not pay for or accept "Postage Due" when Provider fails to place sufficient postage on correspondence. Such mail is left unclaimed at the Post Office. No special consideration is given for late attendance log due to insufficient postage.
- D. MCAP is not responsible for any "Personal Injury or Property Damage" caused by clients or children subsidized by MCAP for services.
- E. Parents have "Parental Choice" and as such they may choose to change childcare Providers for any reason.
- F. MCAP can only reimburse two providers for the same child on the same time and day of services when the primary provider is using non-operational day. When a primary provider is using a non-operational day, a secondary provider can be authorized to render services. This change must be preapproved by the Program.
- G. MCAP will only reimburse a provider for a total of ten (10) non-operational days per fiscal year. To be eligible for reimbursement on non-operational days, a family must be certified for care.
- H. Non-operational days are days when a provider closes their childcare facility and must be noted in the provider's contract. In the case of an unplanned or emergency closure, it is the provider's responsibility to notify the MCAP Program and family immediately. The MCAP Program will work with the families to authorize an alternative provider in the absence of the provider.
- I. MCAP will refer suspected fraudulent activity to the appropriate authorities.
- J. Any improper reimbursements made to the Provider by MCAP, must be reimbursed to MCAP immediately upon discovery.

17. Provider Termination

MCAP may suspend participation with any Provider who materially breaches the provisions contained herein. Specific actions by the Provider shall constitute a material breach of our agreement include:

- A) Non-compliance with applicable laws, regulations, policies, or requirements.
- B) Refusal to cooperate with MCAP, County, or State officials investigating a complaint.
- C) Inaccessibility of Provider to MCAP staff or Parents, either by telephone or site visit without an acceptable explanation.
- D) During an ongoing investigation by either the Program, Community Care Licensing, or other authorities.

Immediate Termination

The following documented actions shall result in immediate termination of Provider in the Program.

- A) Proven fraud or conspiracy to defraud MCAP (i.e. submitting false, misleading, incorrect Attendance logs for childcare reimbursement, or other legal documents).
- B) Threats or bodily harm to any MCAP Program staff, parent or child.
- C) Bribery or attempted bribery of MCAP staff or other authorities.
- D) Abuse and/or molestation of children.
- E) Failure to report suspected child abuse or molestation.
- F) Refusal of admittance to MCAP staff into the facility where care is being provided during regular business hours and/or during certified hours of childcare provision.
- G) The Provider's operation is creating an imminent danger to the health, welfare, or safety of a child.

Should a Child Care Provider be terminated for these immediate reasons, they will no longer be able to participate in the Program.

18. Program Policies

A) Customer Service & Complaint Policy

In the interest of best serving our families and child care providers, the Program Service Policy allows for any issues to be communicated. Should you have any questions, concerns or disagreements with our customer service, please feel comfortable in contacting us. You may contact us at the Bakersfield Main office at 1-800-259-8866. For families, please contact Laura Porta, Family Services Coordinator. For Providers, please contact Susana Magana, Subsidized Reimbursement Coordinator.

In accordance with the California Department of Education (CDE), Child Development Division (CDD), as associated with the California Code of Regulations, Title 5 - section 4650 (a-2), the Migrant Childcare AP (MCAP) Program has adopted and implemented the Uniform Complaint Policy.

If you believe a California State or federal law, and/or statute, has been violated please send your complaint, including the following information:

- Your Name, Address, and Telephone Number
- Agency Name, Address, and Telephone Number
- The cited law or statute that you believe has been violated

To the address provided below:

California Department of Education
Child Development Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Uniform Complaint Coordinator

B) Fraud Prevention Policy

Fraud is defined by the State of California in the Penal Code in various sections; it is punishable by monetary fines as well as jail time. The Migrant Childcare AP Program is committed to demonstrating the highest standard of fiscal accountability and therefore to the prevention and detection of fraud. With consideration of the definition provided in the Penal Code, and in reference to child care, development, and educational programs for children, the Program defines fraud as:

Fraud is an intentional act of a parent and/or child care provider that leads to receipt of child care services by an ineligible parent, or an improper or excessive reimbursement to a provider. Such acts can include providing false information, failure to provide full information, submission of a false or misleading document, failure to provide a requested document or full documentation, submission of a provider Statement of Services with false information or otherwise improperly obtain a reimbursement from the agency or assets of the agency.

All suspected intent to commit fraud will be further investigated by the Migrant Childcare AP Program.

Any documentation or act that is found to be fraudulent will result in immediate termination for the family and/or child care provider. No reimbursement will be processed for all fraud.

If the initial investigation finds potentially fraudulent behavior evident, it will be forwarded to the appropriate Law Enforcement Authorities for further investigation, and the District Attorney's Office for prosecution to the full extent of the Law.

C) Non-Discrimination Policy

MCAP is available to all who qualify on a non-discriminatory basis and gives equal treatment in, and access to service to all families regardless of sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability.

D) Mandated Child Abuse Reporting

As mandated reporters we must always remember that this law is to protect all children. If you have reasonable suspicion or have knowledge of abuse, remember that you are a mandated reporter and are required by law to file a report to the local authorities.

E) Adult Conduct Policy

Adults will be responsible for the safety and conduct of their children while doing business with the Program. Any parent, parent representative or provider who displays any one of the following behaviors may be prohibited from participating in the MCAP Program:

- A) Harassment, verbal or physical abuse of any child or adult in MCAP offices or any sponsored event.
- B) Possession or consumption of or under the influence of alcoholic beverages or illegal drugs, smoking, etc.

F) Program Violations Policy

Violating any policies within the handbook such as but not limited to: Reporting a change in need within five (5) days, Attendance log procedures, Rules for Participation, etc, will result in a review with the family or child care provider. The program will review with the family or child care provider the Program's Handbook to ensure understanding and compliance of all rules and procedures. If a family or child care provider continues to be out of compliance, then the program will complete and document a review and training of the specific violation. Afterwards, should a Parent or Child Care Provider continue to out of compliance, the Program will proceed with documenting each violation with a warning. After three (3) documented warnings, the family or child care provider will be terminated from the program. Child Care Providers that are terminated due to the violations policy will not be eligible to participate for the duration of the Program Fiscal Year. The Child Care Provider will once again be eligible to participate in the Program when a new Program Fiscal Year begins.

G) Confidentiality of Records

For the MCAP Program, the use of or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program. The Program shall permit the review of the basic data file by the child's parent(s) or parent's authorized representative, upon request and at reasonable times.

19. Receipt of Program Manual

I have read and understand the Program requirements, and hereby agree to comply with all the program requirements, procedures, and reporting responsibilities. I understand that all of the information requested of me is used for determining my eligibility and/or participation in the MCAP Program, so that I may receive or be reimbursed for childcare services paid for by the United States Government and the State of California. I understand that my failure to provide truthful and correct information may result in prosecution for fraud, and that if after investigation, I am found guilty of fraud I may be required to pay back any monies reimbursed to me or on my behalf, and be subject to other civil penalties, including but not limited to fines and imprisonment. Therefore, I affirm under penalty of perjury, that all of the information I have provided and given in seeking to participate in the MCAP Program, is true and correct to the best of my knowledge.

Name (Please Print) _____

Please Circle one:

Parent Provider

Signature (Receipt of Manual)

Date

Program Representative

Date

Provider Only:

I certify that I have registered with the local Resource and Referral Department and I have submitted a contract sheet with my rates, discounts, and/or educational polices.

Provider Signature _____ Date _____

MB 01/15

2015-2016 Recruitment and Selection Plan

Community Action Partnership of Kern

12/22/2014

Head Start and State Child Development Services

Board of Directors Approval:
Policy Council Approval:

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Recruitment and Selection Committee

April Rivera

Delores Patricio

Erika Arias

Janelle Gonzalez

Karen Day

Krissie Leach

Mary Lopez

Theresa Priest

Virginia Sierra

Walter Villa

Yvonne Ortiz

ERSEA Technician

Content Area Specialist

ERSEA Specialist

Governance Coordinator

Content Area Specialist

ERSEA Manager

Home Base Coordinator

ERSEA Coordinator

Home Base Coordinator

ERSEA Specialist

ERSEA Specialist

Introduction

Kern County's Early Head Start and Head Start programs are part of the network of non-profit, 501(c)(3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a \$55 million annual budget and over 750 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, HIV/AIDS Education & Prevention, 2-1-1 Kern Help Line, Shafter Youth Center, Friendship House Community Center, and Family Health Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment, and establish criteria for enrolling those children and families who will most benefit from Early Head Start/Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1304 and 1305.

The process for annual revision of this plan is described in Head Start/State Preschool Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Partnership is funded to serve 2,348 Head Start (HS) children and 244 Early Head Start children (EHS) pregnant women and children, and *their families* residing in Kern County.

Methodology

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as each of the populations set forth in CFR 1305. Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to provide at least two staff members from the centers in their region. The Head Start Policy Council was invited to appoint representatives as well. Community members representing foster children, children with disabilities, homeless families, victims of domestic violence, childcare providers, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on one occasion to review the current plan and revise the plan in accordance with the needs of the community. Prior to the initial meeting, each group was provided the 2014 Community Assessment Update, as well as the 2014/2015 Recruitment and Selection Plan. The 2014/2015 Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness. The excerpts they received are found in appendix A of this plan.

At the meeting, an overview of the Head Start program was provided, as well as information about the purpose of the Recruitment and Selection plan. Committee members were advised of the importance of their work, as it guides recruitment efforts throughout the county in the coming year, as well as determine selection priorities for which children are enrolled. Committee members were asked to review the two documents provided to them in their small group, and to be prepared to discuss the ideas of the priorities they would like to see established. They were informed that the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members enthusiastically embraced the task of crafting a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2014 Community Assessment Update, asked many good questions, provided additional ideas for priority and engaged in spirited discussion. What follows is the result of their earnest examination of the needs and strengths of Kern County.

