CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 6-15-2023

3:30-5:00pm

In person Meeting Location:
Oakland City Hall
1 Frank H. Ogawa Plaza, Hearing Room 2

Virtual Zoom Meeting Location for Public Participation Only
https://us02web.zoom.us/j/81630503611

Please See the Agenda to Participate in The Meeting

Thank you!!

Human Services Department
HEAD START/EARLY HEAD START PROGRAM

ADVISORY BOARD MEETING

Day & Time: Thursday, 6-15, 2023; 3:30-5:00pm
In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2

<u>AGENDA</u>

I. <u>**CALL TO ORDER / ROLL CALL**</u>**:** *Host/Program Staff*

Molly Tafoya, *Chair*	Kevin Bremond	Dr. Jei Watkins
Alysoun (Aly) Bonde, *Vice Chair*	Dr. Mariamawit (Mari) Tamerat	Christina Michaud
Dr. Javay Ross	Reverend Annette Howard	Julia Forte Frudden

    1. Public Comment

II. <u>**APPROVAL OF AGENDA ITEMS**</u>**:** *Molly Tafoya, Chair*
    1. Review and Approval of **June 15, 2023, Advisory Board Meeting Agenda**
    2. Review and Approval of **May 25, 2023, Advisory Board Meeting Minutes**
    3. *Review and Approval of **April 20, 2023, Advisory Board Meeting Minutes**
    (Postponed until June 2023 AB Meeting)

III. <u>**PARENT POLICY COUNCIL UPDATES**</u>**:** *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*

    1. **Parent Policy Council Feedback**

IV. <u>**ACTION ITEMS:**</u>
    1. Advisory Board Recess, August 2023 Proposed

    2. Monthly Progress Report: *Diveena Cooppan & Program Staff*
        a. Monthly Enrollment and Content Area Monitoring Update – *May 2023*
        b. Father Involvement

    3. Disability Waiver Submission Approval

    4. Monthly Financial Report: *Annie Friberg, Interim HSD Budget & Fiscal Manager Tony Daquipa, Admin. Analyst II*
        a. Monthly Financial Report – *May 2023*
          • Expenditures, Purchase Card, CACFP Reports

V. <u>**INFORMATION ITEMS**</u>**:** *Diveena Cooppan & Program Staff*

    1. **Program Updates**
        a. Summary *FY 22-23 California Department of Education/State Preschool Program & California Department of Social Services General Child Care* Contracts Program Self-Evaluations
        b. Office of Head Start Focus Area 2 (FA2) Protocol (See copy attached)
        c. Facilities: Tassafaronga
        d. End of Program Year

VI. <u>**OPEN FORUM**</u>

VII. <u>**ADJOURNMENT**</u>

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, April 20, 2023
3:47 -5:06 pm

* <u>MEETING MINUTES</u>

*(PENDING APPROVAL FROM THE ADVISORY BOARD)

I. <u>**CALL TO ORDER / ROLL CALL:**</u> *Host/Program Staff*

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<u>**Advisory Board Members Present:**</u>
Molly Tafoya, *Chair*
Alysoun (Aly) Bonde,
Vice Chair
Kevin Bremond
Reverend Annette Howard
Dr. Jei Watkins (non-voting)
Julia Forte-Frudden (non-voting - remote)

<u>**Advisory Board Members Excused:**</u>
Dr Javay Ross
Dr. Mariamawit (Mari) Tamerat
Christina Michaud (non-voting)

<u>**Parent Policy Council Members Present:**</u>
To Niya Scott Smith, *Chair*

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<u>**Staff Present:**</u>
Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *Education Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Lamisa Mustafa, *Race & Equity Fellow*
Shelley Taylor, *Supervisor – HR & Business Services*
Alisa Burton, *Supervisor - Workforce*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program Coordinator*
Sarah Trist, *Operations Manager*
Tonya Love, *Office of Councilmember Caroll Fife*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact* Interpretation Team (5 members present)

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     1. Public Comments:

> Marilyn Reynolds, Oakland resident of 48 years and former employee of Head Start for shared personal stories and thanked the Oakland Head Start Program for their work.

II. <u>**APPROVAL OF AGENDA ITEMS:**</u> *Chair Molly Tafoya*

      1. Review and Approval of **April 20, 2023, Advisory Board Meeting Agenda**

- ▪ Chair Molly Tafoya, called for a motion to approve the **April 20, 2023, Advisory Board Meeting Agenda**
- ✓ Reverend Annette Howard motioned to approve the April 20, 2023, Advisory Board Meeting Agenda.
- ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

      2. Review and Approval of **February 23, 2023, Advisory Board Meeting Minutes.**

- ▪ Moved to May Advisory Board Meeting for approval.

      3. Review and Approval of **January 19, 2023, Advisory Board Meeting Minutes.**

- ▪ Moved to May Advisory Board Meeting for approval.

III. <u>**PARENT POLICY COUNCIL UPDATES:**</u> *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*

- Chair To Niya Scott-Smith presented the Parent Policy Council Feedback

IV.   ACTION ITEMS:

1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
   - During March, our program had 520 children enrolled.
   - We served 27 expecting parents.
   - Our partner Bananas childcare is at 83% of full enrollment, Brighter Beginnings is at 83% enrollment, and our Peralta Partner is at 95% enrollment.
   - By the end of March, we had 49 children and enrolled in the program with either an IEP or an IFSP
   - During March 13 staff members across our program were able to attend the San Jose STEM Conference (Science, Technology, Engineering and Mathematics). Our Family Advocate Staff, ERSEA Staff and Parent Policy Council Chair were all able to attend training related to families experiencing homelessness and best practices for supporting them.
   - Franklin and Tassafaronga outdoor playground structures were finalized.
   - We conducted our self-assessment which is a program requirement of Head Start and we will be providing an update on the self-assessment next month.
   - Fidelia Onyejekwe retired after 26 years with the program.
   - We recently hired a Head Start Race and Equity Fellow, Lamisa Mustafa. We also hired another Early Learning Specialist, Carmen Smith Right.
   - Site Spotlights for this month are San Antonio Park and San Antonio CDC

   a. COVID 19 Mitigation Policy and Procedure Update

   - We currently update our Policy at least once a year because we want to make sure we are responding to the latest evidence.
   - Our masking policy remains the same.
   - Our test surveillance continues.
   - When there is a positive case in a classroom, we require a 7-day isolation.

   - Chair Tafoya, called for a motion to approve **Monthly Progress Report**
   - ✓ Vice Chair Bonde motioned to approve the Monthly Progress Report
   - ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **Monthly Financial Report:** *Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II*

   - Annie Friberg presented the February and March Fiscal report which are attached to your packet.
   - Fiscal is currently catching up on invoices due to the cyberattack experienced.

   - Chair Tafoya, called for a motion to approve **Monthly Financial Report**
   - ✓ Reverend Annette Howard motioned to approve the Monthly Financial Report
   - ✓ Vice Chair Bonde seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response
     -

3. FY23-24 Funding Applications: *Diveena Cooppan & Program Staff*

   a. Head Start Continuation

   ▪ We had a deadline of April 1st for the application, however due to the cyberattack, we have put in a request for an extension until April 21st.
   ▪ You have the layout of the application in your packet which also provides updates.

   ▪ Chair Tafoya, called for a motion to approve **Head Start Continuation**
   ✓ Chair Tafoya motioned to approve the Head Start Continuation
   ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

   b. Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)

   ▪ Application was due on April 1st however they have allowed us to submit the application on April 21st.
   ▪ This grant is a Cost-of-Living adjustment which supports a 5.60% increase.

   Discussion of teacher salaries and OUSD salaries comparison happened between Head Start Program Director and Advisory Board members.

   ▪ Chair Tafoya, called for a motion to approve **Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)**
   ✓ Chair Tafoya motioned to approve the Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI)
   ✓ Reverend Annette Howard seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

1.   ADJOURNMENT
   ▪ Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
   ✓ Chair Molly Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
   ✓ Alysoun (Aly) Bonde seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

   Meeting adjourned at 5:06 pm

                Submitted and recorded by
                Clara Sanchez Silva
                Administrative Assistant II

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, May 25, 2023
3:37 -5:06 pm

* MEETING MINUTES

*(PENDING APPROVAL FROM THE ADVISORY BOARD)

I. CALL TO ORDER / ROLL CALL: *Host/Program Staff*

Advisory Board Members Present:
Molly Tafoya, *Chair*
Dr. Javay Ross (Excused @ 4:10pm)
Kevin Bremond
Reverend Annette Howard
Julia Forte Frudden
Dr. Jei Watkins (non-voting)
Dr. Mariamawit (Mari) Tamerat
(non-voting - remote)

Staff Present:
Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *Education Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Lamisa Mustafa, *Race & Equity Fellow*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Thao Ly, *Education & Home-Based Program Coordinator*
Sarah Trist, *Operations Manager*
Tonya Love, *Office of Councilmember Caroll Fife*
Michael Munson, *KTOP Cable & TV Ops.*
Equal Access - *International Contact* Interpretation Team (5 members present)

Advisory Board Members Excused:
Alysoun (Aly) Bonde, *Vice Chair*
Christina Michaud

Parent Policy Council Members Present:
To Niya Scott Smith, *Chair*

1. Public Comments:
No Comments

II. APPROVAL OF AGENDA ITEMS: *Chair Molly Tafoya*

1. Review and Approval of **May 25, 2023, Advisory Board Meeting Revised Agenda**

- ▪ Chair Molly Tafoya, called for a motion to approve the **May 25, 2023, Advisory Board Meeting Revised Agenda**
- ✓ Chair Tafoya motioned to approve the May 25, 2023, Advisory Board Meeting Revised Agenda.
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of **February 23, 2023, Advisory Board Meeting Minutes.**

- ▪ Chair Tafoya, called for a motion to approve the **February 23, 2023, Advisory Board Meeting Minutes**
- ✓ Chair Tafoya motioned to approve the February 23, 2023, Advisory Board Meeting Minutes
- ✓ Dr. Javay Ross seconded the motion; Motion carried. Vote: (3)-ayes, (0)-nays, (1)-abstentions, (0) no response

  3. Review and Approval of **April 20, 2023, Advisory Board Meeting Minutes.**

  - ▪ Moved to June Advisory Board Meeting for approval.

