DATE	January 11, 2023
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 920 659 273#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, meeting to be held via tele-conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309.

1. **Call to Order**

2. **Roll Call**

Ana Vigil (Chair)	Michelle Jara-Rangel	Marian Panos
Jimmie Childress	Yolanda Ochoa	

3. **Public Comments**

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. **Program Presentation**

   a. Community School Partnership Program – Sabrina Jones-Roberts, Supervisor

5. **New Business**

   a. November and December 2022 Program Reports – ***Action Item (p.12-73)*** Pritika Ram, Chief Business Development Officer
      1. Community Development
         - Coordinated Entry Services (CES)
         - M Street Homeless Navigation Center
      2. Health & Nutrition Services
         - CalFresh Healthy Living
         - Food Bank
         - Migrant Childcare Alternative Payment (MCAP)
         - Women Infant and Children (WIC)
      3. Youth & Community Services
         - East Kern Family Resource Center (EKFRC)
         - Oasis Family Resource Center
         - Energy, Weatherization & Utility Assistance
         - Friendship House Community Center (FHCC)
         - Shafter Youth Center (SYC)
         - Volunteer Income Tax Assistance (VITA)
      4. Operations
         - Business Services
         - Maintenance
         - Information Technology
         - Data Services

- Risk Management

5. Administration
   - Grant Development
   - CAPK Foundation
   - Outreach & Marketing
   - 211 Kern Call Center

b. November and December 2022 Application Status Report & Funding Profiles – ***Action Item (p.74-78)*** — Vanessa Cortez, Grants Administrator
   1. Application Status Report
   2. Funding Profiles
   3. Small Funding Profiles ($50,000 and under)

c. November and December 2022 Head Start / State Child Development Enrollment Update & Meals Report – ***Action Item (p.79-82)*** — Robert Espinosa, PDM Administrator

d. 2023-2024 Program Planning Calendar – ***Action Item (p. 83-87)*** — Robert Espinosa, PDM Administrator

e. 2023-2024 Recruitment and Selection Plan – ***Action Item (p. 88-112)*** — Robert Espinosa, PDM Administrator

6. <u>Committee Member Comments</u>

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

Program Review & Evaluation Committee
12:00 pm
February 8, 2023
5005 Business Park North
Bakersfield, CA 93309

8. <u>Adjournment</u>

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 6, 2023. Vanessa Nevarez, Assistant to the CPO.

capk

Community Action Partnership of Kern

Helping People...Changing Lives

Community School Partnership Program

Sabrina Jones-Roberts

Community Schools Background

Bakersfield City School District believes every child should have the opportunity to achieve his or her dreams, every neighborhood should have a public school, and every community should have a public school system that delivers on that promise.

Services

- Integrated Support Services
- Family and community engagement
- Collaborative Leadership
- Extended Learning Time

Support Services

- Immunizations
- Vision and hearing tests
- Dental services
- Physical Examinations

Mental Health Services

- Primary Prevention
- Crisis Intervention
- Assessments and Referrals

Overview

Community School Partnership Program is partnered with Bakersfield City School District (BCSD) to serve students and their families. The program has been developed to provide case management services and linkage for school families and students to key community-based services.

Description of Services

Bridging the gap between families and their students' respective schools

Wrap around case management services

- Food insecurity
- Nutrition deficiency
- Housing stability
- Homeless services
- Income tax preparation
- Childcare subsidy to migrant families
- Early childhood education
- Health and nutrition education
- Community center access

School Site Locations

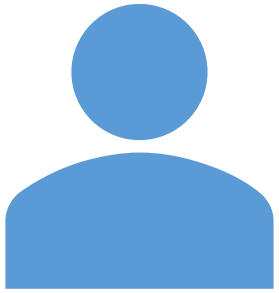
Bridging the gap between families and their students' respective schools

Case Mangers are co-located at school sites

- Dr. Martin Luther King Jr Elementary
- Emerson Middle School
- McKinley Elementary
- Stella Hills Elementary

Referral Process

Bridging the gap between families and their students' respective schools



Liaison
communicates with Case Manager

BCSD
assigns Case Manager

Case Management Process

Bridging the gap between families and their students' respective schools

- Contacts guardian
- Schedules meetings with families
- Completes intake form
- Completes needs assessments
- Determines level of service
- Creates goal plan
- Processes internal referral
- Refers to 2-1-1 for external services
- Follows up with the family (case closed)

QUESTIONS?

January 2023 Program Monthly Reports

PRE Committee November & December 2022

Community Development

Coordinated Entry Services

M Street Homeless Navigator Center

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	905	11,137	10,000	109%	111%
Stanislaus County	0	0	5,000	0%	0%
Total Calls	**905**	**11,137**	**15,000**		

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-

Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	801	9,895	7,800	123%	127%
Stanislaus County	0	0	3,750	0%	0%

Explanation (Over/Under Goal Progress)

Stanislaus County is pending "go live" date.

Program Strategic Goals	Progress Towards Goal
1. Implement effective 24 hour response time for Stanislaus County.	NA
2. Increase staff recruitment and retention.	Meetings with HR for retention and staff recruitment
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.	In progress. Weekly meetings TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,228	12,365	10,000	147%	124%
Stanislaus County	0	0	5,000	0%	0%
Total Calls	**1,228**	**12,365**	**15,000**		

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-

Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	985	10,880	7,800	152%	139%
Stanislaus County	0	0	3,750	0%	0%

Explanation (Over/Under Goal Progress)

Stanislaus County is pending "go live" date.

Program Strategic Goals	Progress Towards Goal
1. Implement effective 24 hour response time for Stanislaus County.	NA
2. Increase staff recruitment and retention.	HR Conversations
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.	In progress. Weekly meetings every Thursday at 2pm, Stanislaus came for visit 12/27 and 12/28 to discuss workflow

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno Director of Community Development	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	118	1,155	950	149%	122%
Pets (i.e., kennel, emotional support assistance and service pet)	10	101	170	71%	59%
Residents Under 90 days length of stay	77	684	500	185%	137%
Exits to Permanent Housing (FNPI 4b)	12	86	96	150%	90%
Exits-Self	16	137	180	107%	76%
Exits-Involuntary	84	681	400	252%	170%
Case Management Services (SRV 7a)	783	8,258	3,000	313%	275%
Critical Incidents	34	230	360	113%	64%
Shelter Residents Meals (SRV 5ii)	6,773	54,190	60,000	135%	90%
Number of Volunteers *(duplicated)*	66	539	175	453%	308%
Volunteers Hours *(duplicated)*	221	1,583	1,500	177%	106%
Safe Camping					
Total clients served (SRV 7b)	78	324	400	234%	81%
Current client census	51	221	250	245%	88%
Meals (SRV 5ii)	3,108	10,294	3,100	1203%	332%
Pets	20	69	75	320%	92%
Clients moved to Shelter (SRV 4m)	2	19	85	28%	22%
Safe Camping					
Total clients served	8	25	100	96%	25%
Current census	8	21	60	160%	35%

Explanation (Over/Under Goal Progress)

Clients are refusing to enter M street because they cannot lay around all day and there is a curfew.

Program Strategic Goals	Progress Towards Goal
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)	Next cohort for Project Hire-up starts in January
2. Develop Encampment/Overnight parking program at Navigation location.	Encampment/safe parking started on 6/13/2022; total of 51 currently enrolled and 78 total served in the month of November. 2 individuals moved from safe camping into the M street Navigation Center.

Community Action Partnership of Kern
Monthly Report 2022

3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions	Job descriptions and job retention are currently under review with HR for reclassification. Job descriptions approved are Program Administrator, Operations Supervisor and Food Prep coordinator. In November the Shelter worker position will be reviewed and discussed at the budget and finance committee for approval. Staff are currently receiving the differential pay for PM and overnight shift.

Race Demographic	Month
18 - 24	18
25 - 34	45
35 - 44	59
45 - 54	49
55 - 61	29
62+	22
Total:	**222**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	5
Black or African American	55
Native Hawaiian or Other Pacific Islander	3
White	147
Multiple races	8
Client Don't know / Refused	-
No Answer	-
Total:	**222**

Gender	Month
Female	94
Male	127
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	-
Client refused	-
No Answer	-
Total:	**222**

Zip Code	Month		
93301	43	93560	1
93302	1	92404	1
93304	26	94964	1
93305	28	93274	1
93306	10	93280	2
93307	25	32256	1
93308	26	89010	1
93309	9	89121	1
93311	4	43535	1
93312	4	45345	1
93314	5	97224	1
90212	1	86351	1
93516	1		
91502	1		
93206	1		
92234	1		
93215	2		
93240	1		
3249	1		
90044	1		
93555	1		
Not specified	17		
Total	**222**		

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno Director of Community Development	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	125	1,280	950	158%	135%
Pets (i.e., kennel, emotional support assistance and service pet)	8	109	170	56%	64%
Residents Under 90 days length of stay	80	764	500	192%	153%
Exits to Permanent Housing (FNPI 4b)	13	99	96	163%	103%
Exits-Self	17	154	180	113%	86%
Exits-Involuntary	64	745	400	192%	186%
Case Management Services (SRV 7a)	718	8,976	3,000	287%	299%
Critical Incidents	31	261	360	103%	73%
Shelter Residents Meals (SRV 5ii)	6,877	61,067	60,000	138%	102%
Number of Volunteers *(duplicated)*	67	606	175	459%	346%
Volunteers Hours *(duplicated)*	200	1,783	1,500	160%	119%
Safe Camping					
Total clients served (SRV 7b)	75	399	400	225%	100%
Current client census	52	273	250	250%	109%
Meals (SRV 5ii)	2,789	13,083	3,100	1080%	422%
Pets	13	82	75	208%	109%
Clients moved to Shelter (SRV 4m)	1	20	85	14%	24%
Safe Camping					
Total clients served	5	30	100	60%	30%
Current census	3	24	60	60%	40%

Explanation (Over/Under Goal Progress)

One client transferred from Safe Camping into M Street. Staff present the clients with moving to M street daily, although clients are reluctant to move because there is more structure. There is no curfew or security checks in Safe Camping.

