



DATE	March 16, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 172 636 332#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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.

1. Call to Order

2. Roll Call

Ana Vigil (Chair)
Jimmie Childress

Michelle Jara-Rangel
Yolanda Ochoa

Marian Panos

3. Public Comments

The public may address the Board of Directors 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.

4. Program Presentation

a. WIC Program Presentation – Lorna Speight, WIC Program Administrator – (p. 3-20)

5. New Business

a. February 2022 Program Reports – *Action Item* (p. 21-50)

Pritika Ram, Director of Administration

1. Community Development

- 211 Kern
- Coordinated Entry Services (CES)
- M Street Homeless Navigation Center
- Rental Assistance

2. Health & Nutrition Services

- CalFresh Healthy Living
- Food Bank
- Migrant Childcare Alternative Payment (MCAP)
- Women Infant and Children (WIC)

3. Youth & Community Services

- East Kern Family Resource Center (EKFRC)
- Oasis Family Resource Center
- Energy, Weatherization & Utility Assistance
- Friendship House Community Center (FHCC)
- Shafter Youth Center (SYC)
- Volunteer Income Tax Assistance (VITA)

4. Operations
 - Business Services
 - Maintenance
 - Information Technology
 - Risk Management
5. Administration
 - Grant Development
 - CAPK Foundation
 - Outreach & Marketing

b. Application Status Report and Funding Profiles – **Action Item (p. 51-59)**

Vanessa Cortez, Senior Community Development Specialist

1. Application Status Reports for February 2022
2. Funding Profiles:
 - United Way of Kern – Kern County Emergency Food and Shelter Program Phase ARPA-R
 - United Way of Kern – Kern County Emergency Food and Shelter Program Phase 39
 - California Department of Housing and Community Development – Pet Assistance and Support Program
3. Consent Funding Request

c. February 2022 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p. 60-61)**

Robert Espinosa, PDM Administrator

d. 2022-2023 Recruitment and Selection Plan – **Action Item (p. 62-86)**

Robert Espinosa, PDM Administrator

e. Strategic Plan 2021-2025 Updates– **Info Item (p. 87-106)**

1. Goal 3
2. Goal 5

Traco Matthews, Chief Program Officer
Emilio Wagner, Director of Operations

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
Wednesday, April 13, 2022
5005 Business Park North
Bakersfield, CA 93309

8. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, March 11, 2022. Vanessa Nevarez, Assistant to the CPO.



WIC

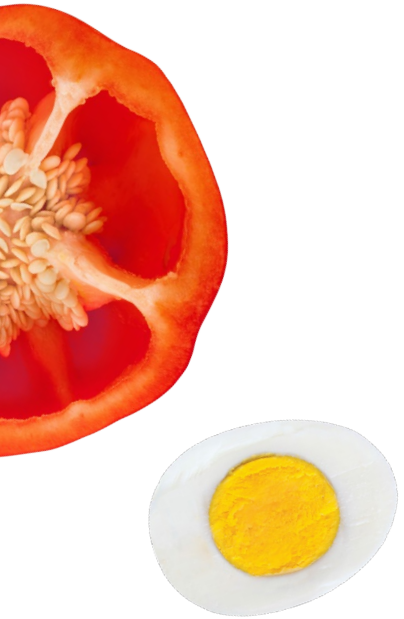


The Special Supplemental Nutrition Program for Women, Infants, and Children



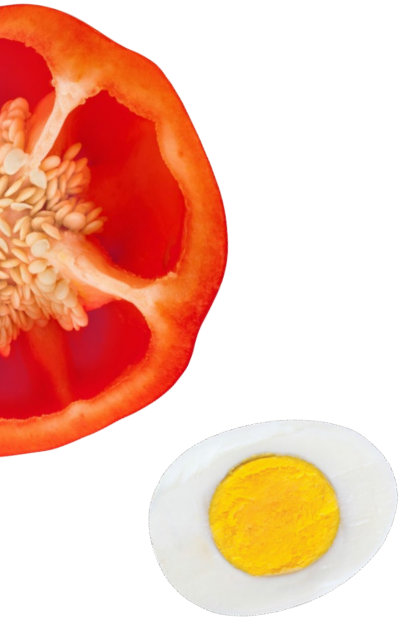
WIC Mission

- Nourish
- Educate
- Support
- Empower Families

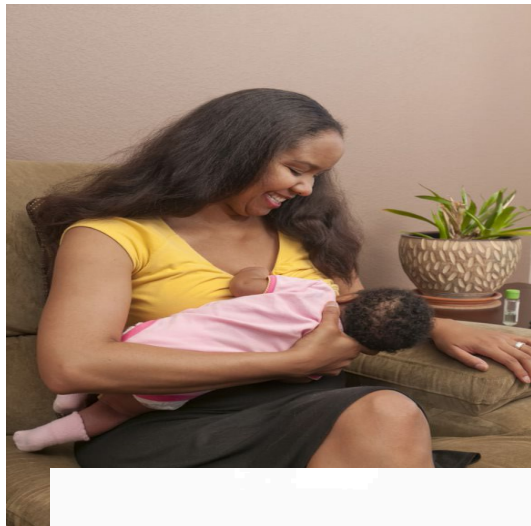


WHO DO WE SERVE?

- Pregnant Women
- Post-partum women
- Infants
- Children up to 5 year of age



WIC Eligibility



WHAT IS NEEDED TO DETERMINE ELIGIBILITY?

- Must be in a category served by WIC (Pregnant, Post-Partum, Breastfeeding, Infant, Child)
- Must show Proof of Identity
- Must show Proof of Address
- Provide proof of Income
- Pregnant women must show proof of pregnancy



Nutrition Assessment and counseling



WIC provides participant centered nutrition education - group and individual counseling

Nutrition Education Class



Nutrition Counseling



WIC Supports Breastfeeding

- Encourage Exclusive breastfeeding for the first 30 days encouraged
- More food for the fully breastfeeding Moms
- More food for the fully breastfed baby after 6 months
- Breastfeeding Peer Counseling and support



CAPK WIC offers referrals to other CAPK programs and Community Services



Referrals

					Currently Participating	Currently Not Participating			
* Referral Date	* Type	* Referral Category	Referral Made		Date	Date	DECLINED	Comments	
10/29/2020	IND	Medi-Cal	☐	☐		☐	☐		
10/29/2020	IND	CalFresh	☐	☐		☐	☐		
10/29/2020	IND	CalWORKs	☐	☐		☐	☐		
10/29/2020	IND	Lead	☐	☐		☐	☐		

CAPK WIC – Many changes



WARNING: This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY, if you are not an authorized user or you do not agree to the conditions stated in this warning.