III. **PARENT POLICY COUNCIL UPDATES:** *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*

- Chair To Niya Scott-Smith presented the Parent Policy Council Feedback

IV. **ACTION ITEMS**:

1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
   - 518 Program enrolled for the month of April.
   - Daily attendance is 85% total.
   - We continue to serve 27 pregnant parents; two children were born in April and three are expected to be born in May.
   - In April, we celebrated our yearly Fairyland event where we had 855 attendees.
   - We will be hosting a Transition Zoom Event for our children transitioning into TK.
   - The Self-Assessment which focused on Health and Safety can be found in your packet along with Correction Action Plan.
   - The program welcomed two new Family Service Specialists. One of our Head Start instructors took a position at OUSD.
   - We continue recruitment for Head Start
   - Site Spotlight: Franklin

   a. COVID 19 Response Update

   - We had two centers based COVID cases as well as Home Based cases.
   - We will continue to work together to keep classrooms safe.

     Dr. Javay Ross asked for our report to please state which spots belonged to Saint Vincent.

   - Chair Tafoya, called for a motion to approve **Monthly Progress Report**
   - ✓ Chair Tafoya motioned to approve the Monthly Progress Report
   - ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **Monthly Financial Report:** *Annie Friberg, Acting HSD Budget & Fiscal Manager; Tony Daquipa, Budget & Fiscal Admin Analyst II*

   Head Start and Early Head Start Budget Summary totals $12,799,260.00.
   - Encumbrance is at $1,757,597.68
   - Expenditures is at $7,781,310.51
   - Avail is at $3,260,351.81
   - Percent of Budget Spent is at 75%
   - Head Start Budget Summaries are all broken down in your packet.

   Meal Count:
   - Breakfast: 3,186.00
   - Lunch: 3,607.00

- Afternoon Snack: 3,155.00

PCard Log for April will be presented in June.

- ▪ Chair Tafoya, called for a motion to approve **Monthly Financial Report**
- ✓ Chair Tafoya motioned to approve the Monthly Financial Report
- ✓ Julia Forte Frudden seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

V.   <u>INFORMATION ITEMS</u>: *Diveena Cooppan & Program Staff*

     Program Updates

     a. Letters of Appointment to the Advisory Board

Welcome new Advisory Board members!

     b. Annual City Council Head Start Report

On Tuesday, Chair Molly Tafoya and PPC Chair, To Niya Scott-Smith atteneded the Annual City Council where they presented information regarding Head Start Program.

     c. Measure AA

We are looking to get a report through to the City Council Life Enrichment for June 13th. The Measure AA implementation partner that was selected is First 5 Alameda County**.**

Kevin Bremond mentioned that he is a current employee of Alameda First 5 therefore, he will have to refrain from Advisory Board voting regarding Measure AA or Alameda First 5.

     d. Conference Update: Early Childhood Education Pathways to Success (ECEPTS) Conference, May 1-4, 2023rd

The Early Care and Education Pathways to Success Conference helped staff understand what we can do regarding teacher shortage as it is a national problem.

     e. "Community Boards" at HS/EHS Sites (sample images in packet)

     f. Annual Head Start Public Report

We are required to present an Annual Head Start Report and update to the City Council. We are also required by the Office of Head Start to present an Annual Head Start report to the public annually for the prior year.

The Annual Head Start Public Report was presented and explained by Robyn Levinson.

Discussion regarding a possible FA2 (Focus Area 2) review happened. Diveena Cooppan explained that Advisory Board members will have to be part of the review.

VI.   <u>OPEN FORUM</u>

To Niya Scott-Smith mentioned that the Parent Policy Council training with Lucia Palacios will be rescheduled, once we recruit more members for PPC.

VII.   <u>ADJOURNMENT</u>

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Chair Tafoya motioned to approve the Adjournment of the Advisory Board Meeting
- ✓ Kevin Bremond seconded the motion; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:06 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

MAY 2023

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	234/332	277/342	511/674
Enrollment/Funded (%)	70%	81%	76%
Daily attendance	80%	81%	81%
Medical Home	99%	99%	99%
Health Insurance	98%	99%	99%
Current Physical exam/Well-baby check	93%	78%	85%
Updated immunizations	99%	96%	97%
Hearing Screening	96%	92%	94%
Vision Screening	94%	91%	93%
Growth Screening	98%	97%	98%
Dental Home	97%	82%	91%
Current Dental Exam	95%	81%	91%
Nutrition Screening	97%	98%	98%
Developmental Screening (ASQ)	98%	98%	98%
Concerns Identified following ASQ Screening	53%	35%	44%
Behavioral Screening – (ASQ-SE)	98%	99%	98%
Concern Identified following ASQ-SE Screening	29%	20%	25%
1st Individualized Curriculum (DRDP)	96%	98%	97%
2nd Individualized Curriculum (DRDP)	97%	99%	98%
3rd Individualized Curriculum (DRDP)	97%	98%	98%
Initial Parent/Teacher Conference (IDP)	97%	96%	96%
Second Parent/Teacher Conference (IDP)	86%	94%	95%
Initial Home Visit	97%	100%	99%
Second Home Visit	97%	94%	95%
Agency Transition Plans	97%	93%	95%
Initial Family Outcomes Assessment	100% completed as required, 0 past due		
Final Family Outcomes Assessment	98% completed as required, 10 past due		
Referrals to RCEB	N/A	5	5
Referrals to OUSD	18	0	13

Closed IFSPs, awaiting IEP determination	0	5	5
Children enrolled with IFSP or IEP	33	25	58
% children enrolled with IFSP or ISP	10%	7%	(8.6% _funded_ enrollment)

INFORMATION MEMORANDUM AND PROGRAM INSTRUCTIONS

- May 23, 2023 (ACF-IM-HS-23-02): _American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF_. Available here: https://eclkc.ohs.acf.hhs.gov/policy/im
- California Department of Social Services Child Care Bulletin (CCB No. 23-25): _Fiscal Year 2023-24 Direct Service Child Care and Development Initial Contract Award Allocations_. Available here: https://www.cdss.ca.gov/Portals/9/Additional-Resources/Letters-and-Notices/CCBs/2023/CCB_23-15.pdf?ver=2023-05-31-145903-740

THE CHILDREN'S INITIATIVE (MEASURE AA)

In the April 2023 Meeting, there was a question about First 5 Alameda County, the selected Implementation Partner for the Children's Initiative.

First 5 Alameda County is a county-wide public entity created by passage of Proposition 10 in 1998 which added fifty cents per pack of cigarettes purchased to fund early care and education for children ages zero to five. Each county in California has a First 5 agency that aims to coordinate early childhood education services and supports for children ages zero to five and their families. The vision of First 5 Alameda County (First 5 AC) is that "every child in Alameda County will have optimal health, development and well-being to reach their greatest potential." First 5 AC supports many different policy advocacy initiatives and program interventions that promote health and development. These include Help Me Grow, the Kindergarten Readiness Assessment, Quality Counts, Father Corps, and the Early Childhood Education Alameda County Community Needs Assessment.

The Program has submitted a report and resolution to City Council to accept funding from The Children's Initiative for services delivered between January and June 2023. The report and resolution were accepted and approved by the Life Enrichment Committee on May 23rd and are scheduled to go to the full City Council on June 13. Soon the program will submit a formal application to First 5 AC for funding for the 2023-24 fiscal year.

ATTENDANCE & ENROLLMENT

The Office of Head Start has announced that they will be implementing under-enrollment plans for programs not meeting the full enrollment expectation of 97% beginning in Program Year 2023-24. OHS has shared they will begin with recipients whose enrollment is under 50% but plans to reach all programs not meeting full enrollment by January 2024. Nationally, the enrollment average for both Early Head Start and Head Start is 80%, and only 503 of the total 1,850 programs (27%) are currently reporting full enrollment. For Region 9 specifically, the enrollment average is 76%, which is the lowest across all regions. The City of Oakland Head Start Program is currently reflecting 70% enrollment for Head Start and 81% enrollment for Early Head Start.

In April, the Advisory Board requested an overview of enrollment with the Saint Vincent Day Home (SVDH) slots removed. SVDH had 46 of the total 148 Partner Head Start slots. Removing SVDH means there are 102 Partner Head Start slots, of which 92 are filled, equating to 90% enrollment. The Office of Head Start requires the Program count the SVDH slots because they are funded. Thus, the Program's reported enrollment for Partner Head Start is 92 out of 148, equating to 68% enrollment.

Partner Organization	Early Head Start	Head Start	Total
BANANAS	34/41	14/18	48/59 (81%)
Brighter Beginnings	80/100	20/20	100/120 (83%)
Laney	N/A	44/48	58/64 (91%)
Merritt	N/A	14/16	

DENTAL/PHYSICAL HEALTH & NUTRITION

The Program's Health Team continued their focus on improving the monitoring processes for medication management, delivery, and updates. The Program was able to host a final round of dental screenings for 35 children on May 30th, increasing the percentage of children enrolled who have received a timely dental screening.

Site visits conducted by the Health and Nutrition Teams met the CACFP monitoring requirements and provided information that can be used to inform the training and implementation plan for toothbrushing and storing medication in the upcoming program year. Additionally, the Alameda County Office of Dental Health has confirmed they can provide a training on toothbrushing for all direct service staff in the fall.

The Quarterly Health Services Advisory Board meeting was also held in May. Meeting topics included lead prevention, asthma, and updating health policies.

