

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 14, 2017
12:00 p.m.

AGENDA

1. **Call to Order**

2. **Roll Call**

Fred Plane Jimmie Childress Lorena Fernandez Marian Panos Lupe Perez

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. **Old Business**

- a. 2017-2018 Recruitment and Selection Plan Summary of Changes – Erika Arias, ERSEA Manager – **Action Item (p. 1-26)**

6. **New Business**

- a. May 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – **Action Item (p. 27-40)**
- Volunteer Income Tax Assistance
 - 2-1-1 Kern County
 - East Kern Family Resource Center
 - Shafter Youth Center
 - Friendship House Community Center
 - Food Bank
 - Women, Infants and Children
 - Energy
 - Migrant Childcare Alternative Payment
 - Central Kitchen
 - Human Resources
 - Operations
 - Community Development – Grants & Research
- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item (p. 41-45)**
- Enterprise Rent-A-Car for Food Bank
 - Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
- c. Head Start / State Child Development May Enrollment Update and Meals Report– Erika Arias, ERSEA Manager – **Action Item (p. 46)**

- d. May 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager –
Info Item (p. 47)

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 9, 2017
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 June 9, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Erika Arias, ERSEA Manager 

Date: June 14, 2017

Subject: *Agenda Item 5a:* Summary of changes to the 2017-2018 Recruitment and Selection Plan- Action Item

Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2017-2018 Recruitment and Selection Plan was revised in March 2017. Upon the review of the new Head Start Performance Standards, the RSP Committee implemented the following changes, which was presented to the PRE Committee on May 17, 2017:

- Updated all regulatory and performance standard citations and references
- Revised categories of eligibility to align with new standards
- Changed EHS transition language to include priority into Head Start
- Included the Full Day Part Year option to point sheet
- Added additional points for children with and IEP/IFSP to point sheet
- Added additional points for children age eligible for Transitional Kindergarten to point sheet
- Revised definition of Teen Parent
- Omitted "current rent receipt" option for residential verification and replaced with Department of Human Services Documentation.

Based on feedback received from the PRE Committee at the May 17, 2017 meeting, the following amendments have been included:

- Increased point value for categories of priority, Homeless, Foster, and Transitioning
- Increased Disability point value
- Revised Income Eligible category to read "Income/Public Assistance eligible"
- Removed criteria points that were specific to a unique community within our service area.

The process for selection remains unchanged. The point system in which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact.

The Selection Criteria Verification Form, known as the "point sheet" which is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes.

Recommendation

With the inclusion of the amendments, as requested by the PRE Committee, Staff recommends the CAPK Board of Director's PRE Committee approve the 2017-2018 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

2017-2018 Selection Criteria Verification Form

Applicant Name: _____ DOB: _____ Family Size: _____

Program (Circle One): EHS HS

Option (Circle One): HB PD FD FD/PY

Center/Educator Name: _____

“✓” Eligibility Type (Select only one): ☐ Homeless ☐ Foster Care ☐ Income/Public Assistance Eligible ☐ Over Income	I have examined the following documents to determine eligibility: <table style="width: 100%;"> <tr> <td>☐ Public Assistance</td> <td>☐ SSI</td> <td>☐ 2016-Tax Form (1040/1040A)</td> </tr> <tr> <td>☐ Pay Stub</td> <td>☐ EDD (unemployment)</td> <td>☐ Employer Statement</td> </tr> <tr> <td>☐ Zero Income</td> <td>☐ Foster Care</td> <td>☐ Child Support</td> </tr> <tr> <td>☐ W-2</td> <td colspan="2">☐ Other: _____</td> </tr> </table>	☐ Public Assistance	☐ SSI	☐ 2016-Tax Form (1040/1040A)	☐ Pay Stub	☐ EDD (unemployment)	☐ Employer Statement	☐ Zero Income	☐ Foster Care	☐ Child Support	☐ W-2	☐ Other: _____	
☐ Public Assistance	☐ SSI	☐ 2016-Tax Form (1040/1040A)											
☐ Pay Stub	☐ EDD (unemployment)	☐ Employer Statement											
☐ Zero Income	☐ Foster Care	☐ Child Support											
☐ W-2	☐ Other: _____												

Circle only one in each section

Circle all points that apply below

Criteria	Points	Criteria	Points
Parental Status		Other Factors (Circle all that apply)	
Guardian	25	Disability (IEP/IFSP)	100
One Parent	20		
Two Parent	15	In the absence of Childcare	25
Income		Teen Parent	25
75-100% Below Poverty	25	Child on waitlist prior program year	25
50-74% Below Poverty	20	At-risk Pregnancy (EHS Home base only)	25
25-49% Below Poverty	15	First Pregnancy (EHS Home base only)	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	20
Age		Recipient of Public Assistance (TANF or SSI)	15
4 Year Olds	25	Parent works/attends school-FD Need	15
3 Year Olds	20	Sibling Enrolled with IEP/IFSP	10
Young 3 (after school cut off)	15	Transitional Kindergarten Eligible	5
Infant	20	Sibling Enrolled	5
Toddler	20	Parent has a concern with Speech /Language	5
Pregnant Woman	25	Priorities	
		Homeless	425
		Foster	420
		Transitioning (EHS to HS 3 rd year enrollee)	415

“✓” Residential Verification: ☐ Department of Human Services Documentation ☐ 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

Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: the name and DOB that is on the child's birth certificate or other document used to verify legal name and age.

Family Size: the number of people in the family that is being counted to verify income eligibility.

Program: circle the program which the family is applying for- Early Head Start or Head Start.

Option: Circle the option that the family is applying for- HB is Home Base; PD is Part Day; FD is Full Day.

Center/Educator Name: Name of center location or Educator's name for which they're applying.

Eligibility Type: only one type of eligibility may be selected. Choose the one that is applicable.

