



DATE February 11, 2026
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) Maria Reyes
Marget Willer

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. 2-1-1 Kern Program presented by Sabrina Jones, Program Administrator **(p.3-21)**

5. New Business

- a. January 2026 Program Reports – **Action Item (p.22-62)** 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
- b. January 2026 Application Status Report & Funding Profiles – **Action Item (p.63-66)** Ryan Fergon, Senior Grant Analyst
 - a. Application Status Report
 - i. County of Kern – 211 General Operations FY 2026-27
 - ii. The California Coastal Commission – Explore the Coast
 - c. January 2026 Head Start/State Child Development Division/ Program Monthly Activity Report – **Action Item (p.67-68)** Carol Hendricks, Enrollment and Attendance Manager
 - d. 2026-2027 Recruitment and Selection Plan - **Action Item (p.69-87)** Carol Hendricks, Enrollment and Attendance Manager

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
March 11, 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, February 6, 2026. Annelisa Corona, Community Development Supervisor.



Community Action Partnership of Kern

2-1-1 Kern



What is 2-1-1 Kern?

A free, accessible, number linking Kern County residents to community health and human service agencies.

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

Accessing 2-1-1 Kern is Easy!

Residents pick up their phone and dial an easy to remember 3-digit number to gain access to a variety of community resources.

Accessible by dialing:
Within Kern County: 2-1-1
Toll free: 1-800-273-2275
Local: (661)336-5200

2-1-1 Kern can be accessed through an online resource database.

Online Access to 2-1-1 Kern

Resources can be accessed through our online directory

- Website address: www.211kerncounty.org
- Accessible through CAPK website: www.capk.org

Advantages of Online Access

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

What do some individuals believe 2-1-1 does?

- Kern County call routing and transfers
- Messaging servicer
- Switchboard operation
- Food delivery service
- Transportation service
- Google maps searcher
- Phone book look up
- County emergency ordinance executors
- Emergency operators
- Mental health practitioners
- State disaster planners

Before 2-1-1

I need help
paying my
utility bills

I need food

I am
homeless and
need help

I need
nutritional
education

Where can I
file my income
taxes?

We don't
help with
that

Please call
back when
we're open

I'll try to transfer
you to an agency
who can help

Our
program is
full

Why did
you call us?

I don't know,
please hold.

We do not
serve your
county.

I'm not sure who
you can call.



2-1-1 is the gateway to services!



2-1-1 Kern County

- Call handling services provided for:
 - Kern
 - Fresno
 - Kings
 - Merced
 - Stanislaus
 - Tulare
- Handled 138,328 calls in 2025
 - Food
 - Mental Health
 - Utility Assistance
 - Housing/Homelessness
 - Health and Human Services
 - Low Income Home Energy Assistance Program (HEAP)
- 547,552 Unique Website Visitors

Service accessibility via 2-1-1



Resources provided by 2-1-1

Database of more than 2,500 resources

**Search based on caller's needs
Narrowed down to the caller's zip code**

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

Caller Benefits

Simplifies access to needed services

- **One phone for a variety of needs**
- **Live help 24 hours a day**
- **Callers can receive information over the phone or via text**

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

- **No cost**
- **Low Cost**
- **Use sliding Fee Scale**
- **Accept insurances such as Medi-Cal or Medicare**

Help Seeker Benefits

Through a brief assessment, Call Specialists determine additional services callers may be eligible for and offer referrals and linkage to vital services.

Additional services include:

- CalFresh Application Assistance
- Care Coordination and Safety Planning for power shutoffs
 - Access to CAPK Weatherization Program
 - Access to Coordinated Entry Systems
- Access to CAPK Volunteer Income Tax Assistance (VITA) Program
 - Quick Referral Tool (QRT) for homelessness assistance
 - Appointments for VITA in Fresno County
- Screenings and referrals for Tobacco Cessation for Fresno County
- Intake, application readiness, status updates, and onsite appointments for CAPK Low-Income Home Energy Assistance Program (LIHEAP)

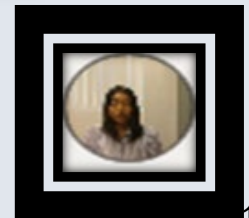
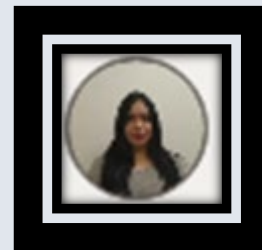
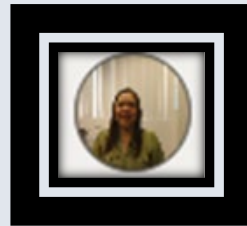
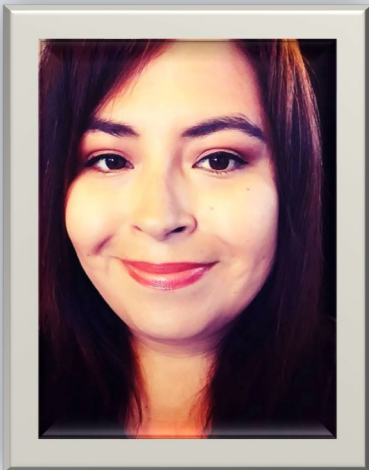
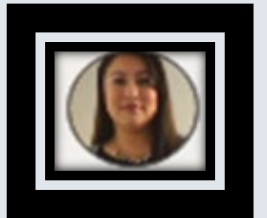
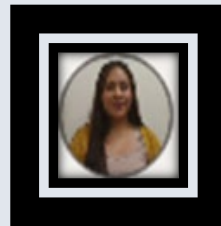
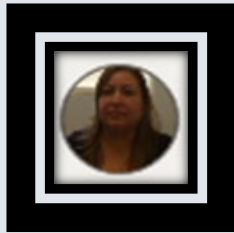
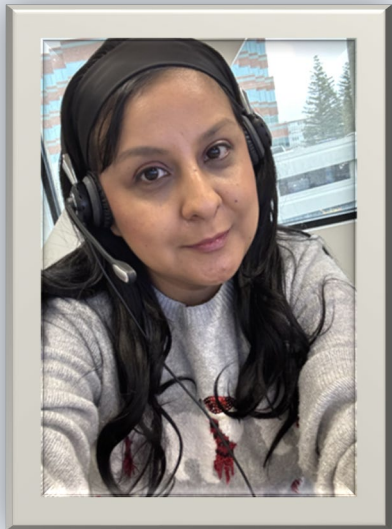
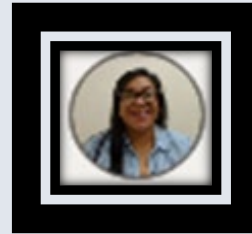
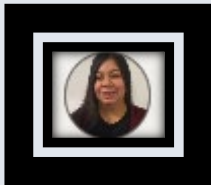
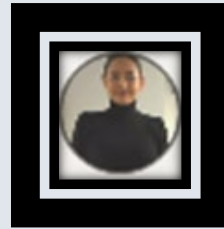
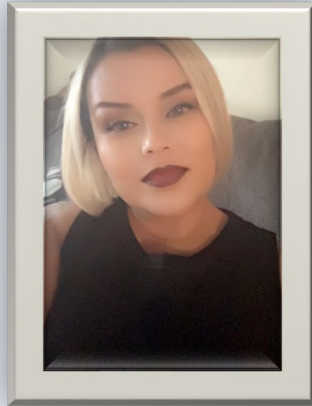
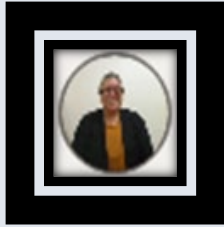
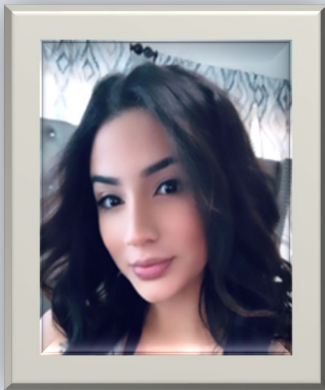
How does 2-1-1 Kern work in an Emergency Situation?