EXPECTANT FAMILIES PROGRAM

This Program Year, 28 expectant parents have been served through our Expectant Parent program. Two children were born in May!	
Total expectant parents served this Program Year	28
City of Oakland to date	18
Brighter Beginnings to date	10
Previous Month	
Expectant parents served	4
Number of babies born	2
Number of Pre-Natal Depression screenings conducted	4/4 (100%)
Number of Post-partum Depression screenings conducted	4/4 (100%)
Number of Post-partum 2-week visits conducted	2/2 (100%)
Number of children enrolled in EHS (with Parent formerly enrolled in Expectant Parent program)	20 out of 23 (87%)
Percentage with Medical Insurance	4/4 (100%)
Percentage with Medical Home	4/4 (100%)
Percentage with Dental Home	4/4 (100%)
Percentage with Prenatal Dental Exam	2/4 (50%)
Percentage with Physical Exam	3/4 (75%)
Percentage with Health and Nutrition Screening	4/4 (100%)

To enroll all funded slots for pregnant participants, the Program is working closely with the Pregnant Participant Program Partner, Brighter Beginnings, to recruit and onboard new staff. Brighter Beginnings has made this a priority; they are discussing changes in salary, adding a new hire bonus, a referral bonus, and expanding outreach to obtain new candidates.

HOME-BASED PROGRAM

City of Oakland Home-Based Program

Due to safety precautions, the May socialization event for the grantee Home-Based program was held in a hybrid format, with five caregivers attending in person and twenty-five caregivers participating remotely. Overall, there was a significant dip in socialization participation compared to the previous month, but many families shared they themselves or their family members were sick.

In May, the Mobile Classroom (a modified Home-Based program) finally received the required Department of Motor Vehicle registration, so staff are preparing to recruit and enroll families experiencing homelessness into this program option very soon.

Brighter Beginnings Home-Based Program

Brighter Beginnings continues to respond to past-due education requirements delayed due to the resignation of four staff members in February and March. The agency has hired two replacement staff members for the four positions but continue to experience staffing shortages.

Brighter Beginnings has also noticed an increase in families seeking services who speak Mam. Other trends in the Partner Home-Based program include an uptick in home visit cancellations due to health concerns. Lastly, Brighter Beginnings was proud to host the first Parent-led social in May. The Parent Policy Council representative from Brighter Beginnings led a social with the theme "Importance of Self Care in Parenting" at a local park. Families created fruit-infused water treats, experimented with water color meditation, and networked during the potluck celebration.

DISABILITIES & MENTAL HEALTH

Of the 58 children with IFSPs/IEPS, 52% have a speech/language delay diagnosis, 26% have a non-categorical developmental delay diagnosis, and 21% of children have an Autism diagnosis.

The number of children who have aged out of their IFSPs and are awaiting evaluation from Oakland Unified School District (OUSD) has decreased from nine to five. While the last day of school for OUSD was May 25th, they are paying a third-party vendor to continue conducting evaluations through the summer so all evaluations received during the 2022-2023 year will be conducted by the first day of school on August 7th.

For a second year, the Program is partnering with Through the Looking Glass to host Developmental Playgroups for 16 children at Brookfield and Lion Creek Crossing. The playgroups provide an opportunity for children to encourage social-emotional wellbeing and the development of self-regulation through play and environmental exploration. Activities for children include circle time, indoor and outdoor play, movement, music, and dance. There are also weekly parent workshops for participating families.

Related to inclusion and access across program efforts, this report may look slightly different than previous reports. To adhere to best practices for accessibility, the Program is updating the font size and style used in written documentation.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Since Alameda County eviction ban was lifted on April 29th, eviction cases increased significantly in May. In April, 65 eviction cases were filed compared to 243 evictions cases filed in May, representing a 35% increase. The eviction moratorium in Oakland expires on July 15th, and there is a chance many of our families and community may be impacted by this change. That being said, the Program is proud to announce that two families experiencing homelessness obtained permanent stable housing in May.

To follow the in-person Transition event held at Lockwood Elementary School, the Family Services Team also hosted a virtual Transition event attended by four families. Families who participated received a goodie bags with books, a Head Start water bottle, coffee mug, coin purse and hand sanitizer. Through the continued partnership with Help a Mother Out, diapers and pull-ups were distributed to 360 families in May. As the school year ends, a list of food and other resources for families available in the summer is included below.

At the end of this program year, 183 children from our Early Head Start Program will enter Head Start. 92 of our Head Start children are transitioning to kindergarten and 44 children are eligible to enter transitional kindergarten.

EDUCATION AND SCHOOL READINESS

Last month, lesson plans were designed with a focus on the topics of Transitions (to Head Start, Transitional Kindergarten, and Kindergarten) and Body Parts.

Several site visits and observations were conducted in May. Three sites eligible for an updated Quality Rating (San Antonio CDC, Brookfield and Manzanita) received CLASS visits and did very well. The Quality Rating is part of Alameda County's Quality Rating and Improvement System (QRIS) that assesses program quality across program options, aligns program standards with early learning best practices, and supports continuous quality improvement for programs and personnel.

As described in the Early Childhood Learning and Knowledge Center (ECLKC), "The Classroom Assessment Scoring System (CLASS®) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS® includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. Within each domain are dimensions that capture more specific details about teachers' interactions with children."

In addition to the CLASS visits for the three QRIS sites, all Head Start sites received CLASS observations for the second time this program year. All Early Head Start and Head Start center-based sites also received Environments observations.

DATA MANAGEMENT & ONGOING MONITORING

The Program successfully completed two Program Self Evaluations in May, one for the California State Preschool Program (CSPP) and one for the General Child Care Program (CCTR).

In addition to completion of the two Program Self Evaluations, the Data Management team worked on creating the data management and reporting process for the Dual Language Learner reporting requirement for CSPP, preparing for the Quality Counts audit in mid-June, and monitoring Corrective Actions Plans developed through the self-assessment process this past spring.

The Advisory Board requested more information about Focus Area 2 Monitoring (FA 2) that may take place during the upcoming program year. Attached is the current 2022-2023 FA 2 protocol, which is likely very similar to what will be used in 2023-2024.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

During the second week of May, the Program honored National Teacher Appreciation Week by delivering goodies to site-based staff each day of the week.

The Program continues to have significant vacancies across teaching and direct service positions. There are six Early Head Start and Head Start Instructor positions, five Head Start/Early Head Start Assistant Instructor positions, and one Head Start/Early Head Start Associate Instructor position currently vacant. Additionally, the Program has one part-time Maintenance Mechanic position, one Program Analyst position, and one Head Start Driver position unfilled. To recruit staff, the Program has the positions open for recruitment through the City's job website and continues to also advertise through Head Start Jobs, LinkedIn and social media.

WORKFORCE APPRENTICESHIP PROGRAM

From May 1st through 4th, four members of the Head Start management team attended the second Annual Early Care and Education Pathways to Success (ECEPTS) National Conference on Early Childhood Educator Apprenticeship programs in Ontario, California. Highlights included attending a panel of parents who shared their experiences going through an apprenticeship program and networking with ECE professionals from around the country. In addition to hosting the conference, ECEPTS is assisting Head Start and Human Services Department management staff with developing the required systems within the city infrastructure to host apprentices and enable current instructors and Center Directors to serve as mentors.

By the end of May, the Workforce Apprenticeship Program had received 46 applications across all three partner agencies (the City of Oakland, YMCA of the East Bay, and Merritt College) to enroll in the apprenticeship program. Of the 46 applications, 22 of the applications were direct referrals from the City of Oakland Head Start Program, and two of the applicants identify as male. Information about the background check and onboarding requirements are being sent to interested applicants, and once this process is completed, interviews will be scheduled. While there are many individuals who have already expressed interest in the apprenticeship, recruitment for the apprenticeship program is ongoing. Weekly virtual informational sessions are hosted on Wednesday evenings at 5:30pm.

SITE SPOTLIGHT: The Head Start Central Kitchen

All the delicious food enjoyed by the Head Start Program's participants are prepared from scratch at the Head Start Central Kitchen. The Head Start Central Kitchen is managed by Donald (Don) Edwards, who has worked with the Head Start for ten years.

One highlight of this Program Year is the successful integration of the new menu items that include more fish, seasonal fruits, and seasonal vegetables. The two things Don enjoys most about supervising the Head Start Central Kitchen are seeing pictures of the children enjoying their meals and working as part of a team to create meals they are proud of. Don believes the role of the Central Kitchen is to ensure children are fed wholesome, nutritious, and appetizing meals that meet the requirements of all statutory bodies involved in the Head Start program. All meals- which include breakfast, lunch,

and an afternoon snack- are produced from scratch by 6am each morning because of the tremendous effort and dedication of the Head Start Central Kitchen Team.

Head Start
Central Kitchen

UPCOMING

All questions or requests related to the following events can be emailed to Robyn Levinson at RLevinson@oaklandca.gov.

- FatherCorps 2022-23 End of Year Celebration: Friday, June 16th 11:30am-2pm 1115 Atlantic Avenue, Alameda CA
- Every Wednesday evening at 5:30pm: Workforce Apprenticeship Program Virtual Information Session.
  Link to the session: https://ymcaeastbayorg.zoom.us/j/82081760021
  For more information, email Alisa Burton: ABurton@oaklandca.gov
- Last day of school for Grantee center-based sites: June 23rd

Male Engagement at City of Oakland Head Start

Philosophy & Approach:

Male engagement is a required component of Head Start. The City of Oakland Head Start Program recognizes that having all caregivers and parents involved in the lives and education of children is crucial for their development. Father engagement is key to child's success in school and the family's readiness for school.

Current Program Year 2022-2023 Activities

Invite and include fathers and other male figures in the initial intake interview regardless of who is included on the application.
Register fathers for Ready Rosie so they have access to the parenting curriculum.
Register fathers and other male figures for Learning Genie to receive updates on their child's activities and communication from centers.
Ensure that fathers and other male figures receive the information from the program that mothers receive.
Ensure that fathers are encouraged to participate in Family Outcomes Assessments and Family Goal Setting meetings.
Include fathers in parent teacher conferences and home visits.
Encourage fathers and other male figures to attend monthly parent meetings and join the Parent Policy Council.
Promote community events, including Father Corp workshops, to all families in the program.
June 21st to July 26 – Emotional Intelligence Male Involvement virtual series on Wednesdays, with a final session in person

Male engagement has consistently increased across all areas over the last three years. Out of all families in the program, almost half have fathers involved in the family outcomes assessment (42%), family goal setting process (45%), and family child development experiences (44%). Male involvement in parenting education workshops is much lower (25%) than the family outcomes assessment, family goal setting process, and family child development experiences. There is very low involvement in the parent policy council by male caregivers.