Program Strategic Goals	Progress Towards Goal
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)	Next cohort for Project Hire-up starts in January
2. Develop Encampment/Overnight parking program at Navigation location.	Total of 75 clients served, and current census is 52 in Safe Camping in Safe Parking with 3 currently. One client moved from Safe Camping into M Street.

3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions	Job descriptions and job retention are currently under review with HR for reclassification. Staff are currently receiving the differential pay for PM and overnight shift.

Race Demographic	Month
18 - 24	11
25 - 34	54
35 - 44	46
45 - 54	44
55 - 61	31
62+	20
Total:	**206**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	4
Black or African American	48
Native Hawaiian or Other Pacific Islander	2
White	141
Multiple races	7
Client Don't know / Refused	-
No Answer	-
Total:	**206**

Gender	Month
Female	84
Male	121
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	-
Client refused	-
No Answer	-
Total:	**206**

Zip Code	Month		
93301	36	93560	1
93304	28	92675	1
93305	34	94964	1
93306	9	93263	1
93307	21	93280	1
93308	24	93283	1
93309	5	89121	1
93311	2	45426	1
93302	2	97224	1
86351	1		
93314	3		
90212	1		
93515	1		
93516	1		
91502	1		
93206	1		
92234	1		
93240	1		
93535	1		
93249	1		
93555	3		
Not specified	20		
Total	**206**		

Program Highlights

Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana Director of Health & Nutrition	**Program Manager**	**TBD**
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.

Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK)	15	416	7,000	3%	6%
Kern County Superintendent of Schools (KCSOS)	65	2,187	1,000	78%	219%
Kernville Unified School District (KUSD)	35	816	1,000	42%	82%
Lamont Elementary School District (LESD)	48	929	1,000	58%	93%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	4	50			
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	4017	26,979	10,000	482%	270%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CalFresh Healthy Living has scheduled the County Nutrition Action Plan (CNAP) Collaborative in person meetings for the months of December, March, May, and August from 9:30am -12:00pm.The next CNAP meeting will take place on December 7th at BPN.

2. Staff Professional Development	Staff completed their renewal of the Civil Rights certificate necessary to provide services and completed ServSafe training in order to safely handle food for direct and indirect education. Some staff attended the annual CalFresh Healthy Living Forum in Southern California involving workshops and updates with a focus on "Reinventing, Reimagining, and Reconnecting."
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Health Educators in the LIVE domain continued Direct Education with the CAPK MCAP program. The SHOP domain began Direct Education with Stay Focused Ministries and Taft College.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	Program/Work Unit	CalFresh Healthy Living
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	TBD
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.

Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK)	128	544	7,000	22%	8%
Kern County Superintendent of Schools (KCSOS)	60	2,247	1,000	72%	225%
Kernville Unified School District (KUSD)	65	881	1,000	78%	88%
Lamont Elementary School District (LESD)	155	1,084	1,000	186%	108%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	6	56			
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1785	28,764	10,000	214%	288%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress

1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CalFresh Healthy Living hosted the County Nutrition Action Plan (CNAP) Collaborative on December 7, 2022 from 10 am -11:30am. UCCE, Aging & Adult, Kernville presented to over 20 collaborative partners. The next CNAP meeting will take place on March 8th,2023 at BPN.
2. Staff Professional Development	Program Coordinator met with Health Educators and discussed FFY 2023 SNAP-ed guidelines, and reviewed SHOP & LIVE IWP. Discussed PSE opportunities for the CalFresh Healthy Living program and Garden Pathways. Two health educators registered for online course: A Systems Approach for Healthy Communities to gain further understanding of how to implement PSE in communities. CFHL staff participated with MCAP Staff Development day at CAPK Staff Development Center on December 16th, where CFHL staff learned more about CAPK's programs i.e. Food Bank and Friendship House.
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	CFHL Health Educators attended 6 different Collaboratives where they promoted nutrition education workshops, NPP, and Market Match. Through collaborations, health educators were able to connect with Garden Pathways to present NPP that will benefit their new Pantry. Health Educators in the LIVE domain began Direct Education with the Arvin Unified School District @ Bear Mountain Elementary and Owens Valley Career Development Center in Bakersfield. The SHOP Domain continued Direct Ed with Taft College. Health Educator reconnected with Cal City Farmer's Market with the goal to implement Market Match at the market.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	Program/Work Unit	Food Bank
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Kelly Lowery
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (TFAP Duplicated) (SRV 5jj)	81,452	539,691	400,000	244%	135%
Pounds Received	1,622,567	20,461,718	22,000,000	89%	93%
Pounds Carried Over from Previous Month	1,091,285				
Pounds Distributed	**1,385,949**	**15,431,460**	**22,000,000**	**76%**	70%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	5,113	48,754	4,800	107%
Pounds Distributed	**189,181**	**1,706,400**	**144,000**	**131%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,655	16,519	18,000	110%	92%
Pounds Distributed	**43,097**	**535,944**	**185,000**	**280%**	290%

State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	**3,975**	**53,640**	**100,000**	**48%**	54%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**1,618,227**	**17,673,804**	**22,329,000**	**162%**	79%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	22	175	210	**126%**	83%
Other Volunteers (i.e., general public, duplicated)	101	922	750	162%	123%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Update program level organization chart and fill open positions in anticipation of increased capacity after completion of expansion project.	Identified a phased-approach to address vacancies, including internal and external recruitment.

2. Create positional depth within both the Admin Clerk and Warehouse Specialist positions.	Pending -- this goal may change.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	Program/Work Unit	Food Bank
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Kelly Lowery
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (TFAP Duplicated) (SRV 5jj)	77,619	617,310	400,000	233%	154%
Pounds Received	1,512,642	21,974,360	22,000,000	83%	100%
Pounds Carried Over from Previous Month	1,097,692				
Pounds Distributed	**1,286,451**	**16,717,911**	**22,000,000**	**70%**	76%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,679	53,433	4,800	97%
Pounds Distributed	**173,123**	**1,879,523**	**144,000**	**120%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,375	17,894	18,000	92%	99%
Pounds Distributed	**34,071**	**570,015**	**185,000**	**221%**	308%

State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	**6,300**	**59,940**	**100,000**	**76%**	60%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**1,493,645**	**19,167,449**	**22,329,000**	**137%**	86%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	22	197	210	**126%**	94%
Other Volunteers (i.e., general public, duplicated)	84	1,006	750	134%	134%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Update program level organization chart and fill open positions in anticipation of increased capacity after completion of expansion project.	Identified a phased-approach to address vacancies, including internal and external recruitment.

2. Create positional depth within both the Admin Clerk and Warehouse Specialist positions.	TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana Director of Health & Nutrition	**Program Administrator**	Laura Porta
Reporting Period	Nov 1 , 2022 - Nov 31, 2022		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	171	2,334	1,000	205%	233%
Childcare Providers (SRV 7f)	21	388	200	126%	194%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$1,231,905	$ 15,078,508	$12,000,000	123%	126%
MCAP FY 2022-2023 Provider Payments-Subsidies Expended	**Month**	**YTD**	**Goal Adjusted (2 Months)**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended Program FY	$1,224,668	$ 3,599,034	$6,500,000	226%	55%

Explanation (Over/Under Goal Progress)

All program personnel is fully engaged in conducting outreach activities, family enrollments and provider clearances to increase program enrollments in all counties. MCAP currently has a total of 1546 enrolled children. We currently have no waiting list and all eligible families are being enrolled on the spot with a complete application or scheduled for enrollment within 2 days of submitting a complete application for services by mail.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	We continued to work with Human Resources to fill the newly approved positions by our Board of Directors.
2. Retain Staff.	Managements is currently reviewing the current specialist caseload assignation to ensure workload is appropriate and manageable. Staff training and team building activities are being conducted to promote team work and job satisfaction.
3. Contingency Staffing Plan	Additional office space has been secured in Madera County and we are currently recruiting for a second family specialist position to work out of this office.

Program Highlights

Management secured additional office space in Madera County. This will allow us to hire an additional program specialist at this location and ensure greater service coverage for this county, while also increasing our ability to conduct outreach activities and family enrollments. Our program also reached a total enrollment of 1546 children, almost double our active enrollment total at the beginning of the current FY.

