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|----------|---|
| DATE | January 17, 2024 |
| TIME | 12:00 pm |
| LOCATION | CAPK Administrative Office Executive Conference Room 1300 18 th Street, 3 rd Floor Bakersfield, CA 93301 |

Program Review & Evaluation Committee Agenda

1. Call to Order

2. Roll Call

Ana Vigil (Chair)
Jimmie Childress

Mia Cifuentes
Gina Martinez

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. 211 Call Center Presentation by Sabrina Jones-Roberts, Program Administrator (**p. 3-12**)

5. New Business

- a. November and December 2023 Program Reports – **Action Item (p. 13-77)** Vanessa Mendoza, Grant Administrator
1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services
 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
 - Maintenance
 - Information Technology
 - Data Services
 - Risk Management

5. Community Development

- Grant Development
- CAPK Foundation
- Outreach & Marketing
- 211 Kern Call Center
- Community Schools Partnership Program (CSPP)

b. November and December 2023 Program Reports Application
Status Report & Funding Profiles – **Action Item (p. 78-84)**

Vanessa Mendoza, Grant Administrator

1. Application Status Report
 - i. Road to Resistance
2. Small Funding Profiles (\$50,000 and under)

c. November and December 2023 Head Start/State Child
Development Division/Program Monthly Activity Report - **Action
Item (p. 85-88)**

Carol Hendricks, Enrollment and Attendance
Manager

d. 2024-2025 Recruitment and Selection Plan - **Action Item (p. 89-
114)**

Carol Hendricks, Enrollment and Attendance
Manager

e. 2024-2025 Program Planning Calendar - **Action Item (p. 115-119)**

Rosa Guerrero, Administrative Analyst

f. Customer Relationship Management (CRM) Interagency Referral
Management (IRM) Presentation - **Action Item (p. 120-127)**

Annelisa Perez, Outreach and Communications
Supervisor

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
February 14, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, 3rd Floor Bakersfield, CA and online at www.capk.org by 12:00 pm, January 12, 2024. Sara Elias, Administrative Coordinator.



Community Action Partnership of Kern

2-1-1 Kern County

By: Sabrina Jones-Roberts



What is 2-1-1 Kern?

A free, accessible, number that links Kern County residents to community health and human service resources.

The program operates 24 hours a day, 7 days a week, 365 days a year; including nights, holidays, and weekends.

Accessing 2-1-1 Kern is Easy!

- Residents simply pick up their phone and dial an easy to remember 3-digit number.
- 2-1-1 is accessible by dialing toll free 1-800-273-2275.
- 2-1-1 is also accessible by dialing (661)336-5200.
- 2-1-1 Kern can also be accessed through an online resource database.
- Resources can be accessed through our online resource directory
- The online database was launched in February 2013
- Can be accessed at 211kerncounty.org or CAPK website at www.capk.org

Advantages of On-Line Access

- Allows the user to search for resources at their convenience
- Users have unlimited access at no cost
- Web visitors have access to the same resource database as 2-1-1 Call Specialists

Database and Resources Benefits

2-1-1 database contains over 1000 resources with information on a variety of services:

- ✓ Food
- ✓ Utility Assistance
- ✓ Health Insurance
- ✓ Clothing
- ✓ Housing

The program offers referrals within the caller's zip code and the information provided includes:

- ✓ Phone number, address and nearest cross street
- ✓ Days and hours of operation
- ✓ Documentation required to obtain services

All resources in the 2-1-1 database provide services at:

- ✓ No cost
- ✓ Low cost
- ✓ Sliding fee scale
- ✓ Accept insurance such as Medi-Cal or Medicare

Simplifies access to needed services

- One phone call can provide information and referrals for multiple needs
- Callers can receive resource information via text, email, or over the phone

Benefits of 2-1-1 Kern

Through a brief assessment, Call Specialists are able to determine a caller's additional needs and may offer referrals and linkage to vital services based on eligibility

Examples of other services include:

- Cal-Fresh Applications
- Medi-Cal Applications
- Medi-Cal Redetermination Applications
- Coordinated Entry System (CES) Services
- Help Me Grow Ages and Stages Questionnaire
- CAPK Home Energy Assistance Program (HEAP) Applications
- Fresno Volunteer Income Tax Assistance Program (VITA) Appointments

Additional Menu Options

- CAPK Volunteer Income Tax Assistance (VITA) Program
 - CAPK Weatherization Program

~2-1-1 utilizes a language line for interpretation services~

2-1-1 Kern County

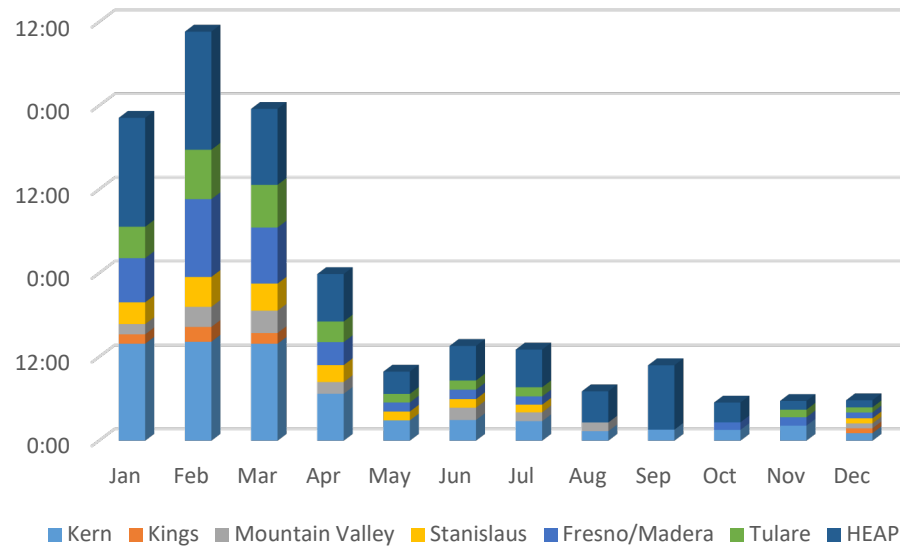
The program provides call handling services for:

- Kern
- Kings
- Tulare
- Fresno/Madera
- Merced/Mariposa (Mountain Valley)
- Stanislaus

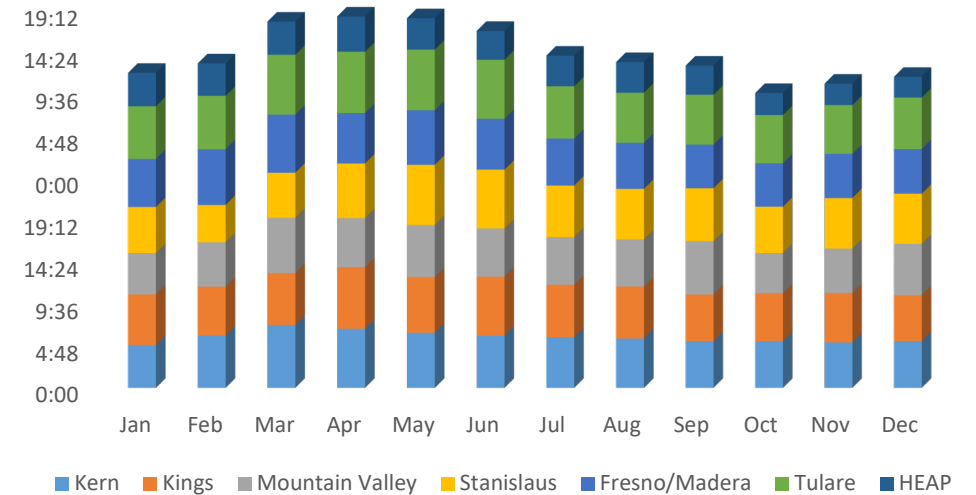
2-1-1 is the gateway to services!

2023 Wait & Handle Times

Wait Time



Handle Time



Data

- 124,330 Information and Referral calls
- 61,125 HEAP calls
- 266,080 Website Visitors

Questions

Contact Information

Sabrina Jones-Roberts, 2-1-1 Program Administrator
(661)336-5236 ext. 4300
sjonesroberts@capk.org

Yenni Madrigal, 2-1-1 Supervisor
(661)336-5236 ext. 4254
ymadrigal@capk.org

Visit our website at:
www.211kerncounty.org







January 2024 PRE Committee

November & December 2023 Program Monthly Reports



Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | |
|--|-------------------------------------|--|----------------------------------|-----------------------|------------------------|
| Month | November-23 | Program/Work Unit | Coordinated Entry Services (CES) | | |
| Division/Director | Rebecca Moreno | Program Manager | Joseph Aguilar | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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. | | | | | |
| Homeless Referrals/Assessments (SRV 7c) | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern County | 2,198 | 22,231 | 14,000 | 16% | 159% |
| Pending Assessments | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern Pending contact/call back | 0 | 0 | 15 | 0% | 0% |
| Performance: Number of applicants who received a response within 24 Hours | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern County | 1,682 | 17,378 | 11,000 | 15% | 158% |
| Explanation (Over/Under Goal Progress) | | | | | |
| | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | |
| 1. Make CES more accessible for rural and non-shelter homeless individuals | | No new updates with the Drop-In Center. | | | |
| 2. Increase staff recruitment and retention. | | CES is currently in the process of recruiting a Program Specialist and 4 Navigators. | | | |
| 3. Build provider network support with KHS-CES | | Interviews conducted to hire additional 2 calaim navigators | | | |
| Program Highlights | | | | | |
| | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | |
|--|-------------------------------------|--|----------------------------------|-----------------------|------------------------|
| Month | December-23 | Program/Work Unit | Coordinated Entry Services (CES) | | |
| Division/Director | Rebecca Moreno | Program Manager | Joseph Aguilar | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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. | | | | | |
| Homeless Referrals/Assessments (SRV 7c) | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern County | 1,981 | 24,212 | 14,000 | 14% | 173% |
| Pending Assessments | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern Pending contact/call back | 90 | 90 | 15 | 600% | 600% |
| Performance: Number of applicants who received a response within 24 Hours | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Kern County | 1,259 | 18,637 | 11,000 | 11% | 169% |
| Explanation (Over/Under Goal Progress) | | | | | |
| | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | |
| 1. Make CES more accessible for rural and non-shelter homeless individuals | | training completed with Drop in center supervisor and navigator; continued support will be provided | | | |
| 2. Increase staff recruitment and retention. | | Onboarded 3 new navigators; staff recruitment will continue January 2024 | | | |
| 3. Build provider network support with KHS-CES | | 2 staff were onboarded to provide more support for KHS calaim clients. 1 offer was made for an additional staff member | | | |
| Program Highlights | | | | | |
| | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | November-23 | Program/Work Unit | | M Street Navigation Center | | |
|--|-------------------------------------|-------------------|-----------------|----------------------------|----------------|-----------------|
| Division/Director | Rebecca Moreno | | Program Manager | Laurie Hughey | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners. | | | | | | |
| Shelter Services | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m) | | 198 | 1,428 | 1,000 | 20% | 143% |
| Total Clients Served | | 110 | 2,324 | 2,400 | 5% | 97% |
| Pets (i.e., kennel, emotional support assistance and service pet) | | 7 | 75 | 100 | 7% | 75% |
| Residents Under 90 days length of stay | | 65 | 813 | 700 | 9% | 116% |
| Exits to Permanent Housing (FNPI 4b) | | 11 | 107 | 100 | 11% | 107% |
| Exits-Self | | 84 | 279 | 150 | 56% | 186% |
| Exits-Involuntary | | 7 | 764 | 700 | 1% | 109% |
| Case Management Services (SRV 7a) | | 710 | 7,990 | 8,000 | 9% | 100% |
| Critical Incidents | | 25 | 402 | 250 | 10% | 161% |
| Shelter Residents Meals (SRV 5ii) | | 6,708 | 71,279 | 60,000 | 11% | 119% |
| Number of Volunteers (duplicated) | | 102 | 1,297 | 100 | 102% | 1297% |
| Volunteers Hours (duplicated) | | 272 | 3,152 | 1,500 | 18% | 210% |
| Safe Camping | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Total clients served (SRV 7b) | | 83 | 760 | 500 | 17% | 152% |
| Current client census | | 65 | 507 | 300 | 22% | 169% |
| Meals (SRV 5ii) | | 3,066 | 28,154 | 15,000 | 20% | 188% |
| Pets | | 13 | 149 | 75 | 17% | 199% |
| Clients moved to Shelter (SRV 4m) | | 2 | 12 | 50 | 4% | 24% |
| Exits to Permanent Housing (FNPI 4b) | | 0 | 18 | 40 | 0% | 45% |
| Exits-Self | | 11 | 54 | 50 | 22% | 108% |
| Exits-Involuntary | | 3 | 110 | 75 | 4% | 147% |
| Critical Incidents | | 2 | 35 | 100 | 2% | 35% |
| Safe Parking | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Total clients served | | 5 | 81 | 50 | 10% | 162% |
| Current client census | | 8 | 84 | 50 | 16% | 168% |
| Clients moved to Shelter (SRV 4m) | | 0 | 0 | 25 | 0% | 0% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| Clients from the Safe Camp area are satisfied with their current living situation, less structure, no searching at the point of entrance allows the clients more autonomy. Not many clients from Safe Camp are being matched to vouchers, however, with the addition of the Program Specialist, we intend to provide more housing navigation/case management services we are anticipating those housing numbers to increase. | | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Program Strategic Goals | Progress Towards Goal |
|---|--|
| 1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network) | 1 attending recycling lives missed his graduation by one day due to being arrested for driving under the influence. He is currently spending One year and up to 32 months in Lerdo. Next Project Hire Up will start in January 2024. |
| 2. Increase job retention/recruitment at M street by (1) developing jo descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions. | Job descriptions have been completed, 5 staff members have been promoted which has increased their pay. |
| 3. Amend M Street policy & procedure manual, intake packet post Covid. | In the process of reviewing the policies and procedures for M Street. |
| 4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients. | 11 clients moved into permanent supportive housing, which the brings the total to 107. |

M Street Navigation Center - Client Demographic Information

| Race Demographic | Month |
|------------------|------------|
| 18 - 24 | 20 |
| 25 - 34 | 38 |
| 35 - 44 | 54 |
| 45 - 54 | 45 |
| 55 - 61 | 26 |
| 62+ | 15 |
| Total: | 198 |

| Race Demographic | Month |
|---|------------|
| American Indian or Alaska Native | 5 |
| Asian | 1 |
| Black or African American | 37 |
| Native Hawaiian or Other Pacific Islander | 1 |
| White | 122 |
| Multiple races | 2 |
| Client Don't know / Refused | 1.00 |
| No Answer | 29.00 |
| Total: | 198 |

| Gender | Month |
|--------------------------------------|-------|
| Female | 71 |
| Male | 126 |
| Trans Female (MTF or Male to Female) | |

| Zip Code | Month | Zip Code | Month |
|---------------|-------|----------|------------|
| 93301 | 45 | 93555 | 1 |
| 93304 | 19 | 94964 | 1 |
| 93305 | 12 | 93103 | 1 |
| 93306 | 8 | 93268 | 2 |
| 93307 | 15 | 93561 | 1 |
| 93308 | 23 | 93280 | 1 |
| 93309 | 6 | 93285 | 1 |
| 93311 | 3 | 63132 | 1 |
| 93312 | 3 | 74764 | 1 |
| 93313 | 2 | 97211 | 1 |
| 93314 | 2 | 93203 | 1 |
| 90212 | 1 | | |
| 93205 | 1 | | |
| 93206 | 1 | | |
| 92234 | 1 | | |
| 93726 | 1 | | |
| 93240 | 1 | | |
| 93241 | 1 | | |
| 90004 | 1 | | |
| 93250 | 1 | | |
| 93501 | 1 | | |
| Not specified | 38 | | |
| Total | | | 198 |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|---|------------|
| Trans Male (FTM or Female to Male) | 1.00 |
| Gender Non-Conforming (i.e. not exclusively male or female) | |
| Client doesn't know | |
| Client refused | |
| No Answer | |
| Total: | 198 |

Safe Camping - Client Demographic Information

| Race Demographic | Month |
|------------------|-----------|
| 18 - 24 | 6 |
| 25 - 34 | 10 |
| 35 - 44 | 29 |
| 45 - 54 | 24 |
| 55 - 61 | 7 |
| 62+ | 7 |
| Total: | 83 |

| Race Demographic | Month |
|---|-----------|
| American Indian or Alaska Native | 2 |
| Asian | 1 |
| Black or African American | 11 |
| Native Hawaiian or Other Pacific Islander | |
| White | |
| Multiple races | |
| Client Don't know / Refused | |
| No Answer | |
| Total: | 14 |

| Gender | Month |
|---|-----------|
| Female | 38 |
| Male | 45 |
| Trans Female (MTF or Male to Female) | |
| Trans Male (FTM or Female to Male) | |
| Gender Non-Conforming (i.e. not exclusively male or female) | |
| Client doesn't know | |
| Client refused | |
| No Answer | |
| Total: | 83 |

| Zip Code | Month | Zip Code | Month |
|---------------|-------|----------|-----------|
| 93301 | 16 | | |
| 93302 | 1 | | |
| 93304 | 5 | | |
| 93305 | 7 | | |
| 93306 | 4 | | |
| 93307 | 6 | | |
| 93308 | 10 | | |
| 93309 | 6 | | |
| 93313 | 1 | | |
| 93215 | 1 | | |
| 90242 | 1 | | |
| 93238 | 1 | | |
| 93240 | 1 | | |
| 93241 | 1 | | |
| 93556 | 1 | | |
| 93263 | 1 | | |
| 93561 | 1 | | |
| 75014 | 1 | | |
| 79701 | 1 | | |
| | | | |
| | | | |
| Not specified | 17 | | |
| Total | | | 83 |