Eligibility

The Head Start program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, ninety percent of enrollees must be income eligible based upon federal guidelines, receiving public assistance, in foster placement or homeless.
- No more than ten percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- No less than ten percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

Homeless children (as defined by the McKinney-Vento Homeless Assistance Act)

Homelessness has been an increasing issue in Kern County due to the state of the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the “neediest-of-the-neediest.” Homeless families are categorically eligible for Head Start, and are considered a priority for services. Based on the 2014 Kern County Point-in-Time Homeless Count (Homeless Census), there were 1,158 men, women and children living in homelessness. Of that number, 153 are children. CAPK has reported in the first part of the 2013-2014 School Year, 56 homeless families have been provided services; this is an increase of 24, from the 2012-2013 school year (see table 1.1).

Children with Disabilities

Head Start Performance Standards require that 10% of the funded enrollment of both Head Start and Early Head Start be children with disabilities (IEP/IFSP). The Community Assessment states that the diagnoses of children with disabilities are on the decline. In December 2011, 1580 children in Kern County under the age of 6 had a diagnosed disability; that number continues to decline. In the first

half of the 2014-2015 School Year, CAPK reports serving 219 children with a diagnosed disability (see table 1.1)

Foster Placement

Foster placement is the third highest priority for selection at Head Start. The point-in-time count taken in September 2014, from Department of Human Services, revealed there were 4,526 children in the foster care system, to include Kinship, across Kern County under the age of 18. Kinship is another form of Foster Care in which a child's relative takes on the responsibility of caring of that child. According to the Community Assessment, in Kern County, 237 of children ages 0-5 were placed in the Kinship Care program. CAPK reports in the first part of the 2014-2015 School Year, 146 foster children have received services in the Head Start/Early Head Start program which is a drastic increase from this time during the 2013-2014 School Year (see table 1.1).

Recipients of Public Assistance

Those families receiving public assistance are designated as categorically eligible for Head Start. The point-in-time count taken in September 2014, from Department of Human Services, indicates that Kern County has 18,600 families receiving cash benefits or other services under the Temporary Assistance for Needy Families (TANF) program. Supplemental Security Income (SSI) is also counted under Public Assistance. CAPK reports serving 1,620 children receiving public assistance, in the first half of the 2013-2014 School Year, which makes up 48% of the children served during that time frame. During the 2014-2015 Program Year, there has been a decline in the number of enrolled families receiving public assistance as the program has served 1140 children on public assistance. This is only 33% of the programs total enrollment during the first six months of the program (see table 1.1).

Income eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2014 Community Assessment, it was determined that 72,846 children in Kern County are under the age of 5. Based on that number, 37.7% of those children under the age of 5 are living below the federal poverty level; this means there is an estimated 27,613 children that are income eligible for Head Start and Early Head Start currently residing in Kern County. During the first half of the 2014-2015 School Year, 1,755 or 51% of those served are categorized as income eligible (see table 1.1)

Over income who meet the program selection criteria

Although it's been stated that more than 27,000 children are income eligible for services in Kern County, the agency is able to provide services to 10% of the funded enrollment or 259 children that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing income eligible families. During the first part of the 2014-2015

School Year, CAPK reports serving 309 over income families or 9% of the total enrollment thus far (see table 1.1).

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Early Head Start/Head Start are diagnosed with disabilities, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Flexible/modified attendance schedules. (Dual Enrollment)
- Each center will establish a relationship, with the local School Districts Special Education Department
- Each center (if applicable) will establish a relationship, with the Special Education Preschools, on-site
- Direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participation on the Kern Early Start Services Advisory Committee
- Providing specific materials for recruitment of children with disabilities
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee
- Participation in MVCCP-Medically Vulnerable Care Coordinator Project
- Recruitment Clusters
- Caring Corner

Head Start will provide information to the following regarding services for children with diagnosed disabilities:

- Private early child care agencies that do not accept children with disabilities
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department and low-income clinics

- Kern Regional Center and H.E.A.R.T.S. Connection
- Search and Serve
- Valley Achievement
- Community Connection for Child Care will flag our program as “accepting children with disabilities”
- MOU with Department of Human Services to recruit in the lobby of the main office
- Health Fairs or other community events geared toward families of children with disabilities
- WIC office
- DVD to play in waiting room/ lobby areas in medical offices

Recruitment Strategies

Children and families are recruited throughout Kern County; Kern County was established as the Partnership's service area beginning in 1965.

The Partnership maintains an active, year-round recruitment process designed to reach Kern county families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self Assessment Data
- Community Partners
- Individual Center Recruitment
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all CEDS employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, beginning on day one and at all times thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year round, Head Start participates in many recruitment events as well as creating self events in areas where community events are lacking. Table 2.1 shows the type of recruitment events CAPK is participating in to ensure full enrollment.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- The recruitment clusters, with assistance from ERSEA, will oversee the recruitment process throughout the year to ensure Head Start staff is represented at all events necessary to meet our enrollment needs.

- Collaborating with media outlets to advertise the availability of Head Start services
- Year-round recruitment efforts.
- The development of the Recruitment Clusters, as an effort to pull staff from a variety of centers together to focus on recruitment in specific neighborhoods and communities using staff and parents alike.
 - Memo of Understanding (MOU) with community agencies to provide on-site assistance to homeless families, domestic violence victims, child protective services and other families in need.
 - Private sector child development programs
 - MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis. The first and last weeks of the month have proven to be the most successful in gaining new enrollees.
 - Collaboration with CAPK WIC
 - Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
 - Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low income families.
 - Provide recruitment materials and information to the 50 Head Start Dental providers
 - Provide recruitment materials and information to the CHDP providers
 - Technology and Social Media

Recruitment Strategies are individualized by the local community

- Local recruitment is planned, carried out, monitored and evaluated by the recruitment committee and recruitment cluster groups based on recruitment plans created by each Head Start center. *Local, site-based recruitment plan is available upon request in the ERSEA Department.*

- Parents and staff will share information about the positive impact of the program.

- Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.

- Head Start will issue Press Releases and or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:

- △ Festivals, fairs or holiday events sponsored by the program

- △ Parades

- △ Center locations or relocations

- △ Awards received by parents, volunteers or staff

- △ Special projects

- △ Donations to program

- △ Community farmers markets

- Head Start staff will attend community meetings to share information about program services.

- Head Start will invite the community to program open houses.

- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.

Selection Priorities

Head Start families can be eligible for services in many different ways. The program has selected the top priorities to be homeless children, those with disabilities and foster children. A breakdown the enrollment of children within these top priorities by region can be viewed on table 3.1.

Head Start priority for an enrollment opportunity is:

1. Homeless Children-individuals who lack fixed, regular and adequate night time residence; and includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
 - b. Children and youth who have a primary night time residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migrant children who qualify as homeless because they are living in circumstances described in one of the above.
2. Children with diagnosed disability and verified Individualized Family Service Plan or Individualized Education Plan.
3. Foster Placement
4. Early Head Start transition meeting program criteria.
 - a. Transition from Early Head Start home-based to Early Head Start center-based.
 - b. Transition from Early Head Start to Head Start
5. Head Start enrollees continuing
 - a. Current home-based HS transition into center-based full-day or part-day; Current center-based HS transfer to home-based
 - b. Current full-day HS no longer qualifying for state services transition into part-day or Home Base HS options.

c. 3rd year enrollees

In addition to the priority outline stated, points are awarded for the following factors:

- △ Parents 19 and under, pregnant and/or parenting
- △ Special need/social service referral, including child protective services and domestic violence facility
- △ Medical referral such as, but not limited to overweight children as determined by a medical professional
- △ Pregnant woman with documented medical risk
- △ First pregnancy
- △ Other family type of relative
- △ Public Assistance Program
- △ Primary caregiver is a member of or retired from the US Military
- △ Parent Works/attends school-FT need
- △ Sibling enrolled
- △ Parent has an IPP
- △ Child with IEP/IFSP's sibling
- △ Child on wait-list prior program year (within the same program)

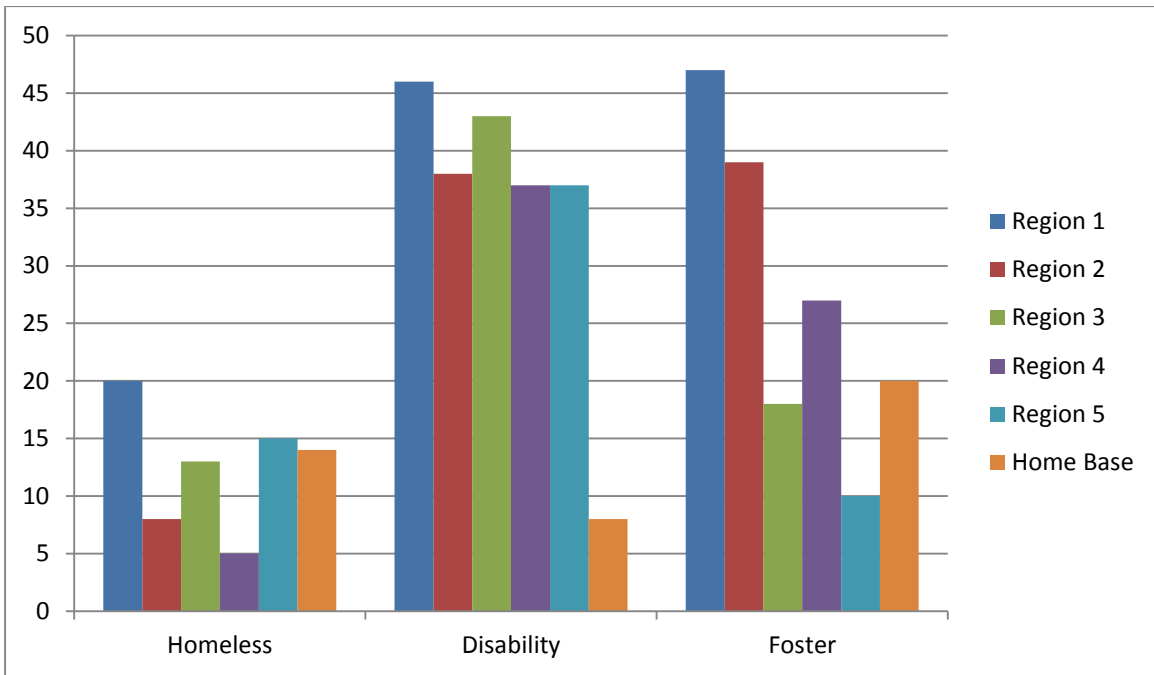
Total priority points are calculated by the database

- △ Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet
- △ When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

- △ The recruitment and application process is year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/options wait list.

