Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

March 22, 2022
5:30 p.m.

Per Governor's Executive Order N-25-20
This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 780 052 370#

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
March 2022

EXECUTIVE COMMITTEE

Chairperson: Andrea Martinez
Vice Chairperson: Isabelle Diaz
Secretary: Monique Davis
Treasurer: Ashley McAllister
Parliamentarian: Dominique Bassi

STANDING COMMITTEE MEMBERS

Board of Directors: Nila Hogan

BYLAWS
Chairperson: Dominique Bassi

1. Andrea Martinez
2. Pablo Reyes
3.
4.
5.
6.

PLANNING
Chairperson: Isabelle Diaz

1. Nila Hogan
2. Ashley McAllister
3. Michelle Jara-Rangel
4.
5.
6.

SCHOOL READINESS
Chairperson: Monique Davis

1. Teresa Fajardo
2. Kaylonie Howard
3.
4.

BUDGET & FINANCE
Chairperson: Ashley McAllister

1. Jasmine Ponce
2. Pablo Reyes
3.
4.
5.
6.



LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Meeting Not Held	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Executive Committee Meeting	EC
Not Yet Elected to Policy Council	

Policy Council Attendance
2021 ~ 2022

#	REGION 1	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Dominique Bassi - Heritage	X	X	X	X								
2	Monique Davis - Martha J Morgan	X	X	X	X								
3	*Vacancy*												
4	*Vacancy*												
#	REGION 2	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Andrea Martinez - East California	X	X	X	ABS								
2	Mayra Martinez - Sterling	ABS	ABS	ABS									
3	*Vacancy*												
4	*Vacancy*												
#	REGION 3	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Ashley McAllister - Pete Parra	X	X	X	X								
2	Isabelle Diaz - Pete Parra	X	ABS	X	X								
3	Pablo Reyes - Harvey L. Hall	X	X	X	X								
4	Kaylonie Howard - Harvey L. Hall												
#	REGION 4	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	*Vacancy*												
2	*Vacancy*												
3	*Vacancy*												
4	*Vacancy*												
#	Home Base	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Teresa Fajardo - Civilian Varela				X								
2	*Vacancy*												
#	ECC EHS Partnership	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Jasmine Ponce - Escuelita Hernandez	X	ABS	X	X								
#	San Joaquin EHS Partnership	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	*Vacancy*												
2	*Vacancy*												
#	Community Representatives	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Nila Hogan	X	X	X	X								
2	*Vacancy*												
3	*Vacancy*												
#	Board Member	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
1	Michelle Jara-Rangel												

Policy Council Standing Committee
Attendance Sheet
2021 ~ 2022

Bylaws Committee											
Member	**Dec.**	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**Jun.**	**Jul.**	**Aug.**	**Sept.**	**Oct.**
Dominique Bassi			X								
Andrea Martinez			X								
Pablo Reyes			X								

Budget & Finance Committee											
Member	**Dec.**	**Jan.**	**Feb.**	**Mar.**	**Apr.**	**May**	**Jun.**	**Jul.**	**Aug.**	**Sept.**	**Oct.**
Ashley McAllister		X	X								
Jasmine Ponce		X	ABS								
Pablo Reyes		X	X								

School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Monique Davis			X	X							
Teresa Fajardo				X							
Kaylonie Howard				X							

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Isabelle Diaz		ABS*	X	X							
Nila Hogan		X	X	X							
Ashley McAllister		X	X	X							
Michelle Jara-Rangel				X							

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nila Hogan	X	X	X								

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	

DATE	March 22, 2022
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE MEETING ID	(213) 204-2374 780 052 370#

Policy Council Meeting Agenda

Per Governor's Executive Order N-25-20, meeting to be held via tele-conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

1. **Call to Order**
   a. Roll Call

Dominque Bassi	Kaylonie Howard	Pablo Reyes
Monique Davis	Michelle Jara-Rangel	
Isabelle Diaz	Andrea Martinez	
Teresa Fajardo	Ashley McAllister	
Nila Hogan	Jasmine Ponce	

2. **Public Comments**
   The public may address the Policy Council 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.

3. **Subcommittee Verbal Reports** (3 minutes per report)
   School Readiness
   Planning
   Budget & Finance
   Bylaws

4. **Presentation**
   a. Kindergarten Transition – Amanda Espitia, Head Start/State Child Development Education Manager

5. **Consent Agenda**
   The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

   a. Policy Council Meeting Minutes – February 22, 2022 (English/Spanish) ***(p. 10-20)***
   b. Planning Committee Minutes – February 1, 2022 (English/Spanish) ***(p. 21-24)***
   c. School Readiness Committee Minutes – February 10, 2022 ***(p. 25-26)***
   d. Planning Committee Minutes – March 1, 2022 (English/Spanish) ***(p. 27-31)***
   e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022 ***(p. 32-34)***
   f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022 ***(p. 35-37)***
   g. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to February 28, 2022 ***(p. 38-40)***

h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022 ***(p. 41-43)***
i. American Rescue Funding Expenditures April 1, 2021 to February 28, 2022 ***(p. 44-46)***
j. Parent Local Travel & Childcare through February 28, 2022 ***(p. 47-50)***
k. Parent Activity Funds through February 28, 2022 ***(p. 51-54)***
l. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to February 28, 2022 ***(p. 55)***
m. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to February 28, 2022 ***(p. 56)***
n. Kern Early Head Start Child Care Partnerships Non-Federal Report, March 1, 2022 to February 28, 2022 ***(p. 57)***
o. Head Start Program Review Evaluation (PRE) Report – February ***(p. 58-59)***
p. Microbusiness COVID Relief Grant ***(p. 60-61)***
q. 2022 Kern Immigrants' Rights Conference: Step into Action! – March 31, 2021 (English/Spanish) ***(p. 62)***
r. Children's Mobile Immunization Clinic – April 2022; Adventist Health (English/Spanish) ***(p. 63-64)***
s. Monthly Parent Training with Dr. Kirk – April 11, 2022; Head Start Wellness ***(p. 65)***
t. Kern County Sherriff's Office Headquarters Tours – May 12, 2022, KCSO ***(p. 66)***
u. How to Use Positive Language to Improve Your Child's Behavior – Backpack Connection Series (English/Spanish) ***(p. 67-68)***
v. Head Start Recruitment Flyer ***(p. 69-70)***
w. Home Visiting Program Flyer ***(p. 71-72)***
x. Planning Committee Meeting Dates ***(p. 73)***
y. Budget & Finance Committee Meeting Dates ***(p. 74)***
z. Bylaws Committee Meeting Dates ***(p. 75)***
aa. School Readiness Meeting Dates ***(p. 76)***
bb. Policy Council Meeting Dates ***(p. 77)***

6. <u>New Business</u> **Action Item**

a. 2022-2023 Recruitment and Selection Plan – Robert Espinosa, Program Design & Management Administrator ***(p. 78-102)***

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Community Representative – Nila Hogan
c. Early Head Start San Joaquin – Nicole Nino, Family Engagement Specialist/Home Base Supervisor
d. Early Head Start Partnership – Jasmine Ponce
e. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. <u>Policy Council Chairperson Report</u>

9. <u>Policy Council Member Comments</u>

10. <u>Next Scheduled Meeting</u>

11. <u>Adjournment</u>

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 p.m. March 18, 2022, by Lisa Gonzales, Program Governance Coordinator.

FECHA	22 de marzo, 2022
HORA	5:30 p.m.
UBICACIÓN	Reunión de Microsoft Teams 5005 Business Park North Bakersfield, CA 93309
ENLACE	Pulse el enlace para unirse a la junta
TELÉFONO	(213) 204-2374
NÚMERO DE IDENTIFICACIÓN	780 052 370#

Agenda del Concilio de Póliza

De acuerdo con la orden ejecutiva del gobernador N-25-20, la reunión se llevará a cabo por teleconferencia. Los miembros del publico pueden unirse a la teleconferencia o escuchar la llamada desde la oficina de CAPK ubicada en el 5005 Business Park North, Bakersfield, CA 93309.

La promesa de Acción Comunitaria

Acción Comunitaria cambia la vida de personas, simboliza el espíritu de esperanza, mejora las comunidades y hace de América un mejor lugar para vivir. Estamos interesados en la comunidad y nos dedicamos a que la gente aprenda a ayudarse a sí misma y a otros.

1. **Llamado de orden**
   a. Pase de lista

Dominque Bassi	Nila Hogan	Jasmine Ponce
Jimmie Childress	Kaylonie Howard	Pablo Reyes
Monique Davis	Michelle Jara-Rangel	
Isabelle Diaz	Andrea Martinez	
Teresa Fajardo	Ashley McAllister	

2. **Comentarios públicos**
   El público puede dirigirse al Concilio de póliza sobre temas que no se presenten en la agenda. Los oradores están limitados a 3 minutos. Si más de una persona desea abordar el mismo tema, el tiempo total que se otorgará para dicho tema será de minutos. Favor de proporcionar su nombre antes de hacer su presentación.

3. **Reportes verbales de los subcomités** (3 minutos por reporte)
   Preparación escolar
   Planeación
   Presupuestos y finanzas
   Estatutos

4. **Presentación**
   a. Transición al jardín de niño – Amanda Espitia, Gerente de Head Start/Desarrollo infantil estatal

5. **Agenda de aprobación**
   La agenda de aprobación consta de elementos que se consideran rutinarios y no controversiales. Estos elementos se aprueban con una propuesta, a menos que un miembro de concilio o el público solicite la eliminación de un elemento en particular. Si se solicita un comentario o discusión, dicho elemento se eliminará de la agenda de aprobación y se considerará en el orden indicado– **Componente *de acción***

   a. Resumen de la reunión del concilio de póliza – 22 de febrero, 2022 (inglés/español)
   b. Resumen del comité de planeación –1 de febrero, 2022 (inglés/español)
   c. Resumen del comité de preparación escolar –10 de febrero, 2022
   d. Resumen del comité de planeación –1 de marzo, 2022 (inglés/español)
   e. Presupuesto de Head Start Kern vs. Gastos actuales 1 de marzo, 2021 al 28 de febrero, 2022

f. Presupuesto de Early Head Start Kern vs Gastos actuales 1marzo, 2021al 28 de febrero, 2022
g. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales 1 de febrero, 2021 al 28 de febrero, 2022
h. Presupuesto de la asociación de cuidado infantil vs Gastos actuales, 1, marzo 2021, 28 de febrero, 2022
i. Gastos de financiamiento del Plan de Rescate Americano 1 de abril, 2021 al 28 de febrero 2022
j. Viajes locales de padres y cuidado infantil hasta el 28 de febrero, 2022
k. Fondos de actividades para padres hasta el 28 de febrero, 2022
l. Informe de contribuciones no federales de Head Start y Early Head Start de Kern, 1 de marzo, 2021, al 28 de febrero, 2022
m. Informe de contribuciones no federales de Early Head Start de San Joaquín, 1 de marzo, 2021, al 28 de febrero, 2022
n. Informe de contribuciones no federales de Early Head Start Child Care Partnerships, 1 de marzo, 2021, al 28 de febrero, 2022
o. Reporte de evaluación del programa Head Start (PRE, siglas en inglés)– Febrero
p. Subsidio de ayuda de COVID para microempresas
q. Conferencia Sobre Los Derechos de Inmigrantes 2022: ¡Tomando Acción! (inglés/español)
r. Clínica de vacunación infantil móvil – abril 2022; Salud adventista (inglés/español)
s. Capacitaciones mensuales con el Dr. Kirk – División de bienestar de Head Start– 11 de abril, 2022
t. Recorrido de las instalaciones del alguacil del condado de Kern – 12 de mayo, 2022
u. Como utilizar lenguaje positive para mejorar el comportamiento de su hijo – Series de Conexión mochila (inglés/español)
v. Volante de reclutamiento de Head Start
w. Volante de reclutamiento de servicios a domicilio
x. Horario de juntas del comité de planeación
y. Horario de juntas del comité de presupuestos y finanzas
z. Horario de juntas del comité de estatutos
aa. Horario de juntas del comité de preparación escolar
bb. Horario de juntas del concilio de póliza

6. <u>Nuevos intercambios</u> **Componente de acción**

a. Plan de reclutamiento y selección 2022-2023 – Robert Espinosa, administrador de gestión y diseño de programas

7. <u>Reportes permanentes</u>

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza
b. Representante comunitario – Nila Hogan
c. Early Head Start de San Joaquín – Nicole Nino, Especialista de compromiso familiar y supervisora del programa de servicios a domicilio
d. Asociación de cuidado infantil Early Head Start – Jasmine Ponce
e. Junta directiva – Michelle Jara-Rangel, miembro de la junta directiva de CAPK
f. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

8. <u>Reporte de la presidenta del concilio de póliza</u>

9. <u>Comentarios de los miembros del concilio de póliza</u>

10. <u>Próxima reunión programada</u>

11. <u>Conclusión</u>

Se certifica que este aviso de la agenda se publicó en el vestíbulo de la oficina administrativa de CAPK, localizada en el 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12 p.m. el 18 de marzo, 2022. Lisa Gonzales, coordinadora del programa de gobernanza.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
February 22, 2022
Teleconference ID: 344 716 205#
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Policy Council Vice Chairperson, Isabelle Diaz called the meeting to order at 5:32 p.m.
   a. Policy Council Secretary Monique Davis conducted roll call; quorum was established.
   Policy Council Members Present: Dominique Bassi, Jimmie Childress, Monique Davis, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Ashely McAllister, Jasmine Ponce, Pablo Reyes

2. **Public Comments**
   The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. ***Speakers are limited to three minutes each****. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

3. **Standing Committee Reports**
   a. School Readiness Committee
   The committee met on February 10, 2022 at which time the scope of work as related to the various positions that comprise the Education Team were introduced. Insight was provided as to how the Education Team works with teaching staff to provide training and support. The importance of the mentor program was shared in detail, which included covering the models of coaching used and more. It was also stated that Creative Curriculum is used for lesson plans. Additional information covered included but was not limited to the differences between Head Start and Early Head Start lesson planning. Ways for parents to be a part of the lesson planning was shared as well encouraging parents to be an active participant in this area. The various virtual/distance learning resources utilized in the event of a classroom closure were also shared. These resources included but were not limited to, Teaching Strategies, Learning Genie, ReadyRosie and more. The Desired Results Developmental Profile (DRPD) assessment which supports the assessment of children was discussed as was the parent observation form which families can complete to support capturing DRDP evidence. After each DRDP assessment, the child's developmental progress report is completed; this occurs three times per year. The five broad domains of the Head Start Learning Framework were shared. It was also noted these domains align with the DRDP assessments and Creative Curriculum. It was stated parents are their children's first teachers and were encouraged to become familiar with the School Readiness Board at their centers and to try suggested activities with their child during the 4–6-week goal period. The next Policy Council School Readiness Committee Meeting will be held on March 10, 2022.
   b. Planning Committee
   The Policy Council Planning Committee met on February 1, 2022; quorum was established. An outline of the Program Planning Calendar was shared with the committee. This calendar outlines the planning activity, responsible person(s), as well as the team leader for each activity and the timelines of such. The calendar also includes governing body information, governance timelines and if any action is needed. The committee reviewed the Program Review and Evaluation report for January 2022. This included enrollment information for all Head Start program options. Enrollment was as follows: Head Start Kern, 70%; Early Head Start Kern, 63%; Early Head Start San Joaquin, 60% and Early Head Start Childcare Partnership, 60%. Additionally, the Child Adult Care Food Program (CACFP) report was shared noting 49,682 meals were prepared by the Central Kitchen during December 2021.
   c. Budget & Finance Committee
   The Budget and Finance Committee met on February 15, 2022. Budget to actual financial documents for all grants, as well as parent activity funds, local travel reimbursement and American Rescue Funding information was shared and discussed. All this information is also included in the Policy Council packet. The Policy Council Budget & Finance Committee was supported by Chief Financial Officer, Tracy

Webster who presented the information to the group. Tracy also shared that in the upcoming months the committee will be acquiring a new staff sponsor, however until then she will be presenting the financial documents at Policy Council Budget & Finance Committee meetings.

d. Bylaws Committee

The Bylaws Committee met on February 8, 2022; this was the first meeting of the term. The Policy Council Bylaws were received by members prior to the meeting. The document was reviewed, with committee members having no questions. It was stated the Policy Council Bylaws were revised in September 2021 with the specifics of those revisions shared. Members were also provided information on a self-paced leadership and governance module which will be a point of discussion at the next committee meeting. The proposed meeting dates for the Policy Council Bylaws Committee were presented to and approved by the committee. The next meeting will be held on April 12, 2022.

4. <u>Presentations</u>

a. First 5 Kern – Anastasia Lester, Program Officer

Ana introduced herself to members providing a brief background summary. She stated that she will be providing information on First 5 and the services provided. In 1998 Proposition 10 was passed by voters adding $.50 tax to all tobacco products. Those funds are then received in Sacramento with local funds distributed to each of the 58 counties in California based upon birthrate. Twenty percent stays with First 5 California (Sacramento) and the remaining 80% of tax collected is distributed to all counties based upon the number of live births in previous years. Ana shared why there is a focus on Zero to Five sharing a few statistics with members. By the age of 5 a child's brain will have grown to 90% of its adult size; at age 3 it has already reached 82% of its size. She shared we as adults sometimes take words for granted adding that by the time a child is 3 years of age they should know or recognize about 1,000 words. The vision and mission of First 5 was shared with members. The primary role of First 5 Kern is to ensure children in Kern County get a healthy start and that means in all areas, mental, physical, academic, etc. Parents are their child's first teacher and First 5 supports that through a holistic approach. They make sure everything that child needs, their village, their support system, are provided the tools and education in understanding how to create a safe and loving environment for that child. The composition of the First 5 Kern Governance Board (Commission) was shared with members as was the composition of the Technical Advisory Committee. Ana shared this is a critical group and likened it to Policy Council as it is a platform to hear from those directly impacted. First 5 Kern distributes approximately $10 million per year in four categories which include, Health and Wellness, Parent Education and Support Services, Child Care and Early Education as well as Integration of Services. A summation of services provided in each of these areas of shared. It was noted there are 41 programs funded that cover all of Kern County. Ana stated the best example of such are the family resource centers noting they are affectionately known as a "one stop shop" with First 5 funding 16 of the 24 located in the county. The resource centers are a great place for people to be able to access a variety of support at one location. Information was shared about the free kits for new parents which are available in 7 different languages. She also provided information on the Text 4 Baby program which will send recipients three free text messages a week through pregnancy and until the child's first birthday. Messages address labor signs, prenatal care, developmental milestones and more. There is also another text message program for parents called, Ready 4 K. This is a research-based program which parents will receive fun facts and easy tips to help boost their child's learning. Download information for a book, *Three Brainy Birds* was shared as was an overview of the book. This book can be used to read to your child, or there is an option to have it read aloud. Ana shared her contact information with members, stating First 5 is about supporting families and bringing the community together, figuring out how to make sure that a family never feels isolated or alone.