Documents examined to determine eligibility: Select all that apply. If you viewed something not listed in the box, please indicate such in "other." Keep in mind, all documents used to determine eligibility MUST be attached to the application.

Parental Status: only one option may be selected.

Income: income points must be given for all participants, even those that are categorically eligible.

Age: select the classroom age of the child. If the child turns 4 years old, after the school cutoff date of September 2nd, the child is considered 3 years old. If the child turns 3 years old after the school cutoff date, the child is considered a young 3.

In Absence of Childcare: If the parent tells you they're going to lose their job if they do not have childcare, these points would be given.

Teen Parent: teen or adult who became parent at age 19 and under, including currently pregnant women.

Child on waitlist prior program year: these points are given to an applicant that was on the waitlist the previous year.

At-risk Pregnancy and First Pregnancy: are given to pregnant women applying for EHS Home Base only.

Medical Referral: points are issued only when we're provided with the medical referral from the physician.

Social Service Referral: these points are given when a social service agency provides a referral.

Other Family Type: these points are given to individuals taking care of a child that is not biological or adopted by the parent/guardian.

Recipient of Public Assistance (TANF or SSI): these points are given to individuals that provide documentation of being a current recipient of public assistance.

Parent Works/Attends School-FD Need: these points are issued to those applying for full day.

Sibling enrolled with IEP/IFSP: these points are given to children that already have a sibling enrolled with an IEP/IFSP.

Transitional Kindergarten Age Eligible: these points are issued if the child's date of birth indicates they would be eligible for transitional kindergarten during the program year. In Kern County, all districts are opening transitional kindergarten to those that turn 5 years old between September 2nd and December 1st.

Sibling Enrolled: these points are given to families that have one child enrolled and are applying for another.

Parent has a concern with Speech/Language: these are given when a parent expresses a speech concern.

Priorities: those that are considered categorically eligible such as homeless and foster, as well as children with disabilities. This also includes transitioning children and 3rd year enrollees.

Residential Verification: is proof of residency in Kern County.

Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.

Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

2017~2018 Recruitment and Selection Plan

Community Action Partnership of Kern

3/14/2017

Head Start/State Child Development Division

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RECRUITMENT AND SELECTION PLAN COMMITTEE

Policy Council Members

Lorena Fernandez
Shevada Dove-Williams
Ana Luna

Policy Council
Policy Council
Policy Council

CAPK/CEDS Division Staff

Tammy Burns
Pam Pritchard
Jerry Meade
Elizabeth Williams
Krissie Leach
LeTisha Brooks
Mary Ann Mooney
Doe Rytí
Patty Hinojosa
Virginia Sierra
Mary J. Lopez
Tyrone Trapp
Susie Martinez
Norma Bautista
Theresa Priest
Kimika Porter
Cindy Burgara
Margaret Edwards
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Karen Miller
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Manager Early Childhood Council
Assistant Director
Program Design & Management Administrator
Region 1 Program Manager
Region 2 Program Manager
Region 3 Program Manager
Region 4 Program Manager
Partnership Program Manager
Family Engagement Support Services Manager
Home Base Supervisor
Home Base Supervisor
ERSEA Coordinator
Content Area Specialist Disabilities
ERSEA Specialist
ERSEA Specialist
ERSEA Specialist
Family Service Worker
Family Service Worker
Family Service Worker
Family Service Worker
Family Service Worker
Family Service Worker
Family Service Worker

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 800 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, VITA, Shafter Youth Center, and Friendship House Community 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 Child Development 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 2,041 Head Start (HS) children and 328 Early Head Start children (EHS) as well as pregnant women who participate in our EHS-Pregnant Woman Program through Home Base. Our EHS program also includes 56 children that receive our services through an EHS Partnership grant with community partners.

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 and two parents from the centers in their region. Kern County Head Start Policy Council members were invited as well. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on March 14, 2017. Each group was provided the 2016 Community Assessment Update, as well as the 2016/2017 Recruitment and Selection Plan. The 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, information was shared about the purpose of the Recruitment and Selection plan, as well as we reviewed six sections of the 2016 Community Assessment, 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 engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2016/2017 Recruitment and Selection Plan. There was minimal change to the selections and criteria verification to include as a category of additional priority as well as new suggestions for supporting recruitment efforts at the center level. What follows is the result of their meticulous 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/Public Assistance based upon federal guidelines, receiving, 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 a continual issue in Kern County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the “neediest-of-the-needy.” Homeless families are categorically eligible for Head Start, and are considered a priority for services. Based on the 2016 Kern County Point-in-Time Homeless Count (Homeless Census), there were 1,067 men, women and children living in homelessness; this was an increase of 20% as of January 2015. Of that number, 64 are children under the age of 6 years old. CAPK has reported in the first part of the 2016-2017 School Year, 43 homeless children and their families have been provided services.

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 2013, 1982 children in Kern County between the ages of 0-5 had a diagnosed disability. In the first half of the 2016-2017 School Year, CAPK reports serving 279 children with a diagnosed disability.

Foster Placement

Foster placement is the second highest priority for selection at Head Start. The point-in-time count taken in, 2015 from kidsdata.org, revealed there were 1,783 children in the foster care system. Of the total children in Foster Care in Kern County, 611 of children were between the ages of 0 to 5 years old. CAPK reports in the

first part of the 2016-2017 School Year, 143 foster children have received services in the Head Start/Early Head Start program.

