

MINUTES

COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, September 9, 2020

PRELIMINARY: These Minutes to be considered for approval on October 14, 2020.

Chair Laveaga called the Regular Meeting of the Community Services Commission to order at 6:48 p.m. via Zoom teleconference call in La Habra, California.

COMMISSIONERS PRESENT: Felix, Kempker, Laveaga, and Schmidt

COMMISSIONERS ABSENT: Garcia, Surich, Trujillo

OTHER OFFICIALS PRESENT: Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager and Catherine Villanueva, Child Development Manager

I. PUBLIC COMMENTS:

II. CONSENT CALENDAR:

MOVED BY Commissioner Felix, seconded by Commissioner Kempker and CARRIED (4-0), TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF AUGUST 12, 2020.

Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Schmidt, Surich
NOES: NONE
ABSENT: Garcia, Surich, Trujillo
ABSTAIN:

III. CONSIDERATION ITEMS:

A. CHILD DEVELOPMENT

Discussion, review, and approval of the Child Development Monthly Reports.

Recommendation: That the Community Services Commission discuss, review and approve the Child Development Manager's Monthly Status Report for Early Head Start, Cost Reimbursement Report, Monthly Program Report and CACFP Report.

Moved by Commissioner Surich, seconded by Commissioner Felix, and CARRIED (4-0) TO APPROVE THE CHILD DEVELOPMENT MANAGER'S MONTHLY REPORT, THE HEAD START COST REIMBURSEMENT REPORT, THE MONTHLY PROGRAM REPORT AND THE CACFP REPORT.

Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Schmidt, Surich
NOES: NONE
ABSENT: Garcia, Surich, Trujillo
ABSTAIN: NONE

B. COVID 19 UPDATE REGARDING SPECIAL EVENTS AND PROGRAMS

Director of Community Services Fujio and Community Services Manager Albarian gave updates on the following programs:

- Community Care Resource Center – Food Distribution
- Meals on Wheels and Congregate Meal Delivery Program
- Park It Market
- Graffiti Abatement Program
- Park Monitoring
- Skate Park
- Employment & Training
- Children's Museum
- Distance Learning Pods
- Facility rentals and classes will not resume until early 2021.

I. ADMINISTRATIVE MATTERS:

- Please continue to encourage your family, friends and neighbors in La Habra to complete the Census 2020. It's very easy to complete one online.
- The Commission will go paperless and transition to the AgendaQuick program starting in October. An email will be sent when the Community Services Commission packet has posted to the City website. You will be able to access the agenda and any reports.

If you need a City iPad for use to access the agenda and staff reports, please contact Kim. These iPads will be for City business only.


II. COMMISSIONER DISCUSSION:

- Congratulations to the Community Resource Care Center for receiving award recognition from Congressman Gil Cisneros' office for their important work managing the food distribution program in the La Habra community.

III. ADJOURNMENT:

Chair Laveaga adjourned the Commission meeting in memory of Carrie Surich's father, Roy J. Rubio, Sr. at 7:30 p.m. to Wednesday, October 12, 2020, in the City Council Chamber, 100 East La Habra Boulevard, La Habra, California.

Respectfully submitted,


Kimberly Albarian,
Recording Secretary

APPROVAL: This is to certify that these Minutes were approved by the La Habra City Council on _____.

Laurie Swindell, CMC
City Clerk

CS Meeting Notes – September 9, 2020

Attachment 1: Program Information Summary (PIS)

- Previous month's numbers are the information for the month of June – this is our report for the end of the school year.
- Current month's numbers is for the month of July – the beginning on the 2020-21 school year.
 - We currently have 42 children enrolled and we are recruiting children for the program.

Attachment 2: Final Cost Report

- Final cost report for June. We underspend in the grant is this was due to the 2 home-educator vacancies. We have been recruiting and conducted interviews.
- T&TA money is also underspend because this was for the approved training/conferences that included travel.
 - To spend on other items, we need to have approval to move money around.

Attachment 3: Cost Report

- July cost report is for the beginning of the new school year.

Attachment 4: Credit Card Purchases

- Detailed report of charges made for the month of July, 2020. Most of the purchases are related to COVID19 as we re-opened the GAB site for the school-age program.

Attachment 5: CACFP Reimbursement Report

- Reimbursement request for the month of July. It looks low because we are only reimbursed for the food of children at the centers which is much less than typical.

Attachment 6: Food Expenditures

- This is the breakdown of food revenue and expenses.

Attachment 7: Disabilities Interim Services

- This discusses what the program can do to support children after a referral is generated or if a child doesn't qualify for disabilities services.

Attachment 8: Program Instruction: Final Rule on Designation Renewal System Changes

- This final rule is updating the Designation Renewal System (DRS) in the Improving Head Start for School Readiness Act of 2007. The new established rules revising the conditions on how the grantee will need to recompute specifically in the deficiency condition, CLASS scores, and Fiscal.