READY KERN

- Kern County Office of Emergency Services (OES) will contact a 2-1-1 Kern Representative and send a summary of disaster information.
 - 2-1-1 Call Specialists are alerted on disaster details.
- A public service announcement is made via Ready Kern notifications advising the public to call 2-1-1 for information regarding the disaster.
 - 2-1-1 Call Specialists provide callers with evacuation orders, road closure updates, emergency resources, and shelter information.
- OES provides 2-1-1 with an update when the emergency activation has been terminated.



Outreach



Team of Experts



**Helping People...
Changing Lives.**

Questions

Contact Information

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Visit our website at:

www.211kerncounty.org





Kern County



February 2026 PRE Committee

January 2026 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 2026**

Month	January-26	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2026 - December 31, 2026				
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	3,242	3,242	25,000	13%	13%
Number of applicants who received a response within 24 Hours (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,999	2,999	20,000	15%	15%
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.	4	4	200	2%	2%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	6				
Encampment Resolution (SRV 7a) (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of Clients Served	41	41	450	9%	9%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	10	10	70	14%	14%
HOUSED to permanent housing placement (SRV 4o)	6	6			
Explanation (Over/Under Goal Progress)					

**Community Action Partnership of Kern
Monthly Report 2026**

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	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. ☐
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	One FTE is currently in training and is expected to complete her training in 5 weeks.
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.	Fully trained FTE by the end of February to provide additional support to our team.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2026**

Month	January-26	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2026 - December 31, 2026					
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)		128	128	1,500	9%	9%
Total Clients Served		188	188	2,400	8%	8%
Pets (i.e., kennel, emotional support assistance and service pet)		11	11	75	15%	15%
Residents Under 90 days length of stay		62	62	800	8%	8%
Exits to Permanent Housing (FNPI 4b)		4	4	100	4%	4%
Exits-Self		13	13	150	9%	9%
Exits-Involuntary		28	28	700	4%	4%
Exits - Other		0	0	75	0%	0%
Case Management Services (SRV 7a)		385	385	8,000	5%	5%
Critical Incidents		38	38	250	15%	15%
Shelter Residents Meals (SRV 5ii)		3,087	3,087	70,000	4%	4%
Number of Volunteers (duplicated)		150	150	100	150%	150%
Volunteers Hours (duplicated)		176.00	176	3,000	6%	6%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		39	39	500	8%	8%
Current client census		34	34	300	11%	11%
Meals (SRV 5ii)		712	712	20,000	4%	4%
Pets		13	13	75	17%	17%
Clients moved to Shelter (SRV 4m)		0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)		2	2	20	10%	10%
Exits-Self		2	2	50	4%	4%
Exits-Involuntary		4	4	75	5%	5%
Exits - Other		1	0	75	1%	0%
Critical Incidents		1	1			
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		10	10	30	33%	33%
Current client census		10	10	25	40%	40%
Clients moved to Shelter (SRV 4m)		0	0	10	0%	0%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2026**

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	Two (2) clients are currently participating in this cohort of Project Hire-Up, and 8 clients are working various jobs in the community, such as Jack n box, Walmart, Hard Rock Casino, and Bolthouse.
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 5% from the prior year (2024 - 73 clients) to 100 clients.	Four clients were placed into supportive housing this month.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	11
25 - 34	34
35 - 44	49
45 - 54	29
55 - 61	32
62+	33
Total:	188

Race Demographic	Month
American Indian or Alaska Native	4
Asian	3
Black or African American	46
Hispanic/Latina/e/o	31
White	63
Multiple races	41
Client Don't know / Refused	
No Answer	
Total:	188

Gender	Month
Female	70
Male	118
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	188

Zip Code	Month	Zip Code	Month
35630	1	94305	1
93301	77	93268	1
93302	1	31321	1
93304	11	93203	2
93305	7		
93306	10		
93307	14		
93308	18		
93309	6		
93311	2		
93312	2		
92225	1		
90620	1		
93505	1		
93245	1		
90807	1		
93250	1		
93501	2		
93255	1		
93555	4		
93560	1		
Not specified	20		
Total			188

**Community Action Partnership of Kern
Monthly Report 2026**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	5
35 - 44	6
45 - 54	9
55 - 61	9
62+	9
Total:	39

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	7
Hispanic/Latina/e/o	5
White	21
Multiple races	6
Client Don't know / Refused	
No Answer	
Total:	39

Gender	Month
Female	15
Male	24
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	39

Zip Code	Month	Zip Code	Month
93301	5		
93304	3		
93305	2		
93306	2		
93307	3		
93308	7		
93309	5		
93311	1		
93312	1		
93225	1		
93553	1		
95828	2		
93277	1		
93285	1		
93203	1		
Not specified	3		
Total			39

Program Highlights

2 clients moved into supportive housing this month.



Veterans & Supportive Services

**Community Action Partnership of Kern
Monthly Report 2026**

Month	January-26	Program/Work Unit	Veterans & Supportive Services			
Division/Director	Rebecca Moreno		Program Manager	Carlos Clemente-Juarez		
Reporting Period	January 1, 2026 - December 31, 2026					
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)		1	1	10	10%	10%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)		1	1	7	14%	14%
BRIDGE: % Employed at Exit (SRV1m)		0	0	3	0%	0%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)		3	3	16	19%	19%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)		1	1	7	14%	14%
SITH: % Employed at Exit (SRV1m)		1	1	5	20%	20%
Total Households Served		44	44	85	52%	52%
Supportive Services for Veteran Families (SSVF)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Households Served		83	83	150	55%	55%
Permanent Housing Placements		3	3	35	9%	9%
Rental Assistance Payments		70	70	475	15%	15%
Security Deposit		5	5	40	13%	13%
Bus Pass		0	0	35	0%	0%
Application Fees		0	0	15	0%	0%
General Housing Stability Assistance (GHSA)		6	6	35	17%	17%
Utility Payments		0	0	25	0%	0%
Late Fees		1	1	40	3%	3%
Moving Costs		0	0	7	0%	0%
Landlord Incentives		0	0	5	0%	0%
Tenant Incentives		1	1	5	20%	20%
Rental Arrears		0	0	10	0%	0%

**Community Action Partnership of Kern
Monthly Report 2026**

Permanent Supportive Housing (Park 20th/Residences at East Hills)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served	33	33	40	83%	83%
Program Exit	0	0	3	0%	0%
HHAP YS (Youth Shelter)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Number of clients served	10	10	20	50%	50%
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	2	10	20%	20%
Negative Exits	1	1	5	20%	20%
Covey Cottages	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Clients served	10	10	12	83%	83%
Vacancies	2	2	5	40%	40%
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 2026**