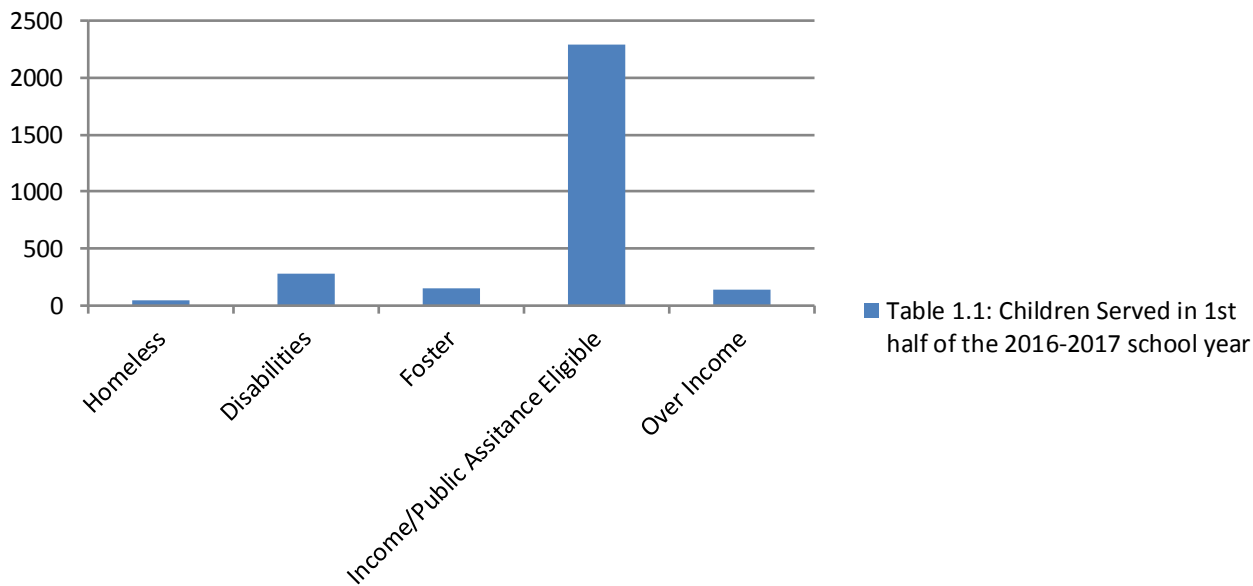
Income/Pubic Assistance (low income) per federal poverty guidelines

Based on the most recent update to the 2013 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; that means, there is an estimated 27,613 children that are Income/Pubic Assistance for Head Start and Early Head Start currently residing in Kern County. During the first half of the 2016-2017 School Year, 2,741 of those served are categorized as Income/Pubic Assistance (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/Pubic Assistance for services in Kern County, the agency is able to provide services to 10% of the funded enrollment 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/Pubic Assistance families. During the first part of the 2016-2017 School Year, CAPK reports serving 182 over income families (see table 1.1).

Table 1.1: Children Served in 1st half of the 2016-2017 school year



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 establishes a relationship, with the local School Districts Special Education Department
- Each center (if applicable) 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

Head Start/State Child Development Division 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

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 Head Start/State Child Development Division 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.

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.
- Collaborating with media outlets to advertise the availability of Head Start services
- Year-round recruitment efforts.
 - 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. 1st and last weeks of the month are the busiest
 - 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
- Rebranding from Child Education and Development Services (CEDS) to Head Start

Recruitment Strategies are individualized by the local community

- Local recruitment is planned, carried out, monitored and evaluated by the recruitment committee 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:
 - Δ Festivals, fairs or holiday events sponsored by the program
 - Δ Parades
 - Δ Center locations or relocations
 - Δ Awards received by parents, volunteers or staff
 - Δ Special projects
 - Δ Donations to program
 - Δ Community farmer's 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 staff attends monthly collaboratives

- 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 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. Foster Placement
3. 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
4. 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
5. Head Start
 - a. Current full-day HS no longer qualifying for state services transition into part-day or Home Base HS options.
 - b. 3rd year enrollees

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

Δ Children with a validated IEP/IFSP from a local Education Agency or Part C Agency

Δ In the absence of Childcare

Δ Parents who were/are 19 and under, pregnant and/or parenting

Δ Child on wait-list prior program year

Δ Pregnant woman with documented medical risk

Δ First pregnancy

Δ Current or Former Military

Δ Medical referral such as, but not limited to overweight children as determined by a medical professional

Δ Special need/social service referral, including child protective services and domestic violence facility

Δ Other family type of relative

Δ Public Assistance Program

Δ Parent Works/attends school-FT need

Δ Sibling enrolled with IEP/IFSP

Δ Transition Kindergarten eligible

Δ Sibling Enrolled

Total priority points are calculated by the database

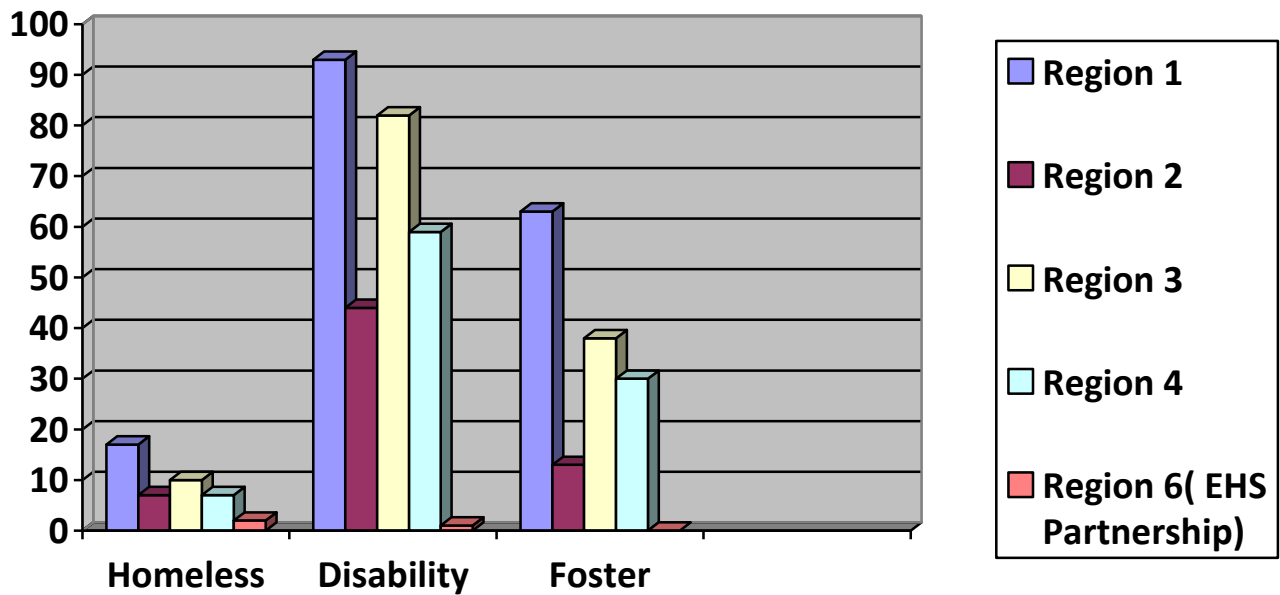
Δ Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.