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | December-23 | Program/Work Unit | | M Street Navigation Center | | |
|---|-------------------------------------|-----------------------|-----------------|----------------------------|----------------|-----------------|
| Division/Director | Rebecca Moreno | | Program Manager | Laurie Hughey | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners. | | | | | | |
| Shelter Services | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m) | | 106 | 1,534 | 1,000 | 11% | 153% |
| Total Clients Served | | 184 | 2,508 | 2,400 | 8% | 105% |
| Pets (i.e., kennel, emotional support assistance and service pet) | | 15 | 90 | 100 | 15% | 90% |
| Residents Under 90 days length of stay | | 62 | 875 | 700 | 9% | 125% |
| Exits to Permanent Housing (FNPI 4b) | | 4 | 111 | 100 | 4% | 111% |
| Exits-Self | | 88 | 367 | 150 | 59% | 245% |
| Exits-Involuntary | | 14 | 778 | 700 | 2% | 111% |
| Case Management Services (SRV 7a) | | 629 | 8,619 | 8,000 | 8% | 108% |
| Critical Incidents | | 27 | 429 | 250 | 11% | 172% |
| Shelter Residents Meals (SRV 5ii) | | 8,042 | 79,321 | 60,000 | 13% | 132% |
| Number of Volunteers (duplicated) | | 107 | 1,404 | 100 | 107% | 1404% |
| Volunteers Hours (duplicated) | | 213 | 3,093 | 1,500 | 14% | 206% |
| Safe Camping | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Total clients served (SRV 7b) | | 78 | 838 | 500 | 16% | 168% |
| Current client census | | 52 | 559 | 300 | 17% | 186% |
| Meals (SRV 5ii) | | 3,215 | 31,369 | 15,000 | 21% | 209% |
| Pets | | 11 | 160 | 75 | 15% | 213% |
| Clients moved to Shelter (SRV 4m) | | 0 | 12 | 50 | 0% | 24% |
| Exits to Permanent Housing (FNPI 4b) | | 0 | 18 | 40 | 0% | 45% |
| Exits-Self | | 5 | 59 | 50 | 10% | 118% |
| Exits-Involuntary | | 1 | 111 | 75 | 1% | 148% |
| Critical Incidents | | 2 | 37 | 100 | 2% | 37% |
| Safe Parking | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Total clients served | | 13 | 94 | 50 | 26% | 188% |
| Current client census | | 13 | 97 | 50 | 26% | 194% |
| Clients moved to Shelter (SRV 4m) | | 0 | 0 | 25 | 0% | 0% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| | | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|---|--|
| 1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network) | 1 attending recycling lives missed his graduation by one day due to being arrested for driving under the influence. He is currently spending One year and up to 32 months in Lerdo. Next Project Hire Up will start in January 2024. |
| 2. Increase job retention/recruitment at M street by (1) developing jo descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions. | Job descriptions have been completed, 5 staff members have been promoted which has increased their pay. |
| 3. Amend M Street policy & procedure manual, intake packet post Covid. | In the process of reviewing the policies and procedures for M Street. |
| 4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients. | 111 total clients transitioned into permanent housing in 2023 |

M Street Navigation Center - Client Demographic Information

| Race Demographic | Month |
|------------------|------------|
| 18 - 24 | 18 |
| 25 - 34 | 39 |
| 35 - 44 | 56 |
| 45 - 54 | 30 |
| 55 - 61 | 28 |
| 62+ | 13 |
| Total: | 184 |

| Race Demographic | Month |
|----------------------------------|------------|
| American Indian or Alaska Native | 2 |
| Asian | 1 |
| Black or African American | 44 |
| Hispanic/Latina/e/o | 20 |
| White | 78 |
| Multiple races | 39 |
| Client Don't know / Refused | |
| No Answer | |
| Total: | 184 |

| Gender | Month |
|--------------------------------------|-------|
| Female | 75 |
| Male | 107 |
| Trans Female (MTF or Male to Female) | 1 |
| Trans Male (FTM or Female to Male) | 1 |

| Zip Code | Month | Zip Code | Month |
|---------------|-------|----------|------------|
| 93301 | 37 | 94964 | 1 |
| 93302 | 1 | 93268 | 2 |
| 93304 | 24 | 93561 | 3 |
| 93305 | 12 | 93280 | 2 |
| 93306 | 6 | 93585 | 1 |
| 93307 | 10 | 20783 | 1 |
| 93308 | 23 | 63132 | 1 |
| 93309 | 5 | | |
| 93311 | 1 | | |
| 93312 | 1 | | |
| 93313 | 2 | | |
| 93314 | 3 | | |
| 90212 | 1 | | |
| 93205 | 1 | | |
| 92234 | 1 | | |
| 93230 | 1 | | |
| 93240 | 1 | | |
| 93250 | 2 | | |
| 93501 | 1 | | |
| 96001 | 1 | | |
| 93555 | 1 | | |
| Not specified | 38 | | |
| Total | | | 184 |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|---|------------|
| Gender Non-Conforming (i.e. not exclusively male or female) | |
| Client doesn't know | |
| Client refused | |
| No Answer | |
| Total: | 184 |

Safe Camping - Client Demographic Information

| Race Demographic | Month |
|-------------------------|--------------|
| 18 - 24 | 2 |
| 25 - 34 | 9 |
| 35 - 44 | 28 |
| 45 - 54 | 23 |
| 55 - 61 | 7 |
| 62+ | 9 |
| Total: | 78 |

| Race Demographic | Month |
|----------------------------------|--------------|
| American Indian or Alaska Native | 1 |
| Asian | 1 |
| Black or African American | 10 |
| Hispanic/Latina/e/o | 5 |
| White | 36 |
| Multiple races | 25 |
| Client Don't know / Refused | |
| No Answer | |
| Total: | 78 |

| Gender | Month |
|---|--------------|
| Female | 35 |
| Male | 43 |
| Trans Female (MTF or Male to Female) | |
| Trans Male (FTM or Female to Male) | |
| Gender Non-Conforming (i.e. not exclusively male or female) | |
| Client doesn't know | |
| Client refused | |
| No Answer | |
| Total: | 78 |

| Zip Code | Month | Zip Code | Month |
|-----------------|--------------|-----------------|--------------|
| 93203 | 2 | | |
| 93301 | 13 | | |
| 93302 | 1 | | |
| 93304 | 7 | | |
| 93305 | 6 | | |
| 93306 | 5 | | |
| 93307 | 4 | | |
| 93308 | 9 | | |
| 93309 | 5 | | |
| 93313 | 1 | | |
| 93215 | 1 | | |
| 90242 | 1 | | |
| 93238 | 1 | | |
| 93556 | 1 | | |
| 93454 | 1 | | |
| 93263 | 1 | | |
| 93561 | 1 | | |
| 75014 | 1 | | |
| 79701 | 1 | | |
| | | | |
| | | | |
| Not specified | 16 | | |
| Total | | | 78 |

Program Highlights

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**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | |
|---|--|--------------------------|---|-----------------------|------------------------|
| Month | November-23 | Program/Work Unit | California Advancing and Innovating Medi-Cal (CalAIM) | | |
| Division/Director | Rebecca Moreno Director of Community Services | Program Manager | Joseph Aguilar | | |
| Reporting Period | January to December 2023 | | | | |
| Program Description | | | | | |
| <p>CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of “in lieu of services” (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.</p> | | | | | |
| Housing Transition Navigation Services | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Housing Navigator to client ratio 1:75 | 304 | 598 | 300 | 101% | 199% |
| Housing Deposits | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| One time use up to \$5000 per client | 11 | 42 | 25 | 44% | 168% |
| Housing Tenancy and Sustaining Services | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Housing Navigator to client ratio 1:75 | 7 | 68 | 150 | 5% | 45% |
| Explanation (Over/Under Goal Progress) | | | | | |
| | | | | | |
| Program Strategic Goals | | | Progress Towards Goal | | |
| Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23 | | | Completed | | |
| Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023 | | | Completed | | |
| Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023 | | | Completed | | |
| Program Highlights | | | | | |
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**Community Action Partnership of Kern
Monthly Report 2023**

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|--|--|-----------------------|-----------------|---|----------------|-----------------|
| Month | December-23 | Program/Work Unit | | California Advancing and Innovating Medi-Cal (CalAIM) | | |
| Division/Director | Rebecca Moreno Director of Community Services | | Program Manager | Joseph Aguilar | | |
| Reporting Period | January to December 2023 | | | | | |
| Program Description | | | | | | |
| CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of “in lieu of services” (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance. | | | | | | |
| Housing Transition Navigation Services | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Housing Navigator to client ratio 1:75 | | 300 | 604 | 300 | 100% | 201% |
| Housing Deposits | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| One time use up to \$5000 per client | | 6 | 48 | 25 | 24% | 192% |
| Housing Tenancy and Sustaining Services | | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Housing Navigator to client ratio 1:75 | | 9 | 77 | 150 | 6% | 51% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| | | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | | |
| Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23 | | Completed | | | | |
| Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023 | | Completed | | | | |
| Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023 | | Completed | | | | |
| 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 2023**

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|---|-------------------------------------|---|-----------------|-------------------------|-----------------|--|
| Month | November-23 | Program/Work Unit | | CalFresh Healthy Living | | |
| Division/Director | Susana Magana | | Program Manager | Alan Rodriguez | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population. | | | | | | |
| Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff). | Month | YTD | YTD Goal | Month Progress | Annual Progress | |
| Community Action Partnership of Kern (CAPK) Direct Education provided. | 4 | 961 | 2,000 | 0% | 48% | |
| Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided. | 1065 | 5,649 | 4,000 | 27% | 141% | |
| Kernville Unified School District (KUSD) Subcontractor Direct Education provided. | 511 | 1,732 | 4,000 | 13% | 43% | |
| Lamont Elementary School District (LESD) Subcontractor Direct Education provided. | 154 | 1,926 | 3,500 | 4% | 55% | |
| Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries. | 0 | 6 | 6 | 0% | 100% | |
| Cumulative 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. | 1378 | 23,147 | 30,000 | 5% | 77% | |
| Explanation (Over/Under Goal Progress) | | | | | | |
| In the past Direct Education classes were the focus of CFHL Programs. Recently, the California Department of Public Health communicated that they wanted the programs to focus more on PSE efforts in the community. Over the next few months, numbers will continue to fluctuate due to the shift in focus. CFHL will go dark in December with nutrition classes to continue to train newer Health Educators with curriculums and finalize plans for PSE strategies which will be implemented in 2024. | | | | | | |
| Program Strategic Goals | | Progress | | | | |
| Minimize staff turn-over and become fully staffed. | | Currently CFHL is running 1 Health Educator position. Interviewed potential candidates' will be running a second Health Educator position as the program received 1 additional resignation and will interview more candidates to fill the second Health Educator position with the intention to recruit 2 new team members by early January 2024. | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|---|
| Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information. | In November 2023, CFHL finished HEAL curriculum at B-GLAD. CFHL will go dark in December for nutrition classes as CFHL will continue to focus on staff training and PSE Strategies planning. CFHL does not anticipate any nutrition classes until January or February 2024. In November, CFHL has focused on a PSE timeline to implement and evaluate the Food Navigator Program at Cal City Farmer's Market. CFHL has also focused on PSE timelines for Food Insecurity Screenings at Premier Valley Medical Group (PVMG) to provide food resources, nutrition classes and other local resources needed through CAPK. CFHL will be scheduling a meeting with PVMG to go over MOU if needed before implementing Assessments. |
| Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT). | In November 2023, CFHL continued the Nutrition Pantry Program (NPP) at Vineland with the following focus areas: 1) Policy, 2) Environment, and 3) Nutrition Education with the goal for Vineland to implement changes in January 2024. CFHL provided Vineland with Pantry Policy templates, signage, and nutrition materials. Greenfield Family Resource Center was also provided with Policy templates to review and potentially use for their pantry. Taft College will be implementing educational materials for their Nutrition Education Focus area and are interested in nutrition classes and food demos. Finally, CFHL has continued to implement the NPP with Bakersfield College Pantry and took a tour to BC's Delano pantry as there is additional interest to implement NPP at BC Delano Pantry. |
| Create a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients. | The CFHL hosted the 3rd Kern County Food Pantry Collaborative (KCFPC) meeting on August 28, 2023, with a total of 24 participants. The next meeting will be held Virtually in January 8th 2024, in which Bakersfield College Program Manager-Basic Needs, Caitlin Davidson will be presenting. Meeting Topics are Current NPP Progress in Kern County, Recent Pantry Collaborations and Pantry Training Opportunities. |
| Program Highlights | |
| In November, CFHL secured a collaboration with Premier Valley Medical Group to conduct assessments for Food Insecurity screenings and provide onsite food resources, nutrition classes and other local resources such as CAPK resources. CFHL LIVE Domain presented PSE strategies to Administrators and Healthcare Providers. CFHL is now awaiting MOU response to begin a 3 year goal for Food Insecurity Assessments beginning in 2024. Our newer Health Educators continued their curriculum trainings to begin facilitating direct education classes early 2024. | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|-------------------------------------|-------------------|-------------------------|----------------|-----------------|
| Month | December-23 | Program/Work Unit | CalFresh Healthy Living | | |
| Division/Director | Susana Magana | Program Manager | Alan Rodriguez | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| Program Description | | | | | |
| The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population. | | | | | |
| Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff). | Month | YTD | YTD Goal | Month Progress | Annual Progress |
| Community Action Partnership of Kern (CAPK) Direct Education provided. | 0 | 961 | 2,000 | 0% | 48% |
| Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided. | 1195 | 6,844 | 4,000 | 30% | 171% |
| Kernville Unified School District (KUSD) Subcontractor Direct Education provided. | 557 | 2,289 | 4,000 | 14% | 57% |
| Lamont Elementary School District (LESD) Subcontractor Direct Education provided. | 132 | 2,058 | 3,500 | 4% | 59% |
| Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries. | 0 | 6 | 6 | 0% | 100% |
| Cumulative 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. | 737 | 23,884 | 30,000 | 2% | 80% |
| Explanation (Over/Under Goal Progress) | | | | | |
| In the past Direct Education classes were the focus of CFHL Programs. Recently, the California Department of Public Health communicated that they wanted the programs to focus more on PSE efforts in the community. Over the next few months, numbers will continue to fluctuate due to the shift in focus. CFHL went dark in December 2023 with nutrition classes to continue to train newer Health Educators with curriculums and began finalizing plans for PSE strategies which will be implemented in 2024. | | | | | |
| Program Strategic Goals | | Progress | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|--|---|
| Minimize staff turn-over and become fully staffed. | Currently, CFHL is running 3 Health Educator positions. Interviews were conducted with potential candidates and 1 offer was made and accepted. This staff is expected to be on board in mid-January 2024. Additional interviews are scheduled in Early January 2024 to fill the remaining 2 positions. Currently, CFHL is at 80% capacity but is expected to be at 100% at the end of January 2024. |
| Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information. | During December 2023 Nutrition Classes slowed down due to the short month, community partners being out, and the community focusing on personal events and plans. CFHL distributed information at the F St. Farmers Market, Flood Ministries Winter Wonderland event, and the CAPK Home Visiting Program Winter Social. |
| Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT). | In December 2023, CFHL continued with November's progress of the Nutrition Pantry Program (NPP) at Vineland with the following focus areas: 1) Policy, 2) Environment, and 3) Nutrition Education with the goal for Vineland to implement changes in January 2024. CFHL provided Vineland with Pantry Policy templates, signage, and nutrition materials. Greenfield Family Resource Center was also provided with Policy templates to review and potentially use for their pantry. Taft College will be implementing educational materials for its Nutrition Education Focus area and is interested in nutrition classes and food demos. Finally, CFHL has continued to implement the NPP with Bakersfield College Pantry and took a tour of BC's Delano pantry as there is additional interest in implementing NPP at BC Delano Pantry. The goal for most of these pantries was to implement changes in January 2024. |
| Creative a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients. | The next meeting will be held Virtually on January 8th, 2024, in which Bakersfield College Program Manager-Basic Needs, Caitlin Davidson will be presenting. Meeting Topics are Current NPP Progress in Kern County, Recent Pantry Collaborations, and Pantry Training Opportunities. |

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2023**

During December 2023 Nutrition Classes slowed down due to the short month, community partners being out, and the community focusing on personal events and plans. CFHL did conduct Direct education classes but used the month to attend outreach events, distribute information, and plan for PSE progression for 2024. However, CFHL was able to organize a tour of the First Presbyterian Church's Client Choice Pantry. Several CAPK Board members showed interest in this tour during the November 2023 meetings and Board members Ana and Maritza were able to tour, observe, and ask questions regarding NPP and Client Choice Pantries. The CAPK Food Bank was also able to join CFHL on the tour, which added information and a clear demonstration of the collaboration between CFHL and The Food Bank.

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | November-23 | Program/Work Unit | Food Bank | | | |
|--|-------------------------------------|-------------------|--------------|-------------|----------------|-----------------|
| Division/Director | Health & Nutrition, Susana Magana | Program Manager | Kelly Lowery | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County. | | | | | | |
| TEFAP | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 61,886 | 589,090 | 500,000 | 12% | 118% |
| Pounds Distributed | | 904,252 | 8,687,199 | 9,500,000 | 10% | 91% |
| Pantry Program | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 89,402 | 744,880 | 500,000 | 18% | 149% |
| Pounds Distributed | | 389,608 | 3,202,542 | 3,000,000 | 13% | 107% |
| Fresh Rescue | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 20,230 | 202,589 | 150,000 | 13% | 135% |
| Pounds Distributed | | 194,204 | 1,944,855 | 2,000,000 | 10% | 97% |
| CSFP | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 5,331 | 54,050 | 57,600 | 9% | 94% |
| Pounds Distributed | | 202,433 | 1,761,441 | 1,843,200 | 11% | 96% |
| Free Farmers Markets | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 13,060 | 115,127 | 150,000 | 9% | 77% |
| Pounds Distributed | | 101,239 | 942,614 | 1,000,000 | 10% | 94% |
| Brighter Bites | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 4,836 | 43,678 | 80,000 | 6% | 55% |
| Pounds Distributed | | 17,672 | 254,438 | 300,000 | 6% | 85% |
| Snack Attack | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 598 | 9,380 | 2,000 | 30% | 469% |
| Pounds Distributed | | 353 | 10,907 | 10,000 | 4% | 109% |
| Community Events & Other | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Individuals Served | | 1,905 | 19,020 | 20,000 | 10% | 95% |
| Pounds Distributed | | 228,563 | 2,282,437 | 1,000,000 | 23% | 228% |
| Totals | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Total Individuals Served | | 197,247 | 1,783,088 | 1,459,600 | 14% | 122% |
| Total Pounds Distributed (SRV 5jj) | | 2,038,324 | 18,231,766 | 22,000,000 | 9% | 83% |
| Volunteers (SRV 6f) | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated) | | 50 | 432 | 250 | 20% | 173% |
| Other Volunteers (i.e., general public, duplicated) | | 153 | 1,662 | 1,500 | 10% | 111% |

