



DATE November 12, 2025

TIME 12:00 pm

LOCATION CAPK Administrative Office
Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Agenda

1. Call to Order

2. Roll Call

Gina Martinez (Chair) Lee'o Whisenant
Gema Perez

3. Public Comments

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

4. Program Presentation

- a. No program presentation

5. New Business

- a. Shafter CRC Community Needs Assessment Presentation – **Info Item (p.3-8)**

Angie Nelson, Program Manager
Daniel Polk, Research and Evaluation Associate-
HARC, Inc.

- b. October 2025 Program Reports – **Action Item (p.9-43)**

Pritika Ram, Chief Business Development Officer

1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services
 - Adult Re-entry Program
2. Veterans & Supportive Services
3. Health & Nutrition Services
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
4. Youth & Community Services
 - East Kern Family Resource Center (EKFRC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)

- Volunteer Income Tax Assistance (VITA)
 - 211 Kern Call Center
5. Operations
- Maintenance
 - Information Technology
 - Data Services
 - Risk Management
6. Community Development
- Grant Development
 - CAPK Foundation
 - Outreach & Marketing
- c. October 2025 Head Start/State Child Development Division/Program Monthly Activity Report – **Action Item (p.44-45)** Carol Hendricks, Enrollment and Attendance Manager
- d. 2026-2027 Recruitment and Selection Plan - **Action Item (p.46-71)** Carol Hendricks, Enrollment and Attendance Manager
- e. 2025 Amended CAPK Head Start Policy Council Bylaws - **Action Item (p.73-88)** Lisa Gonzales, Program Governance Coordinator
- f. Head Start/State Child Development Risk Assessment Notification Monitoring Review- **Info Item (p.89-)** Sylvia Ortega, Quality Assurance Administrator

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
January 14, 2026
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, 3rd Floor Bakersfield, CA and online at www.capk.org by 12:00 pm, October 10, 2025. Annelisa Corona, Community Development Supervisor.



Shafter
CRC Needs Assessment
Community Engagement Strategy

Community Engagement Strategy

- ▶ Existing data and literature review
- ▶ Stakeholder interviews/focus groups
- ▶ Community Survey

Existing Data and Literature Review

- ▶ HARC review existing data on Shafter: demographics, environmental, health outcomes, etc.
- ▶ HARC will do literature review: existing studies, reports, needs assessments about Shafter or neighboring communities
- ▶ These reviews will help us write the survey questions and will be included in the final report

Stakeholder Interviews/Focus Groups

- ▶ HARC will do interviews/focus groups with at least 50 stakeholders
- ▶ Will be done over Zoom or by phone
- ▶ Each interview/focus group lasts no more than 1 hour
- ▶ Each participant will receive a \$25 Visa card

Community Survey

- ▶ Target is 1,700 survey responses from Shafter residents
- ▶ First 800 survey participants will receive a \$10 Visa card
- ▶ Dual method approach
 - ▶ Mailing survey flyer to Shafter households
 - ▶ Community partners using paper surveys for in-person outreach

Timeline

		2025					2026						
Stage	Action	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
PROJECT DESIGN	Hold Kick-off Meeting		█										
	Submit Engagement Strategy		█										
	Give Initial Board Presentation			█									
	Finalize Engagement Strategy			█									
	Submit draft survey				█								
	Finalize survey				█								
DATA COLLECTION	Conduct existing data review			█	█								
	Conduct interviews/focus groups			█	█	█	█	█					
	Conduct survey					█	█	█					
ANALYSIS AND REPORTING	Analyze interview/focus group results				█	█	█						
	Analyze survey results						█	█	█				
	Do SWOT analysis									█			
	Combine all results into final report										█		
	Submit draft report to CAPK and CSS										█		
	Revise draft report										█		
	Plan Public Hearing									█	█		
	Hold Public Hearing											█	
	Submit revised report											█	
	Give Final Board Presentation												█
	Revise and submit final report												█



November 2025 PRE Committee

October 2025 Program Monthly Reports



Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
<p>Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.</p> <p>The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.</p>					
Homeless Referrals/Assessments (SRV 7a) (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,968	27,380	20,000	15%	137%
Number of applicants who received a response within 24 Hours (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,759	24,415	18,000	15%	136%
Pending Assessments (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients without initial contact by the end of the month.	19	221	200	10%	111%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	4				
Encampment Resolution (SRV 7a) (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of Clients Served	52	701	450	12%	156%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	15	85	70	21%	121%
HOUSED to permanent housing placement (SRV 4o)	11	39			
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		

**Community Action Partnership of Kern
Monthly Report 2025**

<p>1. Optimize the use of existing access points in rural areas of Kern County.</p>	<p>CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members. CES continues to work on the Road to Housing tool. CES finished training the OASIS Family Resources Center to function as an access point in addition to CalAim services.</p>
<p>2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.</p>	<p>One FTE position is currently open. CES in the interviewing process.</p>
<p>3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.</p>	<p>In the process of hiring one more staff member.□</p>
<p>Program Highlights</p>	
Empty space for program highlights	

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit	M Street Navigation Center		
Division/Director	Rebecca Moreno	Program Manager	Laurie Hughey		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.					
Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	137	1,257	1,500	9%	84%
Total Clients Served	210	1,942	2,400	9%	81%
Pets (i.e., kennel, emotional support assistance and service pet)	11	108	75	15%	144%
Residents Under 90 days length of stay	78	684	800	10%	86%
Exits to Permanent Housing (FNPI 4b)	10	65	114	9%	57%
Exits-Self	29	243	150	19%	162%
Exits-Involuntary	43	436	700	6%	62%
Case Management Services (SRV 7a)	526	7,407	8,000	7%	93%
Critical Incidents	29	321	250	12%	128%
Shelter Residents Meals (SRV 5ii)	6,450	67,401	70,000	9%	96%
Number of Volunteers (<i>duplicated</i>)	143	1,389	100	143%	1389%
Volunteers Hours (<i>duplicated</i>)	234	2,193	3,000	8%	73%
Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	36	484	500	7%	97%
Current client census	25	360	300	8%	120%
Meals (SRV 5ii)	969	15,668	20,000	5%	78%
Pets	8	72	75	11%	96%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	3	20	20	15%	100%
Exits-Self	4	32	50	8%	64%
Exits-Involuntary	0	32	75	0%	43%
Critical Incidents	0	28			
Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	7	100	30	23%	333%
Current client census	7	98	25	28%	392%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		

Community Action Partnership of Kern Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	3 clients participated and graduated from Project hire-Up, 8 clients working in various jobs in the community i.e. Entertainment, Entouch Wireless, Walmart, Edgelawn Assoc, Weinerschnitzel, Winco, Hard Rock Casino and Fortune Meals.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Completed
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	10 clients transitioned into housing this month , a total of 62

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	14
25 - 34	35
35 - 44	43
45 - 54	44
55 - 61	40
62+	34
Total:	210

Race Demographic	Month
American Indian or Alaska Native	3
Asian	2
Black or African American	50
Hispanic/Latina/e/o	24
White	85
Multiple races	46
Client Don't know / Refused	
No Answer	
Total:	210

Gender	Month
Female	77
Male	131
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	210

Zip Code	Month	Zip Code	Month
93203	1	93268	1
93301	76	93280	1
93302	1	31321	1
93304	13	20783	1
93305	18		
93306	10		
93307	12		
93308	25		
93309	9		
93311	2		
93312	2		
93313	2		
92225	1		
93505	1		
93215	1		
93240	1		
93241	1		
93245	1		
90807	1		
93560	1		
94305	1		
Not specified	26		
Total			210

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit		California Advancing and Innovating Medi-Cal (CalAIM)	
Division/Director	Rebecca Moreno Director of Community Services	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2025 to December 31, 2025				
Program Description					
CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of “in lieu of services” (ILOS), or Community Supports, which, at the option of a Medi-Cal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.					
Housing Transition Navigation Services	Month	YTD	YTD Goal	Annual Progress	
Number of Clients Currently Served	365	3,818	450	848%	
Number of Referrals Received (SRV 7c)	25				
Number of Enrollments	21				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,279	11,196	8,100	16%	138%
Housing & Furnishing Deposits (SRV4d)	Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to \$5000 per client (includes housing deposits, furnishing, appliances)	14	290	100	14%	290%
Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	16	157	75	21%	209%
Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	100	823	50	200%	1646%
Number of services per client per month (i.e., client accepted day services, attended day services class)	30	324	2600	1%	12%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.			In the process of hiring, More interview to be scheduled and 2 FTEs in training. Offered position to 1 new hire.		