Table: Male Involvement in Program Information Report (PIR) Data
Program Years 2019-2022

	2019		2021		2022	
Total families	**683**	**%**	**482**	**%**	**485**	**%**
Male engagement in Family assessment	117	17.1%	182	38%	208	42.9%
Male engagement in Family goal setting	109	16.0%	192	40%	216	44.5%
Male Involvement in child development experiences	121	17.7%	193	40%	215	44.3%
Male Involvement program governance	11	1.6%	11	2%	22	4.5%
Male Involvement in Parenting education workshops	93	13.6%	90	19%	121	24.9%

Head Start & Early Head Start Budget Summary - All projects
Report as of 06/06/23 - Payroll to 04/28/23

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	$ 5,369,540.00	$ -	$ 4,724,901.12	$ 644,638.88	88%
b. Fringe Benefits	$ 2,133,657.00	$ -	$ 1,953,652.97	$ 180,004.03	92%
c. Travel	$ 4,800.00	$ -	$ 703.51	$ 4,096.49	15%
d. Equipment	$ -	$ -	$ -	$ -	0%
e. Supplies	$ 599,486.00	$ 94,513.30	$ 216,190.29	$ 288,782.41	52%
f. Contractual	$ 3,418,169.00	$ 1,328,893.61	$ 1,174,781.77	$ 914,493.62	73%
g. Construction	$ -	$ -	$ -	$ -	0%
h. Other	$ 900,540.00	$ 79,234.78	$ 801,354.58	$ 19,950.64	98%
i. Total Direct Charges	**$ 12,426,192.00**	**$ 1,502,641.69**	**$ 8,871,584.24**	**$ 2,051,966.07**	83%
j. Indirect Charges	$ 373,068.00	$ -	$ 324,374.90	$ 48,693.10	87%
k. TOTALS	**$ 12,799,260.00**	**$ 1,502,641.69**	**$ 9,195,959.14**	**$ 2,100,659.17**	**84%**

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than $5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate

Head Start Budget Summary - Project 1005580
Report as of 06/06/23 - Payroll to 04/28/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 2,268,328.00	$ -	$ 1,984,753.04	$ 283,574.96	87%
b. Fringe Benefits	$ 1,009,275.00	$ -	$ 924,136.50	$ 85,138.50	92%
c. Travel	$ 2,256.00	$ -	$ 5.00	$ 2,251.00	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 137,015.00	$ 40,397.06	$ 80,661.38	$ 15,956.56	88%
f. Contractual	$ 1,368,367.00	$ 438,425.95	$ 621,890.71	$ 308,050.34	77%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 386,482.00	$ 35,692.72	$ 342,283.22	$ 8,506.06	98%
i. Total Direct Charges	**$ 5,171,723.00**	**$ 514,515.73**	**$ 3,953,729.85**	**$ 703,477.42**	86%
j. Indirect Charges	$ 158,783.00	$ -	$ 137,578.90	$ 21,204.10	87%
k. TOTALS	**$ 5,330,506.00**	**$ 514,515.73**	**$ 4,091,308.75**	**$ 724,681.52**	**86%**

Early Head Start Budget Summary - Project 1005586
Report as of 06/06/23 - Payroll to 04/28/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	$ 3,061,212.00	$ -	$ 2,740,148.08	$ 321,063.92	90%
b. Fringe Benefits	$ 1,124,382.00	$ -	$ 1,029,516.47	$ 94,865.53	92%
c. Travel	$ 2,544.00	$ -	$ -	$ 2,544.00	0%
d. Equipment	$ -	$ -	$ -	$ -	-
e. Supplies	$ 189,661.00	$ 54,116.24	$ 135,528.91	$ 15.85	100%
f. Contractual	$ 1,917,596.00	$ 890,467.66	$ 491,346.29	$ 535,782.05	72%
g. Construction	$ -	$ -	$ -	$ -	-
h. Other	$ 543,444.00	$ 43,542.06	$ 455,275.54	$ 44,626.40	92%
i. Total Direct Charges	**$ 6,838,839.00**	**$ 988,125.96**	**$ 4,851,815.29**	**$ 998,897.75**	85%
j. Indirect Charges	$ 214,285.00	$ -	$ 186,796.00	$ 27,489.00	87%
k. TOTALS	**$ 7,053,124.00**	**$ 988,125.96**	**$ 5,038,611.29**	**$ 1,026,386.75**	**85%**

Head Start T/TA Budget Summary - Project 1005581
Report as of 06/06/23 - Payroll to 04/28/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 29,689.00	$ -	$ 368.26	$ 29,320.74	1.24%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ -	$ -	$ -	$ -	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 37,063.00	$ -	$ 31,321.05	$ 5,741.95	84.51%
i. Total Direct Charges	**$ 66,752.00**	**$ -**	**$ 31,689.31**	**$ 35,062.69**	47.47%
j. Indirect Charges	$ -			$ -	0.00%
k. TOTALS	**$ 66,752.00**	**$ -**	**$ 31,689.31**	**$ 35,062.69**	**47.47%**

Early Head Start T/TA Budget Summary - Project 1005587
Report as of 06/06/23 - Payroll to 04/28/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ 33,322.18	$ -	$ 330.25	$ 32,991.93	0.99%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ -	$ -	$ -	$ -	0.00%
f. Contractual	$ 34,078.00	$ -	$ -	$ 34,078.00	0.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ 51,478.00	$ -	$ 34,019.54	$ 17,458.46	66.09%
i. Total Direct Charges	**$ 118,878.18**	**$ -**	**$ 34,349.79**	**$ 84,528.39**	28.89%
j. Indirect Charges	$ -	$ -	$ -	$ -	0.00%
k. TOTALS	**$ 118,878.18**	**$ -**	**$ 34,349.79**	**$ 84,528.39**	**28.89%**

Head Start ARP Budget Summary - Project 1006194
Report as of 06/06/23 - Payroll to 04/28/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ -	$ -	$ -	$ -	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ 139,453.00	$ 1,179.23	$ -	$ 138,273.77	0.85%
f. Contractual	$ 311,083.00	$ 53,657.02	$ 214,280.01	$ 43,145.97	86.13%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other		$ -	$ -	$ -	0.00%
i. Total Direct Charges	$ 450,536.00	$ 54,836.25	$ 214,280.01	$ 181,419.74	59.73%
j. Indirect Charges	$ -			$ -	0.00%
k. TOTALS	$ 450,536.00	$ 54,836.25	$ 214,280.01	$ 181,419.74	59.73%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 06/06/23 - Payroll to 04/28/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	$ -	$ -	$ -	$ -	0.00%
b. Fringe Benefits	$ -	$ -	$ -	$ -	0.00%
c. Travel	$ -	$ -	$ -	$ -	0.00%
d. Equipment	$ -	$ -	$ -	$ -	0.00%
e. Supplies	$ 89,067.49	$ 1,330.39	$ -	$ 87,737.10	1.49%
f. Contractual	$ 460,289.51	$ 85,607.95	$ 374,681.56	$ -	100.00%
g. Construction	$ -	$ -	$ -	$ -	0.00%
h. Other	$ -	$ -		$ -	0.00%
i. Total Direct Charges	$ 549,357.00	$ 86,938.34	$ 374,681.56	$ 87,737.10	84.03%
j. Indirect Charges	$ -	$ -	$ -	$ -	0.00%
k. TOTALS	$ 549,357.00	$ 86,938.34	$ 374,681.56	$ 87,737.10	84.03%

Child and Adult Care Food Program FY2022-23

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: April-23

| | | Facility Number | Facility Name | Meal Types Claimed (x) | | | Number of Operating Days | License Capacity (room capacity, if applicable) | Funded enroll-ment | Enrollment (license or room capacity, if applicable) | Shift status | Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days) | Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken | Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document |
				Breakfast	Lunch	Afternoon Snack								
1	1	Full Day	85th Avenue I	41.00	43.00	40.00	13.00	entire site (50)	16.00	16.00	1.00	208.00	NO	NO
1	2	Full Day	85th Avenue II	76.00	91.00	81.00	14.00	entire site (50)	10.00	16.00	1.00	224.00	NO	NO
1	3	Full Day	85th Avenue III	132.00	140.00	120.00	14.00	entire site (50)	8.00	16.00	1.00	224.00	NO	NO
2	4	Full Day	Arroyo Viejo	62.00	76.00	59.00	14.00	16	12.00	12.00	1.00	168.00	NO	NO
3	5	Full Day	BROADWAY/INFANT	33.00	58.00	47.00	12.00	8	8.00	9.00	1.00	108.00	NO	NO
3	6	Full Day	BROADWAY/RM 3 (TODDLER)	57.00	88.00	82.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
3	7	Full Day	BROADWAY/RM 4 (TODDLER)	36.00	47.00	45.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
4	8	Full Day	Brookfield 1	134.00	151.00	129.00	14.00	entire site (48)	16.00	16.00	1.00	224.00	NO	NO
4	9	Full Day	Brookfield 2	97.00	111.00	104.00	14.00	entire site (48)	16.00	16.00	1.00	224.00	NO	NO
5	10	Full Day	Fannie Wall					20	-	20.00	1.00	20.00	NO	NO
6	11	Full Day	Frank G. Mar					21	-	20.00	1.00	20.00	NO	NO
7	12	Full Day	Franklin	100.00	144.00	103.00	14.00	18	16.00	32.00	1.00	448.00	NO	NO
8	13	Full Day	Lion's Creek 1	153.00	161.00	144.00	14.00	18	16.00	16.00	1.00	224.00	NO	NO
8	14	Full Day	Lions Creek 2	84.00	79.00	72.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
9	15	Full Day	Manzanita / Brookfield	133.00	174.00	131.00	15.00	20	16.00	20.00	1.00	300.00	NO	NO
10	16	Full Day	San Antonio CDC 1	220.00	239.00	200.00	14.00	entire site (24)	24.00	24.00	1.00	336.00	NO	NO
11	17	Full Day	San Antonio Park I	90.00	104.00	100.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
11	18	Full Day	San Antonio Park II	57.00	75.00	80.00	14.00	8	10.00	9.00	1.00	126.00	NO	NO
12	19	Full Day	Sungate I	252.00	254.00	266.00	15.00	24	24.00	24.00	1.00	360.00	NO	NO
12	20	Full Day	Sungate II					0	-	16.00	1.00	16.00	NO	NO
13	21	Full Day	Tassafaronga	163.00	168.00	156.00	13.00	24	24.00	24.00	1.00	312.00	NO	NO
14	22	Full Day	West Grand (Infant)	65.00	65.00	61.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
14	23	Full Day	West Grand (Older)	81.00	84.00	81.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
14	24	Full Day	West Grand (Young)	88.00	89.00	89.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
			TOTAL	**2,154.00**	**2,441.00**	**2,190.00**	**292.00**		**272.00**	**366.00**		**4,382.00**		
			HS	**1,138.00**	**1,363.00**	**1,157.00**	**180.00**							
			EHS	**1,016.00**	**1,078.00**	**1,033.00**	**112.00**							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by:

Sarah Trist

Sarah Trist
Health & Human Services Program Planner

* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Prepared by : Tony Daquipa

Fiscal Approval: *Annie Friberg*
Annie Friberg
Human Service Fiscal Manager

Avg Daily Participation	162.73

=(max meals)/(max days)

ADP ENTRY	163.00

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 05/23/23

Cardholder Name: Diveena Cooppan
PRINT NAME

Agency / Department: DHS - Head Start

April 2023 TO **April 2023**
Transaction Period (Month / Year)   *Transaction Period (Month / Year)*

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Diveena Cooppan (May 23, 2023 12:32 PDT) Date May 23, 2023	510-238-3165	Annie Friberg (May 23, 2023 12:21 PDT) Date May 23, 2023
CARDHOLDER'S SIGNATURE AND DATE	*PHONE NUMBER (REQUIRED)*	*AUTHORIZATION SIGNATURE AND DATE*

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	3/27/23	DOLLAR TREE	Museum Black Boys screening Table Cloth/Markers	17.54		
2			1.2128.78231.54915.1005587.YS13/1 DEFAULT/24157			
3	3/27/23	WAL-MART	Museum Black Boys screening Name Tags	116.44		
4			1.2128.78231.54915.1005587.YS13/1 DEFAULT/24157			
5						
6						

Document Total	133.98

DETAILED DESCRIPTION

Audited By: *(Finance and Management Agency)*	

FMA 02/07

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: **06/07/23**

Cardholder Name: **Diveena Cooppan**
PRINT NAME

Agency / Department: **DHS - Head Start**

May 2023
Transaction Period (Month / Year)

TO

May 2023
Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Diveena Cooppan (Jun 7, 2023 17:05 PDT)
Date Jun 7, 2023
CARDHOLDER'S SIGNATURE AND DATE

510-238-3165
PHONE NUMBER (REQUIRED)

Annie Friberg (Jun 7, 2023 16:54 PDT)
Date Jun 7, 2023
AUTHORIZATION SIGNATURE AND DATE

# Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	5/4/23	WALMART.COM	Diapers	119.88		
2			1.1010.78231.52921.1005578.YS13, 1 DEFAULT, 23369			
3	5/17/23	CACFP ROUNDTABLE	Head Start CACFP Membership	300.00		
4			1.1010.78231.52921.1005578.YS13 1 DEFAULT 23369			
5	4/27/23	HOTELS.COM	ECEPTS Conference Travel Hotel Rooms	1,989.20		
6			50% 1.2128.78232.55114.1005581.YS13 50% 1.2128.78232.55114.1005587.YS13 1 DEFAULT, 24157			
7	4/27/23	SOUTHWEST	Airfare for Shelley Taylor	541.96		
8			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS13 1 DEFAULT, 24157			
9	4/27/23	SOUTHWEST	Airfare for Enjema Hudson	541.96		
10			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS13 1 DEFAULT, 24157			
11	4/27/23	SOUTHWEST	Airfare for Alisa Burton	541.96		
12			50% 1.2128.78232.55112.1005581.YS13 50% 1.2128.78232.55112.1005587.YS13 1 DEFAULT, 24157			
13						

Document Total	4,034.96

Fiscal Year (FY) 2023 Focus Area Two Monitoring Protocol

Purpose

The Focus Area Two (FA2) review is an opportunity for grant recipients to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. This focus area is designed to broaden the Office of Head Start's (OHS) understanding of each grant recipient's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), the Uniform Guidance, and the Head Start Act.

Road Map to the Focus Area 2 Protocol

This protocol will guide the discussions between the grant recipient and reviewers during the FA2 review. It includes areas of discussion, specific performance measures, and the associated federal regulations. The protocol is divided into the following six sections:

- Program Management and Quality Improvement
- Education and Child Development Services
- Health Program Services
- Family and Community Engagement Services
- Fiscal Infrastructure
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Federal Regulations

Each section of the protocol includes a list of federal regulations grounding the discussions. This list ensures transparency regarding the regulations used to assess program performance. Grant recipients should note that they remain accountable for all the HSPPS as well as other federal, state, and local regulations guiding program operations, management, and oversight.

What We Want to Learn

This section of the protocol outlines the topic areas the reviewers will explore, and the methodologies reviewers will use to learn about grant recipient performance (e.g., data tours; explorations of classrooms; discussions with managers, teachers, parents, and the governing body). The statements and questions listed in this section are designed to stimulate a meaningful discussion that provides grant recipients with an opportunity to describe strategies and practices that are a priority to OHS: the intentionality behind their program design, decisions, and operations; the challenges they have experienced; the strengths they have developed; their strategies for continuous program improvement; and their strategies for promoting mental wellness and creating a workplace culture that promotes diversity, belonging, and inclusion. In addition, OHS wants to learn how programs are ensuring program environments are healthy and safe for enrolled children and their families.

The questions and statements in the *What We Want to Learn* section are not intended to be exhaustive or to limit discussion. Using these sections as a guide, the reviewers and the grant recipient may engage in discussions beyond the questions included in the protocol.

FY23 Outcomes

The FA2 review event will provide grant recipients with the opportunity to share the types of data collected to measure outcomes for each program area. In addition, the grant recipient will share the outcomes the program has achieved thus far in each service area, strategic refinements the program is making to ensure continuous improvement, and the progress made toward achieving outcomes.

Performance Measures in the Monitoring Protocol

The performance measures identify the areas of performance that are the focus of the monitoring protocol. Each performance measure indicates the federal regulations associated with that measure.

Focus Area Two Review Information

Grant recipients participating in the FA2 review will receive notification **(45-day letter)** of the upcoming review. The assigned Review Lead will contact the grant recipient following the notification and will partner with the program to prepare for the review **(planning call)**.

The Review Team responsible for conducting the FA2 review consists of a Review Lead, a Fiscal Reviewer, and two FA2 Reviewers. The FA2 review includes, but is not limited to, the sample ERSEA file review (includes children and expectant families), classroom and center explorations, data tours, Management Team discussions, governing body and policy council discussions, and fiscal exploration. The Review Team will meet the grant recipient's Management Team the morning of the first day of the review. This **Management Team meeting** allows the Review Team to build on knowledge learned from the pre-review document review (e.g., grant application, Program Information Report data, etc.) and conversations with the Regional Office.

Data tours start on the first day and allow the Review Team to understand the types of data the grant recipient collects to inform ongoing continuous improvement. Program leadership and managers overseeing health, fiscal, education, and family services will demonstrate how data are used and how each service area collaborates to ensure the provision of quality services. They also will share data that show progress toward achieving results and outcomes in each service area.

Service area explorations continue through the week. Discussions will occur with families, direct service staff, the director, managers, the governing body, and the policy council to gain further insight about how children and their families are supported.

Program Management and Quality Improvement

Overview

Purpose

The Program Management and Quality Improvement section of the protocol includes three areas: program management, ongoing oversight and continuous improvement, and program governance. The Review Team will listen to discussion and review data to understand the ability of the Director and the Management Team to deliver high-quality services, continuously monitor program services, make improvements as needed, and achieve program goals and desired outcomes. The Review Team will also monitor the engagement of the governing body and the policy council.

Approach

The Program Management and Quality Improvement discussion with the Management Team begins on the first day of the FA2 review event. The grant recipient will describe and demonstrate how they implement their program management system to promote quality improvement. During the data tours, the Review Team will review data and have discussions with program management staff about the program's progress, implementation, success, and risks.

Program Outcomes

The grant recipient will share how the program collects data to monitor its own progress in achieving outcomes, as well as the program's reported achievements to date in each content area. The discussion includes a focus on where the program is making progress, where the program is experiencing challenges, and how the program uses its data to inform continuous improvement across the program. In addition, the governing body will demonstrate how they use data (both program data and external information) to oversee the provision of quality services for children and families and to ensure progress toward school readiness.

Federal Regulations

1301.2 Governing body use of information and data

1301.3 Policy council and policy committee use of information and data

1302.91(a) Staff qualifications and competencies

1302.92(b) Staff training and professional development

1302.101(a–b) Management system implementation and coordinated approaches

1302.102(b) Monitoring program performance

1302.102(c) Using data for ongoing improvement

1302.102(d) Reporting

642(c)(1)(E)(ii) and (c)(1)(E)(iv)(V)(bb) Governing body responsibilities

642(c)(2)(D)(i) Policy council responsibilities

What We Want to Learn

Program Management

PM1: The grant recipient establishes a management structure that consists of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

1. The grant recipient will demonstrate how the Management Team members use their knowledge, training, experience, and competencies to ensure high-quality service delivery. 1302.91(a)
2. The grant recipient will demonstrate how the management/organizational structure provides effective management and oversight of all program areas. 1302.101(a)(1)
3. The grant recipient will demonstrate how managers provide ongoing supervision and professional development to support individual staff. 1302.101(a)(2) and 1302.92(b)

Ongoing Monitoring and Continuous Improvement

PM2: The grant recipient uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards; and to assess the effectiveness of professional development.