Table 3.1 Number of priority families during the first half of the 2014-2015 School Year



Appendices

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(Go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term "**child with a disability**" means

- A. a child with a disability, as defined in section 602(3) of the Individuals with Disabilities Education Act; and
- B. An infant or toddler with a disability, as defined in section 632(5) of such Act.

(11) The term "**local educational agency**" has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term "**poverty line**" means the official poverty line (as defined by the Office of Management and Budget)--

- A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
- B. Adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a) (1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services

under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

Head Start Participation

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of child care, would potentially be eligible for public assistance; and

(ii) That homeless children shall be deemed to be eligible for such participation;

(iii) That programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) From the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) The efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) The policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii) (II);

(V) The agency's enrollment level and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(V) That a child who has been determined to meet the eligibility criteria described in this subparagraph and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of

calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions (n) Recruitment means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

§1305.2 Definitions (o) Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

§ 1305.3 Determining community strengths and needs

(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years which is updated annually. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:

(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

§ 1305.4 Age of children and family income eligibility

(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located, except in cases where the Head Start program's approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.

(b)(1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.

(2) Except as provided in paragraph (b)(3) of this section, up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.

§ 1305.5 Recruitment of children

(a) In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include

canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.

§ 1305.6 Selection process

(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.

(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec. 1305.3(c)(6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.

(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines, based on such supporting evidence he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individualized Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start in conjunction with other providers.

(d) Each Head Start program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.

§ 1305.7 Enrollment and reenrollment

(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as

when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

(c) If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be reverified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.

§ 1310.3 Definitions

Transportation Services means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under the term.

§ 1310.10 General

(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

2014-2015 HHS Poverty Guidelines *(For each additional person, add \$4,060.)*

Persons in family	Poverty Guideline
1	\$11,670
2	\$15,730
3	\$19,790
4	\$23,850
5	\$27,910
6	\$31,970
7	\$36,030
8	\$40,090

Polices and Procedures

Performance Standards, Relates to CFR# (s): 1305.5(a); 1304.51			Forms: Application to be taken form Community Assessment Recruitment and Selection Plan Recruitment Clusters Recruitment Event Evaluation Form
Effective Date: 08.01.08	Revised Date: 05.01.2014	Policy Approved: 07.21.2014	
Reference:			

SUBJECT: **Development of the Recruitment Plan**

OBJECTIVE: To develop and implement a recruitment process that is designed to actively inform all families with Early/Head Start eligible children of the availability of services and encourage them to apply for admission to the program.

RESPONSIBILITY: ERSEA Technician, ERSEA Specialist, ERSEA Manager, Home Base Educator, Program Managers, Family Service Workers, Head Start and Early Head Start Center Staff, Parent Volunteers, Community Partners, Family Education Coordinator, Governance Coordinator, Family Services and Governance Manager

PROCEDURE:

Recruitment is the responsibility of all Head Start Staff and it is ongoing. Children are selected from the waitlist, in order of priority, with the neediest of the needy as the first priority according to the selection priority criteria.

Based on the community's needs, the eligibility/selection criterion, included with the recruitment plan, is updated each year for our Head Start Programs. In October, the ERSEA Manager forms a recruitment committee, consisting of representatives from:

- Each Head Start Service Area
- Home Base
- Early Head Start
- Policy Council Parent(s)
- Community Partners

To ensure committee members have sufficient input into the development of the Recruitment Plan, ERSEA will facilitate the meetings while the Family Services and Governance Team facilitate parent participation on the committee, which includes Policy Council (PC) members, Region Parent Committee (RPC) members and Parent Recruitment Committee (PRC) members.

The committee will review the community assessment, last year's recruitment plan and any other pertinent data/information from the community partners. The selection criteria and the points will be discussed and approved by the committee as well.

The recruitment committee will submit the final draft of the plan to the Policy Council for review/approval. Family Services and Governance Manager and Governance Coordinator will receive the plan in December, to be included in the mailing of the PC packet for the January meeting. The official recruitment phase for the next school year will begin March 1st (pending PC approval).

Center Base, Home Base and Administration staff will be trained before the start of the official recruitment phase. The ERSEA team will conduct the recruitment plan training. This training will consist of specific strategies and the use of recruitment materials.

Recruitment at the Center Level:

Center staff will recruit in a variety of ways throughout local neighborhoods and communities. The recruitment process, will include, but will not be limited to, door-to-door recruitment, participation in community events, informational booths at local businesses, advertisements through posters and flyers, participation in school district events and handing out information at local immunization clinics. Center staff will also provide recruitment materials such as flyers and brochures to local organizations to be distributed at meetings.

Parent Recruitment Committee:

At the center level parents are encouraged to become actively involved in recruitment because parents are the most effective recruiters. However, ERSEA has assembled a Parent Recruitment Committee which is made up of parents at each center led by the Family Advocate and Center Director. The purpose of this group is to get other parents excited about recruitment and utilize their talents and abilities to recruit for our program.

Recruitment Clusters:

ERSEA has split the program into 15 clusters to create Recruitment Clusters based on geographical location. The idea behind this methodology is that each center and home base educator in the cluster will be able to work with one another to fill the waitlist, enroll children, bounce ideas off of and to offer all around support one another in the area of recruitment.

The recruitment committee is headed up by the ERSEA team. Each staff person is responsible for two recruitment clusters. The ERSEA staff will serve as the chair person of each cluster. The clusters will meet quarterly to discuss recruitment with staff and parents alike.

Each year, the centers and educators are required to host one recruitment event that draws attention to their programs out in the local community.

Cluster Meetings

Each cluster meeting is a time to focus specifically on recruitment and enrollment needs at each center in the cluster. During this meeting the attendees will discuss how recruitment can be done to ensure full enrollment and that half of each centers funded enrollment is eligible on the waitlist. The cluster chair will report back to the recruitment committee on the challenges and success these clusters face in recruiting for their programs.

Cluster meetings will have an agenda and sign in sheet for parents, community visitors and staff. Copies of those items will be sent to the Recruitment Committee Chair to keep on file at the ERSEA office. The ERSEA staff will be a part of all recruitment events happening at his/her sites.

Monthly Parent Meetings:

Each month at the parent meetings, Recruitment will be a topic on the agenda. Staff will share with parents what they can do to support recruitment efforts. During this meeting they'll also share upcoming recruitment events allowing families the opportunity to sign up for these events and support CAPK.

Policy Council and the Board of Directors:

The Policy Council members are trained on the performance standards regarding recruitment, and their role in the approval of the recruitment plan and selection criteria. They are also active recruiters for the program. Recruitment materials are provided at PC meetings throughout the year.

The Board of Directors actively participates in recruitment by giving referrals to ERSEA. Referrals are submitting verbally through the CAPK Outreach Team or via an Application-To-Be-Taken form.

Community Partners:

Staff present our program to LEA's to ensure that 10% of enrollment is for children with diagnosed disabilities.

The program has an MOU with the Department of Human Services (DHS) which allows the program to actively recruit at the DHS main office. The CEDS division will have a kiosk in the DHS main lobby that we will share with CAPK WIC in which the ERSEA staff will provide information to those families interested in obtaining services.

Recruitment and Maintaining Full Enrollment:

ERSEA will meet monthly with the Regional Managers and the Home Base Coordinators in the Audit and Enrollment meeting to identify enrollment and recruitment needs in the program throughout the year in order to maintain full enrollment.

ERSEA will track all recruitment events and the effectiveness of those events in the recruitment database. At the close of each recruitment event CEDS staff will report referrals-Application to be Taken forms- along with the event evaluation form to the ERSEA Manager. That information will be entered

into the recruitment database along with information regarding the number of recruitment materials checked out for the event and returned at the closure of said event. Based on the information recorded in the database it will be determined by the recruitment committee if the event is worth participating in again in the future.

Performance Standards, Relates to CFR# (s): 1305.4(c)(d)(e); 1304.51	Forms:
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Effective Date: 07.01.2014	Revised Date:	Policy Approved: 07.21.2014	
Reference:			

SUBJECT: Selection Criteria

OBJECTIVE: To ensure staff understand process of selection for all program participants

RESPONSIBILITY: Family Service Worker, Center Director, Home Base Educator, Home Base Supervisor, ERSEA Technician, ERSEA Specialist

PROCEDURE:

Children are ranked on the waiting list reflecting the priority to enroll income eligible applicants. Families are given points according to family risk factors. Our program priorities are 1-homeless children; 2-children with diagnosed disabilities validated with IEP/IFSP; 3-Foster Children; 4-Children receiving Public Assistance (TANF/SSI); 5-Income eligible children; 6-Over income. Children receiving TANF/SSI and children that are in Foster care are considered eligible regardless of income.

