

**City of La Habra Early Head Start Program  
Policy Committee Meeting  
October 1, 2021**

**Agenda:**

Meeting Call to order:	Jessica Ochoa (C)
LHHS Mission Statement	Jessica Ochoa (C)
Roll Call:	Michelle Garcia (Virtual)
Welcome: New Executive Director of Child Development	Liz Watters
Welcome: New Assistant Director	Johanna Perez
Approval of Today's Agenda October 1, 2021 ( <b>Action</b> )	Jessica Ochoa (C)
Approval of July 28, 2021 Policy Committee Minutes ( <b>Action</b> )	Jessica Ochoa (C)
Chairperson's Report	Jessica Ochoa (C)
Executive Director of Child Development Report	Liz Watters
> Program Information Summary for EHS for the Month of June 2021	
o Monitoring Reports	
o Financial Reports	
o CACFP Report	
o Community Services Commission Minutes May 12, 2021	
o Community Services Commission Minutes June 9, 2021	
o Action Items	Liz Watters
o Monthly Report ( <b>Action</b> )	
o Ongoing Monitoring Corrective Action Plan (CAP) – Period 2 ( <b>Action</b> )	

Presented to Executive Board on October 1, 2021.

Open Communication  
Adjournment

**Programa de la Ciudad De La Habra Head Start de Temprana Edad  
Comité de La Mesa Directiva  
1 de octubre del 2021**

**Agenda:**

Abre La Sesión:	Jessica Ochoa (C)
Declaracion de la Mision de LHHS	Jessica Ochoa (C)
Pasa Lista:	Michelle Garcia (Virtual)
Bienvenida: Nueva Director Ejecutiva de Desarrollo Infantil	Liz Watters
Bienvenida: Nueva Asistente de la Directora	Johanna Perez
Aprobación de la Agenda 1 de octubre del 2021 ( <b>Acción</b> )	Jessica Ochoa (C)
Aprobación de los Minutos del 28 de julio del 2021 ( <b>Acción</b> )	Jessica Ochoa (C)
Reporte de la Presidente	Jessica Ochoa (C)
Reporte de la Directora Ejecutiva de Desarrollo Infantil	Liz Watters
o Información del Resumen del Programa EHS para el mes de junio del 2021.	
o Reportes de Supervisión	
o Reporte Financiero	
o Reporte Mensual de Comida CACFP	
o Actas de la comisión de servicio comunitario 12 de mayo del 2021	
o Actas de la comisión de servicio comunitario 9 de junio del 2021	
Aprobación de lo siguiente	
o Reporte Mensual ( <b>Acción</b> )	
o Plan de acción correctiva de seguimiento continuo (CAP) – Periodo 2	

Se presento a la Junta Ejecutiva el 1 de octubre del 2021

Comunicacion Abierta  
Hora que se termina la Junta



City Of La Habra Early Head Start  
Policy Committee Minutes  
July 28, 2021

**I. Call to Order**

The virtual meeting was called to order by Jessica Ochoa, at 10:07 am.

**II. Roll call made by: Michelle Garcia (Virtual meeting)**

**III.**

**Present**

**Absent**

1. Jessica Ochoa (Chairperson)
2. Diana Cabrera (Vice Chairperson)
3. Mariela Juarez
4. Patty Herrera (Community Representative)

**Tardy**

5. Ofelia Mirnada

**Staff Present:**

Michelle Garcia, Rosa Castrejon De Lopez, Malorie Vizcarra & Aleida Zamorano

**IV. Approval of Policy Committee Agenda**

Motion to Approve July 28, 2021 Agenda

First Motion made by: Diana Cabrera

Seconded by: Patty Herrera

**Record of Voting:**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**V. Approval of June 18, 2021 Minutes:**

Motion to Approve June 18, 2021 Minutes

First Motion made by: Diana Cabrera

Seconded by: Patty Herrera

**Record of Voting**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**VI. Approval of June 25, 2021 Emergency PC Minutes:**

Motion to Approve June 25, 2021 Minutes

First Motion made by: Diana Cabrera

Seconded by: Patty Herrera

<b>Favor: 3</b>	<b>Record of Voting</b>	
	<b>Against: 0</b>	<b>Abstention: 0</b>

**VII.** No Chairperson report provided for July 2021. Chairperson unable to connect to OCHS PC Meeting.

**VIII. Child Development Manager Report: Presented by: Michelle Garcia**

Michelle Garcia reviewed May 2021 Reports:

1. Early Head Start Program Monthly Report
2. Early Head Start Information Summary Report
3. Financial Report
4. CACFP Report
5. Ongoing Monitoring Corrective Action Plan (CAP) – Period I.

Early Head Start Coordinator Michelle Garcia, informed PC about updates in EHS Monthly Report, reviewed Information Summary Report, reviewed financial reports, and CACFP reports. Action Items for approval; Ongoing Monitoring Corrective Action Plan (CAP) – Period I.

**IX. Approval of May 2021 Monthly Report:**

Motion to Approve May 2021 Monthly Report

First Motion made by: Mariela Juarez

Seconded by: Diana Cabrera

<b>Favor: 4</b>	<b>Record of Voting</b>	
	<b>Against: 0</b>	<b>Abstention: 0</b>

**X. Approval of Ongoing Monitoring Corrective Action Plan (CAP) – Period I.**  
Motion to Approve Ongoing Monitoring Corrective Action Plan (CAP) – Period I.

First Motion made by: Diana Cabrera

Seconded by: Mariela Juarez

**Favor: 4**

**Record of Voting**  
**Against: 0**

**Abstention: 0**

**Community Representative:** Family Resource Center provides utility assistance for residence of La Habra. As of July 12, Family Resource Center will open its doors, but limited to by appointment only. Hours of operation: M, W, F (8:30 – 5:30 pm), T, Th (11:00 – 7:30 pm). Parallel Parenting -Co-parenting (2 home) classes will be provided, August 9<sup>th</sup>, Via Zoom 6:00 – 7:30 pm. 5 Languages of Love – Relationship class will be provided August 12<sup>th</sup>, 12 weeks, 6:30 – 8:30 pm Via Zoom.

**Open Discussion:** Early Head Start Coordinator informed PC, now enrolling for EHS 0-3 and pregnant mommies; if PC members know any friends, neighbors and relatives that can participate to please have them come to our office.

**Meeting Adjourn:** 10:54 am.

SECRETARY: \_\_\_\_\_





**City of La Habra**  
**Early Head Start Program**  
**Policy Committee Meeting**  
**October 1, 2021**  
**10:00 am**  
**Virtual Meeting**







**City of La Habra**  
**Community Services Department**  
**Child Development Division**

**Mission Statement**

The City of La Habra strives to enrich the quality of life in our Community.

**Mision**

La Ciudad de La Habra se esfuerza por mejorar la calidad de vida en nuestra comunidad.





