



**Community Action Partnership of Kern  
Head Start/State Child Development**

# **POLICY COUNCIL MEETING PACKET**

**January 23, 2024  
5:30 p.m.**

**This meeting will be held via Microsoft Teams  
Meeting ID: 250 149 296 32  
Passcode: Z8dpW9**

**[Click here to join the meeting](#)**

# **POLICY COUNCIL STANDING COMMITTEES**

## **January 2024**

### **EXECUTIVE COMMITTEE**

**Chairperson:** Ruby Cruz  
**Vice Chairperson:** Gabriela Rangel  
**Secretary:** Iris Roman  
**Treasurer:** Glorylee Selmi  
**Parliamentarian:** *Vacant*

### **STANDING COMMITTEE MEMBERS**

**Board of Directors:** Fatima Echeverria

#### **BYLAWS**

**Chairperson:** (Parliamentarian)

1. Ruby Cruz
- 2.
- 3.
- 4.
- 5.
- 6.

#### **SCHOOL READINESS**

**Chairperson:** Iris Roman

1. Alejandra Verduzco
2. Jennifer Wilson
- 3.
- 4.

#### **PLANNING**

**Chairperson:** Gabriela Rangel

1. Fatima Echeverria
2. Iris Roman
3. Ashely Trent
4. Ruby Cruz
- 5.
- 6.

#### **BUDGET & FINANCE**

**Chairperson:** Glorylee Selmi

1. Cristina Herrera
2. Gabriela Rangel
- 3.
- 4.
- 5.
- 6.



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

## Policy Council Attendance 2023 - 2024

[illegible]

[illegible][illegible]

School Readiness Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Iris Roman											
Jennifer Wilson											
Alejandra Verduzco											

Planning Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Gabriela Rangel		X									
Fatima Echeverria		X									
Iris Roman		X									
Ashely Trent		X									
Ruby Cruz		X									

Board of Directors											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Fatima Echeverria											

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



DATE	January 23, 2024
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE	(213) 204-2374
MEETING ID	235 589 728#

## Policy Council Meeting Agenda

Meeting to be held via tele-conference. Members of the public may join the teleconference.

### ***The Promise of Community Action***

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

#### **1. Call to Order**

##### a. Roll Call

Alejandra Verduzco Hernandez  
Ana Vigil  
Ashley Trent  
Candy Diaz  
Cristina Herrera

Fatima Echeverria  
Gabriela Rangel  
Glorylee Selmi  
Iris Roman  
Jennifer Wilson

Kellie Ledezma  
Ruby Cruz

#### **2. Public Comments**

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

#### **3. Committee Verbal Reports**

(3 minutes per report)

- a. Budget & Finance
- b. Bylaws
- c. Planning
- d. School Readiness

#### **4. Presentation**

None

#### **5. Consent Agenda**

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

- a. Policy Council Meeting Minutes – December 19, 2023 (English/Spanish) **(p. 8-15)**
- b. Head Start Budget vs. Actual Expenditures, March 1, 2023, through November 30, 2023 **(p. 16-18)**
- c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, through November 30, 2023 **(p. 19-21)**
- d. Parent Travel & Childcare through November 30, 2023 **(p. 22-23)**
- e. Parent Activity Funds through November 30, 2023 **(p. 24-25)**
- f. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 through November 30, 2023 **(p. 26)**
- g. Early Head Start Childcare Partnership Non-Federal Share and In-Kind Report, March 1, 2023 through November 30, 2023 **(p. 27)**
- h. Independent Audit Report for Fiscal Year 2022-2023 **(p. 28-38)**

- i. Children's Mobile Clinic – January 2023 (English/Spanish) (p. 39-40)
- j. Program Review & Evaluation Report – November 2023 (p. 41-42)
- k. Program Review & Evaluation Report – December 2023 (p. 43-44)
- l. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness (p. 45)
- m. Backpack Connection Series: How to Teach Your Child to Take Turns (English/Spanish) (p. 46-47)
- n. Heating Safety – National Fire Protection Association (English/Spanish) (p. 48-49)
- o. Head Start Recruitment Flyer (English/Spanish) (p. 50-51)
- p. Early Head Start San Joaquin Flyer (English/Spanish) (p. 52-53)
- q. Home Visiting Program Flyer (English/Spanish) (p.54-55)
- r. Policy Council Meeting Dates (p. 56)

**6. New Business**

**Action Item**

- a. Nomination and election of Candy Diaz to the School Readiness Committee
- b. Nomination and election of Kellie Ledezma to the Bylaws Committee
- c. 2023-2024 Head Start/Early Head Start Carryover Budget Revision – Jerry Meade, Assistant Director (p. 57-58)
- d. Head Start No Cost Extension Request – Jerry Meade, Assistant Director (p. 59)
- e. 2024-2025 Program Planning Calendar – Rosa Guerrero, Administrative Analyst (p. 60-64)
- f. 2024-2025 Recruitment & Selection Plan – Carol Hendricks, Enrollment & Attendance Manager (p. 65-90)

**7. Standing Reports**

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

**8. Policy Council Chairperson Report**

**9. Policy Council Member Comments**

**10. Next Scheduled Meeting**

**11. Adjournment**

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**POLICY COUNCIL MEETING MINUTES**  
**December 19, 2023**  
**Meeting ID: 210 008 318 778**

**1. Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

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

Policy Council Members Present: Alejandra Verduzco Hernandez, Ana Vigil, Ashely Trent, Candy Diaz, Christina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Isabel Zamora, Jennife Wilson, Ruby Cruz

**2. Public Comments**

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

*Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

None

**3. Standing Committee Reports**

**a. School Readiness Committee**

**b. Planning Committee**

**c. Budget & Finance Committee**

**d. Bylaws Committee**

There were no reports provided as committees have not yet been fully established.

**4. Presentations**

**a.** No presentations

**5. Consent Agenda**

**\*ACTION**

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

- a. Policy Council Meeting Minutes – November 28, 2023 (English/Spanish)
- b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023
- c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023
- d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to October 31, 2023
- e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to October 31, 2023
- f. Parent Travel & Childcare through October 31, 2023
- g. Parent Activity Funds through October 31, 2023
- h. 2023-2024 Full Enrollment Initiative – CAPK Head Start/State Child Development
- i. ACF-PI-OHS-23-04; Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment; Issuance Date: 11/20/2023
- j. Children's Mobile Clinic – December 2023 (English/Spanish)
- k. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
- l. First Annual Family Engagement & Fatherhood Conference – January 20, 2024; Hodel's Restaurant
- m. Head Start California Parent & Family Engagement Conference – February 26-27, 2024, Long Beach, CA
- n. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)



- o. Winter Holiday Safety (English/Spanish)
- p. California's Low-Cost Auto Insurance (English/Spanish)
- q. Head Start Recruitment Flyer (English/Spanish)
- r. Early Head Start San Joaquin Flyer (English/Spanish)
- s. Home Visiting Program Flyer (English/Spanish)
- t. Policy Council Meeting Dates
- u. Executive Officer Roles and Responsibilities
- v. Policy Council Subcommittee Functions

Gabriela Rangel made a motion to approve consent agenda items (a) through (v); seconded by Jennifer Wilson. Motion carried unanimously.

## **6. New Business**

**\*ACTION**

### **a. Nomination and election of Policy Council Parliamentarian**

The roles and responsibilities of the Policy Council Executive Committee Officer position of Parliamentarian were shared with the committee. With no interest in serving in this capacity, this item was tabled and will be revisited again next month.

### **b. Nomination and election of Policy Council School Readiness Committee Members**

An overview of the committee's functions was provided with additional information shared by staff sponsor Cynthia Rodriguez. Alejandra Verduzco was self-nominated to serve on the School Readiness Committee as did Jennifer Wilson. Motion to approve was made by Fatima Echeverria; seconded by Iris Roman. Motion carried unanimously.

### **c. Nomination and election of Policy Council Bylaws Committee Members**

The roles and responsibilities of the Bylaws Committee were provided to members, along with the tentative meeting schedule. A question was posed as to what occurs should a committee not have any members. It was shared that there are members who have not yet selected a committee to serve on and are not present this evening therefore this scenario is unlikely. It was added that, however should this occur this is something that will be addressed with the Council. Ruby Cruz nominated herself as a member of the Bylaws Committee. Motion to approve was made by Jennifer Wilson; seconded by Iris Roman. Motion carried unanimously.

### **d. Nomination and election of Policy Council Planning Committee Members**

Ruby shared that there are still vacancies on the Planning Committee, the floor was then open for nominations. Members were reminded they could serve on a maximum of two committees if so desired. Ruby Cruz was self-nominated to serve on the Planning Committee. Motion to approve was made by Fatima Echeverria; seconded by Jennifer Wilson. Motion carried unanimously.

### **e. Nomination and election of Policy Council Budget & Finance Committee Members**

Vacancies were available on the Budget & Finance Committee, a request for interest to serve on this committee was made. There were not any additional members interested in serving on this committee.

### **f. Nomination and election of Policy Council Representatives to attend the Annual Head Start California Conference in Long Beach, California, February 26-27 2023**

Lisa provided members with information on the Head Start California Conference including a "typical" conference overview regarding the process of registration, selection of sessions and more. She also shared the travel dates with members including departure and tentative return dates. Lisa shared with members that the hotel accommodations as well as conference registration are covered by the agency and shared there is also a small per diem allotted for attendees to cover meal costs not included in the conference registration. She encouraged interested members to ensure their personal schedules, including any work/school commitments, childcare, etc. allowed for them to participate should they be elected. Lisa also reviewed the Policy Council Bylaws which state conference attendance is open to those members who have not previously had the opportunity to attend in the past. She added that should there be vacancies after those first-time members have been

selected then second or third year members who have previously attended a training may be selected to attend. Lisa also noted that those members who attend the conference will be required to provide a verbal report to the Council and to share their new learning and/or takeaways. It was stated once members have been elected, their information will then be shared with the Professional Development team who will begin the conference registration process, hotel accommodations and more. Lisa opened the floor for any questions members may have prior taking nominations for the four Policy Council member representatives to attend the conference. A question was posed asking if members are responsible for driving their own vehicles to the conference. It was shared when previously attending the Head Start California conference Policy Council members were transported by staff in an agency vehicle. Board of Director's Representative Ana Vigil spoke to conference attendance and shared her perspective. Ana recommended attendance for those who were able to, stating that not only is it a great learning experience it provides attendees with information as to what other programs are doing as well as sharing some of our own practices with other programs. Ana shared that it is a wonderful opportunity. With no additional inquiries the floor was open for nominees interested in attending the conference. Self-nominations were made by Ashley Trent, Jennifer Wilson and Glorylee Selmi. Assistant Director Gloria Barbero confirmed that San Joaquin staff will also be attending the Annual Head Start California Conference. With one additional vacancy past attendees Fatima Echeverria and Ruby Cruz both expressed a desire to attend. Fatima and Ruby each had an opportunity to share with the Council as to why they would like to be selected to attend the conference. Upon conclusion of such, a vote took place with Ruby Cruz receiving the majority of votes for the fourth representative to attend the conference with Fatima selected as the alternate. Motion to approve was made by Gabriela Rangel; seconded by Iris Roman. Motion carried unanimously.

