

MINUTES

COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, January 13, 2021

PRELIMINARY: These Minutes to be considered for approval on February 10, 2021.

Chair Laveaga called the Regular Meeting of the Community Services Commission to order at 6:35p.m. via Zoom teleconference call in La Habra, California.

COMMISSIONERS PRESENT: Felix, Garcia, Kempker, Laveaga, Schmidt, Surich

OTHER OFFICIALS PRESENT: Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager, Catherine Villanueva, Child Development Manager, Miranda Cole-Corona, Housing & Economic Development Manager, and Susan Louie, Housing Specialist

INVOCATION: Chair Laveaga

PLEDGE OF ALLEGIANCE: Commissioner Surich

I. PUBLIC COMMENTS:

II. CONSENT CALENDAR:

MOVED BY Commissioner Kemper, seconded by Commissioner Surich and CARRIED 5-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JANUARY 13, 2021. Said motion CARRIED by the following roll call vote:

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

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 Schmidt, seconded by Commissioner Kempker, and CARRIED (5-0) 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: NONE
ABSTAIN: NONE

Moved by Commissioner Laveaga, seconded by Commissioner Kempker, and CARRIED (5-0) TO APPROVE THE HEAD START PROGRAM GOALS FOR 2020-2021 Program Goals, Quarterly Update

Said motion CARRIED by the following roll call vote:

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

B. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The Commission heard presentations from the following applicants that are applying for 2021-2022 CDBG funding:

- Fair Housing Foundation
- Orange County Fair Housing Council, Inc.
- Mercy House
- Community Services:
 1. Graffiti Removal
 2. La Habra Community Employment Program
 3. Social Services Outreach Program Coordinator (New)
 4. Portola Parks Sports and Cultural Arts Complex Improvement Plan (New)

- Public Works:
 1. Community Center Parking Lot
 2. Old Reservoir Park Improvement Project
 3. Alley Improvements
 4. Aldrich Improvement Project

Director of Community Services Fujio gave a brief update on the projects for Community Services and clarified the programs. Unfortunately, there is not enough funding for all the programs and services. However, it is beneficial to have additional programs and requests in the que should funding become available and to help prioritize the community needs. Community Services provides administrative support and is a safety net for Park It Market, Community Resource Care Center, Employment & Training and other important social services programs. It's important to seek outside funds from other potential sources to assist with these efforts.

Housing & Economic Development Manager Cole-Corona said that there may be a potential for Covid-19 funds to help temporarily cover the costs for the Social Services Outreach Program Coordinator. She will set up a conference call with the consultant and Director of Community Services Fujio.

Additional Covid-19 relief money was given to the Employment & Training Program to assist with adults displaced from work and needing new employment.

The CDBG subcommittee will meet before the February 13th meeting. At this time the committee will discuss in more detail the projects and programs as well as the funding. They will bring a recommendation to the commission for discussion and approval in February. This recommendation will go to the City Council in March or April.

I. ADMINISTRATIVE MATTERS:

- Director of Community Services Fujio gave an update on the following:
 - Depot Theater RFP due March 1 and will be presented to the Commission most likely in April.
 - Special Events continue to be discussed and revised to adhere to the safety standards such as the La Habra 5k Run, Egg Hunt and 4th of July.
 - Covid-19: Vaccines have been deployed and we are working closely with the County to offer a satellite vaccination pod. We are also working with the Area Agency on Aging organization to potentially offer a vaccination site for seniors 65 and older. Unfortunately, the Covid cases are high in the City so we know we need to help slow the spread and offer vaccines to the vulnerable populations as soon as possible. Anaheim and Santa Ana have higher cases but La Habra is comparable in terms of per resident capita.
 - The Department divisions continue to safely offer programming: Distance Pod Learning, Child Care, Employment & Training, Graffiti, Food Distribution, Museum and Facilities.

- The Skate Park security guard service has been reduced due to the end of the CARES ACTS funding. The new hours are 11 a.m. – 8 p.m. We hope that there is not an increase in graffiti and vandalism. All skaters must wear protective gear. There are younger skaters using the park which is nice.
- The City Council will consider appointments for the Community Services Commission on February 1. The City Clerk's office will contact commissioners whose terms may be expiring.


II. COMMISSIONER COMMENTS

- Commissioner Surich gave an update on the Adopt a Family program. Thank you, Commissioners, for participating and making a local family's Christmas extra special this year.
- Commissioner Surich is in touch with Andrea Trujillo's family. There are no details yet about a celebration of life. She will keep the Commission updated. Thank you for sending a card on behalf of the group.
- Commissioner Garcia asked about the subcommittee reorganization and appointments. Usually, this is done in March when the new commissioners are appointed.
- Commissioner Laveaga let the Commission know about the Small Business loans that are available for those impacted by the Covid-19 shut downs.

