

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
November 9, 2016
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

*Fred Plane
Craig Henderson*

*Don Bynum
Jason Warren*

Jose Gonzalez

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the Committee on items not on the agenda. 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. **Program Presentations**

- a. Volunteer Income Tax Assistance (VITA) – Sandi Truman, VITA Program Manager
- b. Women, Infants, and Children (WIC) – Beth Tolley, WIC Program Manager

6. **New Business**

- a. Migrant Childcare Alternative Payment (MCAP) Parent and Provider Handbook Update – Susana Magana, MCAP Manager – **Action Item (p. 1-25)**
- b. October 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – **Action Item**
 - 2-1-1 Kern County **(p. 26)**
 - Central Kitchen **(p. 27)**
 - East Kern Family Resource Center **(p. 28)**
 - Energy **(p. 29)**
 - Friendship House Community Center
 - Food Bank **(p. 30)**
 - Migrant Childcare Alternative Payment (MCAP) **(p. 31)**
 - Shafter Youth Center **(p. 32)**
 - Volunteer Income Tax Assistance (VITA) **(p. 33)**
 - Women, Infants and Children (WIC) **(p. 34)**
 - Community Development – Grants & Research **(p. 35)**
 - Human Resources **(p. 36)**
 - Operations

- c. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 37-40)**
 - Funding Request to U.S. Department of Agriculture/National Institute of Food and Agriculture for the Food Bank
- d. Head Start / State Child Development September Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 41)**
- e. October 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – **Info Item (p. 42)**

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, January 11, 2017 (Tentative, pending approval of 2017 Board & Standing Committee Meeting Calendar)
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 November 4, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From:  Susana R. Magana, MCAP Program Manager

Date: November 9, 2016

Subject: *Agenda Item 6(a)*: Migrant Childcare Alternative Payment (MCAP) Parent and Provider Handbook Update – Action Item

This memo is to request approval of MCAP's updated Parent and Provider Handbook. Below are the updates that were made to the handbook.

- Program Contact information on page 1 and 3. This section was updated to reflect the new contact information for both the Kern office and the Merced satellite office.
- Section 1 (B) on page 4. This section was updated to reflect a program policy change regarding the eligibility migrant requirement of the program. The migrant requirement has changed from 12 months to 24 months.
- Section 4 under Family Size. This section was updated to reflect the state mandate Management Bulletin 16-14-Single Parent Self-Certification-Documentation of the presence or absence of a parent. The program is no longer required to collect documentation to proof single parent status. Single parents will have the ability to self-certify their status on the CD9600 application.

Recommendation:

Staff recommends the Program Review and Evaluation Committee approves the Migrant Childcare Alternative Payment (MCAP) Parent and Provider Handbook Update.

Attachments: MCAP Parent and Provider Handbook (Draft – November 2016)



**Migrant
Childcare Program**

Parent & Provider Handbook

(DRAFT-November 2016)

**Main Program Office
5351 Olive Dr. Suite 200
Bakersfield, Ca 93309
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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(updated)

CONTACT INFORMATION

Main Program Office

5351 Olive Dr. Suite 200
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
Phone: 559-385-2502
Fax: 559-664-3305
Mail: PO Box 1101
Hanford, CA 93232

Tulare

7000 Doe Avenue
Building 200, Suite C, Door 7
Visalia, CA 93291
Phone: 559-474-8902
Fax: 559-661-3311

Fresno

1815 Van Ness Avenue
Fresno, CA 93721
Phone: 559-334-3629
Fax: 559-664-3304

Madera

525 East Yosemite Ave
Madera, CA 93638
Phone: 559-385-2503
Fax: 559-664-3302

Merced

1850 Wardrobe Ave.
Merced, Ca 95341
Phone: 209-259-6556
Fax: 209-780-4041

1.800.259.8866

1. Eligibility & Need

The following are the eligibility and need requirements:

- A. Agricultural worker - At least fifty percent (50%) of the family's total income must be from fishing, agriculture or agriculturally related work.

(Updated- from 12 months to 24 months)

- B. Migrate - The family must migrate at least once every 24 months for agriculture work purposes and establish 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, families must establish residency in one of the six (6) entry counties which are: Kern, Tulare, Fresno, Kings, Madera and Merced. Once the family is enrolled and authorize, childcare services can be authorized to continue as the family migrates throughout California.