Attachment 9: Governance Screener

- Questionnaire to be completed together

**CITY OF LA HABRA
EARLY HEAD START PROGRAM
MONTHLY REPORT
2020-21 FISCAL SCHOOL YEAR**

For Consideration for meeting dated September 9, 2020

Program Information Summary (PIS) Report: July 2020 (Attachment 1)

Section A: Agency Profile

Item	Previous Month Report (end of 2019-20 SY)	Current Month Report
Funded Enrollment	50	50
Number Enrolled (Cumulative)		
Number of Children	67	42
Number of Pregnant Moms	2	0
Number in the Waiting list	4	0
Enrollment by Eligibility		
Below 100% Poverty Line	41	27
Categorically Eligible	14	9
Over-Income	14	6

Section B: Staff and Qualifications

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	3
With a BA Degree	1	2
With an AA Degree	0	1
Without a Degree, enrolled with a Waiver	0	0

Section C: Child and Family Services

Item	Previous Month Report (end of 2019-20 SY)	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	64	39
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	61	36
Number of children up-to-date with well-baby checks	29	25

Number of children with expired well-baby checks	15	17
Number of children with expired well-baby checks 30 days or less	0	0
Number of children who are up-to-date with Immunizations	67	21
Number of children with continuous accessible dental care (Dental Home)	61	34
Number of children who are up-to-date with oral health care	66	35
Number of children with expired oral health care	29	23
Number of children with an IFSP	15	15

Family Partnership Agreements

Item	Previous Month Report (end of 2019-20 SY)	Current Month Report
Total Number of FPA's introduced	58	38
Total Number of FPA's completed	50	34
Total Number of FPA's with an established goal	63	36
Home based services (Month) Visits Completed	188	168
Home based services (year to date) Visits Completed	1977	168
Number of Socializations (Month)	25	10
Number of Socializations (year to date)	271	10

Monitoring Report:

Financial Reports:

- Attached is the **Final** Cost Report for June 2020. (Attachment 2)
 - Total In-kind to-date is **\$137,260.16 (of \$120,283.00)**
- Attached is the Cost Report for July 2020 and the amount requested is \$ (Attachment 3)
 - Total In-kind to-date is **\$135,910.16 (of \$120,283.00)**
- Attached is the Credit Card Reports for July 2020. (Attachment 4)

CACFP Reports:

- The total reimbursement for the month of July 2020 is \$ (Attachment 5)
 - Note: EHS does not have a CACFP program because it is a home-based program option.*
- Attached is the Food Revenue and Expenditures analysis. (Attachment 6)

Information Shared:

- **Training Information: Disabilities Interim Services (Attachment 7)**
- **PI: Final Rule on Designation Renewal System Changes (Attachment 8)**
- **Governance, Leadership, and Oversight Capacity Screener (Attachment 9)**

Action Items, For Approval:

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

A. ENROLLMENT & PROGRAM OPTIONS

ATTACHMENT 1

1. Enrollment Year

- a. Start Date
- b. End Date

7/1											
6/30											

FUNDED ENROLLMENT

2. Funded Head Start or Early Head Start Enrollment

- a. Head Start/Early Head Start Funded Enrollment, as identified on NOA

50											
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3. Center-based option - 5 days per week

- a. Full-day enrollment

- 1. Of these, the number available as full-working-day enrollment
- a. Of these, the number available for the full-calendar-year

- b. Part-day enrollment

- 1. Of these, the number in double sessions

4. Center-based option - 4 days per week

- a. Full-day enrollment
- b. Part-day enrollment

- 1. Of these, the number in double sessions

5. Home-based option

6. Combination option

7. Family child care option

- a. Of these, the number available as full-working-day enrollment

- 1. Of these, the number available for the full-calendar-year

8. Locally Designed Option

CLASSES AND GROUPS

12. Total number of classes operated

- a. Of these, the number of double session classes

50											
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Monthly Program Information Summary Data Collection Worksheet
Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

CUMULATIVE ENROLLMENT

13. Cumulative enrollment by child age (9700/9702):

- a. Under 1 year
- b. 1 year old
- c. 2 years old
- d. 3 years old
- e. 4 years old
- f. 5 years and older

AutoSum	42										
	5										
	18										
	18										
	1										
	0										

14. Total cumulative enrollment of pregnant women (EHS programs) (9700/9740)

CUMULATIVE ENROLLMENT BY TYPE OF ELIGIBILITY

16. Cumulative enrollment by eligibility (9700/9702):

- a. Income below 100% of federal poverty line
- b. Receipt of public assistance such as TANF, SSI
- c. Status as a foster child - # children only
- d. Status as homeless
- e. Over income
- f. Enrollments exceeding the allowed over income enrollment with family incomes between 100% and 130% of the federal poverty guideline

AutoSum	42										
	27										
	3										
	2										
	4										
	4										
	2										

