

Community Action Partnership of Kern
Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

November 26, 2024

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

Policy Council Attendance 2024 - 2025

#	REGION 1	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Vacancy												
2	Vacancy												
3	Vacancy												
4	Vacancy												
#	REGION 2	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Christopher Cuzul - Alberta Dillard												
2	Ruby Cruz - Alberta Dillard												
3	Maria Worthy - Alicante												
4	Fatima Echeverria - Angela Martinez												
#	REGION 3	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Alejandra Verduzco - Primeros Pasos												
2	Kaylonie Howard - Sterling												
3	Vacancy												
4	Vacancy												
#	REGION 4	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Ashley Trent - California City												
2	Gabriela Rangel - California City												
3	Rene Williams - Harvey Hall												
4	Dominique Bassi - Heritage												
#	REGION 5 - Home Base	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Nallely Leon Delgado - A. Johnson												
2	Vacancy												
#	REGION 5 - Partnership	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Henrietta Roberta Castro - Blanton												
#	REGION 6 - San Joaquin	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Michelle Zazueta - California Street												
2	Vacancy												
#	Community Representatives	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Vacancy												
2	Vacancy												
3	Vacancy												
#	Board Member	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
1	Michelle Jara-Rangel												

DATE	November 26, 2024
TIME	5:30 p.m.
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301
TEAMS LINK	Join the meeting now
PHONE	(213) 204-2374
MEETING ID	580 870 130#

Policy Council Meeting Agenda

The Promise of Community Action

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

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

Ashley Trent	Gabriela Rangel	Michelle Zazueta
Alejandra Verduzco	Henrietta Roberta Castro	Nallely Leon Delgado
Christopher Cuzul	Kaylonie Howard	Rene Mayhorn Williams
Dominque Bassi	Maria Worthy	Ruby Cruz
Fatima Echeverria	Michelle Jara-Rangel	

2. **Public Comments**
   The public may address the Policy Council on items that are not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

3. **Presentation**
   a. 2025-2026 School Readiness Goals Timetable – Rashi Strother & Cynthia Rodriguez – Education Managers ***(pg. 5-12)***

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

   a. Policy Council Meeting Minutes – October 29, 2024 ***(pg. 13-16)***
   b. Head Start Budget to Actual Report, March 1, 2024, through September 30, 2024 ***(pg. 17-19)***
   c. Early Head Start Budget to Actual Report, March 1, 2024, through September 30, 2024 ***(pg. 20-22)***
   d. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through September 30, 2024 ***(pg. 23)***
   e. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024, through September 30, 2024 ***(pg. 24)***
   f. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through September 30, 2024 ***(pg. 25-26)***
   g. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through September 30, 2024 ***(pg. 27-28)***
   h. Head Start Building Proceeds for Central Kitchen as of September 30, 2024 ***(pg. 29-30)***
   i. Parent Travel & Childcare through September 30, 2024 ***(pg. 31-32)***
   j. Parent Activity Funds through September 30, 2024 ***(pg. 33-24)***
   k. Head Start Program Review Evaluation (PRE) Report – October 2024 ***(pg. 35-36)***

l. Kern Health Systems Winter Wellness Wonderland – December 4, 2024, Bakersfield, CA ***(pg. 37)***
m. Village West Marina & Resorts 2nd Annual Holiday Village – December 6, 2024, Stockton, CA ***(pg. 38)***
n. Astronomy in the Park – December 7, 2024, Oak Grove Regional Park, Stockton, CA ***(pg. 39)***
o. Flood Ministries Winter Wonderland Holiday and Resource Fair – December 14, 2024, Bakersfield, CA ***(pg. 40)***
p. Annual Holiday Toy Giveaway – December 21, 2024, California City, CA ***(pg. 41)***
q. 2nd Annual Family Engagement & Fatherhood Conference – January 11, 2025, DoubleTree Hotel, Bakersfield, CA (English/Spanish) ***(pg. 42-43)***
r. Head Start Health and Mental Health Advisory Committee Meeting – January 23, 2025 ***(pg. 44)***
s. Kern County Point in Time Count – January 29, 2025, Bakersfield, CA ***(pg. 45)***
t. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025 ***(pg. 46)***
u. Free Admission to the Haggin Museum – Stockton, CA ***(pg. 47)***
v. Let's Talk Turkey – USDA ***(pg. 48)***
w. California Rural Legal Assistance – Delano, CA (English/Spanish) ***(pg. 49)***
x. Backpack Connection Series: How to Help Your Child Manage Time and Understand Expectations (English/Spanish) ***(pg. 50-51)***
y. CAPK CalFresh Healthy Living (English/Spanish) ***(pg. 52-53)***
z. Head Start Recruitment Flyer (English/Spanish) ***(pg. 54-55)***
aa. Early Head Start San Joaquin Flyer (English/Spanish) ***(pg. 56-57)***
bb. Home Visiting Program Flyer (English/Spanish) ***(pg. 58-59)***
cc. Executive Officer Roles and Responsibilities ***(pg. 60)***
dd. Policy Council Subcommittee Functions ***(pg. 61)***

5. New Business ***Action Item***

a. 2024-2025 School Readiness Goals Retroactive July 1, 2024 – Rashi Strother & Cynthia Rodriguez, Education Managers ***(pg. 62)***
b. 2025-2026 Recruitment and Selection Plan – Carol Hendricks, Enrollment and Attendance Manager ***(pg. 63-90)***
c. 2024-2025 Amended Recruitment and Selection Plan Selection Criteria Form – Carol Hendricks, Enrollment and Attendance Manager ***(pg. 91-95)***
d. Proposed Policy Council Meeting Dates and Times – Lisa Gonzales, Program Governance Coordinator ***(pg. 96)***
e. Nomination and election of Policy Council Chairperson
f. Nomination and election of Policy Council Vice-Chairperson
g. Nomination and election of Policy Council Secretary
h. Nomination and election of Policy Council Treasurer
i. Nomination and election of Policy Council Parliamentarian
j. Nomination and election of Policy Council Board of Directors Representative (1 vacancy)

6. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

7. Policy Council Chairperson Report

8. Policy Council Member Comments

9. Next Scheduled Meeting

10. Adjournment

This is to certify that this agenda notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 p.m. November 22, 2024, by Lisa Gonzales, Program Governance Coordinator.

MEMORANDUM

To: Policy Council

From: Rashi Strother and Cynthia Rodriguez, Education Managers

Date: November 26, 2024

Subject: *Agenda Item:* Early Head Start/Head Start - Review of 2025-2026 School Readiness Goals Timetable - Info Item

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The Head Start/State Child Development Division develops School Readiness Goals annually by utilizing our end-of-the-year child assessment data to implement high-quality teaching and learning outcomes for children.

We are presenting a timeline to ensure that key stakeholders are informed and follow the process for developing School Readiness Goals. The timeline identifies key phases that describe specific action steps and responsible parties to ensure the plan is executed on time.

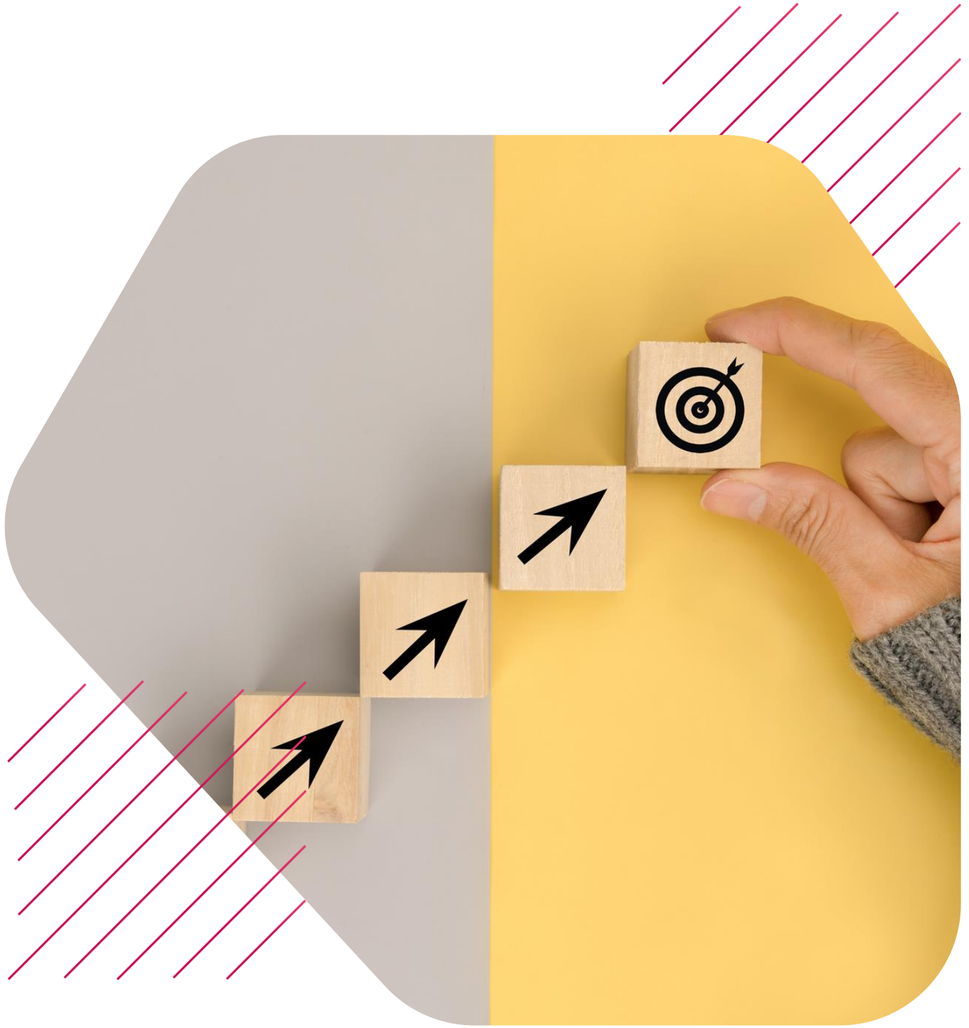
After Policy Council and Board approval, the School Readiness Goals are distributed to staff to ensure effective implementation. The 2025-2026 School Readiness Goals Timetable is attached for review.

Attachment:

2025-2026 Early Head Start/Head Start School Readiness Goals Timetable.

School Readiness Goals Timeline

The project timeline outlines the key phases and milestones for successful completion of the School Readiness Goals 2025-2026 school year.



Project Start

Desired Results Developmental Profile (DRDP) Child Assessment Data Aggregation

The third and final child assessments are scheduled to be finalized on April 11, 2025. Our agency data will be aggregated by the Data Analyst Supervisor and shared with the education team for review by April 19th.



Planning Phases

The education team will review the agency data to identify the lowest measure for each domain and develop a presentation for the team collaborative meeting to share the findings.



Goal Setting Team Collaborative

Learn about the current findings and develop activities and strategies that support the identified measures.



Administrative Review

Review the activities and strategies to ensure age appropriateness and alignment to the domains.



School Readiness Sub-Committee Collaboration

The School Readiness Goals will be presented to the committee members for feedback and review.



Policy Council Approval

The School Readiness Goals will be presented to the policy council for review and approval.



Board of Directors Approval

The School Readiness Goals will be presented to the Board of Directors for approval.

Development Phases

The data review and the development of the finding’s presentation will be on April 22, 2025.



Team Collaborative Meeting	Administrative Review	School Readiness Sub-Committee Collaboration	Policy Council Approval	Board of Directors Approval
April 30, 2025	May 6, 2025	May 8, 2025	June 2025	June 2025

Representatives

The following list of representatives outlines the key members that will attend the team collaborative meeting and those completing the administrative review.