5. <u>Consent Agenda</u> ***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Policy Council Meeting Minutes – January 25, 2022 (English/Spanish)
b. Bylaws Committee Minutes – February 9, 2022

c. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
d. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
e. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to January 31, 2022
f. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
g. American Rescue Funding Expenditures April 1, 2021 to January 31, 2022
h. Parent Local Travel & Childcare through January 31, 2022
i. Parent Activity Funds through January 31, 2022
j. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to January 31, 2022
k. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to January 31, 2022
l. Head Start Program Review Evaluation (PRE) Report – February
m. ACF-PI-HS-22-01 Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies; Issuance Date: January 21, 2022
n. Policy Council Member Mayra Martinez Resignation – January 25, 2022
o. Microbusiness COVID Relief Grant
p. 2022 Point-in-Time Count – February 24, 2022; Bakersfield-Kern Regional Homeless Collaborative
q. Children's Mobile Immunization Clinic – March 2022; Adventist Health (English/Spanish)
r. Adventist Health Bakersfield Press Release – March 2022
s. Read Across America – March 4, 2022; CAPK Head Start
t. Monthly Parent Training with Dr. Kirk – March 7, 2022; Head Start Wellness
u. How to Help Your Child Understand and Label Emotions – Backpack Connection Series (English/Spanish)
v. Head Start Recruitment Flyer
w. Home Visiting Program Flyer
x. Planning Committee Meeting Dates
y. Budget & Finance Committee Meeting Dates
z. Bylaws Committee Meeting Dates
aa. School Readiness Meeting Dates
bb. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (bb); seconded by Jimmie Childress. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. Head Start 2022 Program Planning Calendar – Jerry Meade, Assistant Director ~ Program

Yolanda Gonzales, Head Start/State Child Development Director presented this item to the Council, on behalf of Jerry Meade. Yolanda shared the Program Planning Calendar is based on the funding cycles for the program, which begins on March 1, 2022. The intent of the program is to continue to provide a very comprehensive service delivery plan that supports school readiness skills for children. The calendar will also provide guidance in managing the development and implementation of all (Head Start) programs. It includes a variety of activities, persons responsible, timelines and governing bodies involved in the decision-making process that will lead to submitting the yearly funding application. This in turn allows the program to support state and county efforts to improve communities by promoting educational opportunities. A question was posed with a request made and information subsequently provided regarding elaboration on the support of school readiness. It was stated comprehensive data is utilized to support school readiness in a variety of ways, including but not limited to staff training, curriculum and more. A motion was made by Jimmie Childress to approve the Head Start 2022-2023 Program Planning Calendar; seconded by Dominique Bassi. Moton carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked Isabelle for facilitating the meeting and expressed thanks on Andrea's behalf as well. She also thanked Mr. Jimmie (Childress) for his time served on Policy Council as the CAPK Board of Directors Representative. Lisa stated this was his last meeting with the Council as new assignments are given annually by the Board of Directors Chairperson and Policy Council will have a new Board of Directors Representative at the March meeting. Lisa also shared that through Regional Parent Committee

meetings recently held, Policy Council has acquired an additional member. She introduced Teresa Fajardo as a home-based representative elected to Policy Council. Lisa noted Teresa also served on the Council during the 2020-2021 term and is an asset, very involved and eager to participate. A few upcoming events were shared as well. Information regarding the monthly Dr. Kirk Parent Training is scheduled for February 23, 2022 from 3:00 p.m. – 4:00 p.m. adding this is an interactive training and is a great opportunity to bring any questions you may have. Additionally, it was shared the Kern County Sherriff's Office has resumed in person tours noting the next one will take place on March 5, 2022 from 10:00 a.m. – 11:30 a.m. with another scheduled in May. In closing Lisa thanked everyone for their time and for their attendance. It was stated, being in attendance is not only an opportunity to hear a lot of great information such as the First 5 Kern presentation but it is also very important so that the Council can conduct any necessary business required such as the Program Planning Calendar presented this evening which allows the program to move forward in continuing to provide high quality services to families.

b. Community Representative – Nila Hogan

Nila shared that many school districts have just opened for kindergarten registration. She stated it is important to note that if your child is turning 5 years old between September 2, 2022 and February 2, 2023, they will not be eligible for kindergarten; they will only be eligible for transitional kindergarten. Nila gave personal testimony, sharing she kept one of her children in Head Start as opposed to enrolling in transitional kindergarten which was as great experience as it provided him that additional support needed. She shared this experience with parents in the event they were not aware that this may be an option available. If a child will be 5 years old prior to September 1, 2022 they are eligible for kindergarten. Nila stated there are a few documents that will be needed when registering your child for kindergarten, adding that each district is different so to please check with specific districts ahead of time. Along with taking your child with you to enroll them there are a few standard required documents. Some of these include verification of address such as a PG&E bill in your name at your address, or lease agreement. A birth certificate for your child will also be required, this must be an original not a photocopy. Proof of immunizations is also required including a current T.B. test; one given and read after August 17, 2021.

c. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole shared that the monthly s'more was sent in the beginning of February which included information from the Pyramid Model about how to support children in understanding emotions when wearing masks as well as exemplary videos and parent handouts. The newsletter has had 152 views to date. The monthly father, family engagement activity was to share how your family shows love. Parents were able to share their families show love and comfort one another. They also created heart posters with words and pictures showing love to one another. These family activities are posted in the classroom at each site and shared at the weekly home base visits and socializations. The activity also helped teaching staff on how to comfort children when experiencing distress in the classroom. The February food experience was cheese quesadillas with guacamole. Facilitated by staff, children used the ingredients to make their very own quesadilla. Ingredients included avocado, cilantro, tomatoes, lemon juice, sour cream, and cheddar cheese. Using their fine motor skills children can tear the cilantro and take turns smashing the avocado. This activity allowed children to explore the different textures, colors, and smells of all the ingredients used for this food experience. Additionally, all San Joaquin staff were provided training on compassion fatigue and stress at work. This training was conducted by Alex Largaespada, mental health consultant from El Concilio. The training highlighted how staff can identify stress and strategies to manage through for both work and home stressors.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine shared that partnership advocates in collaboration with the Home Visiting Program and the Home Base program are utilizing a Department of Human Services, CalWorks client list to recruit for their program. In January and February approximately 90 families have been contacted with 17 families interested in applying for services or having started the application process. Jasmine shared on February 24, 2022 at 10:00 a.m. the grand opening ceremony for Escuelita Hernandez will take place. She noted several CAPK programs will be in attendance including WIC, 2-1-1 and the Home Visiting Program. Other community partners, Kern Early Stars, Kern Bridges, Kern County Mobile Health Clinic will be in attendance as well. It was shared the opening ceremony announcement was featured on a

local television station. It was also noted Blanton as well as Garden Pathways participated in the Focus Area 2 review. Jasmine shared there are 38 partnership families enrolled in ReadyRosie and Family Advocates have provided approximately 550 family resources to date.

e. **Board of Directors – Jimmie Childress, CAPK Board Member**
Mr. Childress shared information from the last board meeting. It was shared that nominations of candidates took place and as a result of the elections the new CAPK Board of Directors Chairperson is Fred Plane. All Board Meeting consent agenda items were approved. Some other items also approved were, the audit report for the year ended February 28, 2021, extension of availability of Early Head Start grants, Kern Community College District Employment Training Panel. Mr. Childress also stated the CAPK Foundation report was provided to members by Pritika Ram, and Nila Hogan shared the Policy Council report as well. CEO Jeremy Tobias reported 70 employees have filed and received approval for vaccine exemptions.

f. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda thanked everyone for their time. She stated that she is aware it is probably time to have dinner on the table and children and families to tend to, but members have taken some time to attend tonight for which she expressed appreciation. She added that we could not do what we do without our parents and our staff. Yolanda also conveyed her gratitude to those who assisted and participated in the Focus Area 2 review recently conducted. She shared how proud she is that after four days of reviewing documentation across all components of the program from finance, enrollment, attendance, education, facilities and more along with interviews from staff and key stakeholders, the reviewers found many, many strengths, and no findings. She praised not only staff for working so hard but also parents, and board members who participated. Yolanda thanked Policy Council member Ashley McAllister for her time and participation. It was shared the reviewers also visited two Early Head Start San Joaquin sites as well as 2 Early Head Start Partnership sites in addition to Kern sites visited. A formal report with results of the review will be received within 45 days. Yolanda thanked CAPK Board Member Childress for his time on Policy Council stating he will be missed. She added that we are fortunate to have a very supportive board. In closing, Yolanda thanked members for their commitment, attendance and for allowing Head Start to be their partner in helping their child become a lifelong learner.

8. **Policy Council Chairperson Report**
Nothing to report.

9. **Policy Council Member Comments**
Members were provided an opportunity to share comments. Dominique Bassi thanked everyone for their time. Mr. Jimmie shared one thing he will miss about the (Policy Council) meetings are the background sounds of babies, children, and more. It is a good addition to meetings; it is community and family. Monique Davis expressed gratitude for a very informative meeting. Adding she is excited to be a part of Policy Council because she likes to the opportunity to be able to have a voice in her son's education. Monique shared it is a great way to know about things; it also provides a different perspective on matters that she may have a differing opinion on. She is appreciative of having a platform to voice her opinions and thankful for the opportunity. Ashley McAllister acknowledge Mr. Jimmie noting it won't be the same without him adding his smile will be missed. She also shared the Focus Area 2 was a bit nerve wracking for her, but she got through it and was glad to hear about the positive outcomes. Jasmine Ponce reminded everyone about the grand opening taking place at Escuelita Hernandez. She shared it is very personal for her as her youngest child will be enrolled at the center following in the footsteps of other children. Jasmine added that she has seen the center grow over the years and is very excited to be a part of it. In closing Isabelle thanked everyone for their attendance and was appreciative at the opportunity to facilitate the meeting this evening.

10. **Next Scheduled Meeting**
The next meeting will be held on March 22, 2022, at 5:30 p.m.

11. **Adjournment**
Meeting was adjourned at 6:29 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA
22 de febrero, 2022
Número de identificación de la teleconferencia: 344 716 205#
Por Orden Ejecutiva Gubernamental N-25-20

1. **Convocación de reunión**
   La vicepresidenta Isabelle Diaz llamó la junta al orden a las 5:32 p.m.
   a. La secretaria del concilio de póliza Monique Davis pasó lista; se estableció cuórum.
   Miembros del comité presentes: Dominique Bassi, Jimmie Childress, Monique Davis, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Ashley McAllister, Jasmine Ponce, Pablo Reyes

2. **Comentarios públicos**
   El público que desee dirigirse al Concilio de Póliza puede hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, solo referirá al personal para su estudio y análisis. **Los oradores están limitados a tres minutos cada uno.** Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos. Favor de proporcionar su nombre antes de su presentación. *Gracias*.
   Ninguna

3. **Reportes de comités permanentes**
   a. **Comité de preparación escolar**
      El comité se reunió el 10 de febrero, 2022 en donde se presentó la amplitud del trabajo del equipo en relación con las diversas vacantes que componen el equipo de educación. Se proporcionaron datos de como el equipo trabaja con el personal docente, para brindarles capacitación y apoyo. Se comunicó la importancia del programa de consejeros, el cual incluye los modelos de consejería que se utilizan entre otros materiales. También se habló sobre el plan de estudios creativo que se utiliza para los planes de lecciones. Otra información que se compartió fueron las diferencias entre la planeación de lecciones de Head Start y Early Head Start. Entre otras cosas que se comunicaron fueron los diferentes métodos con los que los padres pueden participar para formar parte de la planeación de lecciones y se les exhortó a los presentes a participar de manera activa en esta área. Se distribuyó información sobre los diversos recursos de aprendizaje virtual disponibles cuando hay un cierre de clases o salón. Estos recursos incluyeron estrategias de enseñanza, Learning Genie, ReadyRosie entre otras. Se dialogó sobre la evaluación del perfil de desarrollo de resultados deseados (DRDP, siglas en inglés) la cual apoya la evaluación de los alumnos, al igual que el formulario de observación de los padres que las familias pueden completar para reunir datos que apoyen el DRDP. Después de cada evaluación, se completa el informe del progreso del desarrollo del alumno, este proceso se realiza tres veces al año. Durante la junta se informó a los presentes sobre las áreas del marco de aprendizaje de Head Start. Se resaltó que estas se alinean con las evaluaciones DRDP y el currículo creativo. Se informó que los padres son los primeros maestros de sus hijos y se les exhortó a familiarizarse con la junta de preparación escolar en las guarderías correspondientes, así como las actividades sugeridas con sus hijos durante un periodo de 4 a 6 semanas.
   b. **Comité de planeación**
      El comité de planeación se reunió el 1 de febrero, 2022; se estableció cuórum. Se compartió con los miembros un borrador del calendario de planeación del programa. En este resumen se describen las actividades de planeación, personas responsables de la actividad, así como el líder del equipo para actividad, así como los plazos de conclusión para las mismas. El calendario también incluye el órgano rector, los plazos y la acción que procede. El comité revisó el reporte mensual de actividades del programa para el mes de enero, 2022. Este incluyó información de inscripción para todas las opciones. El reporte arrojó las siguientes cifras de inscripción: Head Start Kern reportó un 70 por ciento, EHS de Kern 63%; Early Head Start de San Joaquín 60% y la asociación de cuidado infantil Early Head Start 60%. Además, se compartió el informe del programa de alimentación para el cuidado infantil y de adultos, CACFP, siglas en inglés, señalando que la cocina central preparó 9,681 comidas durante el mes de diciembre 2021.

c. Comité de presupuestos y finanzas

El comité de presupuestos y finanzas se reunió el 15 de febrero, 2022. Durante esta reunión se revisó el presupuesto y la información actual de todos los subsidios, así como los fondos de actividades de los padres, el reembolso de viajes locales y la información del plan de rescate americano. La misma información se incluirá en el paquete del concilio de póliza. El comité fue auspiciado por la directora de finanzas, Tracy Webster, quien presentó la información al grupo. Tracy también informó que hasta que asignen a un representante para dirigir el comité, ella estará a cargo de este.

d. Comité de estatutos

El comité de estatutos se reunió el 8 de febrero, 2022 esta fue la primera reunión del presente ciclo. Se les entregó los estatutos del concilio de póliza antes de la reunión. Durante esta se revisó la documentación y los miembros no formularon preguntas. Se les informó que la última vez que los estatutos se revisaron fue en septiembre de año pasado (2021). Durante la reunión se les proporcionó información a los miembros sobre un módulo de liderazgo y gobernanza, curso que pueden tomar en sus ratos libres antes de la próxima reunión del comité. Se revisó el horario de juntas del comité y este fue aprobado por los miembros. La próxima reunión se llevará a cabo el 12 de abril, 2022.

4. <u>Presentaciones</u>

a. Primeros 5 de Kern – Anastasia Lester, representante del programa

Ana se presentó y dio una breve reseña sobre el programa y los servicios que se brindan. Comenzó informando que durante 1998 se aprobó la propuesta 10, la cual aumenta cincuenta centavos de impuestos a todos los productos tabacaleros. Una vez que el gobierno del estado recibe los fondos, estos se distribuyen a los 58 condados que forman parte del estado, basándose en la tasa de natalidad. El veinte por ciento de los fondos se queda en Sacramento, el 80% restante se distribuye basado en la tasa de natalidad del año anterior. Ana informó el enfoque en el programa de cero a cinco, mostrando estadísticas. A los cinco años el cerebro de un niño se ha desarrollado en un noventa por ciento de su tamaño, a los tres años el cerebro ha crecido en un 82% de su tamaño. Ana agregó que como adultos tomamos no le damos la importancia que merece al lenguaje, añadiendo que a los tres años un niño ya debe saber y reconocer alrededor de mil palabras. Se les comunicó la misión y visión de Primeros 5 a los miembros; la función de la agencia es garantizar que los niños en el condado de Kern cuenten con un comienzo saludable, en las áreas física, mental, y académica. En la agencia creen que los padres son los primeros maestros de los niños y apoya esta teoría desde un enfoque holístico. El programa se asegura que todas las necesidades del niño, su sistema de apoyo y su comunidad se cubran por medio de herramientas y educación; para que comprendan cómo crear un entorno seguro y amoroso para el menor. Se les informó a los miembros la composición de la junta directiva de los Primeros 5 de Kern, así como también la composición del comité técnico asesor. Ana agregó que este es un grupo necesario, muy parecido al concilio de póliza, ya que es una plataforma para escuchar directamente a aquellos que se ven impactados de forma directa. Primeros 5 distribuye aproximadamente 10 millones de dólares en cuatro diferentes categorías, entre estas se incluyen la salud y bienestar, educación para padres, servicios de apoyo, cuidado infantil y educación temprana, así como también integración de servicios. Se distribuyó un breve resumen del desglose de servicios que se proporciona en cada una de estas categorías. Se enfatizó que existen 41 programas auspiciados en el condado de Kern. Ana agregó que el mejor ejemplo de estos son los centros de recursos para la familia y se le conoce comúnmente como "ventanilla única" de los Primeros 5, quienes auspician 16 de los 24 centros de recursos ubicados en el condado. Estos centros son una excelente fuente de información en donde las personas tienen acceso a una gran variedad de servicios de apoyo. Por último, se proporcionó información sobre los estuches gratuitos para nuevos padres que están disponibles en siete idiomas.

5. <u>Agenda de aprobación</u> ***ACCIÓN**

La agenda de aprobación consta con elementos que se consideran rutinarios y no controversiales. Estos elementos se aprueban con una sola propuesta, a menos que un miembro del concilio el público solicite la eliminación de un elemento en particular. Si se solicita, un comentario o aclaración, dicho elemento se eliminará de la agenda de aprobación y se discutirá en el orden indicado.

a. Resumen de la reunión del concilio de póliza –25 de enero, 2022 (inglés/español)
b. Resumen de la reunión del comité de estatutos – 9 de febrero, 2022
c. Presupuesto de Head Kern vs. Gastos actuales, 1 de marzo, 2021 hasta el 31 de enero, 2022
d. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de marzo, 2021 hasta el 31 de enero, 2022
e. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales 1 de febrero, 2021 hasta el 31 de enero, 2022
f. Presupuesto de la asociación de cuidado infantil vs. Gastos actuales 1 de marzo, 2021 hasta el 31 de enero, 2022
g. Gastos de financiamiento del Plan de Rescate Americano 1 de abril hasta el 31 de enero, 2022
h. Viajes locales de padres y cuidado infantil hasta el 31 de enero, 2022
i. Fondos de actividades para padres hasta el 31 de enero, 2022
j. Informe de contribuciones no federales de Head Start y Early Head Start de Kern 1 de marzo hasta el 31 de enero, 2022
k. Informe de contribuciones no federales de Early Head Start de San Joaquín desde el 1 de marzo, 2021 hasta el 31 de enero, 2022
l. Reporte de evaluación del programa Head Start ((PRE, siglas en inglés) – Febrero
m. ACF-PI-HS-22-01 Regla final sobre la flexibilidad de la renovación de designaciones de Head Start para ciertas emergencias, fecha de emisión 21de enero, 2022
n. Renuncia de Mayra Martínez al concilio de póliza – 25 de enero, 2022
o. Subsidio de ayuda de COVID para microempresas
p. Recuento de Desamparados 2022 – 24 de febrero, 2022; Colaborativa regional para desamparados de Bakersfield-Kern
q. Clínica de vacunación infantil – marzo 2022; Salud adventista (inglés/español)
r. Comunicado de prensa de Salud adventista de Bakersfield – marzo 2022
s. Lectura en toda América – 4 de marzo, 2022; Head Start de CAPK
t. Capacitaciones mensuales con el Dr. Kirk – 7 de marzo, 2022; División de bienestar de Head Start
u. Cómo ayudar a su hijo a reconocer y nombrar sus emociones – Series de conexión mochila (inglés/español)
v. Volante de reclutamiento de Head Start
w. Volante de reclutamiento de servicios a domicilio
x. Horario de juntas del comité de planeación
y. Horario de juntas del comité de presupuestos y finanzas
z. Horario de juntas del comité de estatutos
aa. Horario de juntas del comité de preparación escolar
bb. Horario de juntas del concilio de póliza

Nila Hogan presentó una propuesta para aprobar los artículos de consentimiento desde la (a) hasta la (bb); esta fue secundada por Jimmie Childress. Propuesta aprobada por unanimidad.

6. <u>Nuevos intercambios</u> * ACCIÓN

a. Calendario de planeación 2022 del programa Head Start – Jerry Meade, asistente del director del programa

Yolanda Gonzáles, directora de Head Start y Desarrollo infantil estatal hizo la presentación al concilio en nombre de Jerry Meade. Yolanda informó que el calendario de planeación del programa se basa en los ciclos de financiamiento, el cual inició el 1 de marzo del presente año. La intención del programa es continuar brindando un plan de servicios completo que apoya las habilidades de preparación escolar para los niños. El calendario también brindará orientación en la gestión e implementación de todos los programas de Head Start. Incluye una variedad de actividades, las personas responsables de estas, los órganos responsables en el proceso de toma de decisiones que conducirá a la presentación de la solicitud de financiamiento anual. Esto a su vez le permite al programa apoyar los esfuerzos estatales y del condado; para la mejora de las comunidades mediante la promoción de oportunidades educativas. Se planteó y proporcionó información sobre una explicación más profunda sobre cómo esto apoya la preparación escolar. Yolanda indicó que se utilizan datos inteligibles para poyar la preparación de varias maneras, entre estas se encuentran la capacitación del personal, los planes de estudios y muchos otros más. Jimmie Chilares presentó una

propuesta para la aprobación del calendario de planeación del programa Head Start 2022-2023, esta fue secundada por Dominique Bassi. Propuesta aprobada por unanimidad.