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

*For Consideration for meeting dated October 1, 2021*

**Program Information Summary (PIS) Report: June, 2021 (Attachment 1)**

**Section A: Agency Profile**

Item	Previous Month Report	Current Month Report
<b>Funded Enrollment</b>	50	50
<b>Number Enrolled (Cumulative)</b>		
Number of Children	57	58
Number of Pregnant Moms	3	2
<b>Number in the Waiting list</b>	0	0
<b>Enrollment by Eligibility</b>		
Below 100% Poverty Line	35	36
Categorically Eligible	14	14
Over-Income	8	8

**Section B: Staff and Qualifications**

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

**Section C: Child and Family Services**

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	59	60
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	51	53
Number of children up-to-date with well-baby checks	32	38

Number of children with expired well-baby checks	23	19
Number of children with expired well-baby checks 30 days or less	8	4
Number of children who are up-to-date with Immunizations	38	39
Number of children with continuous accessible dental care (Dental Home)	46	48
Number of children who are up-to-date with oral health care	43	44
Number of children with expired oral health care	20	15
Number of children with an IFSP	16	18

### Family Partnership Agreements

Item	Previous Month Report	Current Month Report
Total Number of FPA's introduced	59	60
Total Number of FPA's completed	45	45
Total Number of FPA's with an established goal	45	45
Home based services (Month) Visits Completed	181	187
Home based services (year to date) Visits Completed	1822	2009
Number of Socializations (Month)	23	33
Number of Socializations (year to date)	179	220

### Monitoring Report:

#### Financial Reports:

- Attached is the Cost Report for June 2021; the amount requested is **\$76,768.67 (Attachment 2)**
  - Total In-kind to-date is **\$126,832.77 (of \$127,065.00)**
- Attached is the Credit Card Reports for June 2021. **(Attachment 3)**

#### CACFP Reports:

- The total reimbursement for the month of June 2021 is **\$ 9,066.20 (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:**

- Welcome New Executive Director of Child Development, Liz Watters
- Welcome New Assistant Director, Johanna Perez

**Action Items, For Approval:**

- Monthly Report
- Ongoing Monitoring Corrective Action Plan (CAP) – Period 2.



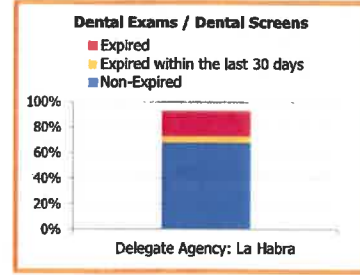
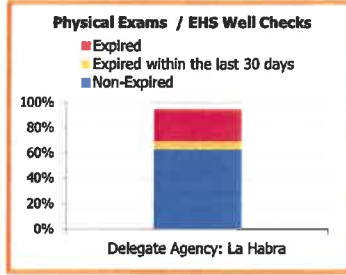
**2020-2021 Program Information Summary**

**Delegate Agency: La Habra**

**June 2021**

**Physical Exams / EHS Well Checks**

25.0%	15	Expired
6.7%	4	Expired within the last 30 days
63.3%	38	Non-Expired
95.0%	57	Total



**Dental Exams / Dental Screens**

20.0%	12	Expired
5.0%	3	Expired within the last 30 days
68.3%	41	Non-Expired
93.3%	56	Total

**Medical Treatment**

3.3%	2	Needing and Receiving
5.0%	3	Needing and Not Receiving

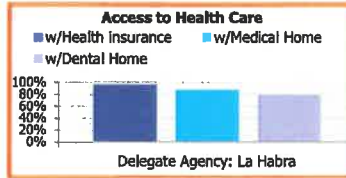


**Dental Treatment**

Needing and Receiving  
Needing and Not Receiving

**Access to Health Care**

96.7%	58	w/Health Insurance
88.3%	53	w/Medical Home
80.0%	48	w/Dental Home

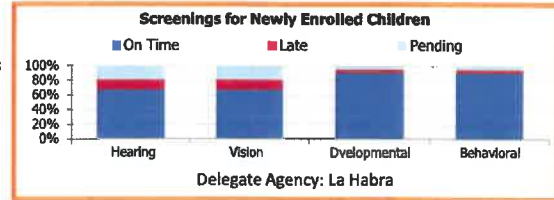


**Immunizations**

95.0%	57	Immunizations
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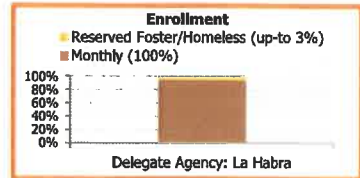
**Screenings for Newly Enrolled Children**

	Hearing	Vision	Developmental	Behavioral	Total Screenings
On Time	66.7% (21)	66.7% (14)	90.5% (19)	90.5% (19)	19
Late	14.3% (3)	14.3% (3)	4.8% (1)	4.8% (1)	1
Pending	19.0% (4)	19.0% (4)	4.8% (1)	4.8% (1)	1



**Children with Disabilities**

30.0%	15	Open IEP/IFSP
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**Enrollment**

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

**Eligibility**

86.7%	52	Categorically / 0-100%
5.0%	3	100-130% (35%)
8.3%	5	>130% (= <10%)



**Attendance**

ADA

**Family Success Plans**

	50	Total number of families
104%	52	Introduced
78.0%	39	Completed
46.0%	23	Received at least one Family Service



**Home Base Services**

<i>June Benchmark (HV = 4 / Soc = 2)</i>		
96%	184	Home Visits Completed
2.1%	3	Parent Cancellations
		Program Cancellations
35.4%	34	Socializations

Home Visits  
Socializations





## Monthly Cost Report , FY 2020-21

June, 2021

## Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	312,253.00	37,273.88	296,239.88	16,013.12
FRINGE BENEFITS	121,640.00	13,501.50	120,906.00	734.00
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	19,465.00	12,789.69	21,842.24	-2,377.24
CONTRACTUAL	25,018.00	5,410.50	18,839.80	6,178.20
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	18,629.00	2,972.36	22,229.45	-3,600.45
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$497,005.00</b>	<b>\$71,947.93</b>	<b>\$480,057.37</b>	<b>\$16,947.63</b>

## Early Head Start T&amp;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	4,803.26	8,648.26	751.74
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	17.48	1,666.48	183.52
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>Total</b>	<b>\$11,250.00</b>	<b>\$4,820.74</b>	<b>\$10,314.74</b>	<b>\$935.26</b>

## Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	124,252.00	13,772.36	126,832.77	-2,580.77
EHS T&TA	2,813.00	0.00	0.00	2,813.00
<b>Total</b>	<b>\$127,065.00</b>	<b>\$13,772.36</b>	<b>\$126,832.77</b>	<b>\$232.23</b>
<b>Reimbursement Request Total</b>		<b>\$76,768.67</b>		