**Community Action Partnership of Kern
Monthly Report 2025**

<p>2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.</p>	<p>Proactively assisting East Kern Resource Center develop and improve CalAIM services; exploring options to add additional ECM and CS services, Processed first Anthem referral.</p>
<p>3.) Engage with volunteers/providers to operate Day Services classes and proactively offer Day Services classes 2-3 hours per day.</p>	<p>There were 6 main courses offered, 31 classes total in the month of Oct. Computer Basics, Home DIY & Cleaning Workshop, Eviction Prevention Workshop, Cal Job Workshop, and Prepare-U.</p>
Program Highlights	
Empty space for program highlights	



Veterans & Supportive Services

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit	Veterans & Supportive Services		
Division/Director	Deborah Johnson Veteran Services	Program Manager	Carlos Clemente-Juarez		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
CVAF operates a 40 bed BRIDGE and Service Intensive Transitional housing program through the US Department of Veterans Affairs. This consists of two apartment complexes and two homes through the City of Bakersfield. This is a 24-hour per day, 365 day per year program that provides housing, case management, transportation, food, and laundry services. Staff also provides referrals to medical, mental health and community based service programs. CVAF also operates the Supportive Services for Veterans and Families Program through the US Department of Veterans Affairs which is a rapid rehousing/homeless prevention program for veterans households that are homeless or at risk of homelessness. The HHAP CM program provides case management services for HUD Emergency Housing Voucher clients through the Housing Authority. The HHAP YS programs provides scattered-site, low barrier shelter for youth aged 18 - 24.					
Grant and Per Diem	Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)	3	10	10	30%	100%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	3	7	0%	43%
BRIDGE: % Employed at Exit (SRV1m)	0	1	3	0%	33%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	2	21	16	13%	131%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	3	7	7	43%	100%
SITH: % Employed at Exit (SRV1m)	1	4	5	20%	80%
Total Households Enrolled	12	85	85	14%	100%
Supportive Services for Veteran Families (SSVF)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Households Enrolled	1	140	150	1%	93%
Permanent Housing Placements	3	27	35	9%	77%
Rental Assistance Payments	37	375	475	8%	79%
Security Deposit	1	34	40	3%	85%
Bus Pass	0	20	35	0%	57%
Application Fees	2	10	15	13%	67%
General Housing Stability Assistance (GHSA)	1	30	35	3%	86%
Utility Payments	2	19	25	8%	76%
Late Fees	1	33	40	3%	83%
Moving Costs	0	3	7	0%	43%
Landlord Incentives	0	1	5	0%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	19	31	10	190%	310%
Vehicle Repairs	1	2	3	33%	67%

**Community Action Partnership of Kern
Monthly Report 2025**

Permanent Supportive Housing (Park 20th/Residences at East Hills)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served	32	140	25	128%	560%
HHAP YS (Youth Shelter)		YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Number of clients enrolled	0	4	20	0%	20%
Housing Placement (e.g., transitional, temporary,	0	4	10	0%	40%
Negative Exits	0	2	5	0%	40%
HHAP CM (Emergency Housing Voucher Case Management)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Clients served	66	370	76	87%	487%
Explanation (Over/Under Goal Progress)					
Program Highlights					



Health and Nutrition Services

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2025**

Month	September-25	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery		
Reporting Period	January 1, 2025 - December 31, 2025 <i>(Note: The data represents information from two months earlier.)</i>				
Program Description					
<p>The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the Food Bank distributes between more than 1.5 and 2 million pounds of food, which reaches more than 100,000 Kern County food-insecure neighbors.</p>					
The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements	53,821	466,803	700,000	8%	67%
Pounds Distributed	766,585	6,085,548	10,000,000	8%	61%
Pantry Program	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements	139,926	1,036,905	1,250,000	11%	83%
Pounds Distributed	380,615	2,947,523	4,500,000	8%	66%
Fresh Rescue	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements <i>(Not attached to distros)</i>	2,094	30,287	40,000	5%	76%
Pounds Distributed	159,164	1,497,681	2,000,000	8%	75%
CSFP (Senior Box) Program	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements	4,444	40,667	66,000	7%	62%
Pounds Distributed	189,779	1,634,518	2,300,000	8%	71%
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements <i>(Not attached to distros)</i>	3,915	26,263	50,000	8%	53%
Pounds Distributed	78,303	544,615	750,000	10%	73%
Brighter Bites	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements		33,570	75,000	0%	45%
Pounds Distributed	20,581	190,695	275,000	7%	69%
Snack Attack	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements	544	3,910	15,000	4%	26%
Pounds Distributed	674	3,762	10,000	7%	38%
Community Events & Other	Month	YTD	Annual Goal	Month Progress	Annual Progress
Engagements	3,961	21,207	15,000	26%	141%
Pounds Distributed	79,218	1,286,105	1,500,000	5%	86%

**Community Action Partnership of Kern
Monthly Report 2025**

Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Engagements	208,705	1,659,079	2,211,000	9%	75%
Total Pounds Distributed (SRV 5jj)	1,674,917	14,190,445	21,335,000	8%	67%
Volunteers (SRV 6f)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership through service providers, duplicated)	15	234	450	3%	52%
Other Volunteers (i.e., general public, duplicated)	293	1,290	2,250	13%	57%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Strategic Goals		
By October 2025, The CAPK Food Bank will form 12 geographic collaboratives made of agency partners to work together to address food insecurity at a community level.			All 12 geographic collaborations have been formed. The groups' first meetings have been scheduled and will occur in October.		
By June 2025, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.			The classification system has been adopted. Staff are working to have all existing and inbound inventory classified into the system framework.		
By the end of 2025, The CAPK Food Bank will implement a food locker program with the first 2 sites to increase all-hours access to emergency food resources.			Due to changes in funding, this project has been put on hold.		
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.					
Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,285		14,910		96%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,075		1,200		90%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	0	195	268	0%	73%
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	106	960	2,000	5%	48%
WIC Presentations and Outreach Events	12	45	100	12%	45%
Publication in newspaper, television, and/or social media postings (English and Spanish)	8	108	350	2%	31%
Regional Breast Liaison (RBL)	Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	10	255	350	3%	73%
Peer Counseling Program (PCP)	Clients Served		Goal	Annual Progress	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	216		1,000	22%	
Explanation (Over/Under Goal Progress)					
Increased RBL goal, Trained new social media staff in October and are adding two additional team members to our social media team in Nov. LVL					
Program Strategic Goals			Progress		

**Community Action Partnership of Kern
Monthly Report 2025**

<p>1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.</p>	<p>In October distributed boxes of Myplates to WIC clinics in Kern County and distributed the print outs to provide to clients.</p>
<p>2. Improve Client Engagement and Accessibility. Increase customer retention and satisfaction by enhancing communication channels, such as modernizing the phone system and introducing more efficient ways for clients to connect with staff. Implement strategies to ensure responsive, reliable support for clients across all locations.</p>	<p>We are working to improve our strategy given that we are still missing WIC calls. To mitigate this we have increased staffing on the call center and are developing a threshold or goal for staff to meet weekly when assigned to the call center.</p>
<p>3. Expand Access Through Innovative Program Delivery. Explore and integrate multiple mediums for client interaction, including virtual services, to modernize program delivery and meet contemporary client expectations. Emphasize program enhancements that align with current trends and client preferences rather than relying solely on traditional program designs.</p>	<p>The WIC BFPC (Breastfeeding Peer Counselor) program is now offering zoom (video) sessions as an option for clients. We are also developing an after hours protocol to support breastfeeding mothers during breastfeeding challenges.</p>
<p>Program Highlights</p>	
<p>Our WIC caseload increased to 14,910. We received an increase in participation caseload due to excellent performance.</p>	



Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Volunteer Income Tax Assistance
2-1-1 Call Center

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbé		
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.					
First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	43	30	0%	143%
Children Receiving Case Management Services (SRV 7a)	0	47	30	0%	157%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	13	10	0%	130%
Children Educational Home Base Activities (FNPI 2b)	0	45	15	0%	300%
Children Summer Bridge Activities (FNPI 2b)	0	15	10	0%	150%
Family Support Services for non-clients with children 5 and under (SRV 2w)	24	373			
First 5 Total	24	536			
First 5 Kern/ Department Health Services <i>(Term: Dec 2024 through Jun 2025)</i>	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	24	354			
Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	17	20	0%	85%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	21	20	0%	105%
CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment Unduplicated (NPI5.2)	21	327	150	14%	218%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)	236	3387	1800	13%	188%
Rental Support Program	Month	Clients YTD	Month	Payments YTD	
Rental Support Program (estimated maximum \$1,500 per household)	17	67	\$ 20,779	\$ 95,616	
Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD			
Administrative Support (SRV 7c)	69	579			
Baby Supplies (SRV 2w)	171	1486			
Copies	25	303			
Court Mandated Parenting Correspondence (SRV 2w)	3	20			
Educational Supplies (SRV 2k)	34	387			
Emergency Clothing (SRV 7n)	27	182			
Food (SRV 7c)	354	2637			
Household Items (SRV 7c)	251	1697			

**Community Action Partnership of Kern
Monthly Report 2025**

Referrals(SRV 7c)	27	548	
Transportation Assistance (SRV 7d)	31	234	
Total Community Services	992	8073	

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC submitted a proposal to the China Lake Rotary Club to provide funding to upgrade the CTrain storage unit and provide a Little Library.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Cerro Coso Community College Pathways Career Day and the City of Ridgecrest Trunk or Treat. The Oasis FRC received several in-kind donations of non-perishable food to supplement the food pantry.

Program Highlights

The Oasis Family Resource Center has seen a large increase of clients needing support services especially for food support where it has more than doubled help provided in 2024

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Freddy Hernandez	Program Administrator		Vipassana Chawla		
Reporting Period	January 1, 2025 - December 31, 2025					
Program Description						
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.						
Low-income Home Energy Program (LIHEAP) 2025		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		340	5,209	3,300	10%	158%
Households Served - Weatherization		6	108	150	4%	72%
2022 Department of Energy Infrastructure Investment and Jobs Act (DOE IIJA)		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		1	10	50	2%	20%
Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i,)		340	5,209	3,300	10%	158%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)		6	118	200	3%	59%
PG&E Case Management Program		Month	YTD	Goal	Month Progress	Annual Progress
Number of clients enrolled in the case management program (SRV7a).			2,456	2,400	0%	102%
City Of Bakersfield Home Repair and Weatherization Program		Month	YTD	Goal	Month Progress	Annual Progress
Households Served		4	11	19	21%	58%
Transformative Climate Communities- Low Income Energy Efficiency Program		Month	YTD	Goal	Month Progress	Annual Progress
Households Served			-	50	0%	0%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1) Meet the PG&E goal of enrolling 2,400 clients into the PG&E Case Management Program.			PG&E has made significant progress in its program, having enrolled 2,400 participants in July. Case Managers are now focused on providing support through case management activities. Key milestones include completing 1,899 Initial Action Plans, conducting 818 Third Quarter Reviews, finalizing 254 Six-Month Reviews, and completing 36 cases. These metrics demonstrate strong momentum in service delivery and a commitment to supporting participants throughout the program.			
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.			We are pleased to share continued progress on the City of Bakersfield Weatherization Program. As of the end of October, we have successfully completed weatherization services for 4 additional homes, bringing the total number of clients assisted to 11. In addition, 1 new applicant has been enrolled this month. Our team remains committed to delivering timely, high-quality assistance to all enrolled participants. We are proud to be on track to meet our contract goals and continue making a meaningful impact in our community.			