III. ADJOURNMENT:

Chair Laveaga adjourned the Commission at 8:45 p.m. to Wednesday, February 10, 2021, 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

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

For Consideration for meeting dated January 13, 2021

Program Information Summary (PIS) Report: November, 2020 (Attachment 1)

Section A: Agency Profile

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled (Cumulative)		
Number of Children	48	50
Number of Pregnant Moms	1	2
Number in the Waiting list	1	0
Enrollment by Eligibility		
Below 100% Poverty Line	32	33
Categorically Eligible	11	12
Over-Income	6	7

Section B: Staff and Qualifications

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	5
With a BA Degree	1	3
With an AA Degree	0	1
Without a Degree, enrolled with a Waiver	0	1

Section C: Child and Family Services

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	49	52
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	44	46
Number of children up-to-date with well-baby checks	26	33

Number of children with expired well-baby checks	16	12
Number of children with expired well-baby checks 30 days or less	6	1
Number of children who are up-to-date with Immunizations	44	47
Number of children with continuous accessible dental care (Dental Home)	42	43
Number of children who are up-to-date with oral health care	28	37
Number of children with expired oral health care	16	5
Number of children with an IFSP	16	16

Family Partnership Agreements

Item	Previous Month Report	Current Month Report
Total Number of FPA's introduced	41	44
Total Number of FPA's completed	0	2
Total Number of FPA's with an established goal	0	0
Home based services (Month) Visits Completed	172	142
Home based services (year to date) Visits Completed	668	810
Number of Socializations (Month)	20	12
Number of Socializations (year to date)	63	75

Monitoring Report:

Financial Reports:

- Attached is the Cost Report for November 2020; the amount requested is **\$36,150.96** – this is **35%** of the budget **(Attachment 2)**
 - Total In-kind to-date is **\$6,750.00 (of \$120,283.00)**
- Attached is the Credit Card Reports for November 2020. **(Attachment 3)**

CACFP Reports:

- The total reimbursement for the month of November 2020 is **\$10,875.66 (Attachment 4)**
 - 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 5)**

Information Shared:

- **Training Info:** Fiscal Management **(Attachment 6)**
- **PC Meeting Minutes:** November 2020 **(Attachment 7)**
- **PI:** Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies **(Attachment 8)**

Action Items, For Approval:

- Early Head Start Program Goals for 2020-21, Quarterly Update **(Attachment 9)**

2020-2021 Program Information Summary

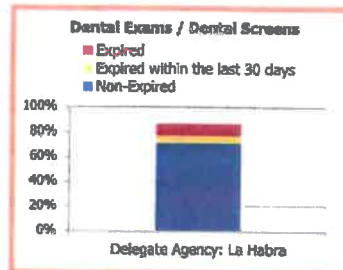
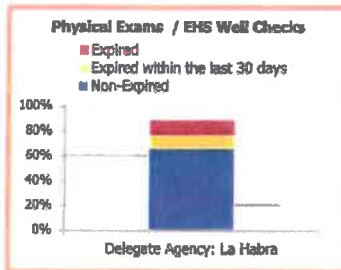
Delegate Agency: La Habra

November 2020

ATTACHMENT 1

Physical Exams / EHS Well Checks

11.5%	6	Expired
11.5%	6	Expired within the last 30 days
65.4%	34	Non-Expired
88.5%	46	Total

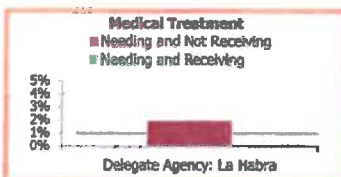


Dental Exams / Dental Screens

9.6%	5	Expired
5.8%	3	Expired within the last 30 days
71.2%	37	Non-Expired
86.5%	45	Total