95%

99% 433,893.00 417,145.88 84%

0%

0%

112%

75%

0%

119%

97%

102%

0%

100%





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	\$ 6,989.36	\$ 751.07	\$ 1,117.47	\$ 944.94	\$ 172.53	\$ 8,857.90	\$ 7,934.30	\$ 923.60	
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	\$ (1,399.79)	\$ 13,600.68	\$ 15,385.46	\$ (1,784.78)	
Oct-20	\$ 7,728.23	\$ 6,079.98	\$ 1,648.25	\$ 5,518.13	\$ 4,348.21	\$ 1,169.92	\$ 13,246.36	\$ 10,428.19	\$ 2,818.17	
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)	
Dec-20	\$ 5,425.49	\$ 4,089.43	\$ 1,336.06	\$ 3,369.33	\$ 3,532.18	\$ (162.85)	\$ 8,794.82	\$ 7,621.61	\$ 1,173.21	
Jan-21	\$ 5,446.82	\$ 6,009.24	\$ (562.42)	\$ 3,825.12	\$ 4,030.70	\$ (205.58)	\$ 9,271.94	\$ 10,039.94	\$ (768.00)	
Feb-21	\$ 5,849.30	\$ 4,727.62	\$ 1,121.68	\$ 3,997.36	\$ 3,249.99	\$ 747.37	\$ 9,846.66	\$ 7,977.61	\$ 1,869.05	
Mar-21	\$ 7,215.83	\$ 9,363.12	\$ (2,147.29)	\$ 4,920.80	\$ 5,223.83	\$ (303.03)	\$ 12,136.63	\$ 14,586.95	\$ (2,450.32)	
Apr-21	\$ 7,071.78	\$ 6,366.12	\$ 705.66	\$ 4,983.01	\$ 5,688.69	\$ (705.68)	\$ 12,054.79	\$ 12,054.81	\$ (0.02)	
May-21	\$ 6,264.14	\$ 5,920.69	\$ 343.45	\$ 4,536.76	\$ 4,733.57	\$ (196.81)	\$ 10,800.90	\$ 10,654.26	\$ 146.64	
Jun-21	\$ 5,528.45	\$ 5,510.63	\$ 17.82	\$ 3,537.75	\$ 2,747.39	\$ 790.36	\$ 9,066.20	\$ 8,258.02	\$ 808.18	
<b>Total</b>	\$ 80,699.47	\$ 74,986.41	\$ 5,713.06	\$ 48,534.42	\$ 50,841.16	\$ (2,306.74)	\$ 129,233.89	\$ 125,827.57	\$ 3,406.32	
YTD Cook	\$ -	\$ 35,822.72	\$ (35,822.72)	\$ -	\$ 45,772.71	\$ (45,772.71)	\$ -	\$ 81,595.43	\$ (81,595.43)	
<b>Adjusted Total</b>	\$ 80,699.47	\$ 110,809.13	\$ (30,109.66)	\$ 48,534.42	\$ 96,613.87	\$ (48,079.45)	\$ 129,233.89	\$ 207,423.00	\$ (78,189.11)	

% of Food expense 93%

105%

97%

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

**DISTRIBUTION OF FOOD REVENUE  
Based on Monthly Food Claim**

Month	School Age CCTR (38501)		State-Preschool CSPP (38502)		Total		Grand Total
	4702 Centers Amount	Centers %	4702 Centers Amount	Centers %	4702 Centers Amount	Centers %	
Jul-20	\$ 7,740.43	87.38%	\$ 1,117.47	12.62%	\$ 8,857.90	100%	\$ 8,857.90
Aug-20	\$ 7,369.38	68.99%	\$ 3,311.97	31.01%	\$ 10,681.35	100%	\$ 10,681.35
Sep-20	\$ 8,653.85	63.63%	\$ 4,946.83	36.37%	\$ 13,600.68	100%	\$ 13,600.68
Oct-20	\$ 7,728.23	58.34%	\$ 5,518.13	41.66%	\$ 13,246.36	100%	\$ 13,246.36
Nov-20	\$ 6,405.77	58.90%	\$ 4,469.89	41.10%	\$ 10,875.66	100%	\$ 10,875.66
Dec-20	\$ 5,425.49	61.69%	\$ 3,369.33	38.31%	\$ 8,794.82	100%	\$ 8,794.82
Jan-21	\$ 5,446.82	58.75%	\$ 3,825.12	41.25%	\$ 9,271.94	100%	\$ 9,271.94
Feb-21	\$ 5,849.30	59.40%	\$ 3,997.36	40.60%	\$ 9,846.66	100%	\$ 9,846.66
Mar-21	\$ 7,215.83	59.45%	\$ 4,920.80	40.55%	\$ 12,136.63	100%	\$ 12,136.63
Apr-21	\$ 7,071.78	58.66%	\$ 4,983.01	41.34%	\$ 12,054.79	100%	\$ 12,054.79
May-21	\$ 6,264.14	58.00%	\$ 4,536.76	42.00%	\$ 10,800.90	100%	\$ 10,800.90
Jun-21	\$ 5,528.45	60.98%	\$ 3,537.75	39.02%	\$ 9,066.20	100%	\$ 9,066.20
<b>Total</b>	<b>\$ 80,699.47</b>		<b>\$ 48,534.42</b>		<b>\$ 129,233.89</b>		<b>\$ 129,233.89</b>

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

**DISTRIBUTION OF FOOD EXPENDITURES (7114)  
% Allocation Based on Monthly Food Claim**

Month	School Age		State-Preschool		Total	
	Amount	%	Amount	%	Amount	%
<b>June-21</b>	<b>CCTR (38501)</b>		<b>CSPP (38502)</b>			
Target						
Bankcard					\$ -	
Clearbrook	\$ 451.00		\$ 557.41		\$ 1,008.41	
Smart & Final			\$ 14.98		\$ 14.98	
Sysco Foods	\$ 5,059.63		\$ 2,175.00		\$ 7,234.63	
Miscellaneous					\$ -	
Central Restaurant					\$ -	
Clean Sweep Sup					\$ -	
<b>Total</b>	<b>\$ 5,510.63</b>		<b>\$ 2,747.39</b>		<b>\$ 8,258.02</b>	

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

DISTRIBUTION OF FOOD EXPENDITURES (7114)  
% Allocation Based on Monthly Food Claim

School Age CCTR (38501)	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	YTD Total
Target	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bankcard	\$ 60	\$ 142	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251
Clearbrook Farms	\$ 886	\$ 662	\$ 1,020	\$ 694	\$ 776	\$ 618	\$ 543	\$ 416	\$ 546	\$ 388	\$ 416	\$ 451	\$ 7,417
Smart & Final	\$ -	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128
Sysco Foods	\$ 6,044	\$ 3,284	\$ 7,877	\$ 5,336	\$ 6,041	\$ 3,471	\$ 5,467	\$ 4,311	\$ 8,817	\$ 5,978	\$ 5,505	\$ 5,060	\$ 67,190
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Central Restaurant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clean Sweep Sup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 6,989	\$ 4,074	\$ 9,039	\$ 6,080	\$ 6,817	\$ 4,089	\$ 6,009	\$ 4,728	\$ 9,363	\$ 6,366	\$ 5,921	\$ 5,511	\$ 74,986