PRIOR ENROLLMENT

18. Enrolled in Head Start or Early Head Start for (9700/9702):

- a. The second year
- b. Three or more years

23											
17											

TURNOVER IN ENROLLMENT (9700/9701)

19. Total number of children who dropped out any time after classes or home visits began and did not re-enroll

- a. The number of children who were in class less than 45 days

TRANSITION AND TURNOVER (EHS programs) (9700/9701)

20. Total number of children who dropped out any time after classes or home visits began and did not re-enroll

- a. The number of children who were enrolled less than 45 days

21. Total number of pregnant women who left the program after receiving early head start services but before the birth of their infant, and did not re-enroll (9700/9741)

1											
1											
0											

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

Waitlist (2006) / Enrollment (2007) / Average Daily Attendance (Center-based Programs) (2301)

Number of children on Waitlist

Monthly Enrollment

Average Daily Attendance

		2020					2021						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Number of children on Waitlist	0												
Monthly Enrollment	41												
Average Daily Attendance													

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

B. PROGRAM STAFF & QUALIFICATIONS

(Agency Preference)

- 9. Total number of child development staff by position

Home Base Educators

3											
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Of B.9, the number with the following degrees:

a. An advanced degree (MA) in:

1. Social work/Licensed clinical social worker (LCSW)/Licensed master social worker (LMSW)
2. Marriage and family therapy/Licensed marriage and family therapist (LMFT)
3. Psychology
4. Sociology
5. Human services (include related areas such as child and family services or social services)
6. Nursing plus Nurse Practitioner (NP) license
7. Early childhood education
8. Other

AutoSum	3										
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b. A Baccalaureate degree (BA) in:

1. Social work
2. Psychology
3. Sociology
4. Human services (include related areas such as child and family services or social services)
5. Nursing plus Registered Nurse (RN) license
6. Early childhood education
7. Other

1											
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c. An associate degree (AA) in:

1. Social work
2. Psychology
3. Sociology
4. Human services (include related areas such as child and family services or social services)
5. Nursing plus Registered Nurse (RN) license
6. Early childhood education
7. Other

1											
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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

C. Child & Family Services

Health Insurance - children (9700/9706)

1. Number of all children with health insurance

39											
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Health Insurance - pregnant women (EHS programs) (9700/9716)

3. Number of pregnant women with at least one type of health insurance.

0											
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Medical Home - children (9700/9707)

5. Number of children with an ongoing source of continuous, accessible health care

36											
42											
25											
17											
0											
0											

Physical Exams / Well Checks (3035)

Non-Expired Physical Exams / Well-Checks

Expired Physical Exams / Well-Checks

Missing Physical Exams / Well-Checks

Physical Exams / Well-Checks expired 30 days or less

Medical services - children (9707)

5. Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care

0											
0											

a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported

1. Of these, the number who have received or are receiving medical treatment

Body Mass Index (BMI) - children (HS and Migrant programs) (9700/9760)

10. Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts

a. Underweight (BMI less than 5th percentile for child's age and sex)

b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)

c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)

d. Obese (BMI at or above 95th percentile for child's age and sex)

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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

Immunization services - children (9700/9708/9760)

- 11. Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age
- 12. Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age
- 13. Number of children who meet their state's guidelines for an exemption from immunizations

Dental home - children (9700/9708)

- 17. Number of children with continuous, accessible dental care provided by a dentist

Professional Dental Exams (3035) (MS Programs)

- Non-Expired Professional Dental Exams
- Expired Professional Dental Exams
- Missing Professional Dental Exams
- Professional Dental Exams expired 30 days or less
- 19. Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported (9700/9708)
 - a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported
 - 1. Of these, the number of children who have received or are receiving treatment

Primary Oral Health (3035) (EHS programs)

- Number of children with oral health screens (EHS only)
- Number of children with dental exams (EHS only)
- Primary Oral Health (3035) (EHS programs)
- Non-Expired age-appropriate primary oral health care
- Expired age-appropriate primary oral health care
- Missing age-appropriate primary oral health care
- Age-appropriate primary oral health care expired 30 days or less

Pregnant women dental services (EHS programs) (9700/9740)

- 21. Of the number of pregnant women served, the number who received a professional dental examination(s) and/or treatment since last year's PIR was reported

	2020						2021					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
AutoSum	40											
11.	21											
12.	19											
13.	0											

17.	34											
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22.	22											
4.	4											
AutoSum	35											
6.	6											
23.	23											
0.	0											
6.	6											

0.	0											
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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

IEP /IFSP (3501)

Open IEP/IFSP for the reporting month

27. Diagnosed primary disability (HS Programs) (9700/9710):

- a. Health impairment (i.e. meeting IDEA definition of "other health impairment")
- b. Emotional/behavioral disorder
- c. Speech or language impairments
- d. Intellectual disabilities
- e. Hearing impairment, including deafness
- f. Orthopedic impairment
- g. Visual impairment, including blindness
- h. Learning disabilities
- i. Autism
- j. Traumatic brain injury
- k. Non-categorical/developmental delay
- l. Multiple disabilities
- m. Deaf-blind