When completing the Selection Criteria Verification Form, the staff person will give family all points in which they're eligible for.

When selecting the category of eligibility, only once category should be selected. The category selected, if the family has more than one category of eligibility, should be the highest priority.

All documents examined to determine what points the family receives should be copied and saved. These documents will be scanned into ChildPlus.net during application completion. If no scanner is available or if it takes too long, the documents may be sent to ERSEA for scanning.

ChildPlus.net will categorize children on the waiting list based on the total number of points they have. That being said, we do not share with families where they are on the waitlist, as it can change at any time.

This is not a first-come, first-serve program. Regardless of time of application, the points determine placement on the waitlist.

Selection Criteria forms are audited by ERSEA Technicians for accuracy and compliance.

Performance Standards, Relates to CFR# (s): 1305.6; 1305.4; 1304.51			Forms: MJR14-Childplus Report Recruitment Plan
Effective Date: 08.01.08	Revised Date: 07.01.2014	Approval: 07.21.2014	

Reference:	Enrollment Priority Listing- ChildPlus Report
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SUBJECT: Selection/Acceptance Procedure

OBJECTIVE: Each Head Start Program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applications for Head Start services

RESPONSIBILITY: Family Service Worker, Home Base Educator, ERSEA Technician, Center Director, Home Base Educator, ERSEA Specialist, Home Base Supervisor

PROCEDURE:

- All applicants are considered for Head Start services.
- The selection criteria is based on the annual CAPK Head Start Recruitment Plan developed with members of the management staff and parents, and approved by the Policy Council members (see selection criteria in the CEDS Recruitment Plan, filed in the “Recruitment” section of the ERSEA Binder.)
- Family Advocate or Home Base Educator enters all family information into ChildPlus.net upon application with the family.
- With assistance from ERSEA, the Family Advocate and Home Base Educator will input all eligibility criteria matching the Selection Criteria Verification Form.

Steps for selecting children:

1. Before reviewing the waitlist for the next eligible child, the Family Service Worker/Home Base Educator will contact ERSEA to see if there are any pending transfers for the center. Transfers of priority (homeless, disabilities and foster receive first priority in transfers and from the waitlist), if no transfers of priority, the waitlist will be reviewed for priorities. If there are no children considered a priority, transfers will be accepted first then other children on the waitlist. Over Income children on the waitlist will be accepted at last resort.
2. The Family Advocate/Home Base Educator will notify ERESA of a vacancy at the center, letting them know they’ll be pulling their waitlist to fill the vacancy.
3. The Family Advocate/Home Base Educator will pull the ChildPlus.net Report 2025 Enrollment Priority Listing to determine the next child eligible for services.
4. The Family Advocate/Home Base Educator will mark an “A” (for “Accepted”) in the Acceptance Status field, and initials and dates, below the “A” on the #2025 Enrollment Priority Listing Report.
5. If the next child with the greatest need is not the first child on the #2025 Enrollment Priority Listing Report, then a “W” (for “Waitlisted”) will be put in the Acceptance Status field and a reason why the child was skipped.)
6. The Family Advocate/Home Base Educator enters the date the child was accepted into ChildPlus.Net accepted field and Child Plus automatically removes the child’s name from the #2025 Enrollment Priority Listing Report. The Family Advocate or Home Base Educator will also enter a contact note stating the child has been accepted for services.
7. The Family Advocate/Home Base Educator will assign a classroom for the center base option

or the educator for the Home Base Option. The Family Advocate or Home Base Educator will then enroll the child/pregnant woman in the computer. The enrollment date is the date the parent is notified and accepts the slot.

8. If on the #2025 Enrollment Priority Listing Report it is noted that the child has a special need or disability, the Family Advocate or Home Base Educator will notify the appropriate staff via email which will include the CAS Disability Specialist for that center.
9. The Family Advocate or Home-based staff then contacts the parent/guardian to schedule a time to complete the enrollment packet so that the child enters within 3 days of the enrollment date.

Steps for selecting over-income children:

Once eligible children are accepted the Family Advocate or Home Base Educator will contact the ERESA Specialist to consider the dynamics of the center (remote location, amount of over-income families already enrolled), and the income of the over-income families on the waiting list. The family with the lowest amount over-income or highest need (per recruitment plan) is considered for enrollment. Over Income families can only be enrolled pending approval from the ERSEA Manager and only if the program is below 10%.

If the family is over-income, it must be stated in the contact note that there were no other eligible families on the wait list and that the family enrolled was the family with the lowest income of all families on the waitlist.

Prior to enrolling an Over Income family, the center staff will be asked to recruit families that are income eligible or talk with a Family Advocate in their cluster to see if any eligible families are on their waitlist that may be interested in another location.

2015-2016 Selection Criteria Verification Form

Participant Name: _____ DOB: _____ Transitional-K Age (Check if yes)

Option (Circle): HB PD FD EHS HS Center/Educator Name: _____

“✓” Eligibility Type (Select only one):

- Homeless Foster Care
- Public Assistance
- Income Eligible
- Over Income

I have examined the following documents to determine eligibility:

- Public Assistance SSI 2013-Tax Form (1040/1040A)
- Pay Stub EDD (unemployment) Employer Statement
- Zero Income Foster Care Child Support
- W-2 Other: _____

(Circle all points that apply)

Criteria	Points	Criteria	Points
Parental Status	0-25 Points	Other Factors (Circle all that apply)	0-25 Points
Guardian	25	TANF Recipient	25
One Parent	20	SSI Recipient	25
Two Parent	15	Parent 19 and under	25
Income	0-25 Points	Child on waitlist prior program year	25
75-100% Below Poverty	25	At-risk Pregnancy (EHS Home base only)	25
50-74% Below Poverty	20	First Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	Current or Former Military	25
0-24% Below Poverty	10	Medical Referral	20
101-130% Over Poverty	5	Social Service Referral	20
131% or more over poverty	0	Other Family Type of Relative	15
Age	0-25 Points	Parent works/attends school-FD Need	15
4 Year Olds	25	Sibling Enrolled with IEP/IFSP	10
3 Year Olds	20	Sibling Enrolled	5
Young 3 (after school cut off)	15	Parent has a concern with Speech /Language	5
Infant	20	Priorities	0-25 Points
Toddler	20	Homeless	25
Pregnant Woman	25	Disability (IEP/IFSP)	20
		Foster	15
		Transitioning (EHS to HS 3 rd year enrollee)	10

“✓” Residential Verification:

- Current Rent Receipt Current Utility Bill Other: _____

Is there a disability?

- Yes No

Documentation Present:

- IEP IFSP

Printed name of staff verifying eligibility

Position

Signature of staff verifying eligibility

Date

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: FHCC Quad Project

Division Director: Romala Ramkissoon

Funder Name: Junior League of Bakersfield

Program Manager: Lois Hannible

Grant Program Name: Friendship House Community Center

New Funding

Funding Period: 3/1/2015 – 12/31/2015

Re-Application

A. Narrative description of funding request, including goals:

In November 2014, CAPK was invited to submit an application to the Junior League of Bakersfield under its 50th Anniversary Grant Project. This year the JLB will celebrate its 50th Anniversary, and its members decided to award a one-time grant of \$50,000 to one nonprofit organization operating in Kern County. The grant must be for a sustainable capital expenditure project to help benefit women and children. CAPK is submitting an application to complete the Quad at Friendship House. Because of the limited number of safe and well-maintained gathering places in the neighborhoods surrounding Friendship House, completion of the Quad will provide a welcoming and secure location for activities such as children's arts education, parenting skills programs (particularly for single mothers), opportunities for positive parent-child engagement, community resource fairs, and other events that provide positive experiences, create a proud sense of community, and strengthen familial bonds.

B. Use of Funds:

The estimated total cost of the Quad Project is \$141,100. To date, \$91,100 has been raised through donations, grants, and fundraisers. The \$50,000 requested from JLB will be used to complete the Quad Project.

C. Approvals:

1. Romala Ramkissoon 1/6/15
Division Director Date

3. Christine Anemic 1/6/15
Director of Finance Date

2. Ryan Maty 1-6-15
Director of Planning, Research & Dev. Date

4. J.T. Tice 1/9/15
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA #: N/A

Project Name: CAPK VITA – 2015 Tax Season

Division Director: Romala Ramkissoon

Funder Name: Tri Counties Bank

Program Manager: Sandi Truman

Grant Program Name: Community Support Program

New Funding

Funding Period: 2015 Tax Season (Winter-Spring 2015)

Re-Application

A. Narrative description of funding request, including goals:

Following a recent award of \$2,500 received in December 2014, CAPK has been invited by Tri Counties Bank (a new VITA funding partner) to submit another application for the same amount (\$2,500) in 2015 to support the VITA Program during the 2015 Tax Season. This second application will help ensure a total of \$5,000 in support of VITA from Tri Counties Bank for the 2015 tax season.

CAPK VITA intends to increase the number of tax returns completed this tax season by approximately 10%, from close to 4,200 in 2014 to 4,600 in 2015, thanks to expanded outreach efforts in rural areas using Spanish-speaking mobile teams, and also new technologies that will help taxpayers in mountain and desert communities connect electronically with volunteer tax preparers in Bakersfield.

Funds are needed due to the lack of IRS funding for any agency in Kern County this year.

B. Use of Funds:

The requested funds would be applied towards General Operating costs to support the CAPK VITA Program.