## **7. Standing Reports**

### **a. Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa congratulated those members who will be attending the Annual Head Start California Conference, adding she looks forward to the experience they will be provided and the opportunity they will have to share information gained with their peers. Lisa also shared a bit more information about some of the information contained in the December Policy Council Packet. She touched on the Point in Time Count, which captures the number of individuals experiencing homelessness in the County (of Kern.) She added that she will look in to obtaining information regarding this process in San Joaquin County so that she can share accordingly. Lisa also encouraged members to attend the inaugural Family Engagement & Fatherhood Conference should their schedule allow. This conference will take place in January. Information was provided regarding the monthly Dr. Kirk Parent Trainings that take place via Zoom. These trainings allow parents an opportunity to ask questions about everything from challenging behaviors, emotional well-being or any topic of their choice. Dr. Kirk is a clinical psychologist. The last bit of information Lisa touched on was the Dolly Parton Imagination Library Program. She shared the program provides books on a monthly basis to eligible children 0-5 years of age. Lisa added that there is a hard copy application in the packet but she will also provide the link to website so members can apply online if they desire. It was asked if the books are to be returned or kept, with the response being books received belong to the recipient. Council member Ashley Trent spoke about her experience with this program stating her children have participated and have received books and they are great and truly age appropriate. Because of the amount of books that may be received it was stated that one can choose to donate them if they'd like so as to make room for new books to be received. In closing Lisa thanked members for their attendance noting that it is a very busy time of year with the holiday just six days away and with some members' children already on winter break, she is grateful for their commitment to the Council and their participation.

**b. Board of Directors – Ana Vigil, CAPK Board Member**

Ana shared that the Board of Director's did not conduct a meeting during December. On behalf of the Board, she wished the Council a Merry Christmas, adding that they are doing a fabulous job. Ana shared how great it is that members are so involved and interested in their child's education; adding that they will appreciate it down the road when they get older.

**c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**

Assistant Director, Gloria Barbero shared on behalf of Yolanda and the entire administration team, well wishes for a Merry Christmas and a Happy New Year. Gloria stated all of our teachers in both San Joaquin and Kern are continuing to provide services and home visits to all. In closing Gloria wished everyone the best in the upcoming year.

**8. Policy Council Chairperson Report**

Ruby thanked everyone for joining the meeting, as there was a lot to cover. She also wished members a Merry Christmas and hopes that they enjoy time with their family and loved ones.

**9. Policy Council Member Comments**

Members were given an opportunity to make a statement or comment with several members expressing holiday greetings, well wishes and wishes of good health and safety during this time. Iris stated that the holidays are for family, and a time to love one another and continue to be blessed. Jennifer shared that she was very pleased to see the under-enrollment plan and more specifically that an action plan is directly focusing on wages. She added that she has a friend who completed her lab hours at one of our child development centers with her friend's main reason for not pursuing employment with the agency being low wages. With that said, Jennifer reiterated how glad she was to see that the first item on the under-enrollment plan list was increasing staff wages, adding that she feels the program is doing a good job in recognizing and working on that. Holiday well wishes continued from members' comments.

**10. Next Scheduled Meeting**

The next meeting will be held on Tuesday, January 23, 2024 at 5:30 p.m. on Microsoft Teams.

**11. Adjournment**

The meeting was adjourned at 6:22 p.m.

**ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN**  
**RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA**  
**19 de diciembre, 2023**  
**Número de identificación de la teleconferencia: 210 008 318 778**

**1. Convocación de reunión**

Ruby Cruz, presidenta del concilio de póliza llamó la junta al orden a las 5:36 p.m.

a. Se pasó lista y se estableció cuórum.

Miembros del concilio de póliza presentes: Alejandra Verduzco Hernandez, Ana Vigil, Ashely Trent, Candy Diaz, Christina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Román, Isabel Zamora, Jennifer Wilson, Ruby Cruz

**2. Comentarios públicos**

*El público que desee dirigirse al concilio de póliza, puede hacerlo en este momento. Sin embargo, el concilio no tomará ninguna determinación, solo referirá las cuestiones al personal para su estudio y análisis. Los oradores están limitados a tres minutos cada uno. Si más de una persona desea tocar el mismo tema, el límite se extenderá hasta 10 minutos. Favor de proporcionar su nombre antes de su presentación. Gracias.*

Ninguno

**3. Reportes de comités permanentes**

a. Comité de preparación escolar

b. Comité de planeación

c. Comité de presupuestos y finanzas

d. Comité de estatutos

No hubo reportes de los comités, ya que aún no se han establecido.

**4. Presentaciones**

a. No hubo presentaciones

**5. Agenda de aprobación**

**\*\_ACCIÓN**

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

- a. Resumen de la junta del concilio de póliza – 28 de noviembre, 2023 (inglés/español)
- b. Reporte del presupuesto de Head Start vs gastos actuales 1 de marzo al 31 de octubre, 2023
- c. Reporte del presupuesto de Early Head Start vs gastos actuales 1 de marzo al 31 de octubre, 2023
- d. Reporte no federal de Head Start y Early Head Start de Kern, 1 de marzo al 31 de octubre, 2023
- e. Reporte no federal de la asociación de cuidado infantil Early Head Start 1 de marzo al 31 de octubre, 2023
- f. Viajes de padres y cuidado infantil hasta el 31 de octubre, 2023
- g. Fondos de actividades para padres hasta el 31 de octubre, 2023
- h. Resolución de inscripción completa ciclo 2023-2024 – CAPK Head Start/Desarrollo infantil estatal
- i. Aviso de normativa propuesta (NPRM, siglas en inglés) ACF-PI-OHS-23-04; sobre el apoyo a la fuerza laboral de Head Start y la programación de calidad consistente – comentario público; fecha de emisión: 11/20/2023
- j. Clínica móvil de vacunación infantil – Diciembre 2023 (inglés/español)
- k. Capacitaciones mensuales para padres con el Dr. Kirk – División de bienestar de Head Start

- l. Primera conferencia anual de participación familiar y paternidad – 20 de enero, 2024; restaurante Hodel
- m. Conferencia Head Start de California sobre la participación de padres y la familia – Febrero 26 al 27, 2024, Long Beach, CA
- n. Series de conexión mochila: Cómo ayudarle a su hijo a ejecutar una transición sencilla entre actividades y lugares (inglés/español)
- o. Seguridad durante las vacaciones de invierno (inglés/español)
- p. Seguro para auto de bajo costo en California (inglés/español)
- q. Volante de reclutamiento de Head Start (inglés/español)
- r. Volante de reclutamiento de Early Head Start de San Joaquín (inglés/español)
- s. Volante del programa de visitas a domicilio (inglés/español)
- t. Horario de las reuniones del concilio de póliza
- u. Descripción de funciones y responsabilidades del portavoz ejecutivo
- v. Descripción de funciones y responsabilidades de los subcomités

Gabriela Rangel presentó una propuesta para la aprobación de la agenda de consentimiento de los incisos de la (a) hasta la (v); esta fue secundada por Jennifer Wilson. Propuesta aprobada por unanimidad.

## 6. Nuevos intercambios

**\*\_ACCIÓN**

- a. **Nominación y elección del representante del concilio de póliza**  
Se describieron las funciones y responsabilidades del portavoz ejecutivo del concilio de póliza a los presentes. Ninguna persona mostró ningún interés por el cargo, este tema se retomará nuevamente el próximo mes.
- b. **Nominación y elección de los miembros del comité de preparación escolar**  
Se proporcionó una descripción general de las funciones del comité, Cynthia Rodriguez, representante del comité añadió algunos puntos. Alejandra Verduzco y Jennifer Wilson, se auto nominaron para servir en el comité de preparación escolar. Fatima Echeverria presentó una propuesta para aprobar las nominaciones, esta fue secundada por Iris Román. Propuesta aprobada por unanimidad,
- c. **Nominación y elección de los miembros del comité de estatutos**  
Se proporcionó una descripción general de las funciones y responsabilidades del comité de estatutos, así como también un horario provisional de las juntas. Un miembro presentó una pregunta sobre la posibilidad de un comité que no obtuviese ningún miembro. Se informó que hay personas que no han seleccionado un comité y se encuentran ausentes hoy, por lo que es improbable que esto ocurra. Se agregó que en caso de que sucediese este problema se discutiría con los miembros del concilio. Ruby Cruz se auto nominó para participar en el comité de estatutos. Jennifer Wilson presentó una propuesta para aprobar la nominación, Iris Román la secundó. Propuesta aprobada por unanimidad.
- d. **Nominación y elección de los miembros del comité de planeación**  
Ruby informó que todavía hay vacantes en el comité, se esperó que los miembros iniciaran con las nominaciones. Se les recordó a los presentes que sólo se podrían postular para 2 comités. Ruby se auto nominó para un puesto. Fatima Echeverría presentó una propuesta para de aprobación, esta fue secundada por Jennifer Wilson. Propuesta aprobada por unanimidad.
- e. **Nominación y elección de los miembros del comité de presupuestos y finanzas**  
El comité todavía tiene vacantes disponibles. Se pidieron nominaciones, pero, nadie estuvo interesado en formar parte del comité.
- f. **Nominación y elección de los representantes del concilio de póliza para asistir a la conferencia anual de Head Start de California que se llevará a cabo en Long Beach del 26 al 27 de febrero, 2024**  
Lisa proporcionó algunos datos sobre una “típica” conferencia, incluyó el proceso de inscripción, la selección de sesiones entre otros temas. también informó algunos puntos del

itinerario como las fechas de salida y llegada. Agregó que el alojamiento y la inscripción a la conferencia corren a cuenta de la agencia, así como también una determinada cantidad para cubrir el costo de los alimentos, viático que no está cubierto en la inscripción a la conferencia. Exhortó a los presentes a verificar que sus horarios les permitan asistir sin ningún problema por si son seleccionados para asistir. Lisa revisó los estatutos del concilio de póliza en donde establece que, la asistencia a la conferencia está abierta para las personas que no hayan tenido la oportunidad de asistir previamente. Agregó que una vez que quedasen lugares después de haber seleccionado a los miembros que asistirán, los miembros participantes de segundo o tercer año que hayan asistido previamente tendrán la oportunidad de ser seleccionados para asistir nuevamente. Una vez concluida la conferencia, los participantes tendrán que presentar un informe verbal con el concilio, así como la difusión de información y/o conclusiones. Una vez que se haya elegido a los participantes, su información se referirá a división de desarrollo profesional, quienes se encargarán de la inscripción y los viáticos pertinentes. Se otorgó la oportunidad para formular preguntas antes de tomar las nominaciones de los cuatro miembros que asistirán a la conferencia.

Una persona preguntó que si los miembros eran responsables de conducir sus vehículos a la conferencia. Se informó que, en conferencias pasadas, los miembros del personal habían transportado a los participantes en los vehículos de la agencia. Ana Vigil, representante de la junta directiva compartió sus experiencias sobre la conferencia. Les recomendó a las personas que pudiesen asistir, lo hicieran agregando que es una experiencia de aprendizaje única, así como también le proporciona a los participantes información sobre la función de nuestro programa y otros programas. Se procedió a la nominación de las personas interesadas, y estas fueron Ashley Trent, Jennifer Wilson y Glorylee Selmi. Gloria Barbero, subdirectora del programa de San Joaquín, confirmó la asistencia del personal que asistirá a la conferencia, dejando un puesto libre. Fatima Echeverria y Ruby Cruz, expresaron su deseo de participar. A ambas se les dio la oportunidad de explicar por qué deberían ser seleccionadas para asistir. Se realizó una votación en la que Ruby Cruz obtuvo el mayor número de votos y será la cuarta persona que asistirá a la conferencia, Fatima fue seleccionada como suplente. Gabriela Rangel presentó la propuesta de aprobación, ésta la secundó Iris Román. Propuesta aprobada por unanimidad.