State-Preschool  
CSPP (38502)

State-Preschool CSPP (38502)	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	YTD Total
Target	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bankcard	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29
Clearbrook Farms	\$ 121	\$ 527	\$ 716	\$ 684	\$ 544	\$ 583	\$ 905	\$ 594	\$ 755	\$ 610	\$ 660	\$ 557	\$ 7,256
Smart & Final	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 15
Sysco Foods	\$ 824	\$ 2,314	\$ 5,631	\$ 3,635	\$ 6,610	\$ 2,949	\$ 3,126	\$ 2,656	\$ 4,469	\$ 5,078	\$ 4,073	\$ 2,175	\$ 43,541
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Central Restaurant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clean Sweep Sup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 945	\$ 2,841	\$ 6,347	\$ 4,348	\$ 7,154	\$ 3,532	\$ 4,031	\$ 3,250	\$ 5,224	\$ 5,689	\$ 4,734	\$ 2,747	\$ 50,841

Combined  
Total

Combined Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	YTD Total
Target	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bankcard	\$ 60	\$ 142	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280
Clearbrook Farms	\$ 1,006	\$ 1,189	\$ 1,736	\$ 1,378	\$ 1,320	\$ 1,201	\$ 1,447	\$ 1,010	\$ 1,301	\$ 999	\$ 1,077	\$ 1,008	\$ 14,673
Smart & Final	\$ -	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 143
Sysco Foods	\$ 6,868	\$ 5,598	\$ 13,508	\$ 8,971	\$ 12,650	\$ 6,421	\$ 8,593	\$ 6,968	\$ 13,286	\$ 11,056	\$ 9,578	\$ 7,235	\$ 110,731
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Central Restaurant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clean Sweep Sup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,934	\$ 6,916	\$ 15,385	\$ 10,428	\$ 13,971	\$ 7,622	\$ 10,040	\$ 7,978	\$ 14,587	\$ 12,055	\$ 10,654	\$ 8,258	\$ 125,828

**Child & Adult Care Food Program  
Claim For Reimbursement Summary for June 2021**

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
Jun 2021	0	07/09/2021	07/09/2021	07/15/2021	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
<b>Breakfast</b>			
Free	292	1.8900	551.88
Reduced	206	1.5900	327.54
Base	128	0.3200	40.96
<b>Total</b>	<b>626</b>		<b>920.38</b>
<b>AM Snack</b>			
Free	18	0.9600	17.28
Reduced	13	0.4800	6.24
Base	8	0.0800	0.64
<b>Total</b>	<b>39</b>		<b>24.16</b>
<b>Lunch</b>			
Free	340	3.5100	1,193.40
Reduced	240	3.1100	746.40
Base	151	0.3300	49.83
CIL	731	0.2450	179.10
<b>Total</b>	<b>731</b>		<b>2,168.73</b>
<b>PM Snack</b>			
Free	318	0.9600	305.28
Reduced	225	0.4800	108.00
Base	140	0.0800	11.20
<b>Total</b>	<b>683</b>		<b>424.48</b>

**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
<b>Breakfast</b>			
Free	454	1.8900	858.06



Reduced	454	1.5900	721.86
Base	341	0.3200	109.12
<b>Total</b>	<b>1,249</b>		<b>1,689.04</b>
<b>Lunch</b>			
Free	423	3.5100	1,484.73
Reduced	423	3.1100	1,315.53
Base	317	0.3300	104.61
CIL	1,163	0.2450	284.94
<b>Total</b>	<b>1,163</b>		<b>3,189.81</b>
<b>PM Snack</b>			
Free	433	0.9600	415.68
Reduced	433	0.4800	207.84
Base	326	0.0800	26.08
<b>Total</b>	<b>1,192</b>		<b>649.60</b>
<b>Claim Reimbursement Total</b>			<b>9,066.20</b>

### State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,406	\$0.0000	\$0.00
Total Lunches	1,426	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	8,602.16	464.04	0.00	9,066.20
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>8,602.16</b>	<b>464.04</b>	<b>0.00</b>	<b>9,066.20</b>

Created By: aracelim on: 7/9/2021 8:44:49 AM Modified By: aracelim on: 7/9/2021 9:11:46 AM



# MINUTES

## COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, May 12, 2021  
La Habra Council Chambers  
100 East La Habra Blvd.  
La Habra CA 90631

**PRELIMINARY:** These Minutes to be considered for approval on June 9, 2021.

Chair Felix called the Regular Meeting of the Community Services Commission to order at 6:35 p.m.

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

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

**INVOCATION:** Commissioner Laveaga

**PLEDGE OF ALLEGIANCE:** Commissioner Rojas

### I. PUBLIC COMMENTS:

### II. CONSENT CALENDAR:

MOVED BY Commissioner Surich, seconded by Commissioner Kempker and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF APRIL 14, 2021. Said motion CARRIED by the following roll call vote:

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

### III. CONSIDERATON ITEMS

## 1. Child Development and Early Head Start Monthly Report

The Commission reviewed, discussed and approved the Child Development Monthly Reports.

Moved by Commissioner Kempker, seconded by Commissioner Schmidt, and CARRIED (7-0) TO APPROVE THE EARLY HEAD START MONTHLY REPORT.

Said motion CARRIED by the following roll call vote:

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

## CITY STAFF UPDATES

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

1. City Budget presentation on June 7 at the regular City Council meeting
2. Vaccination Pods continue for second doses and offering Pfizer for youth 12 and older.
3. Whittier Preschool completed a new mural through a grant from St. Jude. The project including families working together; designing and painting the mural.
4. A special presentation will be made at the May 17<sup>th</sup> city council meeting to provide an update on the Early Development Instrument scores for the participants in the Child Development program. City staff has been working closing with consultant Teresa Egan and the La Habra City School District to improve these scores so that all children are ready to enter TK and Kindergarten.
5. Head Start program is recruiting for enrollment and needs to have 50 participants registered to meet the funding requirement.
6. The City was invited to be a partner with the La Habra City School District to offer Enrichment Programs to all nine school sites from June 9 – July 1. This program is part of the Summer School session to help close the learning gap over the past few years due to Covid – 19.

7. Thank you for attending the Volunteer Recognition event on April 29<sup>th</sup>. It was nice to have a small in person event and be able to live stream the event via the You Tube and Facebook live social media platforms.
8. Applications for Teen Leaders and the Youth Committee are being accepted now. For questions, please contact the Community Center.
9. Splash Pads open on May 29<sup>th</sup> and reservations can be made on Yelp. Hours are 10 a.m. – 7 p.m., seven days a week from Memorial Day to Labor Day.
10. Movies in the Park start on May 29
11. Concerts in the Park will be at Portola Park on July 8, 15, 22 and 29.
12. Fourth of July event will be held at La Bonita Park. More details coming soon!
13. Staff will provide an updated Special Events Calendar and Youth Committee Meeting schedule once information has been confirmed.