Month	January-26	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)	
Division/Director	Susana Magana		Program Administrator	Laura Porta	
Reporting Period	January 01, 2026 to December 31, 2026				
Program Description					
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.					
Program Reimbursements (CY Jan - Dec 2025) Note: duplicated below for program fiscal year.		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$2,891,706.14	\$2,891,706.14	\$ 27,900,000	10%
Program FY Reimbursements Progress		Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)		\$2,891,706.14	\$2,891,706.14	\$27,900,000.00	10%
Services	Current Month				
Active Child Enrollment	3,164				
Active Childcare Providers (SRV 7f)	600				
	Previous Month	Add (+)	Drop (-)	Current Month	
Waiting List Totals (children)					0
Explanation (Over/Under Goal Progress)					
The Migrant Childcare Alternative Payment (MCAP) is currently on target to fully meet the FY 2025-2026 program contract. We currently have a total of 3164 children actively receiving services and this represents a total of 1577 families. Our program continues to enroll eligible families and is projected to fully earn the current contract.					
Program Strategic Goals		Progress Towards Strategic Goal			
1. Staff Recruitment & Retention – Develop and implement a staffing plan that supports recruitment, retention, and workforce development to meet the program's growing needs.		In January 2026, MCAP welcomed two new members to support in the Subsidized Reimbursement Specialist capacity. Both specialists are currently undergoing the onboarding training process. Both positions will help us fill two vacancies in the Subsidized Reimbursement Department to better support program needs and ensure a manageable caseload for current specialists.			
2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.		We are currently working on providing ongoing training and support to all staff members. Further, due to our program's expansion in office space, we have been able to provide better working space for all staff members and secure ergonomically correct furniture for all staff members including our staff members working from satellite office locations. The additional work space available has allowed us to hire the additional positions necessary to better support our team and meet the necessary child enrollment totals to fully earn our contract this year.			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2026**

The Migrant Childcare Program (MCAP) is projected to fully earn our contract. Our current active enrollment count is 3164 children. This enrollment number represent the highest enrollment total in the history of the MCAP program. This is great news as our current totals continue to indicate the growing need for childcare services among the migrant population in our communities throughout the State.

**Community Action Partnership of Kern
Monthly Report 2026**

Month	January-26	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Marissa Ortiz-Cortez		
Reporting Period	January 1, 2026 - December 31, 2026				
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)	14,100		14,910		95%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,045		1,200		87%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	0	0	268	0%	0%
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	86	86	1,300	7%	7%
WIC Presentations and Outreach Events	1	1	50	2%	2%
Publication in newspaper, television, and/or social media postings (English and Spanish)	61	61	350	17%	17%
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.	21	21	120	18%	18%
Peer Counseling Program (PCP)	Clients Served		Goal	Annual Progress	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	314		1,000	0%	
Explanation (Over/Under Goal Progress)					

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Program Strategic Goals	Progress
<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>Sign up staff for CWA conference. Trainings on Early Childhood Development / Perinatal Health & Nutrition</p>
<p>2. Increase observations, monitoring activities, and reviews of clinic operations, Quality Assurance helps verify correct eligibility determinations, benefit issuance, nutrition education, breastfeeding support, and vendor transactions. Expanding the number of observations allows the program to identify patterns, reduce errors, strengthen staff performance, and ensure policies are applied uniformly across all service sites. By using observation findings to provide feedback, training, and corrective actions, the WIC Program promotes accountability, protects program integrity, and enhances the overall quality of services provided to women, infants, and children.</p>	<p>Training new Quality Assurance Coordinator - onboarded in December</p>
<p>3. WIC aims to reach more eligible families and reduce barriers to enrollment and retention. Enhanced outreach strategies—including targeted community events, culturally appropriate materials, digital communication, and referral initiatives—support timely enrollment, continued participation, and improved utilization of WIC services.</p>	<p>Social Media Outreach Campaign launched. Billboards posted up in Kern County with content focused on new enrollments</p>
Program Highlights	



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
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Month	January-26	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Fred Hernandez Youth & Community Services	Program Manager	Anna Saavedra			
Reporting Period	January 1, 2026 - December 31, 2026					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.						
Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center		Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)		5	5	60	8%	8%
Street Outreach and Education		35	35	75	47%	47%
HHAP Linkages to Services (Referrals)		Month	YTD			
California Driver's License (SRV 7j)		1	1			
Social Security Insurance (SSI) (SRV 7i)		0	0			
Medical Services (SRV 7c)		6	6			
Mental Services (SRV 7c)		1	1			
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)		1	1			
Educational and Career Development (SRV 7c)		17	17			
HHAP Distribution of Supplies		Month	YTD			
Food Assistance (SRV 5jj)		161	161			
House Hold Items		48	48			
Hygiene Kits (SRV 5oo)		58	58			
Emergency Clothing (SRV 7n)		160	160			
Administrative Services & Copies		81	81			
Transportation Services (SRV 7d)		14	14			
Educational Supplies (SRV 2k)		4	4			

**Community Action Partnership of Kern
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Covid - 19 Supplies/ Medical (SRV 500)	6	6	
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**Community Action Partnership of Kern
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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	1	30	3%	3%
Children Receiving Case Management Services (SRV 7a)	2	2	30	7%	7%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	3	3	10	30%	30%
Children Educational Center Base Activities (FNPI 2b)	2	2	30	7%	7%
Children Educational Home Base Activities (FNPI 2b)	0	0	30	0%	0%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	1	12	8%	8%
Family Support Services for non-clients with children 5 and under	14	14			
First 5 Total		23			
First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	13	13			
CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment Unduplicated (NPI5.2)	12	12	150	8%	8%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)	180	180	1800	10%	10%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD			
Administrative Services & Copies	269	269			
Baby Supplies (SRV 2w)	118	118			
Covid - 19 Supplies (SRV 5oo)	13	13			
Court Mandated Parenting Correspondence (SRV 2w)	12	12			
Educational Supplies (SRV 2k)	9	9			
Emergency Clothing (SRV 7n)	330	330			
Food Assistance (SRV 7c)	289	289			
Household Items (SRV 7c)	49	49			

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Hygiene Kits (SRV 7c)	87	87	
Referrals (SRV 7c)	38	38	
Transportation Services (SRV 7d)	29	29	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals	Progress Towards Goal		
1. Secure additional funding to cover operational costs and improve the delivery of services.	During the month of January we scheduled a date to me with the CAPK Foundation team to brain storm funding for East Kern Family Resource Center 2026.		
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	During the month of January we began planning a Resource Fair for the month of March which will include program visibility as we will co-host the event with KHS.		
3. Improve on-site services to more effectively connect with the East Kern target population.	Pending.		
Program Highlights			
During the month of January we participated in the Kern County Pit Count with BKHRC. One of our East Kern Teams counted 28 individuals which allowed them to ask the survey questions. This count definitely has been the highest since we began to 2 years ago. The clients trust our team and came out of their comfort zone, tents, desert land, abandoned RV's and met with the team. EKFRFC hosted the trainings and PIT Count here at the Resource Center. During the month of January our Center distributed food to 534 household members. We are now offering the free choice pantry to the East Kern Community vs handing them a food box or bag. They can come in and shop and pick for themselves if they would like corn or peas, chicken or ground beef, oatmeal or cereal. We will begin virtual VITA services here at the center in February for the East Kern Community .			

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Month	January-26	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Services Freddy Hernandez		Program Manager	Eric Le Barbé		
Reporting Period	January 1, 2026 - December 31, 2026					
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)		15	15	25	60%	60%
Children Receiving Case Management Services (SRV 7a)		20	20	25	80%	80%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)		4	4	8	50%	50%
Children Educational Home Base Activities (FNPI 2b)		20	20	15	133%	133%
Children Summer Bridge		0	0	8	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)		11	11			
First 5 Total		70	70			
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)		13	13			
CalCAPA Diaper Supply Bank		Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment Unduplicated (NPI5.2)		150	150	150	100%	100%
Monthly Diaper Kit Supply Delivery Duplicated (SRV5.nn)		203	203	1800	11%	11%
Rental Assistance Program		Month	YTD			
Rental Assistance Program (estimated maximum \$2,000 per household)		0	0			
Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center		Month	YTD	Annual Goal	Month Progress	Annual Progress