Team Collaborative Meeting

Parents, directors, administrators, managers, other team members, including staff.

Administrative Review

Director, Region IX Specialist, Education Board Member, and Assistant Director.

Things to Remember

In the event, there is a delay in any phase the division will notify the board of directors of the current barrier and a back-up plan.

- The draft document is to be updated with approval dates, once approved.
- The document is to be sent to print once all dates and approvals are complete.
- The document will be shared electronically with approval dates.
- Full implementation of the School Readiness goals begins July 1, 2025





Thank You

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
October 29, 2024
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. **Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 6:08 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, Ruby Cruz, Wendy Ayala

Policy Council Members Absent: Alejandra Verduzco, Ashley Trent, Candy Diaz

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. **Standing Committee Reports**

a. School Readiness Committee

Staff sponsor, Cynthia Rodriguez, shared an overview of the assorted topics addressed over the term as related to school readiness. She spoke about data collection from assessments such as the DRDP, and how this data is used to create school readiness goals for the upcoming school year. Cynthia thanked the committee for the feedback provided when reviewing the goals during their final committee meeting. Cynthia also noted that members' input was incorporated into the 2024-205 School Readiness Goals. She thanked members for their participation in the School Readiness Committee.

b. Planning Committee

Rosa Guerrero, staff sponsor of the Planning Committee, thanked members for their time and their participation in the committee. She noted that over the course of the term there was quite a bit of information shared along with many questions on various subject matters for which Rosa expressed appreciation for the members' active involvement. A brief overview of some of the items reviewed during Planning Committee meetings was shared such as the standing monthly informational report, program planning and more. Rosa expressed her appreciation to the committee and thanked them for their commitment.

c. Budget & Finance Committee

Budget & Finance Committee staff sponsor, Louis Rodriguez expressed gratitude to Budget and Finance members for meeting each month to review all budget reports of the Head Start program. He applauded their participation and their willingness to ask questions when seeking clarification or wishing to have additional information. Louis stated that though the group was small, they met each month without fail, which shows great commitment. He thanked the members of the Budget & Finance Committee for their time.

d. Bylaws Committee

Lisa Gonzales, Bylaws Committee staff sponsor thanked members for the time they spent reviewing the Bylaws document in its entirety; adding at times though it may have not been extremely exciting it is a necessary and required component of governance. She expressed appreciation in gaining an additional member to the committee as a result of the Regional Parent Committee meetings held during the Spring. Lisa stated that as shared with members when reviewing the document during the next Policy Council term, an emphasis will be on the recently published revised Head Start Program Performance Standards, to ensure the Bylaws continue to adhere to all requirements. In closing, Lisa again thanked the Bylaws Committee for the time they dedicated to the committee.

4. Presentations

a. Past Policy Council Member – Ashley McAllister

Ashley addressed the Policy Council and shared that she too has served on the Council before. She spoke about the Head Start program and the first day she took her daughter to Pete Parra in 2019. Ashley talked about how information was shared with her about the Policy Council and that is when she became involved. She was elected as a member of the Regional Parent Committee and was then elected to serve on the Policy Council for the 2020-2021 term. In continuing to share her experience, Ashley added that she was elected to serve again the following term. During her time as a Policy Council member Ashley was also the Treasurer and the chairperson of the Budget & Finance Committee, which provided her with the opportunity to interact with key executive administrative staff within the Finance Department. Ashley enjoyed her time on the Council and credits it for learning a lot about the "behind the scenes" of the program and all that goes into having a quality program. She is grateful for the opportunity she had and encouraged members to continue to serve and volunteer. Ashley is now a part of the CAPK Family and works as a member of the CalFresh Healthy Living team.

b. Recognition of 2023-2024 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern & Yolanda Gonzales, Head Start/State Child Development Director

On behalf of Jeremy Tobias, Louis Gill, Chief Program Officer along with Yolanda Gonzales, expressed appreciation to Policy Council members for their participation, commitment, and advocacy in serving on the Council. Louis added that he admires the members' intentions, and it is wonderful to hear about all the activity of the Council over the past year. Yolanda expressed her appreciation to members, adding that she looks forward to seeing those who will be returning for the next Policy Council term, and gave well wishes to those who will be taking a different path. Louis and Yolanda also presented members with a certificate of participation as well as a letter of reference.

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – September 27, 2024
b. Planning Committee Meeting Minutes – October 1, 2024
c. Head Start Budget to Actual Report, March 1, 2024, through August 31, 2024
d. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to August 31, 2023
e. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through August 31, 2024
f. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023, through August 31, 2024
g. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2024, through August 31, 2024
h. Early Head Start Childcare Partnerships Non-Federal and In-Kind Report, March 1, 2024, through August 31, 2024
i. Head Start Building Proceeds for Central Kitchen – August 31, 2024
j. Parent Local Travel & Childcare – August 31, 2024
k. Parent Activity Funds – August 31, 2024
l. Head Start Program Review Evaluation (PRE) Report – September 2024
m. Leaving the Policy Council – Early Childhood Learning and Knowledge Center
n. 4th Annual Native American Heritage Month Luncheon – November 2, 2024
o. BrightLife Kids – A CalHOPE Program
p. Healthy vs. Unhealthy Relationships – The Red Flag Campaign
q. Warning Signs – Emerge Center Against Domestic Abuse

r. Power & Control Wheel – Domestic Abuse Intervention Project (English/Spanish)
s. Post Separation Wheel
t. Effects of Domestic Violence on Children – Kern County Department of Human Services
u. Head Start Recruitment Flyer (English/Spanish)
v. Early Head Start San Joaquin Recruitment Flyer (English/Spanish)
w. Home Visiting Program (English/Spanish)

Gabriela Rangel made a motion to approve the consent agenda, items (a) through (w); seconded by Wendy Ayala. Motion carried unanimously.

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

a. 2025-2026 Head Start & Early Head Start Refunding Application with Budget Detail – Rosa Guerrero, Administrative Analyst

Rosa shared that the item she is bringing to the Policy Council for approval is the 2025-2026 Head Start/Early Head Start Refunding Application which is a routine and customary item presented to the Council annually. The refunding application presented is for year two of the program's five-year grant cycle. Additionally shared with the Council was the combined budget detail for the refunding request which included any changes. The most substantial change noted was to the fringe benefits category which is a result of the rising cost of health insurance. The balance of the document was reviewed, including the total funding amounts for both base funding and training and technical assistance funding. Jennifer Wilson made a motion to approve the submission of the Refunding Application for Head Start and Early Head Start for the 2025-2026 funding year, seconded by Gabriela Rangel. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for taking the time to join this end of term event in person, and she thanked staff as well for extending their day "at the office" for a few more hours. Lisa expressed admiration and gratitude to members for their commitment and dedication to the Policy Council. She added that no matter what the situation they not only showed up, but they shared their thoughts, actively participated and asked questions. Lisa provided an overview of some of the items approved by the Policy Council over the 2023-2024 term and touched on some of the informative and memorable presentations made to the Council. She also stated that there was exceptional attendance for both Council meetings as well as committee meetings, adding several members had perfect attendance the entire year! Lisa expressed deep gratitude to staff for their support, especially those who served as staff sponsors. Staff sponsors attended monthly committee meetings, gathered information, and supported their committee chairperson, creating agendas and more. Their expertise and wealth of knowledge shared with members was very much appreciated. Lisa reminded everyone that Policy Council meetings for the 2024-2025 term will take place in person, however committee meetings will still meet virtually. She shared she is excited for this platform because not only will it mirror what the Board of Directors does, but it will provide members with an opportunity to interact with each other and make new connections that isn't found on a virtual platform. Lisa expressed excitement about the new term and noted there will be some returning members as well as new ones.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative

Michelle shared that the Board of Directors met on September 25, 2024. It was reported that the Consent Agenda was approved except for two items which were removed from for further discussion, those items were the Head Start 2025-2206 Program Goals and Objectives as well as the Training and Technical Assistance Plan. Discussion took place regarding these items, and upon conclusion the items passed with a majority vote and two abstentions. The agency health plan for the 2025 calendar year was reviewed noting there will be a 7% rate increase for the employer cost. Additional information shared during the Board of Directors meeting included but was not limited to financial reports, community needs assessment survey, and advisory reports from both Policy Council and Friendship House. Chief Executive Officer Jeremy Tobias provided to the Board an update on Hunger Action Month and the Kern County Fair, Feed the Need Event. He also noted that the Annual Holiday Food Drive will take place on November 13, 2024, and in

compliance with CSBG standards, Board Members will participate in an Ethics Training which will take place in February 2025.

c. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda thanked members for bringing their children to the center each and every morning, being patient with staff, completing necessary paperwork, developing family goals, and committing them. She added that there are many things going on in the program and she is incredibly grateful parents for the support they have shown to staff and to the program. Yolanda thanked the Policy Council for their time and dedication.

8. **Policy Council Chairperson Report**
Ruby thanked everyone for their attendance and stated that she is very happy to see everyone in person. Ruby also spoke of her personal experience with her daughter and how through attending Head Start she showed remarkable improvement in her speech; she credits the program, her daughter's center, and staff. She expressed gratitude and appreciation for all that the Policy Council does, for what staff do, adding that their work is important.

9. **Policy Council Member Comments**
Members were given an opportunity to make a statement or comment. Cristina Herrera was thankful for the opportunity to serve on the Policy Council and added that she hopes to return in a few years when her children are a little older. Fatima Echeverria thanked staff for all they do. She added she was grateful for all the meeting reminders and appreciates everyone. Gabriela Rangel stated she felt heard attending the meetings and was appreciative of all the support from everyone and grateful for the resources provided. Jennifer shared that though she was hesitant at first, she is glad she decided to take on the position of Policy Council Secretary. She shared that the position of secretary and overall, simply being on the Policy Council have really inspired her and taught her so much which she has found helpful in her personal and as well as professional life. Jennifer shared that her son has now transitioned to a center-based option and is attending Pete Parra Cijld Development Center and she loves it! Michelle Jara-Rangel thanked parents for their participation and their voice and thanked staff for allowing her to ask all her questions. Wendy Ayala was grateful for the opportunity to be a part of the Policy Council. She also shared that children were once again brushing their teeth at Blanton and expressed appreciation to staff for that reinstatement.

10. **Adjournment**
The meeting was adjourned at 6:43 p.m.

o

MEMORANDUM

To: Policy Council

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

Date: November 26, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through September 30, 2024. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 69% of the budget.