Δ 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.

Δ 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 2016-2017 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 who qualifies for an Individualized Education Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

B. An infant or toddler qualifies for an Individualized Family Service Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

(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.);

PARTICIPATION IN HEAD START PROGRAMS

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 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.

§ 1302.11 Determining community strengths and needs

(c) Each Early Head Start and Head Start grantee must conduct a Community wide strategic planning and needs assessment (community assessment). (1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period.

(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.

§ 1302.12 Age of children and family income eligibility

b) Age requirements. (1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,

(iii) The child is homeless, as defined in part 1305; or,

(iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

§ 1302.13 Recruitment of children

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

§ 1302.14 Selection process

(a) *Selection criteria.* (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

(b) Children eligible for services under IDEA. (1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

§ 1302.15 Enrollment and reenrollment

a) *Funded enrollment.* A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) *Continuity of enrollment.* (1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(c) If a child has been found Income/Public Assistance and is participating in a Head Start program, he or she remains Income/Public Assistance through that enrollment year and the immediately succeeding enrollment year.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

2017 HHS Poverty Guidelines

For each additional person, add \$4,180.)

Persons in family	Poverty Guideline
1	\$12,060
2	16,240
3	20,420
4	24,600
5	28,780
6	32,960
7	37,140
8	41,320

2017-2018 Selection Criteria Verification Form

Applicant Name: _____ DOB: _____ Family Size: _____

Program (Circle One): EHS HS

Option (Circle One): HB PD FD FD/PY

Center/Educator Name: _____

"✓" Eligibility Type (Select only one): ☐ Homeless ☐ Foster Care ☐ Income/Public Assistance Eligible ☐ Over Income	I have examined the following documents to determine eligibility: ☐ Public Assistance ☐ SSI ☐ 2016-Tax Form (1040/1040A) ☐ Pay Stub ☐ EDD (unemployment) ☐ Employer Statement ☐ Zero Income ☐ Foster Care ☐ Child Support ☐ W-2 ☐ Other: _____
--	--

Circle only one in each section

Circle all points that apply below

Criteria	Points	Criteria	Points
Parental Status		Other Factors (Circle all that apply)	
Guardian	25	Disability (IEP/IFSP)	200
One Parent	20	In the absence of Childcare	25
Two Parent	15	Teen Parent	25
Income		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	20
Age		Recipient of Public Assistance (TANF or SSI)	15
4 Year Olds	25	Parent works/attends school-FD Need	15
3 Year Olds	20	Sibling Enrolled with IEP/IFSP	10
Young 3 (after school cut off)	15	Transitional Kindergarten Eligible	5
Infant	20	Sibling Enrolled	5
Toddler	20	Parent has a concern with Speech /Language	5
Pregnant Woman	25	Priorities	
		Homeless	325
		Foster	320
		Transitioning (EHS to HS 3 rd year enrollee)	315

"✓" Residential Verification: ☐ Department of Human Services Documentation ☐ 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

Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: the name and DOB that is on the child's birth certificate or other document used to verify legal name and age.

Family Size: the number of people in the family that is being counted to verify income eligibility.

Program: circle the program which the family is applying for- Early Head Start or Head Start.

Option: Circle the option that the family is applying for- HB is Home Base; PD is Part Day; FD is Full Day.

Center/Educator Name: Name of center location or Educator's name for which they're applying.

Eligibility Type: only one type of eligibility may be selected. Choose the one that is applicable.

Documents examined to determine eligibility: Select all that apply. If you viewed something not listed in the box, please indicate such in "other." Keep in mind, all documents used to determine eligibility MUST be attached to the application.

Parental Status: only one option may be selected.

Income: income points must be given for all participants, even those that are categorically eligible.

Age: select the classroom age of the child. If the child turns 4 years old, after the school cutoff date of September 2nd, the child is considered 3 years old. If the child turns 3 years old after the school cutoff date, the child is considered a young 3.

In Absence of Childcare: If the parent tells you they're going to lose their job if they do not have childcare, these points would be given.

Teen Parent: teen or adult who became parent at age 19 and under, including currently pregnant women.

Child on waitlist prior program year: these points are given to an applicant that was on the waitlist the previous year.

At-risk Pregnancy and First Pregnancy: are given to pregnant women applying for EHS Home Base only.

Current or Former Military: these points are given only when the family provides a DD214.

Medical Referral: points are issued only when we're provided with the medical referral from the physician.

Social Service Referral: these points are given when a social service agency provides a referral.

Other Family Type: these points are given to individuals taking care of a child that is not biological or adopted by the parent/guardian.

Recipient of Public Assistance (TANF or SSI): these points are given to individuals that provide documentation of being a current recipient of public assistance.

Parent Works/Attends School-FD Need: these points are issued to those applying for full day.

Sibling enrolled with IEP/IFSP: these points are given to children that already have a sibling enrolled with an IEP/IFSP.

Transitional Kindergarten Age Eligible: these points are issued if the child's date of birth indicates they would be eligible for transitional kindergarten during the program year. In Kern County, all districts are opening transitional kindergarten to those that turn 5 years old between September 2nd and December 1st.