## **7. Reportes permanentes**

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

Lisa felicitó a los miembros que estarán asistiendo a la conferencia anual de Head Start de California, agregó que esta emocionada por la experiencia y la oportunidad que los miembros tendrán y podrán compartir con otros padres. Lisa procedió a revisar el contenido del paquete del concilio de póliza, en este se encuentra información sobre el recuento anual de personas desamparadas de Kern. Agregó que buscará la información pertinente sobre el condado de San Joaquín, la cual compartirá en fechas posteriores. Exhortó a los presentes a asistir a la conferencia anual de paternidad y partición familiar si su horario se los permitía; esta conferencia se llevará a cabo en enero. Se procedió a compartir información sobre las capacitaciones mensuales del doctor Kirk, las cuales se llevan a cabo por medio de Zoom. Durante estas sesiones, el Dr. Kirk quien es un psicólogo clínico proporciona información sobre los comportamientos desafiantes, bienestar emocional o cualquier tema que los padres elijan. El último tema que Lisa abordó el programa para bibliotecas bautizado Imaginación Dolly Parton; este programa regala libros mensualmente a niños de 0 a 5 años en el paquete se ha proporcionado una solicitud impresa, así como también un enlace para utilizar la solicitud en línea, si así lo desean. Alguno de los presentes preguntó si se tenían que devolver los libros, se aclaró que los libros pertenecen al destinatario. Ashley Trent, uno de los miembros del concilio narró la experiencia que ha tenido con el programa, dijo que sus hijos participaron y que recibieron excelentes libros apropiados para sus edades. Se sugirió a los miembros donar los libros para dejar espacio para recibir libros nuevos. Para concluir Lisa

agradeció a los miembros por su asistencia, señalando que esta es una época del año muy ocupada ya que estamos a seis días de las vacaciones de invierno, algunos niños ya salieron de vacaciones, por lo que agradece el compromiso de los presentes por su participación y compromiso con el concilio.

**b. Junta Directiva – Ana Vigil, miembro de la junta directiva de CAPK Board**

Ana informó que la junta directiva no se reunió en diciembre. A nombre de la junta Ana les deseó a todos felices fiestas, añadiendo que el concilio está haciendo un fabuloso trabajo; ella está sorprendida por la dedicación e interés que muestran en la educación de sus hijos, por último, agrego que éstos lo agradecerán en el futuro. .

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

La subdirectora Gloria Barbero, les deseó feliz Navidad y próspero año nuevo a todos los presentes en nombre de Yolanda y la división administrativa. Gloria añadió que tanto los maestros del condado de San Joaquín y los de Kern continúan brindando servicios y visitas a domicilio para los participantes. Por último, Gloria les deseó a todos sus mejores deseos Para el año venidero.

**8. Reporte de la presidenta del concilio de póliza**

Ruby agradeció a todos los presentes por asistir a la junta; ya que hubo muchos temas que se tenían que cubrir. Les deseó a todos feliz navidad y les desea que disfruten estas fiestas en compañía de sus familiares y seres queridos.

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

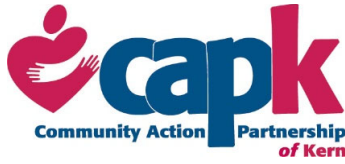
Se le otorgó la palabra a los miembros varios de ellos expresaron sus deseos para las fiestas navideñas, que cuenten con buena salud y seguridad. Iris reiteró que esta época es para pasarla en familia amándose unos a otros y para continuar siendo bendecidos. Jennifer está contenta con el plan para mejorar la baja inscripción y específicamente en el plan que se centra en los salarios. Añadió que tiene una amiga que completó su servicio social en una de las guarderías, añadió que la principal razón por la que esta persona no buscó empleo en la agencia son los bajos salarios. Jennifer reiteró su felicidad al ver que el primer punto de la lista del plan de inscripción estaba el aumento de salarios del personal, agregando que con esto el programa está reconociendo el arduo trabajo de los empleados que trabajan en el centro. Por último, se continuó con las felicitaciones navideñas.

**10. Próxima reunión programada**

La próxima junta se llevará a cabo el 23 de enero, 2024 a las 5:30 p.m. en Microsoft Teams.

**11. Conclusión**

La junta concluyó a las 6:22 p.m.



## MEMORANDUM

To: Policy and Finance Committee of the Policy Council

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

Date: January 16, 2024

Subject: *Head Start*  
Budget to Actual Report for the period ended November 30, 2023 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are 61% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are 100% of the budget.

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

The non-Federal share is at 83% of the budget.



# Community Action Partnership of Kern

## Head Start

### Budget to Actual Report

Budget Period: March 1, 2023 - February 29, 2024

Report Period: March 1, 2023 - November 30, 2023

Month 09 of 12 (75%)

Prepared 01/02/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	5,457,216	5,016,858	52%	48%
FRINGE BENEFITS	4,056,398	1,454,876	2,601,522	36%	64%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	779,595	(35,554)	105%	-5%
CONTRACTUAL	131,568	179,372	(47,804)	136%	-36%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	3,225,882	(518,599)	119%	-19%
INDIRECT	1,754,646	1,035,011	719,635	59%	41%
<b>TOTAL BASE FUNDING</b>	<b>19,868,010</b>	<b>12,131,953</b>	<b>7,736,057</b>	<b>61%</b>	<b>39%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	31,552	10,352	75%	25%
SUPPLIES	23,986	8,697	15,289	36%	64%
CONTRACTUAL	22,800	13,242	9,558	58%	42%
OTHER	72,752	106,682	(33,930)	147%	-47%
INDIRECT	16,144	17,413	(1,269)	108%	-8%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>177,586</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

#### CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>20,045,596</b>	<b>12,309,539</b>	<b>7,736,057</b>	<b>61%</b>	<b>39%</b>
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#### HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	2,533,822	(575,424)	129%	-29%
CALIF DEPT OF ED	11,131,398	8,304,445	2,826,953	75%	25%
<b>TOTAL NON-FEDERAL</b>	<b>13,089,796</b>	<b>10,838,267</b>	<b>2,251,529</b>	<b>83%</b>	<b>17%</b>

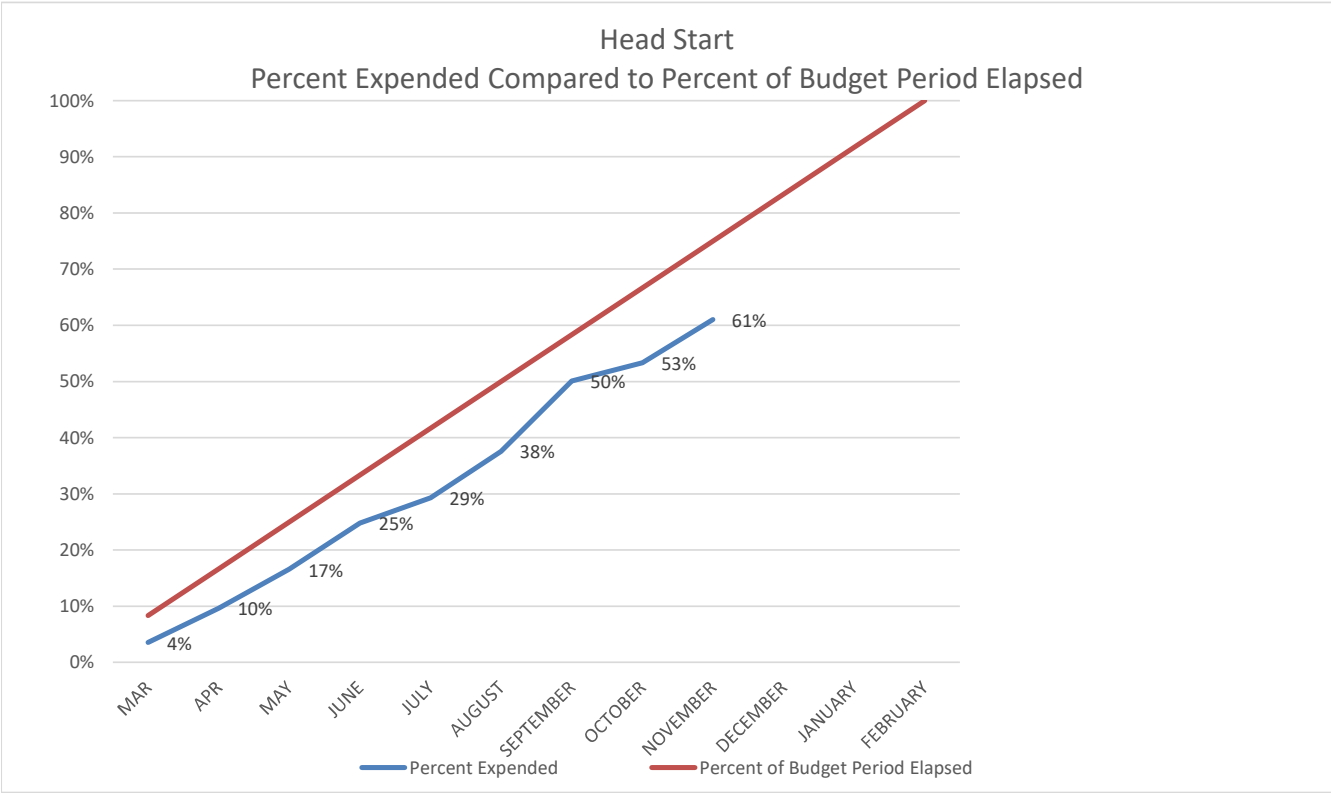
Budget reflects Notice of Award #09CH011132-05-01

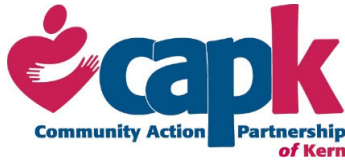
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023

Administrative Cost for HS and EHS Combined 5.1%

#### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	41,409	-	-	-	41,409	12/1/2023
Lowe's	14,765	2,592	53	-	17,411	12/5/2023
Smart & Final	1,649	67	-	-	1,716	12/1/2023
Save Mart	2,149	652	-	-	2,801	11/27/2023
Chevron & Texaco Business Card	8,186	-	-	-	8,186	12/6/2023
Home Depot	14,819	2,592	-	-	17,411	12/5/2023
	<b>82,978</b>	<b>-</b>	<b>53</b>	<b>-</b>	<b>88,934</b>	





## MEMORANDUM

To: Policy and Finance Committee of Policy Council

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

Date: January 16, 2024

Subject: *Early Head Start*  
Budget to Actual Report for the period ended November 30, 2023 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are 59% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are 68% of the budget.