**Community Action Partnership of Kern
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<p>3) Meet at least 22% of production goal for DOE IJJA contract</p>	<p>We continue to advance our outreach efforts through door-to-door engagement, property assessments, and a mass mailing campaign. This month, we arranged hands-on training in Merced for Wx assessors, inspectors, and managers, and hosted an online training for outreach and billing staff to boost client enrollment. We successfully closed 1 more file, bringing our total to 10 completed. However, we're currently facing challenges in closing additional homes due to the lack of LIHEAP 2025 funds needed for leveraging. Our team remains committed to increasing participation and production through strategic outreach and training.</p>
<p>4) Successfully implement the TCC LIEEP Weatherization Program and meet the contract goals.</p>	<p>We received the executed final contract copy in September. Since then, we have actively begun enrolling eligible participants under this grant. In October, we enrolled three clients and are currently working on finalizing the sub-recipient agreements. Additionally, we are developing marketing materials to support outreach and engagement efforts. These materials will help raise awareness about the program and ensure we reach our target communities effectively.</p>
Program Highlights	
Empty space for program highlights	

**Community Action Partnership of Kern
Monthly Report 2025**

Month	October-25		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez	Program Administrator	Lois Hannible			
Reporting Period	January 1, 2025 - December 31, 2025					
Program Description						
Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.						
Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress	
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	69	100	2%	69%	
Summer Program (SRV 2m)	N/A	65	65	N/A	100%	
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	60	65	3%	92%	
California Violence Intervention Program (CalVIP)	Month	YTD				
Incident Response (SRV 5w)	0	7				
Outcome/Case Managed Families (SRV 7a)	3	39				
Provided Food Assistance (SRV 7c)	9	89				
Assisted with Energy/HEAP Services (SRV 7c)	0	4				
Crisis Intervention	0	4				
Provided Mentoring Services (SRV 2p, 7c)	3	48				
Assisted with relocation services/Deposit Payments (SRV 4d)	1	1				
Temporary Housing Placements (SRV 4m)	0	-				
Explanation (Over/Under Goal Progress)						
During the month of October, the City did not assign the CAPK CalVIP Program participants that have required crisis intervention, incident response, assistance with Energy/HEAP, or temporary housing placement. Recruitment continues for the FHCC Afterschool & Mentor programs. The Summer Program has ended and therefore no additional participants will be added for the remainder of the year.						
Program Strategic Goals			Progress Towards Strategic Goals			
1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center.			Friendship House Casino Night tickets and sponsorships are available now! Don't miss an exciting opportunity to support community youth! Casino Night will be held Friday, Nov. 7th from 5pm-10pm at The Collective.			
2. Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth.			The Friendship House Advisory Board is full and is not accepting new members at this time.			
3. Collaborate with the CAPK Executive Team to expand grant research and submission efforts for the CAPK Friendship House, ensuring resources align with and address the evolving needs of the community.			The Friendship House Administrator is working with the CAPK Executive Team on a grant proposal to the State, as well as a grant proposal seeking funds from a local donor.			
Program Highlights						
The CalVIP Paid Work Experience Program has employed four (4) CalVIP participants through CAPK, one of which started with the Program in October of 2025. This is a first-time job for these participants, who are gaining valuable on the job hands-on training & experience.						

**Community Action Partnership of Kern
Monthly Report 2025**

Month	1-Oct	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra	
Reporting Period	January 1, 2025 - December 31, 2025				
Program Description					
The CAPK VITA program offers free tax preparation services. This service is available to low-to-moderate income individuals, the elderly, persons with disabilities, and limited English-speaking taxpayers. Additionally, the CAPK VITA program provides ITIN (Individual Taxpayer Identification Number) services through Certified Acceptance Agents (CAAs). CAAs are authorized by the IRS to assist individuals who do not qualify for a Social Security number but need an ITIN for tax filing purposes.					
CAPK current year 2024 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	86	7,730	8,250	1%	94%
Social Security Number (SSN)	72				
Individual Taxpayer Identification Number (ITIN)	14				
State	85	7,757			
Social Security Number (SSN)	70				
Individual Taxpayer Identification Number (ITIN)	15				
CAPK 2019-2023, Paper Filed, and Prior Year Returns (total YTD added to Federal YTD) (SRV 3o)	Month	YTD			
Paper-filed, and Prior year returns (federal)	28	466			
Social Security Number (SSN)	25				
Individual Taxpayer Identification Number (ITIN)	3				
Paper-filed, and Prior year returns (state)	28	465			
Social Security Number (SSN)	25				
Individual Taxpayer Identification Number (ITIN)	3				
CAPK Refunds and Credits (SRV 3o)	Month	YTD			
Federal Refunds	\$54,403	\$6,373,707			
State Refunds	\$19,690	\$2,476,773			
Federal Earned Income Tax Credit (EITC) <i>(income limit \$66,819 per household)</i>	\$30,068	\$4,768,739			
California Earned Income Tax Credit (CalEITC) <i>(income limit \$131,950 per household)</i>	\$15,363	\$1,137,452			
Total Refunds and Credits		\$14,756,671			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications <i>(Note: duplicate of Federal Tax Returns Completed)</i>	Month	YTD	Goal Adjusted	Month Progress	Annual Progress

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Applications (New/Renewal)	12	179	200	6%	90%
Explanation (Over/Under Goal Progress)					
State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State report. State tax returns for ITIN holders is higher this month. This happens when ITINs applications are processed. Once an ITIN is issued by the Federal (IRS), the State side of the tax return (FTB) can be submitted and processed.					
Program Strategic Goals			Progress Towards Goal		
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.			Established new location in Lake Isabella at the Kern River Valley Bridge Connection, new location in Tehachapi at the Family Life Pregnancy Center, and within CAPK the MCAP Stine location has agreed to partner for VITA services.		
Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		3,017	3,250	0	0.92830769
State		3,033			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD			
Paper-filed, and Prior year returns (federal)		228			
Paper-filed, and Prior year returns (state)		203			
Sub-contactor: United Way Central Eastern California Refunds and Credits	Month	YTD			
Federal Refunds		\$2,571,695			
State Refunds		\$1,045,066			
Federal Earned Income Tax Credit (EITC) (income limit \$66,819 per household)		\$1,970,273			
California Earned Income Tax Credit (CalEITC) (income limit \$31,950 per household)		\$439,683			
Total Refunds and Credits	\$0	\$6,026,717			
Program Highlights					
CAPK VITA has been awarded the TCE grant for the first time and also notified of our IRS VITA grant award.					

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Monthly Report 2025**

Month	October-25	Program/Division		2-1-1 Call Center Program			
Division/Director	Freddy Hernandez	Program Manager	Sabrina Jones-Roberts				
Reporting Period	January 1, 2025 - December 31, 2025						
Program Description							
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Fresno and Madera, Kings, Merced, Stanislaus, and Tulare through the United Way partnerships.							
Most Requested Services	Food Pantries	Utility Service Payment	Specialty Food Providers				
Top 3 Unmet Needs	Government Shutdown Information	Homeless Diversion Programs	Food Stamps				
Information and Referral Services (I&R) Calls Handled (SRV 7c)							
	Month	YTD	Annual Goal	Month Progress	Annual Progress		
Fresno & Madera County	3175	33,451	40,000	8%	84%		
Kern County	3908	30,854	75,000	5%	41%		
Kings County	314	2,468	3,500	9%	71%		
Merced & Mariposa County	213	1,253	1,500	14%	84%		
Stanislaus County	1389	9,997	11,000	13%	91%		
Tulare County	1,118	7,968	11,000	10%	72%		
Total County-based I&R Calls Handled	10,117	85,991	142,000	85%	61%		
Average Wait Time	0:52						
Average Handle Time	5:33						
Other Service Call Types Handled (SRV 7c)							
	Month	YTD					
LIHEAP (SRV 7b)	3178	30,062					
Mental Health (SRV 7c)	304	3,087					
Total County-based and Other Calls Handled	13,599	119,140					
Staffing vs. Call Volume			Current Staff	Staff Needed Per Call	Staff Over/Short		
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.			14	12.6	1.45		
Grant Funded Services		Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3l)		27	17	157	350	5%	45%
Community Health Care Program / Medi-Cal Applications (SRV 3h)		5	3	70	70	4%	100%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)		0	0	92	125	0%	74%
2-1-1 Website Visitors		Month		YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		63,531		430,374	225,000	28%	191%
Referrals		Month		YTD			
Food-related Calls (SRV 7c)		1545		10,407			
Health and Human Service Referrals (SRV 7c)		1245		12,530			
Housing and Homelessness Calls (SRV 7c)		352		3,852			
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)		547		4,664			