7. <u>Reportes permanentes</u>

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza

Lisa agradeció a Isabelle por dirigir la junta, así como también extender su agradecimiento en nombre de Andrea. También agradeció al señor Childress por haber prestado sus servicios en el concilio de póliza, como representante de la junta directiva de CAPK. Agregó que esta reunión será la última a la que asista, ya que el presidente de la junta directiva da nuevas asignaciones anuales y como resultado de estas asignaciones, el concilio contará con un nuevo representante de la junta directiva el mes de marzo. Lisa informó al grupo que recientemente se realizaron juntas del comité regional de padres, como resultado de estas juntas, el concilio ha adquirido un nuevo miembro. Lisa presentó a Teresa Fajardo, el miembro más reciente del concilio de póliza. Lisa agregó que la señora Fajardo ya había fungido anteriormente como miembro del concilio durante el ciclo 2020-2021 y la describe como una persona muy activa, involucrada y ansiosa por participar. Se les informó a los miembros sobre algunos eventos que se llevarán a cabo próximamente, entre estos destaca la capacitación mensual con el Dr. Kirk, la cual tendrá lugar el 23 de febrero a partir de las 3 de la tarde, tiene como duración aproximadamente una hora de conversación interactiva y se describe como una excelente oportunidad para plantear situaciones o preguntas que los padres puedan tener. La oficina del departamento del alguacil del condado de Kern ya reanudó los recorridos por sus instalaciones, el próximo recorrido está programado para el 5 de marzo del presente año de 10 a 11:30 de la mañana, ya se está planeando otra para el mes de mayo. Lisa volvió a agradecer a los presentes por su asistencia, añadiendo que al estar presentes les da la oportunidad de recibir excelente información sobre diferentes programas, dando como ejemplo la de esta noche sobre Primeros 5 Kern; sino que también al asistir ayudan al concilio a tomar acción en asuntos necesarios, como la aprobación del calendario de planeación del programa que se presentó para su aprobación esta noche. Este tipo de acciones le permite al programa continuar brindados servicios de alta calidad para las familias.

b. Representante comunitario – Nila Hogan

Nila informó que varios distritos escolares han iniciado las inscripciones para el jardín de niños, enfatizando la importancia que los niños que cumplen cinco años entre el 2 de septiembre de presente año hasta el 2 de febrero del 2023, solo podrán asistir al jardín de niños de transición, y no al jardín de niños regular. Nila atestiguó su experiencia personal, ella prefirió mantener a su niño en el programa de Head Start en vez de inscribirlo en el programa de transición, confesó que esta fue una gran experiencia, ya que le brindó el apoyo adicional que ella necesitaba. Informó a los miembros sobre esta opción para las personas que no estuviesen informadas sobre esta opción. Agregó que los menores que cumplen 5 años antes del 1 de septiembre del presente año son elegibles para el jardín de niños. Con respecto a la documentación necesaria para la inscripción, Nila agregó que cada distrito tiene diferentes requisitos, así que es mejor consultar con el distrito correspondiente con anticipación. Además de llevar al menor con usted a la hora de inscripción, existe una lista estándar de requisitos entre estos se encuentran: verificación de domicilio, por ejemplo, una factura de PG&E que esté a su nombre o el contrato de arrendamiento. También necesita el acta de nacimiento original, no aceptan fotocopias, la cartilla de vacunación, esta debe incluir una prueba negativa de tuberculosis, que se haya proporcionado y verificado después del 17 de agosto 2021.

c. Early Head Start de San Joaquín – Nicole Nino, EHS de San Joaquín, especialista de compromiso familiar y supervisora del programa de servicios a domicilio

Nicole informó que el boletín mensual s'more se envió a principios de febrero, en este se incluyó información sobre el modelo pirámide, el cual describe estrategias para ayudar a los niños a entender su estado emocional cuando utilizan cubrebocas, videos con ejemplos y folletos para los padres. El boletín ha recibido 152 visitas hasta la fecha. La actividad mensual masculina y para la familia tuvo como tema cómo se demuestran gestos de afecto en su familia. Las familias tuvieron la oportunidad de enseñar las muestras de afecto que utilizan en sus hogares. También crearon carteles con corazones, palabras e imágenes con sus muestras de afecto. Estas actividades se muestran en el salón de clases de cada guardería, también se comparten estas actividades en las visitas a domicilio y las socializaciones semanales. Esta actividad también le dio información al personal docente de cómo ayudar a los alumnos cuando experimentan angustia en el salón. En la experiencia gastronómica del mes de febrero se demostró como hacer quesadillas de queso con guacamole. Esta actividad fue

patrocinada por el personal docente y los alumnos utilizaron los ingredientes como aguacate, cilantro, jitomate, jugo de limón, crema acida y queso chédar para hacer su propia quesadilla. Para trozar el cilantro y apachurrar el aguacate los alumnos utilizaron sus habilidades motrices finas. Esta actividad también les permitió a los alumnos explorar diferentes texturas, colores y sabores con los ingredientes que se utilizaron. El personal docente recibió capacitación sobre la compasión, la fatiga y el estrés en el trabajo, Alex Largaespada, asesor de salud mental de la organización El Concilio de California. Durante esta capacitación se destacaron métodos para que el personal pueda identificar el estrés y las estrategias para manejar los factores estresantes tanto en el trabajo como en el hogar.

d. Asociación de cuidado infantil Early Head Start – Jasmine Ponce

Jasmine informó que los defensores en colaboración con el programa de visitas a domicilio están utilizando las listas Cal Works; del departamento de servicios humanos para continuar inscribiendo clientes en el programa. Durante enero y febrero, se contactaron a 92 familias, y de estas 17 expresaron interés en participar o ya han iniciado el proceso de solicitud. Jasmine agregó que el próximo 24 de febrero del presente año se llevará a cabo la ceremonia de reinauguración de la escuelita Hernández, en esta participarán programas de CAPK como 211, WIC, y los programas de visitas a domicilio. Otras agencias participantes son Kern Early Stars, Kern Bridges, la clínica móvil de salubridad del condado de Kern. Se agregó que esta inauguración fue anunciada en una televisora local. Jasmine señaló que los centros Blanton y Garden Pathways participaron en la revisión del área de enfoque 2 y que cuentan con 38 familias inscritas en el programa ReadyRosie y hasta la fecha los defensores de familias han compartido un total de 550 recursos.

e. Junta directiva – Jimmie Childress, miembro de la junta directiva de CAPK

El señor Childress presentó información que recibió en la última reunión de la junta directiva. Se llevaron a cabo las nominaciones de los candidatos para la presidencia de la junta, y Fred Plane fue elegido el próximo presidente. Todos los puntos de la agenda de consentimiento de la reunión de la junta directiva se aprobaron. Entre estos destacan el informe de auditoría para el año que finalizó el 28 de febrero, 2021, la extensión de la disponibilidad de subsidios de Early Head Start, el panel de capacitación laboral del distrito de colegios comunitarios de Kern. El señor Childress agregó que Pritika Ram proporcionó el informe de la fundación de CAPK, Nila Hogan presentó el informe del concilio de póliza. Por último, informó que el director ejecutivo, Jeremy Tobías informó que se 70 empleados presentaron solicitud de exención para la vacuna de COVID y estas solicitudes han sido aprobadas.

f. Head Start/Desarrollo infantil estatal – Yolanda Gonzales, directora de Head Start/Desarrollo infantil estatal

Yolanda agradeció a los presentes por su tiempo. Reconoció que posiblemente era la hora de tener la cena en la mesa y atender a los niños y a sus familias, pero los miembros ofrecen su tiempo para participar en la junta de esta noche, por ello le expresó su más profundo agradecimiento. Agregó que el programa no podría funcionar sin la participación tanto de padres como el personal. Yolanda extendió su agradecimiento al personal que participó en la revisión del área de enfoque 2 que se realizó recientemente, expresó su enorme orgullo ya que después de 4 días de minuciosa revisión de diferentes documentos del programa; desde el are de finanzas, inscripciones, asistencia, educación así como instalaciones, entrevistas a personal y personas clave, los auditores encontraron que los procesos de nuestro programa están bien cimentados y no se emitió ninguna recomendación para hacer ajustes. Elogió no solo los esfuerzos del personal, sino también a los padres y miembros de la junta que participaron, Yolanda extendió un reconocimiento especial a Ashley McAllister por su tiempo y participación. Se informó a los presentes que los auditores también realizaron la misma revisión a dos guarderías del programa Early Start de San Joaquín, además de las que se realizaron en el condado de Kern. El informe final se nos entregará en los próximos 45 días. Yolanda agradeció al señor Childress por su participación tanto en la junta directiva de CAPK, como en el concilio de póliza, añadiendo que se le extrañará. Continuó reconociendo que nuestro programa es muy afortunado en contar con una junta directiva solidaria. Por último, Yolanda agradeció nuevamente a los miembros por su compromiso, asistencia y por permitirle a Head Start asociarse con ellos para ayudarle a sus hijos a convertirse en aprendices de por vida.

8. <u>Reporte de la presidenta del concilio de póliza</u>

Nada que reportar.

9. **Comentarios de los miembros del concilio de póliza**

Se les dio la oportunidad a los miembros de compartir sus comentarios. Dominique Bassi agradeció a todos por su tiempo. El señor Jimmie, expresó que las cosas que va a extrañar de las reuniones del concilio de póliza son el sonido de los bebés y los niños, agregando que es un buen anexo para las juntas, lo que las hace más reales en la comunidad y las familias. Monique Davis expreso su agradecimiento por toda la información proporcionada durante la reunión, agregó su beneplácito por formar parte del concilio de póliza, ya que esto le da voz sobre la educación de su hijo. Ahondó que esta es una excelente manera de mantenerse informado, así como también tener una diferente perspectiva sobre asuntos en los que ella difiere. Agradeció la oportunidad de tener una plataforma para expresar sus opiniones. Ashley McAllister expresó un reconocimiento especial al señor Childress, agregando que se va a extrañar su sonrisa. Dijo que la revisión del área de enfoque 2, fue estresante para ella, pero ya lo ha superado y se alegró que el programa haya recibido resultados positivos. Jasmine Ponce recordó nuevamente a todos sobre la reinauguración de la escuelita Hernández, compartió que esta ceremonia es muy especial para ella, ya que su niño estará inscrito en esa escuela, después de sus otros hermanos. Jasmine dijo que ha visto a este centro crecer a lo largo de los años y ella está emocionada por los cambios que ha experimentado la escuelita. Para cerrar. Isabelle agradeció nuevamente a los presentes por su asistencia y la oportunidad que se le dio por facilitar la reunión.

10. **Próxima reunión programada**

La próxima reunión se llevará a cabo el 22, de marzo, 2022, a las 5:30 p.m.

11. **Conclusión**

La junta concluyó a las 6:29 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
February 1, 2022
Per Governor's Executive Order N-25-20

1. **Welcome**
   The group was welcomed to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:34 p.m., by Isabelle Diaz

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Isabelle Diaz, Nila Hogan, and Ashley McAllister
   c. **PC members absent:** None

4. **Approval of Agenda**
   a. Motion to approve the agenda dated February 1, 2022, was made by Nila Hogan; Ashley McAllister, seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated January 4, 2021, was made by Ashley McAllister; Nila Hogan seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Jerry Meade, Assistant Director, Sylvia Ortega, Quality Assurance Administrator and Leticia Villegas, Program Assistant/Translator.

7. **Public Forum**
   (The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
   None

8. **Presentation / Discussion Items**
   a. Program Planning Calendar – Informational Item. Jerry provided an outline of the calendar, which pertained to funding cycles for both San Joaquin and Kern counties. With the merge of the funding cycles, the starting date will be in March for both counties. The Program Planning Calendar is an outline of the planning activity, the persons/team leader responsible for the activity, timelines, governing bodies, governance timelines as well as the governance action type.

   b. The Division/Program Monthly Activity Report– Informational Item. The Enrollment Report was shared for January 2022. Head Start Kern reported 70% enrollment; Early Head Start of San Joaquin reported 60% enrollment during this reporting period; Early Head Start Kern and Early Head Start Child Care Partnership reported 63% and 60% respectively for the same month.
   Jerry informed members 4% of children enrolled in Head Start Kern had an IFSP/IEP in September. Early Head Start Kern reported 9 %; Early Head Start Partnership reported 6% and San Joaquin 11% IFSP (Individual Family Service Plan)/ IEP (Individualized Education Program) enrollment for the same reporting time. In the over income category, none of the

programs were above the 10% goal; therefore, we were in compliance. The highlights for this section state the Early Head Start Partnership enrollment updates: Escuelita Hernandez Little Preschool project is complete pending licensing. The Grand Opening is February 24, 2022, at 10:00 a.m.

The division staffing report included 140 vacant positions for the month of January. The Family Medical Leave report noted there are 22 employees on continuous leave and 100 on intermittent leave. The division staffing report included 140 vacant positions for the month of January. The highlights section reported that during the month of January there were 4 employees onboard, 3 internal promotions and interviews were conducted for 6 open requisitions. In the compliance section, it was reported that the Office of Head Start Focus Area 2 (FA2) monitoring review will be hybrid and is scheduled for the week of February 14, 2022. Head Start staff have been preparing for the FA2 since the new Head Start monitoring protocols were released in late November. The following sites will be reviewed in-person across the three Head Start grants:
Kern Grant: California City, Harvey Hall, Pete H. Parra, Primeros Pasos, Sterling, Taft & Willow
EHS (Early Head Start) San Joaquin Grant: Chrisman, Kennedy, Lodi UCC
EHS Child Care Partnership: Bakersfield College, Blanton Academy & Garden Pathways.

Jerry presented the Child and Adult Care Food Program (CACFP) report. There was a total of 60,952 meals delivered with 49,682 prepared by Central Kitchen for the month of December 2021. The highlights section informed that the Central Kitchen made all required adjustments needed for all the closures and meal count changes. Central Kitchen staff have stepped up to make sure that the kitchen does not have any disruption in service, while shifting roles and responsibilities for their own staff absences due to COVID.

9. Announcements

None

10. Adjournment

Meeting was adjourned at 6:18 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo infantil estatal
Resumen de la junta del comité de planeación del concilio de póliza
1 de febrero, 2022
Por orden ejecutiva gubernamental N-25-20

1. **Bienvenida**
   Se dio la bienvenida al grupo.

2. **Llamado de orden**
   a. Isabelle Diaz, llamó al orden la junta a las 5:34 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Isabelle Diaz, Nila Hogan y Ashley McAllister
   c. **Miembros del comité ausentes:** Ninguno

4. **Aprobación de agenda**
   a. Nila Hogan presentó una propuesta para la aprobación de la agenda fechada el 1 de febrero, 2022; Ashley McAllister la secundó. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   a. Ashley McAllister presentó una propuesta para la aprobación de los minutos fechados el 4 de enero, 2021; Nila Hogan la secundó. Propuesta aprobada por unanimidad.

6. **Presentación de invitado**
   Los invitados presentes fueron: Jerry Meade, asistente del director, Sylvia Ortega, administradora de control de calidad y Leticia Villegas, traductor asistente del programa.

7. **Foro publico**
   (El público que desee dirigirse al comité de planeación puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para su estudio y análisis).
   Ninguno

8. **Presentación/Discusión de temas**
   a. Calendario de planeación del programa – Componente informativo. Jerry proporcionó un resumen del calendario el cual se refería a los ciclos de financiamiento para los condados de San Joaquín y Kern. Con la fusión de los ciclos de financiamiento, la fecha de inicio para los subsidios será en marzo para ambos condados. El calendario de planeación del programa es un resumen de las actividades de planeación, las personas o lideres de equipo responsables de la actividad, los plazos y órganos rectores, los plazos y tipo de acción del órgano gobernante.

   b. Informe de actividad mensual de la división y/o programa– Componente informativo. Se revisó el reporte de inscripción de enero 2022. Para el mes de enero, Head Start de Kern informó un 70% de inscripción; Early Head Start de San Joaquín reportó un 60% de inscripción durante este periodo. Early Head Start de Kern y la asociación de cuidado infantil Early Head Start reportaron 63 y 60 por ciento respectivamente para el mismo mes. Jerry informó a los miembros que el 4% de los alumnos inscritos en Head Start de Kern contaban con una evaluación IFSP/IEP en enero. Early Head Start de Kern reportó un 9%, la asociación de Early Head Start reportó un 6 por ciento y Early Head Start de San

Joaquín un 11% de inscripción durante el mismo periodo del informe. En la categoría de ingresos superiores, ninguno de los programas estuvo por encima de la meta del 10%, de esta manera estamos cumpliendo con los parámetros. En la sección de aspectos destacados indica que las actualizaciones de inscripción de la asociación de cuidado infantil Early Head Start informa que el proyecto del preescolar Escuelita Hernandez ha finalizado y están en espera de obtener la licencia. La inauguración está programada para el 24 de febrero, 2022 a las 10:00 a.m.

El reporte de la división del personal informa que cuentan con 140 vacantes durante el mes de enero. Los reportes de licencias médicas de la familia informan que hay 22 empleados con licencia continua y 100 con licencia intermitente. En la sección de aspectos destacados se informa que durante el mes de enero hubo 4 empleados incorporados, 3 ascensos internos y se realizaron entrevistas para 6 vacantes. En la sección de desempeño se informó que la revisión de monitoreo del área de enfoque 2 (FA2, siglas en inglés) se realizará híbridamente durante la semana del 14 de febrero, 2022. El personal de Head Start ha estado preparándose para esta revisión desde que se publicaron los protocolos el pasado mes de noviembre. En las siguientes instalaciones de Head Start se realizarán revisiones en persona:
California City, Harvey Hall, Pete H. Parra, Primeros Pasos, Sterling, Taft & Willow
Subsidio de Early Head Start de San Joaquín: Chrisman, Kennedy, Lodi UCC
Asociación de cuidado infantil EHS: Colegio Bakersfield, academia Blanton y Garden Pathways.

Jerry presentó el informe del programa de alimentación y cuidado infantil y para adultos (CACFP, siglas en inglés). Para el mes de enero se proporcionaron un total de 60,952 comidas, de estas la cocina central preparó 49,682 para el mes de diciembre 2021. La sección de aspectos destacados informó que la cocina central realizó los ajustes necesarios para las clausuras y cambio de cifras en las comidas. El personal de la cocina central se esforzó para asegurar que no hubiese interrupciones en sus servicios, realizando cambios en las responsabilidades, debido a las ausencias de su personal debido a COVID.

9. <u>Anuncios</u>
Ninguno

10. <u>Clausura de sesión</u>
La sesión se clausuró a las 6:18 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council School Readiness Committee
Meeting Minutes
February 10, 2022
Audio Only: (213) 204-2374 Meeting ID: 291 252 089#

1. **Welcome**
   The group was welcomed to the meeting. Amanda introduced herself to the attendees.

2. **Call to Order**
   a. Meeting was called to order at 5:28 p.m. by Chairperson Monique Davis.

3. **Roll Call and establish Quorum (half plus one)**
   a. PC members present: Monique Davis
   b. PC Members Absent: None

4. **Approval of Agenda**
   Motion was made and passed by Monique Davis, to approve the agenda dated February 10, 2022.

5. **Approval of Minutes**
   Motion was made and passed by Monique Davis to approve the minutes dated August 12, 2021.

6. **Introduction of Guests**
   Guests in attendance were Amanda Espitia, Cynthia Rodriguez, and Carolyn Coffey.

7. **Public Forum**
   (The public wishing to address the PC School Readiness Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
   None

8. **Presentation/Discussion Items**-Amanda Espitia, Education Manager; Cynthia Rodriguez, Curriculum Specialist
   a. **Introduction/Ice Breaker**- Amanda opened up with an Ice breaker, by asking parents, their name, what center their child attends and, "What does school readiness mean?" Monique spoke about what School Readiness meant to her. Monique responded that school readiness means to be prepared for her child to go to school and not be behind. She knows that it is important for him to have that advantage. She wanted to be on this committee because she wants her son to be ready for school and be prepared.
   b. **Education Team**- Amanda introduced the members of the Education teams in Kern and SJC. which consists of an Education and Support Administrator, Carolyn Coffey; Education Manager, Amanda Espitia; Education Manager, Rashi Strother; Curriculum Specialist, Cynthia Rodriguez; and Mentor Coaches, Alicia Gamino; Vanessa Vigilant; Melissa DeWitt; Rachel Leckkirk; Regina Hines; Pamala Roberts; Teresa Lara; Tomasa Jara; Diana Montoya, Monica Ayon, and Nelly Mendoza. Amanda also discussed the role that the Education team has in school readiness.

c. **Curriculum-** Cynthia Rodriguez introduced the Creative Curriculum Lesson Plan and explained what an emergent curriculum means. She described the parts of the curriculum and how each piece supports children's learning. Cynthia also discussed the parents' role in the lesson plan such as ask about the current study and read the letter that goes with each study, add activities to the plan of possibilities, read the lesson plan weekly, complete family partnership activities, download the teaching strategies family app for additional resources, and meet with your child's teacher weekly to discuss your child's individual goals and activities.
d. **School Readiness**-School Readiness is integrated into all programs starting with Early Head Start infant classrooms all the way through Head Start Preschool classrooms. Families play a critical role in helping their children be ready for school and for a lifetime of academic success, and Head Start and Early Head Start programs are valuable partners with families in this endeavor. During COVID, the Education team has implemented virtual learning lessons as well as a virtual EHS thirty-day learning calendar to support children and families in the event of closures. The Education team has also been sending out monthly educational s'mores newsletters and calendars

9. Announcements

Read Across America, February 28, 2022 – March 4, 2022

10. Adjournment

Meeting was adjourned at 6:21 p.m.

Cassandra Worthy, Administrative Assistant
February 16, 2022

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
March 1, 2022
Per Governor's Executive Order N-25-20

1. **Welcome**
   The group was welcomed to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:30 p.m., by Isabelle Diaz

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Isabelle Diaz, Nila Hogan, Michelle Jara-Rangel, and Ashley McAllister
   c. **PC members absent:** None

4. **Approval of Agenda**
   a. Motion to approve the agenda dated March 1, 2022, was made by Nila Hogan; Michelle Jara-Rangel, seconded. Motion carried unanimously.

5. **Approval of Minutes**
   a. Motion to approve the minutes dated February 1, 2022, was made by Michelle Jara-Rangel; Ashley McAllister seconded. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Jerry Meade, Assistant Director, Robert Espinosa, PDM Administrator and Leticia Villegas, Program Assistant/Translator.

7. **Public Forum**
   (The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
   None

8. **Presentation / Discussion Items**
   a. Recruitment and Selection Plan Draft – Informational Item. Robert presented a draft of the Recruitment and Selection Plan; the eligibility category homeless children was modified to McKinney-Vento eligible children to be able to identify more families that eligible based on the McKinney-Vento Act. Members were informed of the different recruitment strategies that will be used to increase the category for children with disabilities, so the program continues to meet the ten percent requirement for this category. He went through the recruitment strategies the program will use to reach children and families in Kern and San Joaquin counties. These strategies are based on the Community Assessment Data, the Self-Assessment Data, Individual Center Recruitment, Community Partners, and the Program Information Report Data. Under the Priorities section there will be special emphasis recruitment under the McKinney-Vento eligible children and foster placement. Robert mentioned the different factors that are used to give priority to eligible families based on the points provided to address the family needs.

   The Income Poverty Guidelines were also included; these amounts were revised by the federal government on January 25, 2022. The 2022-2023 Selection Criteria Verification form was also modified to include the McKinney-Vento eligible children language and the

addition of fifty points to the disability category recommended by the committee from 150 to 200 points. Once all the information is received and changed to the document, it will be submitted for approval to the Policy Council and the PRE-Committee.

b. The Division/Program Monthly Activity Report– Informational Item. The Enrollment Report was shared for February 2022. Head Start Kern reported 70% enrollment; Early Head Start of San Joaquin reported 61% enrollment during this reporting period; Early Head Start Kern and Early Head Start Child Care Partnership reported 57% respectively for the same month.

Robert informed members 4% of children enrolled in Head Start Kern had an IFSP/IEP in February. Early Head Start Kern reported 10 %; Early Head Start Partnership reported 6% and San Joaquin 12% IFSP (Individual Family Service Plan)/ IEP (Individualized Education Program) enrollment for the same reporting time. In the over income category, none of the programs were above the 10% goal; therefore, we were in compliance. The highlights for this section stated the Early Head Start Partnership enrollment updates: The infant classroom at Escuelita Hernandez center is awaiting licensing. The grand opening ceremony took place the morning of Thursday February 24th, CAPK (staff, community members, and the local news media were in attendance. Several CAPK programs such as Home Visiting Program, Home Base, 211 as well as Kern Public health, Kern Early Starts, and Tel Tec were on site as well to offer resources. On Thursday, February 17th, Blanton, and Garden Pathways centers were included in the center exploration component of the Focus Area 2 review, partner staff had an opportunity to speak about their program's collaboration with CAPK.