#### **COMMISSIONER COMMENTS:**

Commissioner Laveaga gave a Chamber of Commerce update on the following events:

- Electronic Waste and Recycle and Paper Shred on May 22 from 9 a.m. – 3 p.m. at the Birch Ford property.
- Chamber Citrus Fair – June 25 – 27
- State of the City – July 28

Chair Felix invited the Commission to attend the Pasta Fest on July 17<sup>th</sup> at the Community Center. Proceeds will benefit Senior programs and services. This year there will also be a car show and Escape Room. Tickets are \$20 per person and \$10 for seniors. The Veterans will be invited to be guests of honor.

Commission Kempker enjoyed the Volunteer Recognition event.

Commissioner Rojas shared an update on an exciting new potential program for La Habra families. He is working with Cynthia Aguirre, LHCSO board member and city staff to write and prepare a Parks Grant in partnership with the Latina Outdoors Foundation. These funds will provide financial support to offer opportunities for families to visit local beaches and other outdoor activities. Commissioner Rojas is also a founding member on the Latina Outdoors Foundation.

Commissioner Surich invited the Commission to support La Habra Meals on Wheels by dining or ordering take out on Monday, May 24<sup>th</sup> from 11 a.m. – 8 p.m. at Lascari's Restaurant. 20% of proceeds will benefit the Meals on Wheels program.

**I. ADJOURNMENT:**

Chair Felix adjourned the Commission at 7:25 p.m. to Wednesday, June 9, 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 \_\_\_\_\_.

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Laurie Swindell, CMC  
City Clerk

# MINUTES

## COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, June 9, 2021

**PRELIMINARY:** These Minutes to be considered for approval on August 11, 2021.

Chair Felix called the Regular Meeting of the Community Services Commission to order at 6:30 p.m.

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

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

**INVOCATION:** Chair Laveaga

**PLEDGE OF ALLEGIANCE:** Commissioner Rojas

### I. PUBLIC COMMENTS:

### II. CONSENT CALENDAR:

MOVED BY Commissioner Surich, seconded by Commissioner Laveaga and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JUNE 9, 2021. Said motion CARRIED by the following roll call vote:

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

### 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 Kempker, seconded by Commissioner Surich, and CARRIED (7-0) 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, Rojas, Schmidt, Surich  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

#### B. COMMISSION SUB-COMMITTEE OVERVIEW AND PROPOSED NEW COMMITTEES

The Commission reviewed the proposed sub-committees for 2021-2022. They include:

- CDBG
- Child Development
- Parks
- Seniors & Social Services (Veteran's and Homeless)
- Special Events
- Youth
- Employment & Training
- Children's Museum
- Scholarships (Donate \$50 stipend for high school seniors)
- **Historical Museum**

Moved by Commissioner Gabby Garcia, seconded by Commissioner Laveaga, and CARRIED (7-0) TO APPROVE AND FORM AN AD-HOC COMMITTEE TO REVIEW GUIDELINES FOR A SCHOLARSHIP PROGRAM. Commissioners appointed to the committee are: Gabby Garcia, Marie Laveaga and Denise Schmidt.

Said motion CARRIED by the following roll call vote:

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

ABSENT: NONE  
ABSTAIN: NONE

### **C. "MOVING OPEN HOUSE"**

Director of Community Services Fujio gave an update on the "Moving Open House" scheduled for Wednesday, July 14<sup>th</sup> from 9 a.m. – 4 p.m. The Commission will visit City facilities including the 4 child care sites, children's museum, Gary Center, Employment & Training, La Bonita Park, Depot Theatre and more.

#### **I. ADMINISTRATIVE MATTERS:**

- Director of Community Services Fujio and Community Services Manager gave an update on the following programs:
  - 4<sup>TH</sup> of July
  - Concerts in the Park
  - Movies in the Park
  - Vaccination Pod
  - Enrichment Program
  - Day Camp
  - Splash Pads
  - Skatepark
  - City budget approved for FY 2021-2022

#### **II. COMMISSIONER COMMENTS**

Commissioner Surich said her granddaughter visited Oeste Splash Pad and loved it.

Chair Felix invited the Commission to the La Habra Host Lion's Pasta Fest on July 17<sup>th</sup> at the Community Center. There will be a car show, raffle items, Escape Room and entertainment. All proceeds benefit the City's senior programs.

Commissioner Laveaga announced the Citrus Fair is being held on June 25, 26 & 27 at El Centro Lions Park. This will be the first big community event and everyone is looking forward to having some fun with family and friends.

#### **III. ADJOURNMENT:**

The meeting was adjourned at 7:20 p.m. to Wednesday, July 14, 2021, at 9:00 a.m. The "Moving Open House" tour will start at the La Habra Community Center.

Moved by Commissioner Rojas, seconded by Commissioner Garcia, and CARRIED (7-0) TO ADJOURN TO COMMISSION MEETING TO A SPEICAL MEETING ON WENDESDAY, JULY 14<sup>TH</sup>.

Said motion CARRIED by the following roll call vote:

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

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



**ONGOING MONITORING CORRECTIVE ACTION PLAN (CAP)—Period 2**  
**CAP due on September 5, 2021      CAP received on \_\_\_\_\_**  
**Corrections due on November 4, 2021**

Date: August 6, 2021

Program Name: City of La Habra

ONGOING MONITORING RESULTS - Completed by Grantee Only				CORRECTIVE ACTION PLAN- To Be Completed by Delegate			GRANTEE ONLY	GRANTEE ONLY			
Regulation/ Delegate Agreement	System or Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	OCHS Corrective Action Approval (Date)	To Be Completed by Delegate	GRANTEE ONLY	
City of La Habra EHS has not fully ensured to maintained full enrollment based on the City of La Habra's EHS funded enrollment levels.	ERSEA	Non-Compliance	Delegate Program will maintain full enrollment based on the EHS A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. (b) Continuity of enrollment. (1) A program must make efforts to maintain enrollment of eligible children for the following year. Ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems are in place to enroll the neediest families in a timely manner and maintain full enrollment throughout the program year.	CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date	FSA, Office Staff, and Program Leads have continued recruiting families in the community by approaching them and dropping flyers in various locations within the city. Home Educators are recruiting families while dropping off packets for families and completing a recruitment log indicating where recruitment is being conducted. EHS home visitors and administrators will work with community partners to recruit families.  This recruitment log will be Maintained by the EHS coordinator and Clerk # 1 and updated every 2 weeks on Google Doc.  This information will be documented under the Community Awareness Tab in ChildPlus and used in the analysis of recruitment practices	EHS Coordinator Support Staff: Clerk #1 Assistant CD Manager  EHS Coordinator Support Staff: FSA Assistant CD Manager	Completion Date 12/1/2021          Completion Date 12/1/2021	OCHS Corrective Action Approval (Date)	Validation Steps  Recruitment Log Google Drive Documents Agenda's Minutes Training schedules Enrollment Waitlist & Child Plus reports SAPP	Validation of Completion (Date)  12/1/2021 12/1/2021 12/30/2021 12/30/2021 12/1/2021 12/1/2021 12/1/2021	OCHS Completion of Corrective Action Approval (Date)