Medical Treatment

		Needing and Receiving
1.9%	1	Needing and Not Receiving

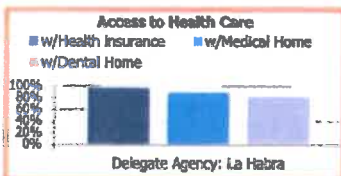


Dental Treatment

Needing and Receiving
Needing and Not Receiving

Access to Health Care

96.2%	50	w/Health insurance
88.5%	46	w/Medical Home
82.7%	43	w/Dental Home

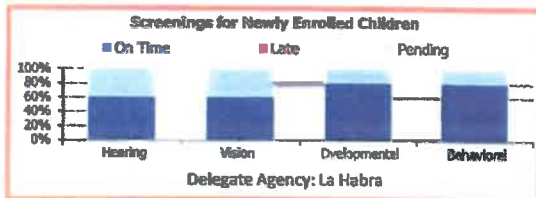


Immunizations

90.4%	47	Immunizations
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Screenings for Newly Enrolled Children

	Hearing	Vision	Developmental	Behavioral	Total Screenings
On Time	10	10	10	10	40
Late	6	6	8	8	28
Pending	4	4	2	2	12
Percentages	60.0%	60.0%	80.0%	80.0%	



Children with Disabilities

32.0%	16	Open IEP/IFSP
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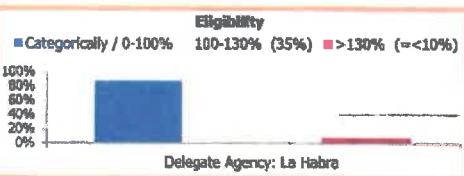


Enrollment

96.0%	48	Monthly (100%)
3.0%		Reserved Foster/Homeless (up-to 3%)
	50	Funded Enrollment
	52	Cumulative Enrollment

Eligibility

86.5%	45	Categorically / 0-100%
5.8%	3	100-130% (35%)
7.7%	4	>130% (= <10%)



Attendance

ADA

Family Success Plans

	44	Total number of families
100%	44	Introduced
4.5%	2	Completed
22.7%	10	Received at least one Family Service



Home Base Services

November Benchmark (HV = 4 / Soc = 2)

74.0%	142	Home Visits Completed
		Parent Cancellations
		Program Cancellations
12.5%	12	Socializations

Home Visits
Socializations



Monthly Cost Report , FY 2020-21
November, 2020

ATTACHMENT 2

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	23,021.03	107,086.86	209,104.14
FRINGE BENEFITS	110,997.00	9,788.11	44,669.21	66,327.79
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	17,702.00	1,733.70	4,308.03	13,393.97
CONTRACTUAL	11,500.00	0.00	825.00	10,675.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	13,492.00	1,608.12	8,190.65	5,301.35
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$469,882.00	\$36,150.96	\$165,079.75	\$304,802.25

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	6,750.00	111,731.26
EHS T&TA	1,801.74	0.00	0.00	1,801.74
Total	\$120,283.00	\$1,350.00	\$6,750.00	\$113,533.00
Reimbursement Request Total		\$36,150.96		

ATTACHMENT 3

**City of La Habra
Child Development Division**

Credit Card Expenses

Month Reporting: November, 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)			
		Total:	\$0.00

Charge By	Date Charged	Item/ Purpose	Amount
Bank of the West Credit Card (M. Garcia)	11/3/2020	CACFP Virtual Roundtable Training	\$189.00
Bank of the West Credit Card (A. Morales)	10/30/2020	Target: Kitchen Supplies	\$15.22
Bank of the West Credit Card (A. Marceau)	11/9/2020	CACFP Membership	\$150.00
Bank of the West Credit Card (C. Villanueva)	11/11/2020	Ed Join: Job posting	\$1,000.00
	11/19/2020	Sam's Club: Masks and Thermometers	\$373.81
		Total:	\$1,728.03

ATTACHMENT 4

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

04320-CACFP-30-GM-CS
CITY OF LA HABRA-CHILD DEV DIVISION
 110 E LA HABRA BLVD
 LA HABRA, CA 90631-5436
 Vendor #: 21830Z
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Nov 2020	0	12/10/2020	12/10/2020	12/17/2020	Original

Child Care

	Free	Reduced	Base	Total
Enrollment Totals	34	24	15	73
Eligibility Percentages	46.58%	32.88%	20.54%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	388	1.8900	733.32
Reduced	274	1.5900	435.66
Base	170	0.3200	54.40
Total	832		1,223.38

AM Snack			
Free	75	0.9600	72.00
Reduced	53	0.4800	25.44
Base	32	0.0800	2.56
Total	160		100.00

Lunch			
Free	411	3.5100	1,442.61
Reduced	290	3.1100	901.90
Base	182	0.3300	60.06
CIL	883	0.2450	216.34
Total	883		2,620.91

PM Snack			
Free	394	0.9600	378.24
Reduced	278	0.4800	133.44
Base	174	0.0800	13.92
Total	846		525.60