Environment: WEB1

The California WIC Card



The California WIC App

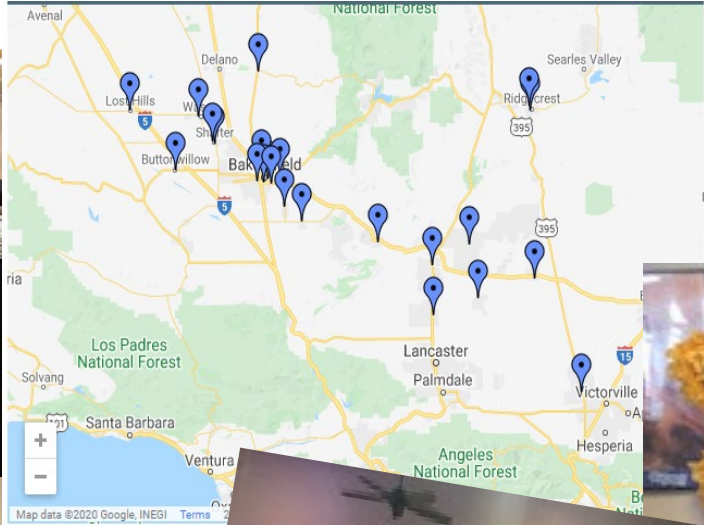




Why do we need WIC?



The Staff at CAPK WIC



How can you help?

- You can help WIC-eligible women, infants, and children by referring them to CAPK WIC through the following channels.



(866) 327-3074



www.capkwic.org



Help them fill out the
Enroll in WIC Form!

Thank you





February 2022 Program Monthly Reports

PRE Committee March 2022



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Traco Matthews Chief Program Officer		Program Manager	Jennifer Jordan Program Administrator		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.						
Most Requested Services	Homeless services		Food pantries		Utility Payment Assistance	
Top 3 Unmet Needs	Homelessness		Health Insurance Programs		Subsidized Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		6,536	14,501	90,000	87%	16%
Kings County (SRV 7c)		188	416	4,000	56%	10%
Tulare County (SRV 7c)		595	1,577	18,000	40%	9%
Stanislaus County (SRV 7c)		751	1,751	19,200	47%	9%
Fresno & Madera		3,921	6,209	20,000	235%	31%
Merced & Mariposa (effective March 2022)		-	-	500	0%	0%
Total I&R Calls Handled		11,991	24,454	151,700	78%	16%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.					1.4	0.00
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		13	33	300	52%	11%
Medi-Cal Application (SRV 7b & SRV 7c)		14	21	100	168%	21%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		12	27	300	48%	9%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		19,502	37,849	225,000	104%	17%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		2,985	6,426	45,000	80%	14%
Mental Health (SRV 7c)		189	479	3,700	61%	13%
Health and Human Service Referrals		6,392	14,483	110,000	70%	13%
Total Other Services		9,566	21,388	158,700		

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)

The 2-1-1 Kern team continues to provide quality services to Kern, Kings, Tulare, Stanislaus, Fresno and Madera counties. The team is specifically working on building the Help Me Grow team in order to enhance the number of new children screened.

Program Strategic Goals		Progress Towards Goal	
1. Recruitment and Retention of staff		Our Help Me Grow Care Coordinator joined the program on 2/15/21. In addition, we have a staff requisition out for a second Development Specialist.	
2. Contract Retention		2-1-1 continues to foster partnerships. With the addition of Fresno and Madera counties, we observed a large call volume and have made adjustments accordingly.	
3. TBD			
Program Highlights			
With the addition of the First 5 Help Me Grow Care Coordinator, staff have begun learning processes, implementing systems, and building a relationship with our partners.			

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	TBD			
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.						
Homeless Referrals/Assessments (SRV 7c)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		935	1,973	10,000	112%	20%
Stanislaus County		0	0	5,000	0%	0%
Total Calls					#DIV/0!	#DIV/0!
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back		0	0	15	-	-
Stanislaus Pending contact/call back		0	0	15	-	-
Performance: Number of applicants who received a response within 24 Hours		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		836	1,683	7,800	129%	22%
Stanislaus County		0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)						
CES is assisting the Rental and Utility Program through Housing Authority, accounts for 194 calls reported above.						
Program Strategic Goals		Progress Towards Goal				
1. Implement effective 24 hour response time for Stanislaus County.						
2. Increase staff recruitment and retention.		New Hire starts 3/8. Stanislaus contract pending approval early March, opportunity for new hires.				
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.						
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2021**

Month	February-22	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno Director of Community Development		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)		104	209	950	131%	22%
Pets (i.e., kennel, emotional support assistance and service pet)		14	23	170	99%	14%
Residents Under 90 days length of stay		70	139	500	168%	28%
Exits to Permanent Housing (FNPI 4b)		10	18	96	125%	19%
Exits-Self		13	23	180	87%	13%
Exits-Involuntary		47	118	400	141%	30%
Case Management Services (SRV 7a)		879	1,782	3,000	352%	59%
Critical Incidents		21	37	360	70%	10%
Shelter Residents Meals (SRV 5ii)		3,990	7,799	60,000	80%	13%
Number of Volunteers (duplicated)		42	78	175	288%	45%
Volunteers Hours (duplicated)		146	294	1,500	116%	20%
Explanation (Over/Under Goal Progress)						
There were fewer intakes with Pets this month compared to the prior month. Currently, there are five (5) pets on-site ending February.						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)		Two (2) residents are participating in Project Hire Up and Financial literacy (in partnership with Chase Bank) courses starting on 2/22; and one possible resident was hired at Goodwill. Courses started at M Street on 2/28/22, 6 residents participated.				
2. Develop Encampment/Overnight parking program at Navigation location.		Encampment- Paving has been completed for encampment area, contract for fencing has been signed by CAPK, vendor will schedule work to be completed. Safe Parking - estimate sent to county for cameras to be added to the front parking lot. New contract will need to be developed and finalized with the county will be presented to the BOS on 3/1/22 for approval.				
3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions		5% differential pay approved for PM/Overnight shelter worker position, will start 3/7/22. Program Manager reviewed all M street job descriptions to accurately reflect current job duties/responsibilities and possible regrading of job classifications to increase pay for various positions. Will be presented to CAPK BOD in March for approval.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	February-22	Program/Work Unit	M Street Navigation Center
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Race Demographic	Month
18 - 24	13
25 - 34	39
35 - 44	38
45 - 54	30
55 - 61	24
62+	21
Total:	165

Race Demographic	Month
American Indian or Alaska Native	11
Asian	2
Black or African American	40
Native Hawaiian or Other Pacific Islander	0
White	110
Multiple races	2
Client Don't know / Refused	0
No Answer	0
Total:	165

Gender	Month
Female	55
Male	107
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	165

Zip Code	Month		
93301	33	93561	1
93304	20	91401	1
93305	32	93291	1
93306	10	93280	1
93307	13	64117	1
93308	13	89121	1
93309	8	NA	14
93311	1		
93312	1		
93313	1		
93201	1		
93203	2		
93422	1		
93212	1		
93710	1		
92210	1		
93240	1		
93241	1		
90003	1		
90011	1		
93250	1		
93268	1		