1. The grant recipient will demonstrate how data are aggregated, analyzed, and compared to inform strategies for continuous improvement in all service areas and to identify risk. 1302.102(c)(2)(i)
2. The grant recipient will demonstrate how information is used for ongoing monitoring and improvement of teaching practices, child-level assessments, family outcomes, health and safety practices, and other comprehensive services. 1302.102(c)(2)(iv)
3. The grant recipient will demonstrate how information is provided to the director and across the Management Team to support coordination between services.
4. The grant recipient will demonstrate how the program evaluates progress toward meeting program goals. 1302.102(b)(1)(i)
5. The grant recipient will demonstrate how the program maintains full and effective participation of children who are dual language learners and their families. 1302.101(b)(2)
6. The grant recipient will discuss their agency's strategies for addressing inequities and promoting diversity, belonging, and inclusion among staff, families, and children.

Program Governance

PM3: The grant recipient maintains a formal structure of program governance to oversee the quality of services for children and families, and to make decisions related to program design and implementation.

1. The governing body members will demonstrate how they have adopted practices that ensure active, independent, and informed governance of the Head Start agency. 642(c)(1)(E)(ii)
2. The governing body members will demonstrate how they use data—both program data and external information—to oversee the provision of quality services for children and families and to ensure progress toward school readiness. 1301.2(b)(2)
3. The governing body members will discuss how they oversee the agency's progress in carrying out programmatic provisions of the agency's grant application. 642(c)(1)(E)(iv)(V)(bb)

PM4: The grant recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

1. The policy council members will demonstrate how they support active involvement of parents in program operations and how they ensure the agency is responsive to community and parent needs. 642(c)(2)(D)(i)
2. The policy council members will describe the type of information they use to ensure the program is delivering quality services and the ways in which they actively participate in the direction of the program. 1302.102(d) and 1301.3(c)(2)

Note: *The fiscal responsibilities of the governing body and the policy council are addressed under the fiscal section of the protocol.*

Monitoring and Implementing Quality Education and Child Development Services

Overview

Purpose

The Education and Child Development Services section explores four areas: *school readiness efforts; teaching practices that promote progress toward the next learning environment; support for teachers in school readiness efforts; and the quality of home-based services*. These sections are interrelated and collectively provide information about the program's ability to prepare children for their next learning environment.

Approach

The grant recipient will describe how the program's school readiness efforts align with the expectations of the children's receiving schools and if they have information from the kindergarten readiness assessment of the receiving schools. OHS wants to capture rich data around this topic area. The openness of the questions gives the program the opportunity to describe how their school readiness and transition efforts are based on the needs of the children enrolled in their program.

Program Outcomes

The grant recipient will share the data used to assess progress toward meeting the program's school readiness goals, and the data used to understand, track, and address children's individual needs. The grant recipient will also demonstrate how the data are used to inform continuous improvement related to curriculum selection, instruction, and professional development.

Note: *"Receiving schools" refers to schools and programs where enrolled children will attend upon completing the Head Start or Early Head Start program.*

Federal Regulations

1302.31(b)(1) and (e) Effective teaching practices
1302.31(e) Promoting learning through approaches to rest, meals, routines, and physical activity
1302.32(a)(2) Curricula
1302.33(b)(1–2) Assessment for individualization
1302.35(a), (c), and (e) Education in home-based programs

1302.45(a)(1) and (b)(2) Support with managing challenging behaviors and other social, emotional, and mental health concerns

1302.45(b)(2) Mental health consultants

1302.61(a) Additional services for children with disabilities

1302.70(a) Transitions from Early Head Start

1302.71(a) and (d) Transitions from Head Start to kindergarten

1302.71(d) Learning environment activities

1302.91(e) Staff qualifications

1302.92(b)(5) and (c)(1) Training and professional development

1302.92(c)(1) Coaching

1302.102(a)(3) and (c)(2)(ii–iii) School readiness goals

1302.102(c)(2)(ii–iii) Using data for continuous improvement

What We Want to Learn

Alignment with School Readiness

PM1: School readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

1. The grant recipient will describe how the program's school readiness efforts align with the expectations of receiving schools, the ELOF, and the state early learning standards. 1302.102(a)(3)
2. The grant recipient will explain the expectations of the receiving schools and collaborations to promote successful transitions to kindergarten. 1302.71(a)
3. The grant recipient will demonstrate how the program implements strategies and practices to support successful transitions for children and families out of the Early Head Start program. 1302.70(a)
4. The grant recipient will describe the data used to show that children are ready to meet the expectations of receiving schools. 1302.102(c)(2)(ii–iii) and 1302.33(b)(1)
5. The grant recipient will explain the expectations of the kindergarten readiness assessment of the receiving schools.
6. The grant recipient will discuss if the program obtains kindergarten entry assessment data on Head Start children entering the receiving schools.

Note: *The information on kindergarten readiness assessment (questions 5 and 6) is used for OHS data collection purposes only to inform policy and training and technical assistance directions.*

Effective and Intentional Teaching Practices

PM2: Teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

1. The grant recipient will demonstrate how organized activities, schedules, lesson plans, and learning experiences are responsive to the children's individual developmental patterns and progressions as described in the ELOF. 1302.31(b)(1)(ii)
2. Using ongoing child-level assessment data, the grant recipient will demonstrate how teachers individualize the experiences, instruction strategies, and services to support children, including those who are not making progress toward school readiness. 1302.33(b)(2)

3. The grant recipient will demonstrate how teachers create nurturing and responsive learning environments for children, including ensuring environments promote critical thinking and problem solving, encourage children's engagement, and are communication and language rich. 1302.31(b)(1)(i)
4. The grant recipient will share and demonstrate how teachers support child-teacher interactions, socialization, development, and learning at all times, including during daily routines and mealtimes. 1302.31(e)
5. The grant recipient will demonstrate how education staff provide services for children with disabilities, including making referrals and coordinating evaluations. 1302.61(a)
6. The grant recipient will demonstrate the strategies that teachers use to promote successful transitions for children to kindergarten. 1302.71(d)
7. The grant recipient will demonstrate how teachers are supported in providing effective classroom management and positive learning environments. 1302.45(a)(1)

Supporting Teachers in Promoting School Readiness

PM3: The grant recipient ensures teachers are prepared to implement the curriculum and support children's progress toward school readiness.

1. The grant recipient will demonstrate how the program assists education staff in using data to individualize learning experiences to improve outcomes for all children. 1302.92(b)(5)
2. The grant recipient will demonstrate how the program supports staff in effectively implementing curricula, monitoring curriculum implementation, and ensuring fidelity. 1302.32(a)(2)
3. The grant recipient will demonstrate how the program identifies strengths, areas of needed support, and which education staff would benefit from intensive coaching. 1302.92(c)(1)
4. The grant recipient will demonstrate how the mental health consultant supports teaching practices through strategies to address teacher and individual child needs. 1302.45(b)(2)
5. The grant recipient will demonstrate that teachers have the appropriate qualifications. 1302.91(e)(1)-(2)

Home-Based Program Services

PM4: The grant recipient ensures home-based program services provide home visits and group socialization activities that provide high-quality learning experiences.

1. The grant recipient will demonstrate how the home-based program services:
   a. Promote secure parent-child relationships and help parents provide high-quality early learning experiences. 1302.35(a)
   b. Provide developmentally appropriate, child-focused learning experiences that promote parents' abilities to support their children's development and align intentionally to school readiness goals and the ELOF (home visits and socializations). 1302.35(c) and 1302.35(e)(2)

Monitoring and Implementing Quality Health Services

Overview

Purpose

This section focuses on how the grant recipient provides high-quality health, oral health, mental health, and nutrition services that are supportive of each child's growth and school readiness. This section also focuses on the program's approach for maintaining a system of health and safety practices and how the grant recipient provides quality services for expectant families.

Approach

Grant recipients will share how the program supports, implements, and monitors high-quality health program services. Management staff will share the data they use to monitor the quality of health services and to ensure health, mental health, and dental needs are met in a timely manner. Reviewers will ask the grant recipient to demonstrate how the program ensures environments for children and families are well maintained and support the desired outcomes for children. *During the health data tour, the grant recipient will describe and demonstrate how the program monitors and maintains child health-related information and supports parents in understanding information about their children's health and well-being.*

Additionally, during center explorations, staff will demonstrate the effectiveness of the program's preventative maintenance, health and safety practices and discuss how these practices ultimately keep children and families healthy and safe. Five areas are measured in this section: *timely health care and follow-up; mental health consultation; oral health and nutrition; safety; and services to expectant families*.

Program Outcomes

The grant recipient will share the data used to understand child health outcomes and to ensure the successful implementation of safety practices.

Federal Regulations

1302.21(d)(1) Licensing and square footage requirements
1302.41(a) Collaboration and communication with parents
1302.42(a-d) Child health status and care
1302.43 Oral health practices
1302.44(a) Child nutrition
1302.45(a-b) Wellness promotion
1302.45(b) Mental health consultants
1302.47(b) Safety practices
1302.80 Enrolled pregnant women
1302.81 Prenatal and postpartum information, education, and services
1302.90(c) Standards of conduct
1302.93(b) Staff health and wellness
1302.102(d)(1)(ii) Reporting of child safety incidents
648A(g)(3) Staff recruitment and selection procedures: criminal record checks
1302.17(a)(1–4) and (b)(1–3) Suspension and expulsion

What We Want to Learn

Child Health Status and Care

PM1: The grant recipient effectively monitors and maintains timely information on children's health status and care, including ongoing sources of health care, preventive care, and follow-up.