**Community Action Partnership of Kern
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Total Other Services	3,689	31,453
Explanation (Over/Under Goal Progress)		
<p>The program has achieved 61% of its annual target goal collectively across all county campaigns. The anticipated call volume is based on prior data and the ability to meet demands of calls. Amongst the call handling efforts for Kern County, the program responds to calls associated with homelessness assistance, outside of business hours, and completes a Quick Reference Tool to assign follow-up to Coordinated Entry System. Through its various scopes of work, the program provides application assistance, care coordination, and conducts outreach to bring awareness of services within the community. Incoming calls and applications are monitored and reviewed to determine appropriate strategies and material needed for outreach events. First 5 - Help Me Grow Program came to a conclusion in April 2025 and no longer requires any activity or change in the total screenings year-to-date. The Kaiser Community Health Care Program came to a conclusion on September 30, 2025.</p>		
Program Strategic Goals		Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources. The program aims to offer competitive wages, language fluency and competency incentives, and opportunity for growth. 2-1-1 is staffed with 18 Full Time Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance and standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. Additionally, it supports opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.	
2. Enhance the efficiency and effectiveness of our call center operations in the coming year by thoroughly evaluating and optimizing the use of our tools and technologies, including CRM systems. Focus will be placed on improving call handling performance, streamlining workflows, and identifying opportunities to align staffing levels with operational needs.	The program is in collaboration with the Information Systems Team and has made progress in refining processes by maximizing technology and digitizing updates. Food Pantry and Commodity resources are set for update automations in the resource directory and mailing labels are generated through a push button feature to optimize resources by reducing the time dedicated to produce hand written labels. The next phase would be geared towards seeking opportunities to enhance the program's annual database maintenance using an efficient and seamless strategy.	
3. Prioritize retaining existing contracts, such as partnerships with United Ways, while actively exploring and proposing new opportunities to better serve our community members. Leverage the full potential of the call center by pursuing additional fee-for-service contracts and expanding services to maximize impact and efficiency.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. □	
Program Highlights		
<p>The programs' average calls handled is 90% while its abandoned rate is 10% amongst seven (7) campaigns. The program remains in communication with State 2-1-1 to enhance the scope of work associated with preparing and supporting callers who are customers of Pacific Gas and Electric during a Public Safety Power Shutoff. The program received notice of funding approval for a partnership with California Department of Public Health for tobacco cessation. In conjunction with the East Kern Family Resource Center, the program is now assisting with efforts in Medi-Cal enrollments for CalAIM.</p>		



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

**Community Action Partnership of Kern
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Month	October-25	Program/Work Unit	Operations Division	
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	Program Managers	Laurie Sproule, Kenneth Lawrence, Eric Martinez, Rommel Almanza, Mohamed Ahmed	
Reporting Period	January 1, 2025 - December 31, 2025			
Division Description				
The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).				
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	120	14	117	826
Power App Enhancements	3	6	2	35
Paginated Reports/ Power bi reports/ Dashboards	13	1	16	58
Projects		Description of Status		Current % Status
Contract Management System		Completed		100%
VSS Case Management Application		In Testing		75%
VSS SSVF & GPD Application		Project in development		30%
Energy Intake Digitization		Form development completed. Relationships in development		60%
Work Order System in Dynamics		In Development		15%
Oasis Insights		Development completed CSFP data import in progress		60%
TCC Grant for WX Homes		Intake development completed. Document generation in development		40%
Sage - Primarius Integration		Script to generate sage template near completion. Sage API Access in testing		30%
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	384	633	279	3926
Construction Projects		Description of Status		Current % Status
Ramkabir		Architectural - Construction Document Phase		99%
McFarland Modular		Funding Award received - Architectural work in progress		5%
Tehachapi Modular		Funding application in review with Office of Head Start		5%
Barnett House		Interior demolition, new framing, plumbing, and floor leveling in progress. On Hold - Pending Budget Revision		45%
Major Maintenance Projects		Description of Status		Current % Status

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MCAP Stine Second Floor	Additional leasing space/2nd floor for MCAP on Stine	80%		
Stockdale HS	Signage	15%		
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%		
CVAF	Decatur Family Home Kitchen Remodel	100%		
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%		
Sterling Remodel Phase 3	Awarding Contract	85%		
Sterling Block Wall	Property Line Site Survey	10%		
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	8%		
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	95%		
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	564	163	553	5752
Information & Technology Projects		Description of Status		Current % Status
Yubikeys / Security key		Physical two factor authentication key		25%
Govt Shutdown Food Bank Event (KCFair)		internet and devices needed at Food Bank Event		100%
Keeper Security Software		Deployed		100%
Risk Management				
Property & Causality Claims		Reported		Reported YTD
Under Investigation / Non-Industrial /				12
Property				5
Vehicle Incident / Grand Theft Auto				38
Motor Vehicle Accident				0
Work Place Violence / Over Doses / Death				3
Total		0		58
Program Strategic Goals			Progress Towards Goal	
Description		Description of Status		Current % Status
Develop a facility deferred maintenance				
Develop and implement a Data				
Improve the customer experience by				



Community Development

Grant Development
CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern Monthly Report 2025

Month	October-25	Program	Community Development
Division/Director	Pritika Ram	Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	35,794	235,945	250,000	14%	94%
Facebook Impressions (i.e., number of times users see content)	465,767	3,297,104	1,250,000	37%	264%
Other Social Media Impressions	507,091	1,558,498	250,000	203%	623%

Highest Performing Post

Post insights

Community Action Partnership ...
Published by Jackie Villatoro
October 23 at 11:09 AM

M Street is proud to announce the opening of a new camping space dedicated to supporting our unhoused neighbors and residents in need.

This welcoming area offers a safe, dry, and caring environment where individuals can rest, find shelter from the rain, and experience dignity, comfort, and connection. #mstreet #kerncounty #helpingpeople

Views 46,209

90% Non-followers 10% Followers

Net follows 44

Who viewed your content

Age and gender: 35-44 (28.9%), 25-34 (26.6%), 45-54 (19.3%), 55-64 (13%), 65+ (8.2%), 18-24 (4.1%)

Interactions 457

Reactions: 256 (like), 121 (love), 0 (wow), 1 (sad), 1 (angry), 0 (care), 0 (laughing)

Comments: 34

Shares: 41

<https://www.facebook.com/capkern/posts/pfbid0ashGbVErzNiM6otr5QEuVqQvKDpgeCLgx9MCBci v1U1UN2chFSjBtMW1cwzstKBwl>

Outreach Special Projects

- Continued planning of 2026 Staff Development Day
- Continued collaboration with Head Start in planning of 2026 Fatherhood Conference
- Hosted Annual Kern County Veterans Stand Down with veterans program. This included: logistics, marketing, media, program, food, materials, and much more
- Attended NOR fall festival and was highlighted as community partner with their media team
- Hosted a food drive with alpha media at the Bakersfield College Homecoming football game
- Began collaborating with the food bank for the annual 2026 agency partner conference
- Provided media support for WIC new administrative office grand opening
- Began participating in food bank taskforce in response to government shutdown
- Developed and shared media toolkit to the community for food bank response in light of the shutdown that included collateral development and talking points
- Hosted press conference at the food bank announcing the launch of countywide food distributions for calfresh and federal affected individuals
- Community outreach with the Lamont School District's "Fall Festival" event
- Created slide deck on Hunger Action Month Campaign; presented to Board of Directors
- Continued assistance toward VITA program in scouting and securing site locations and support in subcontracting potential CBO's for canvassing goals (secured Tehachapi location, shafter location, and coordinated meeting with Faith in the Valley as potential subcontractor)

Community Action Partnership of Kern Monthly Report 2025

Supported HR department in marketing and outreach request for job fairs
Developed and produced video for CalCAPA presentation on Retention for Housing and Supportive Services division
Captured and produced highlight video for Veterans Stand Down event
Captured media for Head Start participation Taft Oildorado parade
Captured media for Parent Policy Council Dinner
Captured media for Head Start Sterling center "Fall Festival" and shared on communication channels
Community Outreach at Children's First "Fall Festival" Resource Fair
Community Outreach at Raising Canes Trunk or Treat
Community Presentation at Munsey Elementary School Parent Engagement Meeting
Organized October session for Professional Development Cohort, "Media Relations and Branded Content" trained CAPK staff in media interviews and creating content
Ongoing support for VITA in communications request, website meeting on updates for upcoming tax season along with plan for collateral development
Supported Cal-AIM in creating marketing materials for community outreach: trifold brochure and flyer for asthma remediation program
Supporting CAPK Energy in outreach campaign for DOE contract; created outline, sharing outreach opportunities, developing collateral, and working on more promotional materials
Community Presentation with Kern Behavioral Health and Recovery Services; showcased CAPK services to case managers at county department
Attended CAFB Public Policy meeting and created brief for agency leadership
Provided Marketing and Outreach training to Fellows at CAPK
Ongoing support for CAPK Friendship House marketing deliverables for Casino Night: Recognition content, email blasts, and social media posts
Filmed, edited, and posted the following agency partners: Gridiron, Bread of Life Ministries, Free Will Baptist Church of Wasco, Seventh Day Adventist Church, and N.E.E.D.S Center
Filmed, edited, and posted Government Shutdown Response Press Conference
Attended and documented South Central Valley Community Needs Assessment presented by UC Merced & the Dolores Huerta Foundation
Filmed promotion for Turkey Day Run
Created flyers for Pop-Up Distributions at Food Bank
Prepped for Taste of Gratitude videos
Storyboarding for CSFP Video project
Filmed agency partners and volunteers
Edited Volunteer/Pre-Tour informational video for guests at the Food Bank
Filmed Lunch & Learn
Filmed, edited, and posted highlight video for Friendship House "Fall Festival"
Represented agency in Telemundo panel discussion on-air about upcoming resources during the government shutdown
Outreach Advocacy
CSBG value letter to congressman Valadao and Fong
Toured County Supervisor and board member Chris Parlier at the East Kern FRC

**Community Action Partnership of Kern
Monthly Report 2025**

Met with Congressman Valadao to discuss government shutdown and CSBG as well took him to a local pantry
Signed onto the CalFresh Backfill letter
Advocacy Watch-list
Timeline of government shutdown effects on SNAP benefits
SB 647
AB 1318
SJR 9
AB 339
AB 880
SB 324
AB 13
FY 2026 CSBG and HR 3131
Foundation
Attended external event hosted by Sikh Riders to benefit the Food Bank
Participated in the Food Bank Lunch & Learn for October.
Conducted presentation to students at Stockdale High School about fundraising opportunities.
Coordinated sizes and other information for coat drive for Head Start children.
Created the Annual Appeal page for end-of-year donations including setting up separate fundraising pages for each Foundation Board member.
Created the Taste of Gratitude online page for attendees.
Meeting with Gabe at Social Vibe to coordinate audio visual logistics for Taste of Gratitude event.
Attended Principal Partners Day at Del Oro High School and toured CTEC High School.
Met with CAPK Food Bank and Outreach staff about volunteer campaigns.
Supported VSS with Stand Down planning, including logistics, orders and day of event support.
Attended an Ad Hoc Committee meeting with the Foundation Board to discuss new board member selections. Created the packet and supporting documents.