For first time applicants, if family has not migrated recently, but intends to within the following 12 months, then the family can 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" declaration when applying for services for the first time. At the time of recertification, if the family has not migrated for the purposes of agricultural work during their first year, the family will no longer be eligible for another certification period.

- 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, Early Education and Support Division (EESD). 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.

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

- Completed form EESD 9605 by the school or organization where the training or education will be received. The registrar (or his/her designee) must verify the training plan.
- The form must include the dates that training will begin and end, anticipated completion date and the parent's vocational goal.
- Submit a class schedule that 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 comes first.

Incapacitation

Submit form CD 9606 which includes:

- 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 cannot 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 (***Updated single parent requirement in accordance with new state mandate***)

- 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.
- Single parent household applicants must fill out Section 5 of the CD9600. This section is a self-declaration of their single parent status.

5. Notice of Action – NOA

Notice of Action (NOA) - Application for services

This NOA is a written notice that informs the family of the approval or denial of their application.

Notice of Action (NOA) – Recipient of Services/Updating the Application

This NOA informs the family of their recertification, termination or an update to the application (CD9600). The application will be updated when the program determines that the need or eligibility requirements are no longer being met, or when the family fee has changed or when the amount of authorized services will be changed to reflect the family's new need.

Distribution of Notice of Action

A NOA will be processed no later than 30 days after the parent notifies the program of a change. 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.

Childcare Certificate

A Childcare Certificate will be mailed along with the NOA to delineate the authorized hours and days and the maximum reimbursement authorized for each child.

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.

Parents have the right to appeal to The California Department of Education, Early Education and Support Division (EESD), if they do not agree with the programs decision. The EESD must get the appeal request within 14 calendar days from the date on the program's decision letter. The appeal request must include: a declaration that indicates the specific reasons why the parent believe the program's decision is incorrect, a copy of the decision letter and a copy of the Notice of Action that is being appealed. 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 issued by the program which informs the child care provider of the 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 parent reports a change in service. Notifications cannot be appealed by child care

providers, as they pertain to the eligibility and certification of the family. A Childcare Certificate will be mailed along with the Provider Notification to delineate the authorized hours and days and the maximum reimbursement authorized for each child.

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 their provider. The family fee is per family not per child. The fee is determined by the family fee schedule prepared and issued by the California Department of Education, Early Education and Support Division (EESD). 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 and child care provider may agree a repayment plan to resolve any delinquent fees. The family will be terminated from the program, if the repayment plan is not met. The provider must provide the family a pre-numbered receipt and mail a copy of the receipt to the Program. The receipt must state the date, the name of the family, amount paid and service month. The provider must notify the Program immediately when the family becomes delinquent in paying fees, since this can affect the family's 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 and families with a certified need of 130 hours or more per month will be assessed a full-time fee. When a change to the family fee is determined, the family will be informed by a Notice of Action (NOA). The fee assessed is not 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 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. The family fee is effective the 1st of the following month after the appeal process/rights have been exhausted.

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 difference between the reimbursable amount and the provider rate is the co-payment and it is an arrangement between the family and the provider.

7. Attendance Policy

The Migrant Childcare 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, etc.

Unexcused absences are not to exceed sixty (60) per fiscal year, per child. Once a child reaches sixty (60) unexcused absences, the Program will no longer reimburse any additional unexcused absences. Unexcused absences are anything that is not defined to be an excused absence.

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. Best interest days cannot be used for absences due to a provider non-operation day.

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.

Reimbursable hours of care do not include any other time a child receives services at another facility or through another facility or program.

9. Attendance Logs

The Attendance Log is a 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 documenting the actual times in and out of the child care facility.

Children must not be have times filled in on a day when no care is provided. If a child is absent, parents must document the reason on the attendance log the next day the child attends care. Parents must document the reason and identify the member in the family that caused the absence. For confidentiality, if the reason for the absence is due to illness 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 actual 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. Reason for Absence
- 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						
16						
17						
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21						
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26						
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28						
29						
30						
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 calendar (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

The program understands 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 calendar (5) days. Temporary changes in need should be communicated to the Program ahead of time when possible in order to be documented. The Program reviews each child's monthly attendance logs for inconsistencies between the certified need and the actual usage of care. 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 and issuance of a NOA.

12. Childcare Options

All types of providers are welcome 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.