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Case Management Services (SRV 7a)	1	1	15	7%	7%
Street Outreach and Education	10	10	20	50%	50%
HHAP Linkages to Services (Referrals)	Month	YTD			
California ID (SRV 7j)	3	3			
Social Security Insurance (SSI) (SRV 7i)	0	0			
Medical Services (SRV 7c)	0	0			
Mental Services (SRV 7c)	0	0			
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	0	0			
Educational and Career Development (SRV 7c)	0	0			
HHAP Distribution of Unduplicated Supplies	Month	YTD			
Food Assistance (SRV 5jj)	27	27			
House Hold Items	25	25			
Hygiene Kits (SRV 5oo)	4	4			
Emergency Clothing (SRV 7n)	3	3			
Administrative Services & Copies	5	5			
Transportation Services (SRV 7d)	3	3			
Educational Supplies (SRV 2k)	1	1			
Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD			
Administrative Support (SRV 7c)	37	37			
Baby Supplies (SRV 2w)	134	134			
Copies	25	25			
C3t Mandated Parenting Correspondence	7	7			
Educational Supplies (SRV 2k)	19	19			
Emergency Clothing (SRV 7n)	12	12			
Food (SRV 7c)	252	252			
Household Items (SRV 7c)	173	173			
Referrals(SRV 7c)	26	26			
Transportation Assistance (SRV 7d)	8	8			
Total Community Services	693	693			

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Explanation (Over/Under Goal Progress)

Families actively enrolled in First 5 Kern Case Managed services and Home Visits who continued receiving services in 2026 were rolled over in January. Similarly children enrolled in the CalCAPA program who received diapers in January were also rolled over. Rental support program is currently on hold.

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 received \$1,000 from Alta One from the Huggy Heart Campaign held in 2025.
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 submitted a request with the Ridgecrest Elks Lodge #1913 for a Community Investment grant for in-kind donation of program supplies in the amount of \$10,000.

Program Highlights

The Oasis Family Resource Center implemented the CalAIM process in January to start enrolling unhoused or at risk clients in housing assistance. The Oasis FRC hired Jeanette an intern in the EPP/PXW program as an office assistant to support the HEAP and CalAIM programs. Program Manager Eric renewed his ROMA certification.

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Month	January-26	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Freddy Hernandez		Program Administrator	Vipsassana Chawla		
Reporting Period	January 1, 2026 - December 31, 2026					
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 includes home repairs or the replacement of appliances to make the home more energy efficient.						
Low-income Home Energy Program (LIHEAP) 2026		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		432	432	5,000	9%	9%
Households Served - Weatherization		11	11	100	11%	11%
Department of Energy (DOE) Infrastructure Investment and Jobs Act (IIJA)		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization		7	7	160	4%	4%
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,)		432	432	5,000	9%	9%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)		18	18	260	7%	7%
City of Bakersfield - Transformative Climate Communities- Low Income Energy Efficiency Program (TCC)		Month	YTD	Goal	Month Progress	Annual Progress
Number of clients enrolled in the case management program (SRV7a).		0	0	16	0%	0%
City of Bakersfield - Home Repair and Weatherization Program		Month	YTD	Goal	Month Progress	Annual Progress
Number of clients enrolled in the case management program (SRV7a).		0	0	9	0%	0%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1.) Complete 40% of the units in Phase 1.			As of now, we have completed 20 homes out of the Phase 1 target of 114 homes, to be achieved by June 2026. This represents meaningful early progress, and the team is continuously putting in sustained efforts to accelerate production and stay on track toward meeting the 40% completion benchmark.			
2.) Successfully implement the City of Bakersfield Weatherization program and meet the contract goals.			The City of Bakersfield Weatherization Program is making steady progress toward meeting its contract deliverables. To date, the team has successfully completed 12 homes out of the required 21 homes, leaving 9 homes remaining to be closed under the current contract.			

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3.) Successfully implement the Transformative Climate Communities-Low Income Energy Efficiency Program and meet the program and contract goals.	The Transformative Climate Communities – Low Income Energy Efficiency Program is making initial but steady progress toward meeting its program and contract goals. As of now, the team has successfully completed 1 home, and 2 additional homes are currently in the assessment stage.
Program Highlights	

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Month	January-26		Friendship House Community Center (FHCC)		
Division/Director	Fred Hernandez	Program Administrator	Lois Hannible		
Reporting Period	January 1, 2026 - December 31, 2026				
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	Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p)	76	76	100	76%	76%
Summer Program (SRV 2m)	N/A	N/A	50		
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	29	29	50	58%	58%
California Violence Intervention Program (CalVIP)	Month	YTD			
Reporting Period	January 1, 2026 - March 31, 2026				
Incident Response (SRV 5w)	0	0			
Outcome/Case Managed Families (SRV 7a)	3	3			
Provided Food Assistance (SRV 7c)	0	0			
Subsidized Employment Program	5	5			
Provided Mentoring Services (SRV 2p, 7c)	3	3			
Assisted with relocation services/Deposit Payments (SRV 4d)	1	1			
Temporary Housing Placements (SRV 4m)	1	1			
Youth Community Access Program	Month	YTD	Goal		
Program Participants	0	0	80		
Youth Leaders	0	0	12		
Field Trips	0	0	30		
Explanation (Over/Under Goal Progress)					
The Mentor Program operates from July 2025 to June 2026. To date, there have been 76 youth participants in the Mentor Program. The Friendship House Afterschool Program started a new FY on January 1, 2026, and there are currently 29 program participants registered for the program. The program continues to recruit participants for the program. The CalVIP program is facilitating a subsidized employment program for its program participants. There are currently 5 youth participating in the workforce development program. In addition, the CalVIP Outreach Program is providing incident response. This program recently assisted the City in securing emergency relocation and permanent housing for a family involved in an extremely traumatic situation. CalVIP services are provided to those referred to CAPK by the City, which is why the numbers appear low, serving those identified by the City in extreme risk. CAPK is to start the operation of a new program titled the Community Youth Access Nature & Culture Program, which will begin in February of 2026. Therefore, there are no numbers to report for that program this month.					
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.		The Friendship House Advisory Board will start planning for the annual Friendship House fundraiser in February of 2026.			

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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 applicants 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 assisted the CAPK grant writers with a grant application to the Whale Tail, seeking funds to provide calming and healing beach activities for community youth.

Program Highlights

In January 2026, the CalVIP program had five participants complete pre-employment training and new-hire orientation. These participants are now employed and are receiving paid work experience at the CAPK Food Bank and Friendship House Community Center. These participants demonstrate a strong eagerness to learn and have expressed gratitude for the opportunity to gain their first formal work experience.

**Community Action Partnership of Kern
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Month	1-Jan	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez		Program Administrator	Jacqueline Guerra		
Reporting Period	January 1, 2026 - December 31, 2026					
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 2023-25 e-filed Tax Returns (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal		319	319	7,550	4%	4%
Social Security Number (SSN)		298				
Individual Taxpayer Identification Number (ITIN)		21				
State		322	322			
Social Security Number (SSN)		298				
Individual Taxpayer Identification Number (ITIN)		24				
CAPK 2020-22, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)		Month	YTD			
Paper-filed, and Prior year returns (federal)		14	14			
Social Security Number (SSN)		8				
Individual Taxpayer Identification Number (ITIN)		6				
Paper-filed, and Prior year returns (state)		14	14			
Social Security Number (SSN)		8				
Individual Taxpayer Identification Number (ITIN)		6				
CAPK Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$530,102.00	\$530,102			
State Refunds		\$145,969	\$145,969			
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$543,984	\$543,984			
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$73,068.00	\$73,068			
Total Refunds and Credits			\$1,293,123			