**Community Action Partnership of Kern
Monthly Report 2023**

| Explanation (Over/Under Goal Progress) | |
|---|--|
| First month over 2 million pounds distributed. Every program saw a measurable increase in both pounds distributed and individuals served. | |
| 2023 Program Strategic Goals | Progress Towards 2023 Strategic Goals |
| Cultivate strong relationships with organizations working on food insecurity including the food policy council. | CAPK has taken a leadership role along with United Way of Kern and Blue Zones Project in the formation of the food policy council. |
| Re-configure the pantry program from on-site shopping to online ordering. | Goal Reached in May 2023 |
| Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access. | We added 2 pantries this month. Our total pantry partner count is 156. We started the year with 119 pantry partner agencies. |
| Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed. | Unable to begin due to expansion project delays. Re-assigned to 2024 goals. |
| Develop a direct to client home delivery program for emergency food assistance. | Unable to begin due to expansion project delays. Re-assigned to 2024 goals. |
| Program Highlights | |
| KGET Food Drive scheduled for November 11th. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | November-23 | Program/Work Unit | | Migrant Childcare Alternative Payment (MCAP) | | |
|--|---------------------------------------|--|-----------------------|--|----------------|-----------------|
| Division/Director | Susana Magana | | Program Administrator | Laura Porta | | |
| Reporting Period | January 01, 2023 to December 31, 2023 | | | | | |
| 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 | | 0 | 1,809 | 500 | 0% | 362% |
| Childcare Providers (SRV 7f) | | 9 | 200 | 120 | 8% | 167% |
| MCAP Subsidies (SRV 7e) | | Month of Dec processed in Jan | YTD | Goal | Month Progress | Annual Progress |
| Provider Payments-Subsidies Expended | | \$2,216,421 | \$ 24,393,999 | \$14,000,000 | 16% | 174% |
| MCAP FY 2022 / 2023 Progress | | Current Month | FYTD | Goal | Month Progress | Annual Progress |
| Child Enrollments | | 0 | 344 | 2,300 | - | 14.96% |
| Provider Payments-Subsidies Expended | | \$2,216,421 | \$ 10,565,419 | \$21,500,000 | 10% | 49% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| For November 2023, The Migrant Childcare Program is at 100% enrollment level. The MCAP management team has shifted focus to concentrate on the review of the program policies, procedures, and practices to ensure compliance with all regulatory mandates. This will be an ongoing process and is expected to continue to the remainder of the current fiscal year. This review will ensure that the program continues to focus on service and policy quality and effectiveness to reach all program goals. Further, management will be focusing on facilitating professional growth opportunities and technical assistance for the continued development of our program staff. | | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | | |
| 1. Fill Staff Vacancies. | | In November 2023, MCAP management worked with our Human Resources Dept on getting 6 new positions approved. These positions will allow us to increase the quality and compliance of our program. | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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| 2. Staff Retention and Training | In the month of November 2023, we welcomed Mayra Zambrano Torrez to our team and she will be working in our Madera County office. She will complete our staffing at this location and help us serve our families more effectively in this area. |
| 3. Contingency Staffing Plan & Solidify Program Growth. | MCAP is currently working with our Facilities Dept to secure suitable office space to house our team in Kern County. We are also working to secure a second office location in Tulare County. |
| Program Highlights | |
| Based on the current reimbursement totals, MCAP is expected to earn 100% of our increased contract amount. We are currently focused on increasing our waiting list and in working with CDSS to secure additional funding opportunities. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | December-23 | Program/Work Unit | | Migrant Childcare Alternative Payment (MCAP) | | |
|--|---------------------------------------|--|-----------------------|--|----------------|-----------------|
| Division/Director | Susana Magana | | Program Administrator | Laura Porta | | |
| Reporting Period | January 01, 2023 to December 31, 2023 | | | | | |
| 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 | | 0 | 1,809 | 500 | - | 362% |
| Childcare Providers (SRV 7f) | | 8 | 208 | 120 | 7% | 173% |
| MCAP Subsidies (SRV 7e) | | Month of Dec processed in Jan | YTD | Goal | Month Progress | Annual Progress |
| Provider Payments-Subsidies Expended | | \$2,176,481 | \$ 26,570,480 | \$14,000,000 | 16% | 190% |
| MCAP FY 2022 / 2023 Progress | | Current Month | FYTD | Goal | Month Progress | Annual Progress |
| Child Enrollments | | 0 | 344 | 2,300 | - | 14.96% |
| Provider Payments-Subsidies Expended | | \$2,176,481 | \$ 12,741,900 | \$21,500,000 | 10% | 59% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| For December 2023, The Migrant Childcare Program continues to be at 100% enrollment level. MCAP is expected to fully earn the increase contact amount of over \$29 million dollars. Management has shifted focus to concentrate on the review of the program policies, procedures, and practices to ensure compliance with all regulatory mandates. This will be an ongoing process and is expected to continue to the remainder of the current fiscal year. This review will ensure that the program continues to focus on service and policy quality and effectiveness to reach all program goals. | | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | | |
| 1. Fill Staff Vacancies. | | At the end of November 2023, our BOD approved 6 positions to assist our program in better managing the current workload and help us reach our service quality and compliance goals. We are currently recruiting for these positions. | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|---|
| 2. Staff Retention and Training | Welcomed Ana Henriquez to our team and she will be working with our Fresno County Families. She is currently undergoing the onboarding training process. |
| 3. Contingency Staffing Plan & Solidify Program Growth. | MCAP is currently working with our Facilities Dept to secure suitable office space to house our team in Kern County. We are also working to secure a second office location in Tulare County. |
| Program Highlights | |
| Based on the current reimbursement totals, MCAP is expected to earn 100% of our increased contract amount. We are currently focused on increasing our waiting list and in working with CDSS to secure additional funding opportunities. At the end of December 2023, our team conducted a food and toy distribution event that greatly benefited our participant families and children living in the Kern County area. Families received a food basket and toys for their children to celebrate the Holidays. This not only served to benefit our families, but also enhance our team's experience and gratitude for being able to serve our community. | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|-------------------------------------|-------------------|---|---------------|----------------|-----------------|
| Month | November-23 | Program/Work Unit | Women Infants & Children (WIC) Nutrition | | | |
| Division/Director | Susana Magana | | Program Manager | Lorna Speight | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| 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) | | 14,003 | | 14,610 | 96% | |
| Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year) | | 11 | 240 | 268 | 4% | 90% |
| Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula) | | 1,104 | | 900 | 123% | |
| Outreach | | Month | YTD | Goal | Month | Annual |
| Online Enrollment | | 125 | 1,806 | 1,500 | 8% | 120% |
| WIC Presentations and Outreach Events | | 9 | 96 | 72 | 13% | 133% |
| Publication in newspaper, television, and/or social media postings (English and Spanish) | | 41 | 278 | 260 | 16% | 107% |
| 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. | | 19 | 123 | 120 | 16% | 103% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| | | | | | | |
| Program Strategic Goals | | | Progress | | | |
| Develop strategies to increase WIC retention and re-engagement with current participants | | | Ongoing Efforts. | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|-------------------------------------|-------------------|---|----------------|-----------------|
| Month | December-23 | Program/Work Unit | Women Infants & Children (WIC) Nutrition | | |
| Division/Director | Susana Magana | Program Manager | Lorna Speight | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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) | 13,682 | | 14,610 | 94% | |
| Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year) | 6 | 246 | 268 | 2% | 92% |
| Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula) | 959 | | 900 | 107% | |
| Outreach | Month | YTD | Goal | Month | Annual |
| Online Enrollment | 106 | 1,912 | 1,500 | 7% | 127% |
| WIC Presentations and Outreach Events | 9 | 105 | 72 | 13% | 146% |
| Publication in newspaper, television, and/or social media postings (English and Spanish) | 48 | 326 | 260 | 18% | 125% |
| 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. | 10 | 133 | 120 | 8% | 111% |
| Explanation (Over/Under Goal Progress) | | | | | |
| | | | | | |
| Program Strategic Goals | | Progress | | | |
| Develop strategies to increase wic retention and re-engagement with current participants | | | | | |



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 2023**

| Month | November-23 | Program/Work Unit | East Kern Family Resource Center (EKFRC) | | | |
|---|-------------------------------------|-------------------|--|-------------|----------------|-----------------|
| Division/Director | Youth & Community Services | Program Manager | Anna Saavedra | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| 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 |
| DR Referrals - Received from DHS | | 0 | 201 | 125 | 0% | 161% |
| Case Management-Families (SRV 7a) | | 0 | 41 | 50 | 0% | 82% |
| Case Management-Children (SRV 7a) | | 0 | 115 | 125 | 0% | 92% |
| Differential Response Total | | 0 | 357 | 300 | 0% | 119% |
| First 5 | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Parents Receiving Case Management Services (SRV 7a) | | 4 | 42 | 30 | 13% | 140% |
| Children Receiving Case Management Services (SRV 7a) | | 4 | 65 | 30 | 13% | 217% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | | 0 | 11 | 10 | 0% | 110% |
| Children Educational Center Base Activities (FNPI 2b) | | 0 | 13 | 30 | 0% | 43% |
| Children Educational Home Base Activities (FNPI 2b) | | 2 | 49 | 30 | 7% | 163% |
| Children Summer Bridge Activities (FNPI 2b) | | 0 | 12 | 15 | 0% | 80% |
| Family Support Services for non-clients with children 5 and under | | 33 | 521 | | | |
| Collaborative Meetings Participated | | 1 | 11 | 12 | 8% | 92% |
| First 5 Total | | 44 | 724 | 157 | 28% | 461% |

**Community Action Partnership of Kern
Monthly Report 2023**

| Walk-In Community Services (Duplicated Clients & Case Managed Clients) | Month | YTD | |
|---|--|------|--|
| Food Assistance | 260 | 1617 | |
| House Hold Items | 20 | 119 | |
| Hygiene Kits | 25 | 200 | |
| Referrals | 36 | 445 | |
| Emergency Clothing | 90 | 633 | |
| Administrative Services & Copies | 358 | 2982 | |
| Transportation Services | 0 | 26 | |
| Education Supplies | 6 | 86 | |
| Covid - 19 Supplies | 11 | 125 | |
| Baby Supplies | 16 | 185 | |
| Explanation (Over/Under Goal Progress) | | | |
| EKFRC has reached their goals July 2023-November 2023 | | | |
| | | | |
| Program Strategic Goals | Progress Towards Goal | | |
| 1. Find additional funding. | EKFRC will continue to reach out to East Kern businesses sharing the resources that are provided through our center , bringing them on board for additional funding. | | |
| 2. Participate in community events. | EKFRC collaborated with the CAPK food bank and Salvation Army, together we assisted 75 families with turkeys and chickens plus a holiday food box . | | |
| 3. Expand our reach across the East Kern Communities. | We would like to expand our services by providing showers, washers and dryers to the East Kern Community. | | |
| Program Highlights | | | |
| EKFRC received its first shipment of diapers from CalCAPA Diaper Supply Bank at the end of November and launch the program implemented training and distribution immediately. | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | December-23 | Program/Work Unit | East Kern Family Resource Center (EKFRC) | | | |
|---|-------------------------------------|-------------------|--|-------------|----------------|-----------------|
| Division/Director | Youth & Community Services | Program Manager | Anna Saavedra | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| 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 |
| DR Referrals - Received from DHS | | 0 | 201 | 125 | 0% | 161% |
| Case Management-Families (SRV 7a) | | 0 | 41 | 50 | 0% | 82% |
| Case Management-Children (SRV 7a) | | 0 | 115 | 125 | 0% | 92% |
| Differential Response Total | | 0 | 357 | 300 | 0% | 119% |
| First 5 | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Parents Receiving Case Management Services (SRV 7a) | | 0 | 42 | 30 | 0% | 140% |
| Children Receiving Case Management Services (SRV 7a) | | 0 | 65 | 30 | 0% | 217% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | | 0 | 11 | 10 | 0% | 110% |
| Children Educational Center Base Activities (FNPI 2b) | | 0 | 13 | 30 | 0% | 43% |
| Children Educational Home Base Activities (FNPI 2b) | | 0 | 49 | 30 | 0% | 163% |
| Children Summer Bridge Activities (FNPI 2b) | | 0 | 12 | 15 | 0% | 80% |
| Family Support Services for non-clients with children 5 and under | | 30 | 551 | | | |
| Collaborative Meetings Participated | | 0 | 11 | 12 | 0% | 92% |
| First 5 Total | | 30 | 754 | 157 | 19% | 480% |
| Walk-In Community Services (Duplicated Clients & Case | | Month | YTD | | | |
| Food Assistance | | 94 | 1711 | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | |
|----------------------------------|-----|------|
| House Hold Items | 33 | 152 |
| Hygiene Kits | 8 | 208 |
| Referrals | 45 | 490 |
| Emergency Clothing | 63 | 696 |
| Administrative Services & Copies | 246 | 3228 |
| Transportation Services | 0 | 26 |
| Education Supplies | 3 | 89 |
| Covid - 19 Supplies | 12 | 137 |
| Baby Supplies | 31 | 216 |

Explanation (Over/Under Goal Progress)

EKFRC did not enroll any new First 5 families in the month of December . A new Parenting Class will begin January 24, 2024, this will be counted in Quarter 3.

| Program Strategic Goals | Progress Towards Goal |
|---|---|
| 1. Find additional funding. | EKFRC will continue to reach out to East Kern businesses making them aware of services provided by EKFRC to the community. |
| 2. Participate in community events. | EKFRC participated in the AES Food Drive Thru that took place at the Mojave Spaceport on December 14, 2023. AES provided enough food for 200 families in the community. |
| 3. Expand our reach across the East Kern Communities. | We will continue to collaborate with businesses in the East Kern Community. |

Program Highlights

In the month of December EKFRC recieved a \$10,000 donation from Mortenson Construction :) Their local work site also delivered toys to the Center on December 21, 2023 . We had case-managed families join us and each child chose a toy of their choice.

Community Action Partnership of Kern
Monthly Report 2023

| Month | November-23 | Program/Work Unit | Oasis Family Resource Center | | |
|---|-------------------------------------|---|------------------------------|----------------|-------------------------|
| Division/Director | Fred Hernandez | Program Manager | Eric Le Barbe | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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 Kern (Unduplicated Services) | Month | YTD | Annual Goal (12 Mo) | Month Progress | Annual Progress (12 Mo) |
| Parents Receiving Case Management Services (SRV 7a) | 2 | 39 | 30 | 7% | 130% |
| Children Receiving Case Management Services (SRV 7a) | 2 | 39 | 30 | 7% | 130% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | 0 | 12 | 10 | 0% | 120% |
| Children Educational Home Base Activities (FNPI 2b) | 1 | 33 | 15 | 7% | 220% |
| Children Summer Bridge Activities (FNPI 2b) | 0 | 19 | 10 | 0% | 190% |
| Family Support Services for non-clients with children 5 and under | 23 | 253 | | | |
| First 5 Total | 28 | 395 | 95 | 29% | 416% |
| Walk-In Community Services (Duplicated & Non First 5 Kern Clients) | Month | YTD | | | |
| Food/Household Items (SRV 7c) | 79 | 1038 | | | |
| Household Items (SRV 7c) | 82 | 1176 | | | |
| Baby Supplies | 101 | 908 | | | |
| Referrals/Administrative Services (SRV 7c) | 51 | 654 | | | |
| Court Mandated Correspondence | 0 | 57 | | | |
| Emergency Clothing (SRV 7n) | 17 | 190 | | | |
| Copies | 6 | 191 | | | |
| Educational Supplies | 25 | 332 | | | |
| Transportation Assistance (SRV 7d) | 10 | 216 | | | |
| COVID-19 Supplies (SRV 5oo) | 0 | 65 | | | |
| Total Community Services | 371 | 4827 | | | |
| Explanation (Over/Under Goal Progress) | | | | | |
| The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2022-2023. | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | |
| 1. Offer Court Mandated Nurturing Parenting Class every other quarter. | | Next class to be offered has been scheduled to start January 16th. Class was offered every other quarter (Q1 & Q3). | | | |

Community Action Partnership of Kern
Monthly Report 2023

| | |
|--|--|
| 2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals). | The Oasis was awarded a \$10,000 from First 5 Kern/DHS to provide additional emergency service to families with children. The Oasis FRC was awarded a grant from CalCAPA Diaper Supply Bank to provide diapers to 150 children and a monthly basis and cover the costs of a part-time office assistant through April 2025. |
| 3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary). | The Oasis Family Resource team met with the Ridgecrest America Job Center Staff to partner on providing referrals between both organization on 11/7/23. The Oasis FRC supervisor was the guest speaker at Cerro Coso Community College to students enrolled in the CARE program for single parents on 11/16/23. |
| Program Highlights | |
| The Oasis Family Resource Center provided community services responding to a total of 206 inquiries in the month of November 2023. The Oasis FRC received its first shipment of diapers from CalCAPA Diaper Supply Bank at the end of November and launch the program implemented training and distribution immediately. | |

Community Action Partnership of Kern
Monthly Report 2023

| | | | | | |
|---|-------------------------------------|---|------------------------------|----------------|-------------------------|
| Month | December-23 | Program/Work Unit | Oasis Family Resource Center | | |
| Division/Director | Fred Hernandez | Program Manager | Eric Le Barbe | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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 Kern (Unduplicated Services) | Month | YTD | Annual Goal (12 Mo) | Month Progress | Annual Progress (12 Mo) |
| Parents Receiving Case Management Services (SRV 7a) | 0 | 39 | 30 | 0% | 130% |
| Children Receiving Case Management Services (SRV 7a) | 0 | 39 | 30 | 0% | 130% |
| Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm) | 0 | 12 | 10 | 0% | 120% |
| Children Educational Home Base Activities (FNPI 2b) | 1 | 34 | 15 | 100% | 227% |
| Children Summer Bridge Activities (FNPI 2b) | 0 | 19 | 10 | 0% | 190% |
| Family Support Services for non-clients with children 5 and under | 13 | 266 | | | |
| First 5 Total | 14 | 409 | 95 | 15% | 431% |
| Walk-In Community Services (Duplicated & Non First 5 Kern Clients) | Month | YTD | | | |
| Food/Household Items (SRV 7c) | 81 | 1119 | | | |
| Household Items (SRV 7c) | 107 | 1283 | | | |
| Baby Supplies | 99 | 1007 | | | |
| Referrals/Administrative Services (SRV 7c) | 87 | 741 | | | |
| Court Mandated Correspondence | 3 | 60 | | | |
| Emergency Clothing (SRV 7n) | 14 | 204 | | | |
| Copies | 8 | 199 | | | |
| Educational Supplies | 35 | 367 | | | |
| Transportation Assistance (SRV 7d) | 15 | 231 | | | |
| COVID-19 Supplies (SRV 5oo) | 0 | 65 | | | |
| Total Community Services | 449 | 5276 | | | |
| Explanation (Over/Under Goal Progress) | | | | | |
| The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2023-2024. | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | |
| 1. Offer Court Mandated Nurturing Parenting Class every other quarter. | | Next class to be offered has been scheduled to start January 16th. Class was offered every other quarter (Q1 & Q3). | | | |