Community Action Partnership of Kern Monthly Report 2025

Trained the Friendship House Advisory Board on using credit card machines for their upcoming fundraiser.
Attended the Party in the Park fundraiser for CSUB.
Met with the FFA and Business Clubs at Del Oro High School to develop fundraising ideas.
Attended the Monster Mash Dash event benefiting the Friendship House.
Created the Accelerated Urgent Care fundraising page for their food drive.
Created the Warren Junior High fundraising page for their food drive.
Attended a meeting with IT & IS to discuss new opportunities for a CRM.
Had a lunch meeting with a potential event coordinator for Gourmet for Good.
Attended a Citizens Business Bank event at Temblor Brewing.
Finalized and submitted the Kern River Valley Community Fund proposal for VITA (\$5,000).
Finalized and submitted the Oasis FRC proposal to the Rotary Club of China Lake (2 projects)
Connected with Sweet Fix and a Grand Canyon University representative to introduce CAPK and the Foundation; also shared the Gourmet for Good sponsorship packet.
Attended Tehachapi Connect community meeting
Met with BHE Renewables and provided a tour of the East Kern Family Resource Center to foster partnership opportunities.
Began drafting the Oasis FRC annual appeal.
Worked on social media content for the Veterans Blanket Drive, M Street Meal Donation Campaign and Food Bank support related to government shutdown communications.
Research on more potential applications through Instrumentl for the Foundation.
Began CFC (Combined Federal Campaign) Registration process
Attended the "Workplace Fundraising & Volunteering Summit" through double the donation

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Added new staff member to help revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Fundraisers, Virtual Food Drives, Hygiene Drives and Toy Drives for remainder of the year.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Developing Donor Recognition Event to target and steward current donors.
Develop and grow Foundation Board to aid in the overall fiscal growth of the Foundation.	Continued planning with Ad Hoc Committee meeting to aid in developing recruitment materials, rewriting the Board Packet and Board bylaws.

Month	Oct-25	Program/Work Unit	Head Start Preschool & Early Head Start		
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks		
Reporting Period	October 1, 2025 - October 31, 2025				
Program Description					
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home- based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.					
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)					
	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	748	753	753	99%	
Disabilities	183 (YTD)	10%	10%	26%	
Over Income 101%-130% (up to 35%)	20	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	65	n/a	n/a	9%	
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)					
	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	926	936	936	99%	
Disabilities	88 (YTD)	10%	10%	10%	
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	72	n/a	n/a	8%	
Home Visiting Program (SRV 2cc, 7a)					
	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	262	348	308	75%	113%
Central Kitchen					
	Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks	72,864		25,937	20,985	25,942
Child and Adult Care Food Program (CACFP) (Note: The data represents information from September 2025)					
	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	74,183		45,503/5,431	56,368	76%
Eligibility Determination (SRV 7b)(January 2025-December 2025)					
	170	1705			
Total Community Services	170	1705			
Explanation (Over/Under Goal Progress)					
In October 2025, we successfully met our full enrollment requirements and completed the six-month monitoring process under the Office of Head Start's Full Enrollment Initiative. During this month, both the Early Head Start and Head Start programs achieved a 99% enrollment rate. We remain committed to sustaining full enrollment and will continue our efforts to reach 100% in both programs.					
Progress Towards Goal					
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.			Objective C: The program will increase the number of mentor coaches to enhance quality interactions. Progress: Mentor coaches are conducting CLASS observations measuring the quality of the interactions in our classrooms, they are also conducting environmental assessment to ensure that all our indoor and outdoor environments have sufficient materials for children to explore.		

Program Description

1. October 14, 2025 – Parent Training with Dr. Kirk was held at the Angela Martinez Center. Dr Kirk provided the importance of consequences and plan to ignore misbehaviors, as well as emphasizing the importance of praise and positive attention.
2. October 17, 2025 – David Nelson Pocket Park – Recruitment Event
3. October 18, 2025 – Oildorado Parade Taft – Recruitment Event
4. October 24, 2025 – Vineland School District – Recruitment Event
5. October 25, 2025– Healthful Harvest - Recruitment Event
6. October 30, 2025 – Waysides Harvest Festival
7. The Family Engagement Team provided 5 workshops for families. The workshops consisted of Fostering Listening Skills in Your Child, Families as Partners, and Families as Leaders You can Make a Difference. These workshops were offered at various centers throughout Bakersfield.



MEMORANDUM

To: Program Review and Evaluation Committee

From: Carol Hendricks, Enrollment and Attendance Manager

Date: November 12, 2025

Subject: *Agenda Item 5d.*: 2026/2027 Recruitment and Selection Plan– **Action Item**

The Head Start Performance Standards mandate an annual review and, if needed, revision of each program's Recruitment and Selection Plan. In response, CAPK convenes a committee comprising staff, parents, and community partners to lead this effort. The committee conducts a thorough examination of the current plan, offers recommendations, and provides feedback on proposed updates. This year, the committee was composed of representatives from CAPK's governance, program, enrollment, partnerships, and administration teams. Additional members included Robert Moore, Director of Student, Family, and Community Engagement for the Kern High School District; Georgy Hardy, Campus President of UEI College; Becca Ollivier, School Social Worker for the Kern High School District; and several community members with valuable insight into the Head Start population.

For the 2026/2027 Recruitment and Selection Plan, revisions were made to the Selection Criteria Form to reflect and support new program priorities. These updates include the addition of "job search" as a criterion, the removal of "single parent family," the reclassification of "caregiver kinship" under "guardian" with an increased point value from 25 to 40, and an increase in points for children with siblings currently enrolled in the program, from 15 to 30, to reduce barriers for parents who might otherwise need to seek alternative child care.

In September 2025, the Administration for Children and Families (ACF), under the U.S. Department of Health and Human Services, announced updated priorities for the 2026–2027 program year. The new priorities include: Promoting Quality Early Learning Environments and Improved Child Outcomes; Promoting Work and Self-Sufficiency; Promoting Marriage and Family Formation; Advancing Gold-Standard Research; Ensuring Value Alignment in Funding; Eliminating DEI and Gender Ideology in Funded Programs; and Ending Taxpayer Subsidization of Open Borders.

At this time, the Head Start Program Performance Standards have not yet been revised to align with these updated priorities, though future updates are anticipated. In response to ACF's new direction, the committee considered these priorities when making program adjustments. The committee also incorporated data from CAPK Head Start's 2025 Community Assessment to ensure that revisions address the specific needs of the local community. November 18, 2025. The action plan will be presented to the policy council for approval.

Recommendation:

Staff recommends that the PRE-Committee approve the 2026/2027 Recruitment and Selection Plan.

Attachments:

2026/2027 Recruitment and Selection Plan

2026-2027

**Recruitment and Selection Plan
Community Action Partnership of Kern**

11/24/2025

Head Start/State Child Development Division

DRAFT

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RECRUITMENT AND SELECTION PLAN COMMITTEE

Community Members

George Hardy
Selamawit Habtom
Annette Hurtado
Raquel Hernandez
Robert Moore

Becca Ollivier

Esteban Pimentel
Marissa Roesler

Melissa Ysais

Carlos Zepeda

Community Action Partnership of Kern

Yolanda Gonzales
Jerry Meade
LeTisha Brooks
Robert Espinosa

Laurie Hughey

Elizabeth Williams
Carol Hendricks
Maria Guadian
Mary Ann Mooney
Luz Adams
Janey Felsoci
Lizette Bravo
Rashi Strother
Cynthia Rodriguez
Rosita Curry
Nicole Callahan
Lorena Orozco
Elsa Navarrete
Lisa Gonzales
Christina Bustamante
Vanessa Constantino
April Riveria
Kevin Goudge
Leanne Sproff
Claudia Garibaldo
Yolanda Lopez
Rosa Guerrero

UEI Campus President
Owens Valley Career Development Center
Owens Valley Career Development Center
Escuelita Child Care Center, Director
Kern High School, Family, Community
Engagement
Kern High School District, School Social
Worker
Kern High School District, Interventionist
Kern County Superintendent of Schools,
QRIS Early/Stars Coach
Bakersfield College, Professor of Child
Development
Gideon Academy, Administrator

Division Staff

Executive Director, Head Start
Assistant Director of Program
Center Based Administrator
Program Design & Management
Administrator
Housing and Supportive Services
Administrator
Professional Development Manager
Enrollment and Attendance Manager
Support Services Manager
Program Manager
Program Manager
Program Manager
Program Manager
Early Head Start Education Manager
Head Start Education Manager
Home Base Manager
Partnership Manager
Enrollment and Attendance Supervisor
Administrative Coordinator
Program Governance Coordinator
Enrollment and Attendance Coordinator
Enrollment and Attendance Coordinator
Enrollment and Attendance Specialist
Attendance Coordinator
Quality Assurance Coordinator
Quality Assurance Specialist
Quality Assurance Specialist
Administrative Analyst

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

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

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

The Head Start Program Kern grant is funded to serve 936 Head Start Preschool (HSP) children, and 753 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as the San Joaquin County communities. Management of the Kern County Head Start Preschool and Early Head Start program is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to participate as representation for their region. Head Start Policy Council members were also invited.

Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on September 25, 2025, and October 21, 2025. The committee members participated in an open discussion identifying community needs based on Community Assessment. The discussions also included a review of the 2024-2025 Selection Criteria as well as the 2024-2025 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year and determine selection priorities for which children are enrolled.

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

Committee members engaged in shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2025-2026 Recruitment and Selection Plan. The primary discussion was meeting the Office of Head Start's updated Program Performance Standards. What follows is the result of their examination of the needs and strengths of the communities served.