The division staffing report included 102 vacant positions for the month of February. The Family Medical Leave report noted there are 23 employees on continuous leave and 89 on intermittent leave. The highlights section reported that during the month of February there were 2 employees onboard, 3 internal promotions and 6 days of interviews were conducted for 10 open requisitions. In the compliance section, it was reported that the Office of Head Start Focus Area 2 (FA2) monitoring review update: From February 15-18, 2022, the Administration for Children and Families conducted a Focus Area Two monitoring review of the Head Start and State Child Development programs. Based on the exit meeting, the program complied with all applicable requirements and standards. The review lead complimented staff for our processes and gave multiple program highlights during the exit meeting. Staff is expecting the final report by mid-April.
During the month of February: 60 comprehensive file reviews and 16 comprehensive classroom monitoring tours were completed. Any areas of improvement generated Corrective Action Plans that were all completed within time frame.

Robert presented the Child and Adult Care Food Program (CACFP) report. There was a total of 64,381 meals delivered with 52,675 prepared by Central Kitchen for the month of January 2022. The highlights section informed that the Central Kitchen made all required adjustments needed for all the closures and meal count changes. Tyrone Trapp, the CACFP coordinator, will be joining Central Kitchen as the new Food Service Manager. Additionally, the Food Production Driver position was filled.

9. <u>Announcements</u>

Concerns were voiced out about staffing and COVID related matters at the centers. Members were assured the issues are being addressed. The next meeting will be on April 5, 2022, at 5:30 p.m.

10. <u>Adjournment</u>

Meeting was adjourned at 6:15 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo infantil estatal
Resumen de la junta del comité de planeación del concilio de póliza
1 de marzo, 2022
Por orden ejecutiva gubernamental N-25-20

1. **Bienvenida**
   Se dió la bienvenida al grupo.

2. **Llamado de orden**
   a. Isabelle Diaz, llamó al orden la junta a las 5:34 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   a. Se estableció cuórum.
   b. **Miembros del comité presentes:** Isabelle Diaz, Nila Hogan, Michelle Jara-Rangel, y Ashley McAllister
   c. **Miembros del comité ausentes:** Ninguno

4. **Aprobación de agenda**
   a. Nila Hogan presentó una propuesta para la aprobación de la agenda fechada el 1 de marzo, 2022,; Michelle Jara-Rangel, la secundó. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   a. Michelle Jara-Rangel presentó una propuesta para la aprobación de los minutos fechados el 1 de febrero, 2022; Ashley McAllister la secundó. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Los invitados presentes fueron: Jerry Meade, asistente del director, Robert Espinosa, administrador de PDM and Leticia Villegas, traductor, asistente del programa.

7. **Foro público**
   (El público que desee dirigirse al comité de planeación puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para su estudio y análisis).
   Ninguno

8. **Presentación/Discusión de temas**
   a. Borrador de plan de Selección y reclutamiento – Artículo informativo Robert presentó el borrador del plan de reclutamiento y selección; la categoría de elegibilidad para niños desamparados se modificó a niños elegibles del Acta McKinney - Vento para poder identificar a más familias elegibles bajo esta acta. Se informó a los miembros de las diferentes estrategias de reclutamiento que se estarán utilizando para incrementar las cifras dentro de la categoría de los alumnos con discapacidades, para que el programa continúe cumpliendo con el requisito del diez por ciento establecido para la misma. Repasó otras estrategias de reclutamiento que el programa utilizará; para continuar con el reclutamiento en ambos condados Kern y San Joaquín. Estas se basan en los datos de evaluación de la comunidad, la autoevaluación, el reclutamiento a nivel de las guarderías, las asociaciones comunitarias y el reporte de datos de información del programa. Bajo la sección de prioridades se hará énfasis especialmente bajo las categorías de McKinney-Vento y colocación de crianza. Robert mencionó los diferentes factores que se utilizan para dar prioridad a las familias en base a puntuación que satisface las necesidades de las familias.

También se incluyeron las cifras de nivel de pobreza, estas cantidades las revisó el gobierno federal el 25 de enero del presente año. El formulario de Criterios de Verificación 2022-2023 se modificó para incluir la categoría de McKinney-Vento y la adición de cincuenta puntos a la categoría de discapacidades, la cual fue recomendada por el comité, este aumento sumará un total de 200 puntos. Una vez que se haya recibido toda la iinformación y se agregue al presente documento, se someterá para aprobación al Concilio de Póliza y al comité PRE (siglas en inglés).

b. Informe de actividad mensual de la división y/o programa – Componente informativo. Se revisó el informe del mes de febrero 2022. Para este mes Head Start de Kern informó un porcentaje de inscripción del 70%; Early Head Start de San Joaquín reportó un 61% durante este periodo. Early Head Star Kern y la asociación de cuidado infantil Early Head Start reportaron un 57 por ciento de inscripción respectivamente para el mismo mes. Robert informó a los miembros que el 5% de los niños inscritos en Head Start Kern contaban con una evaluación IFSP/IEP en febrero. Early Head Start de Kern, reportó un 10 por ciento de inscripción, la asociación de cuidado infantil Early Head informó que alcanzó un 6 por ciento y Early Head Start de San Joaquín un 12 por ciento para el mismo periodo. En la categoría de ingresos superiores, ninguno de los programas estuvo por encima de la meta del 10%, de esta manera estamos cumpliendo con los parámetros. La sección de aspectos destacados proporcionó las actualizaciones de inscripción de la asociación de cuidado infantil; el salón para bebés de la escuelita Hernández está en espera de la autorización de la licencia. La ceremonia de inauguración se llevó a cabo el 24 de febrero, en ella participaron miembros de la comunidad, medios de comunicación y personal de CAPK. Varios programas de CAP estuvieron presentes, el programa de visitas a domicilio, 211, el departamento de salubridad de Kern, Early Head Start y Tel Tec también estuvieron presentes para ofrecer informacion. El jueves 17 de febrero, los centros Blanton y Garden Pathways se incluyeron en el componente de revisión del Área de Enfoque 2, el personal de ambos centros tuvo la oportunidad de hablar sobre su colaboración con CAPK.

El reporte de la división del personal informa que cuentan con 102 vacantes durante el mes de febrero. Los reportes de licencias médicas de la familia informan que hay 23 empleados con licencia continua y 89 con licencia intermitente. En la sección de aspectos destacados se informa que durante el mes de febrero hubo 2 empleados incorporados, 3 ascensos internos y se realizaron entrevistas en un periodo de 6 días para 10 vacantes. La sección de desempeño informó que la revisión de monitoreo del área de enfoque 2 (FA2, siglas en inglés) que se llevó a cabo del 18 al 22 de febrero informa que oficina de Head Start llevó a cabo una revisión de los programas de Head Start y Desarrollo Infantil Estatal. Basándose en la reunión final, el programa cumplió con todos los requisitos y modelos aplicables. El jefe del equipo de revisión felicitó al personal por los procesos establecidos, y así como aspectos destacados del programa durante la reunión final. El personal espera el reporte final para mediados de abril. Durante febrero se realizaron 60 revisiones integrales de archivos y 16 observaciones de monitoreo a las aulas. Todas las áreas que requerían mejoras generaron planes de acción correctiva que se realizaron dentro de un plazo determinado.

Robert presentó el informe del programa de alimentación y cuidado infantil y para adultos CACFP, siglas en inglés. Para el mes de enero, se proporcionaron un total de 64,381 comidas, de estas la cocina central preparó 52,675 para el mismo mes. La sección de aspectos destacados informó que la cocina central realizó todos los ajustes necesarios debido a cierres de aulas y ajustó las cifras de las comidas. Tyrone Trapp, coordinador de CACFP, será el próximo gerente de servicios de alimentos de la cocina central. También se cubrió el puesto del chofer de producción de alimentos.

9. Anuncios

Algunos miembros expresaron su preocupación sobre la falta de personal en las guarderías con asuntos relacionados con COVID. Se les aseguró que se están tomando cartas en el asunto. La próxima reunión se llevará a cabo el 5 de abril, 2022 a las 5:30 p.m.

10. Clausura de sesión

La sesión se clausuró a las 6:15 p.m.

o

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: March 15, 2022

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021, through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021, through February 28, 2022. Twelve months (100.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 97% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 102% of the budget.

Carryover Funds

Overall expenditures are at 79% of the budget.

COVID Cares Funds

Overall expenditures are at 82% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

Non-Federal share is at 95% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - February 28, 2022
Month 12 of 12 (100%)

Prepared 2/10/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	9,161,992	838,530	92%	8%
FRINGE BENEFITS	2,787,432	2,560,890	226,542	92%	8%
TRAVEL	0	71,977	(71,977)		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	611,573	121,866	83%	17%
CONTRACTUAL	148,506	160,535	(12,029)	108%	-8%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	3,396,742	(647,917)	124%	-24%
INDIRECT	1,583,809	1,525,434	58,375	96%	4%
TOTAL BASE FUNDING	**18,002,533**	**17,489,142**	**513,391**	**97%**	**3%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	16,568	25,336	40%	60%
SUPPLIES	23,986	24,141	(155)	101%	-1%
CONTRACTUAL	22,800	51,696	(28,896)	227%	-127%
OTHER	72,752	72,990	(238)	100%	0%
INDIRECT	16,144	16,439	(295)	102%	-2%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**181,833**	**(4,247)**	**102%**	**-2%**

CARRYOVER

SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	1,982,823	294,080	87%	13%
OTHER	20,000	12,015			
INDIRECT	231,443	3,966	227,477		
TOTAL CARRYOVER	**2,545,640**	**1,998,805**	**538,850**	**79%**	**21%**

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	227,750	67,585		
OTHER	155,558	8,387	147,171		
INDIRECT	46,675	36,136	10,539		
TOTAL COVID CARES	**497,567**	**405,656**	**91,911**	**82%**	**18%**

GRAND TOTAL HS FEDERAL FUNDS	**21,223,326**	**20,075,436**	**1,139,905**	**95%**	**5%**

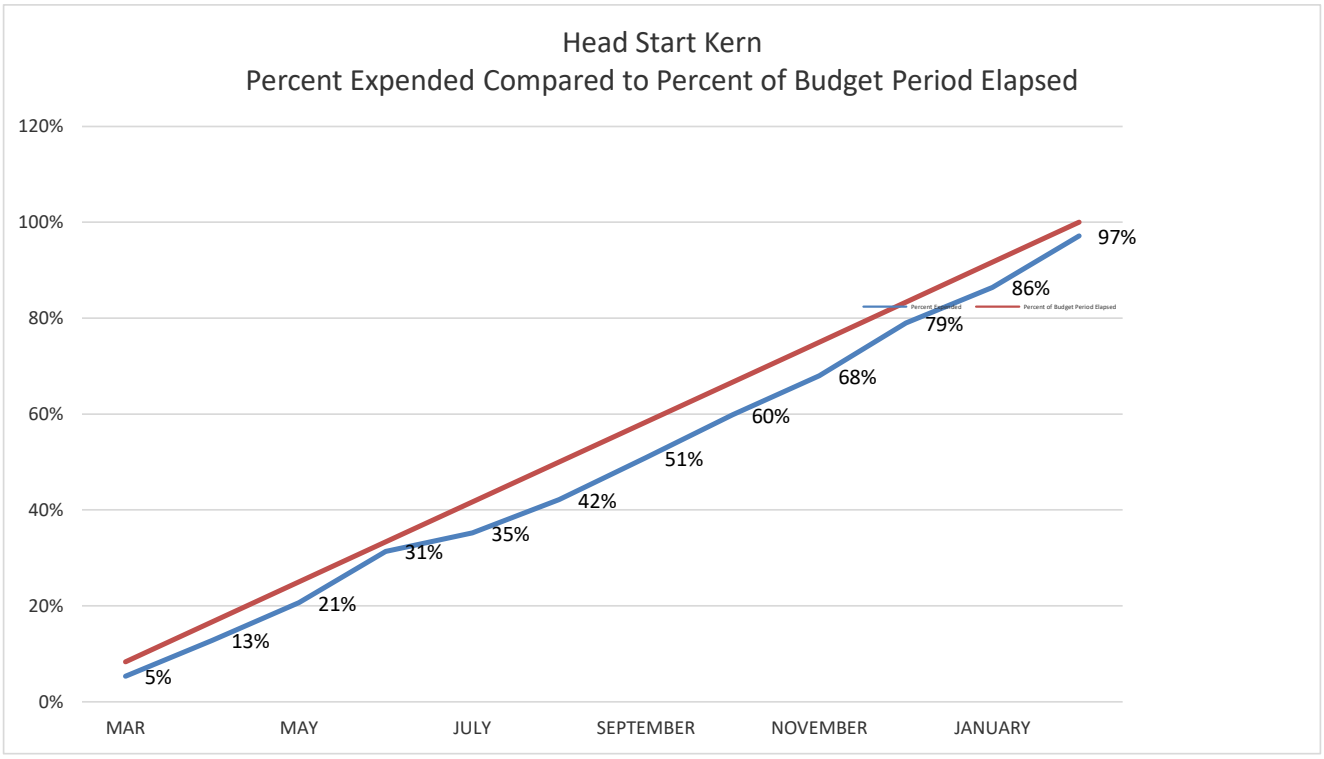
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

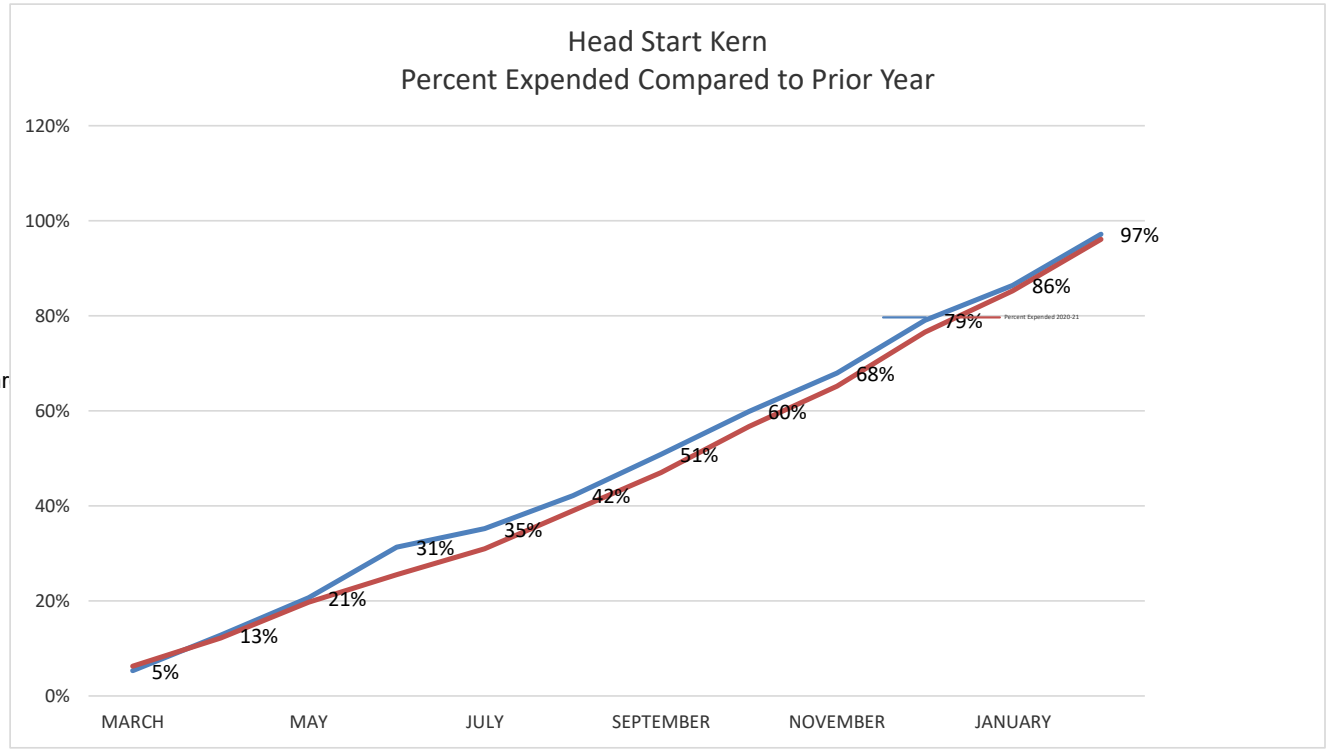
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	1,368,579	199,059	87%	13%
CALIF DEPT OF ED	5,193,619	4,808,557	385,063	93%	7%
TOTAL NON-FEDERAL	**6,761,257**	**6,177,136**	**584,121**	**91%**	**9%**

Budget reflects Notice of Award #09CH011132-03-01
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022
Administrative Cost for HS and EHS Kern **6.4%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	9,227				**9,227**	3/1/2022
Lowe's	5,516	0	0		**5,516**	3/1/2022
Smart & Final	1,700	65			**1,765**	3/8/2021
Save Mart	1,139				**1,139**	1/29/2022
Chevron & Texaco Business Card	8,047				**8,047**	3/6/2022
Home Depot	10,045				**10,045**	3/4/2022
	35,674	**65**	**0**	**0**	**35,739**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
5%
13%
21%
31%
35%
42%
51%
60%
68%
79%
86%
97%
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
5%
13%
21%
31%
35%
42%
51%
60%
68%
79%
86%
97%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: March 15, 2022

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021, through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021, through February 28, 2022. Twelve months (100.0%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 83% of the budget, which is slightly more than expenditures compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 85% of the budget.

Carryover Funds

Overall expenditures are at 44% of the budget.

COVID Cares Funds

Overall expenditures are at 72% of the budget.

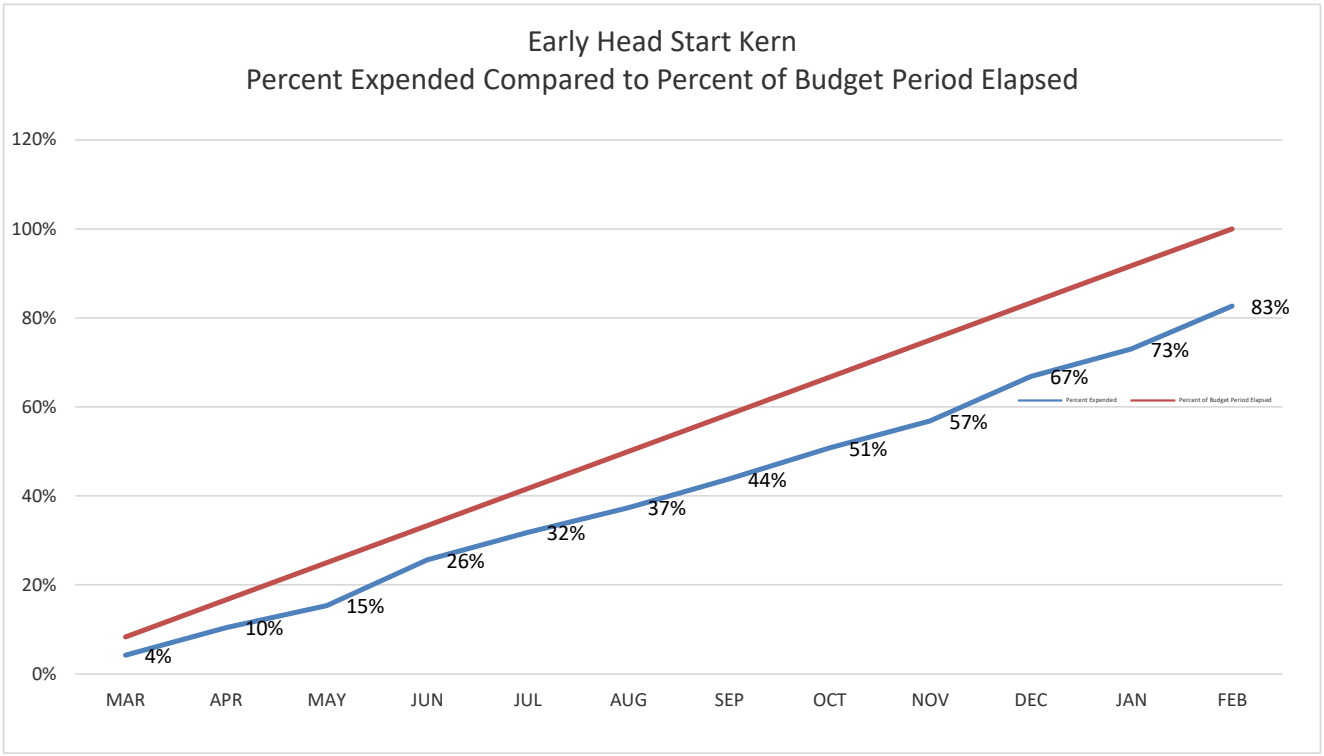
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - February 28, 2022
Month 12 of 12 (100%)