Community Action Partnership of Kern
Monthly Report 2023

| | |
|--|---|
| 2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals). | No new source of funding applications were submitted in December. |
| 3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary). | The Oasis Family Resource Center Received hand made baby quilts and stockings from the Desert Hi Quilt Guild as well as Crossroad Community Church. The Oasis FRC distributed Christmas gifts to 165 children including all children enrolled in all the First 5 Kern programs and their older siblings, the Head Start Home Visiting Program, and the Head Start pre-school. All gifts were donated and wrapped by local community members. The Oasis FRC also hosted a kick off event to launch its CalCAPA Diaper Supply Bank program with the support of the Outreach and Communication team. |
| Program Highlights | |
| The Oasis Family Resource Center provided community services responding to a total of 218 inquiries in the month of December 2023. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | November-23 | Program/Work Unit | | Energy & Utility Assistance | | |
|--|-------------------------------------|-------------------|-----------------------|-----------------------------|-----------------|-----------------|
| Division/Director | Fred Hernandez | | Program Administrator | Wilfredo Cruz Jr. | | |
| | January 1, 2023 - December 31, 2023 | | | | | |
| 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) 2022 Ends December 2023 | | Month | YTD | Goal | Annual Progress | |
| Households Served - Utilities Assistance | | | 42 | | 100% | |
| Utility Payments | | | \$ 63,947 | | 100% | |
| Households Served - Weatherization | | | 64 | 64 | 100% | |
| American Rescue Plan Act (ARPA) 2021 Ends September 2023 | | Month | YTD | Goal | Annual Progress | |
| Households Served - Utilities Assistance | | | 2,958 | 2,000 | 148% | |
| Utility Payments | | | \$ 3,204,519 | \$ 2,565,058 | 125% | |
| Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023 | | Month | YTD | Goal | Month Progress | Annual Progress |
| Households Served - Utilities Assistance | | 283 | 1,872 | 2,000 | 14% | 94% |
| Utility Payments | | \$ 193,045.43 | \$ 1,319,450 | \$1,972,332 | 10% | 67% |
| Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024 | | Month | YTD | Goal | Month Progress | Annual Progress |
| Households Served - Utilities Assistance | | 44 | 3,979 | 1,900 | 2% | 209% |
| Utility Payments | | \$ 63,439 | \$ 5,720,439 | \$ 2,587,322 | 2% | 221% |
| Households Served - Weatherization | | 15 | 116 | 106 | 14% | 109% |
| Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024 | | Month | YTD | Goal | Annual Progress | |
| Households Served - Utilities Assistance | | | 141 | 145 | 97% | |
| Utility Payments | | \$ - | \$ 218,290 | \$217,540 | 100% | |
| Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025 | | Month | YTD | Goal | Month Progress | Annual Progress |
| Households Served - Utilities Assistance | | 514 | 2,709 | 1,000 | 51% | 271% |
| Utility Payments | | \$ 560,081 | \$ 3,212,772 | \$ 799,736 | 70% | 402% |
| Households Served - Weatherization | | 0 | 0 | 0 | N/A | N/A |
| Totals | | Month | YTD | Goal | Month Progress | Annual Progress |
| Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b) | | 841 | 11,723 | 5,900 | 14% | 199% |
| Total Utility Payments | | \$ 816,565 | \$ 13,779,881 | \$ 7,124,712 | 11% | 193% |
| Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t) | | 15 | 185 | 170 | 9% | 109% |
| Explanation (Over/Under Goal Progress) | | | | | | |
| 1) 2021 ARPA - contract funding has been exhausted and closed 2) 2022 LIHEAP and 2023 SLIHEAP have been fully expended, in process of closing out 3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023. We have moved an additional 50% of this contract over to UA per community needs. | | | | | | |
| Program Strategic Goals | | | Progress Towards Goal | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|--|---|
| 1) Fully implementing online client self-application for Utility Assistance | Currently in process of testing self-application system. Identifying issues and ongoing discussions with Hancock. |
| 2) Become fully staffed and trained in Weatherization and Utility Assistance | Fully staffed in both UA and WX. |
| 3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates | Both contracts have been fully extended - ahead of expected closure dates. |

Program Highlights

The Energy Program is on track to receive a categorie A from CSD due to our ability to meet the program milestones.

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | December-23 | Program/Work Unit | | Energy & Utility Assistance | |
|--|-------------------------------------|-------------------|-----------------------|-----------------------------|-----------------------------------|
| Division/Director | Fred Hernandez | | Program Administrator | Wilfredo Cruz Jr. | |
| | January 1, 2023 - December 31, 2023 | | | | |
| 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) 2022 Ends December 2023 | | Month | YTD | Goal | Annual Progress |
| Households Served - Utilities Assistance | | | 42 | | 100% |
| Utility Payments | | | \$ 63,947.00 | | 100% |
| Households Served - Weatherization | | | 64 | 64 | 100% |
| American Rescue Plan Act (ARPA) 2021 Ends September 2023 | | Month | YTD | Goal | Annual Progress |
| Households Served - Utilities Assistance | | | 2,958 | 2,000 | 148% |
| Utility Payments | | | \$ 3,204,518.70 | \$ 2,565,058 | 125% |
| Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023 | | Month | YTD | Goal | Month Progress Annual Progress |
| Households Served - Utilities Assistance | | 1,013 | 2,885 | 2,000 | 51% 144% |
| Utility Payments | | \$ 408,618.49 | \$ 1,728,068.00 | \$1,972,332 | 21% 88% |
| Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024 | | Month | YTD | Goal | Annual Progress |
| Households Served - Utilities Assistance | | | 3,979 | 1,900 | 209% |
| Utility Payments | | | \$ 5,720,438.75 | \$ 2,587,322 | 221% |
| Households Served - Weatherization | | 14 | 130 | 106 | 123% |
| Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024 | | Month | YTD | Goal | Month Progress Annual Progress |
| Households Served - Utilities Assistance | | 50 | 191 | 145 | 414% 132% |
| Utility Payments | | \$ 68,495.93 | \$ 286,786.02 | \$217,540 | 378% 132% |
| Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025 | | Month | YTD | Goal | Month Progress Annual Progress |
| Households Served - Utilities Assistance | | 200 | 2,909 | 1,000 | 20% 291% |
| Utility Payments | | \$ 255,823 | \$ 3,468,594.88 | \$ 799,736 | 32% 434% |
| Households Served - Weatherization | | 0 | 0 | 0 | N/A N/A |
| Totals | | Month | YTD | Goal | Month Progress Annual Progress |
| Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b) | | 1,263 | 12,986 | 5,900 | 21% 220% |
| Total Utility Payments | | \$ 732,937 | \$ 14,512,817.89 | \$ 7,124,712 | 10% 204% |
| Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t) | | 14 | 199 | 170 | 8% 117% |
| Explanation (Over/Under Goal Progress) | | | | | |
| 1) 2021 ARPA - contract funding has been exhausted and closed 2) 2022 LIHEAP, 2023 LIHEAP, & 2023 SLIHEAP have been fully expended, in process of closing out 3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023. We have moved an additional 50% of this contract over to UA per community needs. | | | | | |
| Program Strategic Goals | | | Progress Towards Goal | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|--|---|
| 1) Fully implementing online client self-application for Utility Assistance | Currently testing in Eastern Kern. Once testing completed will roll out to all Kern County. |
| 2) Become fully staffed and trained in Weatherization and Utility Assistance | Fully staffed in both UA and WX. |
| 3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates | Both contracts have been fully extended - ahead of expected closure dates. |
| Program Highlights | |
| 1) Full year review - Utility Assistance - team helped the most amount of clients and paid out the most benefits in the history of the CAPK Energy Program 2) Full year review - Weatherization - we assisted 25% more families than last year. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | | | |
|---|-------------------------------------|-------------------|--|--|----------------|-----------------|--|
| Month | November-23 | Program/Work Unit | | Friendship House Community Center (FHCC) | | | |
| Division/Director | Fred Hernandez | | Program Manager | Lois Hannible | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | | |
| Program Description | | | | | | | |
| Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, 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, 2023 | 85 | 7 | 85 | 100 | 84% | 85% | |
| Summer Program (Max Capacity due to COVID) (SRV 2m) | N/A | N/A | 69 | 35 | - | 71% | |
| After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p) | 40 | 7 | 40 | 50 | 168% | 80% | |
| Medi-Cal Outreach | | Month (Added) | YTD | YTD Goal | Month Progress | Annual Progress | |
| Social media emails and impressions | | 226248 | 13,582,997 | 7,000,000 | 39% | 194% | |
| Canvasing phone calls and flyers | | 946 | 11,081 | 10,000 | 114% | 111% | |
| Explanation (Over/Under Goal Progress) | | | | | | | |
| Program enrollment for the Friendship House afterschool and mentor programs has increased due to increased outreach efforts by program staff. The Medi-Cal program continues to use GET and billboards to actively promote the program, which accounts for the large number of impressions. | | | | | | | |
| Program Strategic Goals | | | Progress | | | | |
| Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House . | | | The FHCC Advisory Board was dark in November. Plans for the 2024 Mixer & More Fundraiser will start in January. | | | | |
| Recruit and secure staffing for the Friendship House. | | | The FHCC is recruiting for three positions, one of which is a new position for CAPK, the CalVIP Outreach Worker. | | | | |
| Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House. | | | CAPK submitted a letter of intent to the Women's & Girl's Fund to provide a STEM program for girls. | | | | |
| Program Highlights | | | | | | | |
| The CAPK Foundation is working with Orlies and The Wonderful Company staff to provide shoes and bikes for the Friendship House program youth for the holidays. | | | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | | | |
|--|-------------------------------------|-------------------|--|--|----------------|-----------------|--|
| Month | December-23 | Program/Work Unit | | Friendship House Community Center (FHCC) | | | |
| Division/Director | Fred Hernandez | | Program Manager | Lois Hannible | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | | |
| Program Description | | | | | | | |
| Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, 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, 2023 | 87 | 2 | 87 | 100 | 24% | 87% | |
| Summer Program (Max Capacity due to COVID) (SRV 2m) | N/A | N/A | 69 | 35 | - | 71% | |
| After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p) | 42 | 2 | 42 | 50 | 48% | 84% | |
| Medi-Cal Outreach | | Month (Added) | YTD | YTD Goal | Month Progress | Annual Progress | |
| Social media emails and impressions | | 965 | 13,583,962 | 7,000,000 | 0% | 194% | |
| Canvasing phone calls and flyers | | 337 | 11,418 | 10,000 | 40% | 114% | |
| Explanation (Over/Under Goal Progress) | | | | | | | |
| Program enrollment for the mentor and afterschool programs has increased due to increased program outreach. The Medi-Cal program continues to use billboards and GET to promote the Medi-Cal program, resulting in the large number of outreach impressions for the program. | | | | | | | |
| Program Strategic Goals | | | Progress | | | | |
| Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House . | | | The FHCC Advisory Board was dark in December. Plans for the 2024 Mixer & More event will start in January. | | | | |
| Recruit and secure staffing for the Friendship House. | | | The FHCC selected candidates for the three open positions. | | | | |
| Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House. | | | The FHCC was invited by the Women's & Girl's Fund to submit a full proposal to provide STEM for girls at the Friendship House. | | | | |
| Program Highlights | | | | | | | |
| On Dec. 2nd the Friendship House hosted a Christmas party for program youth and their families. Orlies donated shoes to the youth and staff from The Wonderful Company donated new bikes. Also, on Dec. 9th the Westchester Kiwanis provided a Christmas shopping spree for seven program youth in need. These youth were allowed to spend \$150 each on items that they picked out themselves. A huge thank you to everyone who donated, volunteered, and made these events possible for our program youth! | | | | | | | |

Community Action Partnership of Kern

Monthly Report 2023

| | | | | | | | |
|---|-------------------------------------|-------------------------------|---|--------------------|----------------------------|----------------|-----------------|
| Month | November-23 | Program/Work Unit | | | Shafter Youth Center (SYC) | | |
| Division/Director | Fred Hernandez | | | Program Manager | Angelica Nelson | | |
| Reporting Period | January 1, 2022 - December 31, 2023 | | | | | | |
| 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) June/July | | 0 | 0 | 43 | 40 | 0% | 108% |
| After School Program Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day) | | 21 | 2 | 38 | 35 | 69% | 109% |
| Community Programs | | | Month | | | | |
| Energy Program (Utility Assistance), Fitness Boot Camp, Zumba and Adult Basketball | | | 7 groups | | | | |
| Outreach Activities | | | Month | YTD | Goal | Month Progress | Annual Progress |
| Outreach Events (presentations/informational updates) | | | 0 | 10 | 6 | 0% | 167% |
| Community Events (i.e., diaper, food, PPE distributions) | | | 1 | 4 | 6 | 200% | 67% |
| Explanation (Over/Under Goal Progress) | | | | | | | |
| Adult basketball has resumed to 4x per week due to decline in attendance; Energy Program hosts appointments on site, 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have been drawing crowds of 30-45 people. Adult basketball interest has decreased as players have started league play elsewhere. Some nights hosts 2-10 players. Girl Scouts are meeting 2x per month. This month, SYC hosted meetings for a service club and a committee organizing a high school reunion. | | | | | | | |
| Program Strategic Goals | | | Progress | | | | |
| 1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment. | | | Program registration has slowed down temporarily. The trend will be down until after first of the new year. | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|---|---|
| 2. Increase attainment of program funding to provide larger variety of program offerings. | Funding opportunities continue to be researched and applied for. CAPK Foundation has been very helpful with this, in addition to our grants team. |
| 3. Increase community engagement, including volunteers, social media, program participation. | Community Engagement is steady. High school students are inquiring about volunteer services for extra curricular. |
| Program Highlights | |
| Shafter Youth Center was asked to assist with Shafter's Thankful Thursday, coordinated by Shafter Recreation and Parks District. SYC assisted in handing out food items for families in need during the holidays. All food items were components to make up a Thanksgiving meal, including ham, turkey, through the course of dessert. Community collaboration! | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | | | |
|---|-------------------------------------|-------------------------------|---|--------------------|----------------------------|----------------|-----------------|
| Month | December-23 | Program/Work Unit | | | Shafter Youth Center (SYC) | | |
| Division/Director | Fred Hernandez | | | Program Manager | Angelica Nelson | | |
| Reporting Period | January 1, 2022 - December 31, 2023 | | | | | | |
| 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) June/July | | 0 | 0 | 43 | 40 | 0% | 108% |
| After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day) | | 21 | 1 | 39 | 35 | 34% | 111% |
| Community Programs | | | Month | | | | |
| Energy Program (Utility Assistance), Fitness Boot Camp, Zumba and Adult Basketball | | | 7 groups | | | | |
| Outreach Activities | | | Month | YTD | Goal | Month Progress | Annual Progress |
| Outreach Events (presentations/informational updates) | | | 0 | 10 | 6 | 0% | 167% |
| Community Events (i.e., diaper, food, PPE distributions) | | | 0 | 4 | 6 | 0% | 67% |
| Explanation (Over/Under Goal Progress) | | | | | | | |
| Adult basketball has resumed to 4x per week due to decline in attendance; Energy Program hosts appointments on site, 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have now seen a decline in attendance, due to the holidays and people spending time away. Adult basketball interest has decreased as players have started league play elsewhere. Some nights hosts 2-10 players. Girl Scouts are meeting 2x per month. This month, SYC hosted meetings for a service club and a committee organizing a high school reunion. | | | | | | | |
| Program Strategic Goals | | | Progress | | | | |
| 1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment. | | | Program registration has slowed down temporarily. The trend will be down until after first of the new year. | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|--|--|
| 2. Increase attainment of program funding to provide larger variety of program offerings. | Funding opportunities continue to be researched and applied for. CAPK Foundation has been very helpful with this, in addition to our grants team |
| 3. Increase community engagement, including volunteers, social media, program participation. | Community Engagement is steady. High school students as well as Interns from Bakersfield College and CSU Bakersfield are inquiring about volunteer services for extra curricular., and completing service/program hours. |
| Program Highlights | |
| Shafter Youth Center held the Ribbon Cutting for the new Fitness Circuit Playground. This project was made possible by the Wonderful Company and BMO Financial. Shafter Youth Center was also very gracious in being selected by the Wonderful Company's Good Neighbor Program, where employees of Delano's Wonderful Citrus plant, donated brand new bikes for all of our kids. In addition, the kids received bike helmets from Chevron, bike locks from CAPK Foundation as well as a pair of shoes from Orlie's Shoe. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | |
|---|-------------------------------------|--------------------------|--|-----------------------|------------------------|
| Month | November-23 | Program/Work Unit | Volunteer Income Tax Assistance (VITA) | | |
| Division/Director | Fred Hernandez | | Program Manager | Jacqueline Guerra | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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) 10/01/2022 to 09/30/2023 | Month | YTD | Goal Adjusted | Month Progress | Annual Progress |
| Federal | 44 | 6,474 | 6,000 | 9% | 108% |
| State | 47 | 5,026 | 6,000 | 9% | 84% |
| Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023 | Month | YTD | | | |
| Federal Refunds | \$21,544 | \$3,494,135 | | | |
| State Refunds | \$7,887 | \$1,223,185 | | | |
| Federal EITC (income limit \$57,414/household) | \$12,495 | \$2,123,658 | | | |
| CalEITC (income limit \$30,000/household) | \$3,777 | \$496,157 | | | |
| Total Refunds and Credits | \$45,703 | \$7,337,135 | | | |
| 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) | 5 | 198 | 150 | 30% | 132% |
| Explanation (Over/Under Goal Progress) | | | | | |
| Electronic filing of tax returns ended on Nov 16th 2023 so there are no entries above but they will be counted in the subsequent months. Tracking is unavailable until January 2024. | | | | | |
| Program Strategic Goals | | | Progress Towards Goal | | |
| Continue to build relationships in rural communities in order to reach more clients | | | Communicating with Tri Counties Bank about possible sites in Delano and rural Bakersfield areas. | | |
| Program Highlights | | | | | |
| Andrea Chavez, a lead site coordinator here at VITA interviewed on the morning show. the link is below: https://www.univision.com/local/fresno-kftv/contigo/asistencia-en-la-preparacion-de-impuesto-video . | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

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|---|-------------------------------------|--------------------------|---|-----------------------|------------------------|
| Month | December-23 | Program/Work Unit | Volunteer Income Tax Assistance (VITA) | | |
| Division/Director | Fred Hernandez | | Program Manager | Jacqueline Guerra | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| 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) 10/01/2022 to 09/30/2023 | Month | YTD | Goal Adjusted | Month Progress | Annual Progress |
| Federal | - | 6,474 | 6,000 | 0% | 108% |
| State | - | 5,026 | 6,000 | 0% | 84% |
| Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023 | Month | YTD | | | |
| Federal Refunds | - | \$3,494,135 | | | |
| State Refunds | - | \$1,223,185 | | | |
| Federal EITC (income limit \$57,414/household) | - | \$2,123,658 | | | |
| CalEITC (income limit \$30,000/household) | - | \$496,157 | | | |
| Total Refunds and Credits | \$0 | \$7,337,135 | | | |
| 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) | 11 | 209 | 150 | 63% | 139% |
| Explanation (Over/Under Goal Progress) | | | | | |
| Electronic filing of tax returns ended on Nov 16th 2023 so there are no entries above but they will be counted in the subsequent months. Tracking is unavailable until January 2024. | | | | | |
| Program Strategic Goals | | | Progress Towards Goal | | |
| Continue to build relationships in rural communities in order to reach more clients | | | Partnership with Tri Counties has provided us support in opening in much-needed rural areas. VITA will host a site at the Delano and Riverlakes branch of Tri Counties. | | |
| Program Highlights | | | | | |
| Tri Counties Bank made a \$25,000 donation of unrestricted funds allowing the VITA program to expand into hard to reach areas of the county. | | | | | |