2020												2021				
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					

15														
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Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020												2021				
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					

Newly enrolled children with Vision screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

1														
0														
1														
2														
AutoSum														

Newly enrolled children with Hearing screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

1														
0														
1														
2														
AutoSum														

Newly enrolled children with Developmental screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

2														
0														
0														
2														
AutoSum														

Newly enrolled children with Behavioral screenings completed (3001)

- On Time (45 days)
- Late
- None Completed

2														
0														
0														
2														
AutoSum														

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

Screening (9700/9709)

28. Number of all newly enrolled children since last year's PIR was reported

29. Number of all newly enrolled children who completed routine screenings for developmental, sensory, and behavioral concerns

Number of families (9700/9730/9731)

35. Total number of families

51. Of these, the number that received at least one of the services listed above

Homelessness Services (9700/9705/9731)

53. Total number of families experiencing homelessness that were served during the enrollment year

54. Total number of children experiencing homelessness that were served during the enrollment year

55. Total number of families experiencing homelessness that acquired housing during the enrollment year

Family Partnership Agreements (Agency Preference)

FPA Introduced

FPA Completed

FPA with established goal

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

2											
1											

46											
10											

4											
6											
0											

38											
34											
36											

Monthly Program Information Summary Data Collection Worksheet

Delegate La Habra: Early Head Start

* Use ChildPlus Report (9700) and audit reports where noted

Report due on or before the 5th of each month

2020		2021									
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Home Base Services by MONTH (Agency Preference)-HOME VISIT Benchmarks

Based on funded enrollment, the expected number of Home Visits

200											
168											

Home Base Services by MONTH (Agency Preference)-HOME VISIT Services

Based on actual enrollment, the expected number of Home Visits

AutoSum	164										
Current Month	164										
Current Month	0										
Current Month	0										

Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Benchmarks

Based on funded enrollment, the expected number of Socializations

100											
48											

Home Base Services by MONTH (Agency Preference)-SOCIALIZATION Services

Based on actual enrollment, the expected number of Socializations

Current Month	10										
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Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Benchmarks

Based on funded enrollment, the expected number of Home Visits

200											
168											

Home Base Services by YEAR-TO-DATE (Agency Preference)-HOME VISIT Services

Based on actual enrollment, the expected number of Home Visits

AutoSum	164										
Year-To-Date	164										
Year-To-Date	0										
Year-To-Date	0										

Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Benchmarks

Based on funded enrollment, the expected number of Socializations

100											
84											

Home Base Services by YEAR-TO-DATE (Agency Preference)-SOCIALIZATION Services

Based on actual enrollment, the expected number of Socializations

Year-To-Date	10										
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Monthly Cost Report , FY 2019-20
June, 2020 (Final)

Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	314,295.00	27,317.42	271,694.27	42,600.73
FRINGE BENEFITS	112,426.00	11,066.36	105,149.45	7,276.55
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	12,233.00	11,269.23	16,097.34	-3,864.34
CONTRACTUAL	10,071.00	3,696.00	12,293.74	-2,222.74
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	20,857.00	3,182.94	21,522.07	-665.07
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$469,882.00	\$56,531.95	\$426,756.87	\$43,125.13

Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	0.00	0.00	0.00	0.00
FRINGE BENEFITS	0.00	0.00	0.00	0.00
TRAVEL	9,400.00	1,283.73	1,283.83	8,116.17
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	0.00	0.00	0.00	0.00
CONTRACTUAL	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	1,850.00	630.00	2,510.34	-660.34
INDIRECT COSTS	0.00	0.00	0.00	0.00
Total	\$11,250.00	\$1,913.73	\$3,794.17	\$7,455.83

Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	118,481.26	1,350.00	137,260.16	-18,778.90
EHS T&TA	1,801.74	0.00	0.00	1,801.74
Total	\$120,283.00	\$1,350.00	\$137,260.16	-\$16,977.16
Reimbursement Request Total		\$58,445.68		

Monthly Cost Report , FY 2020-21
July, 2020

ATTACHMENT 3

Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	316,191.00	23,011.60	23,011.60	293,179.40
FRINGE BENEFITS	110,997.00	9,851.53	9,851.53	101,145.47
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	17,702.00	0.00	0.00	17,702.00
CONTRACTUAL	11,500.00	0.00	0.00	11,500.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	13,492.00	1,293.00	1,293.00	12,199.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$469,882.00	\$34,156.13	\$34,156.13	\$435,725.87

Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	0.00	0.00	0.00	0.00
FRINGE BENEFITS	0.00	0.00	0.00	0.00
TRAVEL	9,400.00	0.00	0.00	9,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	0.00	0.00	0.00	0.00
CONTRACTUAL	0.00	0.00	0.00	0.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	1,850.00	0.00	0.00	1,850.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
Total	\$11,250.00	\$0.00	\$0.00	\$11,250.00

Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	118,481.26	1,350.00	1,350.00	117,131.26
EHS T&TA	1,801.74	0.00	0.00	1,801.74
Total	\$120,283.00	\$1,350.00	\$1,350.00	\$118,933.00
Reimbursement Request Total		\$34,156.13		

**City of La Habra
Child Development Division**

ATTACHMENT #

Credit Card Expenses

Month Reporting: July, 2020

Charge By	Date Charged	Item/ Purpose	Amount
Smart & Final (Non-Food Program)		<i>No charges for the month</i>	
Smart & Final (Food Program Items)		<i>No charges for the month</i>	
Total:			\$0.00

Charge By	Date Charged	Item/ Purpose	Amount
Bank of the West Credit Card (M. Garcia)	6/24/2020	Frog Street Resources Books	\$889.60
	7/10/2020	Amazon - Laptop bags	\$97.27
Bank of the West Credit Card (A. Morales)			
Bank of the West Credit Card (D. Linn)	7/7/2020	CACFP Membership Dues	\$150.00
Bank of the West Credit Card (A. Marceau)	7/2/2020	Walmart: Classroom Supplies	\$198.22
	7/2/2020	Walmart: Classroom Supplies	\$277.55
	6/2/2020	Trader Joe's: Specialty Food	\$59.90
Total:			\$1,672.54

-ATTACHMENT 5

**Child & Adult Care Food Program
Claim For Reimbursement Summary for July 2020**

04320-CACFP-30-GM-CS
CITY OF LA HABRA-CHILD DEV DIVISION
110 E LA HABRA BLVD
LA HABRA, CA 90631-5436
Vendor #: 21630Z
payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2020	0	08/07/2020	08/07/2020	08/13/2020	Original

Child Care

	Free	Reduced	Base	Total
Enrollment Totals	97	54	42	193
Eligibility Percentages	50.26%	27.98%	21.76%	100%
Agency Totals		Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast				
Free		105	1.8900	198.45
Reduced		58	1.5900	92.22
Base		45	0.3200	14.40
	Total	208		305.07
Lunch				
Free		115	3.5100	403.65
Reduced		64	3.1100	199.04
Base		49	0.3300	16.17
CIL		228	0.2450	55.86
	Total	228		674.72
PM Snack				
Free		109	0.9600	104.64
Reduced		61	0.4800	29.28
Base		47	0.0800	3.76
	Total	217		137.68

School Age

	Free	Reduced	Base	Total
Enrollment Totals	93	54	29	176
Eligibility Percentages	52.84%	30.68%	16.48%	100%
Agency Totals		Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast				
Free		708	1.8900	1,338.12
Reduced		411	1.5900	653.49
Base		221	0.3200	70.72
	Total	1,340		2,062.33
Lunch				
Free		818	3.5100	2,871.18
Reduced		475	3.1100	1,477.25
Base		256	0.3300	84.48

CIL		1,549	0.2450	379.51
	Total	1,549		4,812.42
PM Snack				
Free		685	0.9600	657.60
Reduced		398	0.4800	191.04
Base		213	0.0800	17.04
	Total	1,296		865.68
Claim Reimbursement Total				8,857.90

State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,282	\$0.0000	\$0.00
Total Lunches	1,472	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	8,422.53	435.37	0.00	8,857.90
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
Net Claim Reimbursement Total	8,422.53	435.37	0.00	8,857.90

Created By: catherinev on: 8/7/2020 1:41:34 PM Modified By: catherinev on: 8/7/2020 1:42:53 PM

ATTACHMENT 6

**CITY OF LA HABRA
CCFP-CENTERS FOOD ALLOCATION
FOR THE FISCAL YEAR 2020-21**

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (38501)		State-Preschool CSPP (38502)		Total		Revenue Over/ (Under) Expenditure Net Amount
	4702 Food Revenue	7114 Food Expense Net Amount	4702 Food Revenue	7114 Food Expense Net Amount	4702 Food Revenue	7114 Food Expense	
Jul-20	\$ 7,740.43	\$ 6,929.46	\$ 1,117.47	\$ 944.94	\$ 8,857.90	\$ 7,874.40	\$ 983.50
Total	\$ 7,740.43	\$ 6,929.46	\$ 1,117.47	\$ 944.94	\$ 8,857.90	\$ 7,874.40	\$ 983.50
YTD Cook	\$ -	\$ 6,656.38	\$ -	\$ 3,568.10	\$ -	\$ 10,224.48	\$ (10,224.48)
Adjusted Total	\$ 7,740.43	\$ 13,585.84	\$ 1,117.47	\$ 4,513.04	\$ 8,857.90	\$ 18,098.88	\$ (9,240.98)
% of Food expense		90%		85%		89%	