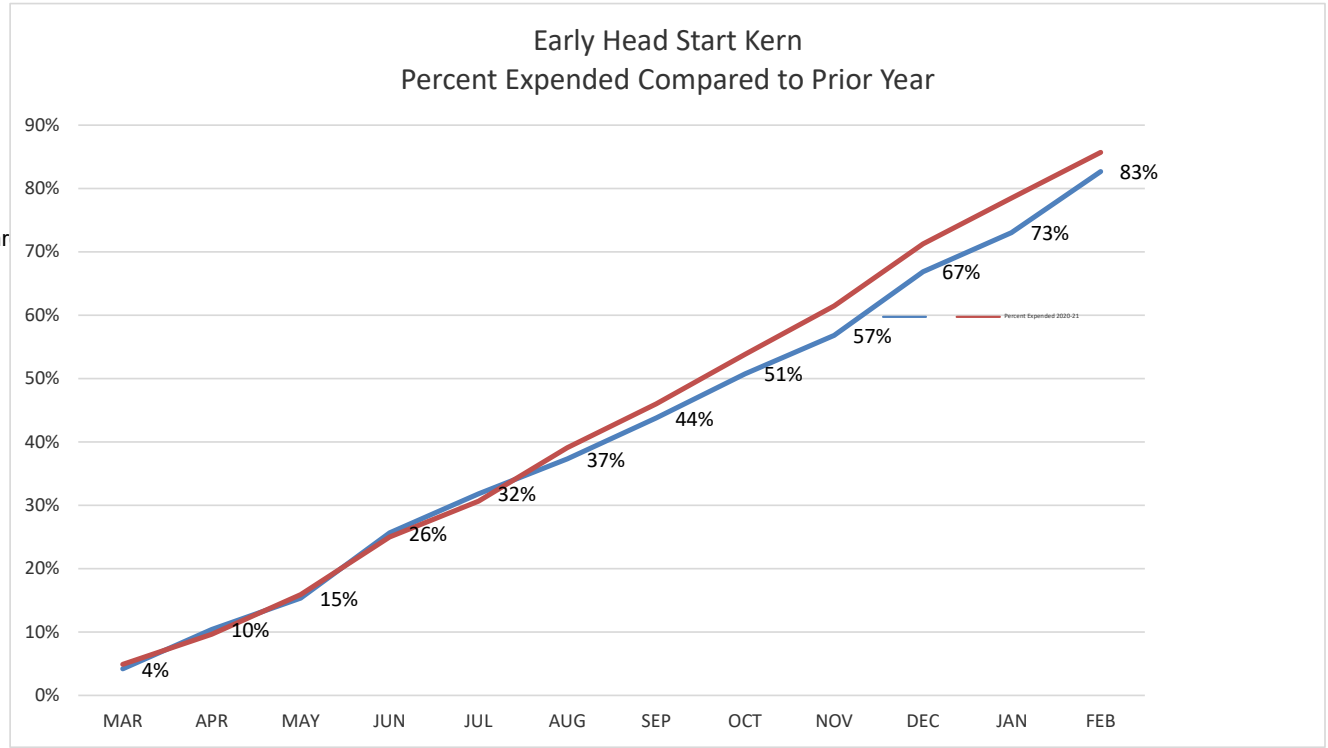
Prepared 2/10/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	4,233,726	787,407	84%	16%
FRINGE BENEFITS	1,751,175	1,197,522	553,653	68%	32%
TRAVEL	0	28,631	(28,631)		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	433,642	49,803	90%	10%
CONTRACTUAL	36,432	68,502	(32,070)	188%	-88%
CONSTRUCTION	0	0	0		
OTHER	920,158	838,798	81,360	91%	9%
INDIRECT	809,704	658,689	151,015	81%	19%
TOTAL BASE FUNDING	**9,022,046**	**7,459,510**	**1,562,536**	**83%**	**17%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	6,725	25,528	21%	79%
SUPPLIES	6,807	20,163	(13,356)	296%	-196%
CONTRACTUAL	11,412	66,585	(55,173)	583%	-483%
OTHER	102,788	37,535	65,253	37%	63%
INDIRECT	15,326	12,622	2,705	82%	18%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**143,629**	**24,957**	**85%**	**15%**
CARRYOVER					
SUPPLIES					
CONTRACTUAL					
CONSTRUCTION	4,208,158	1,892,713	2,315,445	45%	55%
OTHER		0	0		
INDIRECT	117,543	468	117,075		
TOTAL CARRYOVER	**4,325,701**	**1,893,181**	**2,432,520**	**44%**	**56%**
COVID CARES					
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	(4,472)	71,393	-7%	107%
OTHER	18,194	25	18,169	0%	100%
INDIRECT	9,068	8,534	534		
TOTAL COVID CARES	**94,182**	**67,759**	**26,423**	**72%**	**28%**
GRAND TOTAL EHS FEDERAL FUNDS	**13,610,515**	**9,564,079**	**4,046,437**	**70%**	**30%**

Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
4%
10%
15%
26%
32%
37%
44%
51%
57%
67%
73%
83%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
4%
10%
15%
26%
32%
37%
44%
51%
57%
67%
73%
83%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: March 15, 2022

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended February 28, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2022. Twelve months plus one month extension; (100%) of the 13-month budget period have elapsed

Base Funds

Overall expenditures are at 94% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 105% of the budget. The combined personnel and fringe benefit expenses are at 107% of this budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 100% of the budget.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2021 - February 28, 2022
Report Period: February 1, 2021 - February 28, 2022
Month 12 of 12 (100%)

Prepared 1/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,225,996	283,267	92%	8%
FRINGE BENEFITS	985,996	792,397	193,599	80%	20%
TRAVEL	0	45,924	(45,924)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	143,912	209,973	(66,061)	146%	-46%
CONTRACTUAL	10,244	26,862	(16,618)	262%	-162%
OTHER	776,728	803,199	(26,471)	103%	-3%
INDIRECT	536,733	482,757	53,976	90%	10%
TOTAL	**6,007,877**	**5,618,298**	**389,579**	**94%**	**6%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	53,809	61,178	(7,369)	114%	-14%
FRINGE BENEFITS	23,718	23,741	(23)	100%	0%
TRAVEL	3,519	4,264	(745)	121%	-21%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	19,534	1,283	94%	6%
INDIRECT	11,675	12,736	(1,061)	109%	-9%
TOTAL	**128,816**	**134,930**	**(6,113)**	**105%**	**-5%**

CARRYOVER					
EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	**481,986**	**0**	**481,986**	**0%**	**100%**

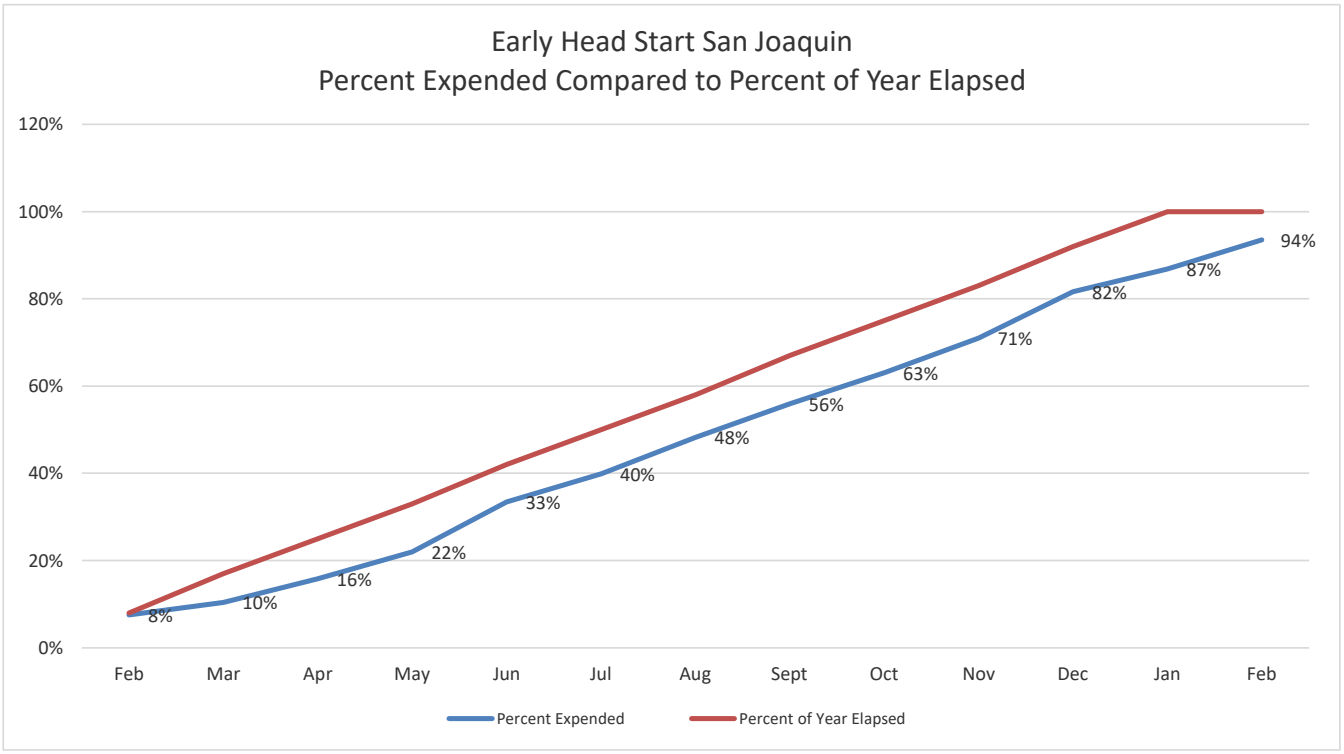
COVID CARES - Carried over from 2020-21					
PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	**106,797**	**106,796**	**1**	**100%**	**0%**

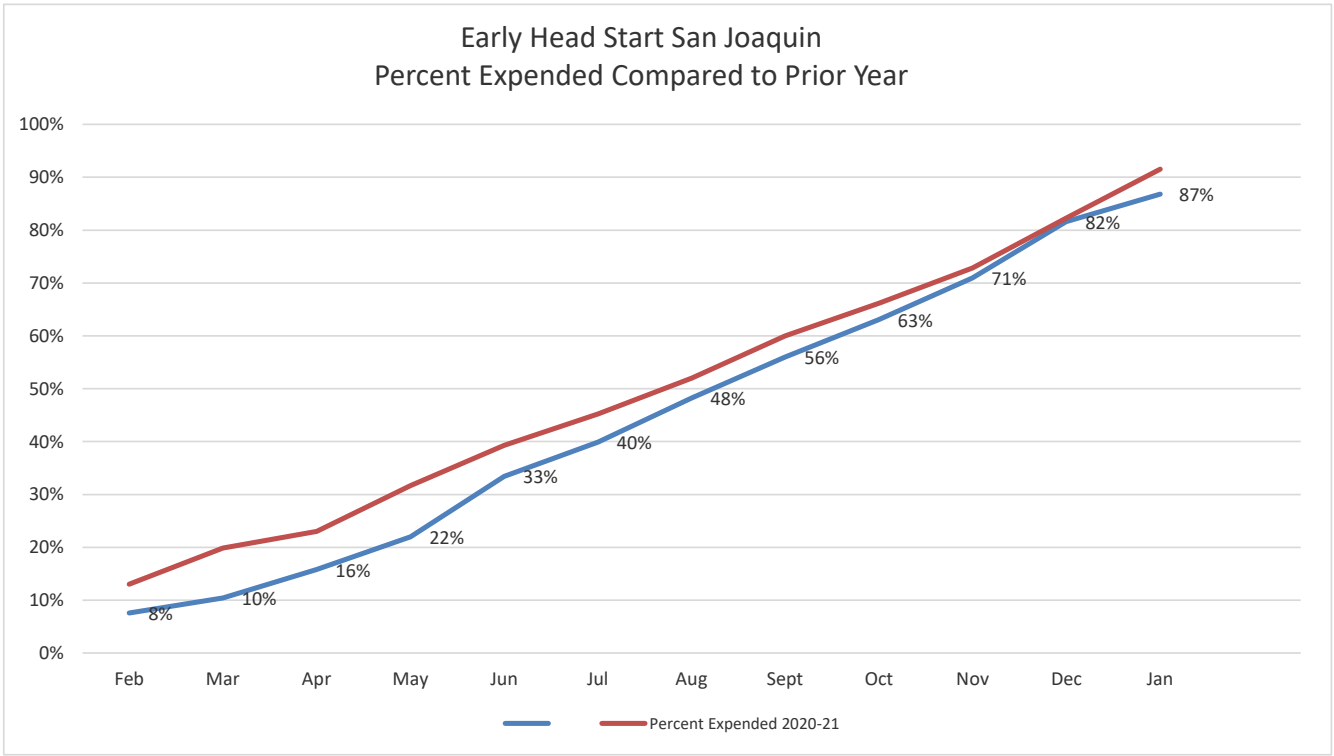
GRAND TOTAL EHS FEDERAL FUNDS	**6,725,476**	**5,860,024**	**865,452**	**87%**	**13%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,630,480	0	100%	0%
TOTAL NON-FEDERAL FUNDS	**1,630,480**	**1,630,480**	**0**	**100%**	**0%**

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	**9.4%**

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2022


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
8%
10%
16%
22%
33%
40%
48%
56%
63%
71%
82%
87%
94%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
10%
16%
22%
33%
40%
48%
56%
63%
71%
82%
87%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: March 15, 2022

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended January 31, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through February 28, 2022. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 66% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 96% of the budget.

COVID Cares Funds

Overall expenditures are at 17% of the budget.

Non-Federal Share

Non-Federal share is at 77% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - February 28, 2022
Month 12 of 12 (100%)

Prepared 3/14/2022

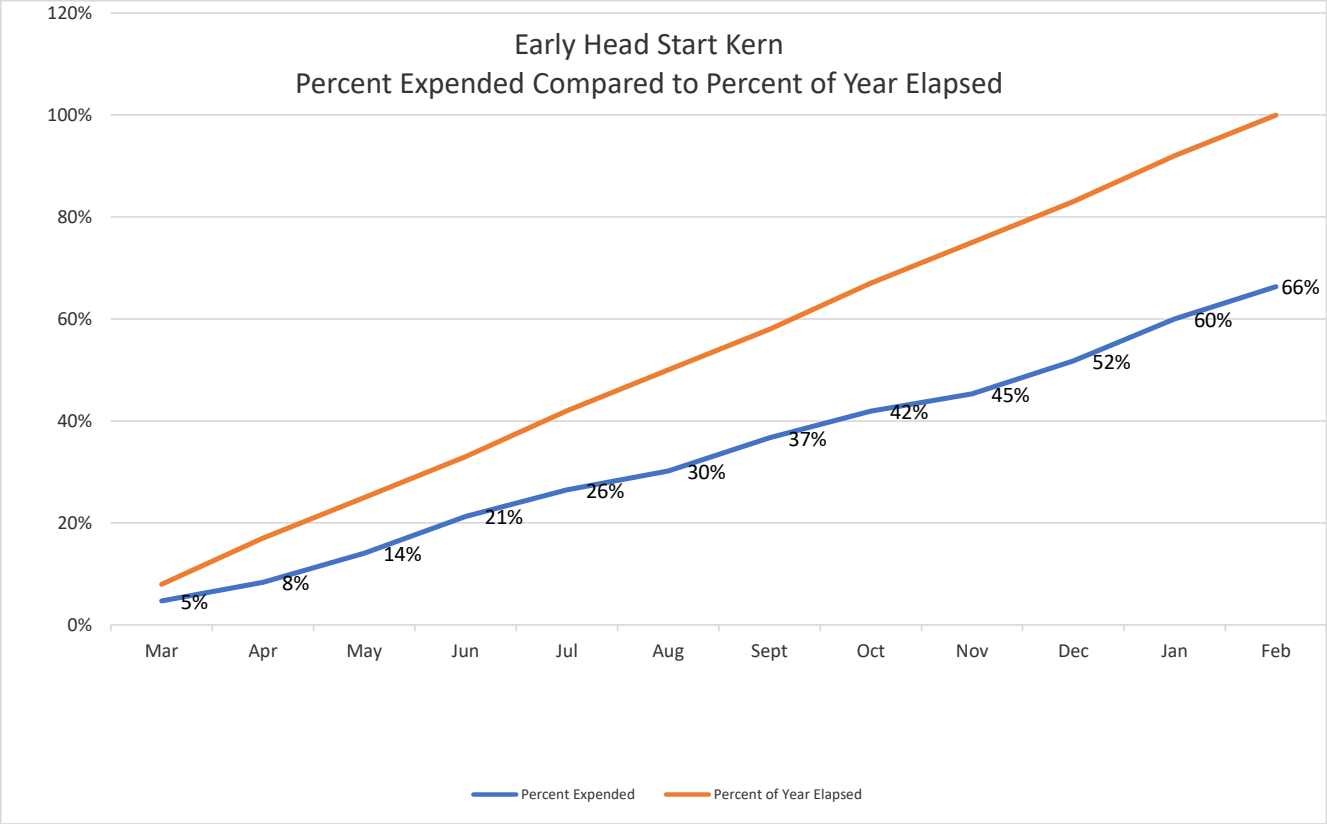
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,090	103,791	84%	16%
FRINGE BENEFITS	183,736	148,531	35,205	81%	19%
SUPPLIES	37,083	115,929	(78,846)	313%	-213%
CONTRACTUAL	1,091,504	421,427	670,077	39%	61%
OTHER	231,300	218,990	12,310	95%	5%
INDIRECT	215,164	138,667	76,497	64%	36%
TOTAL BASE FUNDING	**2,427,668**	**1,611,393**	**816,275**	**66%**	**34%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,804	3,303	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**19,867**	**36,318**	**35%**	**65%**
CARRYOVER					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,371,566	87,015	96%	4%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	400	4,012	9%	91%
TOTAL CARRYOVER	**2,507,114**	**2,406,966**	**100,148**	**96%**	**4%**
COVID CARES					
PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	0	10,206	0%	100%
TOTAL COVID	**112,302**	**19,089**	**97,414**	**17%**	**83%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**4,057,315**	**1,050,155**	**80%**	**20%**

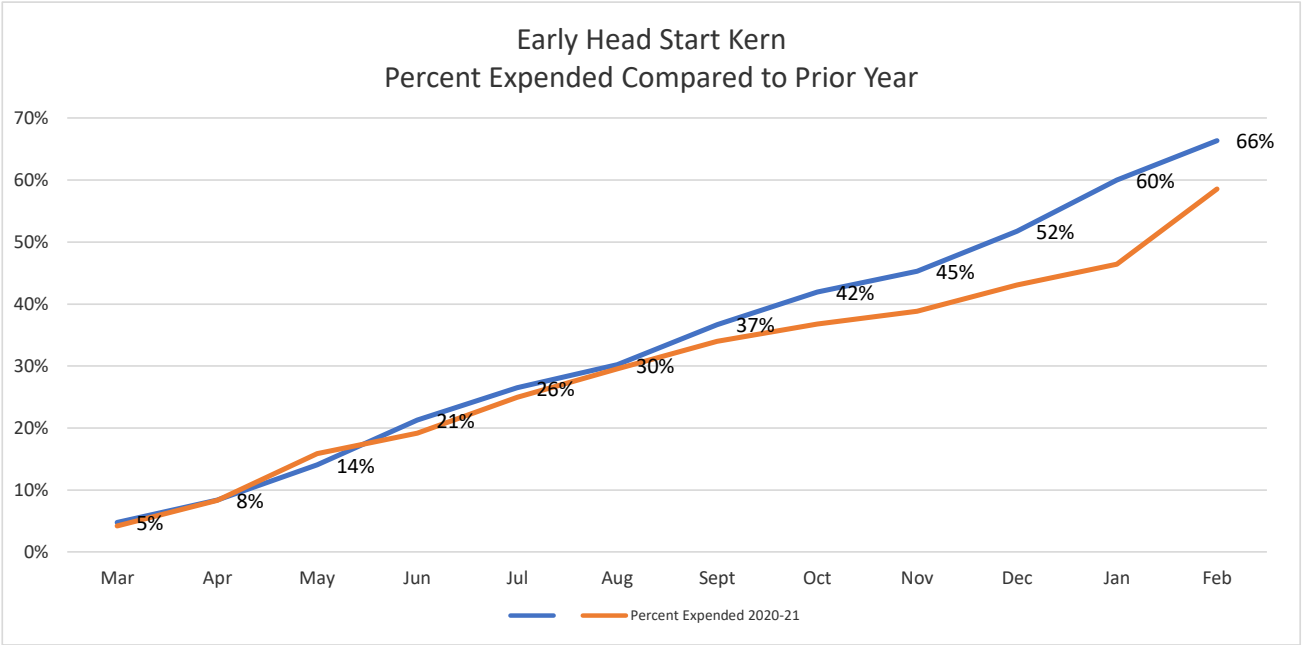
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	453,016	135,240	77%	23%
TOTAL NON-FEDERAL	**588,256**	**453,016**	**135,240**	**77%**	**23%**

Budget reflects Notice of Award **#09HP000163-03-02**

Actual expenditures include posted expenditures and estimated adjustments through 01/31/22


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
5%
8%
14%
21%
26%
30%
37%
42%
45%
52%
60%
66%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
5%
8%
14%
21%
26%
30%
37%
42%
45%
52%
60%
66%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: March 14, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended February 28, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through February 28, 2022. Eleven months (91.6%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 15% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - February 28, 2022

Month 10 of 12 (83.3%)

Prepared 1/11/2022

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	**670,559**	**670,559**	**0**	**100%**	**0%**