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

The non-Federal share is at 71% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - September 30, 2024
Month 7 of 12 (58.3%)

Prepared 11/05/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	4,693,908	3,785,858	55%	45%
FRINGE BENEFITS	2,662,019	1,574,824	1,087,195	59%	41%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	546,075	(11,058)	102%	-2%
CONTRACTUAL	186,280	143,063	43,217	77%	23%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	2,250,710	1,459,297	61%	39%
INDIRECT	1,478,747	877,941	600,806	59%	41%
TOTAL BASE FUNDING	**17,051,836**	**10,086,522**	**6,965,314**	**59%**	**41%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	20,893	40,011	34%	66%
SUPPLIES	23,986	18,787	5,199	78%	22%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	66,882	(3,130)	105%	-5%
INDIRECT	16,144	14,810	1,334	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**122,722**	**54,864**	**69%**	**31%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**10,209,244**	**7,020,178**	**59%**	**41%**

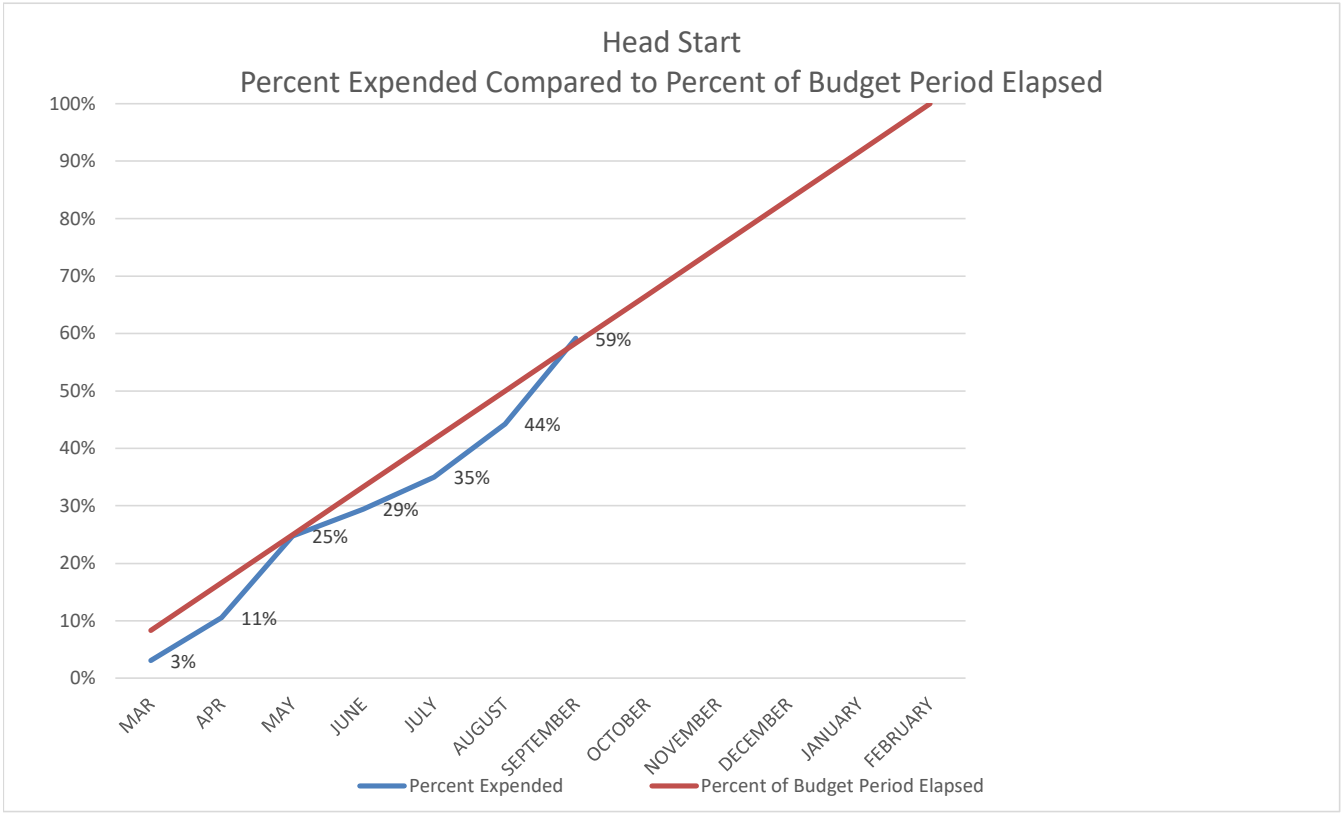
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	2,098,741	153,335	93%	7%
CALIF DEPT OF ED	10,925,665	7,283,540	3,642,125	67%	33%
TOTAL NON-FEDERAL	**13,177,741**	**9,382,281**	**3,795,460**	**71%**	**29%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024
Administrative Cost for HS and EHS Combined **4.4%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	29,062	-	-	-	**29,062**	10/1/2024
Lowe's	29,506	5,606	17	-	**35,130**	10/2/2024
Smart & Final	331	-	-		**331**	10/2/2024
Save Mart	2,555	-	-	-	**2,555**	10/4/2024
Chevron & Texaco Business Card	8,974	-	-	-	**8,974**	10/6/2024
Home Depot	35,706	1,492	-	-	**37,198**	10/5/2024
	106,134	**7,098**	**17**	**-**	**113,250**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
35%
44%
59%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Policy Council

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

Date: November 26, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through September 30, 2024. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 47% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 49% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - September 30, 2024
Month 7 of 12 (58.3%)

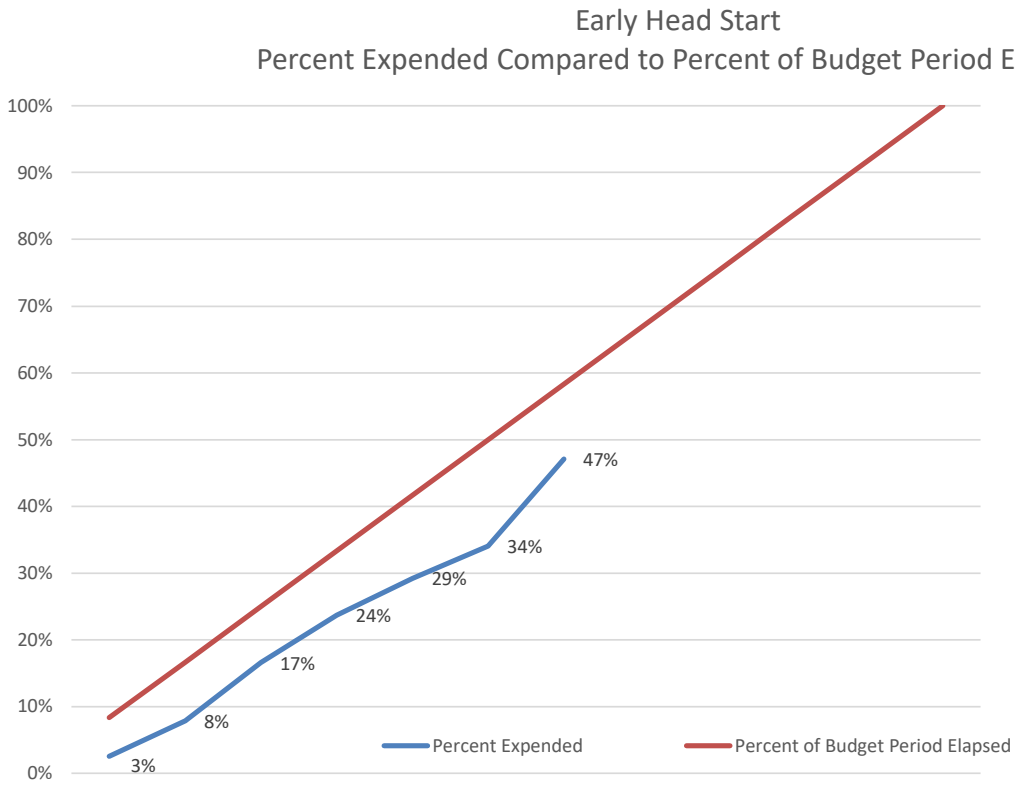
Prepared 11/05/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	5,678,390	6,749,523	46%	54%
FRINGE BENEFITS	3,797,085	1,737,690	2,059,395	46%	54%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	469,188	292,420	62%	38%
CONTRACTUAL	1,001,244	401,619	599,625	40%	60%
CONSTRUCTION	-	-	-		
OTHER	2,529,435	1,359,048	1,170,387	54%	46%
INDIRECT	2,000,772	952,405	1,048,367	48%	52%
TOTAL BASE FUNDING	**22,518,057**	**10,598,339**	**11,919,718**	**47%**	**53%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	56,290	62,342	47%	53%
SUPPLIES	30,013	7,196	22,817	24%	76%
CONTRACTUAL	26,080	11,004	15,076	42%	58%
OTHER	137,953	79,708	58,245	58%	42%
INDIRECT	31,268	15,245	16,023	49%	51%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**169,443**	**174,503**	**49%**	**51%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**10,767,783**	**12,094,220**	**47%**	**53%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
34%
47%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending September **30, 2024** (Month 7 of 12)

Percent of budget period elapsed: 58.3%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	6,859	12,214	57,002	Kern	43,028	132%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	10,978	63,676	Kern	21,514	296%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	22,355	154,597	Kern	94,916	163%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,609	37,588	Kern	46,825	80%
California City	17	8,464	12,184	3,116	0	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	6,860	239	54,865	Kern	29,107	188%
Delano	60	24,094	25,425	15,771	0	0	8,875	19,687	93,851	Kern	75,933	124%
East California	52	10,239	9,308	4,334	656	0	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	6,234	30,250	Kern	43,028	70%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	20,499	21,149	117,804	Kern	184,769	64%
Heritage	17	3,577	2,886	799	0	0	965	2,036	10,264	Kern	21,514	48%
Home Base	160	7,595	3,498	3,201	1,466	4,599	7,667	2,155	30,181	Kern	202,487	15%
Lamont	20	6,429	9,371	3,940	0	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	365	7,731	Kern	63,277	12%
McFarland	20	215	0	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	5,721	24,124	Kern	53,153	45%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	10,520	17,847	195,543	Kern	146,803	133%
Planz	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	44,375	274,650	Kern	84,791	324%
Rosamond	34	1,474	3,599	734	0	0	3,972	14,470	24,249	Kern	43,028	56%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,043	49,368	Kern	40,497	122%
Seibert	20	2,223	1,036	0	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	1,702	1,863	413	14,264	Kern	21,514	66%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,081	24,560	Kern	30,373	81%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	26,027	171,363	Kern	169,583	101%
Stockdale Head Start	45	0										
Sunrise Villa	17	905	1,552	745	0	0	0	119	3,321	Kern	21,514	15%
Taft	51	4,118	6,079	3,535	0	0	4,012	4,695	22,438	Kern	64,543	35%
Tehachapi	15	567	744	0	0	0	3,463	3,772	8,545	Kern	18,983	45%
Vineland	17	1,788	1,609	562	0	0	1,822	4,825	10,606	Kern	21,514	49%
Virginia	17	10,041	0	4,607	0	0	6,140	9,184	29,973	Kern	21,514	139%
Wesley	60	15,716	597	7,850	0	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	7,767	28,415	Kern	50,622	56%
Administrative Services		0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	5,325	9,099	69,496	Kern/SJC	74,265	94%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,932	0	67,770	SJC	30,373	223%
Gianone	16	0	0	0	0	0	614	239	853	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,732	215	12,763	SJC	20,249	63%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	14,042	0	74,527	SJC	25,311	294%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	0	39,033	SJC	30,373	129%
Lathrop Home Base	20	0	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	4,432	60	23,203	SJC	30,373	76%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	21,239	20,312	17,417	72	96,837	SJC	50,622	191%
Lathrop	24	9,405	9,356	9,492	8,520	8,155	8,842	0	53,771	SJC	30,373	177%
SUBTOTAL IN-KIND	**1,754**	**403,267**	**366,338**	**331,156**	**237,003**	**227,969**	**267,963**	**265,044**	**2,098,741**	**0**	**2,258,258**	**93%**
										x		
State General Child Care*		261,877	257,404	266,689	221,757	240,889	270,681	294,776	1,814,073	Kern	3,481,300	52%
State Preschool*		620,606	674,911	576,199	314,235	290,402	404,932	516,682	3,397,967	Kern	6,219,213	55%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,191	1,077	20,177	Kern	50,000	40%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**532,482**	**676,804**	**812,535**	**5,232,216**		**9,750,513**	**54%**
										x		
State General Child Care*		209,012	215,878	238,485	189,226	219,258	239,726	223,225	1,534,808	SJC	1,175,152	**131%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**219,258**	**239,726**	**223,225**	**1,534,808**		**1,175,152**	**131%**
GRAND TOTAL		**1,499,195**	**1,518,964**	**1,417,184**	**965,417**	**979,709**	**1,184,493**	**1,300,804**	**8,865,765**		**13,183,923**	**67%**
									516,516			
									9,382,281			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending September 30, 2024 (Month 07 of 12)

Percent of year elapsed: 58.3%

LOCATION	FUNDED ENROLL-MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,760	17,871	0	223,167	137,864	162%
KCSOS - Blanton	16	20,259	10,258	9,476	43,530	23,355	20,018	0	126,895	68,932	184%
Garden Pathways	11	0	0	0	0	0	0	111	111	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	0	166,319	180,947	92%
Escuelita Hernandez	16	0	0	0	0	0	0	24	24	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0		
GRAND TOTAL	**128**	**60,345**	**153,481**	**71,007**	**90,338**	**75,217**	**65,992**	**135**	**516,516**	**551,456**	**94%**

Budget reflects Notice of Award #09CH012489-01-02

MEMORANDUM

To: Policy Council

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

Date: November 26, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Nineteen months (79.2%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 94% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 94% of the budget.