School Age

	Free	Reduced	Base	Total
Enrollment Totals	32	32	24	88
Eligibility Percentages	36.36%	36.36%	27.28%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
Breakfast			
Free	467	1.8900	882.63
Reduced	467	1.5900	742.53
Base	351	0.3200	112.32

	Total	1,285		1,737.48
Lunch				
Free		530	3.5100	1,860.30
Reduced		530	3.1100	1,648.30
Base		399	0.3300	131.67
CIL		1,459	0.2450	357.46
	Total	1,459		3,997.73
PM Snack				
Free		447	0.9600	429.12
Reduced		447	0.4800	214.56
Base		336	0.0800	26.88
	Total	1,230		670.56
Claim Reimbursement Total				10,875.66

State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,596	\$0.0000	\$0.00
Total Lunches	1,761	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	10,301.86	573.80	0.00	10,875.66
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
Net Claim Reimbursement Total	10,301.86	573.80	0.00	10,875.66

Created By: LillianaN on: 12/10/2020 12:45:57 PM Modified By: LillianaN on: 12/10/2020 1:14:56 PM

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	\$ 810.97	\$ 1,117.47	\$ 944.94	\$ 172.53	\$ 8,857.90	\$ 7,874.40	\$ 983.50	
Aug-20	\$ 7,369.38	\$ 4,074.38	\$ 3,295.00	\$ 3,311.97	\$ 2,841.27	\$ 470.70	\$ 10,681.35	\$ 6,915.65	\$ 3,765.70	
Sep-20	\$ 8,653.85	\$ 9,038.84	\$ (384.99)	\$ 4,946.83	\$ 6,346.62	\$ (1,398.79)	\$ 13,600.68	\$ 15,385.46	\$ (1,784.78)	
Oct-20	\$ 7,728.23	\$ 6,079.98	\$ 1,648.25	\$ 5,518.13	\$ 4,319.04	\$ 1,199.09	\$ 13,246.36	\$ 10,399.02	\$ 2,847.34	
Nov-20	\$ 6,405.77	\$ 6,817.00	\$ (411.23)	\$ 4,469.89	\$ 7,153.77	\$ (2,683.88)	\$ 10,875.66	\$ 13,970.77	\$ (3,095.11)	
Total	\$ 37,897.66	\$ 32,939.66	\$ 4,958.00	\$ 19,364.29	\$ 21,605.64	\$ (2,241.35)	\$ 57,261.95	\$ 54,545.30	\$ 2,716.65	
YTD Cook	\$ -	\$ 13,909.09	\$ (13,909.09)	\$ -	\$ 19,609.91	\$ (19,609.91)	\$ -	\$ 33,519.00	\$ (33,519.00)	
Adjusted Total	\$ 37,897.66	\$ 46,848.75	\$ (8,951.09)	\$ 19,364.29	\$ 41,215.55	\$ (21,851.26)	\$ 57,261.95	\$ 88,064.30	\$ (30,802.35)	