<p>City of La Habra EHS Delegate did not implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of ERSEA documentation primarily due to enrollment forms/ChildPlus not fully/accurately completed, discrepancies with language/language points, and not using the Enrollment File Review Tab in ChildPlus as per agency procedures.</p>	<p>ERSEA Recordkeeping</p>	<p>Non-Compliance</p>	<p>Agency will implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of ERSEA documentation of all enrollment forms and ChildPlus to accurately input accurate data on a consistent basis with ongoing monitoring. Program will keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled. Program policies and procedures on violating eligibility determination regulations. A program will establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start services.</p>	<p>CAP due 9/5/21, 30 calendar days from issued date: Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>for recruitment opportunities. EHS program information will be shared at these community events.</p> <ul style="list-style-type: none"> <li>Recruitment Data will be collected and Analyzed. EHS application will identify where family heard about the EHS program. This information will be documented under the Community Awareness Tab in ChildPlus and used in the analysis of recruitment practices.</li> <li>Systems will be developed and verified with a meeting agenda, participant sign-in and minutes.</li> </ul>	<p>EHS Coordinator Support Staff: Assistant CD Manager FSA Clerk #2</p>	<p>Completion Date 12/1/2021</p>	<p>Enrollment forms Children Files Google Drive Documents Agenda's Minutes Training schedules Enrollment Waitlist &amp; Child Plus reports SAPP</p>	<p>12/1/2021 12/1/2021 12/1/2021 12/1/2021 12/1/2021</p>
<p>Additional Information: Information: Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1</p>			<p>Additional Information: Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</p>		<p>Our program will establish updated written policies and procedures (SAPP) that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are and who are not eligible to receive Early Head Start services.</p>				

<p>1302.12 Determining, verifying, and documenting eligibility. 45 CFR §1302.101(b)(4) 45 CFR §1302.12 45 CFR §1302.14 45 CFR §1302.15 Delegate Agreement Sections 12, 14 and 15</p>	Education	Non-Compliance	<p>EHS Program will focus on promoting growth in the developmental progressions described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five by aligning with and using the Framework and the curricula as described in §1302.32 to direct planning of organized activities, schedules, lesson plans, and the implementation of high-quality early learning experiences that are responsive to and build upon each child's individual pattern of development and learning.</p> <p>Delegate did not ensure lesson plans included all required Head Start Early Learning Outcomes Framework (ELOF) components.</p> <p>Additional Information: <i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>A weekly record keeping system will be established to effectively ensure the accuracy, completeness, and accuracy of EHS Lesson Plan. This system will outline steps to monitor accuracy of documentation and inclusion of ELOF. Integrate child assessment data in individual and group planning; and, EHS home visitors will include developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, social studies, creative arts, and physical development that are focused toward achieving progress outlined in the Head Start Early Learning Outcomes Framework: Ages Birth to Five.</p> <p>EHS Home Visitors will work with learners, and recognize bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development. These practices must:</p> <p>(i) For an infant or toddler dual language learner, include teaching practices that focus on the development of the home language, when there is a teacher with appropriate language</p>	<p>EHS Coordinator Support Staff: Clerk #1 Assistant CD Manager EHS Coordinator Support Staff: FSA Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>Lesson Plan Individualization Training Agenda Sign in sheets</p>	<p>12/1/2021 12/1/2021</p>
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<p>and build upon each child's individual pattern of development and Learning:</p> <p>1302.31 Teaching and the learning environment. (i) 45 CFR §1302.101(b)(2)(ii) j)</p> <p>45 CFR §1302.222(c)(ii)</p> <p>Delegate Agreement Sections 5 and 16</p>				<p>competency, and experiences that expose the child to English.</p> <p><b><i>Additional Required Steps for Grantee Approval</i></b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>Child Observation DRDP Online Child File DRDP progress reports Lesson Plans DRDP Data Goals Learning Genie</p>	<p>12/1/2021</p>	
<p>City of La Habra EHS programs did not provide ongoing child assessment process providing staff a chance to engage families in observing and reflecting on their child's growth and development. This engagement is especially important in home-based program options where staff and families work closely together. Work on discovery strategies to make assessments more collaborative and supportive of parents' knowledge of and role in their child's</p>	<p>Education</p>	<p>Non-Compliance</p>	<p>Assessment for individualization. (1) A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the Head Start Early Learning Child Outcomes Framework: Ages Birth to Five. Such assessments must result in usable information for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year.</p> <p>(2) A program must regularly use information from paragraph (b)(1) of this section along with informal teacher observations and additional information from family and staff, as relevant, to determine a child's strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching practices in center-based and family childcare settings, and improve home visit strategies in home-based models. Additional Information:</p>	<p>CAP due 9/5/21, 30 calendar days from issued date. Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>A weekly record keeping system to effectively ensure the accuracy, completeness, and consistency of the DRDP instrument will be developed. This system will outline steps to monitor accuracy of documentation and provide a set timeline for staff to follow. EHS Coordinator and Assistant Director will monitor Learning Genie weekly to ensure DRDP information is inputted and that HB Teachers are meeting timelines.</p> <p><b><i>Additional Required Steps for Grantee Approval</i></b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>Child Observation DRDP Online Child File DRDP progress reports Lesson Plans DRDP Data Goals Learning Genie</p>	<p>12/1/2021</p>

<p>healthy development Program did not regularly use child observations and other information to properly assess each child. 1302.33 Child screenings and assessments. 45 CFR §1302.101(b)(2)(ii) i) 45 CFR §1302.22(c)(ii)</p>	<p>City of La Habra EHS program did not provide appropriate accurate documentation to EHS Families</p>	<p>Education Recordkeeping</p>	<p>Non-Compliance</p>	<p><i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>Develop a record keeping system to effectively ensure the accuracy, completeness, and consistency of the Individual Development Forms, Parent-Teacher Conference Forms, and screening documentation will be developed. This system will outline steps to monitor accuracy of documentation. Home Base Teachers will regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior. Home Base Teachers will hold parent conferences, as needed and document events. Parent Teacher Conference will enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program. Parents will be encouraged to provide feedback on selected curricula and instructional materials used in the program. Home Base Teachers will inform parents, about the purposes of and the results from screenings and assessments and discuss their child's progress. <b>Additional Required Steps for Grantee Approval</b>  <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system</li> </ul> </p>	<p>EHS Coordinator <b>Support Staff:</b> Clerk #1 Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>Parent Teacher Conference Forms Child's File Home Visit calendar ChildPlus</p>			
<p>45 CFR §1302.101(b)(2)(ii) i) 45 CFR §1302.22(c)(ii)</p>	<p>The EHS program will engage parents and family members. Program must offer opportunities for parents and family members to be involved in the program's education services and implement policies to ensure. (2) Teachers regularly communicate with parents to ensure they are well-informed about their child's routines, activities, and behavior. (3) Teachers hold parent conferences, as needed, but no less than two times per program year, to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress and activities in the program. (4) Parents can learn about and to provide feedback on selected curricula and instructional materials used in the program. (6) Teachers inform parents, about the purposes of and the results from screenings and assessments and discuss their child's progress.</p>	<p>Education Recordkeeping</p>	<p>Non-Compliance</p>	<p><i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 1.</i></p>	<p>Additional Information: <i>Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</i></p>	<p>Additional Information: <i>Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</i></p>	<p>Additional Information: <i>Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</i></p>					