**Community Action Partnership of Kern**  
**Early Head Start**  
**Budget to Actual Report**  
*Budget Period: March 1, 2023 - February 29, 2024*  
Report Period: March 1, 2023 - November 30, 2023  
Month 09 of 12 (75%)

Prepared 01/02/2024

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,862,428	5,565,178	4,297,250	56%	44%
FRINGE BENEFITS	2,829,887	1,550,097	1,279,790	55%	45%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	544,011	661,112	45%	55%
CONTRACTUAL	1,057,942	544,956	512,986	52%	48%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,855,359	316,580	85%	15%
INDIRECT	1,666,021	958,677	707,344	58%	42%
<b>TOTAL BASE FUNDING</b>	<b>18,793,340</b>	<b>11,018,277</b>	<b>7,775,063</b>	<b>59%</b>	<b>41%</b>

**TRAINING & TECHNICAL ASSISTANCE**

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	52,620	(8,428)	119%	-19%
SUPPLIES	30,013	23,848	6,165	79%	21%
CONTRACTUAL	26,080	17,943	8,137	69%	31%
OTHER	212,393	125,279	87,114	59%	41%
INDIRECT	31,268	20,447	10,821	65%	35%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>233,501</b>	<b>110,445</b>	<b>68%</b>	<b>32%</b>

**CARRYOVER**

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

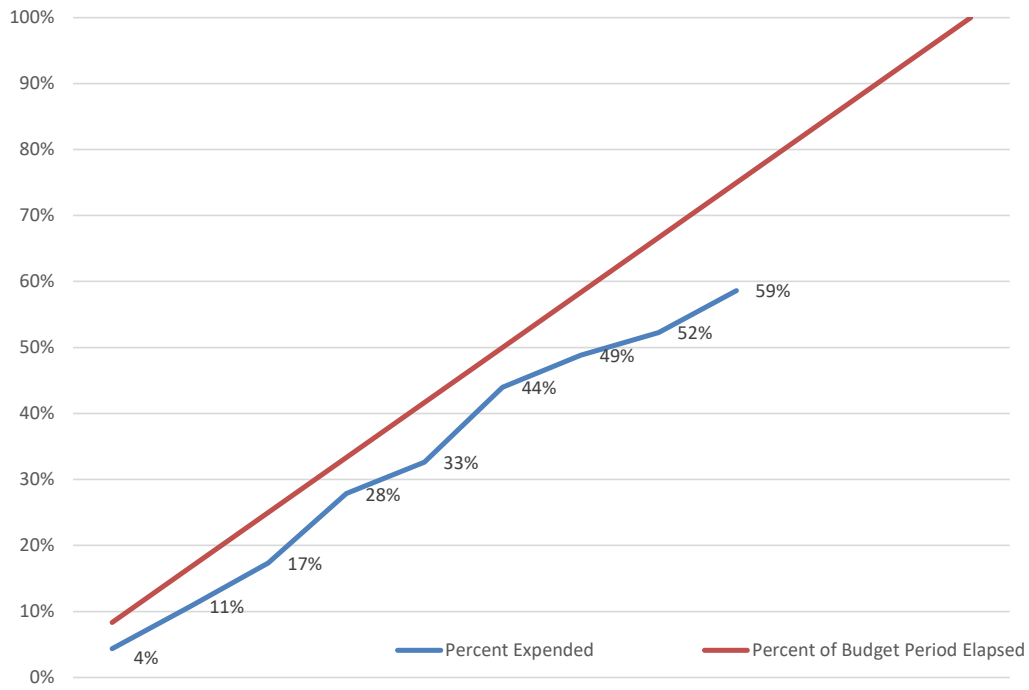
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>19,137,286</b>	<b>11,251,779</b>	<b>7,885,507</b>	<b>59%</b>	<b>41%</b>
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023

# Early Head Start

## Percent Expended Compared to Percent of Budget Period Elapsed



**COMMUNITY ACTION PARTNERSHIP OF KERN  
PARENT TRAVEL & CHILD CARE (6115)  
2023-2024**

**HEAD START**

<b>MONTH</b>	<b>BEGINNING BALANCE</b>	<b>SPENT THIS MONTH</b>	<b>SPENT YEAR-TO- DATE</b>	<b>REMAINING BALANCE</b>	<b>% OF YEAR ELAPSED</b>	<b>% OF BUDGET SPENT</b>
MARCH 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
APRIL 2023	\$ 1,350.00		\$ -	\$ 1,350.00	17%	0%
MAY 2023	\$ 1,350.00		\$ -	\$ 1,350.00	25%	0%
JUNE 2023	\$ 1,350.00		\$ -	\$ 1,350.00	33%	0%
JULY 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AUGUST 2023	\$ 1,350.00		\$ -	\$ 1,350.00	50%	0%
SEPTEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	58%	0%
OCTOBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	67%	0%
NOVEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	75%	0%
DECEMBER 2023	\$ 1,350.00		\$ -	\$ 1,350.00	83%	0%
JANUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	92%	0%
FEBRUARY 2024	\$ 1,350.00		\$ -	\$ 1,350.00	100%	0%

**EARLY HEAD START**

<b>MONTH</b>	<b>BEGINNING BALANCE</b>	<b>SPENT THIS MONTH</b>	<b>SPENT YEAR-TO- DATE</b>	<b>REMAINING BALANCE</b>	<b>% OF YEAR ELAPSED</b>	<b>% OF BUDGET SPENT</b>
MARCH 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
APRIL 2023	\$ 500.00		\$ -	\$ 500.00	17%	0%
MAY 2023	\$ 500.00		\$ -	\$ 500.00	25%	0%
JUNE 2023	\$ 500.00		\$ -	\$ 500.00	33%	0%
JULY 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AUGUST 2023	\$ 500.00		\$ -	\$ 500.00	50%	0%
SEPTEMBER 2023	\$ 500.00		\$ -	\$ 500.00	58%	0%
OCTOBER 2023	\$ 500.00		\$ -	\$ 500.00	67%	0%
NOVEMBER 2023	\$ 500.00		\$ -	\$ 500.00	75%	0%
DECEMBER 2023	\$ 500.00		\$ -	\$ 500.00	83%	0%
JANUARY 2024	\$ 500.00		\$ -	\$ 500.00	92%	0%
FEBRUARY 2024	\$ 500.00		\$ -	\$ 500.00	100%	0%

Prepared by: Louis Rodriquez  
January 4, 2024

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**VIAJES DE LOS PADRES y CUIDADO DE NIÑOS**  
**2023-2024**

**KERN HEAD START**

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	8%	0%
ABRIL DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	17%	0%
MAYO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	25%	0%
JUNIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	33%	0%
JULIO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	42%	0%
AGOSTO DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	58%	0%
OCTUBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	67%	0%
NOVIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	75%	0%
DICIEMBRE DEL 2023	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	83%	0%
ENERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	92%	0%
FEBRERO DEL 2024	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00	100%	0%

**EARLY HEAD START**

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	8%	0%
ABRIL DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	17%	0%
MAYO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	25%	0%
JUNIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	33%	0%
JULIO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	42%	0%
AGOSTO DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	50%	0%
SEPTIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	58%	0%
OCTUBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	67%	0%
NOVIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	75%	0%
DICIEMBRE DEL 2023	\$ 500.00	\$ -	\$ -	\$ 500.00	83%	0%
ENERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	92%	0%
FEBRERO DEL 2024	\$ 500.00	\$ -	\$ -	\$ 500.00	100%	0%

4 de enero de 2024

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PARENT ACTIVITIES (7175)  
2023-2024**

**HEAD START**

<b>MONTH</b>	<b>BEGINNING BALANCE</b>	<b>SPENT THIS MONTH</b>	<b>SPENT YEAR-TO- DATE</b>	<b>REMAINING BALANCE</b>	<b>% OF YEAR ELAPSED</b>	<b>% OF BUDGET SPENT</b>
MARCH 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
APRIL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNE 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULY 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	42%	0%
AUGUST 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	50%	0%
SEPTEMBER 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	58%	0%
OCTOBER 2023	\$ 9,210.00	\$ 1,139.78	\$ 1,139.78	\$ 8,070.22	67%	12%
NOVEMBER 2023	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	75%	12%
DECEMBER 2023	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	83%	12%
JANUARY 2024	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	92%	12%
FEBRUARY 2024	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	100%	12%

**EARLY HEAD START**

<b>MONTH</b>	<b>BEGINNING BALANCE</b>	<b>SPENT THIS MONTH</b>	<b>SPENT YEAR-TO- DATE</b>	<b>REMAINING BALANCE</b>	<b>% OF YEAR ELAPSED</b>	<b>% OF BUDGET SPENT</b>
MARCH 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
APRIL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNE 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULY 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	42%	0%
AUGUST 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	50%	0%
SEPTEMBER 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	58%	0%
OCTOBER 2023	\$ 5,245.00	\$ 284.94	\$ 284.94	\$ 4,960.06	67%	5%
NOVEMBER 2023	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	75%	5%
DECEMBER 2023	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	83%	5%
JANUARY 2024	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	92%	5%
FEBRUARY 2024	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	100%	5%

January 4, 2024



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**ACTIVIDADES DE LOS PADRES**  
**2023-2024**

**KERN HEAD START**

<b>MES</b>	<b>BALANCE INICIAL</b>	<b>LO QUE SE GASTO ESTE MES</b>	<b>LO QUE SE HA GASTADO HASTA ESTE AÑO</b>	<b>SALDO RESTANTE</b>	<b>PORCENTAJE DEL AÑO TRANSCURRIDO</b>	<b>PORCENTAJE DEL PRESUPUESTO QUE SE GASTO</b>
MARZO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	8%	0%
ABRIL DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	17%	0%
MAYO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
JUNIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	33%	0%
JULIO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	13%	0%
AGOSTO DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 9,210.00	\$ -	\$ -	\$ 9,210.00	38%	0%
OCTUBRE DEL 2023	\$ 9,210.00	\$ 1,139.78	\$ 1,139.78	\$ 8,070.22	50%	12%
NOVIEMBRE DEL 2023	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	63%	12%
DICIEMBRE DEL 2023	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	75%	12%
ENERO DEL 2024	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	88%	12%
FEBRERO DEL 2024	\$ 8,070.22	\$ -	\$ 1,139.78	\$ 8,070.22	100%	12%

**KERN EARLY HEAD START**

<b>MES</b>	<b>BALANCE INICIAL</b>	<b>LO QUE SE GASTO ESTE MES</b>	<b>LO QUE SE HA GASTADO HASTA ESTE AÑO</b>	<b>SALDO RESTANTE</b>	<b>PORCENTAJE DEL AÑO TRANSCURRIDO</b>	<b>PORCENTAJE DEL PRESUPUESTO QUE SE GASTO</b>
MARZO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	8%	0%
ABRIL DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	17%	0%
MAYO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
JUNIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	33%	0%
JULIO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	13%	0%
AGOSTO DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	25%	0%
SEPTIEMBRE DEL 2023	\$ 5,245.00	\$ -	\$ -	\$ 5,245.00	38%	0%
OCTUBRE DEL 2023	\$ 5,245.00	\$ 284.94	\$ 284.94	\$ 4,960.06	50%	5%
NOVIEMBRE DEL 2023	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	63%	5%
DICIEMBRE DEL 2023	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	75%	5%
ENERO DEL 2024	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	88%	5%
FEBRERO DEL 2024	\$ 4,960.06	\$ -	\$ 284.94	\$ 4,960.06	100%	5%

4 de enero de 2024

Community Action Partnership of Kern  
Head Start and Early Head Start Kern  
Year-to-Date Non-Federal Share and In-Kind Report  
Budget Period: March 1, 2023 through February 29, 2024  
Report for period ending November 30, 2023 (Month 9 of 12)  
Percent of budget period elapsed: 75.0%