1. Does the grant recipient ensure children are up to date on a schedule of age-appropriate medical and oral health care (Early and Periodic Screening, Diagnostic and Treatment [EPSDT])? 1302.42(b)(1)(i)

2. Does the grant recipient ensure ongoing care and extended follow-up care? 1302.42(c)-(d)

3. Does the grant recipient ensure that each child has an ongoing source of continuous health care? 1302.42(a)(1)

4. Does the grant recipient educate, support, and collaborate with parents to share information about a child's health and well-being? 1302.41(a)

During the health data tour, the grant recipient will describe and demonstrate how the program:

- *Monitors and maintains child health-related information*

- *Supports parents in understanding information about their children's health and well-being*

Mental Health

PM2: The grant recipient supports a program-wide culture that promotes mental health and social and emotional well-being and uses mental health consultation to support staff and families.

1. Does the grant recipient ensure mental health consultation is available to partner with staff and families in a timely and effective manner? 1302.45(a)(2)
2. The grant recipient will describe how they use the mental health consultant(s) to support children, staff, and families in meeting mental health and social and emotional needs. 1302.45(b)
3. The program makes mental health and wellness education and information regularly available to staff regarding health issues that may affect their job performance. 1302.93(b)
4. Does the program prohibit or severely limit the use of suspension due to a child's behavior? 1302.17(a)(1–4) and (b)(1–3)

Oral Health and Nutrition

PM3: The grant recipient maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate feeding requirements and allergies.

1. Does the grant recipient promote effective oral health hygiene by ensuring children with teeth are assisted in brushing their teeth once a day? 1302.43
2. Does the grant recipient implement nutrition services that are culturally and developmentally appropriate, including meeting the nutritional and feeding needs of babies and young children? 1302.44(a)(1)
3. Does the grant recipient post individual child food allergies prominently where staff can view wherever food is served? 1302.47(b)(7)(vi)

Safety Practices

PM4: The grant recipient has implemented a process for monitoring and maintaining healthy and safe environments. This includes ensuring all staff have complete background checks.

1. The grant recipient will demonstrate how facilities are free from environmental toxins and hazards that pose risk to children's health and development, and how the program keeps all facilities, equipment, and materials safe through an ongoing system of preventive maintenance. 1302.47(b)(1–2)
2. The grant recipient will share active licensure that meets all state, local, or tribal operating requirements. 1302.21(d)(1)
3. The grant recipient will demonstrate how children are not exposed to lead in their facilities (including exposure to lead in paint or water). 1302.47(b)(1)(iii)
4. The grant recipient will demonstrate how the program keeps all equipment and materials safe through an ongoing system of preventive maintenance. 1302.47(b)(2)(v)
5. Does the grant recipient report suspected or known child abuse and neglect? 1302.47(b)(5)(i)
6. Does the grant recipient ensure safe sleep practices? 1302.47(b)(5)(ii)
7. Does the grant recipient ensure appropriate indoor and outdoor supervision? 1302.47(b)(5)(iii)
8. Does the grant recipient only release children to an authorized adult? 1302.47(b)(5)(iv)
9. Does the grant recipient prevent maltreatment or endangerment of children? 1302.90(c)
10. The grant recipient will describe its method for ensuring all staff have completed the background checks prior to hire. If programs are not ensuring staff receive background checks prior to hire, please note the reasons why, how many staff did not get the criminal record check before hire and review the written documentation they have to validate all staff have the required checks. List all staff that did not have a background check. 648A(g)(3)
11. The grant recipient will describe any incidents of violations of supervision, unauthorized release, or inappropriate discipline that occurred in the last two years and whether those incidents were reported to their Regional Offices by the grant recipient. 1302.102(d)(1)(ii)

Services to Expectant Families

PM5: For programs serving expectant families, the grant recipient provides and monitors for quality services that facilitate enrolled expectant mother's access to health care and provide information to support prenatal, postpartum, maternal, and infant health and emotional well-being.

1. The program will demonstrate their process for tracking interactions with expectant families, including the services expectant mothers and their families may receive from community partners.
2. The grant recipient will describe how the program connects women to comprehensive services and conducting newborn visits. 1302.80
3. The grant recipient will describe how the program provides prenatal and postnatal education, supports parents during pregnancy, and works to reduce stress and maternal depression. 1302.81

Monitoring and Implementing Quality Family and Community Engagement Services

Overview

Purpose

The grant recipient must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program and leverage community partnerships or other funding sources.

Approach

The grant recipient will demonstrate how the program provides quality family and community engagement services. The Review Team will learn how the program provides services to support family well-being and promote school readiness. Management and family services staff will describe how they support families in making progress toward their life goals. Parents will discuss their experience with the program's family engagement and support services. Reviewers will use information learned from each program area to understand how the grant recipient integrates family engagement into all areas of programming. Three areas are measured in this section: *family well-being; strengthening parents; and parent engagement in education*.

Program Outcomes

The grant recipient will demonstrate how the program determines the resources needed to support family well-being, either within the program or through community partnerships. This includes sharing how the program measures the impact of family support services.

Federal Regulations

1302.34(b) Engaging parents and family members

1302.45(b) Mental health consultants

1302.46(b) Family support services for health, nutrition, and mental health

1302.50 Family engagement approach

1302.51 Parent activities to promote child learning and development

1302.52 Family partnership services

1302.53 Community partnerships

1302.62(b) Parents of children eligible for services under the Individuals with Disabilities Education Act (IDEA)

1302.71(b) Family collaborations for transitions

What We Want to Learn

Family Well-Being

PM1: The grant recipient collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

1. The grant recipient will demonstrate how the program supports family goal-setting and tracks family strengths, needs, and progress toward goals. 1302.52(c)(3)

2. The grant recipient will demonstrate how the program provides resources that support family well-being, either within the program or through community partnerships.

   a. Does the grant recipient provide economic mobility resources to help families with pathways out of poverty (including educational, vocational, and employment opportunities; budgeting; debt counseling; tax credits; savings accounts; etc.)? 1302.50(b)(3)

   b. Does the grant recipient provide health and mental health resources (including health insurance or referrals for parental depression, domestic violence, substance misuse, etc.)? 1302.45(b)(5)

   c. Does the grant recipient provide resources and support for families experiencing homelessness? 1302.53(a)(2)(vi)

   d. The grant recipient will describe the program's approach to addressing food insecurities (including barriers and partnerships).

   e. The grant recipient will describe the program's most impactful community partnership and demonstrate how that partnership has positively influenced the community they serve.

Strengthening Parenting and Parent-Child Supports

PM2: The grant recipient provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

1. The grant recipient will describe its family engagement strategies and how they are designed to foster parental confidence, including opportunities to connect with other parents. 1302.51(a)

2. The grant recipient will describe how the program offers parents the opportunity to practice parenting skills, build on their knowledge, and participate in a parenting curriculum. 1302.51(b)

Family Engagement in Education and Child Development Services

PM3: The grant recipient's education and child development services recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education.

1. The grant recipient will describe how the program helps parents support the learning and development of their children. 1302.50(b)(1)
2. The grant recipient will describe how the program shares information with parents about their child's development and the types of information the grant recipient gathers from parents about their child's development. 1302.34(b)(2)
3. The grant recipient will describe how the program supports families in their transition into and out of the Head Start program. 1302.71(b)(2)
4. The grant recipient will describe how the program prepares parents to advocate for their child. 1302.71(b)(1)
5. The grant recipient will describe how the program supports parents of children with disabilities. 1302.62(b)
6. The grant recipient will describe how the program supports parents in promoting the social and emotional development of their child. 1302.46(b)(1)

Monitoring and Implementing Fiscal Infrastructure

Overview

Purpose

This section highlights the program's intentionality in its fiscal capacity and management; how the program shares information with the director, managers, the governing body, and the policy council; and how the program uses data to make sound fiscal decisions and ensure fiscal and legal accountability.

Approach

The grant recipient will demonstrate the program's development of its annual operating budget and strategies for the budget's implementation, adjustments, and accountability.

Outcomes

The grant recipient will describe what data are used and how to inform the development and refinement of the program's budget. The grant recipient will also share how the program uses data to determine the effectiveness of the program's fiscal infrastructure.

Federal Regulations

Budget Planning and Development	Ongoing Fiscal Capacity	Budget Execution	Budget Execution cont'd	Facilities
1302.101(a)(3)	1302.91(c)	653(a)	75.303(c)	75.308(c)(1)(xi)
642(c)(1)(E)(iv)(VII)(aa)	1303.12	75.414	75.303(d)	1303.46(b)(1–4)
642(c)(1)(E)(iv)(VII)(bb)	75.303(a),(b),(e)	75.430(i)	75.302(b)(7)	75.320(d)(2)
642(d)(2)(A–I)		75.405(a)	75.403(a–g)	75.343
642(d)(3)		75.302(b)(4)	75.329(a–b)	
642(c)(2)(D)(iv)		75.302(b)(3)	75.332	
1302.102(b)(1)(iii)		75.305(b)(1)	75.327(h)	
1302.102(d)(1)(i)		75.441	75.328(a)(4)(5)(7)	
			75.328(c–d)	

What We Want to Learn

Budget Planning and Development

PM1: The grant recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families. This entails relating financial data to accomplishments of the grant award and an awareness of program progress, lessons learned, and needed improvements.