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Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress			
Applications (New/Renewal)	3	3	200	2%	2%			
Explanation (Over/Under Goal Progress)								
State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed. Once an ITIN number 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.		Flyers are being shared with orgs in rural communities to bring awareness to sites open in rural areas during tax season						
Sub-contactor: United Way Central Eastern California e-filed returns 2023-25	Month	YTD	Goal Adjusted	Month Progress	Annual Progress			
Federal	119	119	3,250	0.036615385	4%			
State	119	119						
UWCEC 2020-22 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD						
Paper-filed, and Prior year returns (federal)	5	5						
Paper-filed, and Prior year returns (state)	5	5						
Sub-contactor: United Way Central Eastern California Refunds and Credits	Month	YTD						
Federal Refunds	\$168,560	\$168,560						
State Refunds	\$58,213	\$58,213						
Federal Earned Income Tax Credit (EITC) (income limit \$66,819 per household)	\$145,166	\$145,166						
California Earned Income Tax Credit (CalEITC) (income limit \$31,950 per household)	\$26,175	\$26,175						
Total Refunds and Credits	\$398,114	\$398,114						
Program Highlights								

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Sub-contractor: MAOF 2023-25 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress			
Federal		0	400	0	0			
State		0						
MAOF 2020-22 Paper Filed, and Prior Year Returns (total YTD added to Federal YTD)	Month	YTD						
Paper-filed, and Prior year returns (federal)		0						
Paper-filed, and Prior year returns (state)		0						
Sub-contractor: MAOF Refunds and Credits	Month	YTD						
Federal Refunds		\$0						
State Refunds		\$0						
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$0						
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$0						
Total Refunds and Credits		\$0						
Program Highlights								
Site did not operate in January								
Sub-contractor: California Farmworkers Foundation (CFF) 2023-25 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress			
Federal		0	300	0	0			
State		0						
CFF 2020-22 Paper Filed Returns (total YTD added to Federal YTD)	Month	YTD						
Paper-filed, and Prior year returns (federal)		0						
Paper-filed, and Prior year returns (state)		0						
Sub-contractor: CFF Refunds and Credits	Month	YTD						
Federal Refunds		\$0						
State Refunds		\$0						
Federal Earned Income Tax Credit (EITC) (income limit \$68,675 per household)		\$0						
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$0						
Total Refunds and Credits		\$0						
Program Highlights								
Site did not operate in January								

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Month	1-Jan	Program/Work Unit	Tax Counseling for the Elderly (TCE)			
Division/Director	Fred Hernandez		Program Administrator	Jacqueline Guerra		
Reporting Period	January 1, 2026 - December 31, 2026					
Program Description						
The CAPK Tax Counseling for the Elderly (TCE) program provides free tax preparation and filing assistance to eligible taxpayers, with a primary focus on individuals age 60 or older. Services are designed to support seniors, persons with disabilities, and taxpayers with limited English proficiency by ensuring access to accurate tax preparation and information. Additionally, CAPK provides ITIN (Individual Taxpayer Identification Number) services through IRS 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.						
(SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal		82	82	1,500	5%	5%
Social Security Number (SSN)		78				
Individual Taxpayer Identification Number (ITIN)		4				
State		83	83			
Social Security Number (SSN)		78				
Individual Taxpayer Identification Number (ITIN)		5				
CAPK 2020-22, Paper Filed Returns (total YTD added to Federal YTD) (SRV 3o)		Month	YTD			
Paper-filed, and Prior year returns (federal)		0	0			
Social Security Number (SSN)		0				
Individual Taxpayer Identification Number (ITIN)		0				
Paper-filed, and Prior year returns (state)		0	0			
Social Security Number (SSN)		0				
Individual Taxpayer Identification Number (ITIN)		0				
CAPK Refunds and Credits (SRV 3o)		Month	YTD			
Federal Refunds		\$67,934.00	\$67,934			
State Refunds		\$19,070	\$19,070			
Federal Earned Income Tax Credit (EITC) (income limit \$68-675 per household)		\$38,751	\$38,751			
California Earned Income Tax Credit (CalEITC) (income limit \$32,900 per household)		\$6,344.00	\$6,344			
Total Refunds and Credits			\$132,099			

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Month	January-26	Program/Division		2-1-1 Call Center Program			
Division/Director	Freddy Hernandez		Program Manager	Sabrina Jones			
Reporting Period	January 1, 2026 - December 31, 2026						
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 19 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 Payment Assistance		VITA Programs		
Top 3 Unmet Needs	Specialty Food Providers		Homeless Diversion Programs		Clothing		
Information and Referral Services (I&R) Calls Handled (SRV 7c)		Month	YTD	Annual Goal	Month Progress	Annual Progress	
Fresno & Madera County		3417	3,417	40,000	9%	9%	
Kern County		2812	2,812	40,000	7%	7%	
Kings County		228	228	3,500	7%	7%	
Merced & Mariposa County		181	181	2,000	9%	9%	
Stanislaus County		1247	1,247	13,000	10%	10%	
Tulare County		902	902	11,000	8%	8%	
Total County-based I&R Calls Handled			8,787	109,500	0%	8%	
Average Wait Time	0:35						
Average Handle Time	5:00						
Other Service Call Types Handled (SRV 7c)		Month	YTD				
LIHEAP (SRV 7b)		1881	1,881				
Mental Health (SRV 7c)		282	282				
Total County-based and Other Calls Handled		2,163	10,950				
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	10.9	3.09	
Grant Funded Services		Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3I)		45	19	19	350	5%	5%
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)		59,898		59,898	225,000	27%	27%
Referrals		Month		YTD			
Food-related Calls (SRV 7c)		961		961			
Health and Human Service Referrals (SRV 7c)		1500		1,500			
Housing and Homelessness Calls (SRV 7c)		447		447			
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)		310		310			
Total Other Services				3,218			

**Community Action Partnership of Kern
Monthly Report 2026**

Explanation (Over/Under Goal Progress)	
<p>2-1-1 makes an effort to meet or exceed monthly and annual goals for all counties along with conquering goals and deliverables. The call volumes fluctuate throughout the year depending on weather conditions, special programs, or occasions. The program has begun to experience an increase in call volumes attributed to callers request for tax preparation services and associated appointment needs. Internally, 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 supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. □</p> <p>□</p> <p>□</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 aims 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 remains in the early stages of collaborating with the Information Systems Team to improve the database and telephony system by optimizing technology through the implementation of automation to ease the process of system navigation, documentation of call outcomes, and the collection of caller satisfaction surveys.
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 seeks to strengthen 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>2-1-1 Kern has been in business for 18 years and ongoing. The program is preparing to renew its contract with an call handling partner to extend services for an additional year. The program is also planning for a new contract to screen callers and submit referrals for individuals or families who request support on ceasing smoking. The program is preparing to celebrate National 2-1-1 Day in the month of February 2026.</p>	



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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

Month	January-26	Program/Work Unit	Operations Division	
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	Program Managers	Emilio Wagner, Maria Contreras, Rommel Almanza, Mohamed Ahmed, Laurie Sproule	
Reporting Period	January 1, 2026 - December 31, 2026			
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).				
Information Systems				
Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	24	11	23	23
Paginated Reports/ Power bi reports/ Dashboards	4	4	4	4
Background Processes	7	2	5	5
Power App Enhancements	13	5	14	14
Projects		Description of Status		Current % Status
Dynamics Contact Center		Discovery Phase awaiting AI assessment with ConsultAdd		5%
Energy Intake website		Forms logic an UI development		70%
AD PowerShell update		Script in testing		75%
CSBG 2025 Report First submission		First submission completed		100%
VSS		Assessment completed. Case logic in progress		75%
Sage Intaact to Primarius		API credentials finalized. API logic in progress		50%
Field Service		Low priority development in progress		20%
Oasis Insights		Live as of 2/01/26. In monitoring phase		90%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	416	709	401	401
Construction Projects		Description of Status		Current % Status
Central Kitchen				
McFarland & Tehachapi Modulares				
Barnett House				
Major Maintenance Projects		Description of Status		Current % Status
MCAP Stine Second Floor		Additional leasing space/2nd floor for MCAP on Stine		98%
Stockdale HS		Signage		15%
Mojave Afghan Solar/Playard		Install shade structure and Solar to mobile park community		8%
VSS		Decatur Home Depot Flooring		20%
Harvey Hall Phase 2 & 3		New Kitchen & Breakroom		25%
Sterling Remodel Phase 3		Awarding Contract		100%
Sterling Block Wall		Property Line Site Survey		10%