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana Director of Health & Nutrition	**Program Administrator**	Laura Porta
Reporting Period	Dec 1 , 2022 - Dec 31, 2022		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	121	2,455	1,000	145%	246%
Childcare Providers (SRV 7f)	12	400	200	72%	200%

MCAP Subsidies (SRV 7e) Jul 21-Jun 22	Month of Nov processed in Dec	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended	$1,966,899	$ 17,045,406	$12,000,000	197%	142%

MCAP FY 2022-2023 Provider Payments-Subsidies Expended	Month	YTD	Goal Adjusted (2 Months)	Month Progress	Annual Progress
Provider Payments-Subsidies Expended Program FY	$1,966,899	$ 5,565,933	$6,500,000	363%	86%

Explanation (Over/Under Goal Progress)

All program personnel is fully engaged in conducting outreach activities, family enrollments and provider clearances to increase program enrollments in all counties. MCAP has reached an active enrollment of 1667 children. This is the highest enrollment total for any month in the history of our program. We currently have no waiting list and all eligible families are being enrolled on the spot with a complete application or scheduled for enrollment within 2 days of submitting a complete application for services via mail. We continued to make great strides to meet the necessary enrollment goals to fully earn our contract.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Management continues to work with Human Resources to fill the vacancies of the new positions recently approved by our Board of Directors.
2. Retain Staff.	Management is reviewing the current caseloads to ensure work assignation is reasonable and manageable to ensure high quality of work and compliance.
3. Contingency Staffing Plan	Management is actively seeking to increase family specialists in our satellite offices. Office space was secure in Madera and we are actively recruiting for this location.

Program Highlights

Community Action Partnership of Kern
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This month MCAP reached a total of 1667 enrolled children. This is the highest enrollment number in the history of our program. Our program now has 2 family specialists in our Fresno County office, and will soon have also two in the counties of Madera and Tulare. Historically, MCAP's satellite offices have been operated with only one staff member. This change will allow us to expand our operations and reach more families in those counties.

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana Director of Health & Nutrition	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	13,742		14,610	94%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	7	304	272	31%	112%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,034		900	115%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	205	1,676	1,350	182%	124%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	105	1,673	1,800	70%	93%
WIC Presentations and Outreach Events	6	67	48	150%	140%
Publication in newspaper, television, and/or social media postings (English and Spanish)	44	627	720	73%	87%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	8	54	48	200%	113%

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Explanation (Over/Under Goal Progress)	
Local Vendor Liaison Store contacts were down during this month - attempts were made to contact the store mangers but some calls were not returned. Also due to staff shortages related to covid and the flu the LVL who is also a WIC Nutrition Assistant was needed to serve participants. Social Media posting were down due to the holidays during the month of November and the Outreach person being out for several days. Online enrollments were down due to staff shortages due to covid and the flu and also the work days were reduced by 3 days due to the Veterans and Thanksgiving Holidays.	
	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	We are still struggling with the tele-health platform. Participants in outlying areas often have issues with the internet connection. Others just don't want to connect via video and request the appointment be done by phone. We are putting this goal on hold for now as State WIC is looking into a new vendor for the tele-health platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	We continue to focus on reaching out to participants who have missed their recertification appointments and are sending text messages with appointment reminders. With Staff shortage due to and increase in covid and the flu, staff availability to follow-up on missed appointments this month was limited.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana Director of Health & Nutrition	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	13,507		14,610	92%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	14	318	272	62%	117%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	979		900	109%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	232	1,908	1,350	206%	141%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	104	1,777	1,800	69%	99%
WIC Presentations and Outreach Events	6	73	48	150%	152%
Publication in newspaper, television, and/or social media postings (English and Spanish)	48	675	720	80%	94%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	9	63	48	225%	131%

Community Action Partnership of Kern

Monthly Report 2022

Explanation (Over/Under Goal Progress)
Local Vendor Liaison Store contacts were down during this month - attempts were made to contact the store mangers but some calls were not returned. Also due to staff shortages related to covid and the flu the LVL who is also a WIC Nutrition Assistant was needed to serve participants. Online enrollments were down due to staff shortages due to covid and the flu and also the work days were reduced due to Agency holidays.

Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	We have put this goal on hold for now as State WIC is looking into a new vendor for the tele-health platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	We continue to focus on reaching out to participants who have missed their recertification appointments and are sending text messages with appointment reminders. With Staff shortage due to and increase in covid and the flu, staff availability to follow-up on missed appointments this month was limited.

Program Highlights

Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primary focus is on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)	40	369	250	192%	148%
Provide One Time Referral Services to Children (SRV 7c)	18	411	350	62%	117%
Case Management-Families (SRV 7a)		207	100	0%	207%
Case Management-Children (SRV 7a)	0	263	250	0%	105%
Differential Response Total	**58**	**1250**	**950**	**63%**	132%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	49	40	0%	123%
Children Receiving Case Management Services (SRV 7a)	0	57	55	0%	104%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)	0	46	30	0%	153%
Children Educational Home Base Activities (FNPI 2b)	2	70	30	80%	233%
Children Summer Bridge Activities (FNPI 2b)	0	12	15	0%	80%
Collaborative Meetings Participated	1	14	15	80%	93%
Family Support Services for non-clients with children ages 5 and under	2	114	100	24%	114%
First 5 Total	**5**	**383**	**305**	**23%**	126%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items (SRV 5jj; SRV 5nn)	177	915
Referrals/Administrative Services (SRV 7c)	305	2070

Explanation (Over/Under Goal Progress)

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Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	exploring
2. Offer more on-site services.	in process of converting part-time teacher employee to full-time, making her part of HEAP for her second part of day.
3. Expand our reach across the East Kern Communities.	in process/searching for opportunities

Program Highlights
Our new hire has a start date of December 5. We are very excited to fill the DR Case manager position.

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primary focus is on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)		369	250	0%	148%
Provide One Time Referral Services to Children (SRV 7c)		411	350	0%	117%
Case Management-Families (SRV 7a)		207	100	0%	207%
Case Management-Children (SRV 7a)		263	250	0%	105%
Differential Response Total	**0**	**1250**	**950**	**0%**	132%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		49	40	0%	123%
Children Receiving Case Management Services (SRV 7a)		57	55	0%	104%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)		46	30	0%	153%
Children Educational Home Base Activities (FNPI 2b)		70	30	0%	233%
Children Summer Bridge Activities (FNPI 2b)		12	15	0%	80%
Collaborative Meetings Participated		14	15	0%	93%
Family Support Services for non-clients with children ages 5 and under		114	100	0%	114%
First 5 Total	**0**	**383**	**305**	**0%**	126%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items (SRV 5jj; SRV 5nn)		915
Referrals/Administrative Services (SRV 7c)		2070

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	exploring
2. Offer more on-site services.	in process of converting part-time teacher employee to full-time, making her part of HEAP for her second part of day.
3. Expand our reach across the East Kern Communities.	in process/searching for opportunities

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	Program/Work Unit	Oasis Family Resource Center
Division/Director	Services Freddy Hernandez	Program Manager	Eric Le Barbe
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience

First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	1	35	30	20%	117%
Children Receiving Case Management Services (SRV 7a)	3	46	30	60%	153%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	24	10	0%	240%
Children Educational Home Base Activities (FNPI 2b)	3	45	15	120%	300%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	1	9	8	75%	113%
Family Support Services for non-clients with children 5 and under	4	148			
First 5 Total	**12**	**330**	**103**	70%	320%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Food/Household Items (SRV 7c)	75	636
Referrals/Administrative Services (SRV 7c)	12	245
Emergency Clothing (SRV 7n)	19	106
Copies	15	177
Transportation Assistance (SRV 7d)	12	140
COVID-19 Supplies (SRV 5oo)	1	128
Total Community Services	**134**	**1432**

Explanation (Over/Under Goal Progress)

YTD all First 5 Kern goals have either been met or been exceeded.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The Oasis FRC completed a 12-week parenting class at the beginning of November, 15 parents graduated this quarter.

2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.	The Oasis FRC is working with Kern Early Stars on the academic 2022-2023 goals focusing on language and literacy, and school readiness.
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients including HEAP, VITA, and CES.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	The Oasis FRC was awarded $1,050 from WACOM in November. The Oasis FRC is working on seeking new funding for a car seat program.

Program Highlights

The Oasis Family Resource provided community services for a total of 127 inquires in the month of November 2022. The graduating Nurturing Parenting Court Mandated class was the largest since the Oasis FRC first opened with two sections offered this quarter and a 75% success rate (typically for most programs, the success rate is 50% or less where half of the parents drop out before end of the 12 week-period).

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	Program/Work Unit	Oasis Family Resource Center
Division/Director	Services Freddy Hernandez	Program Manager	Eric Le Barbe
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience

First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	35	30	0%	117%
Children Receiving Case Management Services (SRV 7a)	1	47	30	20%	157%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	24	10	0%	240%
Children Educational Home Base Activities (FNPI 2b)	1	46	15	40%	307%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	0	9	8	0%	113%
Family Support Services for non-clients with children 5 and under	7	155			
First 5 Total	**9**	**339**	**103**	52%	329%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Food/Household Items (SRV 7c)	67	703
Referrals/Administrative Services (SRV 7c)	21	266
Emergency Clothing (SRV 7n)	13	119
Copies	10	187
Transportation Assistance (SRV 7d)	18	158
COVID-19 Supplies (SRV 5oo)	27	155
Total Community Services	**156**	**1588**

Explanation (Over/Under Goal Progress)

YTD all First 5 Kern goals have either been met or been exceeded.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The Court Mandated was offered twice in 2022 (Every other quarter) and will be offered again in February 2023
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.	The Oasis FRC is working with Kern Early Stars on the academic 2022-2023 goals focusing on language and literacy, and school readiness utilizing the SMORE dashboard.