Total 165

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Rental Assistance			
Division/Director	Rebecca Moreno	Program Manager	Ian Sharples			
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Rental Assistance has two programs focused on improving housing security for program participants. The first is Emergency Service Grant (ESG) Rental Assistance program, which provides payment of rental arrears to prevent evictions. The second is Housing for the Harvest, which provides a financial incentive for at-home isolation for farmworkers who have been exposed to COVID-19. The CAPK Rental Assistance team also receives referrals from the Housing Authority of the County of Kern (HA) for their Rental and Utility Assistance Program (RUP). We provide follow-up services to obtain documentation from RUP applicants that the HA has been unable to contact. Once documentation is received, HA issues a rental assistance payment to prevent eviction.						
ESG Rental Assistance		Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 4c Rent Payments (includes Emergency Rent Payments)		8	22	120	80%	18%
FNPI 4e. The number of individuals who avoided eviction.		8	22	120	80%	18%
Housing for the Harvest		Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)		20	23	300	80%	8%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.		20	23	300	80%	8%
Housing Authority RUP Referrals		Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received		159	258	800	239%	32%
FNPI 4e. The number of individuals who avoided eviction.		5	5	80	75%	6%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
Obtain new sources of funding to be able to provide rental assistance services beyond the term of the current grants.						
Program Highlights						



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Alejandra Morales		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.						
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress	
Community Action Partnership of Kern (CAPK)	40	100	7,000	7%	1%	
Kern County Superintendent of Schools (KCSOS)	464	509	1,000	557%	51%	
Kernville Unified School District (KUSD)	167	247	1,000	200%	25%	
Lamont Elementary School District (LESD)	111	155	1,000	133%	16%	
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	8	15				
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%	
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1123	2,400	10,000	135%	24%	
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CAPK CalFresh Healthy Living will host the Country Nutrition Action Plan (CNAP) on March 17, 2022. To prepare for the CNAP collaborative CalFresh Healthy Living met with Steering Committee members on February 17, 2022 to discuss best practices.
2. Staff Professional Development	Two Health Educators joined the CalFresh Healthy Living program bringing the total to 9 prime staff. Health Educators participated in Orientation and CAPK onboarding process.
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Program Administrator, Program Coordinator, and one Health Educator participated in a Trauma-Informed Learning Collaborative facilitated by Leah's Pantry. The goals of this collaborative are to build capacity to implement community nutrition programs that uphold trauma-informed principles and deepen relationships between CalFresh Healthy Living funded organizations.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Food Bank		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Joseph Chavez, Interim		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.						
Food Distributions		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)		33,851	70,810	400,000	102%	18%
Pounds Received		1,193,724	2,502,467	22,000,000	65%	11%
Pounds Carried Over from Previous Month		705,602				
Pounds Distributed		1,199,729	2,839,783	22,000,000	65%	13%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,064	7,827	4,800	85%	
Pounds Distributed		138,176	266,118	144,000	96%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)		1,065	1,790	13,200	97%	14%
Pounds Distributed		45,170	70,917	185,000	293%	38%
State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)		4,200	8,400	25,000	202%	
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs		1,387,275	3,185,218	22,354,000	151%	14%
Volunteers		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		13	25	210	74%	12%
Other Volunteers (i.e., general public, duplicated)		48	327	750	77%	44%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Pending research on client database and training.
2. Inventory System Enhancement	Starting phase 2 of new inventory system (Scan guns)
3. Increase numbers of volunteers.	Utilize CRM VM portal

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Lorna Speight		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)		11,394		16,160	71%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)		20	40	272	88%	15%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		750		900	83%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)		145	264	1,350	129%	20%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		141	305	1,800	94%	17%
WIC Presentations and Outreach Events		6	9	48	150%	19%
Publication in newspaper, television, and/or social media postings (English and Spanish)		63	118	720	105%	16%
Regional Breast Liaison (RBL)		Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.		0	0	48	0%	0%

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)	
Participation levels dropped during the month of Feb. This is attributed to the month being a short month with 2 holidays leaving 19 work days to serve participants along with staff shortages due to Covid-19. RBL- During Feb the RBL completed CAPK onboarding as well as orientation to the WIC program and the mandated trainings required by State WIC. She will be completing the onboarding process for the RBL with State WIC on 3/9/22. She has been going through a list of community members left by the previous RBL and contacting them to introduce herself.	
Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	Continue to explore ways to market the tele-health platform to participants. As part of our customer service survey we have added a question about the doxy.me platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	A customer service survey is being sent to participants (via tele-task) following their WIC appointments so see where we are excelling and where improvement is needed.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Matthew Buck		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primarily focusing on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.						
Differential Response		Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)		22	47	250	106%	19%
Provide One Time Referral Services to Children (SRV 7c)		31	86	350	106%	25%
Case Management-Families (SRV 7a)		8	34	100	96%	34%
Case Management-Children (SRV 7a)		22	73	250	106%	29%
Differential Response Total		83	240	950	103%	25%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	15	40	0%	38%
Children Receiving Case Management Services (SRV 7a)		0	22	55	0%	40%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	13	20	0%	65%
Children Educational Center Base Activities (FNPI 2b)		0	22	30	0%	73%
Children Educational Home Base Activities (FNPI 2b)		0	28	30	0%	93%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Collaborative Meetings Participated		2	2	15	160%	13%
Family Support Services for non-clients with children ages 5 and under		8	49	100	96%	49%
First 5 Total		10	151	305	32%	50%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)		51	138			
Referrals/Administrative Services (SRV 7c)		124	263			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	
2. Offer more on-site services.	
3. Expand our reach across the East Kern Communities.	
Program Highlights	