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | |
|---|---|-------------------|---|---------------|
| Month | November-23 | Program/Work Unit | Operations Division | |
| Division/Director, Assistant Director | Emilio Wagner Director of Operations, Maria Contreras Assistant Director | Program Managers | Douglas Dill, Ryan Dozier, Laurie Sproule | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | |
| Division Description | | | | |
| Facility repair and maintenance, information technology, risk insurance, and facility planning. | | | | |
| Data Services | | | | |
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Dynamic 365 Fixes | 0 | 0 | 0 | 3 |
| Dynamic 365 Enhancements | 0 | 0 | 0 | 1 |
| Projects | | | | |
| Universal Intake | Develop intake for programs that don't have an electronic process. | | 60% | 60% |
| 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. | | 85% | 85% |
| Referral Management Enhancements | 1. Build the 3 referral contact attempt. 2. Build the process to close out Approval Emails 3. FRC process needs to bridge their Inquiry Process to Referral System (*This is a wish item, FRC do double work) 4. Add mentor program and medical program as new delivery frameworks and incorporate them into the workflows | | 100% | 100% |
| FRC Platform Updates | Many enhancements and process updates to how the FRC capture data from walk in clients and their grant obligations. | | 100% | 100% |
| Feeding America Service Insights Project | Effort to digitize the intake process for our Food Bank and partner sites. | | 20% | 20% |

**Community Action Partnership of Kern
Monthly Report 2023**

| Facilities | | | | |
|--|-----------|---|-----------|-------------------------------|
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Facility Work Orders | 116 | 216 | 128 | 3140 |
| Construction Projects | | | | |
| Central Kitchen | | Design Development | 90% | Kitchen layout approved |
| 1300 18th Street - Phase II | | Construcion Documents | 90% | Consultant plans in progress |
| Food Bank Expansion | | Access Road & Site Utilities | 95% | Fire suppression pump install |
| Major Maintenance Projects | | | | |
| Oasis Renovation | | | 80% | |
| Angela Martinez | | | 35% | |
| Stockdale HS | | | 85% | |
| Friendship House Lighting/Pour-in-place | | | 85% | |
| Playgrounds | | Sterling, Angela Martinez, Pete Parra EHS | 65% | |
| Information & Technology | | | | |
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Help Desk Work Orders | | | | 3012 |
| Information & Technology Projects | | | | |
| Description | | % Completed | | Comments |
| SJC WIFI Replacement | | 80 | | |
| SJC Firewall Replacement | | 100 | | |
| Head Start Expansion | | 60 | | |
| Risk Management | | | | |
| Workers Compensation Claims | | Reported | | Reported YTD |
| For Report Only | | 6 | | 82 |
| First Aid | | 1 | | 20 |
| Medical | | 0 | | 8 |
| Modified Duty | | 1 | | 8 |
| Lost Time | | 0 | | 2 |
| Under Invest / Non-Ind / Students / Parents / Volunteers / Clients | | 0 | | 6 |
| Property | | 0 | | 17 |
| Vehicle Incident / Grand Theft Auto | | 2 | | 17 |
| Motor Vehicle Accident | | 0 | | 11 |
| Work Place Violence / ODs / Death | | 0 | | 1 |
| Total | | 10 | | 172 |
| Program Strategic Goals | | Progress Towards Goal | | |
| Develop a facility deferred maintenance program. | | Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation. | | |
| Develop and implement a Data Governance | | TBD | | |
| Enhance customer experience —measured | | TBD | | |
| Program Highlights | | | | |
| | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| Month | December-23 | Program/Work Unit | Operations Division | |
|---|---|---|---|---------------|
| Division/Director, Assistant Director | Emilio Wagner Director of Operations, Maria Contreras Assistant Director | Program Managers | Douglas Dill, Ryan Dozier, Laurie Sproule | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | |
| Division Description | | | | |
| Facility repair and maintenance, information technology, risk insurance, and facility planning. | | | | |
| Data Services | | | | |
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Dynamic 365 Fixes | 0 | 0 | 0 | 3 |
| Dynamic 365 Enhancements | 0 | 0 | 0 | 1 |
| Projects | | | | |
| Universal Intake | | Develop intake for programs that don't have an electronic process. | 60% | 60% |
| 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. | 85% | 85% |
| Referral Management Enhancements | | 1. Build the 3 referral contact attempt. 2. Build the process to close out Approval Emails 3. FRC process needs to bridge their Inquiry Process to Referral System (*This is a wish item, FRC do double work) 4. Add mentor program and medical program as new delivery frameworks and incorporate them into the workflows | 100% | 100% |
| FRC Platform Updates | | Many enhancements and process updates to how the FRC capture data from walk in clients and their grant obligations. | 100% | 100% |
| Feeding America Service Insights Project | | Effort to digitize the intake process for our Food Bank and partner sites. | 20% | 20% |
| Facilities | | | | |
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Facility Work Orders | 309 | 516 | 348 | 3488 |
| Construction Projects | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | |
|--|---|---|--------------|--------------------------------|
| Central Kitchen | | Design Development | 99% | Kitchen layout approved |
| 1300 18th Street - Phase II | | Construciton Documents | 98% | Consultant plans in progress |
| Food Bank Expansion | | Access Road & Site Utilities | 97% | Fire suppression pump complete |
| Major Maintenance Projects | | | | |
| Oasis Renovation | | | 15% | |
| Angela Martinez | | | 15% | |
| Stockdale HS | | | 75% | |
| Navigation Center Shade Structures | | | 5% | |
| Playgrounds | | Sterling, Angela Martinez, Pete Parra EHS | 50% | |
| Information & Technology | | | | |
| Activity | Requested | In-Progress | Processed | Processed YTD |
| Help Desk Work Orders | | | | 3140 |
| Information & Technology Projects | | | | |
| Description | | % Completed | Comments | |
| SJC WIFI Replacement | | 80 | | |
| SJC Firewall Replacement | | 100 | | |
| Head Start Expansion | | 60 | | |
| Risk Management | | | | |
| Workers Compensation Claims | Reported | | Reported YTD | |
| For Report Only | 4 | | 86 | |
| First Aid | 0 | | 20 | |
| Medical | 0 | | 8 | |
| Modified Duty | 2 | | 10 | |
| Lost Time | 0 | | 2 | |
| Under Invest / Non-Ind / Students / Parents / Volunteers / Clients | 0 | | 10 | |
| Property | 3 | | 20 | |
| Vehicle Incident / Grand Theft Auto | 0 | | 17 | |
| Motor Vehicle Accident | 0 | | 11 | |
| Work Place Violence / ODs / Death | 0 | | 1 | |
| Total | 9 | | 185 | |
| Program Strategic Goals | | Progress Towards Goal | | |
| Develop a facility deferred maintenance program. | Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation. | | | |
| Develop and implement a Data Governance | TBD | | | |
| Enhance customer experience —measured | TBD | | | |
| Program Highlights | | | | |
| | | | | |



Community Development

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

CenterCommunity Schools Partnership Program (CSPP)

Community Action Partnership of Kern

Monthly Report 2023

| | | | | | | |
|---|-------------------------------------|--|-----------------------|-------------|----------------|-----------------|
| Month | November-23 | Program/ | Community Development | | | |
| Division/Director | Pritika Ram | Program Manager | | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| 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 | | 26,804 | 239,455 | 230,000 | 140% | 104% |
| Facebook Impressions (i.e., number of times users see content) | | 86,000 | 1,024,955 | 600,000 | 172% | 171% |
| Other Social Media Impressions | | 13,000 | 214,917 | 150,000 | 104% | 143% |
| Outreach Advocacy | | Outreach Special Projects | | | | |
| Toured Assemblyman Vince Fong at Food Bank, M Street, and 19th Street | | PACT Outreach for recently released inmates | | | | |
| Sent Request to co-sponsor H.R 6203, the Farmers Feeding America Act to Valadao and McCarthy | | City of Delano Resource Fair | | | | |
| Completed NCAf's Request for CAA Survey Response on current organization numbers | | Kern River Valley Resource Fair | | | | |
| Met with Program directors to learn about their advocacy needs for the upcoming year | | SoCal Gas & CAPK Food Bank Partnership press conference | | | | |
| | | KGET CAPK Food Bank Holiday Drive | | | | |
| | | Head Start Coat Distribution at Cleo Foran & Broadway schools | | | | |
| | | CAPK Energy Event Waster Assistance Outreach | | | | |
| | | Working with Professional Development team on Head Start Recruiting Social Media Campaign | | | | |
| | | Day 1 Families \$5 million Grant Media Coverage, Social Media, Website and external media coverage through news outlets and Community Newsletter | | | | |
| | | Assisting Head Start with the planning of 1st annual Fatherhood Conference set for January 2024 | | | | |
| | | Attended Thanksgiving luncheon at M street for photos | | | | |
| | | Planning of Staff Development day 2024 | | | | |
| Projects | | | | | | |
| CERF Rebrand: Now referred to as CA Jobs First. | | | | | | |
| Governance Council Elections took place on 11/29 from 6pm-8pm in all five subregions (Poll locations: North Kern-Delano, East Kern: Lake Isabella & Ridgecrest, South Kern-Lamont, West Kern-Taft, Central Kern-Bakersfield). | | | | | | |
| Catalyst Fund: Additional funding opportunity from the state to bring \$14M per region to bridge inclusive economic planning with project and program implementation (Up to \$9M can go towards project pre-development activities). Application was submitted on 11/30 by KCCD (Fiscal Agent) | | | | | | |

Community Action Partnership of Kern

Monthly Report 2023

IRM Project: Since the official launch in July of 2022, performance and referral tracking for our size of an agency has been deemed low with a total of 1,534 referrals recorded as of 11/29. One on one meetings were arranged and conducted with all programs, addressing individual performance and eligibility inquiries. Additionally, lists of clients with pending referral statuses were distributed for follow-ups. Several programs have expressed the need for additional training. Training dates are TBD.

Agency Emergency plan of Action: This document initially began as a government shutdown plan of action. After reviewing with the executive team, the document has evolved more into a business continuity plan to address any state of emergency. The document is still in its preliminary stage.

Community Services Block Grant (CSBG)

Began meeting with programs to discuss the 2024 PRE workbook.

Preparing for the 2023 Annual Report per CSD.

Foundation

| | |
|--|--|
| Brought on Text To Give & Virtual Food Drive as a fundraising platform | Set-up Sponsorship prospect meeting with Kern Family Healthcare for Gourmet for Good |
| Secured Clinica Sierra Vista as sponsor of the holiday meal for M Street | Participated in KGET Holiday Food Drive; enhanced donation giving with Text-To-Give; branded buckets and signage for event. |
| Applied for \$1,000 Walmart Grant to cover costs for FHCC for bike helmets | Submitted grant through American Heart Association and was awarded \$4,375 towards Food Bank aligning with AHA towards Nutrition Policy Guidelines |
| Applied for \$1,000 Walmart Grant for SYC to cover costs for bike helmets | Completed Timeline for Spring Event including a detailed outline of tasks with dates |
| Submitted grant for \$2,500 to Chevron to cover the cost of bike helmets for SYC & FHCC | Submitted grant for \$10,000 to Mortensen Construction to support EKFRS |
| Meeting with Brie Lancaster, Marketing with Valley Strong for Gourmet For Good Sponsorship | Meeting with Marketing Department of Kern Family Health Care |

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. | Through the IRM project, staff are rolling out training schedules and one-on-one engagement to increase participation. |
| 2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan. | Monthly Reporting by Goal leads continue. Progress is reported monthly to designated Board-Committee. |
| 3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use. | The cohort is underway. |

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

| Month | December-23 | Program/ | Community Development | | | |
|--|-------------------------------------|--|-----------------------|-------------|----------------|-----------------|
| Division/Director | Pritika Ram | | Program Manager | | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The services under the Executive Division range from fund and grant development/research to outreach and | | | | | | |
| Outreach Social Media | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Website User Sessions | | 20,547 | 260,002 | 230,000 | 107% | 113% |
| Facebook Impressions (i.e., number of times users see content) | | 61,000 | 1,085,955 | 600,000 | 122% | 181% |
| Other Social Media Impressions | | 18,000 | 232,917 | 150,000 | 144% | 155% |
| Outreach Advocacy | | Outreach Special Projects | | | | |
| Attended Melissa Hurtado's meet and greet celebration | | Assisting Head Start of Planning of Fatherhood conference | | | | |
| Met with representative from the California Policy Center | | Shafter LIHWAP event | | | | |
| Attended Jasmeet Bains meet and greet celebration | | EKFRC and OASIS FRC launch of Diaper Initiative | | | | |
| | | SYC playground ribbon Cutting with the Wonderful Company and BMO Financial | | | | |
| | | Attended community connection event in Tehachapi to share about CAPK services | | | | |
| | | Assisted with photos at M street for Christmas Luncheon | | | | |
| | | Went on Terry Maxwell Show to promote CAPK services and employment opportunities | | | | |
| | | Assisted Head Start with enrollment and recruitment campaign ONGOING - 2024 | | | | |
| | | FHCC & SYC Holiday Party and Bike & Shoe Giveaway with CAPK Foundation assisted with marketing and event | | | | |
| | | Tricounties Check Presentation Marketing | | | | |
| | | Attended Mercado Latino events | | | | |
| Grants In Progress/Research | | Projects | | | | |
| CA Jobs First (aka CERF): The governance council candidate winners were announced on 12/6 through a constant contact email blast and published on the KCCD/CERF Webpage. | | | | | | |
| The Regional Plan Part 1 deadline was extended to 1/03/2024. The research and narrative has been composed by dedicated efforts between the Kern Coalition and UC Merced. Once submitted to the state, the document will be available to the public. | | | | | | |
| The Governance Council attended their first virtual welcome meeting and training on 12/14/23. A swearing in ceremony will take place on 1/11/24 in person. Two appointments were needed to be made by the Kern Coalition in the East Kern Subregion. Each subregion (except central) must seat 3 representatives. Both appointments have confirmed and accepted the offer. | | | | | | |
| KCCD/CERF Link: https://www.kccd.edu/kern-coalition/governance-council.html#:~:text=About%20the%20Governance,West%20Subregion%20Representatives | | | | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

IRM Project: One on one IRM training sessions for the program participants have started and can be scheduled as needed for additional support or new staff onboarding by contacting Annelisa via email: annelisa.perez@capk.org. A presentation showcasing the agency's performance is currently in progress.

Community Services Block Grant (CSBG)

Conducted 2nd round of meetings with programs to discuss the 2024 PRE workbook.

Continuing to prepare for the 2023 Annual Report per CSD.

Foundation

| | |
|--|--|
| Coordinated and completed distribution of Bikes, helmets and shoes to SYC & FHCC Youth | Discussion and development of Apple Wall Can Display with Food Bank |
| Completed Stater Bros Grant for \$26,500 to go towards Food Bank | Developed specialty sponsorship package for Gourmet For Good to present to Haddad Auto Group |
| Meeting & tours of Food Bank & M Street with Brie Lancaster at Valley Strong | Ribbon Cutting with BMO & The Wonderful Co. for Shafter Playground |
| Participated in check presentation at VITA with Tri-Counties Bank | Coordinated volunteers and patriated in M Street Holiday Luncheon with Clinica Sierra Vista |

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. | Projects are underway in partnership with the Information System (IS) team. |
| 2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan. | Preparing to discuss the next cycle of the Strategic Plan and recap of the current plan as we enter Year 3 of a 4 year plan. |
| 3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use. | The cohort is underway and programs like the new diaper program is beginning to serve clients using the ROMA model. |

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

| Month | November-23 | Program/Division | | 2-1-1 Call Center Program | | |
|---|-------------------------------------|------------------|-------------------------|---------------------------|-------------------------|-------------------|
| Division/Director | Pritika Ram | | Program Manager | Sabrina Jones-Roberts | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships. | | | | | | |
| Most Requested Services | Homeless Diversion Programs | | Food Pantries | | Utility Service Payment | |
| Top 3 Unmet Needs | Holiday Programs | | Rent Payment Assistance | | Food Stamps | |
| Information and Referral Services Calls Handled | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Kern County (SRV 7c) | | 6,850 | 67,621 | 90,000 | 91% | 75% |
| Kings County (SRV 7c) | | 191 | 2,693 | 4,000 | 57% | 67% |
| Tulare County (SRV 7c) | | 717 | 9,381 | 18,000 | 48% | 52% |
| Stanislaus County (SRV 7c) | | 798 | 9,125 | 19,200 | 50% | 48% |
| Fresno & Madera | | 2,344 | 24,513 | 20,000 | 141% | 123% |
| Merced & Mariposa (effective March 2022) | | 74 | 961 | 500 | 178% | 192% |
| Total I&R Calls Handled | | 10,974 | 114,294 | 151,700 | 87% | 75% |
| 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 | 24.3 | (11.26) |
| Grant Funded Services | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| CalFresh Application (SRV 7b & SRV 7c) | | 10 | 83 | 300 | 40% | 28% |
| Medi-Cal Application (SRV 7b & SRV 7c) | | 4 | 49 | 100 | 48% | 49% |
| First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c) | | 36 | 341 | 300 | 144% | 114% |
| 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) | | 22,200 | 247,668 | 225,000 | 118% | 110% |
| Other Calls | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| LIHEAP (SRV 7b & SRV 7c) | | 3,247 | 58,504 | 45,000 | 87% | 130% |
| Mental Health (SRV 7c) | | 337 | 4,083 | 3,700 | 109% | 110% |
| Health and Human Service Referrals | | 9,697 | 98,730 | 110,000 | 106% | 90% |
| Total Other Services | | 13,281 | 161,317 | 158,700 | 100% | 102% |

**Community Action Partnership of Kern
Monthly Report 2023**

| Explanation (Over/Under Goal Progress) | |
|--|---|
| 2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuate throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Call volumes have become more predictable in their range. Although, Kern, Kings, Tulare, and Stanislaus are under the monthly goal, call handling continues to be a necessity for all counties served. | |
| Program Strategic Goals | Progress Towards Goal |
| 1. Recruitment | 2-1-1 is recruiting for 4 Information & Referral Specialists. The program onboarded employees on 11/13 and 11/16 and anticipating a temporary employee to transition 12/4/23. The program continues to recruit for 1 Program Specialist and has made an offer on 11/30/23. |
| 2. Retention of Staff | 2-1-1 program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention. The program also recognizes individuals for exemplary work and communicates appreciation. |
| 3. Contract Retention | 2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. |
| Program Highlights | |
| 2-1-1 is pleased with exceeding the monthly goal for Fresno/Madera and Merced/Mariposa. | |