3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients including HEAP, VITA, and CES.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for the Differential Response and the Parents As Teachers grants in December 2022.

Program Highlights

The Oasis Family Resource provided community services for a total of 170 inquires in the month of December 2022. The Oasis provided Christmas gifts for a total of 120 children from all the families enrolled in all our First 5 Kern programs; in addition to all the children aged 0-5, all olders siblings were included. All gifts were donated by Ridgecrest community members.

Community Action Partnership of Kern
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Month	November-22	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez Youth & Community Services	Program Administrator	Wilfredo Cruz Jr
	January 1, 2022 - December 31, 2022		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends December 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	-	2,593	2,275	0%	114%
Utility Payments	$ -	$ 1,942,381	$ 1,942,401	0%	100%
Households Served - Weatherization	-	60	60	0%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	736	2,135	1,500	589%	142%
Utility Payments	$ 962,800	$ 2,672,813	$ 3,351,190	345%	80%
Households Served - Weatherization	11	72	90	147%	80%
American Rescue Plan Act (ARPA) Ends March 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	107	2,876	2,835	45%	101%
Utility Payments	$ 100,204	$ 2,808,217	$ 3,500,000	34%	80%
Households Served Weatherization	-	6	10	0%	60%
2021 Low-Income Household Water Assistance Program (LIHWAP) Ends August 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	74	304	500	178%	61%
Utility Payments	$ 44,194.00	$210,763	$300,000	177%	70%
2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Ends June 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	31	51	64	581%	80%
Utility Payments	$ 37,032.00	$64,710	$80,000	555%	81%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**948**	**8,569.00**	**8,919**	128%	96%
Total Utility Payments	**$ 1,144,230**	**$ 8,520,589**	**$ 8,793,591**	156%	97%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**11**	**137**	**160**	83%	86%

Explanation (Over/Under Goal Progress)

LIHEAP 2021 - no longer open, in the process of closing
2022 SLIHEAP - stand alone contract that came from extra state 2022 LIHEAP funds

Program Strategic Goals	Progress Towards Goal
1. Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).	We are currently staffed over 90% in both UA and WX.

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 20% - we are working with IT and Hancock to develop a data driven project management software. Also in the process of developing an online application where clients will be able to complete a self-intake and submit documents as necessary.
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	Both contract have been expended.

Program Highlights

- We are in the process of hiring an Energy Program Assistant that will assist WX Manager directly to help expediate the closure of client files
- Working with Hancock to develop an online application where clients will be able to complete a self-intake and submit documents as necessary - hoping to be implemented by the new year
- Utility Assistance Team has done amazing work, expending the 2022 LIHEAP contract at a record pace

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez Youth & Community Services	Program Administrator	Wilfredo Cruz Jr
	January 1, 2022 - December 31, 2022		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	-	2,593	2,275	0%	114%
Utility Payments	$ -	$ 1,942,381	$ 1,942,401	0%	100%
Households Served - Weatherization	-	60	60	0%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	670	2,069	1,500	536%	138%
Utility Payments	$ 918,246	$ 2,628,259	$ 3,351,190	329%	78%
Households Served - Weatherization	10	82	90	133%	91%
American Rescue Plan Act (ARPA) Ends March 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	332	3,101	2,835	141%	109%
Utility Payments	$ 377,820	$ 3,085,833	$ 3,500,000	130%	88%
2020 DOE - Weatherization Ends June 30, 2022	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served Weatherization	-	6	10	0%	60%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	57	287	500	137%	57%
Utility Payments	$ 35,225.00	$201,794	$300,000	141%	67%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,059**	**8,680.00**	**8,919**	142%	97%
Total Utility Payments	**$ 1,331,291**	**$ 8,707,650**	**$ 8,793,591**	182%	99%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**10**	**148**	**160**	75%	93%

Explanation (Over/Under Goal Progress)

LIHEAP 2021 - no longer open, in the process of closing
LIHEAP 2022 - UA funding has been fully expended
LIHWAP 2021 - expenditure low, awaiting revised contract from CSD to allow easier client payments

Program Strategic Goals	Progress Towards Goal
1. Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).	We are currently staffed over 95% in both UA and WX.
2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 20% - we are working with IT and Hancock to develop a data driven project management software. Also in the process of developing an online application where clients will be able to complete a self-intake and submit documents as necessary.

3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	Both contract have been expended.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	40	0	40	50	0%	80%
Summer Program (Max Capacity due to COVID) (SRV 2m)	Complete	N/A	41	25	-	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	33	2	33	35	69%	94%
Medi-Cal Outreach (ends June 30, 2022)		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		979	279131	350,000	3%	80%
Canvasing phone calls and flyers		1580	24093	30,000	63%	80%

Explanation (Over/Under Goal Progress)

The FHCC continues outreach efforts for the Medi-Cal program and recruitment efforts for the FHCC afterschool and mentor programs.

Program Strategic Goals	Progress
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.	In progress. funds for the FHCC fence and lighting have been secured. In addition, CAPK added pour in place padding for the FHCC playground to the project.
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.	In progress.
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress. The FHCC received three new grants this year and recently submitted an additional grant application for solar.

Program Highlights

The Westchester Kiwanis invited seven Friendship House youth participants that are in need, to participate in their annual Children's Christmas Shopping Spree, which was held on December 3, 2022 at Walmart. The Friendship House children were each provided $150 worth of items, which they selected themselves. The Kiwanis are heroes in action, who not only provide assistance when needed, but actively seek out ways in which they can help. The joy this event brought to our program youth will forever be remembered and appreciated!

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	42	2	40	50	48%	80%
Summer Program (Max Capacity due to COVID) (SRV 2m)	Complete	N/A	41	25	-	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	33	0	22	35	0%	63%
Medi-Cal Outreach (ends June 30, 2022)		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		0	278152	350,000	0%	79%
Canvasing phone calls and flyers		657	23170	30,000	26%	77%

Explanation (Over/Under Goal Progress)

FHCC continues outreach efforts for the Medi-Cal Outreach Program, and recruitment efforts for the afterschool & mentor programs. During December the Medi-Cal Program focused on phone calls and flyers as a way to inform people of Medi-Cal and Medi-Cal recertification requirements.

Program Strategic Goals	Progress
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.	In progress. Funds for fence & lighting have been secured.
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.	In progress.
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress. A grant for solar was submitted in Dec. of 2022 and the program is awaiting notification to see if awarded

Program Highlights

Creative Crossings Co-Create, a local non-profit organization that does civic murals around Bakersfield, has received a grant to create a large community mural inside the Friendship House gym. This mural will capture the history of Friendship House as well as the challenges, triumphs, and experiences of the diverse communities that it serves. The Friendship House Advisory Board will help guide the effort and will provide advice to CAPK staff as we collaborate with Creative Crossings to create the mural. This project will begin in 2023 and culminate with a community unveiling at an arts and culture fair at the Friendship House in June of 2023.

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Angelica Nelson
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)	completed		28	30	0%	93%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	27	33	66	25	1584%	264%

Community Programs	Month
Dignity Health Mental Health Project, Youth Basketball, Adult Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts *See below in explanation	6

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	0	8	6	0%	133%
Community Events (i.e., diaper, food, PPE distributions)	1	3	6	200%	50%

Explanation (Over/Under Goal Progress)

Dignity Health Mental Health (Spanish) meeting 1x per week virtual, Dignity Health Mental Health (Spanish) meets 1x per month in person; Youth basketball practices 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 1x per month; Adult Basketball meets 3x per week.

Program Strategic Goals	Progress

1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Enrollment holding steady with 1 new enrollee per month
2. Increase attainment of program funding to provide larger variety of program offerings.	Lego Robotics almost completed, thanks to the grant from Kern Health Systems. Cares for Kids Foundation awarded SYC $1520 to be used for program supplies. Bakersfield Rotary awarded SYC $5000 to convert manual basketball winches to electronic units.
3. Increase community engagement, including volunteers, social media, program participation.	Community engagement is increasing with social media

Program Highlights

Shafter Youth Center staff were invited to help distribute Thanksgiving Meals to 100 families in Shafter. SYC was awarded a $1,520 grant from Care for Kids Foundation; a $22,000 grant from Wonderful Community Foundation; and $5,000 from Bakersfield Rotary.

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Angelica Nelson
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)	completed		28	30	0%	93%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	27	1	67	25	48%	268%

Community Programs	Month
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts *See below in explanation	6 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	1	8	6	200%	133%
Community Events (i.e., diaper, food, PPE distributions)	0	3	6	0%	50%

Explanation (Over/Under Goal Progress)

Dignity Health Mental Health (Spanish) meeting 1x per week virtual, Dignity Health Mental Health (Spanish) meets 1x per month in person; Youth basketball practices 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month.