1. The grant recipient will describe how it takes into account the program's goals and objectives when developing the budget to ensure the provision of comprehensive services and the continuity of care. 1302.101(a)(3)
2. The grant recipient will explain how the budget development and approval process demonstrates that program goals and objectives are taken into account to set priorities and make trade-offs showing the program intentionally allocated resources to its highest priority goals and objectives. 1302.102(b)(1)(iii)
3. The grant recipient will describe how the governing body uses the fiscal information they receive to inform budget decisions. This includes:
   a. How the governing body approves financial management, accounting, and reporting policies, and how the governing body ensures compliance with laws and regulations related to financial statements, including what the agency identified as major financial expenditures. 642(c)(1)(E)(iv)(VII)(aa)
   b. The governing body's role in approval of the annual operating budget. 642(c)(1)(E)(iv)(VII)(bb)
4. The grant recipient will describe the policy council's engagement in the budget process, including:
   a. The policy council's role in the budget process. 642(c)(2)(D)(iv)
5. The grant recipient will describe:
   a. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including information regarding program goals and objectives. 1302.102(d)(1)(i)
   b. How the budget development process of the governing body and the policy council is supported by accurate and regular information, including financial statements and reports. 642(d)(2)(A–I)
   c. How the governing body is trained to ensure members understand the information received and can effectively oversee budget decisions. 642(d)(3)

To address this performance measure, the grant recipient will demonstrate how its budget development and approval process reflects the awareness of fiscal staff, the governing body, and the policy council of the goals and objectives of the program. The grant recipient will also demonstrate that program objectives, progress, and experiences are taken into account in making budget decisions. Ultimately, the grant recipient's budget must support the program in delivering comprehensive, quality services to enrolled children and families.

Ongoing Fiscal Capacity

PM2: The grant recipient plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

1. The grant recipient will describe the fiscal complexity of the program (i.e., multiple funding sources, numerous and widespread locations, number of Head Start/Early Head Start grants, delegates, facilities) and applicable financial management requirements, then show the training, experience, and qualifications of the fiscal officer and fiscal staff are appropriate for the complexity of the program. 1302.91(c)
2. The grant recipient will describe the staffing and internal controls that support the program's financial management system. 75.303(a),(b),(e)

The grant recipient's fiscal capacity includes having fiscal staff with the education, experience, and capacity to support the program, given the level of fiscal complexity of its grant(s) and applicable financial management requirements. Fiscal capacity also includes ongoing assessment of the program's funds and property, as well as identification, assessment, and response to identified risk assessment.

    a. Does the grant recipient establish and maintain effective internal control over the federal award? 75.303(a)

    b. Does the grant recipient have processes in place to ensure compliance with requirements, including Federal statutes, regulations, and terms and conditions of the Federal award? 75.303(b)

    c. Does the grant recipient take reasonable measures to safeguard protected personally identifiable information and other information the Health and Human Services awarding agency designates as sensitive? 75.303(e)

3. The grant recipient will describe the program's ongoing process to identify, assess, and address risks, including how the agency responds to identified risks through systemic improvements; cost-effective insurance, such as natural disaster, child injury, and electronic theft; bonds; and other risk reduction measures. 1303.12

4. The grant recipient will describe the program's process for ensuring that funds awarded to prevent, prepare for, and respond to COVID-19 (e.g., Coronavirus Aid, Relief, and Economic Security Act and Coronavirus Response and Relief Supplemental Appropriations Act) are used only for their appropriated purposes.

Budget Execution

PM3: The grant recipient's financial management system provides for effective control over and accountability for all funds, property, and other assets.

1. **Personnel Compensation and Fringe Benefits.** The grant recipient will demonstrate its ability to manage personnel compensation and fringe benefits.

   The grant recipient will demonstrate its ability to manage major expenditures and accurately reconcile major accounts. The most significant expenses for Head Start grant recipients are personnel and associated mandatory and employer-sponsored benefits. The fiscal reviewer will use the grant recipient's personnel expenditures as the basis for exploring how the grant recipient manages fiscal operations.

       a. Are wages comparable and do they meet the program's needs for recruitment and retention of qualified staff? 653(a)

       b. Does the grant recipient identify and account for indirect costs? 75.414

       c. Does the grant recipient accurately track the time of non-exempt employees? 75.430(i)

       d. Does the grant recipient maintain a written plan that ensures costs allocable to more than one funding source, including personnel costs, are shared across programs relative to the benefit received by each program? 75.405(a)

       e. Does the grant recipient effectively manage its Head Start funds to ensure funds are used only for authorized purposes? 75.302(b)(4)

       f. Are Head Start funds used only for expenses associated with authorized Head Start activities? 75.302(b)(3)

       g. Are funds drawn down in relation to immediate cash needs and is the time between when funds are drawn down and payments are made minimized to ensure timely payment to vendors and contractors? 75.305(b)(1)

       h. Is the grant recipient liable for any fines, late fees, or penalties related to its function as an employer (e.g., Internal Revenue Service, Department of Labor, workers' compensation, unemployment insurance)? 75.441

       i. Does the grant recipient evaluate and monitor personnel and other fiscal operations to ensure compliance with laws, rules, regulations, and terms of the award? 75.303(c)

j. Does the grant recipient have a process for taking prompt action to address any identified areas of noncompliance? 75.303(d)

2. **Procurement.** The grant recipient will describe the program's system for determining whether individual expenses are necessary, reasonable, allocable, and adequately documented.
   a. Does the grant recipient have a process for the purchasing and contracting of goods and services? 75.302(b)(7)
   b. Does the grant recipient ensure all purchases and contracts meet the criteria affecting allowability? 75.403(a-g)
   c. Does the grant recipient ensure there are an adequate number of qualified vendors to demonstrate required competition for micro-purchases (currently below $10,000), small purchases ($10,000 to $249,999) [75.329(a-b)], and purchases over the simplified acquisition threshold (currently $250,000)? 75.332
   d. Does the grant recipient ensure it only makes purchases from, and contracts with, qualified vendors? 75.327(h)
   e. Does the grant recipient exclude related parties such as members of the governing body, staff, or family members as vendors, contractors, lessors, or lenders? 75.328(a)(4)(5)(7)
   f. When the grant recipient approves purchases and contracted services, does it ensure free and open competition? 75.328(c–d)

Facilities and Equipment

PM4: The grant recipient complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

1. If Head Start funds have been used to make mortgage payments, fund renovations in excess of $250,000 for a single facility, purchase a facility outright (e.g., land, building, modular unit), make a down payment, or construct a new facility, the grant recipient will describe:
   a. How the grant recipient ensured it received prior Administration for Children and Families approval for use of funds. 75.308(c)(1)(xi)
   b. How the grant recipient filed or posted a notice of federal interest that reflects the use of funds. 1303.46(b)(1-4)
2. The grant recipient will demonstrate how the program maintains a complete inventory of all equipment purchased, in whole or in part, with Head Start funds. 75.320(d)(2)
3. The grant recipient will demonstrate how the program ensures the SF-429A is filed electronically (for all years after 2017), as well as the process for ensuring the accuracy of the SF-429A. 75.343

Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Overview

Purpose

This section focuses on how the grant recipient ensures compliance with ERSEA program requirements.

Approach

The grant recipient will provide child files to assist the reviewers in monitoring that eligible children and families are receiving Head Start services. The grant recipient will also demonstrate the program's process for ensuring the program remains fully enrolled.

Outcomes

The grant recipient will share information about ERSEA practices and how data are used to ensure the program maintains funded enrollment based on eligibility criteria.

Federal Regulations

1302.12(c–e) and (k–m) Determining, verifying, and documenting eligibility
1302.14(b) Children eligible for services under IDEA
1302.15(a) Enrollment

What We Want to Learn

Determining, Verifying, and Documenting Eligibility

A reviewer will assess a sample of files for enrolled children and expectant families to understand the program's eligibility determinations, including the supporting documentation used to verify eligibility.

PM1: The grant recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

1. The grant recipient will demonstrate how the program maintains files with an eligibility record that includes:
   - The child's or expectant mother's eligibility category,
   - Documentation that staff completed an in-person or phone interview with the family,
   - The documents used to determine eligibility for each child or expectant mother and their authenticity. 1302.12(k)
2. The grant recipient will demonstrate how the program determines the category of eligibility for children and expectant mothers, and how staff monitor and track slot availability. This includes information about which eligibility criteria the family meets and how the program ensures compliance with over-income criteria: 1302.12(c)(1–2), (d)(1), and (e)(1)(iii)
   Eligibility requirements. An expectant mother or child is eligible if:
   - Family income is equal to or below the poverty line
   - Family or child is receiving or is eligible to receive public assistance (e.g., Supplemental Security Income and Temporary Assistance for Needy Families)
   - Child/Expectant mother is experiencing homelessness

- Child is in foster care

Additional income-eligibility criteria include:
- A total of 10% of children enrolled in the program may be above the income threshold.
- An additional 35% of children who are not categorically eligible may be from families whose income is between 100% and 130% of poverty.

3. The grant recipient will discuss and share the percentages of applicants who are over-income for Head Start services, including the following:

- Families who did not meet the categorical eligibility requirements, and the program enrolled as the 10% enrollment above the income threshold (a) above.
- Families who the program enrolled as the additional 35% who were not categorically eligible but whose income was between 100% and 130% of poverty.
- Families whom the program did not enroll in the program at all.
    i. The grant recipient will describe the program's approach to supporting ineligible families who were not enrolled in the program.

Note: *For tribal programs, there are additional allowances provided under 1302.12(e).*

4. The grant recipient will describe how the program ensures staff receive ERSEA training and comply with eligibility determination regulations, including having policies and procedures in place to describe actions taken against staff who violate these regulations. 1302.12(l–m)
5. The grant recipient will describe how the program ensures all documents verify family and expectant mother's income in addition to how the program verifies eligibility signed by staff. 1302.12(a)(ii)

PM2: At least 10% of the grant recipient's total funded enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act (IDEA) or the grant recipient has received a waiver.

1. The grant recipient will demonstrate that at least 10% of the program's total funded enrollment is filled by children eligible for services under IDEA, or that the grant recipient has received a waiver. 1302.14(b)(1)

Enrollment Verification

PM3: The grant recipient maintains and tracks full enrollment.

1. The grant recipient will share the system for tracking and maintaining full enrollment.
2. The grant recipient will demonstrate the process for filling vacancies that are 30 days or longer. 1302.15(a)
3. The grant recipient will share the waitlist of eligible children that ranks children according to the program's selection criteria. 1302.14(c)
4. The grant recipient will provide data supporting enrollment and attendance numbers for the previous four months and demonstrate the accuracy of enrollment data submitted to the OHS.