Community Action Partnership of Kern

Monthly Report 2023

| Month | December-23 | Program/Division | | 2-1-1 Call Center Program | | |
|---|-------------------------------------|------------------|-------------------------|---------------------------|-------------------------|-------------------|
| Division/Director | Pritika Ram | | Program Manager | Sabrina Jones-Roberts | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships. | | | | | | |
| Most Requested Services | Homeless Diversion Programs | | Food Pantries | | Utility Service Payment | |
| Top 3 Unmet Needs | Food Stamps | | Rent Payment Assistance | | Holiday Programs | |
| Information and Referral Services Calls Handled | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Kern County (SRV 7c) | | 6,407 | 74,028 | 90,000 | 85% | 82% |
| Kings County (SRV 7c) | | 164 | 2,857 | 4,000 | 49% | 71% |
| Tulare County (SRV 7c) | | 668 | 10,049 | 18,000 | 45% | 56% |
| Stanislaus County (SRV 7c) | | 688 | 9,813 | 19,200 | 43% | 51% |
| Fresno & Madera | | 2,032 | 26,545 | 20,000 | 122% | 133% |
| Merced & Mariposa (<i>effective March 2022</i>) | | 77 | 1,038 | 500 | 185% | 208% |
| Total I&R Calls Handled | | 10,036 | 124,330 | 151,700 | 79% | 82% |
| 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. | | | | 15 | 22.8 | (7.76) |
| Grant Funded Services | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| CalFresh Application (SRV 7b & SRV 7c) | | 9 | 92 | 300 | 36% | 31% |
| Medi-Cal Application (SRV 7b & SRV 7c) | | 5 | 54 | 100 | 60% | 54% |
| First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c) | | 23 | 364 | 300 | 92% | 121% |
| 2-1-1 Website Visitors | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Duplicated Visitors (<i>i.e., accessing 2-1-1 e-services and database resources</i>) | | 18,412 | 266,080 | 225,000 | 98% | 118% |
| Other Calls | | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| LIHEAP (SRV 7b & SRV 7c) | | 2,621 | 61,125 | 45,000 | 70% | 136% |
| Mental Health (SRV 7c) | | 374 | 4,457 | 3,700 | 121% | 120% |
| Health and Human Service Referrals | | 9,728 | 108,458 | 110,000 | 106% | 99% |
| Total Other Services | | 12,723 | 174,040 | 158,700 | 96% | 110% |

**Community Action Partnership of Kern
Monthly Report 2023**

| Explanation (Over/Under Goal Progress) | |
|--|---|
| 2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuate throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Call volumes have since become more predictable in their range. Although, Kern, Kings, Tulare, and Stanislaus are under the monthly goal, call handling continues to be a necessity for all counties served. | |
| Program Strategic Goals | Progress Towards Goal |
| 1. Recruitment | 2-1-1 is recruiting for 3 Information & Referral Specialists. The program had 1 temporary employee to transition on 12/4/23. The program continues to recruit for 1 Program Specialist and has made an offer to a different candidate on 12/1/23. |
| 2. Retention of Staff | 2-1-1 program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention. The program also recognizes individuals for exemplary work and communicates appreciation. |
| 3. Contract Retention | 2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. |
| Program Highlights | |
| 2-1-1 is pleased with consistently exceeding the monthly goal for Fresno/Madera and Merced/Mariposa. | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | | |
|---|-------------------------------------|---|---------------------|--------------------------------------|------------------|--|
| Month | November-23 | Program/Work Unit | | Community School Partnership Program | | |
| Division/Director | Pritika Ram | Program Manager | | Que'Mesha Banner | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | | |
| Program Description | | | | | | |
| The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs. | | | | | | |
| Referral Type/ Total | M.T.S.S Total (68) | | F.A.C.E Total (39) | | OTHER Total (9) | |
| Services | Month | YTD | Annual Goal | Month Progress | Annual Progress | |
| Families referred to Program (SRV 7c) | 116 | 445 | 920 | 151% | 48% | |
| Total Families referred internally for Employment Resources (2-1-1) | 9 | 44 | 153 | 71% | 29% | |
| Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh) | 42 | 127 | 153 | 329% | 83% | |
| Total Families referred internally for Housing (CES) | 4 | 52 | 153 | 31% | 34% | |
| Total Families referred internally for Childcare (Head Start) | 7 | 58 | 153 | 55% | 38% | |
| Total Families referred internally for Utility Assistance (Energy) | 11 | 117 | 153 | 86% | 76% | |
| Total Families referred internally for Weatherization (Energy) | 2 | 21 | 153 | 16% | 14% | |
| Families Receiving Case Management Services (SRV 7a) | 26 | 26 | 460 | 68% | 6% | |
| Explanation (Over/Under Goal Progress) | | | | | | |
| The Community School Partnership Program entered its fourth month of the 23-24 academic year. The program was fully staffed and there is one Case Manager assigned to each school site. McKinley Elementary Multi-Tier System of Support (MTSS) provided CAPK's Case Manager with an extensive list of families that are unhoused or at-risk of being unhoused. The Case Managers continue to routinely collaborate with their Family and Community Engagement (FACE) Liaisons for parent engagement and referrals. | | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | | |
| 1) Program Improvement | | Case Managers continue to utilize newly implemented case mangement flow chart and Family Goal Plan with SMART goals and action steps form. | | | | |
| 2) Staff development | | Program Supervisor and Case Managers are scheduled to attend the National Head Start Association (NHSA) Parent and Family Engagement Conference in December 2023. | | | | |
| Program Highlights | | | | | | |

Community Action Partnership of Kern

Monthly Report 2023

Parent engagement has increased as parents are communicating with one another about the program and the support they've received. The 4 Case Managers collectively distributed 68 emergency food boxes to student-families.

**Community Action Partnership of Kern
Monthly Report 2023**

| | | | | | |
|--|-------------------------------------|---|--------------------------------------|-----------------|-----------------|
| Month | December-23 | Program/Work Unit | Community School Partnership Program | | |
| Division/Director | Pritika Ram | Program Manager | Que'Mesha Banner | | |
| Reporting Period | January 1, 2023 - December 31, 2023 | | | | |
| Program Description | | | | | |
| The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs. | | | | | |
| Additional Requested Services | Employment | Clothing | | Food | |
| BCSD Referral Type | M.T.S.S Total (0) | F.A.C.E total (67) | | Other Total (8) | |
| Services | Month | YTD | Annual Goal | Month Progress | Annual Progress |
| Families referred to Program (SRV 7c) | 75 | 520 | 920 | 98% | 57% |
| Total Families referred internally for Employment Resources (2-1-1) | 4 | 48 | 153 | 31% | 31% |
| Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh) | 56 | 183 | 153 | 439% | 120% |
| Total Families referred internally for Housing (CES) | 3 | 55 | 153 | 24% | 36% |
| Total Families referred internally for Childcare (Head Start) | 4 | 62 | 153 | 31% | 41% |
| Total Families referred internally for Utility Assistance (Energy) | 8 | 125 | 153 | 63% | 82% |
| Total Families referred internally for Weatherization (Energy) | 0 | 21 | 153 | 0% | 14% |
| Families Receiving Case Management Services (SRV 7a) | 16 | 42 | 460 | 42% | 9% |
| Explanation (Over/Under Goal Progress) | | | | | |
| The Community Schools Partnership Program entered its fifth month of the 23-24 academic year. The program was fully staffed and there is one Case Manager assigned to each school site. The program supervisor and case managers were out for a week due to attending a conference. Bakersfield City School District was on winter break from 12/25/23 - 1/5/24 and will return on 1/8/24. Case Managers were allowed to work at their school sites during the break, if office staff and/or custodians were onsite. Principals asked that parent engagement be limited due to minimal staff support during the break. | | | | | |
| Program Strategic Goals | | Progress Towards Goal | | | |
| 1) Program Improvement | | Case Managers continue to utilize newly implemented case management flow chart and Family Goal Plan with SMART goals and action steps form. | | | |

**Community Action Partnership of Kern
Monthly Report 2023**

| | |
|----------------------|--|
| 2) Staff development | Program Supervisor and Case Managers attended the National Head Start Association (NHSA) Parent and Family Engagement Conference. The program gained insight on ways to improve family engagement, strengthening program and community support for families, and overall success for families. |
|----------------------|--|

Program Highlights

The Community Schools Partnership Program attended the National Headstart Association Parent and Family Engagment Conference from December 4-7 in New Orleans, LA. The Case Managers collectively distributed 73 emergency food boxes to familieese in need of food.

**Application Status Report
November and December 2023**

| Name | Description | Funder | Amount Requested | Amount Awarded | Decision Date | Status |
|--|--|---|------------------|----------------|---------------|-----------|
| Food4All Mini Grants | Abandoned - Grant required advocacy and lobbying efforts for legislature which is out of scope of organization Nourish California is providing 10 mini-grants to local or regional California-based organizations focused on the following: immigrant rights, anti-hunger, anti-poverty, organizing, youth advocacy, racial justice, and/or health promotion to help mobilize and engage in the 2024 Food4All Campaign. These mini-grants were made possible by The California Endowment and the Crankstart Foundation. | Nourish California | \$ 10,000.00 | \$ - | | Abandoned |
| SB 1383 Local Assistance Grant Program | CAPK was unable to establish a partnership with the city and county. Both entities will pursue the grant independently. Note- nonprofit organizations were ineligible to apply. Mission: Food rescue efforts in Kern County. | CalRecycle | \$ 421,726.00 | \$ - | | Abandoned |
| Eviction Protection Program | Abandoned. Out of scope and our purview. Program is for legal counsel for tenants facing eviction. | City of Bakersfield | \$ 300,000.00 | \$ - | | Abandoned |
| Nature Trips | Outdoor trips to bring Bakersfield families to nearby natural area. Abandoned: SYC participates in a similar program through Wind Wolves. FHCC declined night hikes offered to the youth. | The Wildlands Conservancy | \$ 1.00 | \$ - | | Abandoned |
| Emergency Solutions Grant-Homeless Prevention | CES program does not have the capacity to move forward with the application at this time. | Department of Housing and Community | \$ 200,000.00 | \$ - | | Abandoned |
| PG&E Better Together Giving Program | Economic and Community Vitality - Food Support | Pacific Gas and Electric Company (PG&E) | \$ 28,200.00 | \$ 28,200.00 | 12/20/2023 | Awarded |
| Wonderful Community Grant | Free farmers markets in the underserved communities of Shafter, Wasco, and Delano. | Wonderful Community Grants | \$ 150,000.00 | \$ 150,000.00 | 12/19/2023 | Awarded |
| Target Community Grant | Computer Lab equipment for Shafter Youth Center | Target | \$ 5,000.00 | \$ 5,000.00 | 11/30/2023 | Awarded |
| Homeless Housing Assistance and Prevention (Round 3) | Coordinated Entry System - Additional 2.5 FTE to support extended and weekend hours of operation. | County of Kern | \$ 200,000.00 | \$ 200,000.00 | 11/7/2023 | Awarded |
| First 5 Kern - Community Support Services | First 5 Kern is providing an invitation-only Request for Proposals (RFP) opportunity to qualified agencies that facilitate and provide court-ordered parent classes, or crucial community support services, aligning with our core objectives of strengthening families, empowering parents, and ensuring children's school readiness. | First 5 Kern | \$ 10,000.00 | \$ - | 12/14/2023 | Awarded |
| Wonderful Neighbor | Employee driven volunteer program grants funds to gift bikes to the children of CAPK Youth Centers | Resnick Family Foundation | \$ 10,141.74 | \$ 10,141.74 | 11/1/2023 | Awarded |

**Application Status Report
November and December 2023**

| | | | | | | |
|--|--|---|--------------|--------------|------------|---------|
| Economic Opportunity Area | Funds can be used for any project that brings new businesses/services/revilization to downtown. The application requested funds for supplies and equipment that are needed for the new administrative building. | City of Bakersfield | \$ 66,976.36 | \$ 19,939.68 | 12/5/2023 | Awarded |
| Bakersfield West Rotary Community Grant - Fall Cycle | The Bakersfield West Rotary Foundation was established by the Rotary Club of Bakersfield West in 1994 with the mission of providing assistance to local organizations which serve interests in the areas of education, youth, literacy, and health. | Bakersfield West Rotary Stroope Family Foundation | \$ 5,000.00 | \$ 5,000.00 | 11/2/2023 | Awarded |
| American Heart Association | Equipment purchases for the Food Bank | American Heart Association | \$ 6,000.00 | \$ - | 11/30/2023 | Awarded |
| Stater Bros. Charity | Taking applications from nonprofits making a positive impact in our Southern California communities with a focus on hunger relief, children's well-being, education, health, veterans and active service members, and pet well-being. | Stater Bros. Charities | \$ 26,500.00 | \$ 26,500.00 | 12/7/2023 | Awarded |
| Careforkids.org | Submitting to CARE for kids spring funding cycle for additional funding to complete SYC \$50,000 playground project. Currently have \$22,000 and in need of \$28,000. | careforkids.org | \$ 10,000.00 | \$ - | 11/14/2023 | Denied |
| Adams Legacy Foundation | For the 2022-2026 Grant Cycle we look to support organizations which use Nature to Strengthen, Nurture, and Heal the Soul. Additionally, we are interested in better understanding what it is about Nature that makes it so beneficial. Anyone willing to help us think about this please feel free to contact Blair Carty our Executive Director. | Adams Legacy Foundation | \$ 5,000.00 | \$ - | 11/22/2023 | Denied |
| Women's and Girl's fund | The Women's and Girls' Fund prioritizes requests designed to increase passion and enthusiasm for learning while addressing issues pertaining to Educational Attainment: | Kern Community Foundation | \$ 25,000.00 | \$ - | 4/1/2024 | Pending |
| Chevron Sponsorship | Holiday gifting for Shafter Youth Center and Friendship | Chevron Community | \$ 2,500.00 | \$ - | | Pending |
| The Costco Wholesale Corporate Contributions Program | The company's grantmaking areas of interest include: children's issues; education; and, health and human services. | Costco | \$ 4,000.00 | \$ - | | Pending |

**Application Status Report
November and December 2023**

| | | | | | | |
|---|---|--|-----------------|------|-----------|---------|
| Mentoring, Community Outreach and After School Program Services for Youth | Mentoring, Community Outreach and After School Program Services for Youth at Friendship House Community Center | Kern County Department of Human Services | \$ 102,384.00 | \$ - | 7/1/2024 | Pending |
| One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP 3 & 4) | Diversion Program, Landlord Incentives, Family/Individual Hotel Rural Program, Rural Drop-in Center, Head Start Transportation | Bakersfield Kern Regional Homeless Collaborative | \$ 300,000.00 | \$ - | 1/24/2024 | Pending |
| Community Development Block Grant (CDBG) | Solar installations at Friendship House Community Center. | City of Bakersfield | \$ 231,048.00 | \$ - | 9/1/2024 | Pending |
| City of Bakersfield HUD Funding: HOME | The HOME Investment Partnership Program (HOME) is funded through the U. S. Department of Housing and Urban Development (HUD), and was created to: Provide decent affordable housing to low- and moderate-income households. CAPK will provide tenant-based rental assistance services to support individuals and families by providing financial aid directly to tenants, fostering housing stability and empowering recipients to secure and maintain suitable living arrangements. | City of Bakersfield | \$ 1,500,000.00 | \$ - | 9/1/2024 | Pending |
| HOME American Rescue Plan | CAPK is pursuing capacity building assistance to bolster the general operations of our Coordinated Entry Systems program. This initiative aims to enhance our organizational capabilities, ultimately ensuring the successful execution of eligible HOME-ARP activities. | City of Bakersfield | \$ 247,852.00 | \$ - | | Pending |
| Walmart Community Grant | Bike helmets for youth - Shafter Youth Center | Walmart | \$ 1,000.00 | \$ - | | Pending |
| Walmart Community Grant | Bike Helmets for youth - Friendship House Community Center | Walmart | \$ 1,000.00 | \$ - | | Pending |
| Whale Tail | This funding opportunity will provide a hands-on marine experience to low-income students at SYC and FHCC. | California Coastal Commission | \$ 40,203.90 | \$ - | 2/1/2024 | Pending |

Community Action Partnership of Kern Funding Profile

| Funding Information | | | |
|--|--|----------------------------|--|
| Funding Type | State | CAPK Program | Oasis Family Resource Center |
| Funding Agency | CA Dpt. of Social Services, Office of Child Abuse Prevention | Project Name | Oasis Road to Resilience |
| CFDA | N/A | Target Population | Pregnant women who have a history of substance use |
| Reapplication (Y/N) | N | Number to be served | 225 |
| Estimated Request | \$600,000 | Division Director | Freddy Hernandez |
| Award Period | 7/1/24 - 6/30/27 | Program Manager | Eric Le Barbe |
| Project Goal (One sentence goal statement) | | | |
| Provide at-home case management services to pregnant women with a history of substance use, with current substance use, or mothers of substance-exposed infants. | | | |
| Project Description (Brief one paragraph description) | | | |
| The intended scope of this project is to provide at-home case management services to families affected by substance use. The Oasis Family Resource Center plans to partner with a local hospital in Ridgecrest, nearby rehabilitation centers, and the Department of Human Services to assist in identifying potential clients and collaborate in creating a plan to assist mother and child/children. Through these partnerships, a collaborative effort will be established to provide wrap-around services to assist pregnant women who have a history or current relationship with substance use to recovery and to provide a safe environment for their child/children. | | | |
| Estimated Budget Summary | | | |
| CAPK intends to apply for the maximum award amount, \$600,000. Budget details as of now include 3 full-time case managers, 1 full-time program coordinator, benefits, indirect, training expenses, operating costs, space costs, supplies, and equipment costs. | | | |
| 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:

Freddy Hernandez 01/08/2024

1. Division Director Date

Pritika Ram 01/08/2024

2. Chief Business Development Officer Date

[Signature] 01/08/2024

3. Chief Program Officer Date

[Signature]

01/08/2024

4. Chief Financial Officer Date

[Signature]

01/08/2024

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 and December 2023**

| Funding Type | Private | CAPK Program | East Kern Family Resource Center (EKFC) |
|-----------------------|---|--------------------------|---|
| Funding Agency | Kern Health Systems | Project Name | CalAIM Incentive Payment Program |
| CFDA | N/A | Target Population | Homeless/Housing Insecure |
| Request | TBA | Division Director | Freddy Hernandez/Rebecca Moreno |
| Award Period | TBA | Program Manager | Anna Saavedra |
| Description | The EKFC will submit a letter of interest to support housing insecure clients with access to important resources – i.e., portable showers/washer/dryer units. | | |

| Funding Type | Private | CAPK Program | Oasis Family Resource Center (OFRC) |
|-----------------------|---|--------------------------|-------------------------------------|
| Funding Agency | Kern Health Systems | Project Name | CalAIM Incentive Payment Program |
| CFDA | N/A | Target Population | Homeless/Housing Insecure |
| Request | TBA | Division Director | Freddy Hernandez/Rebecca Moreno |
| Award Period | TBA | Program Manager | Eric Le Barbe |
| Description | The OFRC will submit a letter of interest to acquire funds to establish housing navigation services to assist community members with resources to obtain housing. | | |