Page 1 of 1

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	10,079	11,841	6,289	56,433	Kern	39,812	142%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	187	8,579	236	57,709	Kern	19,906	290%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,043	13,238	9,078	93,102	Kern	59,718	156%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,164	7,423	9,427	40,733	Kern	39,812	102%
California City	20	3,962	3,239	1,327	0	0	0	193	5,964	68	14,753	Kern	19,906	74%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	2,418	1,635	5,971	41,190	Kern	22,892	180%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,038	20,443	19,900	116,583	Kern	75,643	154%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,979	8,660	82,953	Kern	51,756	160%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	6,885	8,166	9,021	66,188	Kern	38,817	171%
Fairview	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,227	9,645	13,554	121,124	Kern	139,343	87%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,528	25,357	Kern	19,906	127%
Home Base	152	13,671	16,943	9,226	7,798	7,609	11,572	7,565	9,432	45	83,860	Kern	75,643	111%
Lamont	20	6,800	7,113	3,715	0	0	3,913	7,017	8,222	2,452	39,233	Kern	19,906	197%
Martha J. Morgan	71	18,212	18,278	16,909	13,241	10,398	10,880	12,236	10,201	11,068	121,423	Kern	70,667	172%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	8,556	73,299	Kern	19,906	368%
Mojave	20	2,344	954	100	0	0	1,065	66	2,927	3,553	11,010	Kern	19,906	55%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,828	6,345	59,492	Kern	44,789	133%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	20,355	33,710	13,734	216,181	Kern	127,399	170%
Planz	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	23,858	27,724	613	192,916	Kern	75,643	255%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	15,447	Kern	59,718	26%
San Diego	32	7,732	6,487	4,299	2,942	4,354	4,261	5,034	6,976	249	42,333	Kern	31,850	133%
Seibert	20	2,192	2,325	1,186	0	0	392	2,865	272	204	9,434	Kern	19,906	47%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,175	3,176	1,579	0	24,656	Kern	19,906	124%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,281	4,566	75	26,910	Kern	23,887	113%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	16,586	23,643	317	138,800	Kern	123,418	112%
Stockdale Head Start	60													
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	2,918	2,883	226	15,657	Kern	19,906	79%
Taft	60	8,550	8,852	6,946	0	0	511	2,640	7,557	510	35,567	Kern	59,718	60%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,877	543	8,299	Kern	33,840	25%
Vineland	20	2,263	2,062	1,834	0	0	828	836	2,295	0	10,117	Kern	19,906	51%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	113	63,504	Kern	19,906	319%
Wesley	60	21,461	17,008	14,220	0	0	3,919	3,309	7,301	302	67,520	Kern	59,718	113%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,660	12,678	0	48,654	Kern	39,812	122%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0%
Governance		485	363	394	15	39	144	23	35	0	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,257	7,283	382	0	63,476	Kern/SJC	74,265	85%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,050	6,427	362	47,794	SJC	39,646	121%
Chrismian	16	4,794	4,540	2,987	946	0	0	0	0	0	13,267	SJC	26,431	50%
Glanone	0	0	0	0	0	0	682	494	226	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	181	16,328	SJC	26,431	62%
Lodi Home Base	30	8,307	13,348	14,790	11,503	10,329	13,084	1,265	7,299	113	80,039	SJC	24,779	323%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	45	7,057	0	44,526	SJC	49,558	90%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	5,900	1,622	1,860	68	40,368	SJC	9,086	444%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	673	1,923	0	19,375	SJC	39,646	49%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,227	6,535	0	41,736	SJC	39,646	105%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,139	15,010	8,419	10,042	113	90,997	SJC	64,425	141%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	0	0	0	0	22,062	SJC	9,912	223%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	3,557	1,381	373	30,515	SJC	39,646	77%
<b>SUBTOTAL IN-KIND</b>	<b>1,945</b>	<b>402,967</b>	<b>392,442</b>	<b>354,839</b>	<b>215,570</b>	<b>177,407</b>	<b>248,713</b>	<b>263,720</b>	<b>341,961</b>	<b>136,203</b>	<b>2,533,822</b>	<b>0</b>	<b>1,971,337</b>	<b>129%</b>
x														
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	211,249	2,161,150	Kern	3,297,554	66%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	4,122,987	Kern	6,413,658	64%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	2,551	37,625	Kern	0	0%
<b>SUBTOTAL CA DEPT of ED</b>		<b>901,323</b>	<b>787,654</b>	<b>816,465</b>	<b>580,318</b>	<b>375,785</b>	<b>615,807</b>	<b>674,523</b>	<b>829,843</b>	<b>740,045</b>	<b>6,321,763</b>	<b>0</b>	<b>9,711,212</b>	<b>65%</b>
x														
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	1,270,255	SJC	1,175,152	108%
<b>SUBTOTAL CA DEPT of ED</b>		<b>96,972</b>	<b>128,349</b>	<b>139,529</b>	<b>128,466</b>	<b>109,071</b>	<b>159,715</b>	<b>163,431</b>	<b>185,856</b>	<b>158,866</b>	<b>1,270,255</b>	<b>0</b>	<b>1,175,152</b>	<b>108%</b>
<b>GRAND TOTAL</b>		<b>1,401,262</b>	<b>1,308,445</b>	<b>1,310,833</b>	<b>924,354</b>	<b>662,263</b>	<b>1,024,235</b>	<b>1,101,674</b>	<b>1,357,660</b>	<b>1,035,114</b>	<b>10,125,840</b>		<b>12,857,701</b>	<b>79%</b>
712,427														
<u>10,838,267</u>														

**Community Action Partnership of Kern  
Early Head Start Child Care Partnerships  
Non-Federal Share and In-Kind Year-to-Date Report  
Budget Period: March 1, 2023 through February 29, 2024  
Report for period ending November 30, 2023 (Month 9 of 12)**

Percent of year elapsed: **75.0%**

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,335	339	2,014	3,370	19,910	103,398	19%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	0	180,187	137,864	131%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	0	248,655	68,932	361%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	302	47,391	1%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,308	0	263,318	180,947	146%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
<b>GRAND TOTAL</b>	<b>152</b>	<b>113,580</b>	<b>67,100</b>	<b>77,115</b>	<b>102,524</b>	<b>55,427</b>	<b>79,341</b>	<b>154,330</b>	<b>59,642</b>	<b>3,370</b>	<b>712,427</b>	<b>654,854</b>	<b>109%</b>

Budget reflects Notice of Award #09CH011132-05-01

SHANNON M. WEBSTER

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors  
**Community Action Partnership of Kern**  
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of **Community Action Partnership of Kern**, as of and for the year ended February 28, 2023, and the related notes to the financial statements, which comprise **Community Action Partnership of Kern's** financial statements, and have issued our report thereon dated October 26, 2023.

### Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered **Community Action Partnership of Kern's** internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern's** internal control. Accordingly, we do not express an opinion on the effectiveness of **Community Action Partnership of Kern's** internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item FS-2023-001 that we consider to be a significant deficiency.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Community Action Partnership of Kern's** financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Community Action Partnership of Kern's Response to the Finding

*Government Auditing Standards* requires the auditor to perform limited procedures on **Community Action Partnership of Kern's** response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. **Community Action Partnership of Kern's** response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Daniells Phillips Vaughan & Bock*

Bakersfield, California  
October 26, 2023

SHANNON M. WEBSTER

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors  
**Community Action Partnership of Kern**  
Bakersfield, California

### Report on Compliance for Each Major Federal Program

#### *Opinion on Each Major Federal Program*

We have audited **Community Action Partnership of Kern's** compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of **Community Action Partnership of Kern's** major federal programs for the year ended February 28, 2023. **Community Action Partnership of Kern's** major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2023.

#### *Basis for Opinion on Each Major Federal Program*

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of **Community Action Partnership of Kern's** compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to **Community Action Partnership of Kern's** federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance.***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern's** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern's** compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern's** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of **Community Action Partnership of Kern's** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern's** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Daniells Phillips Vaughan & Bock*

Bakersfield, California  
October 26, 2023



SHANNON M. WEBSTER

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR FIRST 5 KERN PROGRAMS AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE WHEN USING THE PROGRAM-SPECIFIC AUDIT OPTION TO SATISFY THE UNIFORM GUIDANCE AUDIT REQUIREMENTS

Board of Directors  
**Community Action Partnership of Kern**  
Bakersfield, California

### Report on Compliance for First 5 Kern

#### *Opinion on Compliance for First 5 Kern*

We have audited **Community Action Partnership of Kern's** compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on its First 5 Kern programs for the year ended February 28, 2023.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its First 5 Kern programs for the year ended February 28, 2023.

#### *Basis for Opinion on First 5 Kern*

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for First 5 Kern programs. Our audit does not provide a legal determination of **Community Action Partnership of Kern's** compliance with the compliance requirements referred to above.

#### *Responsibilities of Management for Compliance*

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to First 5 Kern programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern's** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern's** compliance with the requirements of the federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern's** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of **Community Action Partnership of Kern's** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern's** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Daniells Phillips Vaughan & Bock*

Bakersfield, California  
October 26, 2023

## COMMUNITY ACTION PARTNERSHIP OF KERN

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED FEBRUARY 28, 2023

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#### SECTION I. SUMMARY OF AUDITOR'S RESULTS

##### *Financial Statements*

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Qualified

Internal control over financial reporting:

Material weakness(es) identified?

\_\_\_\_\_ Yes      X   No

Significant deficiency(ies) identified?

  X   Yes    \_\_\_\_\_ None reported

Noncompliance material to financial statements noted?

\_\_\_\_\_ Yes      X   No

##### *Federal Awards*

Internal control over major programs:

Material weakness(es) identified?

\_\_\_\_\_ Yes      X   No

Significant deficiency(ies) identified?

\_\_\_\_\_ Yes      X   None reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?

\_\_\_\_\_ Yes      X   No

Identification of major programs

Federal Assistance  
Listing Number

Name of Federal Program or Cluster

14.218/14.225

Community Development Block Grant (CDBG) Entitlement Grants Cluster

21.027

Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)

93.356/93.600

Head Start Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$2,297,040

Auditee qualified as low-risk auditee?

  X   Yes    \_\_\_\_\_ No

## COMMUNITY ACTION PARTNERSHIP OF KERN

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED FEBRUARY 28, 2023

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#### SECTION II. FINANCIAL STATEMENT FINDINGS

FS-2023-001 **Condition:** For nine of fifty-three procurement transactions tested, the Organization only obtained two of the required three bids for the purchase.

**Criteria:** The Organization's Financial Policy and Procurement Manual for expenditures greater than or equal to \$10,000 requires the Organization to obtain three bids. Additionally, the Code of Federal Regulations (CFR), 2 CFR 200.318 requires the non-federal entity to have and use documented procurement procedures for the acquisition of property or services required under a Federal award or subaward.

**Cause:** Lack of training and internal review related to the procurement process.

**Effect:** Failure to procure items properly may result in a reduction or loss of future funding.

**Recommendation:** Management should provide additional training related to the required documentation related to the procurement process. Additionally, management should perform an internal review over the procurement process to ensure that the policies and procedures set forth in the manual are adhered to.

**Management Response/Planned Corrective Action:** The Director of Finance and the Business Services Manager will update agency-wide procurement training to reflect the requirement for three bids. Applicable agency staff will be scheduled for updated training. Subsequent transactions fitting into this category will be subject to the standard described in the Accounting and Financial Policies and Procedures Manual, updated April 27, 2022, and any future approved revision or amendment.

This corrective action has been fully implemented as of June 30, 2023.