Sibling Enrolled: these points are given to families that have one child enrolled and are applying for another.

Parent has a concern with Speech/Language: these are given when a parent expresses a speech concern.

Priorities: those that are considered categorically eligible such as homeless and foster, as well as children with disabilities. This also includes transitioning children and 3rd year enrollees.

Residential Verification: is proof of residency in Kern County.

Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.

Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2017
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 & Federal		169		4,808
Refunds	Federal	\$62,688		\$3,997,822	
	Federal EITC	\$48,746		\$3,264,206,	
	Federal Total		\$111,343		\$7,262,028
	State	\$14,343		\$642,187	
	California EITC	\$4,519		\$216,646	
	State Total		\$18,864		\$858,833
Total Credits & Refunds	State & Federal		\$130,207		\$8,120,861

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

Our current tax year is August 1, 2016 through July 31, 2017. From August 1, 2016 through December 31, 2016, we completed 200 returns. Combined with the 4,808 returns that have been completed since January 1, 2017, CAPK VITA has surpassed its goal of 5,000 tax returns this year, with 2 months of the current tax season still remaining.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 16; 4 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, Mariposa and Stanislaus 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	3,617	3,229	388 (11%)	8,378
Kings County	112	96	16 (14%)	*
Tulare County	548	421	97 (18%)	*
Mountain Valley (Mariposa and Merced Counties)	100	92	8 (8%)	*
Stanislaus County	842	742	88 (10%)	*
Total	5,219	4,580	597 (11%)	

*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.

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

Other Services		Month	YTD
LIHEAP	Calls Answered	2,858	17,489
Weatherization	Calls Routed through 2-1-1	253	1,290
Mental Health	Calls Answered	108	779
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,774	9,204
VITA	Calls Routed through 2-1-1	N/A	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		5	2	2

Outreach Activities	Outcomes
- Center of the Blind Presentation	Distributed 15 2-1-1 Kern informational cards.
- Health Net Presentation	Distributed 15 2-1-1 Kern informational cards.
- DBA Third Thursday	Distributed 100 2-1-1 Kern informational cards.
- Keepers of the Cross Presentation	Distributed 15 2-1-1 Kern informational cards.
- DHS New Staff Presentation	Distributed 80 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern Program Manager and Supervisor attended the AIRS National Conference in Tampa, FL. Key learnings included ways to search for new funding for 2-1-1 from unconventional sources.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May, 2017
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	46	146
Case Managed Families	F5K School Readiness	3	10
Children participating in center-base program			25
Adults in Court Mandated Parenting Classes			5
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	66	349
Emergency Supplies Closet and Other Services	Food (individuals)	23	76
	Clothing (individuals)	27	127
	Photocopies (individuals)	270	1223
	HEAP Application Supporting Docs	63	318

Other: The EKFRS has made connections with the State of California Department of Rehabilitation and Omni Family Health to provide the community members local access to these agencies through our office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2017
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. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	6 new	45
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.	6 new	63
Evening Program - Open Basket Ball	20 – 45 per night	
United Farm Workers Foundation Information sessions for people in need of immigration services.	25	
STEM Program Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of legos and other structure building tools.	32	32

Other:

- Shafter Youth Center became a site for the CAPK Food Bank's new Senior Food Program on the 2nd Friday of the month from 9am – 11 am. In month of May, 40 senior clients were served. The number is low due to short notice to the community with the program starting within a week of setting the calendar. The June distribution is expected to have a much stronger turnout.
- SYC hosted a Creative Palette Fundraiser on Friday, May 19th at the Shafter Youth Center.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2017	
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		4	30
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		0	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.		0	52
Grow Fit Families Program Increase participants’ knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.		0	21
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		726	2,352
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have the opportunity to gain paid work experience. Work sites include: Super Cuts, Tastries Bakery, Factory 2 U, Maria’s Bridal, CAPK Food Bank, Fiesta Grocery Store (Wasco, CA).		0	122
Realignment for Success (Program will begin June 2017) Transitional services are provided to adults referred to the program by the Probation and Sheriff’s Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.		0	0

Other:

- On May 15th, a tour of the Friendship House was provided to a representative of Assemblyman Vince Fong.
- McKee Baptist Church rented the FHCC on May 26th to host a church fellowship.
- On May 24th, the Black Chamber of Commerce hosted a Mapping the Future of Transportation for Kern County workshop at the FHCC.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2017
Program/Work Unit: Food Bank	Total Staffing: 17	Program Manager/Supervisor: Jaime Orona
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 (APRIL 2017)	36,278	74,730
	Poundage Received all Programs	1,051,245	3,358,369
	TOTAL POUNDAGE DIST. ALL SITES	1,202,970	3,313,180
Drought Emergency Food Assistance (DEFAP)	Families Served	2,921	10,020
	Individuals Served	19,076	62,798
	Total Poundage Distributed	211,170	703,800
Food Sourcing	Donations Received: 228,777 pounds of produce & 9 different produce items. • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: Corn, yams, nectarines, watermelon, peaches, and plums • California Food Link: Corn • KC Young Farmers: Cherries • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives :	• Caliber Collision 48 lbs • Save Mart Supermarkets' 134 lbs		

Other:

- Food Bank Manager & Food Sourcer attended the "California Association of Food Bank" Conference & Legislative Day in Sacramento, and had the privilege of meeting with Secretary of Agriculture Karen Ross, Assistant Secretary Taylor Roschen, Senator Fuller's Chief of Staff Dana Brennan, Assemblyman Rudy Salas, Assemblyman Tom Lackey, Assemblyman Vince Fong, and Senator Andy Vidak.
- Secretary of Agriculture Karen Ross visited the Food Bank on May 11. Following a tour of the facility, she was impressed by the quantity of food our warehouse distributes throughout Kern County.
- SaveMart had the annual "Peanut Butter Roundup" Food Drive. The Food Bank received 134 lbs of peanut butter and jelly from two Kern County SaveMart stores.
- CAPK Food Bank and Golden Empire Gleaners partnered with the United States Postal Service for the 25th annual "Stamp-Out Hunger" Letter Carriers' Food Drive on May 13. Food Bank received 26,378 pounds of non-perishable food from three post offices. A big "Thank you" to the USPS for making the 2017 "Stamp-Out Hunger" a success.
- CSFP held 18 distributions during the month of May and successfully distributed 30-pound boxes of non-perishable food to 1,467 seniors. For the month of June, CSFP staff is in the process of securing 7 more sites for a total of 25 sites in order to distribute 3,500 boxes by July 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2017
Program/Work Unit: WIC	Total Program Staffing: 80; 2 vacancies	Program Manager/Supervisor: Kathlyn Lujan
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		19,970	16,572 – 83%	85%	78%
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	83	Mojave		149	
	Bakersfield		Oildale		490	
	Homeless Shelter	36	Ridgecrest		743	
	E. California Avenue	1757	Rosamond		708	
	Niles Street	2477	Shafter		1,352	
	Montclair	422	Tehachapi		500	
	Friendship House	155	Wasco		1,904	
	Panama	1157				
	Boron	38	<u>San Bernardino County</u>			
	Buttonwillow	83	Adelanto		1,718	
	California City	767	Big Bear		304	
	China Lake Naval	*	Crestline		298	
	Station		Needles		172	
	Delano	1027	Phelan		78	
	Edwards Air Force Base	114				
	Lost Hills	31*	<u>Mobile WIC</u>		9*	

Projects

- CAPK WIC promotes healthy eating habits for all age groups. This month Skype for Business was added to all WIC systems, which will be especially helpful in rural clinics and offices with limited staff. The technology will allow CAPK WIC to enroll, educate, and issue vouchers to participants remotely, which is a great improvement over the phone and enables more personal interaction. Skype for Business will also be utilized to conduct staff meetings, reducing the need for employees to drive long distances.
- Regional Breastfeeding Liaison Katherine Campos completed a resource guide and calendar that will be used by the Kern County Breastfeeding Coalition and made available to other community groups. She began visiting OB/Gyn offices to provide assessments and trainings on making offices more breastfeeding friendly.
- Outreach Coordinator Mitchall Patel continues to spread the word about CAPK WIC. CAPK WIC's Instagram page was launched and can be found through the handle @capkwic. This will reach more people on a digital level and will link to the enrollment page on the CAPK website.
- CAPK WIC held its all-staff meeting in May at the Ag Pavilion.
- Our numbers increased this month, partly due to increased outreach efforts and staff following up with participants to remind them of appointments. CAPK WIC above the state average in participation.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2017
Program/Work Unit: Energy	Total Program Staffing: 50, including 1 temp	Program Manager/Supervisor: Margaret Palmer (Acting)
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
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015)	Assistance with utility bill payments	0	7,931
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		685	2,295
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		94	9,911
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	38	803
	• Energy-efficient appliance installation	6	133
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	0	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services		\$411,091	\$5,217,222
		Results	
6. Energy calls received (from 2-1-1)		3,111	
		HEAP	Wx
7. Number of LIHEAP applications Received		922	257
8. Number of LIHEAP applications Completed		779	93
9. Number of LIHEAP applications in Progress		143	106
10. Outreach	-FRC-Delano, Frazier Park, Lake Isabella, and Mojave - Attended Third Thursday event at Mill Creek park	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended 1 meeting	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: May 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 3 vacancies; Office Clerk, Subsidized Reimbursement Specialist, & Family Services Specialist (Merced)	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, 2016, to June 30, 2017. <i>*This report is for the service month of April 2017, which was processed in the month of May 2017.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	394	41
	Tulare	199	21
	Kings	90	10
	Fresno	148	15
	Madera	94	10
	Merced	30	3
	Total	903	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.

Current Activities:

The Madera County Parent and Provider meeting was held 5/3/17. These meetings are to provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff worked an alternate schedule to accommodate the evening meetings.

MCAP management completed the Program Self-Evaluation (PSE) mandated by the Department of Education, and presented it to the CAPK Board of Directors on 5/31/17. The audit results indicated that all 34 family files and 40 provider files were found in compliance. There were no systemic or fiscal errors. There were a few data entry errors, but they were corrected with the information found within the file.

As we approach the end of our fiscal year, we are at maximum enrollment. Staff has stopped all new enrollments, but continues to accept pre-applications for families in all counties to be enrolled in the month of June and to begin services at the start of the new fiscal year on 7/1/17.

The program is currently recruiting to fill the Family Services Specialist (FSS) position for the Merced satellite office. Through this transition our Madera FSS will be covering both Merced and Madera counties. Families will not experience any interruption of services.

Upcoming Activities:

On 6/13-6/15 MCAP Kern County staff will be traveling to Riverside County to conduct family re-certifications, provider home visits, and host a provider meeting. The MCAP Kern office will be closed these days.