Program Strategic Goals	Progress

1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Youth enrollment remains steady by increasing by one each month, yet students leave for various reasons
2. Increase attainment of program funding to provide larger variety of program offerings.	Grant opportunities continue to be sought and applied for.
3. Increase community engagement, including volunteers, social media, program participation.	Community engagement remains steady as evening program tries to attract more participation. Social media posts have helped

Program Highlights

Shafter Youth Center kids were fortunate to receive gifts for the holidays. Dignity Health donated toys to the kids in the program. Villagers Inc. donated toys by filling requests from Letter to Santa that were written by the kids in the program.

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal	141	4,932	5,100	34%	97%
State	103	4,751	5,100	26%	93%

Refunds and Credits (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$ 221,151	$6,545,122	$5,100,000	41%	128%
State Refunds	$ 9,502	$926,908	$1,500,000	12%	62%
Federal EITC *(income limit $57,414/household)*	$ 13,403	$2,698,447	$2,200,000	6%	123%
CalEITC *(income limit $30,000/household)*	$ 5,867	$401,999	$370,000	18%	109%
Total Refunds and Credits	**$249,923**	**$10,572,476**	**$9,170,000**	28%	115%

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	13	74	75	211%	99%

Completed Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	141	270	1,500	627%	18%
State	103	201	1,500	615%	13%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$221,151	$442,563
State Refunds	$9,502	$20,052
Federal EITC *(income limit $57,414/household)*	$13,403	$37,917
CalEITC *(income limit $30,000/household)*	$5,867	$10,633
Total Refunds and Credits	**$249,923**	**$511,165**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	13	15	100	1040%	15%

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Develop and implement site expansion plan, including isolated areas and new partners.	TBD
2. Build community awareness of VITA services through partnership opportunities.	TBD
3. Program capacity building by pursuing funding opportunities to support operational expenses.	TBD
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal	22.00	4,813	5,100	5%	94%
State		4,648	5,100	0%	91%

Refunds and Credits (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$ 21,419	$6,345,390	$5,100,000	4%	124%
State Refunds	$ -	$917,406	$1,500,000	0%	61%
Federal EITC *(income limit $57,414/household)*	$ -	$2,685,044	$2,200,000	0%	122%
CalEITC *(income limit $30,000/household)*	$ -	$396,132	$370,000	0%	107%
Total Refunds and Credits	**$21,419**	**$10,343,972**	**$9,170,000**	2%	113%

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	6	80	75	90%	107%

Completed Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	22	292	1,500	90%	19%
State	0	201	1,500	0%	13%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$21,419	$463,982
State Refunds	$0	$20,052
Federal EITC *(income limit $57,414/household)*	$0	$37,917
CalEITC *(income limit $30,000/household)*	$0	$10,633
Total Refunds and Credits	**$21,419**	**$532,584**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	6	21	100	343%	21%

Explanation (Over/Under Goal Progress)	
Taxslayer has no state data for December due to efiling being shut down until new season comes.	
Program Strategic Goals	**Progress Towards Goal**
1. Develop and implement site expansion plan, including isolated areas and new partners.	
2. Build community awareness of VITA services through partnership opportunities.	
3. Program capacity building by pursuing funding opportunities to support operational expenses.	
Program Highlights	
Hired on all staff for new tax year 2023.	

Operations

Business Services*

Maintenance

Information Technology

Data Services

Risk Management

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2022 - December 31, 2022		

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	216		216	2432
Contracts	14	14	14	218
Leases	0	16	0	10
Requests for Proposals	1	2	1	24

Business Services Projects

Description	*% Completed*	*Comments*
Energy Subcontractor -Re-Issued	*80*	
Design Build Sports Field Lighting FHCC	*60*	
Jewett Design Build Tenant Improvement	*100*	
Oasis TI Design Build Tenant Improvements	*100*	

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	1	2

Projects

Universal Intake	Develop intake for programs that don't have an electronic process.	60%	60%
Volunteer Management	Track and manage volunteers working within the agency.	100%	100%
Contract Management System	Track and manage contracts within the Agency	90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%

CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	70%	70%
Case Management Application	Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.	100%	100%

Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	226	370	267	3109
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra,	98%	
Food Bank Expansion		Roof application started,	59%	
Major Maintenance Projects				

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	185		194	2696

Information & Technology Projects		
Description	*% Completed*	*Comments*
iPad upgrades	*60*	
Network upgrades	*90*	
Firewall upgrades	85	

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
First Aid (Reported only)	2	49
First Aid	1	14
Medical Treatment	0	9
Modified Duty	1	7
Lost Time	0	7
Non-Industrial (not work related)	2	3
Under Investigation	0	1
Confirmed Work Related COVID	0	19
Other	5	122
Totals	**11**	**231**

Program Strategic Goals	Progress Towards Goal
1. Identify current business processes	TBD
2. Maximize business efficiency with the	TBD
3. Provide better communication	TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2022 - December 31, 2022		

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	204		204	2636
Contracts	20	7	13	231
Leases	0	16	0	10
Requests for Proposals	0	2	1	25

Business Services Projects

Description	*% Completed*	*Comments*
Energy Subcontractor	*80*	*Preparing contract*
Design Build Sports Field Lighting FHCC	*70*	

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	0	2

Projects

Universal Intake	Develop intake for programs that don't have an electronic process.	60%	60%
Volunteer Management	Track and manage volunteers working within the agency.	100%	100%
Contract Management System	Track and manage contracts within the Agency	90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%
CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	70%	70%
Case Management Application	Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.	100%	100%

Community Action Partnership of Kern
Monthly Report 2022

Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	219	305	201	3310
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	98%	
Food Bank Expansion		Roof application completed, Mechanical openings framed, Continue Site Concrete	63%	
Major Maintenance Projects				

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	198		177	2873
Information & Technology Projects				
Description		*% Completed*	*Comments*	
iPad upgrades		*65*		
Network upgrades		*90*		
Firewall upgrades		90		

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
First Aid (Reported only)	8	57
First Aid	2	16
Medical Treatment	2	11
Modified Duty	0	7
Lost Time	0	7
Non-Industrial (not work related)	1	4
Under Investigation	0	1
Confirmed Work Related COVID	0	19
Other	7	109
Totals	**20**	**231**

Program Strategic Goals	Progress Towards Goal
1. Identify current business processes associating standard level agreements and priorities.	TBD
2. Maximize business efficiency with the existing technology.	TBD
3. Provide better communication surrounding operations.	TBD

Program Highlights

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/ Work Unit**	Executive Division
Division/Director	Pritika Ram, CBDO	**Program Manager**	
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	14,723	205,467	220,000	80%	93%
Facebook Impressions (i.e., number of times users see content)	55,132	610,054	500,000	132%	122%
Other Social Media Impressions	9,459	140,063	145,000	78%	97%

Outreach Advocacy	Outreach Special Projects
Developed team and registered for CalCAPA Legislative Day.	Health net truck donation press conference event at the food bank.
Tracked November elections results and updated Executive leadership to prepare for CAPK board	Working alongside HeySalty to prep information for 2022 annual report.
Participation with Kern Alliance of Non Profits	Holiday Food Drive with KGET
	Thanksgiving Luncheon at M street
	Food Drive at Walmart in partnership with JJO Charities
	Provided photos for SFP boxing with Kern Health Systems and Wonderful farms.
Grants In Progress/Research	**Projects**
	Continuation of DEI committee organization by chair, Savannah Maldonado.
Community Services Block Grant (CSBG)	**Process Improvement (i.e., ROMA, PCDD)**
Continue bi-weekly meetings with Wipfli re CDP	
Monthly Meetings with Wipfli - Client Data Platform and review of PRE program metrics (NPIs and SRVs)	Recertification Training - ROMA P. Ram
Bi-Monthly CSBG Training	

Foundation	
Attended Friendship House Advisory Board Meeting	Completed all donation reporting for Aug-Nov, 2022
Attended CalCAPA Conference	Attended Bakersfield Chamber Mixer
Began training of new CRM, Aplos	Developed Informational Marketing Flyer for Oasis

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects,	Volunteer Management CRM is continuing to operate
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Working alongside Marketing Firm to start planning for next year.