Eligibility

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

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

Eligibility Categories

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

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the “neediest-of-the-neediest.” Homeless families are categorically eligible for Head Start and are considered a priority for services. According to the 2024 Kern County Point-in-Time Count the homeless population in the county decreased by 2% compared to 2024 data. Adults and children comprised 5% of the homeless population, which increased by 2% from 2024. Children comprised 65% of the homeless population, which increased by 1% from 2024. Meanwhile, San Joaquin County experienced a 51104% increase in the homeless population from 2022 to 2024. CAPK reports for the 2023-2024 School Year show 95 homeless children and their families were provided with services. Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). The California Department of Education reported a total of 34,352,547 children under 5 years of age enrolled in Kern and San Joaquin County Special Education Programs in 2024-2025 School Year.¹⁸ For the 20243-20254 School Year, CAPK reports serving 278,312 children with a diagnosed disability.

Foster Placement

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

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

Based on the most recent update to the 20253 Community Assessment, it was determined that 686,078203 children in Kern County and 591,9842211 in San Joaquin County are under the age of 5. Additionally, an estimated 22,52416,893 children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 116,998178 that were age and income eligible.

According to the 2025 Community Needs Assessment, in Kern County, approximately 21,994 children 0-5 are age and income eligible and approximately 11,998 from 0-3 in San Joaquin County are age and income eligible. Additionally, 89% of the children ages 0-5 served CAPK's Head Start Program in Kern County live in poverty.

Although more than 27,000 children in Kern County are identified as eligible for services based on Income/Public Assistance criteria, the agency may serve up to 10% of its total funded enrollment with children who exceed the program's income requirements at any given time. These slots are typically reserved for children with disabilities who are over income or for centers located in areas where recruiting Income/Public Assistance eligible families is challenging. During the 2024–2025 school year, CAPK reported serving approximately 130 families who exceeded the income eligibility criteria.

Administration for Children and Families

The Administration for Children and Families, a division of the Health and Human Services, HHS, is establishing clear priorities that align with HHS' vision for a healthy America. The priorities are: Promoting Quality Early Learning Environments and Improved Child Outcomes, Promoting Work and Self-Sufficiency, Promoting Marriage and Family Formation, Goal Standard Science, and Value Alignment. The committee was given the priorities of Promoting Work and Self-Sufficiency and Promoting Marriage and Family Formation. They were asked to list organizations to partner with to work towards these priorities. Some of those suggestions were:

- Bakersfield Pregnancy Center
- Child Support Services
- Churches
- Military Base
- Therapy and Child Therapy
- America's Job Center
- Economic Development Division
- Colleges
- ROC Programs
- Temporary Services

In addition, the committee was asked for suggestions or considerations for re-restructuring the point system. Some of those suggestions were:

- To increase points for applicants of siblings enrolled in Early Head Start or Head Start from 15 to 30 points to avoid creating a barrier for parents to have to obtain additional childcare
- Added job search to Selection Criteria to Verification Form Increase sibling enrolling to Head Start from 15 points to 30 points
- Eliminated single parent family

- Moved caregiver kinship to Guardian and increased points from 25 to 40 points

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with disabilities and qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services, as well as with the Valley Mountain Regional Center (VMRC) in San Joaquin County. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Provide flexible/modified attendance schedules (Dual Enrollment).
- Establishing a relationship with the local School Districts Special Education Department.
- Establishing a relationship with the Special Education Preschools, on-site direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participating on the Kern Early Start Services Advisory Committee and Valley Mountain Regional Center (VMRC) in San Joaquin.
- Providing specific materials for recruitment of children with disabilities.
- Participating in 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 regarding services for children with diagnosed disabilities:

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

Recruitment Strategies

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

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

- Community Assessment Data drawn from a wide variety of sources
- Self-Assessment Data

- Individual Center Recruitment
- Community Partners
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff, all program options must always begin on day one and, thereafter, maintain full enrollment and prioritized waiting list. In an 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 Owens Valley Career Development Center to target the tribal community.
- Collaboration with the Kern High School District to target teen parents.
- Collaboration with UEI College to support pathways to employment, self-sufficiency, and long-term well-being
- Collaboration with Kern County Probation Department to support strengthening families, empowering parents and partnering with communities
- Collaboration with Superintendent of Schools to continue to support parents and the children we serve with processes and programs provided by the superintendent of schools
- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to
- McKinney-Vento eligible children/families, domestic violence victims, child protective services and other families in need
- Private sector child development programs
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis
- Collaboration with CAPK WIC and San Joaquin WIC
- Nutrition and Child Support services in San Joaquin County
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low-income families
- Provide recruitment materials and information to the 50 Head Start Dental providers.
- Provide recruitment materials and information to the CHDP providers
- Utilize technology and social media
- Rebranding from Child Education and Development Services to Head Start services

Utilize CAPK Outreach department to maximize recruitment efforts county-wide

Recruitment Strategies are individualized by the local community

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

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

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

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

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

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. McKinney-Vento Eligible Children (Homeless Children)-individuals who lack fixed, regular and adequate nighttime residence; and includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
 - b. Children and youth who have a primary nighttime residence that is a public or a private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migrant children who qualify as McKinney-Vento eligible because they are living in circumstances described in one of the above.
2. Foster Placement

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

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

Total priority points are calculated by our ChildPlus database.

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

When the applicant's priority points are entered into the database, the database calculates the total points to

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

The recruitment and application processes 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

APPENDICES

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

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

Definitions from the Compilation of the Act

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

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

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

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

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

Sections of the Act

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

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

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

PARTICIPATION IN HEAD START PROGRAMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under

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

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

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

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

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

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

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

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

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. If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members

of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

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

(B) Children in foster care; and

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

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;

(v) Resources that are available in the community to address the needs of eligible children and their families; and,

(vi) Strengths of the community.

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

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

1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

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

(2) For Head Start, a child must:

- (i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,
- (ii) Be no older than the age required to attend school.

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

(c) Eligibility requirements.

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

- (i) The family's income is equal to or below the poverty line; or,
- (ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,
- (iii) The child is homeless, as defined in part 1305; or,
- (iv) The child is in foster care.

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

(d) Additional allowances for programs.

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

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

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

- (i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
- (ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;
- (iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;
- (iv) Policies, procedures, and selection criteria it uses to serve eligible children;
- (v) Its current enrollment and its enrollment for the previous year;
- (vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,
- (vii) The eligibility criteria category of each child on the program's waiting list.

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

- (i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;
- (ii) The tribe has resources within its grant, without using additional funds from HHS intended to

expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,

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

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

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

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

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

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g)

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

(i) Verifying eligibility.

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

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

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

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

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

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

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

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

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

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

(j) Eligibility duration.

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

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

(3) If a child moves from an Early Head Start program to a Head Start 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

(6) A program may consider the enrollment of children of staff members as part of the selection

criteria in paragraph (a)(1) of this section.

§1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

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

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

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

(b) Children eligible for services under IDEA.

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

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

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

1302.15 Enrollment.

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

(b) Continuity of enrollment.

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

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

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

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

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

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

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

1302.16 Attendance. Promoting regular attendance. A program must track attendance for each child.

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

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

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

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

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

(c) Supporting attendance of homeless children.

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

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

Definitions from the Head Start Program Performance Standards

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

Community Action Partnership of Kern
 Head Start /State Child Development
 Income Breakdown Chart
 2025 - 2026

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150

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

Revised January 17, 2025



2026-2027 Selection Criteria Verification Form	
Applicant Names: _____	D.O.B: _____
Program: <input type="checkbox"/> HS <input type="checkbox"/> EHS <input type="checkbox"/> EHS-SJ <input type="checkbox"/> EHS Partnership <input type="checkbox"/> FCC	Family Size: _____
Option: <input type="checkbox"/> HB <input type="checkbox"/> FD/PY <input type="checkbox"/> FD/FY	Center/HB Educator: _____
Application Completed: <input type="checkbox"/> In-person <input type="checkbox"/> Audio or Video Call	

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"/> 2025 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"/> Adjusted Household Expenses
<input type="checkbox"/> Over Income	<input type="checkbox"/> EDD Unemployment	<input type="checkbox"/> Other

Eligibility**	Points	Other Factors**	Points
McKinney-Vento Eligible*/Foster Kinship Care	900	Disability (IFSP/IEP)	200
Public Assistance (Tribal TANF Valid Aid Code, TANF, SNAP, SSI)	500	Transitioning from EHS to HS-3rd year enrollee	350
Income	Points	Child on Waitlist Prior Year (Not Enrolled)	50
75%-100% Below Poverty	255	Parent(s) work FT, Attend school FT, CalWORKs, Job Searching	50
50%-74% Below Poverty	250	Court Ordered Family Maintenance	50
25%-49% Below Poverty	245	Sibling Enrolled EHS or HS	30
0%-24% Below Poverty	240	Primary Language in Home Other Than English	10
Over-Income	5	Teen Parent (19 Years or Younger at Time of Applicant's Birth)	40
Age	Points	Guardian or Caregiver Kinship Care	40
HS: 4-Year-Old (On September 1)	60	CAPK Staff Member	25
HS: 3-Year-Old (On September 1)	15		
EHS: Pregnant Woman	25		
		*Homeless according to McKinney-Vento Act Definition	
		** Refer to descriptions on backside for clarification	

Residential Verification: <input type="checkbox"/> Department of Human Services <input type="checkbox"/> Utility Bill <input type="checkbox"/> Other						
<table style="width:100%; border: none;"> <tr> <td style="width: 33%; border: none; padding: 5px;">Staff Verifying Eligibility-Print Name:</td> <td style="width: 33%; border: none; padding: 5px;">Signature:</td> <td style="width: 34%; border: none; padding: 5px;">Date:</td> </tr> <tr> <td style="border: none; height: 40px;"></td> <td style="border: none; height: 40px;"></td> <td style="border: none; height: 40px;"></td> </tr> </table>	Staff Verifying Eligibility-Print Name:	Signature:	Date:			
Staff Verifying Eligibility-Print Name:	Signature:	Date:				

Policy Council Approval: _____

Board Approval: _____

Guidance for Selection Criteria Verification Form

Participant Name and DOB:

The name and date of birth (DOB) on the child's birth certificate or another document used to verify the child's legal name and age.