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

Alberta Dillard		Survey Complete Working of Property Line Discrepancy's		8%
SJC Tiny Powers		Facility Ready and Licensed Pending Children Sink Installation		95%
SJC Filipino Plaza		Fire & Alarm Monitoring Playard Mod		50%
SJC		University Park		35%
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	351	109	364	364
Information & Technology Projects		Description of Status		Current % Status
Yubikey Phase 1		Deploy to HR, FIN, OPS, EXEC groups	100%	
E-Rate		In-Progress	10%	
Absolute Software adoption		initiated	10%	
Risk Management				
		Reported	Reported YTD	
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients			0	
Property			0	
Vehicle Incident / Grand Theft Auto			0	
Motor Vehicle Accident			0	
Work Place Violence / Over Doses / Death			0	
Total		0	0	
Program Strategic Goals		Progress Towards Goal		
Description	Description of Status		Current % Status	
Develop a facility deferred maintenance program.				
Develop and implement a Data Governance strategy.				
Improve the customer experience by assessing it through factors such as response time and customer sentiment.				
Program Highlights				



Community Development

Grant Development
CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern Monthly Report 2026

Month	January-26	Program	Community Development
Division/Director/Chief	Pritika Ram	Program Managers	Catherine Anspach, Savannah Oates
Reporting Period	January 1, 2026 - December 31, 2026		

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 2025-2029 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Annual Progress
Website User Sessions	25,013	25,013	260,000	10%
Facebook Impressions (i.e., number of times users see content)	275,551	275,551	4,000,000	7%
Other Social Media Impressions	162,222	162,222	1,750,000	9%

Highest Performing Post



<https://www.facebook.com/capkern/posts/pfbid0333z35yReVmJs3TtTe7pgnQffqYjyshe6y49EKAmFWtLzzwbeAgHPetUqiTkn7tuGl>

Outreach Special Projects

- Provided media support at the 3rd annual head start fatherhood Conference, which included a delivery a video recap and photo gallery
- Filmed an edited a video that showed during that program at the fatherhood conference
- Launched the new Volunteer Management CRM meeting
- Prepared rack cards, swag, speaker slides, and all collateral for fatherhood conference.
- Provided media and AV support for the Annual Food Bank Agency Partner Conference. Also included speaker slide development and scheduling of AV run throughs.
- Began meeting with kern community foundation in preparation for Volunteer Big Kern Day 2026
- Hosted winter Houchin community blood bank blood drive
- Continued planning of 2026 staff development day
- Created Del Oro H.S. box-building/distribution video
- Created Calvary Full Gospel video
- Created 2025 End of Year Food Bank Highlight video for agency partner conference
- Created 2025 Agency Partner Conference Highlight Video
- Scheduled Agency Partner shoots for food bank

Outreach Advocacy

**Community Action Partnership of Kern
Monthly Report 2026**

Congressman Valadao signed onto a letter sharing the importance of CSBG that went to VP JD Vance	
Began planning for NCAF fly in	
Advocacy Watch-list	
HR 1748	
HR 1	
CSBG	
Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Preparing for the submission of the CY 2025 CSBG report, due 2/3/2025. Submitted on 2/2/2025.	Staff are undergoing re-certification.

**Community Action Partnership of Kern
Monthly Report 2026**

Month	January-26	Program	CAPK Foundation
Division/Director/Chief	Pritika Ram		Director
Reporting Period	January 1, 2026 - December 31, 2026		
Program Description			
The Community Action Partnership of Kern (CAPK) Foundation is the philanthropic arm of Community Action Partnership of Kern, established to strengthen and expand CAPK’s impact across Kern County. As a 501(c)(3) supporting organization governed by its own independent Board of Directors, the Foundation focuses on fundraising, community outreach, and building long-term financial sustainability to advance CAPK’s mission.			
Program Category Funding			
Homelessness & Housing	\$50		
Food Insecurity	\$39,093		
Veterans Supportive Services	\$2,430		
Youth & Families	\$17,525		
Other (VITA)	\$15,000		
Foundation (General)	\$318		
External Events			
Homelessness & Housing	Earl Warren Jr. High-Hygiene & Coat Drive for M Street		
Food Insecurity	SOS Recycling Event for Food Bank		
Veterans Supportive Services			
Youth & Families			
Special Initiatives			
Gourmet for Good Sponsorships sold: Adventist \$15,000, Keenan \$2,000 sponsor, Daniells Philips Vaughn & Bock \$2,000, Pension mark \$2,500, & BHE Renewables \$2,000 for a total of \$23,500.			
Redesigning Apple Wall Campaign with new monthly giving levels.			
Met with M Street, VSS, and Oasis FRC to discuss fundraising campaigns and upcoming 2026 events .			
Held the quarterly Lunch & Learn at the Food Bank.			
Continued meeting with IT & Leadership for new CRM.			
Attended CAPK Board of Directors retreat presenting on A Donor's Journey.			
Community Outreach			
Conducted thank you calls to 2025 calendar year donors for general donations and to Food Bank donors for their holiday season giving.			
Attended Amazon Check presentation for \$35,000 for Food Bank.			
Completed a one on one session with Kern Community Foundation to learn how to use their grant directory.			
Formalized the Dutch Bros donation drive for Oasis FRC.			

**Community Action Partnership of Kern
Monthly Report 2026**


Developed MOU for Anthem & CAPK Partnership. Developed flyer and event site for Medi-Cal seminars.	
Toured Friendship House with Dollar General staff.	
Attended Kern River Bridge Ribbon Cutting.	
Attended weekly Bakersfield West Rotary Meetings.	
Program Strategic Goals	Progress Towards Goal
Expand Fundraising Capacity. Leverage the Board to establish a formal development committee and increase individual donor base by 40% through targeted campaigns and board-led cultivation events.	Onboarding five new members of the Foundation Board. Begin meeting with them individually to connect further with donors. Redesign Partnership Opportunities packet to reflect updated annual giving levels by program.
Launch Veterans Program Funding Campaign Secure \$[target amount] in dedicated funding for our new Veterans (homeless or at-risk of homelessness) program through targeted outreach to veteran-focused foundations, corporate sponsors with military initiatives, and individual major donors with military connections. Establish 3-5 strategic partnerships with veteran service organizations by Q3 2026.	Set-up meeting with Director, Rebecca Moreno to understand needs and goals. Redesign sponsorship levels for Stand Down. Set-up meeting with SOS Recycling to discuss future fundraising collaborations for VSS.
Supporting CAPK's Strategic Plan (2026–2029).	Leading monthly meetings with our team to stay on track for goal setting.

Instrumentl Opportunities Report - February 4, 2026

Projects: Community Development, Housing and Supportive Services, Health & Nutrition Services, Youth & Community Services, and Veterans & Supportive Services

Statuses: Abandoned Declined Awarded - Active LOI In Progress LOI Submitted Application In Progress Application Submitted

Date Range: Jan 01, 2026 - Jan 31, 2026

 STATUS

\$0

Awarded

0 opportunities

\$310,000

Submitted

2 opportunities

\$0

Declined

0 opportunities

Displaying 2 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
January 2026					
211 General Operations FY 2026-27 County of Kern Youth & Community Services	Jan 23, 2026	Application Submitted	Requesting \$210,000		This was a direct request to the County Administrative Office (CAO). Proposal attached. No formal application process.