Implementer: Kerri Davis, Business Services Manager  
Gabrielle Alexander, Director of Finance

#### SECTION III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

## COMMUNITY ACTION PARTNERSHIP OF KERN


### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED FEBRUARY 28, 2023

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- FA-2022-001 The Organization inaccurately reported waived family fee revenue of \$34,139 under contract CCTR-1057 for the period of October 1, 2021 through December 31, 2021. However, the correct waived family fee revenue amount for the period was \$30,365 resulting in an overstatement of \$3,774. *Similar items noted. See Special Purpose June 30, 2023 Financial Statement item SA-2023-009.*
- FA-2022-002 The Organization failed to provide supporting documentation to substantiate \$16,215 of waived family fee revenue reported on the close-out financial report under contract CMAP-0000 and \$79,200 of waived family fee revenue reported on December 2021 financial report under contract CMAP-1000. *Corrective action taken during the year.*
- FA-2022-003 For two of forty participants tested for the Commodity Supplement Food Program and Emergency Food Assistance Program, the participant application did not appropriately document the recertification of the participant at the twelve and/or twenty-four-month period. *Corrective action taken during the year.*

## JANUARY 2024

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 OFFICE CLOSED	2	3	4	5	6
7	8 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm— 2:00 pm	9	10 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm— 2:00 pm	11 CMIP by appointment only. (Please call office to schedule) 9:00 am—11:30 am 12:00 pm— 2:00 pm	12	13
14	15 OFFICE CLOSED	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	18 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20
21	22 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	23 Walmart 401 Central Ave. <b>WASCO</b> (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm	24 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	25	26	27
28	29	30	31			

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

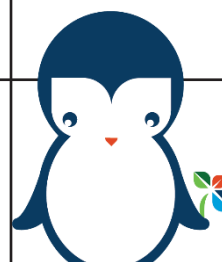
**Please schedule an appointment if your child is over the age of 5. Walk-ins welcome for children 5 and under.**

**To view our clinic schedule online visit [AdventistHealthBakersfield.org/Immunizations](https://AdventistHealthBakersfield.org/Immunizations)**



### ENERO 2024

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

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
	1 OFICINA CERRADA	2	3	4	5	6
7	8 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	9	10 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	11 CMIP solo con cita. (Favor de llamar a la oficina para una cita) 9:00 am—11:30 am 12:00 pm— 2:00 pm	12	13
14	15 OFICINA CERRADA	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	18 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20
21	22 NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	23 Walmart 401 Central Ave. <b>WASCO</b> (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm	24 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	25	26	27
28	29	30	31			

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

**Agenden cita para niños mayores de 5 años. Niños de 5 y menores se aceptaran el mismo dia sin cita.**

**Para ver la programacion de clinicas visite la pagina [AdventistHealthBakersfield.org/Immunizations](https://AdventistHealthBakersfield.org/Immunizations)**



## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales	<b>Month/Year:</b> November 2023
<b>Program/Work Unit:</b> Head Start/Early Head Start	<b>Program Manager/Administrator:</b> Carol Hendricks/Robert Espinosa
<b>Services:</b> 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	<b>1,242</b>	<b>871</b>	<b>70%</b>	<b>4%</b>	<b>5%</b> <b>4%</b>
<ul style="list-style-type: none"> <li>13 Classrooms Fully Closed</li> </ul>	232				
Early Head Start	<b>829</b>	<b>600</b>	<b>72%</b>	<b>18%</b>	<b>8%</b> <b>6%</b>
<ul style="list-style-type: none"> <li>14 Classrooms Fully Closed/ 1 Classroom Partially Closed</li> </ul>	126				

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	<b>240</b>	<b>312</b>

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"> <li>Taft College center was awarded a \$2,000 grant from First 5 to fund improvement projects to their outdoor environment.</li> <li>On November 30, 2023, Bakersfield College center hosted a mobile dental clinic for their enrolled children to receive oral health exams.</li> <li>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.</li> <li>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.</li> <li>Dental Clinic was held at the St Mary's center. Thirteen children received services.</li> </ul>

- 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.

<b>Central Kitchen November 2023</b>				
<b>Meals &amp; Snacks</b>	<b>Total # Prepared</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>
Center Totals	<b>52,972</b>	20,082	16,201	16,689

<b>CACFP</b>						
<b>October 2023</b>						
<b>Total Meals Delivered</b>			<b>Meals Allocated</b>		<b># of Meals Served</b>	<b>% of Meals Served</b>
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

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

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	<b>234</b>	<b>312</b>

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"> <li>CLASS observations are being conducted in all infant and toddler classes.</li> <li>The Home Base team attended the annual Community Posada, which was supported by Univision.</li> <li>Parent As Teachers Curriculum overview training for all Educators (Kern &amp; SJC).</li> <li>In SJC, the center staff received one-on-one Daily Health Check training from our Health Specialist.</li> <li>In SJC, El Concilio presented a workshop for families and staff on the topic of Adult and Child Emotional Health and Wellness.</li> <li>Enrollment staff coordinated referrals with St. Mary's Interfaith Case Managers.</li> <li>Early Childhood Educators distributed flyers at the Fairgrounds Flea Market, Raymus House, Homeless Shelter, California Street's WIC office, and the Ripon Library.</li> <li>A Frog Street Curriculum training series was launched in December, which will continue through March 2024 for Blanton, Escuelita Hernandez, and Garden Pathways centers.</li> </ul>

- 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%

DR. KIRK

ANNUAL PARENT TRAINING

CALENDAR

2023-2024 SCHEDULE

**~~OCTOBER 16, 2023~~**

**~~NOVEMBER 13, 2023~~**

**~~DECEMBER 11, 2023~~**

**~~JANUARY 22, 2024~~**

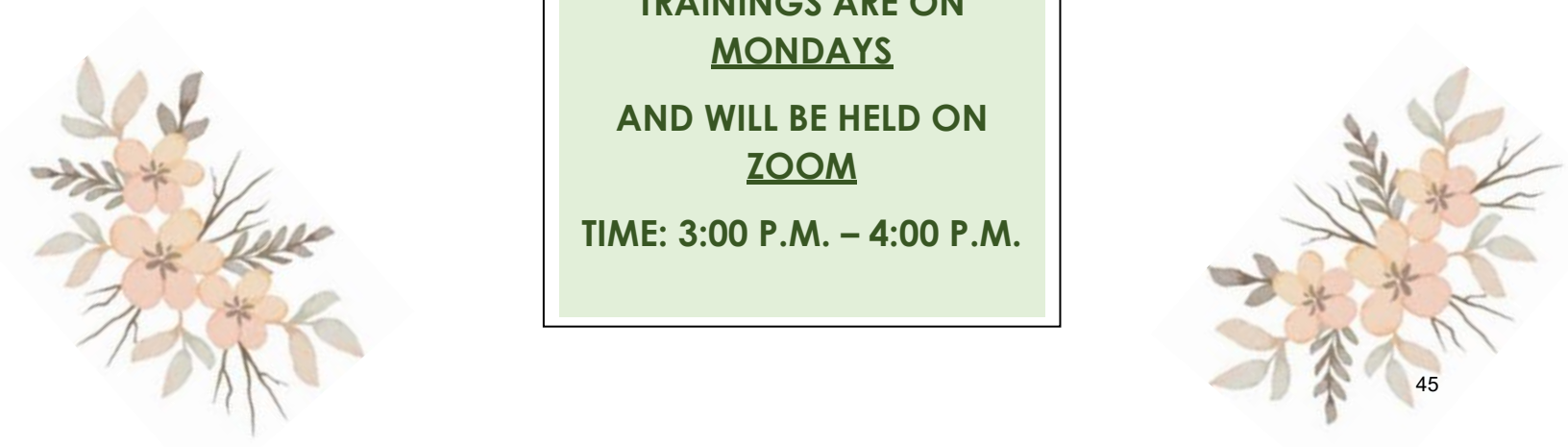
**FEBRUARY 12, 2024**

**MARCH 18, 2024**

**APRIL 15, 2024**

**MAY 13, 2024**

TRAININGS ARE ON  
MONDAYS  
AND WILL BE HELD ON  
ZOOM  
TIME: 3:00 P.M. – 4:00 P.M.





# Backpack Connection Series

## About this Series

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

## The Pyramid Model



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

## More Information

More information and resources on this and other topics are available on our website, [ChallengingBehavior.org](http://ChallengingBehavior.org).



[ChallengingBehavior.org](http://ChallengingBehavior.org)

# How to Teach Your Child to Take Turns

Alyson Jiron, Brooke Brogle & Jill Giacomini

Taking turns can be hard, even for adults. It can be frustrating to wait for something that you really want. Think about the last time you waited in line for groceries or gas. How did you feel when you didn't know how long it would be until your turn or when someone who wasn't waiting got a turn before you? Young children often feel especially frustrated in these types of situations. Objects become "mine," and everyone wants to be "first," which can make playtime challenging for children and parents. Why does this happen? Children are not born knowing how to take turns. Taking turns is a skill that children must be taught and given many opportunities to practice. If a child is not taught how to take turns, she will continue to play with only her interests in mind and demand turns when she wants them. A child who knows how to take turns has learned valuable skills about how to make friends, empathize, wait, negotiate and be patient. Teaching your child how to take turns takes time, but can also be a rewarding experience that will benefit your child for a lifetime.



## Try This at Home

- **Play games that require turn-taking.** Board or card games are a perfect way to teach older preschool children to wait for a turn. Outside games, such as basketball or catch, are also ideal games to practice taking turns. For young children, use very simple turn-taking games such as rolling a toy back and forth.
- **Build turn-taking into play time.** You can make just about any toy or activity into an opportunity to practice taking turns. Take turns doing activities such as stacking blocks, sliding down the slide, using the swing, racing a car down a track, scooping sand into a bucket, or wearing a crown.
- **Use a timer or a song to measure a turn.** Waiting is hard and children want to know when to expect their turn. Show children how to manage taking turns by using a sand timer or singing a song. These tools can help them to predict when their turn will end or begin and makes it less likely that they will become frustrated and use challenging behavior. You can say something like, "I see you want a turn on the swing too. Let's sing a song and when we are done it will be your turn. Do you want to sing the Itsy-Bitsy Spider or Twinkle, Twinkle Little Star?"
- **Incorporate turn-taking into your everyday routine.** There are many ways to include turn-taking into the activities you already do on a daily basis such as choosing a TV show, cooking, or picking books to read. Simply pointing out to your child that you are taking turns helps to reinforce the skill. You can say, "You put in the chocolate chips and I put in the walnuts. We are taking turns! This is fun!"
- **Practice waiting.** Help prepare your child for turn-taking by giving him opportunities to practice waiting. For example, play "stop and

go" games at the park, with toy cars, or in the pool. The more comfortable your child is with the concept of waiting and self-control, the more successful he will be with taking turns.

- **Celebrate successes.** Encourage your child with positive language when you see him waiting during a difficult situation or taking turns with a friend. You can say something like, "You are waiting for a turn on the swing. Waiting can be hard. You are doing it! High five!" or "I love the way you and Ben took turns using your special car. I bet you feel really proud!"

## Practice at School

There are many opportunities to practice taking turns at school. Teachers often intentionally create opportunities for children to practice taking turns as well as learn from watching others take turns. For example, a teacher may set out only one train to use on the track. Children must then practice taking turns and learn to work together to enjoy the same toy at the same time.

## The Bottom Line

Children are not born knowing how to take turns. It is a skill that they must be taught. Taking turns can be hard. In order to learn how to take turns successfully, children need lots practice, help and encouragement from parents. When children learn how to take turns they also learn other valuable skills such as:

- Being a good friend
- Self-control
- Problem-solving
- Patience
- Communication
- Listening
- Negotiation



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This publication was produced by the Technical Assistance Center on Social Emotional Intervention (TACSEI) for Young Children funded by the Office of Special Education Programs (OSEP), U.S. Department of Education (H3268070002) and updated by the National Center for Pyramid Model Innovations also funded by OSEP (H3268170003). The views expressed do not necessarily represent the positions or policies of the Department of Education. July 2013/January, 2018.







## Serie de Conexión Mochila

### Sobre esta serie

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

### El Modelo de la Pirámide



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

### Más información

Más información y recursos sobre este y otros temas están disponibles en nuestro sitio web, [ChallengingBehavior.org](http://ChallengingBehavior.org).