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

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - September 30, 2024
Month 19 of 24 (79.2%)

Prepared 11/05/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,726,703	715,333	92%	8%
FRINGE BENEFITS	3,650,298	2,351,638	1,298,660	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,127,675	(383,634)	152%	-52%
CONTRACTUAL	171,839	273,712	(101,873)	159%	-59%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,514,151	(477,293)	112%	-12%
INDIRECT	1,752,938	1,593,446	139,963	91%	9%
TOTAL BASE FUNDING	**19,868,010**	**18,580,025**	**1,268,456**	**94%**	**6%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**99%**	**1%**
CARRYOVER					
PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	466,025	(412,639)	873%	-773%
EQUIPMENT	314,100	538,309	(224,209)	171%	-71%
CONSTRUCTION	1,000,000	208,153	791,847	21%	79%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	155,208	10,275	94%	6%
INDIRECT	49,259	129,190	(60,402)	262%	-162%
TOTAL CARRYOVER	**1,836,328**	**1,750,976**	**104,881**	**95%**	**5%**
GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**20,506,010**	**1,375,914**	**94%**	**6%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**15,254,889**	**(2,165,093)**	**117%**	**-17%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024
Administrative Cost for HS and EHS Combined **10.9%**

MEMORANDUM

To: Policy Council

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

Date: November 26, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Nineteen months (79.2%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 53% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - September 30, 2024
Month 19 of 24 (79.2%)

Prepared 11/05/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,798,223	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	834,041	371,082	69%	31%
CONTRACTUAL	1,091,221	947,313	143,908	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,282,891	1,091,654	68%	32%
INDIRECT	1,665,883	1,477,669	188,214	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,739,014**	**2,054,327**	**89%**	**11%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**344,074**	**(128)**	**100%**	**0%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	172,337	(158,990)	1291%	-1191%
EQUIPMENT	100,000	281,322	(181,322)	281%	-181%
CONSTRUCTION	1,345,378	185,223	1,160,155	14%	86%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	55,823	18,186	75%	25%
INDIRECT	23,470	60,934	(37,464)	260%	-160%
TOTAL CARRYOVER	**1,687,491**	**886,918**	**800,573**	**53%**	**47%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**17,970,006**	**2,854,772**	**86%**	**14%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024

MEMORANDUM

To: Policy Council

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

Date: November 26, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of September 30, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended September 30, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - September 30, 2024

Prepared 11/05/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	23,723	3,353,515	484,208	2,869,307	85.6%

% Spent 14.4%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	23,723
	3,353,515
Less Expenses	484,208
Remaining Balance	2,869,307

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2024-2025

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 1,350.00		$ -	$ 1,350.00	8%	0%
APRIL 2024	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2024	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2024	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2024	$ 1,350.00		$ -	$ 1,350.00	42%	0%
AUGUST 2024	$ 1,350.00		$ -	$ 1,350.00	50%	0%
SEPTEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	58%	0%
OCTOBER 2024	$ 1,350.00		$ -	$ 1,350.00	67%	0%
NOVEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	75%	0%
DECEMBER 2024	$ 1,350.00		$ -	$ 1,350.00	83%	0%
JANUARY 2025	$ 1,350.00		$ -	$ 1,350.00	92%	0%
FEBRUARY 2025	$ 1,350.00		$ -	$ 1,350.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 500.00	$ 80.14	$ 80.14	$ 419.86	8%	16%
APRIL 2024	$ 419.86		$ 80.14	$ 419.86	17%	16%
MAY 2024	$ 419.86		$ 80.14	$ 419.86	25%	16%
JUNE 2024	$ 419.86		$ 80.14	$ 419.86	33%	16%
JULY 2024	$ 419.86		$ 80.14	$ 419.86	42%	16%
AUGUST 2024	$ 419.86		$ 80.14	$ 419.86	50%	16%
SEPTEMBER 2024	$ 419.86		$ 80.14	$ 419.86	58%	16%
OCTOBER 2024	$ 419.86		$ 80.14	$ 419.86	67%	16%
NOVEMBER 2024	$ 419.86		$ 80.14	$ 419.86	75%	16%
DECEMBER 2024	$ 419.86		$ 80.14	$ 419.86	83%	16%
JANUARY 2025	$ 419.86		$ 80.14	$ 419.86	92%	16%
FEBRUARY 2025	$ 419.86		$ 80.14	$ 419.86	100%	16%

Prepared by: Louis Rodriquez
November 11, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2024-2025

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
ABRIL DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	17%	0%
MAYO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
JUNIO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	33%	0%
JULIO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	42%	0%
AGOSTO DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	58%	0%
OCTUBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	67%	0%
NOVIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
DICIEMBRE DEL 2024	$ 1,350.00	$ -	$ -	$ 1,350.00	83%	0%
ENERO DEL 2025	$ 1,350.00	$ -	$ -	$ 1,350.00	92%	0%
FEBRERO DEL 2025	$ 1,350.00	$ -	$ -	$ 1,350.00	100%	0%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2024	$ 500.00	$ 80.14	$ 80.14	$ 419.86	8%	16%
ABRIL DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	17%	16%
MAYO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	25%	16%
JUNIO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	33%	16%
JULIO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	42%	16%
AGOSTO DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	50%	16%
SEPTIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	58%	16%
OCTUBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	67%	16%
NOVIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	75%	16%
DICIEMBRE DEL 2024	$ 419.86	$ -	$ 80.14	$ 419.86	83%	16%
ENERO DEL 2025	$ 419.86	$ -	$ 80.14	$ 419.86	92%	16%
FEBRERO DEL 2025	$ 419.86	$ -	$ 80.14	$ 419.86	100%	16%

11 de noviembre de 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2024-2025

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
APRIL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAY 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNE 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULY 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	42%	0%
AUGUST 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	50%	0%
SEPTEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	58%	0%
OCTOBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	67%	0%
NOVEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	75%	0%
DECEMBER 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	83%	0%
JANUARY 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	92%	0%
FEBRUARY 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	100%	0%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
APRIL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAY 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNE 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULY 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	42%	0%
AUGUST 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	50%	0%
SEPTEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	58%	0%
OCTOBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	67%	0%
NOVEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	75%	0%
DECEMBER 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	83%	0%
JANUARY 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	92%	0%
FEBRUARY 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	100%	0%

November 11, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2024-2025

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	8%	0%
ABRIL DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	17%	0%
MAYO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
JUNIO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	33%	0%
JULIO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	13%	0%
AGOSTO DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	38%	0%
OCTUBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	50%	0%
NOVIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	63%	0%
DICIEMBRE DEL 2024	$ 9,210.00	$ -	$ -	$ 9,210.00	75%	0%
ENERO DEL 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	88%	0%
FEBRERO DEL 2025	$ 9,210.00	$ -	$ -	$ 9,210.00	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	8%	0%
ABRIL DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	17%	0%
MAYO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
JUNIO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	33%	0%
JULIO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	13%	0%
AGOSTO DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	38%	0%
OCTUBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	50%	0%
NOVIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	63%	0%
DICIEMBRE DEL 2024	$ 5,245.00	$ -	$ -	$ 5,245.00	75%	0%
ENERO DEL 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	88%	0%
FEBRERO DEL 2025	$ 5,245.00	$ -	$ -	$ 5,245.00	100%	0%

11 de noviembre de 2024

Community Action Partnership of Kern
Monthly Report 2024

Month	October-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	October 1, 2024 - October 31, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (3 fully closed classroom rooms)	696	753	753	92%	24
Disabilities	173 (YTD)	10%	10%	27%	n/a
Over Income 101%-130% (up to 35%)	19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	56	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (4 fully closed classrooms)	842	953	953	88%	51
Disabilities	73 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	81	n/a	n/a	10%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	216	560	312	179%	

Central Kitchen		Breakfast	Lunch	Snack
Meals and Snacks	50,212	18,642	15,059	16,349

Child and Adult Care Food Program (CACFP) (Note: The data represents information from September 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	61,442	34,752/23,067	46,284	75%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	148	992
Total Community Services	**148**	**992**

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. Our Stockdale Child Development Center has been licensed and we are working to fill that center. We are still waiting for the yard at the Martha J. Morgan center to be cleared by licensing. At this time, the Martha J. Morgan center is still not able to provide services.

	Progress Towards Goal
School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthan teacher and child intraactions.	Objective: The program will elevate children's social-emotional development and strengthen teacher-child interactions. Progress: The Education and support Services team have received training on CLASS 2.0 in preparation for a transition to a more inclusive quality interation assessment tool.

Program Description

Kern Family Health Care
presents

Winter Wellness Wonderland

SAT DECEMBER 7TH
4:00PM-8:00PM

Event Includes:

- MUSIC & ENTERTAINMENT
- FOOD & BEVERAGES $$
- VISIT & PHOTO WITH SANTA
- CHRISTMAS TREE FOREST
- TRAIN RIDES
- COOKIES & COCOA
- COMMUITY RESOURSES
- LOCAL VENDORS $$
- COAT GIVEAWAY
- BOUNCE HOUSES
- SANTA'S WORKSHOP
- AND MUCH MORE!

FREE ENTRY



Kern Health Systems
2900 BUCK OWENS BLVD
BAKERSFIELD, CA 93308

For More Information
www.kernfamilyhealthcare.com

2ND ANNUAL HOLIDAY VILLAGE
December 6, 2024









Come join us at our 2nd Annual Holiday Village located at the beautiful Village West Marina & Resort! Get into the holiday spirit with a festive event filled with joy and cheer. Bring your family and friends to this free event to experience the magic of Christmas in person.

Family-friendly event activities include:

- VWM&R Lighted Boat Show
- Photos with Santa
- Petting zoo
- Face painting & balloon animals
- Live Christmas music and more!

VILLAGE WEST MARINA AND RESORT
6649 Embarcadero Drive
Stockton, CA


The Stockton Astronomical Society, Oak Grove Docent Council
and San Joaquin County Parks present
ASTRONOMY
IN THE PARK
Shumway Oak Grove Regional Park I-5 @ Eight Mile Rd., Stockton
Free event! $6 cash parking fee, weather permitting
* * * * * * * * * * * * *
View planets through giant telescopes after sunset!
July 13, 8:30 p.m. - Mercury, M3 (Star Cluster in Canes Venatici)
Aug. 10, 8 p.m. - M8 & M20 (Lagoon Nebula, Trifid Nebula)
Sept. 7, 7:25 p.m. - Saturn, M13 (Star Cluster), M57 (Ring Nebula)
Oct. 12, 6:30 p.m. - Star Cluster in Hercules, Dumbbell Nebula
Nov. 9, 5 p.m. - Jupiter, Saturn, Venus, M31 (Andromeda Galaxy)
Dec. 7, 4:45 p.m. - Saturn, Mars, M33 (Triangulum Galaxy)
(209) 953-8814/953-8800
STOCKTON ASTRONOMICAL SOCIETY
FOUNDED 1950
OAK GROVE NATURE CENTER
SAN JOAQUIN COUNTY PARKS

Flood Ministries Presents

Winter Wonderland

HOLIDAY AND RESOURCE FAIR

DECEMBER 14TH, 2024

9:00 AM - 1:00 PM

1830 TRUXTUN AVE, 93301

FEATURING:

PICTURES WITH SANTA

BOUNCY HOUSE

CRAFTS & GAMES

LIVE ENTERTAINMENT

AND

INCREDIBLE

COMMUNITY RESOURCES!