American Rescue Plan Act

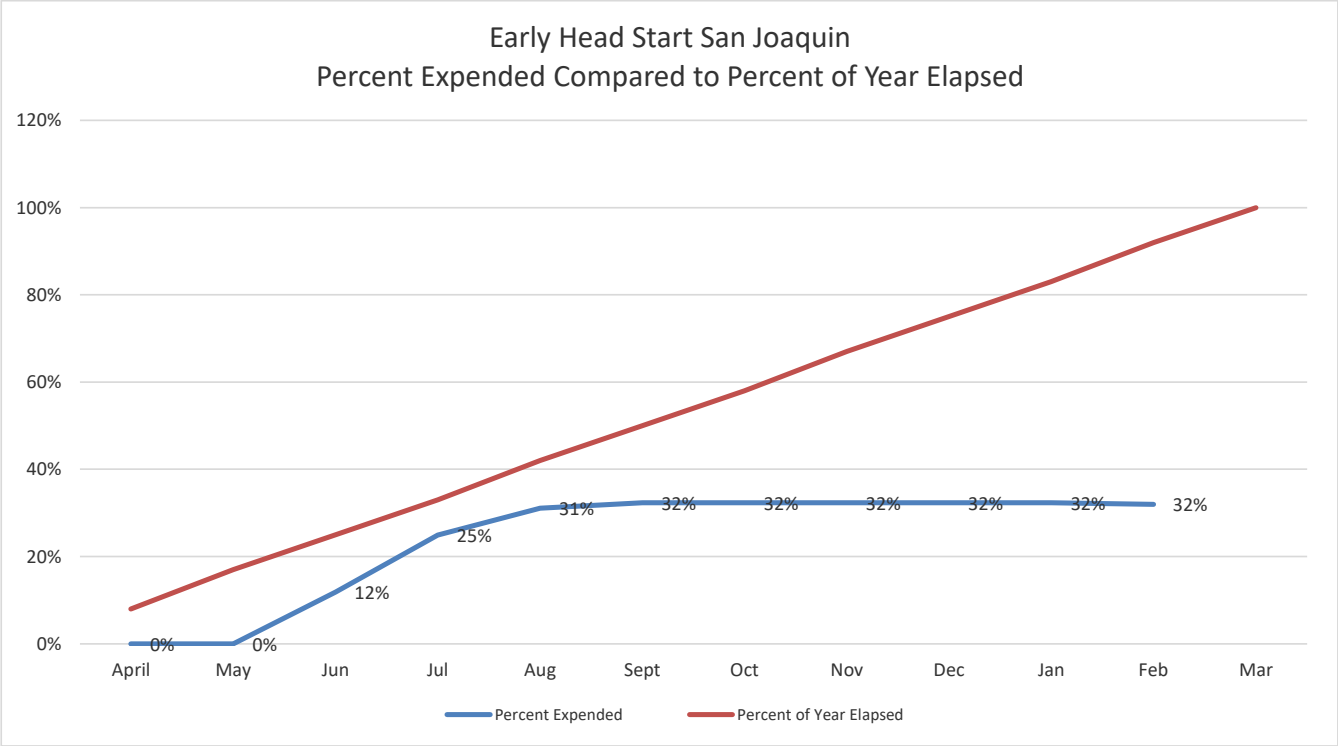
PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,677	162,257	36%	64%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	37,156	229,424	14%	86%
TOTAL	**2,665,802**	**408,715**	**2,257,087**	**15%**	**85%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**1,079,274**	**2,257,087**	**32%**	**68%**

Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	**9.1%**

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
0%
0%
12%
25%
31%
32%
32%
32%
32%
32%
32%
April
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2021-2022

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
APRIL 2021	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2021	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2021	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2021	$ 1,350.00	$ (6.02)	$ (6.02)	$ 1,356.02	42%	0%
AUGUST 2021	$ 1,356.02		$ (6.02)	$ 1,356.02	50%	0%
SEPTEMBER 2021	$ 1,356.02		$ (6.02)	$ 1,356.02	58%	0%
OCTOBER 2021	$ 1,356.02		$ (6.02)	$ 1,356.02	67%	0%
NOVEMBER 2021	$ 1,356.02		$ (6.02)	$ 1,356.02	75%	0%
DECEMBER 2021	$ 1,356.02		$ (6.02)	$ 1,356.02	83%	0%
JANUARY 2022	$ 1,356.02		$ (6.02)	$ 1,356.02	92%	0%
FEBRUARY 2022	$ 1,356.02		$ (6.02)	$ 1,356.02	100%	0%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 450.00	$ -	$ -	$ 450.00	8%	0%
APRIL 2021	$ 450.00		$ -	$ 450.00	17%	0%
MAY 2021	$ 450.00		$ -	$ 450.00	25%	0%
JUNE 2021	$ 450.00		$ -	$ 450.00	33%	0%
JULY 2021	$ 450.00	$ (0.98)	$ (0.98)	$ 450.98	42%	0%
AUGUST 2021	$ 450.98		$ (0.98)	$ 450.98	50%	0%
SEPTEMBER 2021	$ 450.98		$ (0.98)	$ 450.98	58%	0%
OCTOBER 2021	$ 450.98		$ (0.98)	$ 450.98	67%	0%
NOVEMBER 2021	$ 450.98		$ (0.98)	$ 450.98	75%	0%
DECEMBER 2021	$ 450.98		$ (0.98)	$ 450.98	83%	0%
JANUARY 2022	$ 450.98		$ (0.98)	$ 450.98	92%	0%
FEBRUARY 2022	$ 450.98		$ (0.98)	$ 450.98	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2021-2022

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2021	$ 50.00	$ -	$ -	$ 50.00	8%	0%
MARCH 2021	$ 50.00	$ -	$ -	$ 50.00	17%	0%
APRIL 2021	$ 50.00	$ -	$ -	$ 50.00	25%	0%
MAY 2021	$ 50.00	$ -	$ -	$ 50.00	33%	0%
JUNE 2021	$ 50.00	$ -	$ -	$ 50.00	42%	0%
JULY 2021	$ 50.00	$ -	$ -	$ 50.00	50%	0%
AUGUST 2021	$ 50.00	$ -	$ -	$ 50.00	58%	0%
SEPTEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	67%	0%
OCTOBER 2021	$ 50.00	$ -	$ -	$ 50.00	75%	0%
NOVEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	83%	0%
DECEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	92%	0%
JANUARY 2022	$ 50.00	$ -	$ -	$ 50.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 250.00	$ -	$ -	$ 250.00	8%	0%
APRIL 2021	$ 250.00	$ -	$ -	$ 250.00	17%	0%
MAY 2021	$ 250.00	$ -	$ -	$ 250.00	25%	0%
JUNE 2021	$ 250.00	$ -	$ -	$ 250.00	33%	0%
JULY 2021	$ 250.00	$ -	$ -	$ 250.00	42%	0%
AUGUST 2021	$ 250.00	$ -	$ -	$ 250.00	50%	0%
SEPTEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	58%	0%
OCTOBER 2021	$ 250.00	$ -	$ -	$ 250.00	67%	0%
NOVEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	75%	0%
DECEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	83%	0%
JANUARY 2022	$ 250.00	$ -	$ -	$ 250.00	92%	0%
FEBRUARY 2022	$ 250.00		$ -	$ 250.00	100%	0%

Prepared by: Louis Rodriquez
March 14, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2021-2022

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
ABRIL DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
MAYO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
JUNIO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	100%	0%
JULIO DEL 2021	$ 5,475.00	$ (6.02)	$ (6.02)	$ 5,481.02	13%	0%
AGOSTO DEL 2021	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	25%	0%
SEPTIEMBRE DEL 2018	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	38%	0%
OCTUBRE DEL 2021	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	50%	0%
NOVIEMBRE DEL 2021	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	63%	0%
DICIEMBRE DEL 2021	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	75%	0%
ENERO DEL 2022	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	88%	0%
FEBRERO DEL 2022	$ 5,481.02	$ -	$ (6.02)	$ 5,481.02	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	25%	0%
ABRIL DEL 2021	$ 450.00	$ -	$ -	$ 450.00	50%	0%
MAYO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	75%	0%
JUNIO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	100%	0%
JULIO DEL 2021	$ 1,824.00	$ (0.98)	$ (0.98)	$ 1,824.98	13%	0%
AGOSTO DEL 2021	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	25%	0%
SEPTIEMBRE DEL 2018	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	38%	0%
OCTUBRE DEL 2021	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	50%	0%
NOVIEMBRE DEL 2021	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	63%	0%
DICIEMBRE DEL 2021	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	75%	0%
ENERO DEL 2022	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	88%	0%
FEBRERO DEL 2022	$ 1,824.98	$ -	$ (0.98)	$ 1,824.98	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2021-2022

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	8%	0%
MARZO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	17%	0%
ABRIL DEL 2021	$ 50.00	$ -	$ -	$ 50.00	25%	0%
MAYO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	33%	0%
JUNIO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	42%	0%
JULIO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	50%	0%
AGOSTO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	58%	0%
SEPTIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	67%	0%
OCTUBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	75%	0%
NOVIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	83%	0%
DICIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	92%	0%
ENERO DEL 2022	$ 50.00	$ -	$ -	$ 50.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	8%	0%
ABRIL DEL 2021	$ 250.00	$ -	$ -	$ 250.00	17%	0%
MAYO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	25%	0%
JUNIO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	33%	0%
JULIO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	42%	0%
AGOSTO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	50%	0%
SEPTIEMBRE DEL 2018	$ 250.00	$ -	$ -	$ 250.00	58%	0%
OCTUBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	67%	0%
NOVIEMBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	75%	0%
DICIEMBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	83%	0%
ENERO DEL 2022	$ 250.00	$ -	$ -	$ 250.00	92%	0%
FEBRERO DEL 2022	$ 250.00	$ -	$ -	$ 250.00	100%	0%

Preparado por Louis Rodriquez
14 de marzo de 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2020-2022

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	8%	0%
APRIL 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	17%	0%
MAY 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	25%	0%
JUNE 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	33%	0%
JULY 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	42%	0%
AUGUST 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	50%	0%
SEPTEMBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	58%	0%
OCTOBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	67%	0%
NOVEMBER 2021	$ 9,585.00	$ 610.60	$ 610.60	$ 8,974.40	75%	6%
DECEMBER 2021	$ 8,974.40	$ -	$ 610.60	$ 8,974.40	83%	6%
JANUARY 2022	$ 8,974.40	$ 555.75	$ 1,166.35	$ 8,418.65	92%	12%
FEBRUARY 2022	$ 8,418.65	$ -	$ 1,166.35	$ 8,418.65	100%	12%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	8%	0%
APRIL 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	17%	0%
MAY 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	25%	0%
JUNE 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	33%	0%
JULY 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	42%	0%
AUGUST 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	50%	0%
SEPTEMBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	58%	0%
OCTOBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	67%	0%
NOVEMBER 2021	$ 3,230.00	$ 203.53	$ 203.53	$ 3,026.47	75%	6%
DECEMBER 2021	$ 3,026.47	$ -	$ 203.53	$ 3,026.47	83%	6%
JANUARY 2022	$ 3,026.47	$ 185.25	$ 388.78	$ 2,841.22	92%	12%
FEBRUARY 2022	$ 2,841.22	$ -	$ 388.78	$ 2,841.22	100%	12%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2020-2022

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	8%	0%
MARCH 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	17%	0%
APRIL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	25%	0%
MAY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	33%	0%
JUNE 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	42%	0%
JULY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	50%	0%
AUGUST 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	58%	0%
SEPTEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	67%	0%
OCTOBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	75%	0%
NOVEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	83%	0%
DECEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	92%	0%
JANUARY 2022	$ 1,665.00	$ -	$ -	$ 1,665.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 760.00	$ -	$ -	$ 760.00	8%	0%
APRIL 2021	$ 760.00	$ -	$ -	$ 760.00	17%	0%
MAY 2021	$ 760.00	$ -	$ -	$ 760.00	25%	0%
JUNE 2021	$ 760.00	$ -	$ -	$ 760.00	33%	0%
JULY 2021	$ 760.00	$ -	$ -	$ 760.00	42%	0%
AUGUST 2021	$ 760.00	$ -	$ -	$ 760.00	50%	0%
SEPTEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	58%	0%
OCTOBER 2021	$ 760.00	$ -	$ -	$ 760.00	67%	0%
NOVEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	75%	0%
DECEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	83%	0%
JANUARY 2022	$ 760.00	$ -	$ -	$ 760.00	92%	0%
FEBRUARY 2022	$ 760.00		$ -	$ 760.00	100%	0%

Prepared by: Louis Rodriquez
March 14, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2021-2022

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCU R-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	8%	0%
ABRIL DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	17%	0%
MAYO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	25%	0%
JUNIO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	33%	0%
JULIO DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AGOSTO DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	25%	0%
SEPTIEMBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	38%	0%
OCTUBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	50%	0%
NOVIEMBRE DEL 2021	$ 18,711.00	$ 610.60	$ 610.60	$ 18,100.40	63%	3%
DICIEMBRE DEL 2021	$ 18,100.40	$ -	$ 610.60	$ 18,100.40	75%	3%
ENERO DEL 2022	$ 18,100.40	$ 555.75	$ 1,166.35	$ 17,544.65	88%	6%
FEBRERO DEL 2022	$ 17,544.65	$ -	$ 1,166.35	$ 17,544.65	100%	6%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCU R-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	8%	0%
ABRIL DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	17%	0%
MAYO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	25%	0%
JUNIO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	33%	0%
JULIO DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AGOSTO DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	25%	0%
SEPTIEMBRE DEL 2018	$ 6,264.00	$ -	$ -	$ 6,264.00	38%	0%
OCTUBRE DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	50%	0%
NOVIEMBRE DEL 2021	$ 6,264.00	$ 203.53	$ 203.53	$ 6,060.47	63%	3%
DICIEMBRE DEL 2021	$ 6,060.47	$ -	$ 203.53	$ 6,060.47	75%	3%
ENERO DEL 2022	$ 6,060.47	$ 185.25	$ 388.78	$ 5,875.22	88%	6%
FEBRERO DEL 2022	$ 5,875.22	$ -	$ 388.78	$ 5,875.22	100%	6%

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2021-2022

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCU R-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	8%	0%
MARZO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	17%	0%
ABRIL DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	25%	0%
MAYO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	33%	0%
JUNIO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	42%	0%
JULIO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	50%	0%
AGOSTO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	58%	0%
SEPTIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	67%	0%
OCTUBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	75%	0%
NOVIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	83%	0%
DICIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	92%	0%
ENERO DEL 2022	$ 1,665.00	$ -	$ -	$ 1,665.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCU R-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	8%	0%
ABRIL DEL 2021	$ 760.00	$ -	$ -	$ 760.00	17%	0%
MAYO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	25%	0%
JUNIO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	33%	0%
JULIO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	42%	0%
AGOSTO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	50%	0%
SEPTIEMBRE DEL 2018	$ 760.00	$ -	$ -	$ 760.00	58%	0%
OCTUBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	67%	0%
NOVIEMBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	75%	0%
DICIEMBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	83%	0%
ENERO DEL 2022	$ 760.00	$ -	$ -	$ 760.00	92%	0%
FEBRERO DEL 2022	$ 760.00	$ -	$ -	$ 760.00	100%	0%

Preparado por Louis Rodriquez

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2021 through February 28, 2022
Report for period ending **December 31, 2021** (Month 10 of 12)
Percent of budget period elapsed: 83%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	802	872	850	1,569	1,648	6,680	22,609	40,535	56%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	5,345	5,714	6,469	6,847	7,469	5,071	52,777	20,268	260%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	2,465	3,468	4,042	8,023	2,884	4,435	3,338	41,819	60,803	69%
Broadway	40	9,072	8,492	6,658	0	0	830	2,167	2,500	2,011	2,271	8,173	1,496	43,670	40,535	108%
California City	34	8,453	7,727	3,833	0	0	2,784	5,978	5,464	4,894	1,888	2,508	4,011	47,538	34,455	138%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	6,196	4,748	6,835	6,752	5,386	8,241	110,391	23,308	474%
Delano	76	19,953	21,082	15,436	8,265	7,463	4,632	8,532	8,305	8,247	7,047	12,040	5,703	126,705	77,017	165%
East California	52	14,322	16,129	16,718	15,278	15,044	8,892	11,905	7,994	12,209	9,070	11,167	11,388	150,114	52,696	285%
Fairfax	40	8,429	9,246	5,856	0	0	1,691	4,415	4,278	4,191	2,707	4,228	1,393	46,434	40,535	115%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	7,149	7,553	6,878	8,818	6,401	5,542	74,448	40,535	184%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	6,493	10,607	9,673	10,148	9,253	10,127	4,170	115,544	158,087	73%
Heritage	20	5,914	6,825	3,362	0	0	291	1,915	1,437	1,853	1,269	1,423	1,508	25,797	20,268	127%
Home Base	123	12,960	10,178	8,707	6,506	6,914	5,928	5,267	7,528	7,220	7,005	5,501	54	83,769	62,323	134%
Lamont	20	3,352	4,009	406	1,055	1,485	702	941	724	1,035	180	91	88	14,067	20,268	69%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	6,211	5,554	6,184	6,633	6,467	6,590	1,421	179	68,329	72,963	94%
McFarland	20	2,099	2,182	1,391	0	0	985	3,269	7,404	9,673	10,196	10,971	4,003	52,172	20,268	257%
Mojave	20	7,890	10,296	5,212	0	0	0	0	0	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	2,209	4,047	4,386	3,990	3,161	6,122	3,042	52,988	60,803	87%
Pete H. Parra	128	9,302	10,728	9,209	4,272	2,128	3,222	7,386	14,072	18,739	12,719	15,859	259	107,894	129,713	83%
Planz	20	0	1,168	0	0	0	0	799	503	1,774	1,345	1,502	1,000	8,092	20,268	40%
Primeros Pasos	78	13,621	9,779	8,495	4,687	3,316	4,263	5,007	5,921	6,808	7,102	6,506	5,399	80,902	79,044	102%
Rosamond	80	5,484	6,904	3,004	1,649	812	0	564	326	1,735	1,295	1,730	0	23,504	81,070	29%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,549	4,681	4,698	3,627	1,698	113	136	30,531	40,535	75%
Seibert	40	0	0	0	0	0	0	0	95	106	0	1,795	1,757	3,753	40,535	9%
Shafter	20	3,661	2,948	2,292	1,198	436	2,947	6,628	7,005	10,670	9,374	14,520	0	61,680	20,268	304%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	2,227	2,323	1,792	2,792	3,064	4,776	4,306	32,042	25,334	126%
Sterling	124	7,380	8,415	7,493	8,090	8,172	4,393	5,960	6,570	6,698	3,146	5,070	990	72,378	125,659	58%
Sunrise Villa	20	2,328	1,874	651	1,718	0	971	1,493	1,903	1,623	850	1,677	0	15,090	20,268	74%
Taft	63	4,500	5,261	3,946	0	0	430	1,550	3,486	3,631	2,168	2,641	0	27,613	63,843	43%
Tehachapi	34	2,181	0	0	0	0	0	1,821	1,351	1,326	233	643	214	7,769	34,455	23%
Vineland	20	4,160	2,420	923	1,009	1,100	587	1,214	1,589	2,353	0	104	107	15,566	20,268	77%
Virginia	40	3,948	4,743	3,377	0	0	764	5,706	5,233	5,370	5,005	3,394	24	37,564	40,535	93%
Wesley	60	27,407	27,036	13,247	0	0	2,892	6,681	8,451	10,013	10,108	10,320	0	116,155	60,803	191%
Willow	55	5,130	4,162	2,753	0	0	762	826	3,369	3,595	0	2,867	78	23,542	55,736	42%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	0	0	0	43	43	15,000	
Program Services		23	130	119	10,127	0	0	6,907	484	0	56	50	24	17,920	74,265	24%
SUBTOTAL IN-KIND	**1,763**	**241,690**	**249,626**	**180,739**	**112,143**	**84,697**	**81,428**	**147,732**	**156,103**	**181,850**	**145,672**	**172,681**	**80,244**	**1,834,605**	**1,813,530**	**101%**
State General Child Care*		218,706	214,532	221,798	216,097	167,020	182,708	187,329	199,701	174,882	199,738	0	0	1,982,510	2,821,834	70%
State Preschool*		395,510	387,783	334,094	184,445	165,206	155,454	233,778	301,417	286,063	318,637	0	0	2,762,388	3,865,832	71%
State Migrant Child Care*		9,413	9,710	9,016	9,016	4,013	4,161	4,756	4,310	3,071	6,193	0	0	63,659	125,833	51%
SUBTOTAL CA DEPT of ED		**623,628**	**612,025**	**564,909**	**409,558**	**336,238**	**342,324**	**425,863**	**505,427**	**464,017**	**524,568**	**0**	**0**	**4,808,557**	**6,813,499**	**71%**
GRAND TOTAL		**865,318**	**861,651**	**745,648**	**521,701**	**420,935**	**423,752**	**573,595**	**661,530**	**645,867**	**670,240**	**172,681**	**80,244**	**6,643,162**	**8,627,029**	**77%**

*May include estimates

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2021 through January 31, 2022
Report for period ending January 31, **2021** (Month 11 of 12)

Percent of budget period elapsed: 92%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,799	2,521	3,436	3,640	3,970	4,851	5,331	5,387	5,920	44,557	39,646	112%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,456	3,486	2,813	2,929	4,042	3,592	3,173	35,236	33,039	107%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	1,679	345	0	0	0	10,496	26,431	40%
Kennedy	16	1,188	858	927	699	844	1,150	1,426	2,324	4,546	4,442	4,879	2,698	25,982	26,431	98%
Lodi Home Base	35	0	6,413	5,637	5,519	3,253	3,407	2,544	4,654	4,757	2,004	0	58	38,247	28,909	132%
Lodi UCC	30	3,271	3,946	2,019	2,649	2,934	2,945	3,246	2,321	1,656	1,603	1,747	1,229	29,567	49,558	60%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	2,321	3,818	2,503	3,648	2,867	32,600	9,912	329%
Marci Massei	24	2,453	3,257	2,521	2,094	2,170	2,461	1,860	2,436	2,754	870	1,190	503	24,569	39,646	62%
St. Mary's	24	3,029	2,929	3,172	2,203	1,754	2,760	1,359	1,405	1,299	1,885	180	19	21,994	39,646	55%
Stockton Home Base	90	5,231	9,230	11,746	8,147	7,212	7,970	7,202	7,100	8,269	7,462	5,998	5,831	91,397	74,337	123%
Tracy Home Base	12	0	0	0	0	0	1,654	0	0	1,114	1,170	0	0	3,939	9,912	40%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,816	3,207	2,664	2,956	3,054	2,500	38,730	39,646	98%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	6,681	6,681	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	8,655	8,855	8,655	8,655	15,336	140,044	108,412	129%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	**327**	**40,606**	**55,437**	**58,292**	**49,978**	**36,738**	**44,529**	**39,648**	**42,883**	**47,858**	**42,922**	**38,330**	**46,816**	**544,037**	**526,525**	**103%**
State General Child Care*		120,553	164,511	162,164	150,886	151,577	80,599	85,432	83,637	86,076	70,748	0	0	1,156,182	1,175,152	98%
SUBTOTAL CA DEPT of ED		**120,553**	**164,511**	**162,164**	**150,886**	**151,577**	**80,599**	**85,432**	**83,637**	**86,076**	**70,748**	**0**	**0**	**1,156,182**	**1,175,152**	**98%**
GRAND TOTAL		**161,159**	**219,948**	**220,456**	**200,864**	**188,315**	**125,128**	**125,080**	**126,520**	**133,934**	**113,670**	**38,330**	**46,816**	**1,700,219**	**1,402,067**	**121%**