Program:

The program the family is applying for is HS (Head Start), EHS (Early Head Start), EHS Partnership, or FCC (Family Child Care).

Option:

Select the program option that the family is applying for: HB (Home Based), FD/PY (Full Day/ Part Year), FD/FY (Full Day/ Full Year), and/or FCC (Family Childcare).

Center/Educator Name:

Name of the center of Home-Based Educator for which they are applying.

Eligibility Type:

Only one eligibility type may be selected. Select the option that best addresses 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, or Income/Public Assistance eligible.

Income

Income eligibility is based on the Federal Poverty Guidelines and family size for families that are not categorically eligible.

Age

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

Other Factors

Disability:

Only if the current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

Transitioning (EHS to HS 3rd. Year enrollee):

Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year:

The applicant was on the waitlist during the previous program year and was not enrolled.

Parent Works/ Attends School/ CalWORKS or Job Search:

Documentation must be provided, and case notes must include the parent(s) employment and/or attending school.

Court Ordered Family Maintenance:

The family is engaged in a county-ordered program/classes. (Court documents must be provided.)

Sibling Enrolled:

The applicant must have a sibling currently enrolled in HS/EHS.

Primary Language in home other than English:

Any language other than English is spoken in the home.

Teen Parent:

The parent was 19 years or younger at the time of the applicant's birth, including currently pregnant women.

Guardian:

Legal guardianship is a court order that designates someone who is not the child's parent as the child's guardian.

Caregiver Kinship Care:

Children in the foster care system. Can also include Non-Relative Extended Family Members (NREFMs).

CAPK Staff Member:

A program may consider staff enrollment as part of the selection criteria (1302.14(6)).

Residential Verification:

Documents must be provided as 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.

Policy Council Approval _____

Board Approval _____



MEMORANDUM

To: Program Review and Evaluation Committee
From: 
Lisa Gonzales, Program Governance Coordinator
Date: November 12, 2025
Subject: Agenda Item 5e.: 2025 Amended CAPK Head Start Policy Council Bylaws – **Action Item**

The CAPK Head Start Policy Council Bylaws were last amended in 2021. Upon its annual review, the Policy Council Bylaws Committee has recognized areas in need of revision and/or updates. In accordance with The Head Start Act, Section 642(c)(2)(D)(v) the proposed Bylaws are hereby presented to the PRE Committee. The Policy Council Bylaws Committee met on several occasions during the 2024-2025 term to review and update as needed, the 2021 Policy Council Bylaws. The draft version of this document, with the recommended revisions and updates, was presented to the Bylaws Committee on October 7, 2025 for final review and subsequently presented to the Policy Council on October 28, 2025 receiving unanimous approval.

Most notable changes include but are not limited to:

- Article III Membership, Section 2(1)(b) – *Community Representatives Past Parent*, language was added to broaden the potential to acquire nominees for past parent membership on the Policy Council. **(Bylaws p.3)**
- Article III, Membership, Section 8 – *Conduct and Conflict of Interest*, the paragraph which stated any person whose immediate family member is an employee of Community Action Partnership of Kern may not serve as a member of the Policy Council was removed, as this is not required in the Head Start Program Performance Standards. **(Bylaws p.6)**
- Article VI – *Policy Council Meetings*, Section 1 was restructured from one section, into two sections. Section 1 will reflect *Policy Council Meetings* while Section 2 will reflect *Special Call Meetings*. Additionally, guidance previously found in Section 1(e-h) was repositioned to immediately follow Section 1(b) so as to define the procedures of standing Policy Council meetings more clearly. **(Bylaws p.7-9)**
- Article VIII – *Standing Committees*, Section 1(a) The number of committee members to serve on the Bylaws Committee was decreased by one member. In addition, the School Readiness Committee’s membership was increased to add one member. This change was made to support historical membership data for these committees. **(Bylaws p.9-10)**

Minor grammatical and formatting changes, as well as title changes where needed were also made to the document for consistency purposes.

Recommendation:

Staff recommend the PRE Committee approve the amended 2025 Policy Council Bylaws.

Attachment:

Policy Council Bylaws - Draft



**COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development**

**POLICY COUNCIL
BYLAWS**

Bylaws Committee Reviewed: August 10, 2021
Policy Council Approval: September 28, 2021
Board of Directors Approval: September 29, 2021

ARTICLE I NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II PURPOSE AND FUNCTIONS

SECTION 1. Purpose

1301.1 An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start ~~and Early Head Start~~ programs.

1. General Procedures

- a. 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
- b. 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
- c. 1301.6 ~~Impasse Procedures.~~ ~~(a)~~ Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing ~~body board~~ and Policy Council in a timely manner that include impasse procedures.

2. Human Resource Management – ~~Must approve or disapprove:~~

- a. 642(2)(D)(vi) The Policy Council shall approve pProgram personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III MEMBERSHIP

SECTION 1. Membership

1. Composition

- a. The Policy Council will be ~~comprised composed~~ of:
Community RepresentativesMembers of the community served by the Head Start agency which may include ~~—may be~~ former Head Start parents ~~or from the community~~. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start/~~State Child Development~~ program.
- b. A parent is defined as "a ~~Head Start/Early~~ Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/~~State Child Development~~ program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

Region 1	Region 2	Region 3	Region 4	Home Base	HS/EHS CC Partnerships	EHS San Joaquin Centers	Community Representative		CAPK Board of Directors
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

- a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.
- b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the ~~current~~ member will be terminated and encouraged to seek election with their new parent committee.
- c. In the event ~~the a~~ member's child ages out of the Head Start/~~Early Head Start Kern, Early Head Start Child Care Partnerships, or the Early Head Start San Joaquin~~ program, the member will continue ~~their membership until the end of to~~ serve on the Policy Council until the end of the term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private community sector, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including ~~for example,~~ parents of formerly enrolled children. 642(2)(B)(ii)(II)

- a. Two (2) Community Agency Representatives. Community representatives must follow the application process and obtain Policy Council approval before they can be seated. Community representatives will have the responsibility of providing a monthly verbal report appointed by a community agency. Responsibilities will include a monthly verbal report on agency current events and that support to the Head Start program and the families it serves.
- b. One (1) ~~Community Representative~~ Past Parent Community Representative. The ~~pPast pParent~~ representative must be elected to the Policy Council and must may not have a child ~~or children~~ currently enrolled in the Head Start ~~program./State Child Development Program~~. The Past Parent Representative must be in a member of an elementary school Parent Teacher Association, ~~or~~ Parent Teacher Organization or similar affiliation. ~~Responsibilities~~ The responsibility will include providing a monthly verbal report, sharing information that supports sSchool rReadiness for Head Start parents.
- c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

~~Community Representatives must apply and be approved by the Policy Council before they can be seated. Community Representatives will provide a monthly verbal report on current events that support the Head Start Program.~~

If any Community Representative becomes a Head Start parent during a Policy Council year term, their ~~current~~ membership will be terminated; ~~When a vacancy occurs, t~~ they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member ~~may~~

serve as the Board of Director's Representative for up to five (5) years (collective total as a parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.)

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SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

- a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections ~~or and thereafter~~ as needed. Training must be ~~completed~~ attended prior to the following Policy Council Meeting. If the training is not ~~attended~~ completed the member will be removed, ~~and a vacancy will be available at the next RPC meeting.~~ Only those Parent Representatives and Community Representatives who complete the training shall be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions.* Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council yearterm.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of five (5) one (1) year terms. ~~All rParent R~~ Representatives must stand for election annually. ~~If Once~~ a parent has served a total of three (3) years terms and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) yearsterms. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full yearterm.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the council and its committees shall be independent of the staff. Individuals serving on the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

~~No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following: spouse, parent, step-parent, child, step-child, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, and/or domestic partner.~~

ARTICLE IV OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council ~~shall will~~ elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed ~~by in~~ these bylaws.
- c. Currently enrolled parents may hold any officer ~~position~~.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new ~~school year term~~ and shall serve from election until the seating of new officers the following term.
- ~~e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.~~
- ~~f.e.~~ No member shall hold more than one office at a time.
- ~~g.f.~~ If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis. ~~until At~~ the next Policy Council meeting ~~where with~~ a quorum ~~is present established~~, ~~and~~ an election for that officer ~~position can shall~~ be conducted.
- ~~h.g.~~ If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

- a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
- b. ~~May Assist support~~ in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development ~~or staff designee~~ no later than ten (10) days prior to the meeting.
- ~~c. The Chairperson will meet with the Program Governance Coordinator to review the agenda, no later than three (3) days prior to the meeting date.~~
- ~~e.d.~~ Refrain from entering debates during the Policy Council meeting.
- ~~d.e.~~ Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- ~~e.f.~~ Will explain each motion as needed.
- ~~f.g.~~ May vote to break ties.
- ~~g.h.~~ May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- ~~h.i.~~ Appoint members to standing committees and special committees, as necessary.
- ~~i.j.~~ Appoint members to temporarily assume duties of absent officers.
- ~~j.k.~~ In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

- a. The Vice-Chairperson will chair the Planning Committee.
- b. ~~The Vice-Chairperson S~~ shall act in the absence of the Chairperson or ~~whenever at any time~~ the Chairperson temporarily vacates/steps down from their position.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

- a. The Secretary will chair the School Readiness Committee.
- b. Call roll and maintain a record of members' attendance at Policy Council meetings.
- ~~c. Keep a record of all Policy Council minutes.~~
- ~~d.c.~~ In collaboration with staff, ~~Policy Council recorder~~ may be asked to assist with the final documentation of minutes and motions, if needed.
- ~~e.d.~~ Ensure that Policy Council members sign in when attending meetings.
- ~~f.e.~~ Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

- a. The Treasurer will chair the Budget & Finance Committee.
- b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

- a. The Parliamentarian will chair the Bylaws Committee.
- b. Shall be able to define the Policy Council ~~bylaws~~Bylaws and advise the Council on such, as necessary.
- c. Shall be aware of the meeting format ~~desired by the Chairperson at meetings~~ and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings, ~~and as may be directed by the Chairperson.~~
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. ~~Training of Officers~~Officer Training

Training will be provided by the appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, and responsibilities of the officers, and Training may also include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff or/consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- a. Pending the annual budget, elections may take place to attend the Head Start California Parent Conference or the National Head Start Parent Conference for members who have not previously attended a training. Alternates may be selected.
- b. If a 2nd or 3rd ~~year-term~~ Policy Council Member previously attended a conference and an opening is available, they may be considered to attend.
- c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There ~~are will be no~~ Policy Council or standing committee meetings scheduled during the month of July; ~~a~~ Any matters will be heard at Executive Committee meetings, as necessary.