Parents have the right to change their child care provider choice for any reason, at any time. Families are responsible to obtain authorization for services with the new selected provider prior to the first day of service. MCAP will only reimburse preauthorized services. If a family switches providers and begins services with a new provider before receiving authorization from the program, the family will be responsible to pay the provider for the services used.

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 or visit the CCLD website at: <https://secure.dss.ca.gov/CareFacilitySearch/home/index>

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, 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 cannot 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 calendar (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. TrustLine Providers must meet and remain in compliance with all health and safety requirements stipulated by State, County, Municipal, and regulatory agencies.
- L. Licensed providers that are moving their place of business are required to inform the program and families at least two weeks prior to the move to allow the families to select an alternate provider. In addition, in order to begin services at the new location, the new location 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 earnings 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/driver's 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/driver's 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/driver's 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 or visit the National Association for Family Childcare website at <http://www.nafcc.org/Accreditation>

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. The contract must include:

- Provider/facility name, address, phone number
- Licensed facility # (if applicable)
- The age group (s) served by the provider
- A statement of the usual and customary services provided and the corresponding fees
- The contract effective date

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

Providers are welcomed to use the Statement of Services located behind the 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, Statement of Service/Invoice and family fee receipts must be received at the Bakersfield MCAP Office within first five (5) working days following the month of service. Reimbursements are processed during the current month and checks will be mailed to providers the following month. For example for services provided in the month of January. If all reimbursement documentation is received on time within the first five (5) working days in February, the reimbursement is processed in February and the check is mailed by the tenth (10) working day of March.

- Reimbursement requests received after the fifth (5) working day are considered late. If possible these reimbursement requests will still be processed with the timely requests. If program is not able to process during the current reimbursement cycle, the reimbursement request will be held to process with the next reimbursement cycle.
- 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.
- A copy of the pre-numbered family fee receipt is due at the same time the attendance log and statement of services/invoice is due. Failure to submit the family fee receipt with the reimbursement request results in delays in the reimbursement cycle. Family Fee receipts must include the date, the name of the family, amount paid and service month. Below is an example:

RECEIPT	DATE	11/01/2020		No.	345659		
	FROM	Family Sally Smith				\$	100.00
		DOLLARS					
	☐ FOR RENT	Service month of November 2020					
	☐ FOR						
	ADCT.						
	PAID						
	DUE						
	☐ CASH	FROM _____ TO _____					
	☐ CHECK						
	☐ MONEY ORDER	BY _____					

Reimbursement Amount

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 on the Statement of Services or invoice, up to that which is allowed by the State. Child care reimbursements are 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.

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, Early Education and Support Division (EESD) at

<http://www3.cde.ca.gov/rcscc/>

Change in Maximum Reimbursement Benefit Level

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 request a change childcare Providers for any reason. If a family switches providers and begins services with a new provider before receiving authorization from the program, the family will be responsible to pay the provider for the services used.
- 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 can only reimburse a provider for a total of ten (10) non-operational days per fiscal year. To be eligible for reimbursement of non-operational days, a family must be certified for care and payment for non-operational days must be noted in the provider's contract.
- H. Non-operational days are days when a provider childcare facility is closed. 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 Suspension / Termination

Temporary Suspension

MCAP will suspend the provider's participation for the following reasons:

- A) Non-compliance with applicable laws, regulations, policies, or requirements after 3 documented warnings.
- 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 during regular business hours and/or during certified hours of childcare provision without an acceptable explanation.

- D) During an ongoing investigation by either the Program, Community Care Licensing, or other authorities.

Suspension due to program non-compliance will be in effect for the remainder of the current fiscal year. Suspension due to an on-going investigation will be in effect until the investigation is complete and provider is cleared to participate again.

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) Substantiated abuse and/or molestation of children.
- E) Failure to report suspected child abuse or molestation.
- F) 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 in the future.

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. For any questions, concerns or disagreements with the programs customer service parents and providers should contact the Bakersfield Main office at 1-800-259-8866. Families can contact Laura Porta, Family Services Coordinator and providers can contact Walter M. Villa, Subsidized Reimbursement Coordinator.

In accordance with the California Department of Education, Early Education and Support Division (EESD), 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
Early Education and Support Division (EESD)
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 484 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 fullest 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 gender identity, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, mental and/or physical disability.