% of Food expense 87%


112%

95%


 THE NATIONAL CENTER ON
Program Management
and Fiscal Operations

Head Start A to Z: *Fiscal Management*

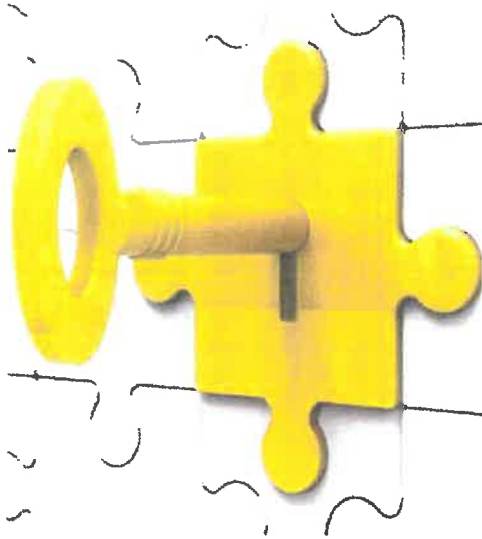


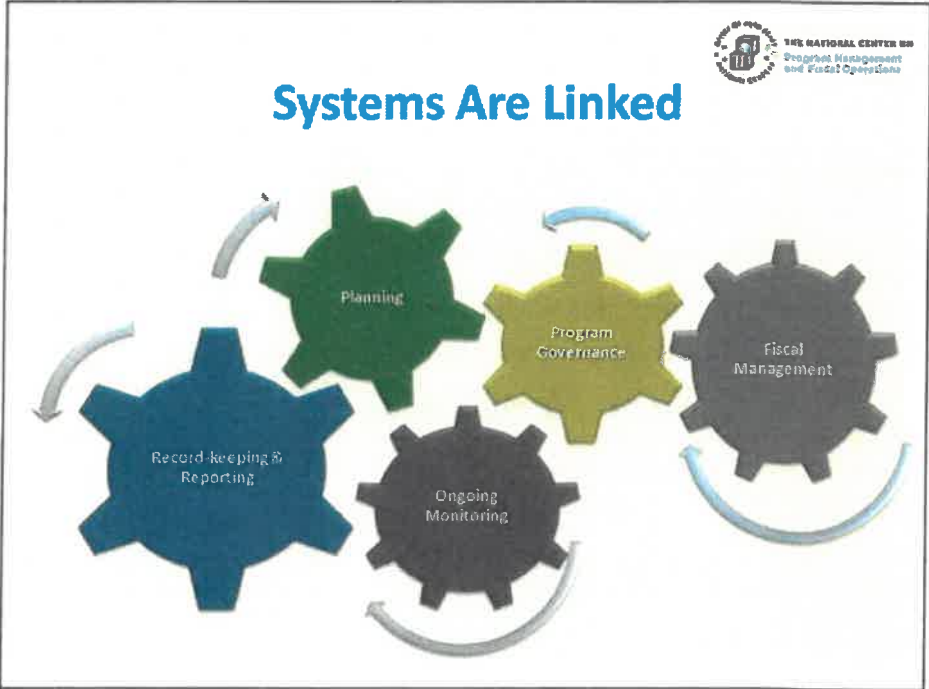
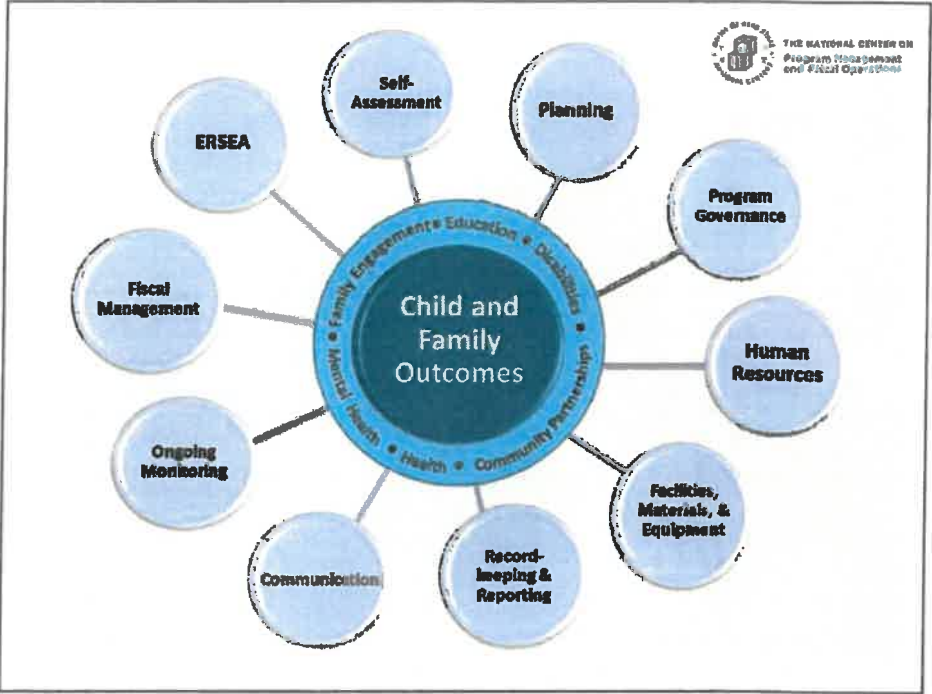
Revised April 2014 

Key Message

 THE NATIONAL CENTER ON
Program Management
and Fiscal Operations

Head Start is a complex and evolving organization, with extensive regulations, policies, values, and traditions.