*May include estimates

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2021 through February 28, 2022
Report for period ending May 31, 2021 (Month 3 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL-MENT	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	627	567	498	0	526	598	2,001	1,366	1,159	0	0	0	7,343	92,882	8%
Kern Community College District	32	257	227	0	230	0	14	474	264	93	79	20	0	1,658	123,843	1%
Kern County Superintendent of Schools	16	8,757	1,799	5,824	5,831	376	0	0	414	0	227	0	0	23,227	61,922	38%
Garden Pathways	11	0	0	0	0	0	0	0	0	0	0	0	0	0	42,571	0%
Taft College	42	50,385	43,657	44,546	54,224	54,782	59,125	57,724	56,925	0	0	0	0	421,369	162,544	259%
Escuelita Hernandez	16	0	0	0	0	0	0	0	0	0	0	0	0	0	61,922	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	42,571	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**		**60,026**	**50,370**	**60,285**	**55,159**	**59,139**	**58,197**	**57,602**	**93**	**305**	**20**	**0**	**446,253**	**588,256**	**76%**

Budget reflects Notice of Award #09HP000163-02-00

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** February 2022
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** Robert Espinosa
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	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	**1317**	**925**	**70%**		**5%**	**5%** **4%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**271**	**61%**	 201 /243 68/123 7/80	**10%**	**4%** **3%**
Early Head Start San Joaquin	**313**	**177**	**57%**		**12%**	**8%** **6%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**86**	**57%** 71% 50% 88% 73% 64% 25% 0	 17/24 16 /32 14/16 8/11 27/42 4/16 0/11	**6%**	**9%** **5%**

HIGHLIGHTS:

Early Head Start Partnership Enrollment Updates: The infant classroom at Escuelita Hernandez center is awaiting licensing. The grand opening ceremony took place the morning of Thursday February 24th, CAPK staff, community members, and the local news media were in attendance. Several CAPK programs such as HVP, Home Base, 211 as well as Kern Public health, Kern Early Starts, and Tel Tec were on site as well to offer resources. On Thursday, February 17th, Blanton and Garden Pathways centers were included in the center exploration component of the Focus Area 2 review; partner staff had an opportunity to speak about their program's collaboration with CAPK.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	197	**240**

Division Staffing = 701*			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
599	102	23	89

HIGHLIGHTS: *Adjusted number total Staffing for the Division based on 3/1/2022 consolidated budget.
2 staff onboarded
3 staff promoted
6 days of interviews for 10 open requisitions

Compliance

Office of Head Start Focus Area 2 Monitoring Review Update:
From February 15-18, 2022, the Administration for Children and Families conduced a Focus Area Two monitoring review of the Head Start and State Child Development programs. Based on the exit meeting, the program complied with all applicable requirements and standards. The review lead complimented staff for our processes and gave multiple program highlights during the exit meeting. Staff is expecting the final report by mid-April.

During the month of February: 60 comprehensive file reviews and 16 comprehensive classroom monitoring tours were completed. Any areas of improvement generated Corrective Action Plans that were all completed within time frame.

Central Kitchen February 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**52,824**	19,485	17,144	16,095

HIGHLIGHTS: The Central Kitchen staff have made all required adjustments needed for all the closures and meal count changes. Tyrone Trapp, the CACFP coordinator will be joining Central Kitchen as the new Food Service Manager. Additionally, the Food Production Driver position was filled.

CACFP						
January 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
52,675	11,706	64,381	29,528	34,853	33,904	54%

MICROBUSINESS COVID-19 RELIEF GRANT



$2,500 for Eligible Kern County Microbusinesses

Funded in part through a Grant from the California Office of the Small Business Advocate

- Must have (0-4) full-time equivalent employees
- Be operational prior to December 2019 and have a physical presence in the County of Kern
- Currently active and operating or with a clear plan to reopen
- Less than ($50,000) in revenues in the 2019 taxable year
- Must complete a (1) page application and E-Mail it to one of the organizations listed on the right

capk Community Action Partnership of Kern
info@capk.org

America's SBDC California Central CA Network
California State University Bakersfield Small Business Development Center
sbdc@csub.edu

Kern Economic Development Foundation
Business. Education. Community.
info@kedf.org

Women's Business Center Serving Kern County
KWBCinfo@mcscorp.org

California Office of the Small Business Advocate
California Governor's Office of Business and Economic Development

Employers' Training Resource
a proud partner of America's JobCenter of California℠

www.americasjobcenterofkern.com

The AJCC & WIOA are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

SUBSIDIO DE ASISTENCIA COVID-19 PARA MICROEMPRESAS



$2,500 para microempresas eligibles en el Condado de Kern

Financiado en parte a través de un subsidio de la Oficina del Defensor de la Pequeña Empresa de California

- Debe tener (0-4) empleados equivalentes a tiempo completo
- Estar operativo antes de diciembre de 2019 y tener una presencia física en el Condado de Kern
- Actualmente activo y en operación o con un plan claro para reabrir su negocio
- Menos de ($ 50,000) en ingresos en el año fiscal 2019
- Debe completar una aplicación de (1) página y mandar un correo electrónico a una de las organizaciones que están a la derecha de este documento

CAPK Community Action Partnership of Kern
info@capk.org

America's SBDC California Central CA Network
California State University Bakersfield Small Business Development Center
sbdc@csub.edu

Kern Economic Development Foundation
Business. Education. Community.
info@kedf.org

Women's Business Center Kern County
KWBCinfo@mcscorp.org

California Office of the Small Business Advocate
California Governor's Office of Business and Economic Development

Employers' Training Resource
a proud partner of America's JobCenter of California

www.americasjobcenterofkern.com

AJCC y WIOA son un empleador/programa de igualdad de oportunidades. Las ayudas y servicios auxiliares están disponibles a petición de las personas con discapacidades


RAPID RESPONSE NETWORK OF KERN
BUILDING HEALTHY COMMUNITIES KERN
2022 KERN IMMIGRANTS' RIGHTS CONFERENCE: STEP INTO ACTION!
Join us for this FREE community conference where we will cover topics of immigration enforcement, as well as resources and ways you can get involved!
Lunch provided!
Thursday, March 31
11am-5pm
Bakersfield Marriott- 801 Truxtun Ave.
Bakersfield, CA 93301
Register here:
https://bit.ly/2022IRKERN


RAPID RESPONSE NETWORK OF KERN
BUILDING HEALTHY COMMUNITIES KERN
CONFERENCIA SOBRE LOS DERECHOS DE INMIGRANTES 2022: ¡TOMANDO ACCIÓN!
Acompáñenos a esta conferencia comunitaria sobre el tema de inmigración en el Condado de Kern y como se puede involucrar.
Se proveerá almuerzo.
jueves, 31 de marzo
11am-5pm
Bakersfield Marriott- 801 Truxtun Ave.
Bakersfield, CA 93301
Regístrese aquí:
https://bit.ly/2022IRKERN

Adventist Health

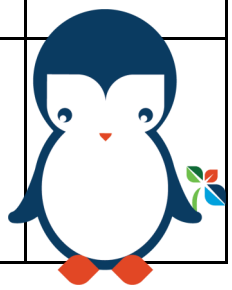
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

April 2022

- Vaccines are FREE for children ages 0-5 regardless of health insurance.
- Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
  3. American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance.
- Your child's Immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 McFarland Learning Center 599 5th St. **MCFARLAND** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	7 Walmart 6225 Colony St. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16
17	18 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21	22 **Hi I'm Pip!**	23
24	25	26	27 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29	



Prior to attending one of the clinics listed, please call (661) 869-6740, for additional instructions

Due to COVID-19 precautions, children over the age of 5 require an appointment.

To view our clinic schedule online visit http://www.adventisthealthbakersfield.org/immunizations

Adventist Health

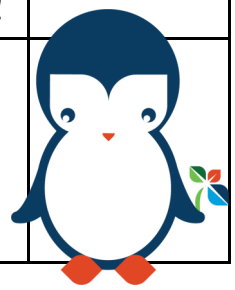
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

Abril 2022

- Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguentes criterios:
  1. No aseguranza medica
  2. Inscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
- Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres emabrazadas/postparto sin importar corbertura medica.
- La tarjetas de vacunas de su hijo(a) son requeridas.
- NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
- Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
- Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
					1	2
3	4 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 McFarland Learning Center 599 5th St. **MCFARLAND** (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	7 Walmart 6225 Colony St. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Walmart 2601 Fashion Plaza (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	15	16
17	18 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21	22 **Hola Soy Pip!**	23
24	25	26	27 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	28	29	



Favor de llamar al (661) 869-6740 antes de acudir a una de las clinicas para mas instrucciones

Debido a precauciones de COVID-19, niños mayores de 5 años necesitan hacer cita.

Para ver la programacion de clinicas visite la pagina http://www.adventisthealthbakersfield.org/immunizations

FAMILY WELLNESS
Monthly Parent Trainings with Dr. Kirk

All Trainings are on Monday's
3:00pm-4:00pm on Zoom

~~September 13, 2021~~
~~October 11, 2021~~
~~November 8, 2021~~
~~December 13, 2021~~
~~January 10, 2022~~
~~February 23, 2022~~
March 21, 2022
April 11, 2022
May 9, 2022



HEADQUARTERS TOURS



TOURS MAY INCLUDE:

SWAT | BOMB SQUAD | K-9 | TRAINING SIMULATORS
AIR SUPPORT | SEARCH AND RESCUE

SATURDAY, JUNE 26, 2021 AT 9:00AM TO 11:00AM
TUESDAY, NOVEMBER 9, 2021 AT 10:00AM TO 11:30AM
SATURDAY, MARCH 5, 2022 AT 10:00AM TO 11:30AM
THURSDAY, MAY 12, 2022 AT 6:00PM TO 7:30PM

Your COMMUNITY
Our COMMUNITY
My COMMUNITY

CALL THE CRIME PREVENTION UNIT TO
RESERVE YOUR SPOT!!
(661)391-7559



Backpack Connection Series

About this Series

The Backpack Connection Series was created by TACSEI to provide a way for teachers and parents/caregivers to work together to help young children develop social emotional skills and reduce challenging behavior. Teachers may choose to send a handout home in each child's backpack when a new strategy or skill is introduced to the class. Each Backpack Connection handout provides information that helps parents stay informed about what their child is learning at school and specific ideas on how to use the strategy or skill at home.

The Pyramid Model



The Pyramid Model is a framework that provides programs with guidance on how to promote social emotional competence in all children and design effective interventions that support young children who might have persistent challenging behavior. It also provides practices to ensure that children with social emotional delays receive intentional teaching. Programs that implement the Pyramid Model are eager to work together with families to meet every child's individualized learning and support needs. To learn more about the Pyramid Model, please visit ChallengingBehavior.org.

More Information

More information and resources on this and other topics are available on our website, ChallengingBehavior.org.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

How to Use Positive Language to Improve Your Child's Behavior

Brooke Brogle, Alyson Jiron y Jill Giacomini

"Stop it." "No." "Don't do that!" As a parent, you might find yourself using these words and phrases more often when your child begins to make his own choices. Now, stop for a moment and consider how the conversation might feel if you couldn't use these words? What if, rather than telling your child what he can't do, you instead chose words to tell him what he can do? While this shift in language might seem small, it actually provides a powerful positive change to the tone of the conversation. When you focus on using positive language with your child, you will likely find that he has fewer tantrums, whines less and overall experiences fewer challenging behaviors.

How can such a small change make such a big difference? While it is obvious to adults, young children are not able to make the logical connection that when they are told not to do something, what they actually should do is the opposite. For example, the directions, "Don't climb on the counter" can be very confusing to a child. However, "Please keep your feet on the floor" tells the child exactly what the expectation is and how he can change what he is doing. Using positive language also empowers a child to make an appropriate choice on his own, which can boost his self-esteem. When you are specific in your directions by telling your child exactly what he can do and when, it is easier for him to comply and he is more likely to cooperate with the request.

Try This at Home

- **Replace "don't" with "do".** Tell your child what she can do! If you saw her cutting the leaves of a plant, rather than saying "Don't cut that!" you could say, "Scissors are for cutting paper or play dough. Which one do you want to cut?" It is more likely that your child will make an appopriate choice when you help her to understand exactly what appropriate options are available.
- **Offer a choice.** When you provide your child with a choice of things that he can do, wear or go, he is more likely to select one of the options you have offered because it makes him feel like he is in control. This strategy also works for you as a parent because you approve of either choice.
- **Tell your child "when."** When your child asks to do something, rather than saying no, acknowledge her wish and tell her when she might be able to do it. This answer feels more like a "yes" to a child. For example, if your child asks to go to the park, but you are on the computer finishing up a work project, you could say, "The park sounds like a great idea! I need to finish this letter for work right now. Would you like to go after your nap today or tomorrow morning after breakfast?"
- **Use "first-then" language.** Another way to tell a child when he can do something in a positive way is to use a "first-then" statement. For example, if he wants to watch TV but you would like for him to pick up his toys, you could say "First, pick up your toys and then you may watch a TV show."



- **Give your child time to think.** Sometimes, you may feel frustrated when your child does not respond quickly to requests and feel tempted to use demands and raise your voice. When that happens, remember that your child is learning language and how to use it. She needs time to think about what you said and how she is going to respond. It can take her several seconds, or even minutes, longer than you to process the information. If you remain calm and patiently repeat the statement again, you will see fewer challenging behaviors and enjoy more quality time with your child.
- **Help your child to remember.** Children are easily distracted. Sometimes your child may need you to help him remember what you asked him to do in order to do it. "I remember" statements are very useful in these situations. For example, imagine you have asked your child to put on his shoes so that he can go outside, and he comes over to you without his shoes on and is trying to go outside. You can say, "I remember you need to put your shoes on before you can go outside." Stating the information as a simple fact, rather than a command, gives him the information he needs to make the right choice on his own without blaming him or making him feel like he has failed.

Practice at School

Teachers use positive language at school to help children become more confident and independent. When teachers tell children what they can do, children begin to manage themselves, classroom routines and interactions with peers by themselves. For example, a child who is throwing sand on the playground can be shown that, instead, she can use a shovel to put the sand in a bucket. The teacher might say,"If you want to play with the sand, you can fill this bucket. Would you like a blue bucket or this red one?" In this way, the teacher honors the child's interest, but directs it to a more appropriate play choice.

The Bottom Line

Positive relationships with parents, teachers and other caregivers provide the foundation for a successful and happy child, are the building blocks for your child's self-esteem and ability to empathize and predict future positive behavior choices. The manner in which you talk to your child has a significant impact on his behavior. Making positive changes to your communication style can be hard work, but with a little practice, you will see a big difference in your relationship with your child. Your child will feel more encouraged, positive and independent and, as a result, you will enjoy better overall cooperation.

UNIVERSITY OF SOUTH FLORIDA

Reproduction of this document is encouraged. Permission to copy is not required.

This publication was produced by the Technical Assistance Center on Social Emotional Intervention (TACSEI) for Young Children funded by the Office of Special Education Programs (OSEP), U.S. Department of Education (H326B070002) and updated by the National Center for Pyramid Model Innovations also funded by OSEP (H326B170003). The views expressed do not necessarily represent the positions or policies of the Department of Education. July 2013/January, 2018.

IDEAs that Work
Office of Special Education Programs



Serie de Conexión

Mochila

Sobre esta serie

La *Serie de Conexión Mochila* fue instaurada por TACSEI (por sus siglas en inglés) para brindarle a los maestros y padres/proveedores una vía para trabajar en conjunto para ayudar a los niños a desarrollar sus aptitudes socioemocionales y reducir las conductas desafiantes. Los maestros podrían elegir enviar un volante a casa dentro de la mochila de cada niño cada vez que sea introducida una nueva estrategia o aptitud dentro de la clase. Cada volante de la *Conexión de Mochila* proporciona información que ayudará a los padres a estar informados sobre lo que su niño está aprendiendo en la escuela y las ideas específicas sobre cómo utilizar las estrategias o aptitudes en casa.

El Modelo de la Pirámide



El Modelo de la Pirámide es un marco que proporciona a los programas orientación en como promover la capacidad socioemocional en todos los niños y diseñar intervenciones efectivas que apoyen a los niños que puedan contar con conductas desafiantes persistentes. También proporciona prácticas para asegurarse de que los niños con retrasos socioemocionales reciban educación intencional. Los programas que implementan el Modelo de la Pirámide están entusiasmados de trabajar en sociedad con las familias para satisfacer las necesidades individuales de aprendizaje y apoyo que cada niño necesita. Para conocer más del Modelo de la Pirámide, por favor visite *challengingbehavior.org*.

Más información

Más información y recursos sobre este y otros temas están disponibles en nuestro sitio web, *ChallengingBehavior.org*.

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

Cómo utilizar lenguaje positivo para mejorar el comportamiento de su hijo

Brooke Brogle, Alyson Jiron y Jill Giacomini

"Detente." "¡No hagas eso!" Como padre, usted puede encontrarse utilizando estas palabras o frases con más frecuencia cuando su niño comienza a tomar sus propias elecciones. Ahora, deténgase por un momento y considere ¿cómo podría sentirse la conversación si no pudiera utilizar estas palabras? ¿Qué tal, si en vez de decirle a su niño qué no puede hacer, en su lugar elige palabras para decirle qué puede hacer? Mientras que este cambio en el lenguaje puede parecer mínimo, en realidad puede proporcionar un cambio positivo poderoso al tono de la conversación. Cuando se enfoque en utilizar lenguaje positivo con su niño, notará que hace menos berrinches y lloriqueos y que demostrara menos conductas desafiantes.

¿Cómo puede un cambio tan pequeño hacer tan gran diferencia? Mientras que es obvio para los adultos, los niños no son capaces de hacer la conexión lógica de que cuándo les dicen que no hagan algo, lo que en realidad deben de hacer es lo contrario. Por ejemplo, las instrucciones, "No te subas al mostrador" puede ser muy confuso para un niño. Sin embargo, "Por favor mantén los pies sobre el piso" le dice al niño exactamente cuál es la expectativa y cómo puede cambiar lo que está haciendo. El utilizar lenguaje positivo también le da poder a los niños para realizar una elección apropiada por sí solo, lo cual puede aumentar su auto estima. Cuando usted es específico con sus instrucciones mencionándole a su niño exactamente lo que puede hacer y cuándo hacerlo, le es más fácil para él cumplir y es más probable que coopere con su petición.

Pruebe esto en casa

- **Reemplace el "no" por el "sí".** ¡Dígale a su niño qué puede hacer! Si lo vio cortando las hojas de una planta, en vez de decirle "¡No cortes eso!" usted puede decirle, "Las tijeras son para cortar papel o plastilina. ¿Cuál quieres cortar?" Es más probable que su niño tome la elección apropiada cuando usted lo ayude a comprender exactamente cuáles son las opciones apropiadas disponibles.
- **Ofrezca opciones**. Cuando usted le brinda a su niño opciones de qué puede hacer, ponerse o a dónde ir, es más probable que elija una de las opciones que usted le ofreció porque lo hace sentir que él tiene el control. Esta estrategia también funciona para usted como padre porque aprobará cualquier elección.
- **Dígale a su niño "cuándo."** Cuando su niño le pida hacer algo, en vez de decirle que no, reconozca su petición y dígale cuándo podría hacerlo. Esta respuesta les suena más como un "sí" a los niños. Por ejemplo, si su niño le pide que vallan al parque, pero usted está en la computadora finalizando un proyecto de trabajo, le podría decir, "¡Ir al parque suena como una gran idea! Pero primero necesito terminar esta carta. ¿Te gustaría ir al parque después de tu siesta hoy o mañana después de desayunar?"
- **Utilice lenguaje como "primero-luego."** Otra manera de decirle a su niño cuándo puede hacer algo de manera positiva es utilizar una declaración conocida como "primero-después." Por ejemplo, si él quiere ver televisión pero usted quiere que recoja sus juguetes, usted le podría decir "Primero levanta tus juguetes y después puedes ver televisión."
- **Dele a su niño tiempo para pensar.** A veces, podrá sentirse frustrado cuando su niño no responde de manera rápida a su petición y sentirá la tentación de demandar y alzar la voz. Cuando eso suceda, recuerde que su niño está aprendiendo el lenguaje y cómo utilizarlo. Él necesita tiempo para pensar lo que usted dijo y cómo va a responder. Esto le puede tomar varios segundos, hasta minutos, más que a usted para procesar la información. Si mantiene la calma y repite calmadamente la petición una vez más, observará menos conductas desafiantes y disfrutará de más tiempo de calidad con su niña.
- **Ayúdele a recordar.** Los niños se distraen fácilmente. A veces su niño necesita que le ayude a recordar lo que usted le pidió que hiciera para poder hacerlo. Frases como "yo recuerdo" son muy útiles en estas situaciones. Por ejemplo, imagine que le ha pedido a su niño que se ponga los zapatos para que pueda salir. Usted puede decir, "Yo recuerdo que debes ponerte los zapatos antes de salir." El comunicar la información como un simple hecho, en vez de una orden, le proporciona la información que él necesita para hacer la elección correcta por sí solo sin culparlo o hacerlo sentir como si hubiera fracasado.