D) Mandated Child Abuse Reporting

As mandated reporters MCAP staff and providers must prioritize the protection of all children. If there is reasonable suspicion or knowledge of abuse, remember that as mandated reporters the law requires a report be filed to the local authorities.

E) Adult Conduct Policy

Parents 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 calendar (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 provider the Program's Handbook to ensure understanding and compliance of all rules and procedures. If a family or provider continues to be out of compliance, then the program will complete and document a review of the specific violation. The Program will proceed with documenting each violation with a warning and after three (3) documented warnings, the family or provider will be terminated from the program. Providers that are terminated due to the violations policy will not be eligible to participate for the duration of the Program Fiscal Year. The provider will once again be eligible to participate in the Program when a new program Fiscal Year begins and are requested again by an eligible family.

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. I 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 my prosecution for fraud. If after the 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/or imprisonment. By signing below, I affirm under penalty of perjury, that all of the information I have provided 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_____

SM 11/16

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoo		Month/Year: October 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 15 (2 I&R Specialist Vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, and Mariposa Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,513	3,331	1,182 (26%)	7,257
Kings County	239	142	97 (40%)	*
Tulare County	1,032	652	380 (36%)	*
Mountain Valley (Mariposa and Merced Counties)	48	37	11 (22%)	*
Stanislaus County**	321	253	68 (21%)	*
Total	6,153	4,415	1,738 (28%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

**Started 10/16

Most Requested Services	Free Cell Phone	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	5,398	53,485
Weatherization	Routed through 2-1-1 Calls Answered	341	4,423
Mental Health	Calls Answered	162	939
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,995	14,021

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		8	5	3

Outreach Activities	Outcomes
- Vision y Compromiso, 10/2, 10/9, 10/23 - Good Neighbor Festival, 10/8 - Veterans Stand Down, 10/13 - 3rd Thursday, 10/20 - Arvin Fall Festival, 10/28 Upcoming Outreach Events - Back to School Night, 11/3 - South High Health Wellness & Tamalada, 11/12 - Thomas Jefferson Career Fair, 11/18 - Turkey Trot, 11/19	Distributed 150 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards.

Highlights:

- Five 2-1-1 Kern Staff members took the Certified I & R Specialist exam in October and passed. These staff studied for 3 months during designated study sessions. Very Proud of Irene Fonseca, Veronica Daniels, Sulma Fuentes, Erika Chaidez and Esperanza Contreras.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia	Month/Year: October 2016
Program/Work Unit: Central Kitchen	Program Manager: Diana Morrison
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. . In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.	

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	78,889	28,287	30,526	20,076
Home Base Meals	217	18	164	35
VIP Parent Café Meeting Meals	1,532			
Summer Food Program Service	0	0	0	0
Total	80,638	28,305	30,690	20,111

Other:

- We have started the process of getting several Central Kitchen food delivery vans painted, as we pick one up we will be dropping one off until they are all done. At that time we hope to have the van wraps with agency signage put on.
- Lorenzo Maldonado and I attended the CACFP Roundtable Conference in Palm Springs, October 17- 19, 2016. We attended workshops covering USDA policy updates, and new meal pattern to be fully implemented by October 2017. The conference also gives us the opportunity to network with persons from other agencies.
- The P.O. request for food service supplies and appliances for the Wesley center have been submitted to Procurement. All items planned to be delivered in time for opening inspection. We have already added the new center to our food service delivery route.

Program Staffing: We welcome the incoming Food Services Manager Lorenzo Maldonado, he is in the process of learning all aspects of managing the Central Kitchen. We are busy covering for the vacant position of the Food Services Technician, we have one employee on maturity leave. We have three subs assisting us with the coverage. We have 25 Employees, this includes the three subs. As always the Central Kitchen staff work hard to ensure the meals are prepared and delivered on time as well as keeping the kitchen clean.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October, 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	18	406
Case Managed Families	F5K School Readiness	2	104
Children participating in center-base program		2	49
Adults in Court Mandated Parenting Classes		5	29
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	70	1095
Emergency Supplies Closet and Other Services	Food (individuals)	9	228
	Clothing (individuals)	22	301
	Photocopies (individuals)	309	2544
	HEAP Application Supporting Docs	134	1013

Other: Hosted community collaborative meeting with representatives from Salvation Army, Mojave Unified School District, and the Department of Human Services, Child Protective Services, GBLA, Head Start, District Attorney Victim Witness Services and Probation.