FREE ENTRY

FREE ENTRY

Flood Ministries

Reducing Homelessness ... Transforming Lives

DONATION DRIVE:

PLEASE BRING A SLEEPING BAG TO ENTER RAFFLE!

WM SPONSORED EVENT

ANNUAL HOLIDAY TOY GIVEAWAY

December 21st, 2024 FROM 1:00-5PM

SAFE HAVEN KIDS' LEAGUE & COMMUNITY RESOURCES of CALIFORNIA

GOLDEN QUEEN

SOUTHERN CALIFORNIA EDISON

Kern Family Health Care

TERRA-GEN OPERATING COMPANY

20 MULE TEAM BORAX™ RioTinto

Music. Food. Opportunity drawing.
Arts & crafts. Family fun.

CALIFORNIA HIGHWAY PATROL

Special appearance by Santa Claus!!

Kids must be present to receive toys.

ELAND TWO SOLAR + STORAGE

capk FOOD BANK

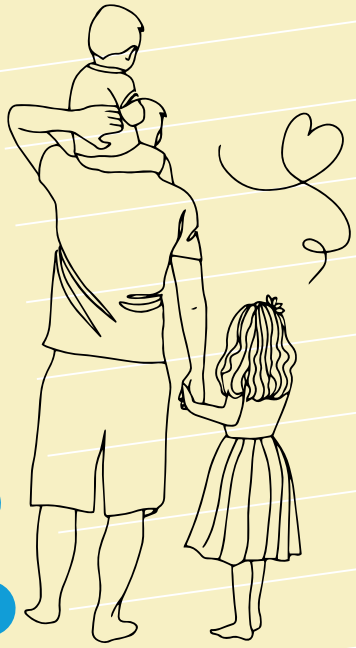
aes



STRATA CENTER
10350 Heather Ave.
California City, CA 93505

For more info: 760.338.3488

Safe Haven Kid's League & Community Resource is a registered 501(c)(3) organization.



HeadStart
A Program of CAPK

SAVE THE DATE

2ND ANNUAL FATHERHOOD CONFERENCE



8:30AM – 2PM

DOUBLE TREE HOTEL
3100 CAMINO DEL RIO CT.
BAKERSFIELD, CA 93308

JAN. 11 2025



BREAKOUTS | LUNCH | GIVEAWAYS

*THIS CONFERENCE IS INTENDED FOR ADULTS ONLY.



HeadStart
A Program of CAPK

RESERVA LA FECHA

ANUAL SEGUNDA CONFERENCIA SOBRE PATERNIDAD



8:30 AM
–
2 P.M.

DOUBLETREE HOTEL
3100 CAMINO DEL RIO CT.
Bakersfield, California 93308

ENERO 11
2025



TALLERES | ALMUERZO | PREMIOS

*ESTA CONFERENCIA ESTÁ DESTINADA NOMAS PARA ADULTOS.

SAVE THE DATE

Head Start
Health and Mental Health
Advisory Committee
Meeting

January 23, 2025

12:00-2:00 pm

Location: CAPK Board Room

1300 18th Street

Bakersfield, CA 93301



capk
Community Action Partnership of Kern

Help address homelessness in our community.

Sign up to volunteer for the

2025 Point-in-Time Count

On Wednesday, January 29, 2025, from 3:30 a.m. to 9:00 a.m., teams of volunteers across Kern County will come together to count the number of people experiencing homelessness in our communities.

The Point-in-Time (PIT) Count provides a snapshot view of homelessness in our county. We depend on an accurate PIT Count to know the needs of our community.

Volunteers are an important part of our PIT Count. We depend on community members to survey our communities and make sure every one of our neighbors experiencing homelessness is counted.

Here's How You Can Help

1. Sign Up

Register by January 10, 2025

2. Attend Training

All volunteers are required to attend a mandatory 2-hour training. You can choose in person or zoom training during registration.

3. Show Up

Arrive on Wednesday, January 29, 2025 at 3:30 a.m. to survey the number of people experiencing homelessness in our community.

For more information, including FAQs, visit https://bkrhc.org/volunteer-for-the-2025-pit-count/ or email info@bkrhc.org.

Save the Date

Read Across America 2025

Tuesday, March 4, 2025

If you are interested in being a special guest reader, at one of our many Head Start or Early Head Start centers please get in touch with Teresa Lara at tlara@capk.org by Wednesday, February 19th.

Thank you!

Head Start
A Program of CAPK

Early Head Start
A Program of CAPK



FREE ADMISSION DAY @ THE HAGGIN MUSEUM

Come enjoy FREE admission to The Haggin Museum
every 1st Saturday of the month!

All visitors are admitted free of charge from 12:00pm - 5:00pm

1201 N. Pershing Ave | Stockton, California 95203

For more information contact:

209.940.6300 info@hagginmuseum.org

LET'S TALK TURKEY

Unsafe handling and under-cooking your holiday bird can cause foodborne illnesses. Here are a few tips from the USDA to keep your Thanksgiving safe and delicious!

Types of turkeys regulated by the USDA:



*For more information about each type of turkey, visit fsis.usda.gov.

3 WAYS TO THAW

While frozen, a turkey is safe indefinitely. As soon as it begins to thaw, bacteria that may have been present before freezing will begin to grow again. Here are three ways to safely thaw your bird:



Refrigerator:

Safe to store the turkey for another 1 – 2 days in the refrigerator.

This is the USDA recommended thawing method.

How to thaw:
Allow approximately 24 hrs. for every 4-5lbs of bird.

Cold water:

Cook immediately after thawing.

How to thaw:
Submerge the bird in cold water & change every 30 mins.



Microwave:

Cook immediately after thawing.



How to thaw:
Use defrost function based on weight

For more information on safe thawing methods, visit fsis.usda.gov

DID YOU KNOW?



It's safe to cook a frozen turkey though cooking time will be 50% longer!

Clean



Wash your hands for 20 seconds with soap and warm water.



Utensils
Plates
Countertops
Cutting boards

SHOULD ALSO BE WASHED



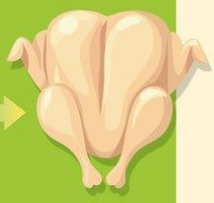
Bacteria, which can be present inside and outside a turkey, can't be washed off the bird! Cooking is the only way to destroy this potentially dangerous bacteria.

SO DON'T WASH YOUR TURKEY!!

SEPARATE



Separate raw turkey from fresh food, and use separate cutting boards, plates, and utensils.



Keep dishes that touch raw food separate, too!

Wash items that touch raw meat with soap and warm water.



COOK

Your bird is not safe until it reaches 165 °F — you cannot tell by the color.

Remember to ensure any stuffing cooked with the bird reaches 165 °F, too!

Use three places to check the temperature.



When turkey is removed from the oven, let it stand 20 minutes before carving to allow juices to settle.

CHILL

Take your time around the dinner table, but refrigerate leftovers within 2 hours!



Safe in fridge
3-4 days

Safe frozen,
but use within 2-6 months for best quality.



Last day Thanksgiving leftovers are safe from the fridge.



Leftover turkey should be cut into smaller pieces, and store items separately in smaller containers.



Be sure to pack leftovers in a cooler if traveling.

Reheat thoroughly to a temperature of 165 °F.

Remember, bacteria that cause foodborne illnesses can't be smelled or tasted!

FOR MORE INFORMATION:

Visit foodsafety.gov

If you have a specific question, call the USDA Meat and Poultry Hotline at 1-888-MPHOTLINE or visit AskKaren.gov. Visit PreguntaleaKaren.gov for questions in Spanish.

USDA

Ad Council

ASISTENCIA LEGAL GRATUITA PARA LA COMUNIDAD DE BAJOS INGRESOS

Las oficinas de CRLA pueden diferir en cuanto a los servicios que provén, por favor llame a su oficina local para información sobre los servicios disponibles a usted.

Empleo en agricultura
- Sueldos y sobre-tiempo debido
- Discriminación
- Represalia
- Violaciones de sanidad y seguridad

LGBTQ+ (1-800-567-5339)
(lgbtq@crla.org)
- Educación
- Empleo
- Acceso a la Salud
- Vivienda
- corrección de nombre y marcador de genero
- Inmigración
- Beneficios públicos

Educación
- Audiencias SARB
- Suspensiones y expulsiones
- Acceso lingüístico
- Derechos LGBT
- Transferencias a escuelas alternativas

Vivienda
- Proporcionada por el empleador
- Campos laborales
- Publica/Subsidio/Sección 8

Nuevo Servicio- Notary Public
Servicios para certificar documentos y formas legales

Desarrollo de la Comunidad
Entrenamientos de liderazgo y desarrollo cívico
Presentaciones sobre derechos legales

Horas de Oficina Durante El Covid-19
Viernes: 9:00 a.m. – 5:00 p.m. **Llamadas Solamente**
Lunes **a** Jueves: 9:00a.m.-5:00p.m. **Oficina Abierta**
Para más información llame al: (661)725-4350
¡No necesita hacer cita!

Oficina Localizado en: 601 High St., Suite "C", Delano, CA 93215

La Asistencia Legal Rural de California lucha por justicia y los derechos individuales al lado de las comunidades más explotadas de nuestra sociedad

FREE LEGAL ASSISTANCE FOR LOW-INCOME COMMUNITIES

CRLA offices can differ in the services they provide, please call your local office for more information on services available to you.

Employment
- Unpaid wages & overtime
- Discrimination
- Retaliation
- Health & safety violations

LGBT+ (1800-567-5339)
(lgbtq@crla.org)
- Education
- Employment
- Health Care Access
- Housing
- Name & Gender Marker Correction
- Immigration
- Public Benefits

Education
- SARB Hearings
- Alternative school transfers
- School discipline: including suspensions & expulsions
- Language access issues
- LGBT student rights

Housing
- Employer provided housing
- Farm labor camps
- Public, subsidized, or Section 8 vouchers

New Service- Notary Public

Community Development
Leadership & civic development trainings
Know Your Rights presentations

Office Hours During Covid-19
Friday: 9:00 am – 5:00 pm **(Calls Only)**
Monday through Thursday: 9:00 am – 5:00 pm **(Office is open)**
For more information call: (661)725-4350
No appointments necessary!

Office Location: 601 High St., Suite "C" Delano, CA 93215

California Rural Legal Assistance fights for justice and individual rights alongside the most exploited communities of our society



Backpack Connection Series

About this Series

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

The Pyramid Model



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

More Information

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

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

How to Help Your Child Manage Time and Understand Expectations

Brooke Brogle, Alyson Jiron & Jill Giacomini



Time is an unclear measure for children. It is very common for a parent to feel frustrated with a child when he has not done what he was asked to do (e.g., pick up toys, put on shoes, finish snack) even after he has been given a five-minute warning. However, it is important for parents to know that there is little difference between five minutes and an hour to young children because of the way they experience time. Children live in the moment and the future is difficult for them to measure. When parents use time (rather than events such as "when I get to the top of the stairs") to communicate what they expect the child to do, it can lead to the child feeling confused and frustrated, and ultimately, the child expressing his emotions through a tantrum.