Month	February-22	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience					
First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	4	5	30	80%	17%
Children Receiving Case Management Services (SRV 7a)	4	6	30	80%	20%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	2	4	15	80%	27%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	2	8	75%	25%
Family Support Services for non-clients with children 5 and under	3	6			
First 5 Total	14	29	103	82%	28%
Walk-In Community Services (Duplicated & Non First 5	Month	YTD			
Food/Household Items (SRV 7c)	37	61			
Referrals/Administrative Services (SRV 7c)	36	49			
Emergency Clothing (SRV 7n)	6	9			
Copies	8	13			
Transportation Assistance (SRV 7d)	6	8			
COVID-19 Supplies (SRV 5oo)	12	22			
Total Community Services	105	162			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers may appear to be low in February. However, the reporting for F5K is on a different fiscal year schedule than CAPK from July 2021 to June 2022 and numbers are on target with a total of 24 families being currently case managed. Since we opened to the public in May 2021, the month of February 2022 was our busiest month providing community services for a total of 84 inquiries.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter		We are offering the class this quarter and five parents are on schedule to graduate in March.			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The contract with Kern Early Stars was signed on January 31st and staff training is scheduled to begin on March 17th including more learning resources in Spanish.			
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.		VITA provided tax assistance for the first time in February at the Oasis FRC. More appointments are now being schedule for March and April at the Oasis FRC during this tax season. We are working on changing our office assistant part-time position into a full-time position so she can become a trained energy technician for half her time in the office.			
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).		We received a \$1,000 donation from CVS in February (Second funding opportunity YTD) to help provide more services to the clients we serve. We are in the process of applying for more funding with First 5 Kern, Friends of Mercy, Albertson's, Kern Family Health Care, and the Family Resource Association.			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez Youth & Community Services		Program Administrator	Wilfredo Cruz Jr	
	January 1, 2022 - December 31, 2022				
Program Description					
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.					
Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	319	645	2,275	168%	28%
Utility Payments	\$240,895	456,520	\$1,942,401	149%	24%
Households Served - Weatherization	13	26	60	260%	43%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	24	31	1,500	19%	2%
Utility Payments	\$37,976	48,387	\$2,000,000	23%	2%
Households Served - Weatherization	0	0	90	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	204	419	1,750	140%	24%
Utility Payments	\$255,375.00	573,140	\$3,500,000	88%	16%
2020 DOE - Weatherization Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served Weatherization	0	0	10	0%	0%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	N/A	N/A	TBD		
Utility Payments	N/A	N/A	TBD		
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	547	1,095.00	5,525	119%	20%
Total Utility Payments	\$ 534,246	1,078,047.00	\$ 7,442,401	86%	14%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	13	26.00	160	98%	16%
Explanation (Over/Under Goal Progress)					
1) LIHWAP contract still in negotiations - expect to receive May/June 2022, end 2023 2) Weatherization - we are trying to expend 2021 LIHEAP funds first before, using 2022 LIHEAP funds					
Program Strategic Goals			Progress Towards Goal		
1.Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).			We are currently in the process of determining additional needs in UA and outreaching to the community for WX.		

**Community Action Partnership of Kern
Monthly Report 2022**

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 10% (initial training is completed). Awaiting arrival of tech to assist with next part of process.
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	We are focusing our efforts on spending the remainder of these two contracts.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Lois Hannible			
Reporting Period	January 1, 2022 - December 31, 2022						
Program Description							
Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.							
Youth Programs		Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022		30	1	33	30	40%	110%
Summer Program (Max Capacity due to COVID) (SRV 2m)		0	0	0	25	0%	0%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)		9	5	14	35	171%	40%
Medi-Cal Outreach (ends June 30, 2022)			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			140	276718	3,000	56%	9224%
Canvasing phone calls and flyers			3575	7265	15,000	286%	48%
Explanation (Over/Under Goal Progress)							
The Afterschool program staff are currently working hard to increase the current student enrollment. The enrollment was impacted due to the Covid spike at the beginning of the year.							
Program Strategic Goals			Progress				
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			On March 2, 2022 the Friendship House Ad Hoc Committee met in order to discuss a fund raising plan for the fencing and lighting project at the Friendship House.				
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			This goal has been completed, and the Advisory Board also held their officer election in the month February 2022.				
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			In progress				
Program Highlights							
In the month of February, students participating in the mentor program received guidance and education in how to deal with bullies at their school site.							

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez Youth & Community Services			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2022 - December 31, 2022						
Program Description							
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.							
Youth Programs		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)				-	30	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		14	1	14	25	48%	56%
Community Programs			Month				
Girl Scouts, Dignity Health Mental Health Project, Service Club meetings, Seniors walking groups in the mornings, Computer Lab access, Zumba, Fitness Boot Camp, Open Basketball, etc.			3 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	1	6	200%	17%
Community Events (i.e., diaper, food, PPE distributions)			1	1	6	200%	17%
Explanation (Over/Under Goal Progress)							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration is slowly increasing				
2. Increase attainment of program funding to provide larger variety of program offerings.			Grants are becoming available				
3. Increase community engagement, including volunteers, social media, program participation.			Increased program exposure with community outreach event				
Program Highlights							
Partnered with United Way of Kern County to put together a Healthy Minds Healthy Bodies Event for 200 families.							

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Jacqueline Guerra	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.					
Completed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	1,206	1,400	4,300	1034%	33%
State	1,174	1,368	4,100	1030%	33%
Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$2,057,971	\$2,507,284	\$5,100,000	985%	49%
State Refunds	\$301,476	\$347,605	\$1,500,000	1041%	23%
Federal EITC <i>(income limit \$57,414/household)</i>	\$885,171	\$1,071,230	\$2,200,000	992%	49%
CalEITC <i>(income limit \$30,000/household)</i>	\$101,745	\$119,541	\$370,000	1021%	32%
Total Refunds and Credits	\$3,346,363	\$4,045,660	\$9,170,000	993%	44%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)		2	75	0%	3%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1. Develop and implement site expansion plan, including isolated areas and new partners.					
2. Build community awareness of VITA services through partnership opportunities.					
3. Program capacity building by pursuing funding opportunities to support operational expenses.					
Program Highlights					



Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Operations Division	
Division/Director	Emilio Wagner Director of Operations	Program Managers	Dan Ripoli, Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule	
Reporting Period	January 1, 2022 - December 31, 2022			
Division Description				
Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.				
Business Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	393		393	2604
Contracts	48	5	43	48
Leases		15		
Requests for Proposals		5		11
Business Services Projects				
Description		% Completed	Comments	
Pest Control Services -Agency		90	Preparing contract	
Marketing and Outreach - Executive		100		
Barnett House Tenant Improvements -EHS		80		
Food Service Vendor -EHS		90	Pending Board Approval. Will be presented in March	
Energy Subcontractor			Preparing for re-issue per program	
Energy Glass Subcontractor			Preparing for re-issue per program	
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes				
Dynamic 365 Enhancements				
Projects				
Universal Intake		Develop intake for Programs that don't have an electronic process.	60%	60%
Volunteer Management		Track and manage Volunteers working within the agency.	90%	90%
Contract Management System		Track and manage Contracts within the Agency	70%	70%
In-kind Management		Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	30%	30%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	206	58	190	190
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	50%	50%
Food Bank Expansion		Access Road & Site Utilities	2%	2%
Major Maintenance Projects				
		Re-roof - Angela Martinez, Primeros Pasos	1%	1%
		Restroom upgrades - Angela Martinez, M&O, Food Bank	1%	1%