C. Approvals:

1. Romala Ramkissoon 1/6/15
Division Director Date

3. Christine Anami 4/6/15
Director of Finance Date

2. Regh Malley 1-6-15
Director of Planning, Research & Dev. Date

4. Sandi Truman 1/9/15
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Hunger Relief Advocacy

Division Director: Carmen Segovia

Funder Name: MAZON: A Jewish Response to Hunger

Program Manager: Ken White

Grant Program Name: Food Bank

New Funding

Funding Period: 01/01/2015 – 12/31/2015

Re-Application

A. Narrative description of funding request, including goals:

CAPK is requesting \$10,000 from MAZON: A Jewish Response to Hunger. MAZON is a nonprofit organization that supports hunger-relief agencies and advocacy groups that work toward long-term solutions to combat hunger. MAZON is placing greater emphasis on funding organizations "that seek systemic change or improvements in the benefits, services, eligibility and administration of local, state and/or federal food programs (SNAP, TEFAP, School Meals, WIC, etc.) in order to prevent hunger." MAZON is also looking for applicants that can demonstrate that anti-hunger advocacy is a major organizational priority.

B. Use of Funds:

Although anti-hunger advocacy, education, and awareness are emphasized, applicants are not required to use MAZON funds to support these costs. If awarded, funds will be used to support the Food Bank's general operating expenses.

C. Approvals:

1. C Segovia 1/6/15
Division Director Date

3. Christine Anemic 1/6/15
Director of Finance Date

2. Dylan Maty 1-6-15
Director of Planning, Research & Dev. Date

4. J.T.T. 1/9/15
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Drought Emergency / Farmworker
Employment Program

Division Director: Carmen Segovia

Program Manager: Ken White

Funder Name: Resnick Family Foundation

New Funding

Grant Program Name: Food Bank

Re-Application

Funding Period: 1/1/2015 – 12/31/2015

A. Narrative description of funding request, including goals:

CAPK was recently invited by the Resnick Family Foundation to submit an application for funding in support of drought relief efforts and unemployed farmworkers. The Food Bank has completed Phases I and II of drought relief distribution of food boxes, and anticipates Phase III in early 2015. The support from Resnick Family Foundation, if awarded, would enable the Food Bank to purchase additional food product and equipment for the distributions and hire additional workers for Phase III. Funds would also help kick start a campaign to purchase a second refrigerated delivery truck to replace one of three older vehicles, which no longer meet emission standards.

B. Use of Funds:

The requested \$50,550 in funding would cover the purchase of food and produce for distribution; the purchase of bins and/or a shade canopy for use by the Food Bank; temporary employment of five unemployed farmworkers to assist with distributions; and partial funding of a new refrigerated delivery truck.

C. Approvals:

- | | |
|---|---|
| <p>1. <u>Carmen Segovia</u> 1/6/15
Division Director Date</p> | <p>3. <u>Christine Anemic</u> 1/6/15
Director of Finance Date</p> |
| <p>2. <u>Ralph Miller</u> 1-6-15
Director of Planning, Research & Dev. Date</p> | <p>4. <u>JIT.T</u> 1/9/15
Executive Director Date</p> |

D. Board:

- | | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Policy Council | <input type="checkbox"/> PRE Presentation | <input type="checkbox"/> B&F Approval | <input type="checkbox"/> Board Approval |
| Date: _____ | Date: _____ | Date: _____ | Date: _____ |

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: CAPK Food Bank Truck

Division Director: Carmen Segovia

Funder Name: United Way of Kern County
Community Investment Grant

Program Manager: Ken White

Grant Program Name: Food Bank

New Funding

Re-Application

Funding Period: 1/01/2015 – 12/30/2015

A. Narrative description of funding request, including goals:

CAPK is one of eight local nonprofit organizations recently invited by the United Way of Kern County (UWKC) to submit a proposal for the Community Investment Grant. The focus of the Community Investment Grant for 2015 is emergency food and shelter programs. UWKC will support this work through a small number of strategic grants (totaling \$200,000), as well as the provision of capacity-building opportunities to strengthen applicant organizations' self-sufficiency. CAPK submitted a request for \$30,000 to be applied towards the purchase of a new refrigerated truck for distribution of food within Kern County.

B. Use of Funds:

The \$30,000 requested from United Way of Kern County will be applied towards the purchase of a new refrigerated truck for use by the CAPK Food Bank.

C. Approvals:

1. C Segovia 1/6/15
Division Director Date

3. Chaubine Anemic 1/6/15
Director of Finance Date

2. Debbi Maty 1-6-15
Director of Planning, Research & Dev. Date

4. [Signature] 1/9/15
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

CFDA # 97.024

Project Name: Food Distribution & Product Acquisition

Division Director: Carmen Segovia

Funder Name: United Way of Kern County
FEMA: Emergency Food & Shelter- Phase 32

Program Manager: Ken White

Grant Program Name: Food Bank

New Funding

Re-Application

Funding Period: 1/1/2015 – 12/31/2015

A. Narrative description of funding request, including goals:

CAPK was recently invited by the United Way of Kern County to submit an Emergency Food and Shelter Program (EFSP-Phase 32) grant application. CAPK is requesting \$75,000 in funding to be applied towards the purchase of food and produce for distribution by the CAPK Food Bank.

The Emergency Food and Shelter Program is funded by the Federal Emergency Management Agency (FEMA) and a 12-member Local Board will distribute the funds to qualified nonprofit organizations working to reduce hunger and homelessness in Kern County. United Way of Kern County is the administrative arm of the Local Board.

B. Use of Funds:

The \$75,000 requested from the United Way of Kern County will be applied towards the purchase of food and produce for distribution by the CAPK Food Bank throughout Kern County.

C. Approvals:

1. Carmen Segovia 1/6/15
Division Director Date

3. Christine Anami 1/6/15
Director of Finance Date

2. Regh M. Miller 1-6-15
Director of Planning, Research & Dev. Date

4. JIT:R 1/9/15
Executive Director Date

D. Board:

Policy Council
Date: _____

PRE Presentation
Date: _____

B&F Approval
Date: _____

Board Approval
Date: _____

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
December - 2014**

PENDING APPROVAL			
DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED
09/17/13	FHCC / SYC - SEMPRA EMPLOYEE GIVING NETWORK	SEMPRA ENERGY	\$3,000
03/18/14	FOOD BANK- BACKPACK BUDDIES RENEWED FUNDING	CHEVRON 2014 SOCIAL INVESTMENT GRANT	\$50,000
05/20/14	FHCC / SYC - P.E. EQUIPMENT	RONALD MCDONALD HOUSE CHARITIES OF SOUTHERN CALIFORNIA	\$8,745
06/17/14	SUBSTANCE ABUSE PREVENTION PROGRAM	KERN MENTAL HEALTH SYSTEM OF CARE	\$128,213
9/24/14 (Board)	WIC- BREASTFEEDING SUPPORT	WELLPOINT FOUNDATION	\$11,329
9/24/14 (Board)	FHCC- BASKETBALL TRAINING FOR AT-RISK YOUTHS	FINISH LINE YOUTH FOUNDATION	\$4,500
10/21/14	HEAD START/ EARLY HEAD START- REAPPLICATION	ADMINISTRATION FOR CHILDREN & FAMILIES (OFFICE OF HEAD START)	\$28,827,414
10/21/14	SYC- COMPUTER LEARNING FACILITY	HEFFERNAN FOUNDATION	\$10,000
10/29/14 (Board)	FOOD BANK SOLAR IMPROVEMENTS	COMMUNITY DEVELOPMENT BLOCK GRANT- CITY OF BAKERSFIELD	\$132,000
10/29/14 (Board)	FOOD BANK SOLAR IMPROVEMENTS	COMMUNITY DEVELOPMENT BLOCK GRANT- COUNTY OF KERN	\$132,000
10/29/14 (Board)	FHCC/SYC - MARINE STUDIES PROGRAM	CALIFORNIA COASTAL COMMISSION WHALE TAIL GRANT PROGRAM	\$10,000
11/19/14	FOOD BANK- BACKPACK BUDDIES FOOD ITEMS	WALMART COMMUNITY GRANTS (7 KERN COUNTY STORES)	\$17,500
11/19/14	MCAP- STATE PRE-K, CHILD CARE, PAYMENT PROG	CALIFORNIA DEPARTMENT OF EDUCATION	\$9,773,001
12/15/14(Exec)	VITA- 2015 TAX SEASON	TRI COUNTIES BANK	\$2,999
12/15/14(Exec)	VITA- 2015 TAX SEASON	BANK OF THE SIERRA	\$5,000
12/15/14(Exec)	ENERGY- 2015 LIHEAP	CA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	\$7,909,974
12/15/14(Exec)	ENERGY- SOLAR WATER HEATER PILOT PROGRAM	CA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	\$45,546