[ChallengingBehavior.org](http://ChallengingBehavior.org)

# Cómo enseñarle a su niño a tomar turnos

Alyson Jiron, Brooke Brogle y Jill Giacomini

Tomar turnos puede ser difícil, hasta para los adultos. Puede ser verdaderamente frustrante tener que esperar por algo que realmente quieres. Piensa en la última vez que esperaste en línea en el supermercado o para comprar gasolina. ¿Cómo te sentiste cuando no sabías cuánto ibas a tardar para que te tocara a ti o cuando alguien que no estaba haciendo línea le tocó primero que a ti? Los niños con frecuencia se sienten especialmente frustrados en estos tipos de situaciones. Los objetos se convierten en “míos,” y todos quieren ser “primero,” lo cual puede provocar que la hora de juego sea dificultosa para los niños y los padres. ¿Por qué sucede esto? Los niños no nacen sabiendo como tomar turnos. El tomar turnos es una aptitud que se les debe enseñar a los niños y brindarles muchas oportunidades para que la practiquen. Si a un niño no se le enseña como tomar turnos, continuará jugando solo con sus intereses en mente y demandará su turno cuando los desee. Un niño que sabe tomar turnos ha aprendido una aptitud valiosa sobre cómo hacer amigos, simpatizar, esperar, negociar y ser paciente. El enseñarle a su niño el cómo tomar turnos toma tiempo, pero también puede ser una experiencia gratificante que beneficiará a su niño por una eternidad.



## Pruebe esto en casa

### Juegue juegos que requieran el tomar turnos.

Los juegos de mesa o de cartas son una manera perfecta de enseñarle a los niños de pre-escolar cómo esperar y tomar turnos. Juegos al aire libre, como el baloncesto o jugar a atrapar la pelota son ideales para practicar el tomar turnos. Para los niños más pequeños, utilice juegos sencillos como el rolar un juguete de ida y vuelta.

### Convierta el tomar turnos en un juego.

Usted puede convertir casi cualquier juguete o actividad en una oportunidad para practicar el tomar turnos. Tome turnos haciendo actividades como apilando bloques, deslizarse por el tobogán, utilizar el columpio, correr un carro por la pista, sacar arena con la pala o utilizar una corona.

### Utilice un cronómetro o canción para medir los turnos.

El esperar es difícil y los niños quieren saber cuándo les tocará su turno. Enséñele a los niños cómo organizar el tomar turnos utilizando un reloj de arena o cantando una canción. Estas herramientas les pueden ayudar a predecir cuándo terminará o iniciará su turno y hace menos probable que se frustren o utilicen una conducta desafiante. Usted puede decir cosas como, “Veo que quieres subirme al columpio. Cantemos una canción y cuando terminemos será tu turno. ¿Quieres cantar la incy wincy araña o estrellita que brillas?”

### Incorpore el tomar turnos en su rutina diaria.

Existen varias maneras para incluir el tomar turnos dentro de las actividades diarias como son la elección de un programa de televisión, cocinar o elegir un libro para leer. Con el simple hecho de señalarle al niño que usted está tomando turnos ayuda a reforzar esta aptitud. Usted puede decir, “Tú le pones las chispas de chocolate y yo las nueces. ¡Estamos tomando turnos! ¡Esto es divertido!”

### Practique esperar.

Ayude a preparar a su hijo para tomar turnos dándole oportunidades para practicar la espera. Por ejemplo, jugar “parar y andar” en el parque, con carros de juguete, o en la piscina.

Cuanto más cómodo esté su hijo con el concepto de espera y autocontrol, más exitoso será con tomando turnos.

### Céleb্রে los éxitos.

Estimule a su niño utilizando lenguaje positivo cuando lo vea esperando durante una situación difícil o que esté tomando turnos con un amigo. Usted puede decir algo como, “Estás esperando tu turno para subir al columpio. El esperar puede ser difícil. ¡Lo estás logrando! ¡Dame cinco!” o “Me encantó la manera en que Ben y tú tomaron turnos para utilizar tu carrito especial. ¡Apuesto que te sientes realmente orgulloso!”



## Practique en la escuela

Existen varias oportunidades para que practique el tomar turnos en la escuela. Las maestras a menudo crean oportunidades de manera intencional para que los niños practiquen el tomar turnos así como aprender de ver a los demás tomar turnos. Por ejemplo, una maestra puede colocar un solo tren para usarse en las vías. Los niños entonces deben practicar el tomar turnos y aprender a trabajar juntos para disfrutar del mismo juguete al mismo tiempo.



## La conclusión

Los niños no nacen sabiendo cómo tomar turnos. Es una habilidad que se les debe de enseñar. El tomar turnos puede ser difícil. Para poder aprender como tomar turnos de manera exitosa, los niños necesitan de práctica, ayuda y estímulo de los padres. Cuando los niños aprenden a tomar turnos también aprenden otras aptitudes valiosas como son:

- Ser buen amigo
- Auto control
- Resolución de problemas
- Paciencia
- Comunicación
- Escuchar
- Negociación

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

Esta publicación fue producida por el Centro de Asistencia Técnica sobre Intervención Social y Emocional (TACSEI por sus siglas en inglés) para niños pequeños financiado por la Oficina de Programas de Educación Especial (OSEP por sus siglas en inglés), Departamento de Educación de los Estados Unidos (H3248070002) y actualizado por el Centro Nacional para Innovaciones del Modelo de la Pirámide también financiado por OSEP (H3248170003). Las opiniones expresadas no representan necesariamente las posiciones o políticas del Departamento de Educación, julio 2013 / enero, 2018.



# Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

## BE WARM AND SAFE THIS WINTER!

- Keep anything that can burn at least three-feet (one metre) away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot (one metre) “kid-free zone” around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer’s instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed.
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms at least once a month.



## Heating Equipment Smarts

**Install** wood burning stoves following manufacturer’s instructions or have a professional do the installation. All fuel-burning equipment should be vented to the outside to avoid carbon monoxide (CO) poisoning.

**Install** and maintain CO alarms to avoid the risk of CO poisoning. If you **smell** gas in your gas heater, do not light the appliance. Leave the home immediately and call your local fire department or gas company.



## FACT

Half of home heating fires are reported during the months of **December, January, and February.**



**NATIONAL FIRE  
PROTECTION ASSOCIATION**  
The leading information and knowledge resource  
on fire, electrical and related hazards



# Calefacción Segura

No hay nada más lindo durante los meses de invierno que acurrucarse junto a la chimenea con un buen libro. Pero ¿sabía usted que en EE.UU. los equipos de calefacción constituyen una de las principales causas de muerte en incendios residenciales? Con algunos simples consejos y precauciones de seguridad, puede evitarse la ocurrencia de incendios provocados por equipos de calefacción..

## ¡ESTE INVIERNO, MANTENGA EL CALOR Y LA SEGURIDAD!

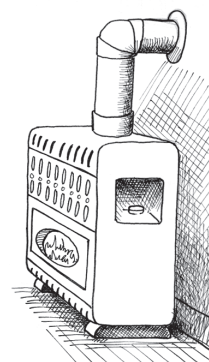
- » Mantenga objetos que puedan encenderse al menos a tres pies de distancia de cualquier artefacto de calefacción, como hornos, hogares, chimeneas, estufas a leña, o calefactores portátiles.
- » Mantenga una zona "libre de niños" de tres pies de distancia alrededor de llamas abiertas y calefactores ambientales.
- » Nunca use el horno para calefaccionar su vivienda.
- » Haga que un especialista calificado instale los equipos estacionarios de calefacción según los códigos locales y las instrucciones del fabricante.
- » Haga que un especialista calificado limpie e inspeccione sus chimeneas y equipos de calefacción cada año.
- » Recuerde apagar los calefactores portátiles al salir de la habitación o al irse a dormir.
- » Siempre use el tipo de combustible adecuado, especificado por el fabricante, para calefactores quemadores de combustible.
- » Asegúrese que su estufa a leña cuente con una pantalla de protección que evite que las chispas caigan en zona de riesgo. Las cenizas deben estar frías antes de ser colocadas en un contenedor metálico. Mantenga el contenedor a una distancia segura de su vivienda.
- » Verifique las alarmas de humo de manera mensual.



## Calefaccionar con Inteligencia

**Instale** estufas a leña siguiendo las instrucciones del fabricante o contrate a un profesional. Todos los equipos quemadores de combustible deben ventilar hacia afuera para evitar la inhalación de monóxido de carbono (CO).

**Instale** y mantenga alarmas de CO para evitar riesgos de envenenamiento. Si usted **huele** a gas en su calefactor, no encienda el artefacto. Salga inmediatamente de la vivienda y llame al Departamento de Bomberos Local o a su compañía de gas.



## ES UN HECHO QUE

La mitad de los incendios residenciales en EE.UU. provocados por artefactos de calefacción se reportan durante los meses de Diciembre, Enero, y Febrero.



**Su fuente de Información sobre SEGURIDAD**

NFPA División de Educación Pública de NFPA • 1 Batterymarch Park, Quincy, MA 02169



**Your child's education is our priority!**

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

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



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

### **Head Start**

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

### **Early Head Start**

- Home Based
- Pregnant Women Full Day in Class

### **Partnerships**




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

**To complete an application, you will need:**

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



### **Our Head Start Students Receive:**

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

**Give your child a Head Start!**

**1-800-701-7060**

**[www.capk.org/headstart](http://www.capk.org/headstart)**



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

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

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



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

#### **Head Start**

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

#### **Early Head Start**

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

#### **Asociaciones**

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

#### **Para completar una solicitud, necesitará:**

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo  
(Si solicita el programa para mujeres embarazadas)



#### **Nuestros alumnos de Head Start reciben:**

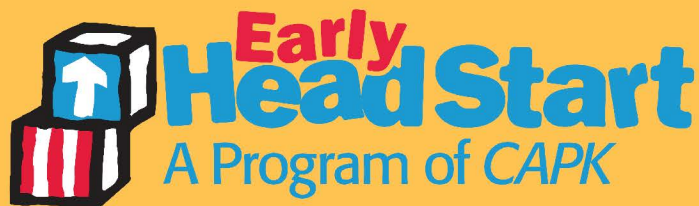
- Aprendizaje de alta calidad y adecuado a la edad, ofrecido por profesores acreditados
- Exámenes médicos y dentales gratuitos, comidas y meriendas saludables
- Un ambiente interior y exterior seguro para explorar, descubrir, y aprender

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

**1-800-701-7060**

**[www.capk.org/headstart](http://www.capk.org/headstart)**





## Your child's education is our priority!

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

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



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

### Early Head Start

- Home Based
- Pregnant Women
- Full Day in Class

### To complete an application, you will need:

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






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

**APPLY NOW by scanning this!**



**(209) 242-9540**  
**[www.capk.org/headstart/](http://www.capk.org/headstart/)**

### CAPK Early Head Start Children Receive:

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





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

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

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



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

### Early Head Start

- Servicios a domicilio
- Mujeres embarazadas
- Día completo en clase

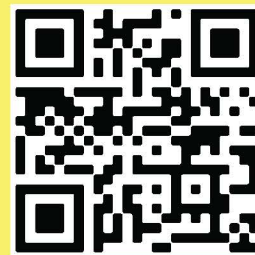
### Para completar una solicitud, necesitará:

- Acta de nacimiento o cualquier documento legal que demuestre la edad del niño
- Registro de vacunas
- Comprobante de ingresos familiares—últimos 12 meses
- Comprobante de domicilio
- Prueba de embarazo  
(Si solicita el programa para mujeres embarazadas)






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

**¡APLICA AHORA escaneando esto!**



**(209) 242-9540**  
**[www.capk.org/headstart/](http://www.capk.org/headstart/)**

### Los Niños de CAPK Early Head Start Reciben:

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



# CalWORKs Home Visiting Program



## Home visiting could help you with:

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

## Who May Be Eligible?

CalWORKs participants who are:

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

*To learn more or  
to sign up for the program,*

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







# CalWORKs

## Programa de Visitas a domicilio



### Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familiar y comunitario
- Interacción positiva entre padres e hijos
- Servicios sociales y de salud

### ¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

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

*Para obtener más información o inscribirse en el programa,*

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



# 2023-2024 Head Start Policy Council Meeting Dates

At this time all meetings will be held via teleconference on Microsoft Teams. Members of the public may join via teleconference with specific information found in the monthly Policy Council packet posted on the CAPK website at [www.capk.org/documents/](http://www.capk.org/documents/)

En este momento todas las reuniones se llevarán a cabo por teleconferencia en Microsoft Teams. Los miembros del público pueden unirse a través de una teleconferencia con información específica que se encontrar en el paquete de reuniones mensuale del Consejo de Políticas publicado en el sitio web de CAPK en [www.capk.org/documents/](http://www.capk.org/documents/)

<del>Tuesday, November 28, 2023</del>
<del>Tuesday, December 19, 2023*</del>
Tuesday, January 23, 2024
Tuesday, February 20, 2024**
Tuesday, March 26, 2024
Tuesday, April 23, 2024
Tuesday, May 28, 2024
Tuesday, June 25, 2024
Tuesday, August 27, 2024
Tuesday, September 24, 2024
Tuesday, October 22, 2024

Policy Council Meetings are generally held on the 4<sup>th</sup> Tuesday of the month.