Explore the Coast

California Coastal Conservancy
Youth & Community Services



Jan 30, 2026
(due Jan 30, 2026)

Application
Submitted

Requesting \$100,000

The goal of this project is to provide 100 Friendship youth, ages 6–18, with meaningful coastal experiences, including fishing lessons at various coastal locations, through a \$100,000 program operating from February 2027 to December 2028.

Community Action Partnership of Kern

Funding Profile

Funding Information			
Funding Type	Local	CAPK Program	2-1-1
Funding Agency	County of Kern	Project Name	211 General Operations FY 2026-27
CFDA		Target Population	Kern County Call Handling
Reapplication (Y/N)	No	Number to be served	20951
Estimated Request	\$210000	Division Director	Freddy Hernandez
Award Period	07/01/2026 to 06/30/2027	Program Manager	Sabrina Jones

Project Goal (One sentence goal statement)

The 2-1-1 Kern Call Center seeks support from the County of Kern through a partnership to maintain essential 24/7 operations serving Kern County's most vulnerable residents. Without adequate funding, the program faces possible closure or reduced service hours, which would compromise emergency response capabilities and after-hours support for unsheltered individuals. The goal is to sustain critical connections to life-sustaining services for residents during times of crisis and day-to-day needs. This investment represents a cost-sharing model where the County funds approximately 40% of operations while benefiting from comprehensive 24/7/365 regional infrastructure.

Project Description (Brief one paragraph description)

The 2-1-1 Kern Call Center operates as a 24/7 information and referral service that provides Kern County residents with comprehensive access to critical health and human services at no cost. As part of Community Action Partnership of Kern (CAPK), the program maintains a database of over 1,300 social service agencies accessible through the 2-1-1 Kern Online Resource Directory. The call center serves as an extended resource for County departments including Human Services, Behavioral Health, Public Health, and Adult and Aging Services by handling initial inquiries, screening for eligibility, and making appropriate referrals. The program handles approximately 52,378 annual calls, with 34% originating from rural areas where access to social services information is most limited.

Estimated Budget Summary

Funds will help support general operations totaling \$210,000.00 to support Kern County call handling via the 2-1-1 Call Center.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

1.Division Director	Freddy Hernandez	Date: 2026-01-27	4.Chief Financial Officer	Tracy Webster	Date: 2026-01-28
2.Chief Business Development Officer	Pritika Ram	Date: 2026-01-27	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-01-28
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-01-28

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____ 65

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Friendship House Community Center
Funding Agency	The California Coastal Commission	Project Name	Explore the Coast
CFDA		Target Population	Children and youth
Reapplication (Y/N)	No	Number to be served	100
Estimated Request	\$100000	Division Director	Freddy Hernandez
Award Period	February 2027 to December 2028	Program Manager	Lois Hannible
Project Goal (One sentence goal statement)			
The goal of this project is to provide 100 Friendship youth, ages 6–18, with meaningful coastal experiences, including fishing lessons at various coastal locations, through a \$100,000 program operating from February 2027 to December 2028			
Project Description (Brief one paragraph description)			
The project consists of six organized coastal fishing trips for youth, supported by grant funding to cover all associated costs such as transportation, meals, fishing licenses, equipment, and personal protective gear. Participants will be transported by charter buses and fishing charters, with special accommodations like beach wheelchair rentals to guarantee accessibility.			
Estimated Budget Summary			
100000.00			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1.Division Director	Freddy Hernandez	Date: 2026-02-03	4.Chief Financial Officer	Tracy Webster	Date: 2026-02-03
2.Chief Business Development Officer	Pritika Ram	Date: 2026-02-03	5.Chief Facilities and Technology Officer	Emilio Wagner	Date: 2026-02-04
3.Chief Program Officer:		Date:	6.Chief Executive Officer	Jeremy Tobias	Date: 2026-02-04

Date Presented / Approved:

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

Month	Jan-26	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	January 1, 2026 - January 31, 2026					
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		738	753	753	98%	
Disabilities		235	10%	10%	34%	
Over Income 101%-130% (up to 35%)		17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)		57	n/a	n/a	8%	
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		936	936	936	100%	
Disabilities		114	10%	10%	12%	
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%	
Head Start Preschool San Joaquin County Office of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)		Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment		51	153	153	33%	
Disabilities		6	n/a	n/a	4%	
Over Income 101%-130% (up to 35%)		4	n/a	n/a	3%	
Over Income 131% and up (up to 10%)		0	n/a	n/a	0%	
Home Visiting Program (SRV 2cc, 7a)		Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment		242	402	308	79%	60%
Central Kitchen		Total Meals Delivered		Breakfast	Lunch	Snack
Meals and Snacks		61,897		22,141	17,715	22,041
Child and Adult Care Food Program (CACFP) (Note: The data represents information from December 2025)		Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)		72,363		66,706 / 5,657	51,275	71%
Eligibility Determination (SRV 7b) (January 2025-December 2025)		100	100			
Total Community Services		100	100			
Explanation (Over/Under Goal Progress)						
In January 2026, enrollment has continued to increase. In both Kern County and San Joaquin County, we are pending licensing or seeking to onboard qualified staff to open the classrooms that are currently closed.						

Goals	Progress Towards Goal
Goal I: Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that enbraces pathways for learning, professional development, and succession planning to obtain and retain staff.	Objective A: Develop a structured onboarding process that introduces new employees to the organization's core values, and expectations, Provide them with the necessary tools, resources, and training to quickly integrate into their roles. Progress: Final draft of the New Hire 2.0 packet is complete and pending approval. Overview of the organization, the department, and employees' roles are provided at new-hire orientation.
Program Description	

1. January 7, 2026 – Application Clinic, 1300 18th Street,
2. January 14, 2026 – Application Clinic, 1300 18th Street
3. January 16, 2026 – AmeriCorps Presentation- The presentation consisted of a collaboration of several department leads sharing personal experiences while presenting the program opportunities Head Start can offer the participants and mentors of the AmeriCorps program.
4. January 21, 2026 – Application Clinic, 1300 18th Street
5. January 28, 2026 – Application Clinic, 1300 18th Street
6. January 1 – 30th, 2026 – The Education Department reported that, during the month, children enrolled in the Head Start and Early Head Start programs participated in activities focused on learning about balls, including how they move and travel, as well as practicing sharing and cooperative play. Additionally, the children explored lessons about clothing, including how clothes are made and the appropriate occasions and purposes for wearing different types of garments.
7. January 1 – 30th, 2026- The Education Department reported that teachers participated in professional development focused on maintaining high-quality interactions that support effective learning and positive child outcomes. Additionally, the mentor coach team monitored curriculum fidelity and provided ongoing coaching to support teachers in developing quality lesson plans and implementing the curriculum effectively.



MEMORANDUM

To: PRE Committee

From: Carol Hendricks, Enrollment and Attendance Manager

Date: February 11, 2026

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. On November 5, 2025, the 2026/2027 Recruitment and Selection Plan was brought to the PRE Committee for approval. The Recruitment and Selection Plan was approved by the PRE Committee pending approval by the Head Start Policy Council.

On December 16, 2025, the Enrollment and Attendance Department Manager, Carol Hendricks, met with the Head Start Policy Council to review and to seek their approval of the 2026/2027 Recruitment and Selection Plan. The Policy Council reviewed the plan and provided feedback, including requests for additional information to strengthen clarity and overall effectiveness.

In response, revisions were implemented to improve organization, readability, and conciseness. Hyperlinks to the Head Start Act, the Head Start Program Performance Standards, and the Administration for Children and Families were embedded within the applicable sections to guide readers directly to relevant regulatory language, rather than incorporating the full text within the document. Additionally, following the release of the 2026–2027 Federal Poverty Guidelines, the income breakdown chart was updated to reflect the most current data. On December 16, 2025, the revised Recruitment and Selection Plan was provided to the Policy Council and was approved.