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
December - 2014**

AWARDED					
DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING PERIOD
2/26/14 (Board)	FOOD BANK FORK LIFT	WALMART STATE GIVING	\$25,000	\$25,000	-
-	SYC- COMPUTER LEARNING FACILITY	WESTAMERICA BANK	\$1,500	\$1,500	-
5/28/14 (Board)	ENERGY PROGRAM- DROUGHT WATER ASSISTANCE	CA DEPARTMENT OF COMMUNITY SERVICES (CSD)	\$60,000	\$60,000	-
-	FOOD BANK*	BANK OF THE SIERRA (Employee Fundraiser- Recipe Book)	-	\$1,725	-
-	FHCC QUAD PROJECT*	EAST BAKERSFIELD ROTARY	-	\$1,000	-
2/26/14 (Board)	FOOD BANK- HUNGER RELIEF ADVOCACY	MAZON: A JEWISH RESPONSE TO HUNGER	\$10,000	\$10,000	1/1/14-12/31/14
03/18/14	FHCC - GROW FIT-OBESITY PREVENTION KNOWLEDGE	KAISER PERMANENTE	\$13,794	\$10,000	7/1/14-06/30/15
6/25/14(Board)	FOOD BANK- OPERATIONAL SUPPORT	PG&E COMMUNITY INVESTMENT PROGRAM	\$2,500	\$2,500	7/1/14-06/30/15
-	FOOD BANK- DROUGHT HUNGER RELIEF	BANK OF AMERICA CHARITABLE FOUNDATION	-	\$40,000	-
06/25/14	VITA - EXPANSION OF VITA PROGRAM	CSBG-CA DEPT OF COMMUNITY SERVICES & DEVELOPMENT	\$70,000	\$55,153	9/1/14-5/31/15
06/25/14	FOOD BANK- BACKPACK BUDDIES (FOOD BAGS)	TARGET DISTRIBUTION CENTER	\$2,500	\$2,500	9/1/14-8/31/15
06/17/14	2-1-1 - CALFRESH OUTREACH	US DEPT OF AGRICULTURE / CA DEPT OF SOCIAL SERVICES	\$32,800	\$32,800	10/1/14-9/30/16
7/16/14 (Exec)	FHCC/SYC-PRE-EMPLOYMENT RESOURCE PROGRAM	CA DEPT OF COMM SERV & DEV- CSBG TARGETED INITIATIVES	\$75,000	\$57,677	9/15/14-5/31/15
06/17/14	FOOD BANK-ADVANCED METER OUTREACH & EDU.	SOUTHERN CALIFORNIA GAS COMPANY	\$25,170	\$2,500	-
9/24/14 (Board)	FOOD BANK- PRODUCE EDUCATION PROGRAM (PEP)	CALIFORNIA ASSOCIATION OF FOOD BANKS (CAFB)		TRAINING	-
-	SYC- COMPUTER LEARNING FACILITY	TARGET COMMUNITY ENGAGEMENT	\$2,500	\$2,500	-
7/16/14 (Exec)	EKFRC - SCHOOL READINESS & CASE MANAGEMENT	FIRST 5 KERN	\$1,119,594	\$675,000	7/1/15-6/30/20
7/16/14 (Exec)	2-1-1 KERN COUNTY - INFORMATION & REFERRAL	FIRST 5 KERN	\$545,450	\$475,066	7/1/15-6/30/20
03/15/14	2-1-1 KERN COUNTY	COUNTY OF KERN	\$100,000	\$95,000	6/1/14-7/1/15
08/19/14	FOOD BANK- REFRIGERATED TRUCK	BANK OF AMERICA CHARITABLE FOUNDATION	\$10,000	\$5,000	1/1/15-12/31/15
10/21/14	FOOD BANK- CAPK FOOD BANK FOOD TRUCK	TARGET COMMUNITY ENGAGEMENT	\$5,000	\$5,000	1/1-15-6/1/15
06/17/14	FHCC -ROBOTICS & STEM AFTER-SCHOOL & SUMMER	CHEVRON 2014 SOCIAL INVESTMENT GRANT	\$24,000	\$10,000	7/1/14-6/31/15
03/18/14	FOOD BANK-BACKPACK BUDDIES RENEWED FUNDING	CHEVRON 2014 SOCIAL INVESTMENT GRANT	\$50,000	\$50,000	7/1/14-6/31/15
-	FOOD BANK-DROUGHT RELIEF	RESNICK FAMILY FOUNDATION	\$50,550	\$38,000	1/1/15-12/31/15
-	VITA PROGRAM- 2015 TAX SEASON	CSBG- AUGMENTATION OF DISCRETIONARY VITA CONTRACTS	-	\$14,534	-
-	VITA PROGRAM- 2015 TAX SEASON	DANIELLS PHILLIPS VAUGHAN & BOCK	-	\$1,500	-
-	VITA PROGRAM- 2015 TAX SEASON	VALLEY REPUBLIC BANK	-	\$2,500	-
			Total	\$1,676,455	

**COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
December - 2014**

DECLINED			
DATE OF B&F MEETING	PROGRAM/PROPOSAL	FUNDING SOURCE	AMOUNT REQUESTED
6/18/2013	FOOD BANK - "NEAT"	KERN HEALTH SYSTEMS	\$78,000
04/16/13	PARTNERSHIP AWARD / FOOD POLICY COUNCIL	MUTUAL OF AMERICA FOUNDATION	\$25,000
06/18/13	FHCC - DOLLAR GENERAL LITERACY GRANT	DOLLAR GENERAL LITERACY FOUNDATION	\$2,545
5/21/2013	FHCC/SYC - CAROL M. WHITE (PEP)	U.S. DEPARTMENT OF EDUCATION	\$219,433
01/21/14	FOOD BANK- PRODUCE EDUCATION PROGRAM	CALIFORNIA ASSOCIATION OF FOOD BANKS (CAFB)	TRAINING
01/21/14	HEAD START- SAVINGS INNOVATION LEARNING CLUSTER	CORPORATION FOR ENTERPRISE DEVELOPMENT(CFED)- METLIFE	\$30,000
10/30/13(Board)	FOOD BANK SOLAR IMPROVEMENTS	COMMUNITY DEVELOPMENT BLOCK GRANT- COUNTY OF KERN	\$132,000
03/18/14	FOOD BANK- REFRIGERATED TRUCK	FEEDING AMERICA- WALMART RETAIL STORE VEHICLE GRANT	Truck (\$117,000)
06/25/14	FOOD BANK- HUNGER IS NO GAME FUNDRAISER	UNION BANK \$1,000+ CORPORATE SPONSORSHIP PROGRAM	\$5,000
7/16/14 (Exec)	FOOD BANK - EMERGENCY FOOD & TRANSPORT	CA DEPT OF COMMUNITY SERVICES & DEVELOPMENT- CSBG EMERGENCY RESPONSE	\$75,000
7/16/14 (Exec)	FOOD BANK - CAPK GIVING TREE PROJECT	US DEPT OF AGRICULTURE / AGRICULTURAL MARKETING SERVICE	\$99,914
05/20/14	VITA 2015 TAX YEAR	INTERNAL REVENUE SERVICE (IRS)	\$103,224
08/19/14	KERN COUNTY BREASTFEEDING COALITION	FIRST 5 KERN	\$99,900
10/21/14	HEAD START- FINANCIAL EMPOWERMENT	CORPORATION FOR ENTERPRISE DEVELOPMENT (CFED)- METLIFE	\$10,000
10/30/13 (Board)	FOOD BANK SOLAR IMPROVEMENTS	COMMUNITY DEVELOPMENT BLOCK GRANT- CITY OF BAKERSFIELD	\$132,000
9/24/14 (Board)	FHCC/SYC- ARTS EDUCATION PROGRAM	CHILDREN'S ADVOCATE RESOURCE ENDOWMENT (CARE)	\$3,921