Staffing: The First 5 Case Manager is now on board, trained and working with clients.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: October 2016
Program/Work Unit: Energy	Total Program Staffing: 55, including 2 temps and 2 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	1004	6190
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015)	- Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) - Energy-efficient appliance installation	60	617
		21	115
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	36	424
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	3	32
5. Total Value of Services		\$568,788	\$3,663,025
		Results	
6. Energy calls received (from 2-1-1)		5712	
		HEAP	Wx
7. Number of LIHEAP applications Received		1254	143
8. Number of LIHEAP applications Completed		1004	94
9. Number of LIHEAP applications in Progress		250	31
10. Outreach	- Formerly Kaplan College Resource Fair - Hosking Resource Fair - Third Thursday Outreach Event - Arvin Family Fall Festival	Distributed HEAP/Wx applications	
11.	Collaborative Meetings - South Valley Neighborhood Mtg - Housing Authority Mtg - Arvin Collaborative Mtg.	Attended 3 meetings	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$568,778.00 is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (OCT 2016)	39,886	182,289
	Poundage Received all Programs	1,036,194	9,262,719
	Total Poundage Distributed all Sites	1,009,307	9,118,992
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	OCT 2016	3,511	25,183
	Total Poundage Distributed	278,400	2,233,140
Food Sourcing	Donations Received: 168,144 pounds of produce & 15 different produce items. • Ag Against Hunger: Mixed greens, berries, broccoli, & cauliflower • Varsity Produce: Onions • Tasteful Selections: Potatoes • PFG: Mixed Produce • Bolthouse: Carrots • Grimmway/Cal Organic: Green leafy, carrots, cabbage • Target: Produce • Wonderful Co: Citrus • Yellow Pine Farms: Persimmons		
Food Drives/Donations	• Rabobank Food Drive - 845 lbs. • Self-Help Federal Credit Union - \$1,000 Check donation		

Other: 1) Fresh Fruits and Vegetables Free Farmers market: New Life (12,876#) 5,004 individuals. 2) Produce Education Program (PEP) World of Pentecost – Oildale, Catholic Charities; Persimmons. 3) Prepared the USDA CFD Grant Request to serve Kern County Seniors. 4) GET Bus food distribution and Resource Fair (10.14.16) 5) Met with Wonderful Company to propose KNOW, Backpack Buddies and Farmers Market events in Wasco. 6) Participated in Third Thursday at Mill Creek Park providing Food Bank Outreach. 7) Participated in Safe Halloween at Pioneer Village (10.30-31.16) 8) Food Bank Staff worked with Operations Staff to point (rank) solar project proposals. This led to a staff recommendation to the Board of Directors. 9) Reconnected with Mike Herman, Organizer, Bakersfield Marathon, to discuss the benefit race for the Food Bank. We will revisit this opportunity in 2Q17. 10) Participated in the Veterans Stand Down on 10.13.16 providing food and outreach.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: October 2016*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Office Clerk & Subsidized Reimbursement Specialist	Program Manager/Supervisor: Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016. <i>*This report is for the service month of September 2016, which was processed in the month of October 2016.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	283	47%
	Tulare	181	20%
	Kings	70	8%
	Fresno	104	12%
	Madera	74	9%
	Merced	30	4%
	Total	742	100%

**Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

- MCAP continues enrolling new and returning families in the counties of Kern, Tulare, Kings, Fresno, Madera and Merced for the FY 2016-2017. Outreach activities were conducted throughout the month. Staff distributed flyers in Livingston, Winton, Arvin, McFarland, Madera, Fresno, Tulare, to name a few. Staff also participated in several Sunday outreach events; one in Bakersfield on 10/9 and another in McFarland on 10/23. Furthermore, staff participated in the annual Hoskins Swap meet Health Fair on 10/14.
- On 10/20/16 MCAP staff participated in a live radio interview on Radio Manatial to promote the service our program provides the community. We have received several calls from both families and providers requesting applications.
- A total of 5 staff attended the 2016 California Alternative Payment Program Association (CAPPA) conference in Sacramento October 19th-21st and 3 staff attended the 2016 CCDAA Fall Technical Assistance conference October 26th through 28th.
- The CA Department of Education has increased our program's Maximum Reimbursable Amount (MRA) by an additional \$305,593.00 for FY 16-17