The Head Start Policy Council is acknowledged for its thoughtful questions, concerns, and meaningful contributions during the review process. The PRE Committee is also recognized for its continued confidence and support of the Head Start Program's commitment to providing high-quality services, documentation, and comprehensive support to the families served.

Recommendation:

Staff recommends 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

1/26/2026

Head Start/State Child Development Division

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Selection Criteria Verification Form	15

RECRUITMENT AND SELECTION PLAN COMMITTEE

Community Members

George Hardy
Selamawit Habtom
Annette Hurtado
Raquel Hernandez
Robert Moore

Becca Ollivier
Esteban Pimentel
Marissa Roesler

Melissa Ysaïs

Carlos Zepeda

Community Action Partnership of Kern

Yolanda Gonzales

Jerry Meade
LeTisha Brooks
Robert Espinosa

Laurie Hughey

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

UEI Campus President
Owens Valley Career Development Center
Owens Valley Career Development Center
Escuelita Child Care Center Director
Kern High School District Director of
Family and Community Engagement
Kern High School District, 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

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

INTRODUCTION

Kern and San Joaquin County's 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 operates with an annual budget exceeding \$130 million and employs more than 900 staff members. 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: Energy, Volunteer Income Tax Assistance (VITA), East Kern and Oasis Family Resource Centers, Friendship House Community Center, Cal AIM, M Street Navigation Center, Adult Re-Entry Grant, Coordinated Entry System, 2-1-1 Kern County, Migrant Childcare Assistance Program (MCAP), Women, Infants, and Children (WIC), Veteran Support Services, and the Food Bank.

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 the [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 management team design 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 (EHS) children across our Partnership, Family Child Care, and Home-Based programs, with the Home-Based option also providing services to pregnant women.

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 CAPK Head Start Preschool and Early Head Start service areas are overseen by a Program Manager. Each Program Manager was invited to participate as a representative of their respective areas. Head Start Policy Council members were also invited to participate.

Community members representing foster children, children with special needs, 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 2025-2026 Selection Criteria as well as the 2025-2026 Recruitment and Selection Plan.

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 community assessment, 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.

During the planning session, committee members actively guided the development of a new Recruitment and Selection Plan. They reviewed the priorities established in the 2025–2026 Recruitment and Selection Plan, with primary discussions focused on aligning with the Administration for Children and Families (ACF), through the Office of Head Start's 2025 Vision, Mission, Values, Priorities, and Guiding Principles. These priorities are discussed in greater detail later in this document. Additional discussions centered on ensuring compliance with the Office of Head Start's updated Program Performance Standards. The resulting plan reflects the committee's comprehensive assessment 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 determines that all eligible low-income families in the area have been served, the program may enroll up to 35 percent of children from families with incomes up to 130 percent of the federal poverty guidelines, in addition to the allowable ten percent noted above.
- No less than 10 percent of EHS and HS enrollees must be children with a diagnosed special need 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-need.” Homeless families are categorically eligible for Head Start and are considered a priority for services. According to the 2024 Kern County Point-in-Time Count the homeless population in the county increased by 37% compared to 2023 data. Adults and children comprised 3% of the homeless population, which decreased by 1% from 2023. Children comprised 8% of the homeless population, which increased by 1.5% from 2023. Meanwhile, San Joaquin County experienced a 104% 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.

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

Foster Placement ([Foster Care](#))

Children in foster care are identified as a high-priority population for selection by the Office of Head Start. According to KidsData.org, a total of 941 children ages five and under were reported to be in foster care in Kern County and San Joaquin County in 2018.

Income or Public Assistance Eligibility Based on Federal Poverty Guidelines ([Low Income](#))

Based on the most recent update to the 2025 Community Assessment, it was determined that 686,078 children in Kern County and 591,984 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 116,998 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 ([ACF](#))

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-structuring the point system. Some of those suggestions were:

- Increase the points awarded to applicants with siblings enrolled in Early Head Start or Head Start Preschool from 15 to 30, in order to reduce barriers for families and minimize the need for parents to seek additional childcare.
- Revised the Guardian or Caregiver Kinship Care category and increased the point allocation from 25 to 40.
- Removed the criterion “Primary Language in the Home Other Than English.”
- Removed the criterion “Single Parent Family.”

Recruitment

Children with Special Needs ([HSPPS 1302.13](#))

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with special needs 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.
- 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 special needs:

- Private early childcare agencies that do not accept children with special needs.

- 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 special needs."
- 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 special needs.
- MOU and referral process between San Joaquin VMRC and Head Start San Joaquin.

Recruitment Strategies

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

CAPK maintains an active, year-round recruitment process designed to reach Kern County 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:

- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- 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 special needs.

- Application opportunities include clinics, in-home appointments, on-site or Head Start office appointments, online applications through CAPK.org, and, when possible, assistance for 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.
- McKinney-Vento eligible children/families, families impacted by domestic violence, child protective services and other families in need.
- Private sector child development programs.
- 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.
- 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 can share information about the positive impact of the program.
- 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
- Income
- Age
- Children with Validated IEP/IFSP
- Transitioning from EHS to HSP
- Child on Waitlist Prior Year (Not Enrolled)
- Parent(s) Work Full Time, Attend School Full Time, CalWorks, or Job Searching
- Court Ordered Family Maintenance
- Siblings enrolled in EHS or HSP
- Teen Parent (19 Years or Younger at Time of Applicant's Birth)
- Guardian or Caregiver Kinship Care
- CAPK Staff Member

Total priority points are generated through the ChildPlus software system. Trained Head Start staff record each applicant's priority points on the program eligibility priority form. Once these points are entered into the database, the system automatically calculates the

total and assigns the applicant's placement on the waitlist. Enrollment selection is determined by each applicant's priority level and rank in the waitlist database at the time an enrollment opportunity becomes available.

Recruitment and application processes occur year-round; therefore, new families are continually added to the database. The system regularly updates the priority rankings for each site and program option waitlist.

Additionally, it is important to note that the Enrollment and Attendance Department has established internal procedures to ensure that an over-income child is never enrolled ahead of a categorically eligible child, even if the over-income child has a higher priority point total.

**Community Action Partnership of Kern Head Start /State Child Development
Income Breakdown Chart 2026-2027**

2026-2027 GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$15,960
2	\$21,640
3	\$27,320
4	\$33,000
5	\$38,680
6	\$44,360
7	\$50,040
8	\$55,720

For families/households with more than 8 people, add \$5,500 for each additional person.

Revised January 16, 2026



Applicant Name(s): _____ **D.O.B:** _____

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	Children with Validated IEP/IFSP	200
		Transitioning from EHS to HS	350
Public Assistance (Tribal TANF, TANF, SNAP, SSI)	500	Child on Waitlist Prior Year (Not Enrolled)	50
		Parent(s) Work FT, Attend School FT, CalWORKs, Job Searching	50
Income	Points	Court Ordered Family Maintenance	50
75%-100% Below Poverty	255	Sibling Enrolled EHS or HSP	30
50%-74% Below Poverty	250	Teen Parent (19 Years or Younger at Time of Applicant's Birth)	40
25%-49% Below Poverty	245	Guardian or Caregiver Kinship Care	40
0%-24% Below Poverty	240	CAPK Staff Member	25
Over-Income	5		
Age	Points		
HS: 4-Year-Old (On September 1)	60		
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		
Staff Verifying Eligibility-Print Name:	Signature:	Date:

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 Early Childhood 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	
Special Needs:	Only if the current Individualized Education plan (IEP) or Individualized Family Service Plan (IFSP) is provided.
Transitioning (EHS to HS):	Select only if the currently enrolled EHS participant is transferring to the HS program.
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.
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.