Timers, particularly sand timers, are excellent tools parents can use to help young children measure time and understand expectations. Children can see the sand timer, turn it over and watch the sand fall to the bottom. There is a clear beginning, middle and end which gives children a way to predict and understand what will happen when the sand runs out. Sand timers empower children and help them to feel that they are a part of the process rather than simply being told what to do. Sand timers also give parents an opportunity to encourage and compliment their child when he is moved to action to "beat the clock"—a much more enjoyable and effective activity than nagging.

Try This at Home

- The skills needed to share, trade and take turns can be taught using sand timers. For more information on how to teach the skills of sharing, trading and taking turns, check out those topics in the Backpack Connection Series at www.challengingbehavior.org.
  - **Taking Turns:** "I see that Tony is playing with the puppets right now. When this three-minute timer is done, it will be your turn."
  - **Trading:** "You are having so much fun playing with your train. When the timer is done, you and Austin can trade. He will give you his car and you can give him your train."
  - **Sharing:** "You and Ben are both playing in the sand. There is only one shovel and two boys. You have the bucket and Ben has the shovel. First Ben can shovel the sand into the bucket and when this timer is done, you can shovel the sand into the bucket. That is a great way to share the sand toys!"
- Sand timers can help with *transitions*, or children moving from one activity to another. "I see you are happy playing with your Legos. It is time to go to school. Would you like to put your shoes on now or in one minute?" After you say this, simply flip over the sand timer and you may be surprised how your child is able to make the transition on his own.
- Sand timers can help move an activity along (e.g. clean up time). "I wonder if you can put all your trains into the box in three minutes."
- Sand timers can help YOU stay on track too. "I would be happy to get down your puzzles. I am on the phone and will do it in five minutes." This clear boundary teaches children exactly what to expect and can reduce whining and repeated asking.
- Sand timers can also help at dinner time. "We all sit together as a family at dinner time. You can get up when the timer is done."

Practice at School

Sand timers are used at school to help children learn how to take turns and solve problems. Sand timers are also used to let children know how long an activity will take or to let them know that they will be transitioning to a new activity soon. Sand timers allow children to manage time tasks without help from an adult and give them the ability to retain control over a situation because they can watch the sand falling and see that time is almost up. Sand timers are also used in classrooms to offer choice. For example, a teacher might ask, "Would you like to do that in one minute, or two?"

The Bottom Line

Time is a difficult concept for young children to grasp. Sand timers give children something they can see and touch to help them measure time. When sand timers are used to help children understand expectations, take turns and transition to new activities, they can reduce the frequency of challenging behavior, encourage children to participate in tasks and even do things by themselves. Parents benefit from sand timers as well because the timer reduces or eliminates the need for the child to be constantly reminded and monitored. Additionally, sand timers can offer more opportunities for parents to compliment and congratulate their child.

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USF UNIVERSITY OF SOUTH FLORIDA

IDEAs that Work Office of Special Education Programs



Serie de Conexión

Mochila

Sobre esta serie

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

El Modelo de la Pirámide



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

Más información

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

National Center for Pyramid Model INNOVATIONS

ChallengingBehavior.org

Cómo ayudar a su hijo a manejar el tiempo y comprender las expectativas

Brooke Brogle, Alyson Jiron y Jill Giacomini



El tiempo es una medida no muy clara para los niños. Es muy común para los padres el sentirse frustrados cuando su hijo no ha hecho lo que se le pidió (e.g. recoger los juguetes, ponerse los zapatos, acabarse un bocadillo) aún después de que se le dio un aviso de 5 minutos. No obstante, es importante que los padres sepan que para los niños hay muy poca diferencia entre 5 minutos y una hora debido a la manera en que ellos experimentan el tiempo. Los niños viven en el momento y es difícil para ellos medir el futuro. Cuando los padres utilizan el tiempo (en vez de eventos tales como "cuando llegue al último escalón") para comunicar lo que esperan que hagan sus hijos, puede conllevar a que su hijo se sienta confundido y frustrado, y finalmente, que el niño exprese sus emociones a través de rabietas.

Los cronómetros, en particular los relojes de arena, son herramientas excelentes que los padres pueden utilizar para ayudar a sus hijos a medir el tiempo y comprender las expectativas. Los niños pueden ver el reloj de arena, voltearlo y ver la arena caer al fondo. Existe un inicio, intermedio y final claro lo que les otorga a los niños una manera de predecir y comprender lo que pasará cuando la arena se termine. Los relojes de arena le dan poder a los niños y les ayuda a sentir que forman parte del proceso en vez de que simplemente se les diga que hacer. Los relojes de arena también les brindan a los padres una oportunidad para incentivar y elogiar a sus hijos cuando éstos entran en acción para "ganarle al reloj"— una actividad mucho más agradable y efectiva que el fastidiar.

Pruebe esto en casa

- Las aptitudes necesarias para compartir, cambiar y tomar turnos pueden ser enseñadas utilizando un reloj de arena. Para más información sobre cómo enseñar las aptitudes de compartir, cambiar y tomar turnos, revise esos temas en la Serie de Conexión Mochila en *www.challengingbehavior.org*.
  - » **Tomando Turnos:** "Veo que Tony está jugando con las marionetas en este momento. Cuando termine este cronometro de 3 minutos, te tocará a ti."
  - » **Cambiando:** "Te estás divirtiendo tanto jugando con tu tren. Cuando se termine el cronometro, Juanito puede cambiar. Él te dará su carro y tú puedes darle tu tren."
  - » **Compartir:** "Tanto tú y Ben están jugando en la arena. Hay solamente una pala y dos niños. Tú tienes la cubeta y Ben tiene la pala. Primero Ben palea arena hacia la cubeta y cuando su tiempo se acabe, tú podrás palear arena hacia la cubeta. ¡Esa es una gran manera de compartir los juguetes de la arena!
- Los relojes de arena pueden ayudar con las transiciones, o el cambio de los niños de una actividad a otra, "Veo que estás feliz jugando con tus Legos. Es hora de ir a la escuela. ¿Te gustaría ponerte los zapatos ahora o dentro de un minuto?" Después de decir esto, simplemente voltee el reloj de arena y se sorprenderá de como su niño es capaz de hacer la transición por sí solo.
- Los relojes de arena pueden ayudar a que se desenvuelva una actividad (e.g. hora de recoger). "Me pregunto si podrás colocar todos tus trenes en la caja en tres minutos."
- Los relojes de arena también le pueden ayudar a USTED a mantener su rumbo. "Me encantaría bajarle los rompecabezas. Estoy en el teléfono pero lo haré en cinco minutos." Este límite específico le enseña a los niños exactamente qué esperar.

Practique en la escuela

Los relojes de arena son utilizados en la escuela para ayudar a los niños a que aprendan cómo tomar turnos y resolver problemas. Los relojes de arena también son utilizados para hacerle saber a los niños cuánto durará una actividad o para hacerles saber que pronto harán una transición para hacer algo nuevo. Los relojes de arena les permite a los niños manejar las tareas de tiempo sin la ayuda de un adulto y les da la capacidad de retener el control sobre la situación debido a que pueden ver la arena caer y ver que el tiempo casi se agota. Los relojes de arena también se utilizan en las aulas para ofrecer elecciones. Por ejemplo, una maestra puede preguntar, "¿Te gustaría hacer eso en un minuto o dos?"

La conclusión

El tiempo es un concepto difícil de comprender para los niños. Los relojes de arena les brindan algo que pueden ver y tocar los niños que les ayuda a medir el tiempo. Cuando los relojes de arena son utilizados para ayudarles a los niños a comprender las expectativas, a tomar turnos, hacer la transición a actividades nuevas, éstos pueden reducir la frecuencia del comportamiento desafiante, incentivar a los niños a que participen en las tareas e incluso hacer cosas por sí solos. Los padres se benefician de los relojes de arena por igual debido a que el reloj de arena reduce o elimina la necesidad de que se les esté recordando o monitoreando constantemente. Además, los relojes de arena pueden ofrecer más oportunidades para que los padres elogien y feliciten a su hijo.

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University of South Florida

IDEAs that Work
Office of Special Education Programs
U.S. Department of Education

Curriculums

- **Around the Table Nourishing Families:** is a SNAP-Ed-approved curriculum that focuses on teaching the principles of trauma-informed engagement and nourishment.
- **Healthy Eating and Active Living (HEAL):** Leah's Pantry curriculum focuses to increase awareness & knowledge of healthy eating and physical activity recommendations.
- **Food Smarts for Adults:** Leah's Pantry-approved curriculum that focuses on changes in the consumption of fruit and vegetables and sugary beverages.
- **Food Smarts for Waste Reduction:** Leah's Pantry curriculum that focuses on reducing household food waste. Offers strategies for food safety, storage, and conservation.
- **My Plate for My Family:** SNAP-Ed approved curriculum based on DGA recommendations that focuses on healthy meal planning, purchasing, and preparing food for SNAP eligible participants.

CalFresh Healthy Living

Around the Table Nourishing Families:
6 Lessons; 60-90 Minutes.
Healthy Eating Active Living:
6 Lessons; 45-60 minutes.
Food Smarts for Adults:
5 Lessons; 60-90 minutes.
Waste Reduction:
1-3 Lessons; 90 minutes.
My Plate for My Family:
4 Lessons; 45 minutes.





CAPK 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.

Websites

market match

Use your CalFresh benefits to participate in the Market Match program at the F St Farmers Market in Bakersfield. CalFresh benefits are matched up to $10 per family to buy fresh, locally grown fruits and vegetables.

Location:
2819 F Street
Bakersfield, CA 93301

Hours:
7:45am-12:00pm

nutrition pantry program

The Nutrition Pantry Program (NPP) is a PSE change intervention designed to improve the food environment and client engagement within food pantries. NPP provides training and resources to support the implementation of strategies designed to increase access and utilization of healthy food by pantry clients, engage clients, and sustain healthy practices

CalFresh HEALTHY LIVING

capk Community Action Partnership of Kern

Funded by USDA SNAP-Ed, an equal opportunity provider and employer. Visit CalFreshHealthyLiving.org for healthy tips.

CalFresh Healthy Living



Contact us

661-439-3838
cfhlcapk@gmail.com

Scan this code with your phone for more info!

Head Start
A Program of *CAPK*

Your child's education is our priority!

Community Action Partnership of Kern's Head Start program is a no cost program for children 6 weeks to 5 years from low-income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.

Rest assured that Head Start has put together a portfolio of robust safety features to reduce the risk of COVID-19 transmission while children attend our site locations.







There are various program options that can best fit your family's needs:

Head Start
- Full Year/Part Year Options
- Full Day/Part Day in class

Early Head Start
- Home Based
- Pregnant Women
  Full Day in Class

Partnerships
- Partnerships with community day care providers
- Full-day classes

To complete an application, you will need:
- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy
  (if applying for Pregnant Women's Program)

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Community Action Partnership of Kern

Our Head Start Students Receive:
- High-quality, age-appropriate learning from credentialed teachers
- Free medical and dental screenings, Healthy meals and snacks
- A safe indoor and outdoor setting to explore, discover, and learn

Give your child a Head Start!

1-800-701-7060

www.capk.org/headstart

¡Escanea este código con tu teléfono para obtener más información!

Head Start
Un Programa de *CAPK*

La educación de su hijo(a) es nuestra prioridad.

Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.

Tenga la seguridad de que Head Start ha reunido una serie de sólidos elementos de seguridad para reducir el riesgo de transmisión de COVID-19 mientras los niños asisten a nuestros centros.







Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Head Start
- Opciones de año completo/año parcial
- Clases de tiempo completo y medio tiempo

Early Head Start
- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Asociaciones
- Asociaciones con proveedores de guarderías comunitarias
- Día completo en clase

Para completar una solicitud, necesitará:
- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares–últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo (Si solicita el programa para mujeres embarazadas)

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Nuestros alumnos de Head Start reciben:

- Aprendizaje de alta calidad y adecuado a la edad, orecido por profesores acreditados
- Examenes médicos y dentales gratuitos, comidas y meriendas saludables
- Un ambiente interior y exterior seguro para explorar, descubrir, y aprender

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

1-800-701-7060

www.capk.org/headstart

Early Head Start
A Program of CAPK

Your child's education is our priority!

Community Action Partnership of Kern's Early Head Start Program in San Joaquin County is a no cost program for eligibile children 0 to 3 years old and pregnant women. Our program is inclusive of all families including children experiencing homelessness, in the foster care system, as well as children with disabilities and other special needs.

CAPK has in place a variety of safety features to reduce the risk of transmitting infectious diseases including COVID-19, RSV, etc.







There are various program options that can best fit your family's needs:

Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

To complete an application, you will need:

- Birth certificate or any legal document showing child's age
- Immunization's record
- Proof of family income - last 12 months
- Proof of address
- Proof of pregnancy (if applying for Pregnant Women's Program)

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Community Action Partnership of Kern

Give your child the opportunity for a good start at Early Head Start!

APPLY NOW by scanning this!

(209) 242-9540

www.capk.org/headstart/

CAPK Early Head Start Children Receive:

- High-quality, age-appropriate learning from qualified and responsive teaching staff.
- Screening, assessments, healthy meals, and snacks.
- A safe indoor and outdoor setting to explore, discover and learn.

Early Head Start
A Program of CAPK

La educación de su hijo(a) es nuestra prioridad.

CAPK Early Head Start en el condado de San Joaquín es un programa sin costo para las familias elegibles. Ofrecemos servicios a niños de 0 a 3 años y mujeres embarazadas. Nuestro programa incluye a todas las familias, incluidos los niños sin hogar, niños en hogares de acogida y los niños con discapacidades.

CAPK cuenta con una serie de dispositivos de seguridad para reducir el riesgo de transmisión de enfermedades infecciosas como COVID-19, RSV, etc.







Hay varias opciones de programas que pueden adaptarse mejor en las necesidades de su familia:

Early Head Start
- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

Para completar una solicitud, necesitará:
- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares–últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo
  (Si solicita el programa para mujeres embarazadas)

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Community Action Partnership of Kern

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

¡APLICA AHORA escaneando esto!

(209) 242-9540

www.capk.org/headstart/

Los Niños de CAPK Early Head Start Reciben:
- Aprendizaje de alta calidad y adecuado a la edad del niño con personal calificado y atento.
- Exámenes, evaluaciones, comidas y aperitivos saludables.
- Un ambiente interior y exterior seguro para explorar, descubrir y aprender.

CalWORKs

Home Visiting Program







Home visiting could help you with:

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

Who May Be Eligible?

CalWORKs participants who are:

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



To learn more or to sign up for the program,

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

CalWORKs

Programa de Visitas a domicilio







Las visitas a domicilio le pueden ayudar con:

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

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

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



Para obtener más información o inscribirse en el programa,

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

Community Action Partnership of Kern
Policy Council Executive Officer Roles & Responsibilities Overview

1. **Chairperson**
   The Chairperson shall preside at all meetings of the Policy Council following **Robert's Rules of Order**, and the **Ralph M. Brown Act** as a best practice.
   - **a.** Conduct all meetings of the Policy Council.
   - **b.** Review of the agenda with the Program Governance Coordinator.
   - **c.** Refrain from debates during the Policy Council meeting.
   - **d.** Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
   - **e.** Will explain each motion as needed.
   - **f.** May vote **only** to break a tie.

2. **Vice-Chairperson**
   - **a.** The Vice-Chairperson will be the **Chairperson of the Planning Committee**.
   - **b.** The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates or steps down from their position.

3. **Secretary**
   - **a.** The Secretary will be the **Chairperson of the School Readiness Committee**.
   - **b.** Will call roll and maintain a record of members' attendance at Policy Council meetings.
   - **c.** Will conduct a verbal vote on all action items when in a virtual setting.
   - **d.** In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
   - **e.** Ensure that Policy Council members sign in and/or are accounted for when attending meetings.

4. **Treasurer**
   - **a.** The Treasurer will be the **Chairperson of the Budget & Finance Committee**.
   - **b.** Ensure a Parent Activity Fund report and all required financial documents are distributed to the Policy Council monthly.

5. **Parliamentarian**
   - **a.** The Parliamentarian will be the **Chairperson of the Bylaws Committee**.
   - **b.** Shall be able to define the Policy Council Bylaws and advise the Council on such, as necessary.
   - **c.** Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
   - **d.** Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.

All Executive Board Officers as noted above will be responsible for providing a verbal summary report to the council about their respective subcommittee meetings.

Community Action Partnership of Kern
Functions of the Policy Council Committees

Budget and Finance Committee- Meets once a month ~ 7 Members

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the policy council for approval/disapproval:

1. 1301.3 (c)(1) is referring to section 642 (D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (e) A program must enable low-income members to participate fully in their policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

Planning Committee- Meets once a month ~ 7 Members

The Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy council in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection, and enrollment priorities.

School Readiness Committee- Meets 4 times per term or as needed ~ 5 Members

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

The School Readiness Committee will work with the staff sponsor to review current School Readiness goals based on most recent Desired Results Developmental Profile data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.
2. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

Bylaws Committee- Meets 4 times per term or as needed,~ 5 Members

The Parliamentarian will chair the Bylaws Committee Meeting. The Bylaws committee shall review and recommend changes to the Bylaws. The committee will interpret the Bylaws when questions arise. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on an *annual basis.*

1. 1301.3(c)(1) Policy council is responsible for activities specified at section 642 (D)(v) of the Head Start Act, as amended.

Function of the Board of Directors Representative- Meets the last Wednesday every month at 12:00 p.m.

Policy council members will be given the opportunity to nominate and vote for one representative of the policy council to be seated on the Board of Directors.

1. The elected policy council member will need to be available to attend **all** monthly Board of Director's meetings to represent the Head Start program.
2. The elected member will meet the Program Governance Coordinator 3 days prior to the board meeting to review and prepare for verbal report provided to the board.

**Committee meetings will begin in January 2025*

MEMORANDUM

To: Policy Council

From: Rashi Strother and Cynthia Rodriguez, Education Managers

Date: November 26, 2024

Subject: *Agenda Item:* Retroactive Approval of 2024-2025 Early Head Start/Head Start School Readiness Goals– Action Item

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The Head Start/State Child Development Division recently presented the School Readiness Goals to the Policy Council utilizing our end-of-year child assessment data. The goals were approved during the September 2024 Policy Council meeting.

The School Readiness Goals are scheduled to be presented annually before the beginning of the new school year. After recommendations for revision, we are requesting that they be approved retroactively to July 2024.

Recommendation:

Staff recommend that the Policy Council retroactively approve the 2024-2025 Early Head Start/Head Start School Readiness Goals back to July 2024.

MEMORANDUM

To: Policy Council

From: Carol Hendricks, Enrollment and Attendance Manager

Date: November 26, 2024

Subject: *2025/2026 Recruitment and Selection Plan* – **Action Item**

The Head Start Performance Standards mandate an annual review and, if needed, revision of each program's Recruitment and Selection Plan. In response, CAPK convenes a committee comprising staff, parents, and community partners to lead this effort. The committee conducts a thorough examination of the current plan, offers recommendations, and provides feedback on proposed updates.

This year, the committee included representatives from CAPK's governance, program, enrollment, partnerships, and administration teams, as well as CAPK Board members Michelle Jara-Rangel and Yolanda Ochoa, Bakersfield Police Department Community Liaison Officer Chad Dickson, and various staff from the Kern High School District who work with teen parents.

The committee met twice to review updated performance standards and analyze the current Selection Criteria point system to ensure the Recruitment Plan aligns with the Head Start Program Performance Standards, prioritizing enrollment for our community's most vulnerable families and children.

Based on this review, the committee determined that adjustments to the Selection Criteria point system were necessary to reflect recent changes in Head Start Performance Standards. Under the new standards, household expenses exceeding 30% of income can be considered to reduce an applicant's annual gross income. Consequently, applicants receiving public assistance, who previously received 50 points, will now receive 500 points, preventing them from being outscored by over-income applicants whose expenses increase their point allocation. Additionally, the standards emphasize reducing barriers for staff seeking childcare; as such, staff applicants will now receive 25 points. In collaboration with the Kern High School District, the committee also re-evaluated teen parents, adjusting their points from 30 to 40.

These updates align CAPK's Recruitment and Selection Plan with Head Start's performance standards while addressing identified needs in the recent community assessment.

Recommendation:
Staff recommends the Policy Council approve the 2025—2026 Recruitment and Selection Plan.

Attachment:
2025/2026 Recruitment and Selection Plan

2025-2026
Recruitment and Selection Plan
Community Action Partnership of Kern

11/25/2024

Head Start/State Child Development Division

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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 Preschool and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, 2-1-1Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist the Head Start Program in maintaining constant full enrollment and establish criteria for enrolling those children and families who will most benefit from Head Start Preschool 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 Program Kern grant is funded to serve 936 Head Start Preschool (HSP) children, and 753 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base.

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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 Preschool and Early Head Start program 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 September 26, 2024, and October 24, 2024. The committee members participated in an open discussion identifying community needs based on Community Assessment. The discussions also included a review of the 2023-2024 Selection Criteria as well as the 2023-2024 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. 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 and determine selection priorities for which children are enrolled.

The Committee was asked to review the documents provided to them, including the updated program performance standards, and freely discuss the priorities they would like to see established. They were informed that the Recruitment and Selection Plan must be based on the needs identified in the community assessment.

Committee members engaged in shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2024/2025 Recruitment and Selection Plan. The primary discussion was meeting the Office of Head Start's updated Program Performance Standards. What follows is the result of their examination of the needs and strengths of the communities served.

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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 HSP 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. According to the 2024 Kern County Point-in-Time Count the homeless population in the county increased by 37% compared to 2023 data. Adults and children comprised 3% of the homeless population; children comprised 5% of the homeless population. Meanwhile, San Joaquin County experienced a 104% increase in the homeless population from 2022. CAPK reports for the 2023-2024 School Year show 95 homeless children and their families were 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. For the 2023-2024 School Year, CAPK reports serving 312 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 2023 Community Assessment, it was determined that 66,203 children in Kern County and 51,211 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 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 the Head Start Preschool and Early Head Start currently residing in Kern County and 6,178 in San Joaquin County. During the 2023-2024 School Year, 776 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; however, based on the updated Head Start Program Performance Standards (§1302.12(i)(1)(ii) and §1305.2), household expenses exceeding 30% of the applicant's gross annual income can be deducted from the income. Therefore, providing those who may be over income to qualify as income eligible based on the new standard.

Additionally, the Head Start Program Performance Standards state in section 1302.14(6), "A program may consider the enrollment of children of staff members as a part of the selection criteria. Due to this, the committee also reviewed barriers for staff members with children in the program and assessed additional points to alleviate said barriers and to align with the standard as outlined.

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. For the 2023-2024 School Year, CAPK reports serving 128 over income families.

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start Preschool and Early Head Start are diagnosed with disabilities and 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 (Special Education Local Plan Area/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 Program'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 is 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 begin on day one and, thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year-round, the Head Start Program 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.