Parent and Provider meeting for Merced County is scheduled for 6/29/17.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2017
Program/Work Unit: Central Kitchen	Staffing: 15, including 2 subs	Program Manager: Lorenzo Maldonado
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. • 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			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	67,038	22,269	23,327	21,442
Home Base Meals	184	60	59	65
VIP Parent Café Meeting Meals	13			
Summer Food Program Service				
Total	67,235	22,329	23,386	21,507

Other:

1. During May, the Central Kitchen continued with the cafeteria experience for pre-school children. We provided a total of seven cafeteria experiences for the month; the final five cafeteria experiences were provided at the beginning of May.
2. Interviews were conducted for the position of Substitute Food Production Driver. We anticipate adding three Substitute Food Production Drivers to accommodate for vacations, call-ins, and to cover any operational gaps during production.
3. Part-year staff ended the year on May 19, 2017, and will return on August 16, 2017. On May 19, 2017, we had team building activities to promote job knowledge and safety awareness.
4. May 16th was the last day of service for the children who attend part-year centers and the centers have now closed for the summer. The Central Kitchen was busy with the collection of equipment and extra supplies. Central Kitchen staff would like to express their thanks to all the centers for their cooperation and immediate response to the inventory process. The Central Kitchen received inventory forms from all centers.
5. During May, the Central Kitchen had the last of the vans painted, all eleven vans are ready for new signage. The Central Kitchen has received approval to place signage on all eleven vans, which will be done in the month of June.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: May 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	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	875	
	Subs/Temps	48	
	Total Staff	923	
New Hires	All divisions and programs		
	Regular	6	59
	Subs/Temps	1	50
	Total New Hires	63	109
Leaves of Absence	Intermittent Leave	84	
	Full-time Leave	18	
	Total on Leave	102	
Terminations	All divisions and programs		
	Voluntary	2	49
	Involuntary	6	23
	Total Terminations	8	72
Staffing	Vacancy	22	74
	Total Applications Received	145	682
Payroll	Total Hours Paid	136,602	
	Total Payroll	\$ 2,362,550	

Projects Pension Review Performance Management on-line	Completed: Head Start Bumping with SEIU Organizational Changes in Energy
	In Progress HR Procedures Update Travel Procedures

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Lauren Wright (Acting)/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	03/01/2017 to Date Completed
Business Services			
Purchase Orders Processed		328	335
Contracts/Leases Processed		5	9
Request for Proposals (RFP)	- Glass Subcontractor – Energy - E-Rate RFP (internet service providers MPLS Network) - Cargo Vans – Energy - Re-Roofing Contractor – HS	Re-issued Bid Awarded Bid Awarded In progress	
Leases	- WIC – California Ave - Renew James St – WIC - Renew Niles St. - WIC - Pacific/Owens Head Start - Renew Faith – Head Start - MCAP Madera County	Renewal in Progress In progress In progress Lease Executed Extension Executed Lease Executed	
Contracts	- Renewal of pest control & landscaping contracts - Janitorial Service Contract - HS Food Vendor Agreements (three total) - Professional Agreement with County for Realignment for Success Program	Extensions Executed Contract Executed Contracts Executed Contract Executed	
Maintenance & Operations		Received	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	5	100
Projects	- Primeros Pasos & Stine Toddler sinks - Head Start Sites – Install NOFI's - Taft HS – renovate newly leased modular - Termite extermination – San Diego and Stine HS locations	Completed Completed In Progress In Progress	

Operations Division May 2017 Report – Continued

Information Technology		Received	03/01/2017 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	104	3,021
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business • Deploying Windows Update Server • Deploying CEDS computer equipment	In progress In progress In progress Completed In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	8 1 0 0 0 0	30 10 5 4 1 1
Property Incidents		4	10
Vehicle Incidents		0	2
Projects	• Risk Assessment • Earth Quake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	Completed In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2017	
Program/Work Unit: Grants & Research	Total Staffing: 3; 1 vacancy	Program Manager/Supervisor: Vacant	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Starbucks – PREP Works Program – SYC/FHCC	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank	X	
	• Target Distribution Center – Shafter Youth Center		X
	• Target Distribution Center – Food Bank		X
	• United Way of Kern County – Phase 34 Funding for Food Bank		X
Potential Funding Opportunities – Research in Progress	• Dignity Health Community Grants Program • Bank of the Sierra • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation LOI		
Projects	Description		
Strategic Plan 2016-2021	Outreach materials (poster, infographic, slides) presented to CAPK management staff. Planning for mid-year update to Board of Directors.		
Organizational Standards	CAPK Board Bylaws (Anticipate July 2017 Approval)		
Surveys	Developed reporting system and action plan template based on analysis of survey results, to be presented to Division Directors and Executive Director.		
2018-19 Community Action Plan	Conducted 2017 Community Needs Survey. Survey closed May 26, 2017, with 623 responses. Results are being finalized for report. Public hearing on the first draft of the 2018-19 CAP Report held and comments sought at the May 31st CAPK Board meeting (5005 Business Park North.)		
Board Recruitment	Orientation for new Low-Income Greater Bakersfield Representative Guadalupe Perez. Reviewing application materials received for Low-Income South Kern Representative.		
CSBG Reporting	Staff is preparing for the CSD Audit visit on June 26 and 27. This includes collecting information needed for the on-site audit. Staff will attend mandatory training in Sacramento on July 11-12 in preparation for 2018 reporting changes.		
Financial Capabilities TA	Staff participated in one-on-one conference call with CFED Program Manager on May 30 th . Next phase – Building the Team and Identifying Stakeholders.		

Other: The final Kern Food Policy Council Food Systems Assessment will be available in late June 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - May 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
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)	10/14/2016	Kern County Network for Children	EKFCRC/ Differential Response Services	\$ 209,094
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFCRC/ Computer Skills Training & Access	\$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	\$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
3/22/2017 (B&F)	3/15/2017	Kaiser Permanente Southern California Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
3/15/2017 (PRE)	4/6/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFCRC/ Emergency Supplies Closet	\$ 5,000
4/12/2017 (PRE)	4/12/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000
5/17/2017 (PRE)	5/4/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000

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

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - May 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	2/10/2017	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000	\$ 5,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
				TOTAL	\$ 663,221	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - May 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Food Bank Operation Software

Division Director: Carmen Segovia

Funder Name: Enterprise Rent-A-Car

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

Funding Period: 8/1/2017-1/31/2018

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$25,000 from Feeding America and Enterprise Rent-A-Car Company to replace the Food Bank's operation software. The grant is intended to help enable food banks to identify multi-generation users. Multi-generational households include at least one older adult and at least one grandchild or other child dependent age 18 or under. The household may consist of more than two generations living under the same roof, including great-grandparent, grandparent, parent, great aunt/uncle, etc. and grandchild(ren) and/or other child dependent(s). One of the goals of the CAPK Food Bank is to link agency services to seniors and children in need of food. Installing new software will allow the Food Bank to connect available services to seniors and children.