3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	ROMA Training - Cohort + Goal 5 In Progress

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	**Program/ Work Unit**	Executive Division
Division/Director	Pritika Ram, CBDO	**Program Manager**	
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	13,759	219,226	220,000	75%	100%
Facebook Impressions (i.e., number of times users see content)	30,082	640,136	500,000	72%	128%
Other Social Media Impressions	10,678	150,741	145,000	88%	104%

Outreach Advocacy	Outreach Special Projects
Developed team and registered for CalCAPA Legislative Day.	Attended shopping experience with FHCC student who was sponsored by the Westchester Kiwanis.
Tracked November elections results and updated Executive leadership to prepare for CAPK board appointments.	Assisted with volunteer check in, photos, and social media highlights for BCHS Serve Day at the CAPK Food Bank.
Developed 2023 Outreach Calendar and Plan	Developed CEO Holiday Christmas message.
Invited Elected officials to May 5 Food Bank expansion ribbon-cutting.	Attended M Street Holiday Luncheon.
	Assisting CAPK foundation with collateral development for mixer launch.
	Development of truck rebranding for CAPK Food Bank.
	Launch of new CAPK Food Bank logo.
	Hosted media event recognizing Health Net vehicle donation
	Hosted KGET Food Drive
	Provided social media coverage and photos of M Street Thai

Grants In Progress/Research	Projects
Parents as Teachers and Differential Response Grant under Kern County Network for Children	Continuation of DEI committee organization by chair, Savannah Maldonado.
Community Development Block Grant (CDBG) and HOME Tenant-Based Rental Assistance under the	Continued Vaccine Equity Project and transitioned into second year of grant.
	Continued Food Insecurity Assessment. GIS Consultant

Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
Preparing for end of year (2022) Annual Reporting	Pritika Ram -- Recertified ROMA Implementer
	ROMA Implementers course in January of 2023

Foundation	
Submitted grant for $5,000 for Citizens Bank	Attended Downtown Business Association Mixer
	Attended Kern Tax Association Annual Luncheon
Held meeting for Food Bank Ribbon Cutting	Attended Bank of America Reception

Booked venue and set date for Foundation mixer	Met with VITA to develop fundraising plan
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Volunteer Management CRM is continuing to operate hours are be tracked through the portal. As well as training and a check in will be completed in January to assess if staff are doing well.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Working alongside Marketing Firm to start planning for next year.
3. Agency-level adoption of Results Oriented	ROMA Training - Cohort + Goal 5 In Progress
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram, CBDO	**Program Manager**	Jennifer Jordan
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Homelessness Programs	Utility Service Payment Assistance	Food Pantries
Top 3 Unmet Needs	Homelessness Programs	Rental Payment Assistance	Holiday Programs

Information and Referral Services Calls Handled	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)	7,633	83,537	90,000	102%	93%
Kings County (SRV 7c)	224	2,449	4,000	67%	61%
Tulare County (SRV 7c)	557	7,517	18,000	37%	42%
Stanislaus County (SRV 7c)	693	7,827	19,200	43%	41%
Fresno & Madera	1,212	21,185	20,000	73%	106%
Merced & Mariposa (*effective March 2022*)	41	437	500	98%	87%
Total I&R Calls Handled	**10,360**	**122,952**	**151,700**	**70%**	81%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	13	1.8	**(10.08)**

Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	9	134	300	36%	45%
Medi-Cal Application (SRV 7b & SRV 7c)	10	78	100	120%	78%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	27	264	300	108%	88%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	22,933	253,277	225,000	122%	113%

Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	4,058	42,726	45,000	108%	95%
Mental Health (SRV 7c)	240	2,471	3,700	78%	67%
Health and Human Service Referrals	7,427	78,920	110,000	81%	72%
Total Other Services	11,725	124,117	158,700		

Explanation (Over/Under Goal Progress)

The team was pleased to have a successful month for completing Medi-Cal applications. Annual progress for Tulare is lower than expected. In meeting with the Tulare team, this could be attributed to lower than usual outreach in their area. The Tulare team has shared their outreach efforts are expected to increase.

Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The program recruited three Information & Referral specialists to assist will call handling for all service contracts, staff is expected to be fully onboarded in December.
2. Contract Retention	The program has renewed a 2 year contract for services agreement with United Way of Fresno County for 2-1-1 call handling services. The program has entered into a 3 year contract for services agreement with 2-1-1 Los Angeles County to participate in the CA vs. Hate Hotline project, 2-1-1 Kern will provide a safe space and resources for individuals who have experienced hate incidents.
3. AIRS call type reporting	Homelessness Assistance- 59, Information & Referral- 1,072, Provider/Partner Agency- 2, Disaster-Coronavirus-3, MH/Crisis-2

Program Highlights
2-1-1 Kern secured the renewal of the United Way Fresno Madera contract with the enhanced fee schedule.

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram, CBDO	Program Manager	Jennifer Jordan
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Utility Service Payment	Homelessness Programs	Food Pantries
Top 3 Unmet Needs	Holiday Programs	Rental Payment Assistance	Homelessness Programs

Information and Referral Services Calls Handled	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)	4,050	87,587	90,000	54%	97%
Kings County (SRV 7c)	220	2,669	4,000	66%	67%
Tulare County (SRV 7c)	655	8,172	18,000	44%	45%
Stanislaus County (SRV 7c)	763	8,590	19,200	48%	45%
Fresno & Madera	1,484	22,669	20,000	89%	113%
Merced & Mariposa (*effective March 2022*)	73	510	500	175%	102%
Total I&R Calls Handled	**7,245**	**130,197**	**151,700**	**79%**	86%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	14	1.2	**(2.35)**

Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	12	146	300	48%	49%
Medi-Cal Application (SRV 7b & SRV 7c)	2	80	100	24%	80%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	18	282	300	72%	94%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	20,493	273,770	225,000	109%	122%

Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	3,472	46,198	45,000	93%	103%
Mental Health (SRV 7c)	325	2,796	3,700	105%	76%
Health and Human Service Referrals	7,726	86,646	110,000	84%	79%
Total Other Services	11,523	135,640	158,700		

Explanation (Over/Under Goal Progress)

The team has exceeded the goal of 20,000 handled calls for Fresno and Madera Counties. In discussion with Fresno/Madera, they anticipate the volume of calls to increase as they enhance marketing efforts in their area.

Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The 2-1-1 team onboarded two I&R's.
2. Contract Retention	The program continues to have strong partnerships to maintain current contracts.
3. AIRS call type reporting	Homelessness Assistance- 78, Information & Referral- 974, Provider/Partner Agency- 1, Disaster-Coronavirus-3, MH/Crisis-1

Program Highlights

The 2-1-1 Kern program successfully secured AIRS Re-Accreditation for another 5 years.

Application Status Report
November and December of 2022

Funder	Name	Description	Amount Requested	Amount Awarded	Status
Sierra Health Foundation	California Equitable Recovery Initiative	CBOs will use the funding to address underlying inequities in the social determinants of health that have contributed to disproportionate harm from the Coronavirus among priority communities. Abandoned: Not Eligible.	$ 300,000.00	$ -	Abandoned
California Department of Parks and Recreation, Office of Grants and Local Services	Outdoor Recreation Legacy Partnership (ORLP)	Low-income communities with little to no access to publicly available, close-by, outdoor recreation opportunities in urban areas (i.e., amphitheater, access infrastructure within the project area). Abadoned: Not Eligible.	$ 1.00	$ -	Abandoned
No Kid Hungry	Coordinating SNAP & Nutrition Support (CSNS) 2.0	Scope should address food access/nutrition to support streamlined access to and co-enrollment between SNAP and other supports. Abadoned: Lack of partnerships established for the application.	$ 750,000.00	$ -	Abandoned
US Internal Revenue Service (IRS)	Volunteer Income Tax Assistance (VITA) Matching Grant	The Volunteer Income Tax Assistance (VITA) grant program is an IRS initiative designed to support free tax preparation service for the underserved through various partner organizations. This service helps low- to moderate-income individuals, persons with disabilities, the elderly, and limited English speakers file their taxes each year. IRS awards matching funds to these support organizations that offer free tax preparation services during the tax filing season at locations in all 50 states, Puerto Rico and the District of Columbia.	$ 244,686.00	$ 244,686.00	Awarded
Bank of the West	2022 Bank of the West Community Contribution	Bank of the West Charitable Investments Program - M Street Navigation Center. Employment and Job Readiness.	$ 25,000.00	$ 25,000.00	Awarded
Bakersfield West Rotary-Stroope Family Foundation	Bakersfield West Rotary Community Grant	To upgrade and improve the basketball court at CAPK's Shafter Youth Center by purchasing electric-powered winches and operating switches for the (2) retracktable basketball backstops.	$ 5,000.00	$ 5,000.00	Awarded
California Coastal Commission	Whale Tail Grants Program	Project funds will be utilized to give FHCC and SYC at-risk children from FHCC and SYC residing in the economically challenged areas of southeast Bakersfield and Shafter California new knowledge, curiosity, appreciation and respect for marine life and ecosystems	$ 11,003.00	$ -	Pending
Bank of America	Hunger and Employee Health (COVID 19 Vaccine	Bank of America - Employee Participation to promote COVID 19 Vaccines and Booster Shots. For each of our teammates who receive a flu shot	$ 25,000.00	$ -	Pending
City of Bakersfield	Community Development Block Grant	Solar installations at Friendship House Community Center	$ 522,385.00	$ -	Pending
City of Bakersfield	HOME	Tenant-Based Rental Assistance for 100 low-income community members with an Area Median Income at or below 60%	$ 1,908,840.00	$ -	Pending
Kern County Network for Children	Parents as Teachers	Funding to create an East Kern Hub that provides Parents as Teachers services out of OFRC and EKFRC	$ 478,364.00	$ -	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Grant	**CAPK Program**	EKFRC and OFRC
Funding Agency	Kern County Network for Children	**Project Name**	East Kern Differential Response
CFDA	N/A	**Target Population**	Low-Income Residents from East Kern
Reapplication (Y/N)	N	**Number to be served**	400
Estimated Request	628,062	**Division Director**	Freddy Hernandez
Award Period	2023-27	**Program Manager**	Eric Le Barbe and Anna Saavedra
Project Goal (One sentence goal statement)			
Provide Differential Response services in East Kern.			
Project Description (Brief one paragraph description)			
The goal with this proposal is to establish a Differential Response Program at our East Kern Family Resource Center in Mojave, and our Oasis Family Resource Center in Mojave. This proposed project will expand access to much-needed resources, services and supports for families in this region by a.) utilizing the "Strengthening Families" approach in our service deliver efforts and b.) creating multi-system collaboration of area partners and systems of care offering evidenced based prevention-education.			
Estimated Budget Summary			
A total of 628,062 was requested for personnel, office and computer supplies, printing/postage, program specific audits, travel, utilities, and client services.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date
2. Chief Business Development Officer Date
3. Chief Program Officer Date
4. Chief Financial Officer Date
5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	East Kern FRC and Oasis FRC
Funding Agency	CA Department of Healthcare Services	**Project Name**	Parent and Caregiver Support
CFDA	N/A	**Target Population**	Parents and Caregivers
Reapplication (Y/N)	N	**Number to be served**	TBA
Estimated Request	$400,000	**Division Director**	Freddy Hernandez
Award Period	May 1, 2023 – May 31, 2025	**Program Manager**	Anna Saavedra and Eric Le Barbe
Project Goal (One sentence goal statement)			
The goal for this project proposal is to promote positive social and emotional development for children/youth with, or at risk of, developing behavioral health conditions.			
Project Description (Brief one paragraph description)			
This project proposal intends to expand current parenting class efforts from the East Kern FRC and Oasis FRC provides to the East Kern region with evidence-based practices. Parenting classes are aimed to teach parents positive reinforcements for their children's developmental growth. Additionally, this project will provide funding availability for training and credential purposes. This project proposal will strengthen child and parent/caregiver relationships, improve emotional challenges, strengthen positive parenting practices, and reduce health disparities by providing equitable access to services to parents and caregivers with at-risk children.			
Estimated Budget Summary			
We will request the full funding amount permitted - $400,000. This quantity will be used for all program and indirect expenses.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date