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- 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.
- Collaboration with Bakersfield Police Department's Community Resource Division.
- Collaboration with Owens Valley Career Development center to target the tribal community.
- Collaboration with the Kern High School District to target teen parents.
- 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 Program's 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.

The Head Start Program 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

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- Awards received by parents, volunteers, or staff
- Special projects
- Donations to program
- Community farmer's markets
- Head Start Program staff will attend community meetings to share information about program services.
- Head Start Program will invite the community to program open houses.
- Head Start Program staff attends monthly collaboratives.
- Head Start Program 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

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Selection Priorities

Head Start Program's 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
- Staff Parents (New due to HSPPS)
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HSP, 3RD year enrollee)
- Parents who were/are18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HSP 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 ChildPlus database.

Trained Head Start Program 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

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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.

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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.);

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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

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clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and the eligibility criteria category of the children on the agency's waiting list.

(VII) 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.

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Sections of the Head Start Program 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) A program must conduct a comprehensive community assessment at least once over the five-year grant period and annually review and update if any significant changes are needed as described in paragraph (b)(5) of this section to:

(i) Identify populations most in need of services including prevalent social or economic factors, challenges, and barriers experienced by families and children.

(ii) Inform the program's design and to ensure equitable, inclusive, and accessible service delivery that reflect needs and diversity of the community.

(iii) Inform the enrollment, recruitment, and selection process to prioritize the enrollment of those populations with relevant circumstances identified under paragraph (b)(1)(i) of this section.

(iv) Identify strengths and resources in the community that can be leveraged for service delivery, coordination, and partnership efforts for education, health, nutrition, and referrals to social services to eligible children and families; and,

(v) Identify the communication methods and modalities available to the program that best engage with prospective and enrolled families in accessible ways.

(2) In conducting the community assessment, the program must collect and utilize data that describes community strengths, needs, and resources and include, at a minimum:

(i) Relevant demographic data about eligible children and expectant mothers, including:

(A) Race and ethnicity.

(B) Children living in poverty.

(C) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A)).

(D) Children in foster care;

(E) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies; and

(F) Geographic location and languages they speak.

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs;

(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 and their ages;

(v) Resources that are available in the community to address the needs of eligible children and their families, especially transportation resources, and culturally appropriate and responsive supports;

(vi) Strengths of the community; and,

(vii) Gaps in community resources in areas relevant to addressing the needs of eligible children and their families such as gaps in health and human services, housing assistance, food assistance, employment assistance, early childhood development, and social services.

(3) Programs should have a strategic approach:

(i) To determine what data to acquire to reach goals in paragraph (b)(1) of this section prior to conducting the community assessment; and

(ii) For how to use the data acquired to reach goals in paragraph (b)(1) of this section after conducting the community assessment.

(4) When determining what data to acquire under paragraph (b)(2) of this section programs should consider what information is most relevant to inform services for families most in need. Data gathering should be informed by the program's understanding

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of the community and be intentionally designed to help the program identify community strengths, needs, and resources, and plan the program accordingly. Programs are not required to collect all information themselves; rather programs should utilize community partners and utilize existing available data sources relevant to the local community.

(5) A program must annually review and, where needed, update the community assessment to identify any significant shifts in community demographics, needs, and resources that may impact program design and service delivery. As described in paragraph (b)(4) of this section, programs should consider results from their self-assessment as required in subpart J of this part (§§ 1302.101 through 1302.103) and their annual funding application to inform this process. The annual update review must consider at a minimum: changes related to children and families experiencing homelessness; how the program addresses equity, accessibility, and inclusiveness in its provision of services; and changes to the availability of publicly-funded pre-kindergarten and whether it meets the needs of families. Programs must consider how the annual review and update can inform and support management approaches for continuous quality improvement, program goals, and ongoing oversight.

(6) 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 Preschool, a child must be an infant or a toddler younger than three years old.

(2) For Head Start Preschool, 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 Preschool, 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 program must calculate total gross income by using applicable sources of income. (ii) A program may make an adjustment to a family's gross income calculation for the purposes of determining eligibility to account for excessive housing costs. A program may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers.

(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 Preschool program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start Preschool 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

(5) A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.

§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. 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.

DRAFT

Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2024 - 2025

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	$15,060
2	$20,440
3	$25,820
4	$31,200
5	$36,580
6	$41,960
7	$47,340
8	$52,720

For families/households with more than 8 persons, add $5,380 for each additional person.

Revised January 17, 2024

DRAFT

Head Start and State Child Development Services

Application Completed: ☐ In-person ☐ Audio or Video Call

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

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

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

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2024 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Adjusted Household Expenses
☐ Over Income		☐ EDD Unemployment	☐ Other

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Public Assistance (Tribal TANF Valid Aid Code, SSI, or SNAP)	500	Caregiver-Kinship Care (in process i.e. GBLA Letter)	15
Income		Transitioning from EHS to HS – 3rd year enrollee	350
75-100% Below Poverty	255	Child on Waitlist prior year-not enrolled	50
50- 74% Below Poverty	250	Parent (s) work FT, attend school FT or CalWORKs	50
25- 49% Below Poverty	245	Court Ordered Family Maintenance	50
0-24% Below Poverty	240	Medical or Social Service Referral	20
Over-Income	5	Sibling enrolled EHS or HS	15
AGE		Primary Language in home other than English	10
HS: 4-year-old (on September 1)	60	First Time Pregnancy	30
3-year-old (on September 1)	15	High Risk Pregnancy	50
		Teen Parent (19 Years or Younger at time of applicant's birth)	40
EHS: Pregnant Woman	25	One Parent	20
Infant	25	Guardian	25
Toddler	20	CAPK Staff Member	25

Residential Verification: ☐ **Department of Human Services** ☐ **Utility Bill** ☐ **Other**

Staff Verifying Eligibility – Print Name	**Signature**	**Date**

Board approved:
Policy Council approved:

DRAFT

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, or EHS Partnership, FCC (Family Child Care).

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); Family Childcare (FCC).

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 {Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or 551 documentation.

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/CalWORKs: Documentation must be provided, and case notes must include 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.

CAPK Staff Member: A program may consider the enrolment of staff members as part of the selection criteria (1302.14(6))

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

Board approved:
Policy Council approved:

DRAFT

MEMORANDUM

To: Policy Council

From: Carol Hendricks, Enrollment and Attendance Manager

Date: November 26, 2024

Subject: *Amended 2024/2025 Recruitment and Selection Plan Selection Criteria Form* – **Action Item**

In January 2024, the Policy Council and the Board of Directors approved the 2024/2025 Recruitment and Selection Plan, including the Selection Criteria form, which applies points based on applicant needs. However, in August 2024, the Office of Head Start introduced updates to the performance standards. Under these revised standards, applicants' household expenses exceeding 30% of their income may now reduce their annual gross income. Additionally, the updated standards encourage removing barriers for staff needing childcare.

For the 2025/2026 Recruitment and Selection Plan, applicants receiving public assistance, who previously received 50 points, will now be allocated 500 points to ensure they are not outscored by over-income applicants who may receive additional points due to household expenses. Staff applicants will receive 25 points under the new plan. Although not mandated by the standards, the committee, in collaboration with the Kern High School District, also adjusted the points for teen parents, increasing them from 30 to 40.

These updates ensure CAPK's Recruitment and Selection Plan is aligned with Head Start's performance standards while addressing needs identified in the recent community assessment. Accordingly, it is recommended to amend the 2024/2025 Recruitment and Selection Plan's Selection Criteria form to reflect the adjustments for the 2025/2026 program year in accordance with the updated Head Start performance standards.

Recommendation:
Staff recommends the Policy Council approve the amended 2024—2025 Recruitment and Selection Plan's Selection Criteria Form.

Attachment:
2024/2025 Recruitment and Selection Plan's Selection Criteria Form
2024/2025 Updated Recruitment and Selection Plan's Selection Criteria Form

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

Program: □**HS** □**EHS** □**EHS-SJ** □**EHS Partnership** □ **FCC** **Family Size**_____
Option: □ **HB** □**PD** □ **FD/PY** □**FD/FY** **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2023 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Other:
☐ Over Income		☐ EDD Unemployment	

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 (Tribal TANF Valid Aid Code, SSI, or SNAP)	50
75-100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50- 74% Below Poverty	250	Transitioning from EHS to HS – 3rd year enrollee	350
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Over-Income	5	Court Ordered Family Maintenance	50
AGE		Medical or Social Service Referral	20
HS: 4-year-old (on September 1)	60	Sibling enrolled EHS or HS	15
3-year-old (on September 1)	15	Primary Language in home other than English	10
		First Time Pregnancy	30
EHS: Pregnant Woman	25	High Risk Pregnancy	50
Infant	25	Teen Parent (19 Years or Younger at time of applicant's birth)	30
Toddler	20	One Parent	20
		Guardian	25
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03			

Residential Verification: □ Department of Human Services □ Utility Bill □ Other:

Staff Verifying Eligibility – Print Name	**Signature**	**Date**

Guidance for Selection Criteria Verification Form

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

Program: The program which the family is applying for HS, EHS, or EHS Partnership, FCC (Family Childcare).

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); Family Childcare (FCC).

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 (Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or SSI documentation.

Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, the 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/CalWorks: Documentation must be provided, and case note must include 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

Head Start and State Child Development Services

Application Completed: ☐ In-person ☐ Audio or Video Call

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

Program: □**HS** □**EHS** □**EHS-SJ** □**EHS Partnership** □ **FCC** **Family Size**_____

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

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2024 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Adjusted Household Expenses
☐ Over Income		☐ EDD Unemployment	☐ Other

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Public Assistance (Tribal TANF Valid Aid Code, SSI, or SNAP)	500	Caregiver-Kinship Care (in process i.e.GBLA Letter)	15
Income		Transitioning from EHS to HS – 3rd year enrollee	350
75-100% Below Poverty	255	Child on Waitlist prior year-not enrolled	50
50- 74% Below Poverty	250	Parent (s) work FT, attend school FT or CalWorks	50
25- 49% Below Poverty	245	Court Ordered Family Maintenance	50
0-24% Below Poverty	240	Medical or Social Service Referral	20
Over-Income	5	Sibling enrolled EHS or HS	15
AGE		Primary Language in home other than English	10
HS: 4-year-old (on September 1)	60	First Time Pregnancy	30
3-year-old (on September 1)	15	High Risk Pregnancy	50
		Teen Parent (19 Years or Younger at time of applicant's birth)	40
EHS: Pregnant Woman	25	One Parent	20
Infant	25	Guardian	25
Toddler	20	CAPK Staff Member	25
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03			

Residential Verification: ☐ **Department of Human Services** ☐ **Utility Bill** ☐ **Other**

Staff Verifying Eligibility – Print Name	**Signature**	**Date**

Board Approved:
Policy Council Approved:

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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, or EHS Partnership, FCC (Family Child Care).
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); Family Childcare (FCC).
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 {Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or 551 documentation.
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/CalWorks: Documentation must be provided, and case notes must include 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.
CAPK Staff Member: A program may consider the enrolment of staff members as part of the selection criteria (1302.14(6))
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

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PROPOSED 2024-2025
Head Start Policy Council
Meeting Dates

Tuesday, November 28, 2024
Tuesday, December 17, 2024*
Tuesday, January 28, 2025
Tuesday, February 25, 2025
Tuesday, March 25, 2025
Tuesday, April 22, 2025
Tuesday, May 26, 2025
Tuesday, June 24, 2025
July – No Meeting
Tuesday, August 26, 2025
Tuesday, September 23, 2025
Tuesday, October 28, 2025

Policy Council Meetings are generally held at 5:30 p.m.
on the 4th Tuesday of the month.

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