Upcoming Activities:

- MCAP management team will be attending the Eligibility and Need training offered by the CA Department of Education (CDE) on 11/15/16 and will also be attending a Family Fee training offered by the California Child Development Administrators Association (CCDAA) on 11/18/16. Both trainings will be in Fresno, Ca.
- MCAP will have a staff training on 11/30/16 at our satellite office in Visalia.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#’s as of 1/1/2016)	Tutoring, homework assistance, recreation	5	83
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#’s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Previous grant has expired. New contract will begin sessions with students in late October</i>		
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. <i>Fitness Boot Camp is taking a break due to instructor’s family medical situation. Will resume when things settle down.</i>	Basketball - 15 Fitness Boot Camp - Ancestry Class - 5	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	5	184
Summer Program	An expanded version of the after school program that includes guest speakers, themed weekly activities and recreation. Full day and part day options available.		111

- **Other:**
- SYC fundraiser, Creative Palette painting event was on October 14
- SYC kids participated in 2016 Bakersfield Museum of Art’s Via Arte Street Painting Festival on October 15 at The Marketplace in Bakersfield.
- SYC hosted a Harvest Festival in the gym, partnering up with the Shafter Lions Club, which hosted a “Trunk or Treat” event at the skate park on October 24 from 5 – 9pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: October 2016
Program/Work Unit: VITA	Total Program Staffing: 2 full time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	45	4747
Refunds	Federal	\$22,823	\$6,699,720
	State	\$2,102	\$778,553
	EITC	\$7,056	\$3,073,945
	CA EITC	\$134	\$203,655
Total Refunds		22,957	\$7,478,273

Other: Now that the regular tax season is over we have only 1 location open at 300 19th street.

This month we have finished our Spanish training class and have started our 1st English training class. We have continued to do returns but our focus will now be on the ITIN's that are expiring and need to be renewed before the first of the year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: October 2016
Program/Work Unit: WIC	Total Program Staffing: 74 staff, 5 vacancies 3 new hires.	Program Manager/Supervisor: Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16-9/30/17			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		19,770	16928= 85.6%	pending	pending
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	93	Mojave		145	
	Bakersfield		Oilale		541	
	Homeless Shelter	10	Ridgecrest		754	
	E. California Avenue	1642	Rosamond		661	
	Niles Street	2602	Shafter		1353	
	Montclair	453	Tehachapi		528	
	Friendship House	157	Wasco		1875	
	Panama	1172				
	Boron	63	<u>San Bernardino County</u>			
	Buttonwillow	73	Adelanto		1995	
	California City	728	Big Bear		308	
	China Lake Naval	*	Crestline		310	
	Station		Needles		193	
	Delano	892	Phelan		62	
	Edwards Air Force Base	110				
	Lost Hills	169	<u>Mobile WIC</u>		39	

Projects

- October started the contract year. Program Manager and Administrative Coordinator reviewed clinic hours of operation along with participation trends. Staffing and clinic hours will be rearranged in order to provide extra support for clinics which demonstrate growth in participation.
- Outreach, in the form of direct mailing, was focused toward the areas of potential growth. The most benefit from the mailing is expected in areas where the clinic is not as well known.
- Magdalena Vela one of the WIC counselors participated in an interview on the Spanish Language Radio Show. The interview included: basic WIC information emphasizing the benefits of being on WIC, enrollment information, breastfeeding advice and a question and answer session.
- Several WIC staff are participating in State WIC activities. Mitchall Patel, Outreach/ LVL Coordinator has been selected to be part of the State WIC outreach workgroup for the next three years. As part of the workgroup Mitchall will attend meetings in Sacramento to discuss and develop outreach materials. He will also assist in fields testing the materials at appropriate CAPK sites. Additional funds will be added to the CAPK WIC contract to cover the travel and per diem expenses. Program Manager and Staff Development Coordinator attended State WIC meetings to hear about and participate in discussion concerning policies that are being developed and state projects