2. Chief Business Development Officer Date

3. Chief Program Officer Date

4. Chief Financial Officer Date

5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Grant	**CAPK Program**	EKFRC and OFRC
Funding Agency	Kern County Network for Children	**Project Name**	East Kern Parents as Teachers
CFDA	N/A	**Target Population**	Low-Income Residents from East Kern
Reapplication (Y/N)	N	**Number to be served**	400
Estimated Request	$478,364	**Division Director**	Freddy Hernandez
Award Period	2023-27	**Program Manager**	Eric Le Barbe and Anna Saavedra
Project Goal (One sentence goal statement)			
Establish an East Kern Hub that delivers a Parents as Teacher program from our Family Resource Centers.			
Project Description (Brief one paragraph description)			
Our goal with this proposal is to establish a Parent as Teachers Program at our East Kern Family Resource Center in Mojave, and our Oasis Family Resource Center in Ridgecrest. The program design includes two overarching elements: a Home Visiting component and the implementation of center-based classes for the Nurturing Parenting curriculum. Through the PAT program, CAPK will provide access to comprehensive cognitive, intellectual, mental health, and nutritional needs with the overall goal of providing a safer place for children who have experienced neglect or abuse.			
Estimated Budget Summary			
A total of $478,364 was requested for personnel, office and computer supplies, printing/postage, program specific audits, travel, utilities, and client services.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date

2. Chief Business Development Officer Date

3. Chief Program Officer Date

4. Chief Financial Officer Date

5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November / December 2022

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Bank of America	**Project Name**	Hunger and Employee Health
CFDA	N/A	**Target Population**	N/A
Request	$25,000	**Division Director**	Susana Magana
Award Period	TBA	**Program Manager**	Kelly Lowery
Description	This proposal aims to utilize funds to cover renovation costs of the Food Bank lobby entrance.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year, and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** November 2022
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1317** 155	**864**	**65%**	**3%**	**3%** **6%**
Early Head Start • 15 Classrooms Fully Closed/ 9 Classrooms Partially Closured	**908** 133	**584**	**64%**	**9%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	163	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
596	105	44	77

HIGHLIGHTS: 10 staff were onboarded, and there were three days of interviews for three open requisitions. Additionally, there were 11 resignations.

Program Update & Compliance

Kern:
11/1/2022- CLASS assessments began and will continue until 1/6/2023.
11/5/2022- Rebound The MLK Community.
11/17/2022- Attendance Summit & Resource Fair.
11/20/2022- California Holiday Toy Food Drive CAPK.
11/28/2022- During the week of the 28th, training was provided to FSWs regarding inclusion and family engagement. Administrative staff received Brain Fit training.

Partnership:
11/7/2022- Taft College center had an unannounced licensing visit which resulted in no deficiencies.
11/8/2022- Bakersfield College had their annual licensing visit which also resulted in no deficiencies.
11/21/2022- During the last week of November, Escuelita Hernandez center is collaborating with OMNI Health to offer on-site dental screenings for enrolled children.

SJC:
11/12/22- Recruitment event at Hoover K-12 SUSD school
11/4/22- Recruitment at Lodi Community Center
11/9/22- Loose Parts Inspiring Play in Young Children training for teaching staff and Site Supervisors
11/15/22- Recruitment at "Building Blocks" Victor CA.
11/15/22- WIC clinic- Stockton, CA
11/18/22- Closed Walnut center
11/21/22- Lathrop- new center open
11/30/22- Northeast Community Center
11/30/22- Lincoln Park and WIC clinic at Tracy

Compliance:
Construction was completed at Pete H Parra and Harvey Hall. Staff will be submitting licensing packets to increase capacity at both locations.

Central Kitchen November 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**54,159**	20,602	16,741	16,816

CACFP

October 2022

Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
58,502	9,576	68,078	30,915	37,163	46,668	67%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** December 2022
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1317** 155	**870**	**66%**	**3%**	**3%** **6%**
Early Head Start • 17 Classrooms Fully Closed/ 8 Classrooms Partially Closured	**908** 144	**585**	**64%**	**8%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	157	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
584	117	27	51

HIGHLIGHTS: 17 staff were onboarded, and there were nine days of interviews for seven open requisitions for center positions. Additionally, there were 7 resignations and one retirement.

Program Update & Compliance

Kern:
12/1- Application intake at Enrollment and Attendance office.
12/1- ERSEA Training for Manager and Coordinators
12/6- Meeting with BC volunteers regarding employment opportunities
12/7- Home Visiting Program Training
12/8- Partnership Training
12/12-12/16- Family Engagement Conference in Dallas, Texas- Four Policy Council parents participated.
12/15- Recruitment and Selection Plan meeting

Partnership:
- Quarterly Ready Rosie workshop conducted.
- To ensure compliance, Health and Safety and Center Monitoring was conducted at Garden Pathways, Escuelita Hernandez, Blanton Academy and Taft College.

SJC:
12/6- WIC recruitment event
12/9- Valley Mountain Regional Center recruitment
12/9- Victory Park Recruitment
12/10- YMCA Winter Bash Event
12/11- Christmas on Main Street Event.
12/16, 19, and 21st - Staff Development

Program:
Licensing packets have been submitted to increase the total amount of toddler children we can serve at Harvey L. Hall and Pete H. Parra Child Development Centers.

Central Kitchen December 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**47,862**	18,146	15,011	14,705

Highlights: Equipment for Pete Parra and Stockdale HS center arrived. The Pete Parra kitchen should be ready for service once dishwasher is installed.

CACFP						
November 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
54,159	8,208	62,367	31,773	30,594	30,915	57%

MEMORANDUM

To: Program Review & Evaluation Committee

From: Robert Espinosa, Program Design and Management Administrator

Date: January 11, 2023

Subject: *Agenda Item 5d*: 2023-2024 Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division is requesting approval of the annual Program Planning Calendar. The Program Planning Calendar is based on the funding cycle commencing on March 1, 2023. The intent of the program is to continue to provide a comprehensive service delivery plan that supports school readiness for children ages 0-5. These programs are funded by CDE, OHS, and USDA. This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar includes a list of activities and persons responsible, timelines, and governing bodies involved in the decision-making process.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Upon approval, the Head Start/State Child Development Division will begin priority-based initiatives noted for January and February.

Attachment:
2023-2024 Program Planning Calendar

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure • Identify the planning team • Review & update planning calendar	Program Design and Management Administrator & Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria/Training • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan • PC/BOD Annual Training	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Quality Assurance Administrator, ED & SS Administrator	January – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • CCR • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data	PDM Administrator; ED & SS Administrator; Quality Assurance Administrator; Professional Development Manager, Assistant Directors	March – June			

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Disabilities Data *Comprehensive Data Analysis continued…* • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans • Based on data including those from the Self Assessment, PIR, federal review report, etc…	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	Administrative Analyst & HS AD Program; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise Head Start and State Child Development division mission statement • Identify long & short term program goals	Administrative Analyst & HS AD Program; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data	Quality Assurance Administrator; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Input data into online Head Start Enterprise System					
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program	Finance; Admin Team	June – August			
Program Objectives & Need for Assistance • Draft program narrative	Administrative Analyst; HS AD Program & Administrative Team	June – August			
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	PDM Administrator; Professional Development Manager	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget • Final management review & approval	HS Director; CPO: CFO	August			
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line item budget & budget narrative	HS Director; CFO, HS AD Program, Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	Administrative Analyst & HS AD Program	Oct./Nov. 14th			

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Head Start Annual Report	Quality Assurance Administrator; Admin Team	February			

Begin planning cycle for 2024 – February 2025 Program Year

Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst & HS AD Program; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

MEMORANDUM

To: Program Review & Evaluation Committee

From: Robert Espinosa, Program Design and Management Administrator
Carol Hendricks, Enrollment and Attendance Manager

Date: January 11, 2023

Subject: *Agenda Item 5e*: 2023-2024 Recruitment and Selection Plan – **Action Item**

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

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our partnerships, and administration. In addition, our committee include CAPK Board member, Michelle Jara-Rangel, Bakersfield Police Department Community Liaison Officer Chad Dickson and Community Relations Specialist Rachel Rivera, and Policy Council members Sarita Little and Andrea Flores.