<p>45 CFR §1302.61(c)(1) 45 CFR §1302.62(b)(2-4) 45 CFR §1302.63(c)(d) Delegate Agreement Sections 13 and 14</p>	<p>Disabilities</p>	<p>Non-Compliance</p>	<p>Delegates did not follow agency procedure for maintaining valid Individualized Family Services Plans (IFSPs).</p> <p>Additional Information: <i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p> <p>A record keeping system to effectively ensure the accuracy, completeness, and consistency of the Individualized Family Services Plans (IFSPs) will be developed. This system will outline steps to monitor accuracy of documentation.</p> <p><b>Additional Required Steps for Grantees Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: FSA Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>IFSP's MOU's Monitoring schedule and documentation ChildPlus</p>	
<p>City of La Habra did not coordinate with the local agency responsible for implementing IFSP to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.</p>	<p>Disabilities Recordkeeping</p>	<p>Non-Compliance</p>	<p>EHS program must coordinate with the local agency responsible for implementing IDEA to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.</p> <p>EHS program must work to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services under IDEA, including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which causes reduced time in a less restrictive setting, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from preschool to kindergarten.</p> <p>EHS program must participate in the development of the IFSP or IEP if requested by the child's parents, and the implementation of the IFSP or IEP.</p>	<p>CAP due 9/5/21, 30 calendar days from issued date</p> <p>Home Base staff will coordinate with the local agency responsible for implementing IFSP to identify children enrolled or who intend to enroll in a program that may be eligible for services and will monitor to ensure all IFSP's are valid and not expired. The program will retain a copy of the IFSP for any child enrolled in EHS for the time the child is in the program.</p> <p><b>Additional Required Steps for Grantees Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: FSA Assistant CD Manager</p>	<p>Completion Date 10/1/2021</p>	<p>IFSP's MOU's Monitoring schedule and documentation ChildPlus</p>	

<p>program must offer:</p> <p>(1) To provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,</p> <p>(2) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.</p>	<p>EHS will provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,</p> <p>To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.</p> <p>EHS program must retain a copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.</p> <p>Additional Information:  <i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar</p>	<p>An enrollment checklist system and indicates items received and items to be scanned will be developed for record</p>	<p>EHS Coordinator</p>	<p>Completion Date  10/1/2021</p>	<p>Enrollment Checklist  ChildPlus</p>	<p>12/1/2021</p>
<p>1302.63  Coordination and collaboration with the local agency responsible for implementing IDEA.  45 CFR §1302.101(b)(4)  45 CFR §1302.61-63  Delegate Agreement Sections 13 and 14</p>	<p>Health</p>	<p>City of La Habra did not ensure</p>					

<p>within 30 calendar days after the child first attends the program and consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child’s ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage. timely and/or intentional health follow-up with families, primarily due to insufficient follow-up on Well Checks; incomplete hemoglobin and lead; and Well-Check concerns not addressed.</p> <p>Overall, Health 1302.42 Child health status and care.</p> <p>Delegate did not ensure consistent, complete and accurate record keeping of Health data per agency procedures, including Health History forms not scanned/attached in ChildPlus and ChildPlus Health</p>	<p>Recordkeeping</p>	<p>Non-Compliance</p>	<p>Additional Information: Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</p>	<p>days from issued date: Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>keeping . This system will outline steps to monitor accuracy of documentation of Health data per agency procedures, including Health History forms scanned into ChildPlus and ChildPlus Health events. System will support the completion of items within 7 days of enrollment.</p> <p><b>Additional Required Steps for Grantees Approval</b></p> <ul style="list-style-type: none"> <li>• <i>EHIS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</i></li> </ul>	<p>Support Staff: FSA Assistant CD Manager</p>	<p>SAPP Monitoring schedule Self -assessment</p>	
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<p>events missing/incomplete. Overall, Health recordkeeping is not consistent with grantee SAPPs. 1302.42 Child health status and care.</p> <p>1302 Subpart A—Eligibility, Recruitment, Selection, Enrollment, and Attendance</p> <p>45 CFR §1302.101(b)(4)</p> <p>45 CFR §1302.42(a)-(d)</p> <p>Delegate Agreement Sections 14 and 15</p>	<p>Health Follow-Up</p>	<p>Non-Compliance</p>	<p>The EHS program, within 30 calendar days after the child first attends the program. The Home Visitor, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage. Additional Information: <i>Continued Non-Compliance from 2020-2021 Grantee Ongoing Monitoring Period 1.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>An enrollment checklist system will be developed which will indicate items received and items to be scanned will be developed for record keeping. This system will outline steps to monitor accuracy of follow-up on Well Checks; incomplete hemoglobin and lead; and Well-Check concerns. System will support the completion of items within 14 days of enrollment. Documentation of any follow up will be entered in Child Plus.</p> <p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: FSA Assistant CD Manager</p>	<p>Completion Date 12/1/2021</p>	<p>Enrollment application Health History Child plus Monitoring schedule</p>	
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<p>health follow-up with families, primarily due to insufficient follow-up on Well Checks; incomplete hemoglobin and lead; and Well-Check concerns not addressed. Overall, Health</p> <p>1302.42 Child health status and care. 45 CFR §1302.42(b)-(d)</p> <p>Delegate Agreement Section 15</p>	PFCE	Non-Compliance	<p>Recognize parents as their children's primary teachers and nurturers and implement intentional strategies to engage parents in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.</p> <p>(2) Develop relationships with parents and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community;</p> <p>(3) Collaborate with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.</p> <p>(4) Provide parents with opportunities to participate in the program as employees or volunteers;</p>	<p>CAP due 9/5/21, 30 calendar days from issued date; Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>Home Base Staff will become familiar with FSP tool and the Director will offer training and support ongoingly.</p> <p>FSAs and Home Educators will receive a FSP orientation and training on how to accurately complete the FSA process. Home Educators will transition into the role of introducing the FSP with families and ask if there are any updates at the end of each Homebase visit.</p> <p><b><u>Additional Required Steps for Grantees Approval</u></b></p> <ul style="list-style-type: none"> <li>• <i>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</i></li> </ul>	<p>EHS Coordinator Support Staff: Executive CD manager Assistant CD Manager</p>	<p>Completion Date 11/1/2021</p>	<p>Training Agenda Sign in sheet Child Plus Updated SAPP</p>	<p>11/1/2021</p>
<p>City of La Habra program did not implement a family partnership process that includes a family partnership agreement and the activities described in this section to support family well-being, including family safety, health, and economic stability, to support child learning and development, to provide, if applicable, services and supports for children with disabilities, and to foster parental confidence and skills that promote the early learning and development</p>	PFCE	Non-Compliance	<p>(2) Develop relationships with parents and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community;</p> <p>(3) Collaborate with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.</p> <p>(4) Provide parents with opportunities to participate in the program as employees or volunteers;</p>						