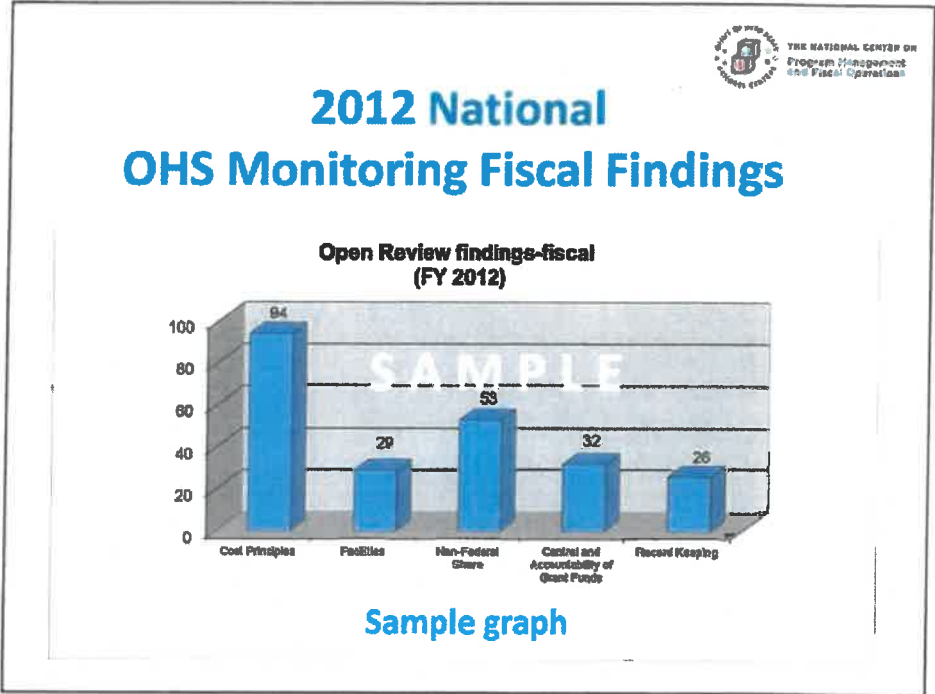


Outcomes


THE NATIONAL CENTER ON
Program Management
and Fiscal Operations

- Identify your role and relationship with important fiscal stakeholders
- Become familiar with federal fiscal regulations impacting Head Start operations
- Learn about key fiscal terms and concepts

PMFO




Your Role and Communication Pathways with Fiscal Stakeholders



Head Start Leader & Fiscal Management

What you need to <i>know</i>	What you need to <i>do</i>	What you need to <i>oversee</i>
Fiscal regulations	Collaborate with fiscal staff	Budget Development and Monitoring
Fiscal concepts	Bridge between fiscal/program	Compensation
Fiscal P&Ps	Monitor and evaluate fiscal systems	Property Management
	Promote communication & transparency	Financial Reporting



What you need to *know*

Fiscal Regulations	Fiscal Concepts	Fiscal P&Ps
<ul style="list-style-type: none"> • Head Start Act Sect. 642: Fiscal Reporting • Grants Admin: 45 CFR 1301 • Uniform Admin. Regs: 45 CFR 74 & 92* • Cost Principles: 2 CFR 220, 225, 230* 	<ul style="list-style-type: none"> • Reasonable, allowable & allocable • Internal controls & segregation of duties • Non-Federal share • Cash management • Maintaining records • Understanding your own audit • Administrative cost limitations 	<ul style="list-style-type: none"> • Your organization's fiscal policies and procedures

*These regs will be replaced with 2 CFR Chapter I, II, & Part 200 -- the OMB "Super-Circular" after 12-26-2014



What you need to *oversee*

Budget Development and Monitoring	Compensation	Property Management	Financial Reporting
<ul style="list-style-type: none"> • Restrictions/allowances • Grant Application Budget Instrument (GABI) • Cost Allocation • Notice of Award 	<ul style="list-style-type: none"> • Executive compensation • Wage comparability • Personnel activity reports 	<ul style="list-style-type: none"> • Facilities activities • Inventory 	<ul style="list-style-type: none"> • Internal reporting • External reporting



Budget Development and Monitoring *Digging a Little Deeper*

Your Role: Budget champion

Your Budget: Reflection of program goals and priorities

Your Tools: Regional Office Communiqués, Grant Application Budget Instrument (GABI), Cost Allocation, HHS Grants Policy Statement

Your Funding: Federal share, non-federal share, other revenue

Your Expenses: Understanding line items & allowable/unallowable

Fiscal Reporting



Internal

- Monthly Budget to Actual
- Credit Card Statements
- Annual Audit

External

- Financial Status (SF-425)
- Cash Reconciliation (PMS)
- Annual Audit & IRS 990
- Payroll Taxes
- U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP)

Other Fiscal-related Reports



Internal

- Enrollment & Attendance
- Meals and Snacks

External

- Monthly Enrollment
- Annual Community Report
- Unemployment
- Worker's Compensation

City Of La Habra Early Head Start
Policy Committee Minutes
November 20, 2020

ATTACHMENT 7

I. Call to Order

The virtual meeting was called to order by Vice Chairperson Diana Cabrera, at 11:22 am.