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
November and December 2023**

| Funding Type | Private | CAPK Program | Friendship House Community Center (FHCC) |
|-----------------------|---|--------------------------|--|
| Funding Agency | Kern Community Foundation – Women and Girls Fund | Project Name | Friendship House - “Girls Leading the Way Through STEM |
| CFDA | N/A | Target Population | Girls in FHCC service area |
| Request | \$25,000 | Division Director | Freddy Hernandez |
| Award Period | TBA | Program Manager | Lois Hanible |
| Description | CAPK is applying for \$25,000 from the Women and Girls Fund to develop a program aimed at serving 80-100 girls throughout the year in afterschool and summer programs. Funds will be used to purchase a robotic classroom kit and to go on fieldtrips to California Science Museum and Kern High School District’s Career and Technical Education Center. Additionally, this program will leverage many collaborative mentorship efforts with women leaders in the community to support fostering leadership and soft skill development in young girls. | | |

| 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

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
November and December 2023**

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 2023 |
| Program/Work Unit: Head Start/Early Head Start | Program Manager/Administrator: Carol Hendricks/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 | 1,242 | 871 | 70% | 4% | 5% 4% |
| <ul style="list-style-type: none"> 13 Classrooms Fully Closed | 232 | | | | |
| Early Head Start | 829 | 600 | 72% | 18% | 8% 6% |
| <ul style="list-style-type: none"> 14 Classrooms Fully Closed/ 1 Classroom Partially Closed | 126 | | | | |

| Home Visiting Program | Cumulative Enrollment | Contract Enrollment Target |
|-----------------------|-----------------------|----------------------------|
| | 240 | 312 |

| | | | |
|-------------------------|------------------|-------------------------|---------------------------|
| Division Staffing = 701 | | | |
| Currently Employed | Vacant Positions | Continuous Family Leave | Intermittent Family Leave |
| 594 | 107 | 23 | 38 |

HIGHLIGHTS: 11 staff were onboarded and had 13 resignations. 5 days of interviews were conducted for 8 open requisitions.

| Program Update & Compliance |
|--|
| <p>The following events transpired in the month of November 2023:</p> <ul style="list-style-type: none"> Taft College center was awarded a \$2,000 grant from First 5 to fund improvement projects to their outdoor environment. On November 30, 2023, Bakersfield College center hosted a mobile dental clinic for their enrolled children to receive oral health exams. In San Joaquin County, all centers hosted an Open House during their staff development day. Participating families explored the environment and had the opportunity to learn about the loose part implementation in their child's classroom. In San Joaquin County, the monthly family engagement activity was "The Story of your Name". Families were invited to share the meaning, the story behind their child's name and where did their family name originate from. Staff were encouraged to do the activity as well. Dental Clinic was held at the St Mary's center. Thirteen children received services. |

- Mental health consultant shared with staff and families' tips to increase healthy habits for their mental wellness including how to manage work life and obtain a healthy work/life balance. Sixteen staff participated in the presentation.
- Early Childhood Educators and Family Service Workers dropped off flier at WIC offices, local grocery stores and community centers.

| Central Kitchen November 2023 | | | | |
|--|-------------------------|------------------|--------------|--------------|
| Meals & Snacks | Total # Prepared | Breakfast | Lunch | Snack |
| Center Totals | 52,972 | 20,082 | 16,201 | 16,689 |

| CACFP | | | | | | |
|------------------------------|--------------|-------------|------------------------|--------|--------------------------|--------------------------|
| October 2023 | | | | | | |
| Total Meals Delivered | | | Meals Allocated | | # of Meals Served | % of Meals Served |
| Central Kitchen | Vendor Meals | Total Meals | CACFP/USDA | HS/EHS | | |
| 61,536 | 14,287 | 75,823 | 23,920 | 51,903 | 45,619 | 77% |

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

| | |
|---|---|
| Division/Director: Head Start/State Child Development/Yolanda Gonzales | Month/Year: December 2023 |
| Program/Work Unit: Head Start/Early Head Start | Program Manager/Administrator: Carol Hendricks/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 | 1,242 | 877 | 71% | 4% | 5% 4% |
| <ul style="list-style-type: none"> 13 Classrooms Fully Closed | 232 | | | | |
| Early Head Start | 829 | 592 | 71% | 18% | 8% 5% |
| <ul style="list-style-type: none"> 14 Classrooms Fully Closed/ 1 Classroom Partially Closed | 126 | | | | |

| Home Visiting Program | Cumulative Enrollment | Contract Enrollment Target |
|-----------------------|-----------------------|----------------------------|
| | 234 | 312 |

| | | | |
|-------------------------|------------------|-------------------------|---------------------------|
| Division Staffing = 701 | | | |
| Currently Employed | Vacant Positions | Continuous Family Leave | Intermittent Family Leave |
| 592 | 109 | 26 | 41 |

HIGHLIGHTS: 7 staff were onboarded and had 9 resignations. 6 days of interviews were conducted for 4 open requisitions.

| Program Update & Compliance |
|---|
| <p>The following events transpired in the month of December 2023:</p> <ul style="list-style-type: none"> CLASS observations are being conducted in all infant and toddler classes. The Home Base team attended the annual Community Posada, which was supported by Univision. Parent As Teachers Curriculum overview training for all Educators (Kern & SJC). In SJC, the center staff received one-on-one Daily Health Check training from our Health Specialist. In SJC, El Concilio presented a workshop for families and staff on the topic of Adult and Child Emotional Health and Wellness. Enrollment staff coordinated referrals with St. Mary's Interfaith Case Managers. Early Childhood Educators distributed flyers at the Fairgrounds Flea Market, Raymus House, Homeless Shelter, California Street's WIC office, and the Ripon Library. A Frog Street Curriculum training series was launched in December, which will continue through March 2024 for Blanton, Escuelita Hernandez, and Garden Pathways centers. |


- The Head Start program is scheduled for a Child and Adult Care Food Program (CACFP) Administrative Review the week of March 19, 2024.

| Central Kitchen December 2023 | | | | |
|----------------------------------|------------------|-----------|--------|--------|
| Meals & Snacks | Total # Prepared | Breakfast | Lunch | Snack |
| Center Totals | 44,631 | 16,390 | 13,811 | 14,430 |

| CACFP | | | | | | |
|-----------------------|--------------|-------------|-----------------|--------|-------------------|-------------------|
| November 2023 | | | | | | |
| Total Meals Delivered | | | Meals Allocated | | # of Meals Served | % of Meals Served |
| Central Kitchen | Vendor Meals | Total Meals | CACFP/USDA | HS/EHS | | |
| 52,972 | 11,732 | 64,704 | 22,107 | 42,597 | 37,509 | 74% |



MEMORANDUM

To: PRE-Committee

From: Robert Espinosa, Program Design and Management Administrator
Carol Hendricks, Enrollment and Attendance Manager
Date: January 17, 2024
Subject: *Agenda Item 5d: 2024-2025 Recruitment and Selection Plan – Action Item*

Head Start Performance Standards require each program annually to 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 personnel from Bakersfield College and the Kern High School District.

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 that the current Selection Criteria point system meets each of these criteria. It was decided that Tribal TANF should be added to the public assistance category and Family Childcare be added as a program option.

Recommendation:

Staff recommends the PRE-Committee approve the 2024-2025 Recruitment and Selection Plan.

Attachment:

2024-2025 Recruitment and Selection Plan

2024 – 2025

Recruitment and Selection Plan

Community Action Partnership of Kern

1 /31/ 2024

Head Start / State Child Development Division

Table of Contents

| | |
|--|---------|
| Recruitment and Selection Plan Committee Members | 3 |
| Introduction | 4 |
| Methodology | 5 |
| Eligibility | 6 ~ 7 |
| Recruitment | 7 ~ 9 |
| Selection | 10 ~ 11 |
| Participation in Head Start Programs | 12 ~ 19 |
| HHS Poverty Guidelines | 20 |
| Selection Criteria Verification Form | 21 ~ 22 |
| Appendices | 25 |

RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel

Board Member

Community Members

Chad Dickson

Melissa Ysaia

Sharon Brown

Ashley Rios

Bakersfield Police Department Community Liaison Officer

Bakersfield College - Professor of Child Development

Kern High School District – ROC Teacher

Bakersfield College – Child Development Center

CAPK/Head Start and State Child Development Division Staff

Yolanda Gonzales

Jerry Meade

Gloria Barbero

Robert Espinosa

Letisha Brooks

Laurie Hughey

Esperanza Contreras

Sylvia Ortega

Rosita Curry

Rashi Strother

Carol Hendricks

Elizabeth Williams

Nicole Callahan

Lorena Juarez

Theresa Priest

Lisa Gonzales

Sandra Acevedo

Claudia Garibaldo

Yolanda Lopez

Kevin Goudge

Christina Bustamante

Kimika Porter

Vanessa Constantino

Aaron Rivera

Rita Fregoso

April Rivera

Rosa Guerrero

Leticia Villegas

Executive Director, Head Start

Assistant Director of Program

Assistant Director – San Joaquin

Program Design and Management Administrator

Program Administrator

Homeless Services Program Administrator

Partnership Administrator

Quality Assurance Administrator

Homebase Manager

EHS Education Manager

Enrollment and Attendance Manager

Professional Development Manager

EHS Partnership Supervisor

Enrollment Supervisor

Attendance Supervisor

Program Governance Coordinator

Enrollment Coordinator

Quality Assurance Specialist

Quality Assurance Specialist

Attendance Specialist

Enrollment Specialist

Enrollment Specialist

Enrollment Specialist

Enrollment Specialist

Family Advocate

Enrollment Technician

Administrative Analyst

Program Assistant / Translator

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

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

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

The Head Start Kern grant is funded to serve 1,242 Head Start (HS) children and 829 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base. As of December 8, 2023, 970 children have been served in Head Start, and 774 in Early Head Start 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 or send a representative to represent 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 October 23, 2023, and November 14, 2023. The committee members participated in an open discussion; identifying community needs based on Community Assessment. The discussions also included a review of the 2023-2024 Selection Criteria as well as the 2023- 2024 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There were six sections of the 2023 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. The committee was asked to review the two documents provided to them, and freely discuss 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 spearheading a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2022/2023 Recruitment and Selection Plan. The primary discussion was 3-year-old children, Transitional Kindergarten and Family Childcare. It was determined there would be no need to change the points for a 3 year – old children because Transitional Kindergarten will be prioritizing 4-year-olds leaving 3-year-olds in need of services. There would be no significant difference in enrollment if the eligibility points increased; therefore, no changes were made. Following the discussion of 3-year-olds was a discussion on Family Childcare. We had committee members share their experiences with Family Childcare and the strengths many childcare providers currently have and how they can increase their service to the community with the support of the Head Start / Early Head Start program.

During the first meeting the committee was advised to better support our Selection Criteria Verification Form by defining the criteria on the form and cite the Community Assessment with the definitions. At the second committee meeting, members were provided with an informative presentation on Family Childcare. Since Family Childcare is a viable option during the program year, the Family Childcare option is added to the Selection Criteria Verification Form.

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, in foster placement, or homeless based upon federal guidelines.
- 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 the Kern County homeless Collaborative, in 2023, there were an estimated 1,948 people living in Homelessness in Kern County – a 23% increase from 2020. Families with children accounted for 3% of the homeless population and children constituted almost 6% of homeless people counted.

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). According to Kidsdata.org, in 2020 there were 22,091 children K-12 with disabilities in Kern County, with learning disabilities being the most prevalent followed by Speech or Language difficulties. For San Joaquin County there is approximately 13.9% of children that have special health care needs, according to Kidsdata.org between the years of 2016 and 2018.

Foster Placement

Foster placement is a high priority for selection at Head Start. According to kidsdata.org, in 2018, San Joaquin County is slightly higher than the overall percentage for the State of California at 6.5%. Kern County is lower

than San Joaquin County in 2018 showing a 5.6% of foster children. Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of the risk of maltreatment or inadequate care.

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

Based on the most recent update to the 2023 Community Assessment, it was determined 68,078 children in Kern County and 59,942 in San Joaquin County are under the age of 5. Additionally, an estimated 21,994 of children in Kern County lived in poverty and 84% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 11,998 that were age and income eligible.

Based on the 2023 Community Assessment, in Kern County, 21,994 children under the age of 5 are living below the federal poverty level; that means, those children are Income/Public Assistance eligible for Head Start and Early Head Start. In San Joaquin County, 11.9% live in poverty and those under the age of 5 are also Income/Public Assistance eligible.

Over income who meet the program selection criteria

It is estimated that 21,994 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. 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 2023-2024 School Year, CAPK reports serving 42 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 to by school districts or other agencies.
- Provide flexible/modified attendance schedules (Dual Enrollment).
- Establishing a relationship with the local School Districts Special Education Department.
- Establishing a relationship with the Special Education Preschools, on-site direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participating on the Kern Early Start Services Advisory Committee and Valley Mountain Regional Center (VMRC) in San Joaquin.
- Providing specific materials for recruitment of children with disabilities.
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Special Education Local Plan Area/Least Restrictive Environment) Committee.
- Participating in MVCCP-Medically Vulnerable Care Coordinator Project.

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

- Private early childcare agencies that do not accept children with disabilities.
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department, and low-income clinics.
- Kern Regional Center and H.E.A.R.T.S. Connection.
- Search and Serve
- Valley Achievement
- San Joaquin County Office of Education
- Community Connection for Childcare 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 begin 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.
- Memorandum 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.

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.

- Door-to-Door Recruitment

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 are eligible because they are living in circumstances described in one of the above.

2. Foster Placement

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

- Public Assistance Eligible
- Income Eligible
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HS, 3RD year enrollee)
- Parents who were/are 18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HS wait-list prior program year and not enrolled
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral
- Social service referral
- Public Assistance Program
- Parent Works Full Time/Attending school Full time
- Home Language other than English
- Family is undergoing Court-ordered Family Maintenance

Total priority points are calculated by our 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.

DRAFT

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;

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

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

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

- (A) There is no other preschool program in the community;
- (B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];
- (C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and
- (D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

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, childcare centers, and family childcare 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 childcare, 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 childcare, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.
 - (3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.
 - (i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.
 - (ii) If a family cannot provide one of the documents described in paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.
 - (iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

- (4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.
- (j) Eligibility duration.
- (1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
- (2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.
- (3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.
- (4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.
- (k) Records.
- (1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.
- (2) Each eligibility determination record must include:
- (i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;
- (ii) A statement that program staff has made reasonable efforts to verify information by:
- (A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,
- (B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.
- (iii) A statement that identifies whether:
- (A) The family's income is below income guidelines for its size, and lists the family's size;
- (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
- (C) The child is a homeless child or the child is in foster care;
- (D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,
- (E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.
- (3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.
- (l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.
- (m) Training on eligibility.
- (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:
- (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;

- (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
- (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.
- (2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.
- (3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.
- (4) A program must develop policies on how often training will be provided after the initial training.

1302.13 Recruitment of children.

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

1302.14 Selection process.

- (a) Selection criteria.
 - (1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.
 - (2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.
 - (3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.
 - (4) A program must not deny enrollment based on a disability or chronic health condition or its severity.
- (b) Children eligible for services under IDEA.
 - (1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.
 - (2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.
- (c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment

- (a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.
- (b) Continuity of enrollment.
 - (1) A program must make efforts to maintain enrollment of eligible children for the following year.

- (2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).
- (3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

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

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

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

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

1302.16 Attendance

(a) **Promoting regular attendance.** A program must track attendance for each child.

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

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

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

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) **Managing systematic program attendance issues.** If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) **Supporting attendance of homeless children.**

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

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

Definitions from the Head Start Program Performance Standards

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

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

| 2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA | |
|---|-------------------|
| Persons in family/household | Poverty guideline |
| 1 | \$14,580 |
| 2 | \$19,720 |
| 3 | \$24,860 |
| 4 | \$30,000 |
| 5 | \$35,140 |
| 6 | \$40,280 |
| 7 | \$45,420 |
| 8 | \$50,560 |

For families/households with more than 8 persons, add \$5,140 for each additional person.

Revised January 19, 2023

2024-2025 Selection Criteria Verification Form

Applicant Name: _____ D.O.B: _____

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

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

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

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

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

| | | |
|--|-----------|------|
| Staff Verifying Eligibility – Print Name | Signature | Date |
|--|-----------|------|

Guidance for Selection Criteria Verification Form

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

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

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

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

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

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

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

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

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

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

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

Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, the applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School/CalWorks: Documentation must be provided, and case note must include parent(s) employment and/or attending school.

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Primary Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

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

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

Definitions for Selection Criteria Verification Form

Supported by the Community Assessment for Kern and San Joaquin County (SJC), 2023

Program Options

Head Start / Early Head Start (HS/EHS): High quality early childhood education for children from prenatal to age five through part-day, full-day, and home-based options. The program uses a holistic approach by not only addressing the needs of the child, but by teaching parents to become advocates and self-reliant providers for their children through its Parent Policy Council and Family engagement programs (Community Assessment 2023, Kern, pg. 9, SJC, pg. 6).

Family Childcare, (FCC): (a) Setting: The family childcare program option delivers the full range of services, consistent with §1302.20 (b) Education and child development services are primarily delivered by a family childcare provider in their home or other family like setting.

(b) Ratios and group size. (1) A program that operates the family childcare option where Head Start Children are enrolled must ensure group size does not exceed the limits specified in this section. If the family childcare provider's own children under the age of six are present, they must be included in the group size.

(c) Service duration. Whether family childcare option services are provided directly or via contractual arrangement, a program must ensure family childcare providers operate sufficient hours to meet the childcare needs of families and not less than 1,380 hours per year.

(d) Licensing requirements. A family child-care provider must be licensed by the state, tribal, or local entity to provide services in their home or family-like setting. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision applies.

(e) Child development specialist. A program that offers the family childcare option must provide a child development specialist to support family childcare providers and ensure the provision of quality services at reach family childcare home.

Referring to the cost of care for each County, Kern County shows the monthly cost of care for a licensed childcare center is \$1,266 and \$932 for a licensed childcare home. (Community Assessment, Kern, pg. 43). The cost of care for SJC is \$15,000 for infants, licensed center-based and \$10,191, preschoolers, licensed center based, and for family child care home, Infants/Toddlers, \$11,481 and Preschooler's, \$9,743 (Community Assessment 2023, Kern, pg. 43, SJC, pg. 27, [1302.23 Family child care option. | ECLKC \(hhs.gov\).](#)

EHS Partnership: Early Head Start – Childcare Partnerships support communities by expanding the number of high-quality early learning environments for infants and toddlers in Low-income families. They integrate EHS comprehensive services and resources into an array of traditional childcare and family care settings ([Starting an Early Head Start-Child Care Partnership | ECLKC \(hhs.gov\).](#)

Eligibility

McKinney-Vento Eligible: The McKinney-Vento Definition of Homeless – The term “homeless children and youths”—(A) means individuals who lack a fixed, regular, and adequate nighttime residence and, (B) Includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic, hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelter; or are abandoned in hospitals; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human rights (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309o the Elementary and Secondary Education Act of 1965 who qualify as homeless for the purposes of (i) through (iii) ([Module 1: Overview of Family Homelessness | ECLKC \(hhs.gov\)](#)).