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

\*\*The February meeting will be held one week earlier to support potential additional leadership opportunities.

Policy Council Approved: November 28, 2023





## MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director ~ Program

Date: January 23, 2024

Subject: 2023-24 HS/EHS Start Carry Over Budget Revision – **Action Item**

As we approach the end of our fiscal year, the Head Start and State Child Development division, through ongoing monitoring and review of the budget to actuals, are proposing to reallocate any potential savings within the carry over budget to other projects. Program staff in partnership with the Finance division have identified savings in the Head Start / Early Head Start Kern carry over funding in the Other category, where a realignment has been deemed necessary. Within this budget revision, staff are proposing to reallocate savings from the Other to the Construction category.

We attribute this change to the timing of the Carry Over Approval from OHS. Many of the projects intended to be coded to Carry Over were completed and subsequently funded through HS/EHS Base funding prior to the release of the Notice of Award from OHS. The attached table identifies the changes proposed in the budget revision.

All previously approved projects not already completed will be funded from the Carry Over as previously approved. These projects include recruitment and retention incentive programs from Personnel and Fringe categories; increased travel opportunities for staff training in the Travel Category; as well as expenditures in both Supplies and the Other categories to fund minor renovation and repair projects including outdoor environments at HS/EHS facilities. Equipment approval was also obtained to support Shade Structures and vehicle purchases for the Central Kitchen.

### **Recommendation**

Staff recommends the Policy Council approves the submission of the Budget Revision for Carry Over for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget periods.

*Attachment:*

*Carry Over Budget Detail Revised 2023*

Community Action Partnership of Kern  
Head Start and State Child Development Division  
2023-2024 Budget Revision for Carry Over  
Budget Detail

BASE and T&TA	APPROVED CARRYOVER REQUEST	APPROVED Head Start Revised	APPROVED Early Head Start Revised	REVISED CARRYOVER REQUEST	REVISED Head Start Revised	REVISED Early Head Start Revised	CARRY OVER BUDGET REVISION	PROJECTS
PERSONNEL (BASE)	\$ 309,231	\$ 216,462	\$ 92,769	\$ 309,231	\$ 216,462	\$ 92,769	\$ -	
FRINGE BENEFITS (BASE)	\$ 8,000	\$ 8,000		\$ 8,000	\$ 8,000		\$ -	
TRAVEL (T&TA)	\$ 62,331	\$ 25,133	\$ 37,198	\$ 62,331	\$ 25,133	\$ 37,198	\$ -	
SUPPLIES (BASE)	\$ 66,733	\$ 53,386	\$ 13,347	\$ 66,733	\$ 53,386	\$ 13,347	\$ -	
EQUIPMENT (BASE)	\$ 414,100	\$ 314,100	\$ 100,000	\$ 414,100	\$ 314,100	\$ 100,000	\$ -	
CONSTRUCTION (BASE)	\$ -			\$ 1,700,000	\$ 1,000,000	\$ 700,000	\$ 1,700,000	**\$645,378 included in 1303 Carry Over previously submitted
CONTRACTUAL (BASE)	\$ 5,825	\$ 4,505	\$ 1,320	\$ 5,825	\$ 4,505	\$ 1,320	\$ -	
OTHER (BASE)	\$ 1,975,174	\$ 1,185,104	\$ 790,070	\$ 239,492	\$ 165,483	\$ 74,009	\$ (1,735,682)	Reduced as projects were already paid from BASE Funds for Minor Renovations Projects, Landscape Design, and Fencing
INDIRECT (BASE)	\$ 37,047	\$ 29,638	\$ 7,409	\$ 72,729	\$ 49,259	\$ 23,470	\$ 35,682	Adjusted MTDC
<b>TOTAL</b>	<b>\$ 2,878,441</b>	<b>\$ 1,836,328</b>	<b>\$ 1,042,113</b>	<b>\$ 2,878,441</b>	<b>\$ 1,836,328</b>	<b>\$ 1,042,113</b>		

\*\* \$645,378 1303 Carry Over Request for Barnett House  
\$ 3,523,819 Total Approved to be carried over mirroring the Final SF 425



## MEMORANDUM

To: Policy Council

A handwritten signature in blue ink, appearing to read 'Jerry Meade', is written over the 'To:' line.

From: Jerry Meade, Assistant Director ~ Program

Date: January 23, 2024

Subject: *Agenda Item:* Head Start No Cost Extension Request – **Action Item**

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The Head Start and State Child Development Division is requesting approval from the Policy Council to submit a request to extend the period of availability of funds for our Head Start and Early Head Start Grant (09CH011132).

This request aims to extend the period of time in which program can fully obligate the Head Start and Early Head grant. Currently, this award is scheduled to end February 29, 2024. The extension will allow program to fully obligate and liquidate funding available. Program has identified needs to support Head Start services. This additional time will support Head Start in completing the procurement processes, allow vendors the time needed to fulfill their contracted obligations, as well as any additional project approvals required from the Office of Head Start.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance/Executive team. With approval from the Policy Council, program will submit the request in writing to extend the period of availability of funding for an additional 12 months. Upon approval from the Office of Head Start, the grant will close February 28, 2025.

**Recommendation:** Staff recommends the Policy Council approves the submission of a request to Extend the Period of Availability of funds for Head Start and Early Head Start (09CH011132) grant.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Policy Council

**From:** Robert Espinosa- Program Design and Management Administrator  
Rosa Guerrero- Administrative Analyst

**Date:** January 23, 2024

**Subject:** *Agenda Item: 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 Policy Council approve the 2024—2025 Program Planning Calendar.

**Attachments:**

*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 1<sup>st</sup>  
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"> <li>Identify the planning team</li> <li>Review &amp; update planning calendar</li> </ul>	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"> <li>Identify strengths &amp; areas needing improvement</li> <li>Develop Corrective Action Plans</li> </ul>	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"> <li>Community Assessment</li> <li>Child outcomes</li> <li>Child assessments</li> <li>CLASS assessments</li> <li>ITERS &amp; ECERS</li> <li>Family Services data</li> <li>CCR</li> <li>Health data</li> <li>Evaluate Staffing Data</li> <li>Budget vs. actual expenditures</li> <li>Non-Federal share</li> <li>Parent surveys</li> <li>ERSEA Data</li> <li>Disabilities Data</li> </ul> <i>Comprehensive Data Analysis continued...</i> <ul style="list-style-type: none"> <li>Training evaluations</li> <li>Program Information Report (PIR)</li> <li>Ongoing monitoring results</li> </ul>	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 1<sup>st</sup>  
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"> <li>Self assessment results</li> </ul> May include other data sets relevant for determining community and program needs and strengths					
<b>Program Design &amp; Program Options</b> <ul style="list-style-type: none"> <li>Review site locations</li> <li>Basis for program options</li> <li>Include in Refunding Application</li> </ul>	Administrative Analyst & Program Design and Management Administrator.	April – May	Policy Council  Board of Directors	June  June	Approval  Approval
<b>Goals and Objectives</b> <ul style="list-style-type: none"> <li>Identify priorities</li> <li>Review/revise Head Start and State Child Development division mission statement</li> <li>Identify long &amp; short-term program goals</li> </ul>	Administrative Analyst, Program Design and Management Administrator; and the Administrative Team.	April – May	Policy Council  Board of Directors	June  June	Approval  Approval
<b>Program Improvement Plans</b> <ul style="list-style-type: none"> <li>Based on data including those from the Self-Assessment, PIR, federal review report, etc...</li> </ul>	HS Director; Administrative Team	June – July	Policy Council  Board of Directors	August  August	Approval  Approval
<b>Program Information Report (PIR)</b> <ul style="list-style-type: none"> <li>Summarize data</li> <li>Verify data</li> <li>Input data into online Head Start Enterprise System</li> </ul>	Quality Assurance Administrator, and Administrative Staff	June – August	Policy Council  Board of Directors	February  February	Informational  Informational
<b>Begin Budget Draft</b> <ul style="list-style-type: none"> <li>Include funds to support program goals/ objectives</li> <li>Involve all divisions that support the requirements of the Head Start program</li> </ul>	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 1<sup>st</sup>  
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"> <li>Draft program narrative</li> </ul>	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan <ul style="list-style-type: none"> <li>Identify training needs based on the results of data analysis</li> <li>Indicate outcomes and evaluation of achievement</li> </ul>	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"> <li>Final management review &amp; approval</li> </ul>	HS Director; CPO: CFO	August			
Recruitment Plan and Selection Criteria/Training <ul style="list-style-type: none"> <li>Based on Community Assessment</li> <li>Develop selection criteria (requires PC approval)</li> <li>Develop Recruitment Plan</li> <li>PC/BOD Annual Training</li> </ul>	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"> <li>Program options and design</li> <li>Program priorities, goals &amp; objectives</li> <li>Training &amp; Technical Assistance (T/TA) Plan</li> <li>Line item budget &amp; budget narrative</li> </ul>	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 1<sup>st</sup>  
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 <sup>th</sup>			
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"> <li>Collect data</li> <li>Compile information into written Community Assessment</li> </ul>	Administrative Analyst, Program Design and Management Administrator, and Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational
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# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Policy Council

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

**Date:** January 23, 2024

**Subject:** *Agenda Item:* Summary of Changes to the 2024-2025 Recruitment and Selection Plan – **Action Item**

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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 criterions. It was decided that Tribal TANF should be added to the public assistance category and Family Childcare be added as program option.

**Recommendation:**

Staff recommends the Policy Council approve the 2024—2025 Recruitment and Selection Plan.

**Attachments:**

*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, 3<sup>RD</sup> 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.
- (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
<b>ELIGIBILITY</b>		<b>OTHER FACTORS (Circle all that apply)</b>	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
<b>Income</b>		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 <sup>rd</sup> 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
<b>AGE</b>		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
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## **Guidance for Selection Criteria Verification Form**

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

**Program:** The program which the family is applying for HS, EHS, or EHS Partnership, FCC (Family 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 3<sup>rd</sup> year enrollee):** Select only if currently enrolled EHS participant or 3<sup>rd</sup> 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](http://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.);