II. Roll call made by: Catherine Villanueva (Virtual meeting)

III.

Present	Absent
1. Diana Cabrera (Vice Chairperson)	
2. Patty Herrera (Community Representative)	Sara Aguilar (Secretary)
3. Jessica Ochoa	Sandra Torres
4. Mariela Juarez	
5. Maira Hernandez	
6. Oscar Hernandez	

Staff Present:

Catherine Villanueva, Veronica Cervantes and Rosa Castrejon De Lopez

IV. Approval of Policy Committee Agenda November 20, 2020

Motion to Approve November 20, 2020 Agenda

First Motion made by: Diana Cabrera Seconded by: Mariela Juarez

Record of Voting:

Favor: 3

Against: 0

Abstention: 0

V. Approval of October 23, 2020 Minutes:

Motion to Approve October 23, 2020 Minutes

First Motion made by: Jessica Ochoa Seconded by: Mariela Juarez

Record of Voting

Favor: 3

Against: 0

Abstention: 0

Community Representative: Family Resource Center is assisting families with rental assistance. Parenting classes will be closed from December 25th – January 1st, classes will resume on the 2nd of January.

Open Discussion:

Meeting Adjourn: 11:49 am.

SECRETARY:



ATTACHMENT 8



Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-07

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

Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies ACF-PI-HS-20-07

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-20-07
- 2. Issuance Date:** 12/04/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring

Program Instruction

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

Subject: Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

Instruction:

The Office of Head Start (OHS) [announced in the Federal Register](#) an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS® observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS® may not capture a representative picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the

continuity of services for the vulnerable children and families Head Start serves, OHS must establish a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster or emergency or PHE.

Effective Date

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

Next Steps

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments to the Federal Register, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start
Attention: Director of Policy and Planning
330 C Street SW, 4th Floor
Washington, DC 20201

All comments will be posted without change to www.regulations.gov, so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

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:

[Interim Final Rule on Flexibility for Head Start Designation Renewals in
Certain Emergencies](#) [PDF, 39KB]

Historical Document

ATTACHMENT 9

**City of La Habra
 Early Head Start Program**

Program Goals 2020-21, Quarterly Update

Goal #1: Community Awareness	
City of La Habra EHS Program will increase community awareness of the quality school readiness programs and integrated support services provided to children and families.	
Objectives	Measure
Increase the City of La Habra EHS Program presence in the community and on the internet.	<p>Measure 1: Develop a City of La Habra EHS Program Facebook account in year one, and increase the number of Followers, Likes and Shares on Facebook by 10% each year over the subsequent four years.</p> <p>Measure 2: Redevelop the City of La Habra EHS Program Facebook website in year one, and increase the number of people visiting the website by 5% each year over the subsequent four years.</p> <p>Measure 3: Increase attendance at open house events by 10% each year over the five-year period.</p>
	<p>Progress Towards Goal</p> <p>Program is using City's social media</p> <p>Child Development created a Facebook account</p> <p>EHS Coordinator has posted recently post to increase awareness of program</p> <p>Continuing to post in social media to increase awareness of program</p> <p>Child Development created a Facebook account during the 2019-2020SY</p>
	N/A for EHS
Increase City of La Habra EHS Program collaborations with	Regional Center of Orange County has been part of our referral process. Children whom have scored low on ASQ-SE or

<p>community agencies.</p>	<p>process by 50% each year, and the number of referrals received by 5% each year, over the subsequent four years.</p> <p>Measure 2: Increase the number of City of La Habra EHS Program hosting open house events by at least 25% each year, with full implementation by the end of year five.</p> <p>Measure 3: Attend at least one community meeting per quarter per Manager to maintain active partnerships, promote, and provide updates and announcements, regarding City of La Habra EHS Program services.</p> <p>Measure 4: Participate in at least two community events within the City by providing an information booth to promote City of La Habra EHS Program services each year over the five-year period.</p>	<p>ASQ-3 and or parent has concerned, we actually help the parent make the call for further evaluation through Regional Center.</p> <p>Child Development Manager attends the LA Habra Collaborative Meeting (every other month) and La Habra City School District EDI meetings (monthly)</p> <p>Due to COVID-19 policies and procedures all event in La Habra have been cancelled.</p>
<p>Strengthen City of La Habra EHS Program relationships with the school districts.</p>	<p>Measure 1: In year one, conduct an analysis of current transition and collaborative activities at each City of La Habra EHS Program.</p> <p>Measure 2: In year one, evaluate and update all current school readiness, Memorandum of Understandings.</p> <p>Measure 3: In years two through five, develop a comprehensive set of MOUs based on the unique characteristics of each school district that Head Start children transition into, and implement the MOUs with at least 25% of school districts per year with full implementation with all school districts by the end of year five.</p>	<p>Program Collaborates with La Habra City School District.</p> <p>MOU with UCI EyeMobile, Mount St. Mary's, Cal State Fullerton.</p> <p>Nursing students from Cal State Fullerton have been attending as interns to assist in program duties.</p>