**Community Action Partnership of Kern
Monthly Report 2022**

Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	244	101	269	564
Information & Technology Projects				
Description		% Completed	Comments	
iPad upgrades		50		
Fire tablet configuration Math Shelf		100		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
First Aid (Reported only)		9		
First Aid		9		
Medical Treatment		1		
Modified Duty		1		
Lost Time		2		
Non-Industrial (not work related)		0		
Under Investigation		0		
Confirmed Work Related COVID		20		
Other		0		
Program Strategic Goals		Progress Towards Goal		
1. Identify current business processes associating standard level agreements and priorities.		All Operations departments have identified business processes and developed standard service level agreements.		
2. Maximize business efficiency with the existing technology.		Departments have conducted a review of their systems capabilities and identified which processes do not have a system. In the current development of creating systems using existing technology.		
3. Provide better communication surrounding operations.		Identify and develop communication strategies, such as SharePoint communication page, monthly Operations news, and tips.		
Program Highlights				
Food Bank - Construction started on February 28th with site surveying and clear and grub of the access road off of Washington Street.				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22		Executive Division		
Division/Director	Pritika Ram Director of Administration	Program Manager			
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.					
Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	18,143	37,147	220,000	99%	17%
Facebook Impressions (i.e., number of times users see content)	27,840	41,354	500,000	67%	8%
Other Social Media Impressions	4,739	7,858	145,000	39%	5%
Outreach Advocacy	Outreach Special Projects				
Distributed Strategic Plan Posters	Read Across America Support				
Promoted Black History Month	Outreach setups were delivered for all programs				
Collated CAPK Annual Report material	Assisted with the Grand Opening of Escuelita Hernandez Infant Room				
Ran donation campaign to replace lost Bakersfield	Bank of America \$25,000 check presentation				
Homeless Center toys	Assisted with 211 day and posted social media videos that whole week.				
Developed HR Benefits website (March publication)	Media Coverage of Wonderful Farmers' Market grant				
Coordinated CalCAPA Legislative Day event	Assisted Energy with bus and billboard ad campaign				
Grants In Progress/Research	Projects				
Kern Family Health Care Grant - Submissions/Drafts for Oasis Family Resource Center, East Kern Family Resource Center, Friendship Housing Community Center, Low Barrier Navigation Center, and Shafter Youth Center	County of Kern - ETR Department COVID-19 Microbusiness Relief Grant is underway. CAPK is contracted to reach out to eligible microbusiness owners to assist with the application process and facilitate the application process.				
Pet Assistance and Support Program	Housing and Community Center Grants Research - CAPK is contracted with Key Writing Concepts, a grant writing firm, to research and pursue funding opportunities in these fields. Introductory meetings were held this month.				
Infrastructure Grant Program	Food Security Assessment of Kern County - CAPK is contracted with Transforming Local Communities, a grant writing firm, to research and pursue funding opportunities in this field. Introductory meetings were held this month.				
Adult Reentry Grant	Vaccine Equity Project- CAPK is partnering with NCAP, Grammercy Research Center, and the Association of State and Territorial Health Organizations (ASTHO) to promote vaccine equity in communities with low COVID vaccine adoption rates. Introductory meetings with local CBOs are being held this month to identify Community Partners to assist in this project.				

**Community Action Partnership of Kern
Monthly Report 2022**

Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
2/15 Submitted the 2021 CSBG Annual Report	
Foundation	
Closed the Food Bank Capital Campaign.	Continuing the recruitment for the Director of Development.
Opened the Friendship House Community Center Campaign to support site enhancements around fencing and lighting to increase green space utilization.	
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Programs are utilizing Volunteer Management, inputting volunteers, and tracking their hours. Referral Management Pilot training will take place 2nd/3rd week of March and looks to launch the end of March.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Contract for services with two (2) grant writing firms with specific focus areas. Pending contact with marketing firm to support CAPK outreach efforts.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	January - completed PCCD cohort. February - beginning National Community Action Partnership (NCAP) Pathways to Excellence Training (12 month program) (B.4f.) October 2021 to August 2022 Certified Community Action Professional (CCAP) Training (B.4c.)
Program Highlights	

Application Status Report Detail
February 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
US Administration for Children and Families	Head Start and Early Head Start	Head Start and Early Head Start services in Kern County and San Joaquin County □ Budget Period : 3/1/2022 to 2/28/2023	\$ 17,764,921.00	\$ 17,764,921.00	Awarded
California Coastal Commission	Whale Tail Grants Program	Marine biology education for children and youth at SYC and FHCC	\$ 10,911.00	\$ 10,184.00	Awarded
Tri Counties Bank	VITA-General Operating Assistance for Tax Year 2022	VITA-General Operating Assistance for Tax Year 2022; general donation	\$ 25,000.00	\$ 25,000.00	Awarded
US Economic Development Administration	FY 2021 American Rescue Plan Act Good Jobs Challenge	KCCD is the lead agency. This project will develop and strengthen regional workforce training systems that support, design, and implement sectoral partnerships that lead to high-quality jobs. CAPK is listed as a backbone organization as part the System Development phase under the Energy, Construction, and Utilities (ECU) sector with the intent help establish and develop a regional workforce training system.	\$ 1,300,000.00	\$ -	Pending
United Way of Kern County (UWKC)	Phase 39 Local Recipient Organization (LRO)	Food Bank - Purchase and Distribution	\$ 50,638.00	\$ -	Pending
United Way of Kern County (UWKC)	Phase ARPA-R (American Rescue Plan Act (2021) Local Recipient Organization (LRO)	Food Bank - Food Purchase and Distribution	\$ 156,509.00	\$ -	Pending
Kern Family Health Care (KFHC)	Emergency Closet at East Kern Family Resource Center	\$2,000 for food and clothing items-distribution at EKFRFC for residents of Mojave and neighboring communities	\$ 2,000.00	\$ -	Pending
Kern Family Health Care (KFHC)	Low Barrier Navigation Center	\$2,000 for personal care products for residents at M Street Navigation	\$ 2,000.00	\$ -	Pending
Kern Family Health Care (KFHC)	Oasis Family Resource Center	\$2,000 for gas cards/bus passes, hygiene products, diapers, baby food, etc. for low-income families residing in Ridgecrest and neighboring cities	\$ 2,000.00	\$ -	Pending

Application Status Report Detail
February 2022

Other Opportunities					
Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
California Governor's Office of Emergency Services	Listos California Community Resilience Grants Program	The funding opportunities to support communities that are both socially vulnerable and at high risk of being impacted by a fire, flood, earthquake, drought or heatwave.	\$ -	\$ -	Withdrawn. Focus is better aligned with City or County Emergency Response.
Homeless Coordinating and Financing Council	Family Homelessness Challenge Grants and Technical Assistance Program	Funds to be used to accelerate efforts by local jurisdictions to eliminate family homelessness in their communities.	\$ -	\$ -	Research
Virginia and Alfred Harrel Foundation	Bookmobile Support for Rural Literacy 2022-23	Focus: Literacy CAPK in partnership with the Kern County Library Services provide books to rural communities through the library's mobile unit. This is an extension (new application) to the 2021 award to support a similar scope of work.	\$ 50,000.00	\$ -	Planned
County of Kern	Litter Abatement Services	Litter Abatement Services & Clean Up Services	\$ -	\$ -	Research
US Economic Development Administration	Build Back Better Regional Challenge Phase 2	Funds to improve job market and regional economy	\$ 25,000,000.00	\$ -	Research
Kern Family Health Care (KFHC)	Shafter Youth Center	Lego Robotics Class	\$ 2,000.00	\$ -	Research
Kern Family Health Care (KFHC)	Friendship House Community Center	TBA	\$ 2,000.00	\$ -	Research
Feeding America	Morgan Stanley Foundation Child and Family Choice	New \$2.12 Million Grant Expands Morgan Stanley's Support to Feeding America During COVID-19 and Builds Upon Efforts to Help Improve Access to Food for Children and Families in Need Across the United States.	\$ -	\$ -	Withdrawn. Food Bank did not have capacity to take on a new avenue with a choice model at the moment.
Albertsons	Nourishing Neighbors	\$1,000-\$5,000. Funds shall be used to support Albertsons Priority Areas which include Health and Human Services, Hunger, Youth and Education, Veterans, and Supporting Diversity and Inclusion of All Abilities. Rolling, quarterly submissions.	\$ -	\$ -	Research