NATIONAL CENTER ON

Early Childhood Development, Teaching and Learning

ATTACHMENT 7



Disabilities Services Newsletter

Issue 1: Interim Services

The term *interim services* refers to services provided to meet a child's unique needs in the period of time after a referral has been made and before the child is deemed eligible and an individualized plan is written. In this issue you will find:

- Policies related to interim services
- How programs can plan for and provide interim services
- How programs can engage families in interim services
- A spotlight on a program implementing interim services

Interim Services in the HSPPS

The new Head Start Program Performance Standards (HSPPS) require Head Start programs ensure that all children with disabilities "have access to and can fully participate in the full range of activities and services" offered (HSPPS §1302.61). This is for all children—whether or not they qualify for the Individuals with Disabilities Education Act (IDEA) services. Some children may be waiting for an evaluation to find out if they are eligible for IDEA; other children may have delays, but not meet the state's eligibility criteria for services. According to §1302.61(b) *Services during IDEA eligibility determination*, "a program must provide individualized services and supports" during this interim period—the time between referral for evaluation and development of a service plan—and ongoing for those determined not eligible for IDEA (§1302.61(a)).

In order to pay for these accommodations, the program may use the child's private insurance. If no other funds are available, the program may use its own funds to pay for these accommodations.

Ways for Programs to Provide Interim Services

A program can use family input, child assessment, and observation information to create an individualized plan for interim services. These services may include making changes to the environment or adjusting teaching practices to meet the child's needs. Each child may need unique changes and supports. The program may need to provide special services and supports to meet these needs. Services may include special education or physical, occupational, or speech therapy. Consider the following example:

Sean, age two, struggles with communication, which impacts his participation in learning activities. He is lagging behind his peers' expressive communication skills. He has been evaluated, and you and Sean's family are waiting to learn if he is eligible for speech and language services under IDEA. In the meantime, you want to—and the new HSPPS require you to—provide him with interim services. Where can you start?

DEC Recommended Practices

In 2014, the Division for Early Childhood (DEC) of the Council for Exceptional Children (CEC) published a set of research-based practices that support inclusion. They provide guidance to practitioners and families about the most effective ways to improve the learning outcomes and promote the development of young children, birth through age 5, who have or are at-risk for developmental delays or disabilities. The purpose is to help bridge the gap between research and practice by highlighting those practices that have been shown to result in better outcomes for young children with disabilities, their families, and the personnel who serve them.

The 66 DEC Recommended Practices are organized into eight topic areas— four are systems-focused (Teaming, Transition, Family, and Leadership) and four are child- focused (Instruction, Assessment, Interaction, and Environment).

A DEC practice must meet specific parameters, including the following:

- supported by research, values, and experience
- observable
- not disability-specific
- delivered in all settings (natural/inclusive environments)

The DEC Recommended Practices document includes examples of each of the 66 practices from a practitioner's point of view.

Milieu teaching, featured in this newsletter, is an example of an instructional practice. Indeed, several of the DEC Recommended Practices in the area of instruction apply to milieu teaching, including the following:

- INS7. Practitioners use explicit feedback and consequences to increase child engagement, play, and skills.

If you want to see all the DEC Recommended Practices, with examples, go to [DEC Recommended Practices](#).

One evidence-based intervention, as mentioned above, is a teaching strategy called *milieu teaching*. We're excited to offer you a time-limited free link to an article in the journal *Young Exceptional Children* which describes milieu teaching in great detail. Click here to access the article [Teaching Your Tot to Talk: Using Milieu Teaching Strategies](#), available through this newsletter until January 30, 2017.

Engaging Families in Interim Services

Head Start is a two-generation program involving children and their families. They are inseparable. We work with children and families. We attend to relationships, passions, stresses, little and big milestones. Some of the ways we engage families come from skills we develop and ideas we have or hear about. Some simply come from being warm, caring human beings.

We always work with families in understanding and planning for their children. Sometimes families

and teachers, family child care providers, and home visitors work together to help a child who just doesn't seem to be on track in learning or development. For these children, the disability coordinator has an important role.

When children are receiving services through IDEA, the IDEA staff can guide us in how to best support each child's learning. But we've all worked with children who struggle to keep up with their peers and yet are not eligible for IDEA services. We've also worked with children who have been evaluated but are waiting to get services. Here are some ideas for how program staff and families can work together to help these children.

- Talk with families about their child's learning and development. Learn what families think about their child's interests, skills, and struggles. Families are usually the first ones to raise concerns about development. Share your observations and assessment data. That way, if delays emerge, they won't come as a surprise to anyone.
- Talk together about what is going on. Families, program staff, and disability coordinators may try to puzzle out the nature of the issue they want to address.

At 3, Oscar was barely talking. His voice was quiet. He used few words. At home, his older siblings spoke for him. His parents and grandparents spoke to him but not with him. Was this causing his speech delay or was his limited speech causing others to act this way? His teachers often became discouraged when trying to talk with him.