- a. All meetings may be conducted, but are not required, to follow the Ralph M. Brown Act or Robert's Rules of Order, newly revised.
- b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) ~~working~~ days in advance, ~~with-including~~ a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

- c. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.
- d. If meeting using a web-based or teleconference communication system, all members shall have their cameras on and be visible during the meeting.
- e. If a Policy Council meeting is to be held via teleconference the conference call number and sign-in code must be provided to all members and made public.
- f. All Policy Council meetings are open to the public.
- g. The Program Governance Coordinator and Director of Head Start/State Child Development or designee will develop the agenda.

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SECTION 2. Special Call Meetings

- ~~a.~~ A special call meeting may be called by the Chairperson or the Director of Head Start/State Child Development. A quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive ~~Board~~Committee.
- ~~a.~~
~~e.b.~~ Policy Council members must be notified by staff at least twenty-four (24) hours prior to a special call meeting ~~by staff~~, with an explanation of the reasons for calling the special call meeting.
- ~~d.~~ Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.
- ~~e.~~ If a Policy Council meeting is to be held via teleconference the conference call number and sign in code must be provided to all members and made public.
- ~~f.~~ All Policy Council meetings are open to the public.
- ~~g.~~ The Chairperson, Program Governance Coordinator and Director of Head Start/State Child Development will meet to develop the agenda.

SECTION 32. Quorum

- a. A Policy Council quorum for ~~the~~ conducting ~~of~~ business will consist of fifty percent (50%) plus one (1) of the ~~Policy Council's~~ members hip.
- b. The Policy Council may not act on any ~~item~~s matter unless a quorum is present.

ARTICLE VII VOTING RIGHTS

SECTION 1. Vote

- a. The Policy Council will vote by a show of hands or stating "aye."
- b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- ~~c.~~ A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
- ~~e.d.~~ A majority vote is required to approve an issue/recommendation.
- ~~d.e.~~ The Chairperson may vote only to break a tie.
- ~~e.f.~~ The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met. ~~Every effort will be made via mail and phone to remind Policy Council members of meetings.~~
- ~~f.g.~~ The Chairperson, acting on behalf of the Policy Council, may acknowledge and approve urgent matters.
- ~~g.h.~~ Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may ~~sit~~ onparticipate on a maximum of two (2) standing committees during the Policy Council year term. Standing committees shall develop written recommendations ~~and which~~ will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. ~~The m~~Minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.
- Head Start Representative for CAPK Board of Directors - One (1) member
 - Budget and Finance-Seven (7) members
 - Planning –Seven (7) members

- Bylaws –~~Seven~~Six (76) members
- School Readiness –~~Five~~Six (56) members

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- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and the Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

- a. A standing committee quorum ~~of a standing committee~~ shall consist of fifty percent (50%) plus one (1) of the membership of the committee.
- b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

- a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- b. A majority vote is required to approve an issue/recommendation.
- c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member ~~will need to~~must be available to attend all monthly Board of Director's meetings ~~and as well as all~~ assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator ~~within five-three~~ (53) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the ~~event event that~~ Representative, Representative: the current member is unable to fulfill duties as a Board representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

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

Work with the ~~Governing Board and~~ agency staff in developing ~~and/~~ reviewing the following for recommendation to the Policy Council for approval/~~disapproval:~~

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

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

Work with agency staff to review current ~~s~~School ~~r~~Readiness goals based on the most recent Desired Results Developmental Profile data collected during annual assessment timeframes.

1. 1301.3(c)(2) Use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities.
- ~~1.2. Each committee member will r~~Review current classroom curriculum studies ~~_within the classroom~~

- ~~2.3. Each committee member will be given the opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.~~
- ~~3.4. Each committee member will be given the opportunity to review and make recommendations to current the School Readiness goals as needed or on an annual basis.~~

SECTION 7. Planning Committee

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

~~Work with the Assistant Director Program or designee, agency staff, Policy Council, and the Governing Board to ensure that Policy Council members are aware of established agency time frames lines and procedures for program planning. and work with agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:-~~

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

- ~~1. 1301.3(c)(1) in reference to §642(2)(D)(i) of the Head Start Act. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.~~
- ~~2. 1301.3(c)(1) in reference to §642(2)(D)(ii) of the Head Start Act. Program recruitment, selection and enrollment priorities.~~
- ~~3. 1301.3 in reference to §642(2)(D)(iii) of the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.~~
- ~~4. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.~~
- ~~5.4. (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph(1)(E)@ (iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.~~

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: ~~1301.3(c)(1) Policy Council is responsible for activities specified at section 642(2)(D)(v)(vii) of the Head Start Act.~~

- ~~4. 1301.3(c)(1) as referenced in §642(2)(D)(v) of the Head Start Act. Bylaws for the operation of the policy council.~~
 - ~~2.1. 1301.3(c)(1) as referenced in §642(2)(D)(vii) of the Head Start Act. Developing procedures for how members of the policy council of the Head Start agency will be elected.~~
 - ~~3.2. Review and recommend changes to the bylaws.~~
 - ~~4.3. Interpret the bylaws when questions arise.~~
 - ~~5.4. Ensure amendments are rewritten into the bylaws on an annual basis.~~

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX REIMBURSEMENT OF EXPENSES

Policy Council members ~~and~~ including Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- a. Violation(s) of the Policy Council Bylaws.
- b. Violation of ~~c~~Center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- c. Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- d. Falsification of or making material omissions on forms, records, or reports.
- e. Actual or threatened physical violence toward another employee, client, child, or parent.
- f. Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- g. Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- h. Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- i. Destroying or damaging Head Start, employee, or client property or records.
- j. Violating safety rules or practices or engaging in conduct ~~which that~~ creates a safety or health hazard.
- k. Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "Oath of Confidentiality").
- l. Smoking ~~or vaping~~ on agency property, in buildings and/or vehicles.
- m. Engaging in unlawful activity.
- n. Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- o. Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- p. Inciting conflict or hostilities.
- q. Bringing false accusations to the Policy Council or any of its committees.
- r. Slanderous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- s. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development ~~or designee~~.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development or designee prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- a. Recommend that the involved parties discuss the issues and work toward a resolution.
- b. Provide a written recommendation to the involved parties outlining corrective action to be taken.
- c. Recommend termination by the Policy Council.
- d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- a. **Concerns.** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.).
- b. **Problems.** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.).
- c. **Complaints.** Complaints shall be defined as a formal written allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- a. Appropriate channels for General Community:
 1. Submit in writing and addressed to the Policy Council Chairperson Program Governance Coordinator and/or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
 2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
 3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Head Start Administration for resolution. ~~Board of Directors will make a final decision on an as-needed basis.~~
- b. Appropriate channels for Policy Council ~~Members~~ Representatives.
 1. Submit in writing or ~~talk to~~ speak with the Program Governance Coordinator. If ~~you~~ support is needed help in submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
 2. The Program Governance Coordinator, ~~and/or~~ Director of Head Start/State Child Development Director, or designee will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who ~~require need~~ the knowledge and skills necessary to assist in implementation.


ARTICLE XIV AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.



MEMORANDUM

To: Program Review and Evaluation Committee



From: Sylvia Ortega, Quality Assurance Administrator

Date: November 12, 2025

Subject: *Agenda Item 5f.*: Head Start/State Child Development Risk Assessment Notification Monitoring Review- **Info Item**

The Head Start/State Child Development program had an Office of Head Start (OHS) Risk Assessment Notification (RAN) Review on August 7, 2025. The RAN reviews occur when the OHS requires more information about an incident affecting the health and safety of children. RAN reviews are designed to identify any program or management issues that may have contributed to the incident, share corrective actions that are needed and provide feedback and support to strengthen program management approaches and prevent similar incidents from occurring in the future. It is the program's expectation to share all head start monitoring reviews with the board of directors.

It was determined that the program had one area of noncompliance under performance area: safety practices, which requires a timeline for correction and guidance from the OHS Program Specialist:

- **Safety Practices:** The grant recipient did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children- Head Start Program Performance Standard 1302.90(c)(1)(ii).
 - On June 11, 2025, Community Care Licensing (CCL) conducted an unannounced complaint inspection regarding an allegation of personal rights violation. CCL provides oversight and enforcement for Child Care Centers by ensuring centers meet established health and safety standards through the monitoring of facilities.
 - Program and HR immediately began an investigation of the potential personal rights violation. Center staff received coaching and received targeted and consistent training in care and supervision, zero tolerance, personal rights, transitions, “see something, say something”, and other pertinent training. Mentor Coach, wellness, program, and other support services staff have visited the center to continue to provide support. Program revised key policies and procedures to strengthen language, specifically: Standards of Conduct and Rest and Quiet Policy. Program has been in communication with Regional Staff.

Attachment:

Risk Assessment Notification Monitoring Review Program Performance Summary Report



Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Maritza Jimenez
Community Action Partnership Of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301 - 4510

From: Responsible HHS Official

Date: 08/18/2025

Tala Hooban
Deputy Director, Office of Head Start

On August 7, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern. We wish to thank the governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Maritza Jimenez, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, a determination has been made that Community Action Partnership Of Kern is a recipient with at least one area of noncompliance in its Head Start program.

This report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Heather Wanderski, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director