Practique en la escuela

Las maestras utilizan lenguaje positivo en la escuela para ayudar a los niños a ser más seguros e independientes. Cuando las maestras les dicen a los niños qué pueden hacer, los niños comienzan a dirigirse a sí mismos, sus rutinas de clase y las interacciones con sus semejantes. Por ejemplo, a una niña que está tirando arena sobre el patio de juego se le puede enseñar que, en su lugar, ella puede utilizar una pala para echar la arena en una cubeta. La maestra podría decir, "Si quieres jugar con la arena, puedes llenar esta cubeta. ¿Te gustaría una cubeta azul o una roja?" De esta manera, la maestra honra el interés de la niña, pero lo dirige de una manera más apropiada

La conclusión

Las relaciones positivas con los padres, maestras y otras proveedoras proporcionan los cimientos para un niño feliz y exitoso, son los componentes básicos para el auto estima de su niño y la capacidad para simpatizar y predecir las futuras elecciones de conducta positiva. La manera en que usted le habla a su niño tiene un impacto significante sobre su comportamiento. El realizar cambios positivos a su estilo de comunicación puede ser trabajo difícil, pero con un poco de práctica, usted notará una gran diferencia en la relación con su niño. Su niño se sentirá más alentado, positivo e independiente y, como resultado, usted disfrutará de una mejor cooperación en general.

UNIVERSITY OF SOUTH FLORIDA

Se recomienda la reproducción de este documento. No se requiere permiso para copiar.

Esta publicación fue producida por el Centro de Asistencia Técnica sobre Intervención Social y Emocional (TACSEI por sus siglas en inglés) para niños pequeños financiado por la Oficina de Programas de Educación Especial (OSEP por sus siglas en inglés), Departamento de Educación de los Estados Unidos (H326B070002) y actualizado por el Centro Nacional para Innovaciones del Modelo de la Pirámide también financiado por OSEP (H326B170003). Las opiniones expresadas no representan necesariamente las posiciones o políticas del Departamento de Educación. julio 2013 / enero, 2018.

IDEAs that Work
Office of Special Education Programs

Scan the code with your phone for more info!

Head Start
A Program of CAPK

Your child's health and education is our priority.

Community Action Partnership of Kern has put a portfolio of robust safety features into place to reduce the risk of COVID-19 transmission while children are learning with Head Start. Drop-off and pick-up times are staggered, staff, children and parents receive non-contact health screenings every day, classroom attendance size is limited, physical distancing procedures are in place, hands are washed regularly and personal protective equipment is in use. Head Start is a no cost program for children 6 weeks to 5 years from low income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.







Head Start offers options based on your family's needs:

Head Start
promotes school readiness for children 3-5 years through:
- Online/Distance Learning
- Full Day/Part Day in class

Early Head Start:
- **Home Based:** Teachers work with the families, through weekly visits that support their child's development and their own family goals
- **Pregnant Women:** Prenatal support and follow-up
- **Full Day in class:** School Readiness specially designed for the unique needs of infants and toddlers

capk
Community Action Partnership of Kern

Head Start kids receive:
- High-quality, age appropriate learning from credentialed teachers
- Free Medical and Dental screenings
- Healthy Meals and Snacks
- A safe indoor and outdoor setting to explore, discover and learn

Give your child a Head Start!

1-800-701-7060

03192021

Scan the code with your phone for more info!

Head Start
A Program of CAPK

La salud y educación de su hijo(a) es nuestra prioridad

La Asociación de Acción Comunitaria de Kern ha implementado una selección de componentes de seguridad sólidos para reducir el riesgo de transmisión de COVID-19, mientras los menores asisten al programa de Head Start. Los horarios de entrada y salida, se han alternado; el personal, los niños (as) y los padres reciben exámenes de salud sin contacto todos los días, el cupo en los salones se ha limitado, así como también se han establecido procedimientos de distanciamiento físico, aseo de manos que se realiza regularmente y se utiliza equipo de protección personal. Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.







Head Startle ofrece opciones en base a las necesidades de su familia

Head Start

Startpromueve la preparación escolar para niños (as) de 3-5 años a través de:

- Aprendizaje en línea y a distancia
- Clases de tiempo completo y medio tiempo

Early Head Start:

- **Servicios a domicilio:** Los maestros trabajancon las familias por medio de visitas semanalesque apoyan el desarrollo de su hijo (a) , asicomo las metas familiares
- **Mujeres embarazadas:** Apoyo prenatal y seguimiento después del parto
- **Día completo en clase:** Se les proporciona preparación escolar especialmente diseñada para las necesidades únicas de los bebés e infantes.

capk
Community Action Partnership of Kern

Los alumnos de Head Start reciben:

- Instrucción de alta calidad diseñada para cadaetapa, dirigida por maestros (as), acreditados
- Exámenes de salud y dentales gratuitos
- Almuerzos y refrigerios saludables
- Ambiente interior y exterior segurosdiseñados para la exploración, descubrimiento y aprendizaje.

¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

1-800-701-7060

03192021

CalWORKs

Home Visiting Program







Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.



To learn more or to sign up for the program,

Please contact our HVP Liaison at **(661)631-6756** or your CalWORKs case worker.

CalWORKs

Programa de Visitas a domicilio







Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familar y comunitario
- Interacción positiva entre padres e hijos
- Servicos sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad



Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKS.

2022 PC Planning Committee
Monthly Meeting Schedule

All Meetings will be held virtually the first Tuesday of the month at 5:30 p.m.

~~Tuesday, January 4, 2022~~
~~Tuesday, February 1, 2022~~
~~Tuesday, March 1, 2022~~
Tuesday, April 5, 2022
Tuesday, May 3, 2022
Tuesday, June 7, 2022
Tuesday, August 2, 2022
Tuesday, September 6, 2022
Tuesday, October 4, 2022

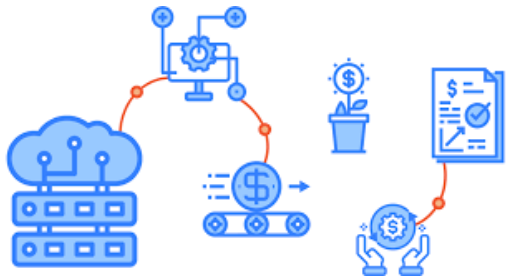
***Meeting dates subject to change, upon agreement of the committee**

Approved: 1.4.22

Policy Council
BUDGET & FINANCE COMMITTEE
2021 – 2022 Meeting Dates

All meetings will be conducted through Teams and will begin at 6:00 p.m. As the meeting date approaches you will receive an email invitation as well as all necessary documentation/information for the meeting.
Please mark your calendar accordingly.

~~Tuesday, January 18, 2022~~
~~Tuesday, February 15, 2022~~
Tuesday, March 15, 2022
Tuesday, April 19, 2022
Tuesday, May 17, 2022
Tuesday, June 21, 2022
Tuesday, August 16, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022



Approved: January 18, 2022

Policy Council
BYLAWS COMMITTEE
2021 - 2022 Meeting Dates

All meetings will be held via teleconference. As the meeting date approaches you will be sent an email invitation for the meeting. In preparation for subcommittee meetings please mark your calendar accordingly.
All meetings will begin at 5:30 p.m.

~~**Tuesday, February 8, 2022**~~
Tuesday, April 12, 2022
Tuesday, June 14, 2022
Tuesday, August 9, 2022

Any necessary documentation and/or information for meetings will be sent via email (or in some instances USPS) prior to the meeting for your review.



Approved: February 8, 2022

Policy Council
SCHOOL READINESS COMMITTEE
2021 – 2022
Meeting Dates

All meetings will be held through Microsoft Teams. As the meeting date approaches you will be sent a meeting invitation via email. In preparation for these subcommittee meetings please mark your calendar accordingly.
All meetings will begin at 5:30 p.m.

~~**Thursday, February 10, 2022**~~
~~**Thursday, March 10, 2022**~~
Thursday, April 7, 2022
Thursday, May 12, 2022

Any necessary documentation and/or information for meetings will be sent via email prior to the meeting for your review.



Approved: February 10, 2022

2021-2022 Head Start
Policy Council Meeting Dates

At this time, all meetings will be held via teleconference through Microsoft Teams. Members of the public may join via teleconference or may listen to the call from the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA. Teleconference information can be found on monthly meeting agendas, located on the CAPK website at www.capk.org/documents/.

En este momento, todas las reuniones se llevarán a cabo por teleconferencia a través de Microsoft Teams. Los miembros del público pueden unirse por medio de teleconferencia o pueden escuchar la llamada de la Oficina Administrativa de CAPK, ubicada en 5005 Business Park North, Bakersfield, CA. La información sobre las teleconferencias se puede encontrar en las agendas mensuales de las reuniones, localizadas en el sitio web de CAPK en www.capk.org/documents/

~~Tuesday, November 23, 2021~~
~~Tuesday, December 21, 2021~~*
~~Tuesday, January 25, 2022~~
~~Tuesday, February 22, 2022~~
Tuesday, March 22, 2022
Tuesday, April 26, 2022
Tuesday, May 24, 2022
Tuesday, June 28, 2022
Tuesday, August 23, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022

Policy Council Meetings are generally held on the 4th Tuesday of the month.

*The December meeting will be held one week earlier due to the Christmas holiday.

Approved: November 23, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

Robert Espinosa

From: Robert Espinosa

Date: March 22, 2022

Subject: Summary of Changes to the 2022-2023 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents, and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our partnerships, and administration. In addition, our committee include CAPK Board member, Michelle Jara-Rangel and Policy Council Chair, Andrea Martinez.

The committee came together for a total of two meetings via TEAMS. During these meetings a review of our Community Assessment was conducted. Additionally, an analysis of the current Selection Criteria point system to ensure our Selection Criteria and Recruitment Plan meet the Head Start Program Performance Standard's requirements to ensure the most vulnerable families/children in our community have an opportunity to enroll.

It is the decision of the committee the current Selection Criteria point system meets each of these criterions; however, a greater need was given to prioritize children with a diagnosed disability (IEP/IFSP). Additionally, the term Homeless eligible was changed to McKinney-Vento eligible to avoid any stigma related to the term homeless and in hopes to capture more families who are categorially eligible under the McKinney-Vento Act.

The committee has made the following revisions to the Selection Criteria Verification Form Guidance:

- Disability Category- Changed from 150 points to 200 points
- Eligibility- Homeless eligible to McKinney-Vento eligible
- Definitions- Home language changed to Primary language

Recommendation:
Staff recommends the Policy Council approve the 2022—2023 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments:
2022-2023 Recruitment and Selection Plan

2022-2023
Recruitment and Selection Plan
Community Action Partnership of Kern

3/7/2022

Head Start/State Child Development Division

Recruitment and Selection Plan Committee Members 3

Introduction 4

Methodology 5

Eligibility 6-7

Recruitment 7-9

Selection 10-11

Appendices 12-21

HHS Poverty Guidelines 22

Selection Criteria Verification Form 23-24

RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel	Board Member
Andrea Martinez	Parent, Policy Council

Community Members

Daisy Torrez	Kern Health Systems- Marketing Coordinator

CAPK/CEDS Division Staff

Yolanda Gonzales	Executive Director, Head Start
Jerry Meade	Assistant Director of Program
Leslie Mitchell	Assistant Director of Education
Gloria Barbero	Assistant Director- San Joaquin
LeTisha Brooks	Program Administrator
Esperanza Contreras	Partnership Administrator
Sylvia Ortega	Quality Assurance Administrator
Carolyn Coffey	Education Support Services Administrator
Robert Espinosa	Program Design & Management Administrator
Elizabeth Williams	Professional Development Manager
Carol Hendricks	Enrollment & Attendance Manager
Maria Guadian	Family Engagement & Inclusion Manager
Amanda Espitta	Education Manager
Mary Ann Mooney	Program Manager
Luz Adams	Program Manager
Janey Felsoci	Program Manager
Rosa Del Toro	Program Manager
Rashi Strother	Education Manager
Alan Rodriguez	Health and Nutrition Manager
Norma Bautista	Home Visiting Initiative Program Manager
Lisa Gonzales	Program Governance Coordinator
Sandra Acevedo	Enrollment and Attendance Coordinator
Walter Villa	Enrollment and Attendance Coordinator
Tyrone Trapp	CACFP Attendance Coordinator
Lorena Juarez	Enrollment Specialist

INTRODUCTION

Kern and San Joaquin 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, 2-1-1Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, 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 Head Start and Early Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1302.

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 Head Start Kern grant is funded to serve 1,317 Head Start (HS) children and 908 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base, which 595 were served in Kern County, and 313 in San Joaquin County.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as the San Joaquin County communities.

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 participate as representation for their region. Head Start Policy Council members were also invited. 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 January 13, 2022, and January 27, 2022. The committee members participated in open discussion; identifying community needs based on Community Assessment. The discussions also included a thorough review of the 2021-2022 Selection Criteria as well as the 2021-2022 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There are six sections of the 2021 Community Assessment that were reviewed. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year, as well as determine selection priorities for which children are enrolled. Committee were asked to review the two documents provided to them, and freely discuss the ideas of the priorities they would like to see established. They were informed 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 2020/2021 Recruitment and Selection Plan. There were two primary changes to the selections and criteria verification form to change the disability points from 150 to 200 points and to change the wording of homeless eligible to McKinney-Vento eligible. Even though additional points were provided to the disability criteria, it should not prevent a child with a higher eligibility (i.e. Mckinney-Vento eligible or income eligible) to be a priority in the enrollment process. What follows is the result of their examination of the needs and strengths of the communities served.

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, 90 percent of enrollees must be Income/Public Assistance eligible based upon federal guidelines, in foster placement or homeless.
- No more than 10 percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- 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.
- No less than 10 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).

Eligibility Categories

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

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin 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 data tabulated by Kidsdata.org, there are an estimated 9,882 children homeless at any point during the 2018 school year in Kern and San Joaquin County. CAPK has reported in the first part of the 2021-2022 School Year, 61 homeless children and their families have been provided services.

Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). The California Department of Education reported a total of 4,547 children under 5 years of age enrolled in Kern and San Joaquin County Special Education Programs in 2018. In thefirst half of the 2021-2022 School Year, CAPK reports serving 215 children with a diagnosed disability.

Foster Placement

Foster placement is a high priority for selection at Head Start. According to kidsdata.org, in 2018, there was a reported total of 941 children 5 years old and under in fostercare in Kern and San Joaquin County.

Income/Public Assistance eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2021 Community Assessment, it was determined 70,269 children in Kern County and 52,388 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 of children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 6,178 that were age and income eligible.

Based on that number, 31.1% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 22,524 children that are Income/Public Assistance eligible for Head Start and Early Head Start currently residing in Kern County and 6,178 in San Joaquin County. During the first half of the 2021-2022 School Year, 1,384 of those served are categorized as Income/PublicAssistance eligible in both Kern and San Joaquin County.

Over income who meet the program selection criteria

Although it has been stated more than 27,000 children are Income/Public Assistance eligible for services in Kern County, the agency can 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/Public Assistance eligible families. During the first part of the 2021-2022 School Year, CAPK reports serving 240 over income families.

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with disabilities, andwho 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, as well as with the Valley Mountain Regional Center (VMRC) in San Joaquin County. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Provide flexible/modified attendance schedules (Dual Enrollment).
- Establishing a relationship with the local School Districts Special Education Department.
- Establishing a relationship with the Special Education Preschools, on-site
  direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participating on the Kern Early Start Services Advisory Committee and Valley Mountain Regional Center (VMRC) in San Joaquin.
- Providing specific materials for recruitment of children with disabilities.
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee.
- Participating 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 childcare 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
- San Joaquin County Office of Education
- 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.
- MOU and referral process between San Joaquin VMRC and Head Start San Joaquin.

Recruitment Strategies

Children and families are recruited throughout Kern and San Joaquin County; Kern County was established as the Partnership's service area beginning in 1965 and San Joaquin County in 2015.

The Partnership maintains an active, year-round recruitment process designed to reach Kern and San Joaquin 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
- Individual Center Recruitment
- Community Partners
- 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, always beginning on day one and, 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 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 McKinney-Vento eligible children/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.
- Collaboration with CAPK WIC and San Joaquin WIC.
- Nutrition and Child Support services in San Joaquin County.
- 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.
- Utilize technology and social media
- Rebranding from Child Education and Development Services to Head Start services.
- Utilize CAPK Outreach department to maximize recruitment efforts county-wide.

Recruitment Strategies are individualized by the local community

Local recruitment is planned, carried out, monitored, and evaluated based on recruitment plans created by each Head Start center in collaboration with the Enrollment and Attendance Department. Local and site-based recruitment plans are available upon request from the Enrollment and Attendance Department.

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

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

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

- Festivals, fairs, or holiday events sponsored by the program
- Parades
- Center locations or relocations
- Awards received by parents, volunteers, or staff
- Special projects
- Donations to program
- Community 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.
- San Joaquin ECE enrollment staff networking event, held quarterly.
- San Joaquin Housing Authority networking event, held quarterly.
- EHS Partnership with Bakersfield Community College recruitment strategy meetings held quarterly.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. McKinney-Vento Eligible Children (Homeless Children)-individuals who lack fixed, regular and adequate nighttime residence; andincludes:

    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 nighttime 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 McKinney-Vento eligible because they are living in circumstancesdescribed in one of the above.

2. Foster Placement

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

- Public Assistance Eligible
- Income Eligible
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HS, 3RD year enrollee)
- Parents who were/are18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HS wait-list prior program year and not enrolled
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral
- Social service referral
- Public Assistance Program
- Parent Works Full Time/Attending school Full time
- Home Language other than English
- Family is undergoing Court-ordered Family Maintenance

Total priority points are calculated by our Child Plus database.

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

When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment

opportunity becomes available.

The recruitment and application process are year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/option wait list. Additionally, it is important to note the Enrollment and Attendance Department's internal processes have procedures in place to ensure that a child who is over-income cannot be enrolled over a categorically eligible child even if the over-income child has higher points.

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 childcare, 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;

(VIII) That a child who has been determined to meet the eligibility criteria described in this subparagraph andwho 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.

Sections of the Head Start Performance Standards

1302.11 Determining community strengths, needs, and resources.
(a) Service area. (1) A program must propose a service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

> (i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.

(ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.
(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) 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. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:
(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));
(B) Children in foster care; and
(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;
(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;
(iii) Typical work, school, and training schedules of parents with eligible children;
(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
(v) Resources that are available in the community to address the needs of eligible children and their families; and,
(vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly funded pre-kindergarten- (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

1302.12 Determining, verifying, and documenting eligibility.
(a) Process overview.
(1) Program staff must:
(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;
(ii) Verify information as required in paragraphs (h) and (i) of this section; and,
(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.
(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.
(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(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.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) Eligibility requirements.

(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.

(d) Additional allowances for programs.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

(i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,

(ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

(i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;

(ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;

(iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;

(iv) Policies, procedures, and selection criteria it uses to serve eligible children;

(v) Its current enrollment and its enrollment for the previous year;

(vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1)of this section; and,

(vii) The eligibility criteria category of each child on the program's waiting list.

(e) Additional allowances for Indian tribes. (1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:

(i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;

(ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,

(iii) At least 51 percent of the program's participants meet an eligibility criterion under paragraph (c)(1) of this section.

(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.

(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.

(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.

(f) Migrant or Seasonal eligibility requirements. A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.

(g) Eligibility requirements for communities with 1,000 or fewer individuals.
(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.
(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) Verifying eligibility.
(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless

services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
(C) The child is a homeless child or the child is in foster care;
(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,
(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.
(m) Training on eligibility. (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:
(i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;
(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

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.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(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.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment.
(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).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(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.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(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).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

1302.16 Attendance.

(a) Promoting regular attendance. A program must track attendance for each child.
(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:
(i) Provide information about the benefits of regular attendance;
(ii) Support families to promote the child's regular attendance;
(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
(iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.
(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.
(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

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.

Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2022 - 2023

2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	$13,590
2	$18,310
3	$23,030
4	$27,750
5	$32,470
6	$37,190
7	$41,910
8	$46,630

For families/households with more than 8 persons, add $4,720 for each additional person.

Revised January 25, 2022

100

2022—2023 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

Program: ☐ **HS** ☐ **EHS** ☐ **EHS-SJ** ☐ **EHS Partnership** **Family Size**_____

Option: ☐ **HB** ☐ **PD** ☐ **FD/PY** ☐ **FD/FY** **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (TANF)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2021 Taxes-Form 1040
☐ Income Eligible		☐ SSI	☐ Employer Statement
☐ Public Assistance (TANF—SSI)		☐ EDD-Unemployment	☐ Other:
☐ Over Income			

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS to HS – 3rd year enrollee	350
25— 49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT, attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4-year-old (on September 1)	60	Medical or Social Service Referral	20
3-year-old (on September 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs. or younger at time of applicant's birth)	30
		One Parent	20
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03		***Refer to descriptors on back for clarification	

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility—Print Name	Signature	Date

Guidance for Selection Criteria Verification Form

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

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut-off age for kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.
Public Assistance (TANF with valid Aid Code or SSI): Documentation provided must have valid aid code.
Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.
Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.
Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.
Parent Works/Attends School: Documentation must be provided, and case note must include that parent(s) employment and/or attending school.
Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)
Medical Referral: A medical referral from the physician must be provided.
Social Service Referral: A social service agency referral must be provided.
Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.
Primary Language is other than English: Any language other than English spoken in the home.
At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.
Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)
One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form