	<p>Measure 4: In years two through five, develop a comprehensive plan for collaboration with each elementary school based on the unique characteristics of the school district, and implement the plan with at 25% of City of La Habra EHS Program total centers per year with full implementation at all centers by the end of year five.</p>	
<p>Goal #2: Parent and Family Engagement City of La Habra EHS Program will increase parent and family engagement across all program areas and activities to promote family resilience.</p>		
<p>Objectives</p>	<p>Measure</p>	<p>Progress Towards Goal</p>
<p>Increase participation in City of La Habra EHS Program parent engagement programs:</p>	<p>Measure 1: UCLA by 5% each year (Health/Oral Health/Mental Health)</p>	<p>Nursing students will be providing via virtual a presentation to our parents on Health.</p>
	<p>Measure 2: PNA by 5% each year (Nutrition)</p>	
	<p>Measure 3: SAM by 5% each year (Health and Safety)</p>	
<p>Develop, implement, and expand a Parent as Educators program (Education)</p>	<p>Measure 1: In years one and two, develop the Parent as Educators program. Measure 2: In years three through five, implement the program and increase participation by at least 5% each year in years four and five.</p>	
<p>Increase quality of, and participation at,</p>	<p>Measure 1: In year one, conduct an analysis of current parent committee practices for the City of La Habra EHS Program.</p>	

<p>parent committee meetings.</p>	<p>Measure 2: In year two, develop a comprehensive format for implementing parent committee activities to include agency priorities and regulatory requirements, while considering the unique characteristics of each center;</p> <p>Measure 3: In years three through five, increase parent participation by at least 5% each year.</p>	
<p>Implement and expand an agency-wide research-based parenting education curriculum.</p>	<p>Measure 1: In year one, conduct an analysis of current parent education programs offered at each City of La Habra EHS Program centers, select one curriculum to be used agency-wide, and develop a comprehensive plan for implementation.</p> <p>Measure 2: Implement the selected curriculum agency-wide.</p> <p>Measure 3: In years three through five, increase parent participation by at least 10% each year.</p> <p>Measure 4: In years three through five, measure the impact of the program through parent survey.</p>	
<p>Goal #3: Staff Development</p>		
<p>City of La Habra EHS Program will implement a comprehensive set of practices for recruitment, retention and development of responsive staff.</p>		
<p>Objectives</p> <p>Improve personnel recruitment practices.</p>	<p>Measure</p> <p><i>Measure 1:</i> In year one, develop and implement a strategic recruitment and screening process.</p>	<p>Progress Towards Goal</p> <p><i>Currently La Habra Early Head Start is fully staffed. Recent interviews were conducted, we have one eligible candidate on waitlist.</i></p>

	<p>Implement a systematic approach to staff training and professional development.</p>	<p>Measure 2: Increase the pool of eligible, well-qualified applicants by 5% each year.</p> <p>Measure 1: In year one, conduct an analysis of current practices across the agency; develop a system to be used agency-wide; and develop a comprehensive plan for implementation and tracking.</p> <p>Measure 2: In year two, begin implementation of the system agency-wide.</p> <p>Measure 3: In year three through five-increase effectiveness by at least 10% each year based on data reports and staff survey.</p>	
	<p>Establish an agency wide approach for management and leadership, and implement the approach 20% each year with full implementation by the end of year five.</p>	<p>Measure 1: In year one, conduct an analysis of current leadership practices across the agency; select a leadership approach to be used agency-wide; and develop a comprehensive plan for implementation.</p> <p>Measure 2: In year two, implement the selected leadership approach agency-wide.</p> <p>Measure 3: In years three through five, evaluate effectiveness of implementation based on leadership assessments</p>	

Approved By: _____
 Community Service Commission (Sub-Board): _____
 Parent Committee: _____