B. Use of Funds:

Funds will be used to obtain specialized software, training, and computer hardware for the CAPK Food Bank warehouse and distribution operations.

C. Approvals:

1. Carmen Segovia 6/2/17
Division Director Date

3. Christine Anami 6/6/17
Director of Finance Date

2. Ralph Medina 6-5-17
Director of Community Development Date

4. OT 6/7/17
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: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Starbucks Foundation

Program Manager: Lois Hannible and
Angelica Nelson

Grant Program Name: Friendship House Community Center
and Shafter Youth Center

Funding Period: 1/1/2018 – 06/30/2018

☐ **New Funding**
☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK has been invited to re-apply to The Starbucks Foundation to help at-risk youths develop work and life skills and to inspire purpose driven leadership. CAPK is requesting up to \$75,000 for the PREP Works program at Friendship House Community Center and Shafter Youth Center. PREP Works is a work readiness program that will serve youths ages 16 to 18 years who are at high-risk of dropping out of school or training and becoming unemployed (opportunity youth). The program will serve a total of 75 participants and will consist of classroom work preparation, community service projects, and paid hands-on work experience.

The PREP Works program will be facilitated by a program educator. Program partners including Starbucks, Wells Fargo, and Kern Federal Credit Union will also assist with special presentations and workshops and also guide participants in planning and implementing community service projects. For the work experience portion of the program, 40 participants who successfully complete the classroom component will be matched to work sites where the participants will receive a 64 hours of paid work experience.

B. Use of Funds:

The requested funds of up to \$75,000 will be used to cover personnel costs for a 40 hour per week program educator and a 30 hour per week activity specialist for six months; three community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. Approvals:

1. _____
Division Director Date

3. Christine Anami 6/6/17
Director of Finance Date

2. Ralph Martinez
Director of Community Development Date

4. John T. B. 6/7/17
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: May 2017
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start 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	May 2017	2,041	2,041
Early Head Start Kern	May 2017	328	335
Early Head Start Partnership	May 2017	56	58
Early Head Start San Joaquin	May 2017	313*	262
TOTAL Funded Enrollment		2,738	2,696
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	9%
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	May 2016	May 2017
67,280	13,038	80,318	60,409	19,909	86%	85%

Other: We had 5 Centers with 100% attendance for May: Faith Ave, Heritage Park, Shafter HS, Tehachapi, and Walnut.

Total Division Staffing: Currently employed in Head Start: 575
 Vacant Positions: 35
 Currently out on Leave: 100
Currently on summer break: 262

Program Updates:

* CAPK received approval to reduce the funded enrollment for our EHS San Joaquin grant from 345 to 313 as requested.

A request to waive the 10% Disabilities requirement for our EHS Child Care Partnership grant was submitted to the Office of Head Start. We are awaiting their response.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 3	Program Manager/Supervisor: Louis Medina
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
MAY ACTIVITIES		
Date	Activity	
All month long	Big social media push to promote Give BIG Kern and CAPK’s Humanitarian Awards Banquet & Fundraiser, and also to acknowledge sponsors, donors and partners who assisted CAPK through these efforts.	
May 2	Give BIG Kern Day. Promotion began by attending a press conference at the Liberty Bell Downtown, and continued throughout the day with social media posts and e-blasts. Moneys raised (gross): \$6,612.	
May 3	Once Give BIG Kern was over, began heavy promotion of our Humanitarian Awards Banquet & Fundraiser on all social media sites.	
May 4	Humanitarian Awards Banquet PSA in English/Spanish began being aired by Media Partner KGET-TV 17/CW/ Telemundo, for a full two weeks leading up to the Banquet.	
May 8 - 12	Head Start: Teacher Appreciation Week – Shared Facebook posts to recognize staff.	
May 10	Submitted article/photos of Food Bank solar project to Kern Business Journal	
May 11	- Acknowledged grants from Rabobank (\$2,000) to CAPK VITA and Kern Family Health Care (\$2,000) to the Food Bank’s Senior Food Program on social media. - CA Dept. of Food and Agriculture Secretary Karen Ross visited CAPK Food Bank	
May 12	Networking: Attended the American Heart Association’s “Go Red Por Tu Corazon” Latina Heart Health Luncheon at the DoubleTree by Hilton	
May 13	“Stamp Out Hunger” Food Drive: Food Bank received 26,378 lbs. from three Bakersfield post offices (Hillcrest, Planz, Brundage).	
May 17-30	Save Mart’s Peanut Butter Roundup: Buy 1 Jar of selected peanut butter or jelly and get 1 to donate to the CAPK Food Bank. Food Bank received 134 lbs. from donations at two stores, in Bakersfield and Tehachapi.	
May 18	2017 Humanitarian Awards Banquet & Fundraiser at the DoubleTree by Hilton in Bakersfield. Attendance: 257. Moneys raised (gross): \$75,313, including in-kind donations and discounts. - Third Thursday Downtown at Mill Creek – Program Outreach Teams Attended	
May 23	B&N Book Fair Tally: \$129.03 gift card + 86 books donated to programs	
May 24	- Drought Emergency Food Assistance Program media release/social media push - Networking: Attended Kern County Hispanic Chamber of Commerce May Mixer at the Bakersfield Country Club	
UPCOMING ACTIVITIES		
Date	Activity	
June 1	Hall Ambulance recognition of Rosamond Head Start Student Damariz Diaz and her father for a construction project modeled after the local Hall Ambulance facilities.	
June 7	- Networking: Public Relations Society of America Workshop on Engagement = Growth. - PREP Works Program Celebration at Friendship House	