Together, Oscar's teachers, parents, and grandparents met to understand what each adult experienced while talking with Oscar. They talked about the results of his hearing screening (his hearing is fine), and shared ideas for encouraging him to talk.

- Help families plan things to do with their child to promote learning in the area of concern. With your disability coordinator, plan learning activities that all adults can do with the child.

5-month old Risha wasn't rolling over. Beth, the disability coordinator, and Tim, Risha's teacher, sat down with Risha's mother and grandmother to think about how to help her. Beth explained that rolling involves some strength in the trunk, reaching, and leg movements. Together they thought of games to help Risha's muscles get stronger and to help her realize she can roll over.

Now, Nana plays a game where she sings one of Risha's favorite songs while Risha holds her thumbs. Nana raises Risha from her back to sitting. When she is upright, Nana kisses her on the nose! Meanwhile, Risha's belly muscles are getting stronger. At the program, Tim is on the floor with Risha, encouraging her to turn to him and reach for a favorite toy across her other shoulder. He lightly supports the roll her body begins.

- Keep checking in. Did your efforts help the problem or do other issues come up as the child grows older? This will help you decide together if the child may need additional services.
- Use your community's Child Find services to perform an evaluation. The Child Find team may provide you with information and ideas to support the child, even if the child does not qualify for IDEA services.
- Sometimes therapists work through a consultation model. The therapist will see a child and create a plan for interactions and experiences that the family and teachers can carry out. The therapist may check in monthly, a much less expensive approach to services.

Together, families and program staff may identify a concern and work to make it better. In other words, they share a goal, a way to support an area of development. They work together to understand the problem and create possible solutions. On all sides, the relationship is marked by listening and respect as well as sharing observations, information, and ideas. When families and staff work together to support a child's development, they are working within a positive, goal-oriented relationship.

Spotlight on Providing Interim Services

When the new HSPPS requirement for interim services came out, several experienced disability coordinators were surprised. In one Head Start program we talked to, the disability coordinator told us, "I thought we were always supposed to do that!" In this program, the staff and family would work together to:

- Accurately observe the child in all domains of development, and confirm observations with the family to determine any differences or similarities across the home and program environment. They used the ongoing child assessment tool to keep an eye on progress.
- Provide focused interactions and experiences in any area of developmental concern. For example, after talking with the family about what they do at home or any preferences the child might have, teachers included a thoughtful approach to introducing language experiences, offering more opportunities for active and physical play, consciously supporting exploration of materials, helping a child stay calm during transitions, or using interactions to increase attention and memory.
- Engage a therapist as a consultant to provide guidance for their work.
- Keep IDEA staff informed (with the family's permission) about the child's progress and potential need for services.

The Head Start Disability/Inclusion Network

Join the disability and Head Start community around the country in the online Disability/Inclusion Network hosted on the My Peers platform. Share resources, engage in conversations, ask questions and provide answers to others. Let us know about your program's effective systems and practices.

- Register as a member of My Peers.
- Click on Communities.
- Join the Head Start Disability/ Inclusion Network.

We're waiting for you!

Resources for Interim Services

Teaching Your Tot to Talk: Using Milieu Teaching Strategies

The HSPPS (§1302.61) describe the requirements for interim services.

https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-61-additional-services-children?language_content_entity=en

Positive, Goal-oriented Relationships: Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities. <https://eclkc.ohs.acf.hhs.gov/hslc/ta-system/family/gor.html>

This document was developed with funds from Grant #90HC0012-01-00 for the U.S Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Office of Child Care, by the National Center on Early Childhood Development, Teaching, and Learning. This resource may be duplicated for noncommercial uses without permission.



Final Rule on Designation Renewal System Changes

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-05

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Final Rule on Designation Renewal System Changes ACF-PI-HS-20-05

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-20-05
2. **Issuance Date:** 08/27/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit

Program Instruction

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: Final Rule on Designation Renewal System Changes

Instruction:

The Office of Head Start (OHS) announced in the [Federal Register](#) a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition,

the condition related to the Classroom Assessment Scoring System (CLASS[®]), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS[®] Condition

For the CLASS[®] condition, the final rule facilitates the use of CLASS[®] as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS[®].