Application Status Report Detail
February 2022

US Economic Development Administration	Economic Adjustment Assistance	Focused on efforts to help communities and regions devise and implement long-term economic recovery strategies through non-construction and construction projects	\$ 5,000,000.00	\$ -	Research
CA Department Housing and Community Development	Pet Assistance and Support Program	Funds can be utilized to provide shelter, pet food, pet supplies, and basic veterinarian services for pets of individuals in homeless shelters	\$ 600,000.00	\$ -	Research
California Board of State and Community Corrections (BSCC)	Adult Reentry Grant Program (ARG)	The Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prisons.	\$ -	\$ -	Research
Department of Financial Protection and Innovation (DFPI)	CalMoneySmart Grant	Through this program, the Department of Financial Protection and Innovation (DFPI) offers grants of up to \$200,000 each to develop and deliver free financial education and empowerment programs to help unbanked and underbanked communities.	\$ -	\$ -	Research
USDA Rural Development	Emergency Rural Health Care Grant Track Two	Food bank specific funds for increased operating expenses due to Covid and increase in staffing needs	\$ 10,000,000.00	\$ -	Research
California Department of Social Services	Infrastructure Grant Program	Minor renovations and repairs for existing childcare facilities.	\$ -	\$ -	Withdrawn due to inability to meet project timeline requirements.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	United Way of Kern County	Project Name	Kern County Emergency Food and Shelter Program Phase ARPA-R
CFDA	N/A	Target Population	General Population
Reapplication (Y/N)	N	Number to be served	50,000
Estimated Request	\$156,509.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Project Goal (One sentence goal statement)			
The intent of the funds are to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter. A one-time allocation of funding through the American Rescue Plan Act of 2021 as added for the FY 2021-22 allocation.			
Project Description (Brief one paragraph description)			
CAPK Food Bank will use funding to procure and distribute food through CAPK's established partner pantry, distribution, and other special distribution sites.			
Estimated Budget Summary			
100% will be used for direct programs needs, including the procurement and distribution of foods. The Emergency Food and Shelter program does not allow for indirect expenses.			

Approvals:

Susana Magana Feb 28, 2022
Susana Magana (Feb 28, 2022 14:00 PST)

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2022.02.25 12:29:24 -08'00'

2. Director of Administration Date

[Signature] Feb 28, 2022

3. Chief Program Officer Date

Macy Webster Feb 28, 2022

4. Chief Financial Officer Date

[Signature] Feb 28, 2022

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	United Way of Kern County	Project Name	Kern County Emergency Food and Shelter Program Phase 39
CFDA	N/A	Target Population	General Population
Reapplication (Y/N)	Y	Number to be served	50,000
Estimated Request	\$50,638.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Project Goal (One sentence goal statement)			
The intent of the funds are to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter.			
Project Description (Brief one paragraph description)			
CAPK Food Bank will use funding to procure and distribute food through CAPK's established partner pantry, distribution, and other special distribution sites.			
Estimated Budget Summary			
100% will be used for direct programs needs, including the procurement and distribution of foods. The Emergency Food and Shelter program does not allow for indirect expenses.			

Approvals:

Susana Magana
Susana Magana (Feb 28, 2022 13:59 PST)

Feb 28, 2022

1. Division Director

Date

Pritika Ram
Digitally signed by Pritika Ram
Date: 2022.02.25 12:50:04
-08'00'

2. Director of Administration

Date

[Signature]

Feb 28, 2022

3. Chief Program Officer

Date

Macy Webster

Feb 28, 2022

4. Chief Financial Officer

Date

[Signature]

Feb 28, 2022

5. Chief Executive Officer

Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Low Barrier Navigation Center
Funding Agency	California Department of Housing and Community Development	Project Name	Pet Assistance and Support Program
CFDA	N/A	Target Population	Kern County
Reapplication (Y/N)	N	Number to be served	TBA
Estimated Request	\$100,000 - 600,000	Division Director	Rebecca Moreno
Award Period	6/2022 to 6/2024	Program Manager	Laurie Hughey
Project Goal (One sentence goal statement)			
Funds will be awarded for the purpose of providing shelter, pet food, pet supplies and basic veterinarian services for the pets of individuals in homeless shelters as well as staffing and liability insurance related to providing those services.			
Project Description (Brief one paragraph description)			
Pets provide warmth, security, companionship, and normalcy. After surrendering a pet, owners reunite with their dogs only 15 percent of the time, while 60 percent or more of animals are left in the animal shelter system where most are ultimately euthanized. By making accommodations for pets, more owners who are experiencing homelessness would be inclined to obtain medical, as well as living assistance, and the conditions of their pets would improve. The intent of the PAS program is to allow homeless shelters to reduce barriers for individuals' experiencing homelessness with their pets.			
Estimated Budget Summary			
The \$100,000 - \$600,000 requested will be utilized to purchase food and shelter for the pets of homeless individuals. Items such as crates, kennels, clothing, and bedding will be included in the budget. Additional expenses may include liability insurance and a new service agreement with veterinarians to increase the scope and availability of services currently offered.			

Approvals:

Rebecca Moreno
Rebecca Moreno (Mar 8, 2022 10:59 PST)

Mar 8, 2022

1. Division Director

Date

Pratika Ram

Mar 8, 2022

2. Director of Administration

Date

[Signature]

Mar 8, 2022

3. Chief Program Officer

Date

Nancy Webster

Mar 8, 2022

4. Chief Financial Officer

Date

[Signature]

Mar 8, 2022

5. Chief Executive Officer

Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____



Resolution # 2022-06

A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Funding Application for the Pet Assistance
and Support Grant Application

AUTHORIZING RESOLUTION

A necessary quorum of the Board of Directors of Community Action Partnership of Kern, a California nonprofit ("Applicant"), hereby consent to, adopt and ratify the following resolutions:

WHEREAS, the State of California Department of Housing and Community Development ("Department") issued a Notice of Funding Availability dated 02/25/2022 ("NOFA") under the Pets Assistance and Support program ("Program" or "PAS Program"); and

WHEREAS, the Applicant wishes to apply for and receive a PAS Program grant to fund shelter, pet food, pet supplies and basic veterinarian services ("Services"), as well as staffing and liability insurance related to providing the Services; and

WHEREAS, the Department may approve funding allocations for the PAS Program subject to the terms and conditions of the NOFA and PAS Program requirements.