Income/Poverty: The Health and Human Services (HHS) Poverty Guidelines are used to determine income eligibility for participation in Head Start and Early Head Start programs. Program staff may refer to these resources when working with families (Community Assessment 2023, Kern, pg. 14-17, SJC, pg. 10-13, [Poverty Guidelines and Determining Eligibility for Participation in Head Start Programs | ECLKC \(hhs.gov\)](#)).

Age: (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 (Community Assessment Kern, pg. 32-33, SJC pg. 26-29, [1302.12 Determining, verifying, and documenting eligibility. | ECLKC \(hhs.gov\)](#)).

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 sufficient efforts to collaborate with State and local made agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);



To: PRE-Committee

From: Robert Espinosa, Program Design and Management Administrator
Rosa Guerrero, Administrative Analyst
Date: January 17, 2024
Subject: *Agenda Item 5e: 2024-2025 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, 2024. 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.

The 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.

Recommendation:

Staff recommends the PRE-Committee approve the 2024-2025 Program Planning Calendar.

Attachment:

2024-2025 Program Planning Calendar

Community Action Partnership of Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

| Planning Activity | Persons Responsible/ Team Leader | Timelines | Governing Bodies Involved | Governance Timelines | Governance Action Type |
|--|---|--------------------|--------------------------------------|----------------------|------------------------|
| Written Planning Procedure <ul style="list-style-type: none"> 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 |
| Self-Assessment <ul style="list-style-type: none"> Identify strengths & areas needing improvement Develop Corrective Action Plans | Quality Assurance Administrator, Education Manager, Support Service Manager | January – May | Policy Council Board of Directors | May | Approval Approval |
| Comprehensive Data Analysis <ul style="list-style-type: none"> 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 Disabilities Data <i>Comprehensive Data Analysis continued...</i> <ul style="list-style-type: none"> Training evaluations Program Information Report (PIR) Ongoing monitoring results | Administrative Analyst, Program Design and Management Administrator, Education Manager, Support Service Manager, Quality Assurance Administrator, Professional Development Manager, and Assistant Directors | March – June | | | |

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

| Planning Activity | Persons Responsible/ Team Leader | Timelines | Governing Bodies Involved | Governance Timelines | Governance Action Type |
|--|---|---------------|--|--------------------------|------------------------------------|
| <ul style="list-style-type: none"> Self assessment results May include other data sets relevant for determining community and program needs and strengths | | | | | |
| Program Design & Program Options <ul style="list-style-type: none"> Review site locations Basis for program options Include in Refunding Application | Administrative Analyst & Program Design and Management Administrator. | April – May | Policy Council Board of Directors | June June | Approval Approval |
| Goals and Objectives <ul style="list-style-type: none"> Identify priorities Review/revise Head Start and State Child Development division mission statement Identify long & short-term program goals | Administrative Analyst, Program Design and Management Administrator; and the Administrative Team. | April – May | Policy Council Board of Directors | June June | Approval Approval |
| Program Improvement Plans <ul style="list-style-type: none"> 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 August | Approval Approval |
| Program Information Report (PIR) <ul style="list-style-type: none"> Summarize data Verify data Input data into online Head Start Enterprise System | Quality Assurance Administrator, and Administrative Staff | June – August | Policy Council Board of Directors | February February | Informational Informational |
| Begin Budget Draft <ul style="list-style-type: none"> Include funds to support program goals/ objectives Involve all divisions that support the requirements of the Head Start program | Finance Team and the Administrative Staff | June – August | | | |

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

| Planning Activity | Persons Responsible/ Team Leader | Timelines | Governing Bodies Involved | Governance Timelines | Governance Action Type |
|---|---|-------------------------------------|--|----------------------|--------------------------|
| Program Objectives & Need for Assistance <ul style="list-style-type: none"> Draft program narrative | Administrative Analyst, Program Design and Management Administrator, and the Administrative Team | June – August | | | |
| Training and Technical Assistance Plan <ul style="list-style-type: none"> Identify training needs based on the results of data analysis Indicate outcomes and evaluation of achievement | Administrative Analyst, Program Design and Management Administrator, and the Professional Development Manager | Draft June-Aug Final October | Policy Council Board of Directors | October | Approval Approval |
| Completed Budget <ul style="list-style-type: none"> Final management review & approval | HS Director; CPO: CFO | August | | | |
| Recruitment Plan and Selection Criteria/Training <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan PC/BOD Annual Training | PDM Administrator, Community Partners, and Program Parents | October – November | Policy Council Board of Directors | January | Approval Approval |
| Completed grant application including: <ul style="list-style-type: none"> 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, and the Administrative Analyst | October | Policy Council Board of Directors | October | Approval Approval |

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025


| Planning Activity | Persons Responsible/ Team Leader | Timelines | Governing Bodies Involved | Governance Timelines | Governance Action Type |
|--|--|----------------------------|---------------------------|----------------------|------------------------|
| Approved Grant Application Submitted for funding | Administrative Analyst, Program Design and Management Administrator, and the HS AD Program | Oct./Nov. 14 th | | | |
| Head Start Annual Report | Quality Assurance Administrator and the Administrative Team | February | | | |

Begin planning cycle for 2025 – February 2026 Program Year

| | | | | | |
|---|---|--------------------|--------------------------------------|-------|--------------------------------|
| Community Assessment <ul style="list-style-type: none"> Collect data Compile information into written Community Assessment | Administrative Analyst, Program Design and Management Administrator, and Administrative Staff | November – January | Policy Council Board of Directors | March | Informational Informational |
|---|---|--------------------|--------------------------------------|-------|--------------------------------|



MEMORANDUM

To: Program, Review, and Evaluation (PRE) Committee

From: Annelisa Perez, Outreach and Communications Supervisor
Date: January 17, 2024
Subject: *Agenda Item 5f*: Customer Relationship Management (CRM) Interagency Referral Management (IRM) Presentation – **Info Item**

In July of 2022, the agency launched the Interagency referral Management CRM with the intent to connect clients to all CAPK programs for which they might qualify. After a year from its official launch, the agency observed that the performance was not meeting expectations. During November and December of 2023, individual meetings were arranged with program managers and their staff. In these meetings, certain challenges were identified that could be impacting overall performance. Since then, the Information System (IS) team and staff have progressively worked on implementing updates and offering assistance to CAPK staff requiring training or addressing technical challenges.

Today's presentation focuses on the status of the agency's overall performance, as well as individual performance of each program/department. The presentation highlights successful users and high-performing programs/departments as well as ongoing solutions and updates to ensure the platform continues to function properly. Additionally, it serves as an opportunity to promote and encourage participation among the programs and departments that may not be utilizing the platform to its full potential.

Attachment:
Inter-agency Referral Management (IRM) Presentation



Interagency Referral Management (IRM) CRM

1

Presentation Outline



- 1) IRM System Purpose
- 2) What does IRM System offer CAPK?
- 3) Agency and Program Performance Overview
- 4) Program Spotlights
- 5) Challenges Identified
- 6) Platform Updates

2



IRM System Purpose

The IRM system aims to connect clients to all eligible CAPK programs. Its objective is to improve program efficiency, quickly determine eligibility, and provide live access to client information throughout the referral process. CAPK believes with its 19 distinct programs, we can guide individuals and families towards a path to self-sufficiency.

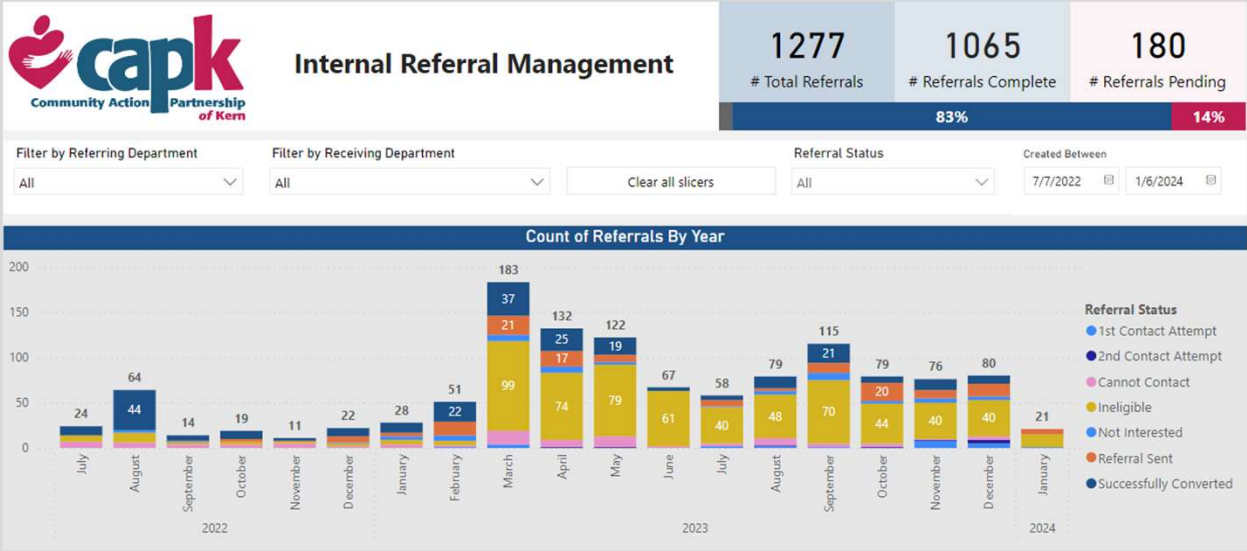
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What does IRM System offer CAPK?

- **Data driven decisions:** Provides analytics and reporting to help make informed decisions.
- **Centralized Data:** Facilitates easy retrieval and analysis of data.
- **Enhanced Case Management:** Provides a comprehensive view of client interactions and referrals.
- **Resource Optimization:** Helps allocate resources more effectively by identifying areas of high demand and optimizing service delivery based on real-time data.
- **Long Term Sustainability:** Improving efficiency, resource management, and tracking impact measurement. The IRM also supports fundraising efforts and grant opportunities by providing insights into the organization's overall effectiveness.

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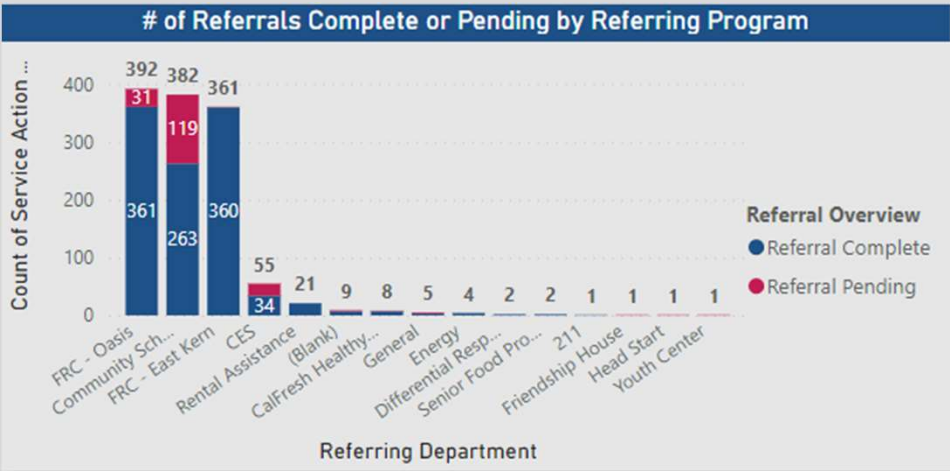
Agency Overview



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Referring Program Overview

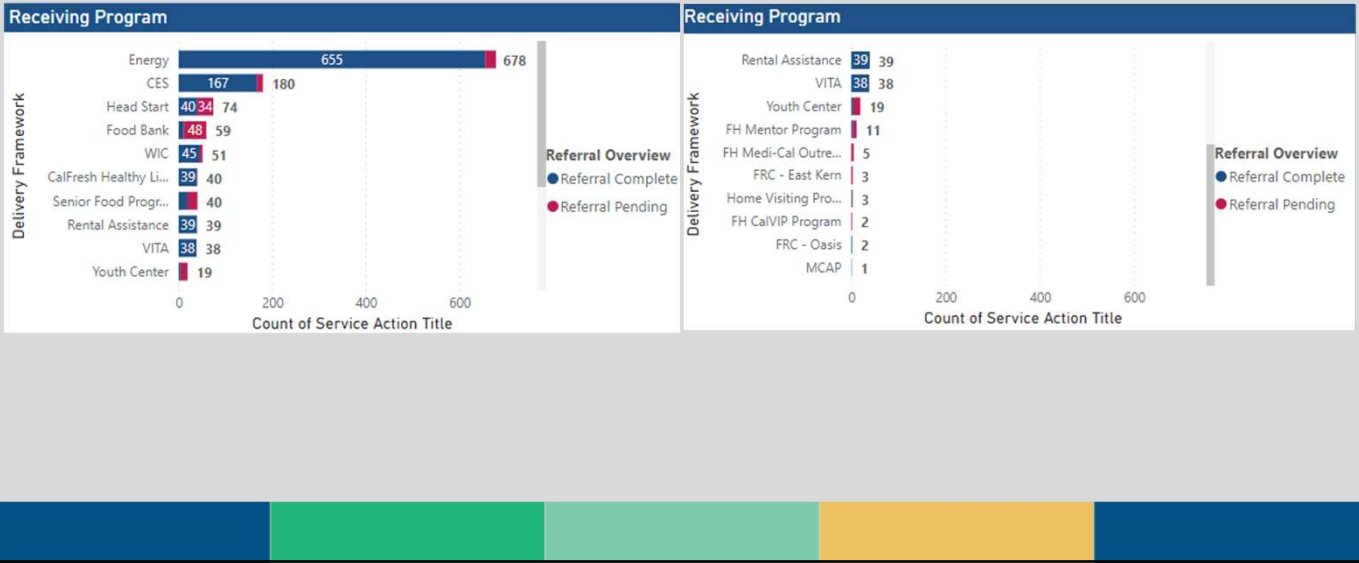
(Submitting Program)



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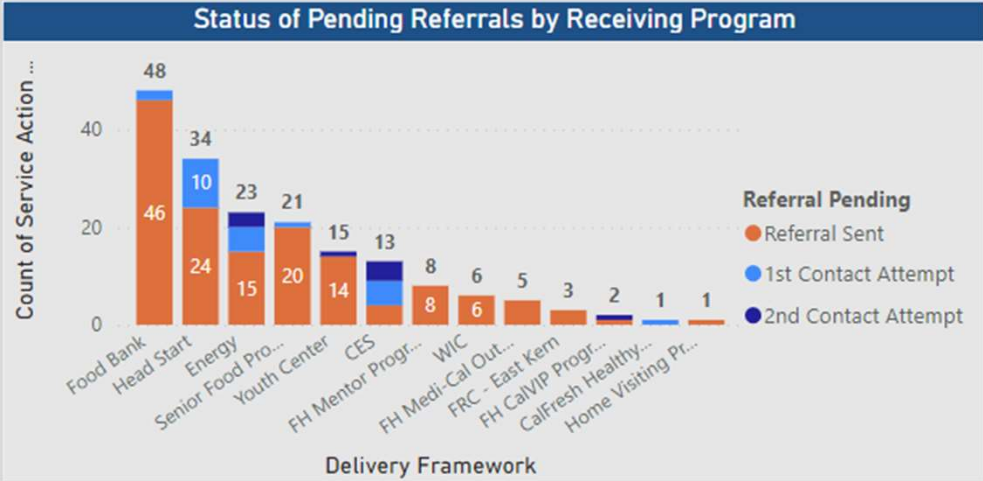
Delivery Framework Overview

(Receiving Program)



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Pending Referral Overview



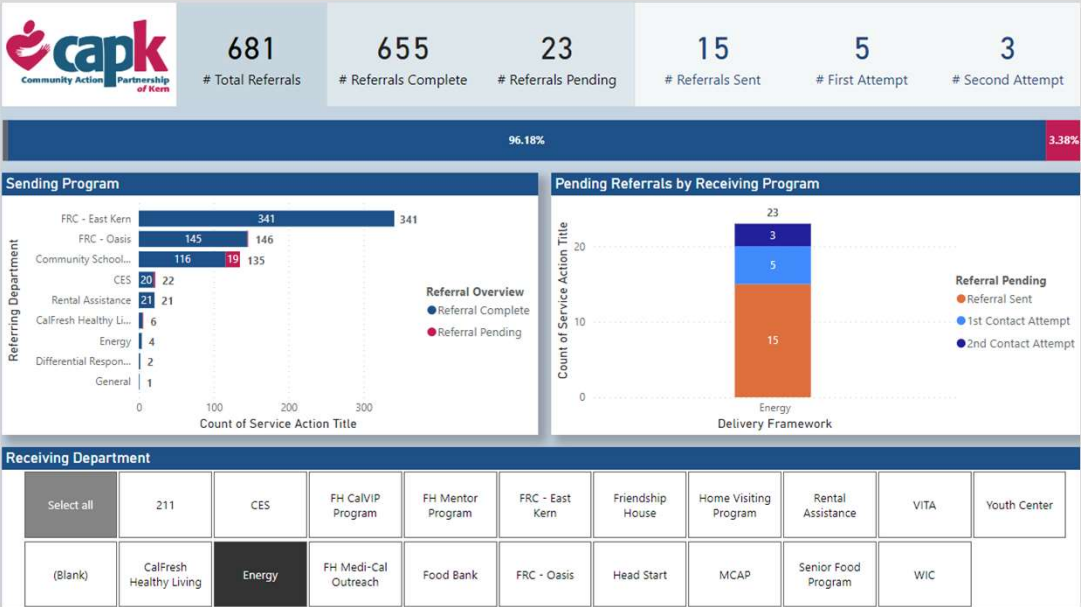
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Top Referring Programs



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Top Receiving Program



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Challenges and Limitations Identified



- Inaccurate contact information
- Programs with high demanding services or small teams find it challenging to adhere to the 2-day turnaround rule
- Program applicators were not receiving follow-up reminders
- Program managers expressed a need of continuous training support
- Limited awareness of programs participating in the IRM Platform
- No access to review referrals

11

IRM Updates



- Email reminders for first and second contact attempts to all applicators (submitter) has been resolved
- Program eligibility questions are continuously being updated
- One on one IRM training sessions for program participants have begun
- Sessions can be scheduled as needed for additional support or for new staff onboarding

12

Contact Information



13

Thank you!

14