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS[®] domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS[®] score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3, for all CLASS[®] reviews conducted through July 31, 2025. For all CLASS[®] reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective on October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions, to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive 5-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Program Instruction:
[Final Rule on Designation Renewal System Changes](#) [PDF, 58KB]

Historical Document



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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1. The governing body (or Tribal Council) has the required composition.¹ Head Start Act Sec. 642(c)(1)(B) (I-IV)

- At least one member has fiscal/accounting background and expertise
- At least one member has early childhood education and development background and expertise
- At least one member is a licensed attorney
- Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs

2. The Policy Council has the required composition. Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)

- A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)
- Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)
- Members are elected by parents of children currently enrolled in the program

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>3. The Head Start program must ensure that members of the:</p> <ul style="list-style-type: none"> • Governing body do not have a conflict of interest • Policy council, and of the policy committee at the delegate level, do not have a conflict of interest 	<p>Head Start Act Sec. 642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)</p>		
<p>4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.</p> <ul style="list-style-type: none"> • The committee is established at the center level for center-based program and at the local program level for other program options 	<p>Head Start Program Performance Standards 1301.4 (a)</p>		
<p>5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.</p> <ul style="list-style-type: none"> • Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility • Notify responsible HHS official of intent to establish an advisory committee 	<p>Head Start Program Performance Standards 1301.2(c)</p>		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <ul style="list-style-type: none"> • The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 	<p>Head Start Act Sec. 642(d)(3)</p>		
<p>7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <ul style="list-style-type: none"> • The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan • T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 	<p>Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)</p>		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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8. The governing body (or Tribal Council) exercises the following responsibilities:

- Establishes procedures and criteria for recruiting, selecting, and enrolling children
- Selects delegate agencies, as appropriate
- Develops procedures for selecting Policy Council members
- Reviews applications and amendments to applications for funding

Head Start Act Sec. 642(c)(1)(E)(iv)(I-III)
Sec. 642(c)(1)(E)(iv)(VI)

9. The governing body (or Tribal Council) exercises responsibility for the following:

- Approval of all major financial expenditures of the agency
- Annual approval of the operating budget of the agency
- The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)

Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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- The financial audit
- Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices

10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:

- The annual self-assessment
- The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions
- Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees
- Results from monitoring conducted under section 641A(c), including appropriate follow-up activities

Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc)
 Sec. 642(c)(1)(E)(iv)(VIII)-(IX)

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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11. The program staff ensures the parent committee assumes responsibility for the following:

Head Start Program Performance Standards 1301.4 (b)

- **Work with program staff to determine the best methods to engage families using strategies that are most effective in their community**
- **Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families**
- **Have a process for communication with the Policy Council and policy committee**
- **Participate in the recruitment and screening of Early Head Start and Head Start employees**

12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:

Head Start Act Sec. 644 (a)(2)(A-H)

- **The total amount of public and private funds received and the amount from each source**
- **An explanation of budgetary expenditures and proposed budget for the fiscal year**

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served The results of the most recent review by the Secretary and the financial audit The percentage of enrolled children that received medical and dental exams Information about family engagement activities The agency's efforts to prepare children for kindergarten A summary of a program's most recent community assessment 1302.102(d)(2) Any other information required by the Secretary 			

13. The following reports are received by the governing body and the Policy Council and members find them useful:

Annual reports:

- The financial audit
- The self-assessment, including any findings related to such assessment

Head Start Act Sec. 642(d)(2)(A-I)
 Head Start Program Performance Standards 1302.102

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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- Program Information Reports (PIRs)

Monthly reports:

- Financial statements, including credit card expenditures (if the program uses credit cards)
- Program information summaries
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency
- Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)

Additional reports:

- Community assessment, completed every five years with annual updates

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations

Practice/Procedure will be fully implemented within first three months of funding

Our organization needs assistance in understanding and implementing this regulation

Practice/Procedure is currently in place

- Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives
- Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)
- Ongoing monitoring data, data on school readiness goals and other information described in 1302.102

14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:

Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)

- Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure will be fully implemented within first three months of funding	Practice/Procedure is currently in place	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> • If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision • Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal • Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in Impasse procedures) • Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 			
<p>15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)</p> <ul style="list-style-type: none"> • Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 			

Head Start Program Performance Standards 1301.6 (c)

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> • Activities to support the active engagement of families in the program • Program recruitment, selection, and enrollment priorities • Applications for funding and amendments to applications for funding • Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities • Bylaws for the operation of the Policy Council • Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 			

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
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17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:

- Any significant incidents affecting the health and safety of program participants
- Circumstances affecting the financial viability of the program
- Breaches of personally identifiable information
- Program involvement in legal proceedings
- Any matter for which notification or a report to state, tribal or local authorities is required by law:
 - Reports addressing child abuse and neglect or laws governing sex offenders
 - Incidents that require classrooms or centers to be closed for any reason
 - Legal proceedings directly related to program operations
 - All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP)

Head Start Program Performance Standards 1302.102 (d) and 1304.12



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Program Management and Fiscal Operations

info@eclsita.info • <https://eclsitc.ohs.acf.hhs.gov/history-a-system/operators> • Tel: 888 874-5469

Certification of Governance and Leadership Capacity Screening

Grant Number: _____

Orange County Head Start, Inc.
DELEGATE: City of La Habra

Grantee Name: _____

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

Board Chair/Tribal Chair _____
Date

Policy Council Chair _____
Date

Head Start Director _____
Date

Early Head Start Director _____
Date



ADMINISTRATION FOR
CHILDREN & FAMILIES



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