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: October 2016
Program/Work Unit: Grants & Research	Total Staffing: 3	Program Manager/Supervisor: Not Applicable
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Dignity Health – Grow Fit (FHCC & SYC)		X
	• Community Development Block Grant (City) – Property & Security Improvements – Food Bank		X
	• Bank of the West – 2016-17 Tax Season – VITA		X
	• United Way of Kern County – General Support – Food Bank		X
	• Kern Family Health Care – First Aid & Hygiene Kits – FHCC & SYC		X
	• Kern County Network for Children – Differential Response – EKFRFC		X
	• Kaiser Permanente – Event Sponsorship – 2017 CAPK Banquet	X	
	• Dignity Health – Event Sponsorship – 2017 CAPK Banquet	X	
	• USDA – Mobile Farmer’s Market – Food Bank	X	
	• Feeding America/Disney – Produce Grant – Food Bank	X	
	• Feeding America/Morgan Stanley – Produce Grant – Food Bank	X	
	• Community Development Block Grant (County) – Property & Security Improvements – Food Bank	X	
	• CA Dept. of Education – Renewal Funding – MCAP	X	
	• Union Bank – Financial Education	X	
Potential Funding Opportunities – Research in Progress	• Kern Housing Authority		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	Board approved 10/26. Work Groups formed for 6 goals. Creating implementation timeline.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards. Drafts of Risk Management Assessment, Bylaws, and Succession Plan are ready for staff and/or committee review.	X	
VITA 2016 Season Letter Campaign	Drafted letter to send to list of local financial institutions without grant applications/cycles.	X	
CSBG Annual Report Update	Staff Training	X	
Surveys	• CAPK Partners Satisfaction Survey – Draft Analysis complete.	X	
	• CAPK Employees Satisfaction Survey – Analysis in progress (412 surveys submitted in total)	X	
	• CAPK Customers Satisfaction Survey – Survey period 11/1 - 12/2	X	

Other:

- Staff attended the Kern Food Policy Council 10/26 meeting at the United Way of Kern County and continued to provide support and collaboration.
- Follow up call with CA Dept. of Social Services on Commodity Supplemental Food Program to discuss capabilities.
- Kern County Network for Children recommended EKFRFC Differential Response for full funding – final approval Feb 2017.
- Division reorganization approved by CAPK Board.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: October 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	817	
	Subs/Temps	30	
	Total Staff	847	
New Hires	All divisions and programs		
	Regular	19	124
	Subs/Temps	3	30
	Total New Hires	22	155
Leaves of Absence	Intermittent Leave	50	
	Full-time Leave	21	
	Total on Leave	71	
Terminations	All divisions and programs		
	Voluntary	16	117
	Involuntary	0	50
	Total Terminations	16	167
Staffing	Vacancy	10	-
	Total Applications Received	70	1830
Payroll	Total Hours Paid	149,273	
	Total Payroll	\$2,602,743	

Projects	Completed (last 6 months): COLA rates applied, Retro paid out, Union Contract Finalized and Approved (8/24/16), 48 Supervisors completed training with Work Logic, Returned 278 part-staff back to active duty, Immunizations Compliance due diligence, Benefits on line training for all managers and center directors on 10/24 (approximately 100 staff members) Ongoing: CAPK Employee Manual with Attorney for review, Jury duty policy, Job descriptions update, Online Recruitment via ADP (Target 12/31/16), Time and Attendance in ADP, Part-year new accrual administration, Benefits Open enrollment thru November 11.
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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - October 2016

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
6/29/2016 (Board)	7/12/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/Financial Literacy & Microloan Program	\$ 30,000
8/10/2016	7/26/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840
8/17/2016 (B&F)	8/8/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000
8/17/2016 (B&F)	8/24/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	8/31/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
8/17/2016 (B&F)	8/12/2016	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	9/1/2016	U.S Dept. of Agriculture/ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 75,000
10/26/2016 (Board)	9/26/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000
10/26/2016 (Board)	9/23/2016	TJX Foundation	Food Bank/ General Support	\$ 5,000
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000
10/26/2016 (Board)	10/11/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500
10/26/2016 (Board)	10/18/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - October 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
				TOTAL	\$ 378,822	

*On hold pending final Board approval.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - October 2016

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

CFDA # 10.225

Project Name: Kern Nutrition On Wheels (KNOW)

Division Director: Carmen Segovia

Funder Name: U.S. Department of Agriculture/
National Institute of Food and Agriculture