NOW THEREFORE BE IT RESOLVED: That If Applicant receives a grant of PAS Program funds from the Department pursuant to the above-referenced PAS Program NOFA, Applicant represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules, regulations, and laws regarding the PAS Program, as well as any and all contracts Applicant may have with the Department.

RESOLVED FURTHER: That Applicant pursuant to the above-described NOFA wishes to apply for and receive an allocation of funds in an amount not to exceed \$600,000 ("PAS Program Grant").

RESOLVED FURTHER: That Applicant hereby agrees to use the PAS Program Grant for eligible activities as approved by the Department and in accordance with all applicable rules, regulations, laws, and Program requirements, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

RESOLVED FURTHER: If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement and any and all other documents required or deemed necessary or appropriate to carry into effect the full

intent and purpose of the above resolution, in order to evidence the PAS Program Grant, the Applicant's obligations related thereto, and the Department's security therefore, and all amendments thereto, as well as any other documents which are related to the PAS Program or the PAS Program Grant awarded to Applicant, as the Department may deem appropriate (collectively, the "PAS Documents").

RESOLVED FURTHER: That Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to execute the PAS Documents, and any amendment or modification thereto, on behalf of the Applicant.

PASSED AND ADOPTED at a regular meeting of the Community Action Partnership of Kern this 30th day of March, 2022 by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

Fred Plane, Board Chair

ATTEST: _____
Maritza Jimenez, Vice Chair

DATE: _____

**Community Action Partnership of Kern
Consent Funding Request
February 2022**

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Bank of America	Project Name	Booster Program
CFDA	N/A	Target Population	General
Request	\$25,000.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Description	Employee-driven fundraiser to support general operations of the Food Bank through vaccine promotion.		
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

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 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.

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%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: PRE Committee

From: Robert Espinosa, Program Design and Management Administrator

Date: March 16, 2022

Subject: *Agenda Item 5d:* Summary of Changes to the 2022-2023 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require each program to 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 includes 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 that the current Selection Criteria point system meets each of these criteria; 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 approval of the 2022—2023 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachment:

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
Andrea Martinez

Board Member
Parent, Policy Council

Community Members

Daisy Torrez

Kern Health Systems- Marketing Coordinator

CAPK/CEDS Division Staff

Yolanda Gonzales
Jerry Meade
Leslie Mitchell
Gloria Barbero
LeTisha Brooks
Esperanza Contreras
Sylvia Ortega
Carolyn Coffey
Robert Espinosa
Elizabeth Williams
Carol Hendricks
Maria Guadian
Amanda Espitta
Mary Ann Mooney
Luz Adams
Janey Felsoci
Rosa Del Toro
Rashi Strother
Alan Rodriguez
Norma Bautista
Lisa Gonzales
Sandra Acevedo
Walter Villa
Tyrone Trapp
Lorena Juarez

Executive Director, Head Start
Assistant Director of Program
Assistant Director of Education
Assistant Director- San Joaquin
Program Administrator
Partnership Administrator
Quality Assurance Administrator
Education Support Services Administrator
Program Design & Management Administrator
Professional Development Manager
Enrollment & Attendance Manager
Family Engagement & Inclusion Manager
Education Manager
Program Manager
Program Manager
Program Manager
Program Manager
Education Manager
Health and Nutrition Manager
Home Visiting Initiative Program Manager
Program Governance Coordinator
Enrollment and Attendance Coordinator
Enrollment and Attendance Coordinator
CACFP Attendance Coordinator
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, 2-1-1 Kern 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 the first 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 foster care 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/Public Assistance 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, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services, 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; and includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
 - b. Children and youth who have a primary 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 circumstances described 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/are 18 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 and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

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

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

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

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

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

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

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

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 – 3 rd 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		***Refer to descriptors on back for clarification	
**Kinship Care as outlined in ACF-IM-HS-19-03			

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

Staff Verifying Eligibility—Print Name	Signature	Date
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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



MEMORANDUM

To: PRE Committee

From: 
Traco Matthews, Chief Program Officer
Rebecca Moreno, Director Community Development

Date: March 16, 2022

Subject: *Agenda Item 5e.1*: Strategic Plan 2021-2025 – Goal 3 Update, **Info Item**

CAPK's Strategic Goal 3 is to advance economic empowerment and financial stability for low-income people in the communities we serve. We hope to achieve this goal through the following objectives as approved upon by the CAPK Board:

- 3.1 – Increase housing stability for people experiencing/at risk of homelessness.
- 3.2 – Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.
- 3.3 – Increase opportunities and supports for clients to advance through career and education pathways.
- 3.4 – Increase access to economic asset enhancement and financial educational opportunities.

Team members for Goal Group 3 include: Traco Matthews (lead), Rebecca Moreno (co-lead), Joe Garcia (board), Ian Sharples, Keith Jackson, Savannah Maldonado, Sylvia Ortega, and Wilfredo Cruz. The group began meeting monthly in December 2021 and solidified the current team in January 2022.

The purpose of these initial meetings was to build rapport and identify the actions that our team would need to complete to achieve the individual objectives of Goal 3 for Year 1. The group has held open discussions to identify some of the work that CAPK is currently doing in these general areas. To date, the group has identified several Community Development programs/efforts that provide housing services to impacted populations and continue to collaborate with BKRHC partners on potential long-term housing solutions. The group has also identified several initiatives under the Community Development and Youth & Family Services departments designed to expand career and education pathways for clients, including financial literacy

trainings for residents at M Street. Additionally, the group has utilized monthly meetings to discuss progress on identified initiatives that align with the goal, trouble shoot the strategic planning software, and ensure that all team members have appropriate access to the OnStrategy software.

The next steps for the group include reviewing individual objectives in detail and identifying where individual team members would like to contribute. Each member of the team will also be asked to become increasingly familiar the objectives to strengthen their ability to identify current and new opportunities that may help the agency move towards Goal 3 achievement. The next meeting for the group will take place on March 18, 2022.

The team remains dedicated to continually identifying opportunities that will effectively support Goal 3 and the communities we serve.