<p>services and supports for children with disabilities, and to foster parental confidence and skills that promote the early learning and development of their children.</p> <p>45 CFR §1302.52(a) Delegate Agreement Section 15</p>			<p>Delegate did not follow agency procedures for conducting follow-up for progress towards goals and any identified needs of the family (30 day follow-up).</p> <p><b>Additional Information:</b> <i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date: Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>Develop a record keeping system to be developed to effectively ensure the follow-up for progress towards goals and any identified needs of the family or completed with a 30 day follow-up. EHS will monitor monthly to ensure compliance.</p> <p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>		<p>Completion Date <b>12/1/2021</b></p>	<p>FSP Child Plus Monitoring schedule Timeline</p>	<p><b>12/1/2021</b></p>	
<p>45 CFR §1302.101(b)(4) 45 CFR §1302.52(a)-(d) Delegate Agreement Sections 14 and 15</p>	<p>PFCE Recordkeeping</p>	<p>Non-Compliance</p>	<p>Delegate did not implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of PFCE documentation, primarily due to the Life Area Survey and My Map being incomplete and/or inaccurate; and the documentation in child's file and ChildPlus not corresponding.</p> <p><b>Additional Information:</b> <i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 calendar days from issued date: Correction of Non-Compliance due 11/4/21, 90 calendar days from issued date</p>	<p>A record keeping system will be developed to effectively ensure the accuracy, completeness, and consistency of PFCE documentation, primarily in the Life Area Survey and My Map. This will also include monitoring monthly the correspondence of the child's file and ChildPlus reports.</p> <p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>		<p>Completion Date <b>12/1/2021</b></p>	<p>FSP Child Plus Monitoring schedule Timeline</p>	<p><b>12/1/2021</b></p>	

<p>City of La Habra did not submit documentation of completed Self-Ongoing Monitoring (#2) and Corrective Action Plan (CAP), with signatures of Board and Policy Committee Chairs on the CAP verifying approval, along with Governing Body and Policy Committee minutes documenting each group's participation in the development and approval of the CAP for the 2020-2021 program.</p> <p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system for completeness and accuracy that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>Delegates must conduct on-going monitoring to ensure that reviews are conducted by review teams that include individuals who are knowledgeable about EHS programs and, to the maximum extent practicable, individuals who are knowledgeable about other early childhood education and development programs, personnel management, financial accountability, and systems development and monitoring; and the diverse (including linguistic and cultural) needs of eligible children (including children with disabilities, homeless children, children in foster care, and limited English proficient children) and their families; shall receive periodic training to ensure quality and consistency across reviews; include as part of the reviews, a review and assessment of program strengths and areas in need of improvement;</p> <p><i>New Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</i></p>	<p>CAP due 9/5/21, 30 days from issued date; Correction of Non-Compliance due 11/4/21, 90 days from issued date</p>	<p>Submission of the Self-Ongoing Monitoring (#2) and Corrective Action Plan (CAP), with signatures of Board and Policy Committee Chairs on the CAP verifying approval, along with Governing Body and Policy Committee minutes documenting each group's participation in the development and approval of the CAP for the 2020-2021 program.</p> <p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system for completeness and accuracy that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	<p>EHS Coordinator Support Staff: Executive CD Director Assistant Child Development Manager</p>	<p>Completion Date 12/1/21</p>	<p>Monitoring reports Child Plus CAP Timelines</p>	<p>12/1/2021</p>
<p>City of La Habra did not submit documentation of completed Fiscal Self-Ongoing Monitoring (#2) and Corrective Action Plan (CAP), with signatures of Board and Policy Committee Chairs on the CAP verifying approval, along with Governing Body and Policy Committee minutes documenting each group's participation in the development and approval of the CAP for the 2020-2021 program year.</p>	<p>Ensure a program, fiscal, and human resource management structure that provides effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services in all of the program services</p>	<p>CAP due 9/5/21, 30 days from issued date; Correction of Non-Compliance due 11/4/21, 90 days from issued date</p>	<p>EHS Program will submit the completed Fiscal Self-Ongoing Monitoring (#2) and Corrective Action Plan (CAP), with signatures of Board and Policy Committee Chairs on the CAP verifying approval, along with Governing Body and Policy Committee minutes documenting each group's participation in the development and approval of the CAP for the 2020-2021 program year.</p>	<p>EHS Coordinator Support Staff: Executive CD Director Assistant Child Development Manager</p>	<p>Completion Date 6/1/2021</p>	<p>Monitoring schedule Timelines CAP ChildPlus Agenda Minutes Self Assessment</p>	<p>6/1/2021</p>

<p>Board and Policy Committee Chairs on the CAP verifying approval, along with Governing Body and Policy Committee minutes documenting each group's participation in the development and approval of the CAP for the 2020-2021 program year.</p> <p>Additional Information: New</p> <p>Non-Compliance for 2020-2021 Grantee Ongoing Monitoring Period 2.</p> <p>45 CFR §1302.102(b)</p> <p>Delegate Agreement Sections 15 and 26</p>	calendar days from issued date	<p><b>Additional Required Steps for Grantee Approval</b></p> <ul style="list-style-type: none"> <li>EHS Coordinator and Assistant CD Manager will implement a system for completeness and accuracy that is also verified with a meeting agenda, participant sign-in and meeting minutes.</li> </ul>	
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\*Non-compliances issued due to not meeting regulation, Delegate Agreement, and/or Agency SAPP requirements.

<p><b>Approval of Corrective Action Plan</b></p> <p>Signature of Board Chairperson</p> <p>Signature:</p>		<p><b>Signature of Policy Committee Chairperson</b></p> <p>Approval of Corrective Action Plan</p> <p>Signature:</p> <p>Date:</p>	
<p><b>Approval of Validation of Correction</b></p> <p>Signature:</p>		<p><b>Signature of Policy Committee Chairperson</b></p> <p>Approval of Validation of Correction</p> <p>Signature:</p> <p>Date:</p>	