COMMUNITY ACTION PARTNERSHIP OF KERN

Child Education and Development Services

December 2014 Head Start and Early Head Start Enrollment

Funded Enrollment: 2592

December Total Served: 2604

Head Start: 2348

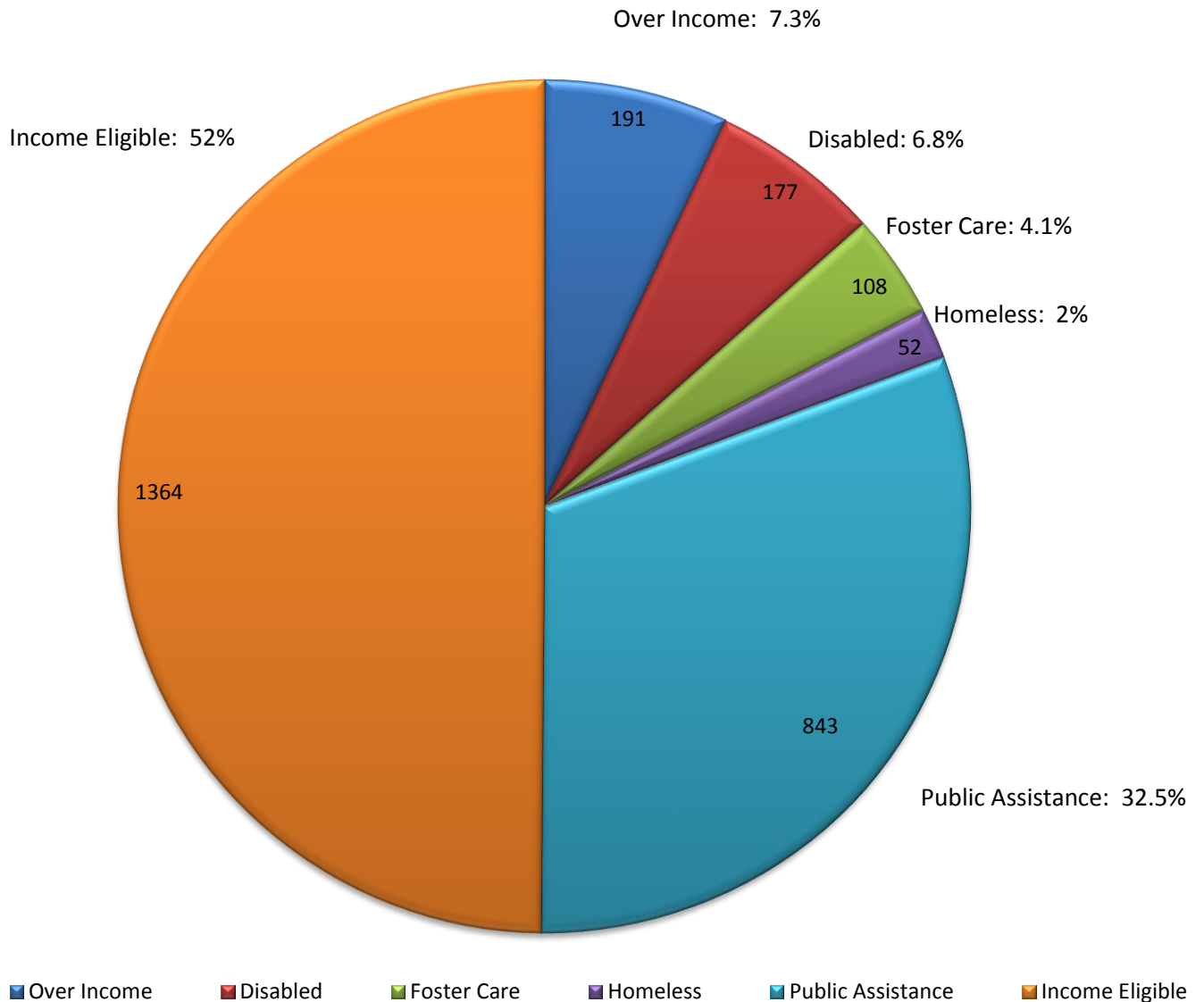
Total Head Start Served: 2359

Early Head Start: 244

Total EHS Served: 245

**Total served should be the same or higher than funded enrollment in order to claim full enrollment for the month.*

December Total for All Participants Served



Center	Option	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Total
Virginia	PD	95.8%	97%	99%	99%	97%								
Pioneer	PD	95.4%	99%	99%	99%	99.2%								
Roosevelt	PD	95%	94%	100%	100%	99%								
Seibert	PD	94.6%	100%	100%	100%	99.2%								
McFarland	PD	94.4%	98%	99%	98%	98%								
Lost Hills	PD	94.2%	92%	94%	94%	96%								
Willow	PD	93.9%	94%	97%	97%	99%								
Fairview	PD	93.9%	98%	93%	98%	99.7%								
Alicante	PD	93.8%	97%	100%	100%	100%								
MJM	PD/FD	93.3%	88%	96%	95%	97%								
Mojave	PD	93.3%	92%	97%	92%	97%								
Primeros	PD/FD	93%	99%	97%	97%	99.3%								
PHP	PD/FD	92.3%	93%	95%	96%	94%								
Stella Hills	PD	92.3%	99%	95%	93%	99.2%								
Sunrise V	PD	92.2%	97%	98%	98%	99.2%								
Noble	PD	92.2%	99%	99%	99%	100%								
Voorhies	PD	91.9%	99%	98%	98%	99%								
Taft	PD	91.7%	96%	93%	95%	97%								
Pacific	PD/FD	91.4%	91%	95%	96%	97%								
Casa Loma	PD	91.3%	96%	99%	98%	98%								
Shafter	PD	91%	92%	97%	99%	99%								
Delano	PD/FD	90.8%	93%	92%	93%	94%								
Lamont	PD	90.7%	98%	97%	98%	99%								
Faith	PD	89.6%	99%	100%	100%	100%								
Rafer J.	PD	89.2%	99%	97%	98%	98%								
Wasco	PD	88.9%	99%	98%	98%	99.5%								
Heritage P	PD	88.8%	92%	96%	92%	98%								
Cleo Foran	PD	88.7%	95%	98%	98%	99.5%								
Tehachapi	PD	87.7%	91%	98%	82%	99%								
Oildale	PD	87.6%	94%	98%	97%	97%								
Williams	PD	87.5%	98%	99%	97%	97%								
PHP EHS	EHS	87.4%	96%	97%	96%	99%								
Oasis	PD	87.2%	90%	93%	91%	91%								
Stine	PD/FD	87.2%	94%	97%	96%	93%								
Franklin	FD	86.4%	97%	100%	100%	99.7%								
San Diego	FD	86.3%	97%	96%	92%	89%								
Sterling	PD/FD	86%	96%	97%	98%	98%								
Alberta D	PD	85.7%	98%	98%	99%	99.6%								
Sterling	EHS	84.4%	98%	97%	84%	99%								
San Diego	EHS	83%	90%	92%	88%	91%								

Center	Option	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Total
Planz	PD	82%	99%	99%	100%	99%								
Cal City	PD	79.1%	98%	97%	93%	98%								
Buttonwillow	PD	78.8%	98%	94%	98%	96%								
Stine EHS	FD	76%	95%	97%	85%	97%								
Rosamond	PD	72%	98%	99%	99%	100%								
Vineland	PD	71%	98%	98%	99%	100%								
Shafter HS	FD	69%	86%	71%	82%	92%								
Shafter	EHS	91%	85%	88%	97%	99%								
East Cal	PD	N/A	N/A	97%	95%	97%								
Program Total	All CB	88%	97%	96%	96%	97%								

December 2014 Top 5 Centers with Highest Average Daily Attendance (ADA)

- 1. Alicante Child Development center 100%**
- 2. Faith Child Development Center 100%**
- 3. Noble Child Development Center 100%**
- 4. Rosamond Child Development Center 100%**
- 5. Vineland Child Development Center 100%**

MEALS PREPARED/SERVED

Community Action Partnership of Kern/Child and Adult Care Food Program

MONTH/YEAR: DECEMBER 2014		Days of Service:		12-Half Day 20-Full Day		Non Scheduled:		11-Half Day		3-Full Day		Winter Break 12/22 to 01/06/15				* Prepared infant meals are items requested and sent by bulk for 8 slots for infants 0-12 months at a EHS center				Parent Mtg. Meal																		
FULL YEAR CENTERS		PRE-K BKFST				PRE-K LUNCH				PRE-K SNACK				TODDLER BREAKFAST				TODDLER LUNCH				TODDLER SNACK				INFANT CLAIMED MEALS				Parent Mtg. Meal								
Center:	Prepared	Adult Bkfst	Child Bkfst	CLAIMED	Prepared	Adult Lunch	Child Lunch	CLAIMED	Prepared	Adult Snack	Child Snack	Adult State Snack	Child State Snack	CLAIMED SNACKS	CLAIMED STATE SNACKS	Prepared	Adult Bkfst	Toddler Bkfst	CLAIMED	PREPARED	Adult Lunch	Toddler Lunch	CLAIMED	Prepared	Adult State Snack	Child State Snack	CLAIMED STATE SNACKS	Sent	Bkfst Claimed	Sent	Lunches Claimed	Sent	State Snacks Claimed	PARENT MEETING				
PETE PARRA -Infants																																						
Todd																628	0	628	341		634	0	634	384		634	0	634	320		160	91	160	90	160	91		
PK FD	960	0	960	666	960	0	960	694	960	0	960	0	960	560																							220	
AM/PM	404	0	404	289	816	0	816	560	408	0	408			262																								
SAN DIEGO -Infants																																						
Todd																468	0	468	262		474	0	474	251		474	0	474	194		160	77	160	75	160	79		
PK FD	788	0	788	525	794	0	794	530	794	0	794	0	794	300																							0	
STERLING -infants																																						
Todd																960	0	960	439		960	0	960	493		960	0	960	358		160	67	160	67	160	67		
PK FD	880	0	880	609	880	0	880	660	880	0	880	0	880	562																							90	
AM/PM	221	0	221	188	416	0	416	320	187	0	187			145																								
STINE EHS -Infants																																						
Todd																508	0	508	249		524	0	524	247		524	0	524	148		160	76	160	75	160	77		
PK/FD	800	0	800	478	800	0	800	545	800	0	800	0	800	436																							0	
AM/PM	528	0	528	438	1,056	0	1,056	852	528	0	528			407																								
SHAFTER HS/EHS FD	464	0	464	262	472	0	472	262	448	0	448	0	448	129																							0	
Todd(EHS)																322	0	322	194		321	0	321	193		305	0	305	89									
DELANO PK FD-C/G	688	0	688	436					688			0	688	335																							50	
AM/PM	365	0	365	227					307	0	307			243																								
PRIMEROS P.-FD	400	0	400	314	400	0	400	309	400	0	400	0	400	180																							50	
AM ONLY	144	0	144	124	144	0	144	123																														
AM/PM	349	0	349	278	746	0	746	608	386	0	386			325																								
FRANKLIN -PK/FD	474	0	474	324	477	0	477	345	477	0	477	0	477	272																							30	
PACIFIC -PK/FD	600	0	600	564	600	0	600	597	600	0	600	0	600	339																							150	
AM/PM	372	0	372	145	557	0	557	295	377	0	377	0	377	149																								
MARTHA MORGAN	300	0	300	211	300	0	300	212	300	0	300	0	300	181																							30	
AM/PM	406	0	406	333	801	0	801	653	393	0	393	0	393	328																								
Full Year Totals	9,143	0	9,143	6,411	10,219	0	10,219	7,565	8,933	0	1,816	0	###	1,859	3,294	2,886	0	2,886	1,485		2,913	0	####	1,568		2,897	0	2,897	1,109	640	311	640	307	640	314	620		