Attachment:

Action Plan Summary by Goal Group #3 Member, Traco Matthews

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
OBJECTIVES I LEAD						
	3.1 Increase housing stability for people experiencing or at risk of homelessness.	Traco Matthews	10/01/21 12/31/25			On Target As of 03/02/22
	3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	3.3 Increase opportunities and supports for clients to advance through career and education pathways.	Traco Matthews	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/02/22
	3.4 Increase access to economic asset enhancement and financial educational opportunities.	Traco Matthews	10/01/21 12/31/25	Percent Complete	17%	On Target As of 03/02/22
MY ITEMS						
		Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 12/29/21
	• On December 20th, CAPK requested funds for the development of Geographic Information Systems in food security in Kern County by way of a United States Department of Agriculture application under the Community Food Projects Competitive grant program. Funding for this project will allow us to devise appropriate strategies that understands land use, access to fresh produce, and the food economy of each pocket of our county. (Vanessa Cortez, 12/29/21)					
	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 01/06/22
	Comments: • (add a comment here) (Pritika Ram, 01/06/22)					

1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started

As of 10/06/21

3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective	Traco Matthews	10/01/21 As of 10/06/21	Percent Complete	Not Started
25% Percent Complete	50%	As of 03/02/22		

3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. <i>Comments: • Five new partnerships added in Q1 of 2022: Recycling Lives, KCCD, Owens Valley, Be Finally Free, DHS/EPP partnership expanded and formalized. (Traco Matthews, 03/02/22)</i>	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 03/02/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22

3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started
As of 03/02/22

3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<i>Comments:</i> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22)					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
1	Increased access to healthy, affordable food to support the health of the communities we serve.					
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 01/06/22
	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity <i>Comments: • On December 20th, CAPK requested funds for the development of Geographic Information Systems in food security in Kern County by way of a United States Department of Agriculture application under the Community Food Projects Competitive grant program. Funding for this project will allow us to devise appropriate strategies that understands land use, access to fresh produce, and the food economy of each pocket of our county. (Vanessa Cortez, 12/29/21)</i>	Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 12/29/21
	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest. <i>Comments: • (add a comment here) (Pritika Ram, 01/06/22)</i>	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 01/06/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.1.1 Create and disseminate materials that help service providers/partners to learn the process of becoming a partner.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21

1.2.1.2 Proactive support and outreach to organizations to increase partnerships and sites.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started

As of 10/06/21

1.2.1.3 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.2 Strengthen and expand partnerships with schools to reach additional children and families	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.1 Partner existing programs to support nutrition education and food distribution.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.2 Explore the potential to establish distribution sites at school sites.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3 Advance economic empowerment and financial stability for low-income people in the communities we serve.					
3.1 Increase housing stability for people experiencing or at risk of homelessness.	Traco Matthews	10/01/21 12/31/25	Percent Complete	20%	On Target As of 03/02/22
3.1.1 Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan. <i>Comments:</i> • Hired 6 of 12 additional staff goal for 3.1.1 target. (Traco Matthews, 03/02/22)	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 03/02/22
3.1.1.1 Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.2 Improve the evaluation and data management components of CES.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.3 Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
advocacy efforts at the local and State levels. 3.1.2 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. <i>Comments:</i> • Safe Camping/Parking contract approved through the County of Kern,		providing additional wraparound services for people experiencing homelessness in the area. (Traco Matthews, 03/02/22)	• Added the following services	(3 of 8): Dental services (Smile Makers), Be Finally Free life-coaching services, and Financial Literacy services (Chase). (Traco Matthews, 03/02/22)	

Traco Matthews		10/01/2112/31/25	25%	Percent Complete		A s o f 1 0 / 0 6 / 2 1	
3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective		Traco Matthews	10/01/2112/31/25	Percent Complete			Not Started
				50%			

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3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3 Increase opportunities and supports for clients to advance through career and education pathways.	Traco Matthews	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/02/22
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. <i>Comments: • Five new partnerships added in Q1 of 2022: Recycling Lives, KCCD, Owens Valley, Be Finally Free, DHS/EPP partnership expanded and formalized. (Traco Matthews, 03/02/22)</i>	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 03/02/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21

3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships

Traco Matthews

10/01/21
12/31/23

Percent Complete

Not Started
As of 10/06/21

3.4 Increase access to economic asset enhancement and financial educational opportunities.	Traco Matthews	10/01/21 12/31/25	Percent Complete	17%	On Target As of 03/02/22
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<i>Comments:</i> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22)					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

TRACO MATTHEWS: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 01/06/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21



MEMORANDUM

To: Personnel Committee

From: 
Emilio G. Wagner, Director of Operations

Date: March 16, 2022

Subject: *Agenda Item 5e*: Strategic Plan 2021-2025 – Goal 5 Update - **Info Item**

CAPK's Strategic Goal 5 is the increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results. The group hopes to achieve this goal through the following objectives as approved upon by the CAPK Board:

- 5.1 - Enhance agency-wide capacity to implement continuous improvement framework.
- 5.2 - Enhance data governance structures and practices to support implementation of Results Oriented Management and Accountability (ROMA) and to increase consistency, accuracy, and breadth of program reporting and data analytics.
- 5.3 - Establish a comprehensive model to address the health and social well-being of CAPK's clients through timely interventions.

Team members for Goal Group 5 include: Emilio Wagner (lead), Ryan Dozier (co-lead), Janae Benton (board), Chase Rangel, Eric Kelly, Corinne Thompson, and Joseph Aguilar.

The team's main focus has been the development of our client data platform (CDP), Goal 5.3.1. As we get closer to having a stable design and the processes for data collection and combination, we can move into sub-Goals that focus heavily on reporting and dashboard development. The next area of focus will be on ROMA. As an agency, the majority of leadership staff have gone through ROMA training. Plans are to continue this and start focusing on how to incorporate agency data in this training.

The next steps are to continue moving forward with the development of the CDP, focus on Goal 5.2 by creating an agency wide data governance taskforce, and developing a multi-year ROMA implementation plan.

Attachment:

Action Plan Summary by Goal Group #5

RYAN DOZIER: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	5.1 Enhance agency-wide capacity to implement continuous improvement framework.	Emilio Wagner	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/departments champions.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	24%	On Target As of 03/11/22
	5.2.1 Establish agencywide data governance taskforce.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	72%	On Target As of 03/11/22
	5.2.2.1 Identify challenges at program level around data collection and validation.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 03/11/22
	<i>Comments:</i> • We have a master list of all the forms of data for each Program. This list gets updated as we add new programs and integrate them into our Client Data Platform. (Emilio Wagner, 03/11/22)					
	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 03/11/22
	<i>Comments:</i> • Agency is moving forward with utilizing Microsoft Power BI, ARC GIS, and the Power Platform for our standard analytic and reporting tools. Depending on the needs of a Program, we may evaluate other solutions. (Ryan Dozier, 03/11/22)					

5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	14.86%	On Target As of 03/11/22
<i>Comments:</i> • When the Client Data Platform is up and running, agency wide dashboards will be developed. (Ryan Dozier, 03/11/22)					
5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/10/22
5.3.1 Advance efforts to establish centralized database for client intake and service log.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	22.05%	On Target As of 03/11/22
<i>Comments:</i> • Established a contract with WIPFLI to develop our Client Data Platform (CDP). Held meetings discussing the various data sources each Program has and are moving towards developing the process to extract, transfer, and load Program data into our CDP. (Ryan Dozier, 03/11/22)					