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

It is the decision of the committee the current Selection Criteria point system meets each of these criterions. A discussion was held regarding the need to prioritize children with a diagnosed disability (IEP/IFSP) by providing additional points to the category; however, after further investigation it was determined additional points would not make a significant impact in enrolling children with a diagnosed disability. Therefore, no changes to the plan will be made at this time.

Attachment:
2023-2024 Recruitment and Selection Plan

2023-2024
Recruitment and Selection Plan
Community Action Partnership of Kern

1/3/2023

Head Start/State Child Development Division

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RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel	Board Member
Sarita Little	Parent, Policy Council
Susana Barrios	Parent, Policy Council
Andrea Flores	Parent, Policy Council

Community Members

Chad Dickson	Bakersfield Police Department-Community Liaison Officer
Rachel Rivera	Bakersfield Police Department- Community Relations Specialist
Steven Montanio	Kern High School District- Special Education
Daisy Torrez	Kern Health Systems- Marketing Coordinator

CAPK/CEDS Division Staff

Yolanda Gonzales	Executive Director, Head Start
Jerry Meade	Assistant Director of Program
Gloria Barbero	Assistant Director- San Joaquin
Laurie Hughey	Homeless Services Program Administrator
LeTisha Brooks	Program Administrator
Esperanza Contreras	Partnership Administrator
Sylvia Ortega	Quality Assurance Administrator
Carolyn Coffey	Education Support Services Administrator
Robert Espinosa	Program Design & Management Administrator
Elizabeth Williams	Professional Development Manager
Carol Hendricks	Enrollment & Attendance Manager
Maria Guadian	Family Engagement & Inclusion Manager
Mary Ann Mooney	Program Manager
Luz Adams	Program Manager
Janey Felsoci	Program Manager
Rosa Del Toro	Program Manager
Rashi Strother	Education Manager
Alan Rodriguez	Health and Nutrition Manager
Lisa Gonzales	Program Governance Coordinator
Nicole Callahan	Early Head Start Program Coordinator
Sandra Acevedo	Enrollment and Attendance Coordinator
Lorena Juarez	Enrollment and Attendance Coordinator
Theresa Priest	Attendance Coordinator
Jennifer Johnson	CACFP Attendance Technician
Lavar Newsome	Family Service Worker
Alice Duran	Family Service Worker
Rita Fergoso	Family Advocate

INTRODUCTION

Kern and San Joaquin County's Early Head Start and Head Start programs are part of the network of non-profit 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a $55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, 2-1-1Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment and establish criteria for enrolling those children and families who will most benefit from Head Start and Early Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1302.

The process for annual revision of this plan is described in Head Start/State Child Development Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Head Start Kern grant is funded to serve 1,317 Head Start (HS) children and 908 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base. Since July 1, 2022, 963 children were served in Head Start, and 790 in Early Head Start in our programs.

METHODOLOGY

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

Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to participate as representation for their region. Head Start Policy Council members were also invited. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on November 17, 2022, and December 15, 2022. The committee members participated in open discussion; identifying community needs based on Community Assessment. The discussions also included a review of the 2022-2023 Selection Criteria as well as the 2022-2023 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There were six sections of the 2022 Community Assessment reviewed. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year, as well as determine selection priorities for which children are enrolled. Committee were asked to review the two documents provided to them, and freely discuss the ideas of the priorities they would like to see established. They were informed the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2021/2022 Recruitment and Selection Plan. The primary discussion was regarding meeting the Office of Head Start's requirement of 10% of children with a diagnosed disability and the options available to increase enrollment for the category. After further research, it was determined there would be no significant difference in enrollment if the eligibility points increased; therefore, no changes were made. What follows is the result of their examination of the needs and strengths of the communities served.

Eligibility

The Head Start Program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, 90 percent of enrollees must be Income/Public Assistance eligible based upon federalguidelines, in foster placement or homeless.
- No more than 10 percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low-income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.
- No less than 10 percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).

Eligibility Categories

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

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy."Homeless families are categorically eligible for Head Start and are considered a priority for services. Based on data tabulated by Kidsdata.org, there are an estimated 9,882 children homeless at any point during the 2018 school year in Kern and San Joaquin County. CAPK has reported in the first part of the 2021-2022 School Year, 61 homeless children and their families have been provided services.

Children with Disabilities

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

Foster Placement

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

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

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

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

Over income who meet the program selection criteria

Although it has been stated more than 27,000 children are Income/Public Assistance eligible for services in Kern County, the agency can provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance eligible families. During the first part of the 2021-2022 School Year, CAPK reports serving 240 over income families.

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with disabilities 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 RestrictiveEnvironment) Committee.
- Participating in MVCCP-Medically Vulnerable Care Coordinator Project.

Head Start/State Child Development Division will provide information to the following regarding services for children with diagnosed disabilities:

- Private early childcare agencies that do not accept children with disabilities.
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department, and low-income clinics.
- Kern Regional Center and H.E.A.R.T.S. Connection.
- Search and Serve
- Valley Achievement
- San Joaquin County Office of Education
- Community Connection for Child Care will flag our program as "accepting children with disabilities."
- MOU with Department of Human Services to recruit in the lobby of the main office.
- Health Fairs or other community events geared toward families of children with disabilities.
- MOU and referral process between San Joaquin VMRC and Head Start San Joaquin.

Recruitment Strategies

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

The Partnership maintains an active, year-round recruitment process designed to reach Kern and San Joaquin County families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self-Assessment Data
- Individual Center Recruitment
- Community Partners
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, always beginning on day one and, thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year-round, Head Start participates in many recruitment events as well as creating events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- Collaborating with media outlets to advertise the availability of Head Start services.
- Collaboration with Bakersfield Police Department's Community Resource Division.
- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to

- McKinney-Vento eligible children/families, domestic violence victims, child protective services and other families in need.
- Private sector child development programs.
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis.
- Collaboration with CAPK WIC and San Joaquin WIC.
- Nutrition and Child Support services in San Joaquin County.
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low-income families.
- Provide recruitment materials and information to the 50 Head Start Dental providers.
- Provide recruitment materials and information to the CHDP providers.
- Utilize technology and social media
- Rebranding from Child Education and Development Services to Head Start services.
- Utilize CAPK Outreach department to maximize recruitment efforts county-wide.

Recruitment Strategies are individualized by the local community

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

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

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

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

- Festivals, fairs, or holiday events sponsored by the program
- Parades
- Center locations or relocations
- Awards received by parents, volunteers, or staff
- Special projects
- Donations to program
- Community farmer's markets
- Head Start staff will attend community meetings to share information about program services.
- Head Start will invite the community to program open houses.
- Head Start staff attends monthly collaboratives.
- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.
- San Joaquin ECE enrollment staff networking event, held quarterly.
- San Joaquin Housing Authority networking event, held quarterly.
- EHS Partnership with Bakersfield Community College recruitment strategy meetings held quarterly.

Selection Priorities

Head Start priority for an enrollment opportunity is:

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

    a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.

    b. Children and youth who have a primary nighttime residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

    c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

    d. Migrant children who qualify as McKinney-Vento eligible because they are living in circumstancesdescribed in one of the above.

2. Foster Placement

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

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

Total priority points are calculated by our ChildPlus database.

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

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

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

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

APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term "child with a disability" means

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

(11) The term "local educational agency" has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term "poverty line" means the official poverty line (as defined by the Office of Management and Budget)--

A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of childcare, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(VIII) That a child who has been determined to meet the eligibility criteria described in this subparagraph andwho is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

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

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

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

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

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

Sections of the Head Start Performance Standards

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

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

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

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

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

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

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

(b) Age requirements.

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

(2) For Head Start, a child must:

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

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

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

(c) Eligibility requirements.

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

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

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

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

(iv) The child is in foster care.

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

(d) Additional allowances for programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(j) Eligibility duration.

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

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

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

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

(k) Records.

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

(2) Each eligibility determination record must include:

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

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

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

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

(iii) A statement that identifies whether:

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

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

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

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

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

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

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

1302.13 Recruitment of children.
In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

1302.14 Selection process.
(a) Selection criteria.
(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

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

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

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

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

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

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

1302.15 Enrollment.
(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

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

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

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

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

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

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

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

1302.16 Attendance. Promoting regular attendance. A program must track attendance for each child.
(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

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

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

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

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

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2023 - 2024

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

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

Revised January 25, 2022

Head Start and State Child Development Services

2023—2024 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

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

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

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

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

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

Staff Verifying Eligibility—Print Name	Signature	Date

Guidance for Selection Criteria Verification Form

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

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

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

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

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

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

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

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

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

Other Factors:
Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.
Public Assistance (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, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.
Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.
Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.
Parent Works/Attends School: Documentation must be provided, and case note must include 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