Program Manager: Glen Ephrom

Grant Program Name: Food Bank

☒ **New Funding**

☐ **Re-Application**

Funding Period: 10/01/17-09/30/18

A. Narrative description of funding request, including goals:

CAPK is applying for funds from the USDA's National Institute of Food and Agriculture under the Community Food Project Competitive Grants Program. The CAPK Food Bank's Kern Nutrition On Wheels (KNOW) Program proposes to improve nutrition and increase access to fresh fruits and vegetables to low-income and food-insecure households residing in Kern County food deserts. With assistance from partnering organizations, CAPK Food Bank will distribute 3.2 million pounds of fresh fruits and vegetables via a mobile farmers market over a three-year period. In addition, participants at distribution sites will be provided with health and nutrition education from a Health Educator, as well as information on using EBT/SNAP to purchase produce at participating local farmers markets.

B. Use of Funds:

The requested funding of up to \$350,000 for three years will be used to purchase a refrigerated delivery truck, program supplies, and fresh produce. Funds will also cover two full-time staff, and a portion of general operating costs.

C. Approvals:

1. C Segovia 11/3/16
Division Director Date

3. Christine Anami 11/3/16
Director of Finance Date

2. Rgh Minder 11-3-16
Director of Community Development Date

4. J.T.D. 11/3/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: September 2016
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	September 2016	2,041	2034*
Early Head Start Kern	September 2016	328	333
Early Head Start Partnership	September 2016	56	56
Early Head Start San Joaquin	September 2016	345	218
TOTAL Funded Enrollment		2770	2641
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	9%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	2%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		98%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	July 2016	July 2015
83,016	13,701	96,717	66,057	30,660	79%	89%

* late start for Wesley Child Development center.

Other: We had 4 Centers with 100% attendance for September: Buttonwillow, Chrisman, East Cal, & San Diego Head Start.

Total Division Staffing: Currently employed in Head Start: 563
 Vacant Positions: 33
 Currently out on Leave: 46

Program Updates:

October 2016 Outreach & Advocacy Report

- **All month long:** Energy Action & Home Weatherization Awareness Month. Media and Social Media campaign to raise awareness.
- **All month long:** Community Partner Golden Empire Transit (GET Bus) visits various Head Start Centers to entertain the children with Halloween-themed “Ghost Bus.”
- **On Thursdays all month long:** Representatives from various CAPK Programs (Energy, Food Bank, WIC, Friendship House, Shafter Youth Center, Migrant Childcare) were guests on Spanish Language Radio Manantial (100.3 FM), where they raised awareness about CAPK among Spanish radio listeners.
- **October 4:** Proclamation by Kern County Board of Supervisors: “October is Energy Action & Home Weatherization Month in Kern County.”
- **October 11 – 21:** Rabobank Food Drive – A 2-can food donation at any Rabobank Branch in Bakersfield = 1 hot dog coupon for the Condors Pre-Game Festivities at Rabobank Arena on 10/22.
- **October 13:** Kern County Veterans Stand Down at Stramler Park, with CAPK participation.
- **October 13:** CAPK Head Start Policy Council Dinner at Hodel’s.
- **October 14:** GET Bus Food Distribution & Resource Fair Downtown, with CAPK participation.
- **October 14:** Shafter Youth Center’s Creative Palette at CAPK Headquarters.
- **October 18:** Hired new English/Spanish Bilingual Resource & Outreach Coordinator
- **October 19:** Presentation about CAPK to Shafter Community Collaborative.
- **October 20:** Third Thursday Downtown at Mill Creek Park, with CAPK sponsorship and strong CAPK Outreach Team participation.
- **October 24:** Shafter Youth Center Harvest Festival.
- **October 26:** Special recognition awarded to Providence Strategic Consulting at CAPK Board of Directors Meeting for their launch and maintenance for two months of East Kern Family Resource Center’s new Facebook page.
- **October 27:** Friendship House Mixer & More at Metro Galleries Downtown to raise funds for educational programs for FHCC children.
- **October 31:** Friendship House Community Center Fall Carnival.

Coming up in November:

- **November 2:** Rosamond Head Start/State Child Development Center Ribbon Cutting & Open House
- **November 12:** Congressman David Valadao’s Fall Food Drive in Delano to benefit the CAPK Food Bank
- **November 16:** KGET Holiday Food Drive – 5 A.M. TO 7 P.M. Corner of M and 22nd Streets in Downtown Bakersfield.