MEALS PREPARED/SERVED

MONTH/YEAR: DECEMBER 2014														HOME BASE MEALS														
DECEMBER 2014 Part Year Centers	PRE-K BREAKFAST				PRE-K LUNCH				PRE-K SNACK				Parent Meeting Meals	**=Meal Count Form not received														
	PREPARED	Adult	BKfst	CLAIMED	PREPARED	Adult	Lunch	CLAIMED	PREPARED	Adult	Snack	CLAIMED		EDUCATOR	Date	Bkfst Prepared	Child Served	Others Served	Lunches Prepared	Child Served	Others Served	Snacks Prepared	Child Served	Others Served	Licensed Center	Claimed ?	Parent Mtg. Meals	
ALBERTA DILLARD	408	0	408	318	816	0	816	637	408	0	408	332	40	E.H.S.														
ALICANTE	221	0	221	184	416	0	416	327	187	0	187	143	26	Monica Ayon	12/1			22	4	5					Stine EHS	X	6	
BUTTONWILLOW	186	0	186	131	304	0	304	208	116	0	116	79	0	Krystle Woods	12/12			15	5	7					Stine EHS	X		
CALIFORNIA CITY	204	0	204	138	102	0	102	71	204	0	204	140	25	Michelle Sandoval	12/15			15	7	3					Pacific	X	7	
CASA LOMA	204	0	204	164	408	0	408	324	204	0	204	168	60	Magaly Diaz	12/15						15	3	4		Stine EHS Served more than sent	X	6	
CLEO FORAN	204	0	204	158	408	0	408	327	204	0	204	170	15	Cathy Knight	12/1			10	3	8						NO	11	
EAST CALIFORNIA	508	0	508	350	821	0	821	550	310	0	310	209	37		12/17			12	6	5						NO		
FAIRVIEW	204	0	204	173	408	0	408	321	187	0	187	150	20	Civilina Varela	12/22			16	3	9						X	10	
FAITH	204	0	204	158	408	0	408	322	204	0	204	158	30															
HERITAGE	204	0	204	150	408	0	408	319	204	0	204	164	15															
LAMONT	202	0	202	131	408	0	408	287	204	0	204	156	20															
LOST HILLS	119	0	119	67	44	0	44	30	122	0	122	81	40															
MCFARLAND	204	0	204	167	0	0	0	0	204	0	204	172	23															
MOJAVE	204	0	204	164	102	0	102	90	204	0	204	142	30															
NOBLE	204	0	204	167	408	0	408	336	204	0	204	162	34															
OASIS	596	0	596	495	0	0	0	0	424	0	424	307	50															
OILDALE	204	0	204	168	408	0	408	331	204	0	204	153	15															
PIONEER	221	0	221	181	429	0	429	348	187	0	187	171	20	Melanie Craig	12/1			9	2	3					Willow	X	10	
PLANZ	204	0	204	154	408	0	408	309	204	0	204	144	20		12/17			12	3	3						NO		
RAFER JOHNSON	204	0	204	162	408	0	408	329	204	0	204	157	30	Tommie Cordova	12/1			14	6	7					Willow	X	10	
ROOSEVELT	204	0	204	164	408	0	408	326	204	0	204	160	34		12/17			15	8	7						NO		
ROSAMOND	204	0	204	158	0	0	0	0	204	0	204	167	18	Lisa Moreneo	12/4			15	5	10						NO	6	
SEIBERT	202	0	202	166	408	0	408	305	204	0	204	160	30		12/15			16	1	2					Stine	X		
SHAFTER	202	0	202	153	408	0	408	331	204	0	204	177	25	Vicky Perez	12/4			15	7	8						NO		
STELLA HILLS	204	0	204	144	408	0	408	289	204	0	204	139	27		12/15			14	3	8					Faith	X		
SUNRISE VILLA	204	0	204	176	408	0	408	345	204	0	204	167	62	Verlinda Denwitty	12/4			14	5	7						NO	6	
TAFT	204	0	204	135	34	0	34	25	204	0	204	129	32		12/15						10	**	**			NO		
TEHACHAPI	204	0	204	168	0	0	0	0	204	0	204	137	15	Iris Lopez	12/4			16	9	7						NO	8	
VINELAND	202	0	202	137	408	0	408	270	187	0	187	128	36		12/15			16	7	9					Faith	X		
VIRGINIA	204	0	204	191	408	0	408	351	204	0	204	164	0	Christy Machado	12/4			15	5	9						NO	12	
VOORHIES	202	0	202	143	408	0	408	315	204	0	204	169	30		12/15			16	4	7					Stine	X		
WASCO	202	0	202	161	416	0	416	303	204	0	204	151	32	Guadalupe Gonzalez	12/15						10	**	**			NO	4	
WILLIAMS	202	0	202	147	408	0	408	301	204	0	204	150	0	Lorena Rivera	12/15			12	3	3					Shafter HS	X	10	
WILLOW	610	0	610	475	1,224	0	1,224	901	612	0	612	424	30		12/17			12	6	6						NO		
Part Year Totals	8,159	0	8,159	6,298	12,460	0	12,460	9,528	7,636	0	7,636	5,780	921	Maribel Torres	12/15			16	7	7					Alicante	X		
														Angelica Recendez	12/15			16	5	6						Alicante	X	
														Maria Lievanos	12/15			16	7	5						Alicante	X	
														Sonia Moreno	12/15			16	5	6						NO	8	
														Amy Jimenez	12/17			15	5	6						NO	12	
														V. Sanchez													8	

Community Action Partnership of Kern/ Child and Adult Care Food Program

MEAL SUMMARY REPORT

December 2014								December 2014						
MEALS PREPARED FOR CENTERS								SUMMARY						
Meals prepared by the Central kitchen	TOTAL MEALS PREPARED	EXTRA MEALS PREPARED (Requisitioned)	ADULT MEALS PREPARED	CHILD MEALS CLAIMED	HOME BASE MEALS PREPARED	HOME BASE MEALS SERVED	HOME BASE MEALS CLAIMED	TOTAL MEALS PREPARED	INVENTORY RETURNED	TOTAL ADULT MEALS SERVED	TOTAL CHILD MEALS PREPARED	TOTAL CHILD MEALS SERVED	TOTAL MEALS CLAIMED	% OF CHILD MEALS SERVED
BREAKFAST	20,188	0	0	14,505	0	0	0	20,188	4236	0	15,952	14,505	14,505	91%
LUNCH	25,592	0	0	18,968	380	163	64	25,972	0	0	25,972	19,131	19,032	73%
SNACK	9,452	0	0	7,639	35	4	3	9,487	807	0	8,680	7,643	7,642	88%
ST. SNACK	10,014	0	0	4,717				10,014	3978	0	6,036	4,717	4,717	78%
SUBTOTAL BY CENTRAL KITCHEN	65,246	0	0	45,829	415	167	67	65,661	9,021	0	56,640	45,996	45,896	81%
VENDED MEALS	CHILD MEALS PREPARED	EXTRA MEALS PREPARED (Requisitioned)	ADULT MEALS PREPARED	CHILD MEALS CLAIMED	VENDED HOME BASE PREPARED	VENDED HOME BASE SERVED	VENDED HOME BASE CLAIMED							
LUNCH	4,830	0	18	3,560	44	15	15	4,874	0	18	4,856	3,575	3,575	74%
GRAND TOTALS	70,076	0	18	49,389	459	182	82	70,535	9,021	18	61,496	49,571	49,471	80%
PARENT MEETING MEALS PREPARED BY THE CENTRAL KITCHEN			1,541		194	Number of meals served not tracked by Central Kitchen		1,735	Number of meals served not tracked by Central Kitchen					
								Total meals prepared by the Central Kitchen						
								67,396						
								DECEMBER 2014: Total sites: 44 PY: 12 Days of Operation: FY:20						

Regulation: SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837] (d) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including -- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

Department	Project	Details
Food Bank		
	Marketing/Outreach	<ul style="list-style-type: none"> Participated in radio and TV interviews promoting Drought Food Assistance Program
Youth Programs (FHCC and Shafter Youth Center)		
	Friendship House Fundraiser	<ul style="list-style-type: none"> Attended meetings for FHCC Quad project Fundraiser Promoted tickets sales for FHCC Quad Fundraiser
	Shafter Youth Center and FHCC	<ul style="list-style-type: none"> Photo and social media coverage of field trip to Maya Cinemas, courtesy of Bright House Networks.
CEDS (Head Start, Early Head Start, Parent & Family Engagement Program, Home Base, Pregnant Women)		
	Photo/Video Coverage	<ul style="list-style-type: none"> Photo coverage of School Readiness Family resource Fair @ Hodel's Photo coverage of Male Involvement workshop Multiple updates to Head Start Website including addition of Head Start Annual Report and Parent Handbook
Energy		
	Marketing/Outreach	<ul style="list-style-type: none"> Photo coverage of Energy Assistant Manager for upcoming Newsletter
East Kern Family Resource Center		
	Photo Coverage	<ul style="list-style-type: none"> Photo coverage of new Program Manager to be used in upcoming Newsletter
2-1-1 Kern County		
	Business cards	<ul style="list-style-type: none"> Created artwork for new Program Manager's business cards
	Website	<ul style="list-style-type: none"> Made updates to 2-1-1 Kern County website
VITA		
	Marketing/Outreach	<ul style="list-style-type: none"> Updated post cards to be sent to previous clients of VITA Program
	Marketing/Outreach	<ul style="list-style-type: none"> Working on materials and invitations for EITC Awareness Day (January 30, 2015)
Miscellaneous		
	Annual Report	<ul style="list-style-type: none"> Finalized and printed 2014 Annual Report
	New CAPK website	<ul style="list-style-type: none"> Hired new vendor for CAPK site (The Marcom Group) Working with vendor on web content. Design to follow in upcoming weeks
	Toy Drive	<ul style="list-style-type: none"> Promoted and participated in American General Media's Toy Drive, benefiting FHCC, SYC, and Head Start
	CAPK Open House	<ul style="list-style-type: none"> Updated outreach materials for Open House event Photo/social media coverage of event
Outreach & Resource Development		
	Quarterly Newsletter	<ul style="list-style-type: none"> Working on newsletter

Save the Date		
	VITA EITC Awareness Day	<ul style="list-style-type: none">• Friday, January 30 @ 300 19th Street
	2015 Awards Banquet/50 th Anniversary Celebration	<ul style="list-style-type: none">• Thursday, May 7 @ Marriott