



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 2-15-24

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/83912489423>

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, 2-15-24; 3:30-5:00pm

In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2

AGENDA

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

Molly Tafoya, *Chair*

Dr. Javay Ross

Dr. Jei Watkins

Alysoun (Aly) Bonde,
Vice Chair

Kevin Bremond

Christina Michaud

Dr. Mariamawit (Mari) Tamerat

Julia Forte Frudden

1. Public Comment

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

1. Review and Approval of **February 15, 2024, Advisory Board Meeting Agenda**
2. Review and Approval of **January 18, 2024, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **FY 23-24 Community Assessment Update**
2. **FY 24-25 Selection Criteria**
3. **FY 24-25 HS Continuation Funding Application**

1. Monthly Progress Report: *Diveena Cooppan & Program Staff*

- a. Monthly Enrollment and Content Area Monitoring Update – *January 2024*

2. Monthly Financial Report: *Kurry Foley, HSD Budget & Fiscal Manager*

- a. Monthly Financial Report – *January 2024*
 - Expenditure Reports
 - CACFP Reports (*Comprehensive October 2023 – January 2024*)
 - Purchase Card Report
 - Carryforward FY 22-23 Revised Submission

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

- a. **Parent Policy Council Feedback**

V. INFORMATION ITEMS: *Diveena Cooppan & Program Staff*

- a. General Program Updates:
 - Governance Training – Tentatively scheduled for 20th April 2024
 - Advisory Board Membership Vacancy and Recruitment

VI. OPEN FORUM

VII. ADJOURNMENT

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 1-18-2024; 3:30-5:00pm

**In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza; Hearing Room #2
Zoom Meeting**

*** MEETING MINUTES**

***(PENDING APPROVAL FROM THE ADVISORY BOARD)**

Advisory Board Members Present:

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

Advisory Board Members Excused:

Kevin Bremond
Reverend Annette Howard

Parent Policy Council Members Present:

To Niya Scott-Smith, *Chair*

Staff Present:

Tracey Black, *Education Manager*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator HS/EHS*
Kurry Foley, *HSD, Budget & Fiscal Manager*
Scott Means, *Director of Human Services*
Lamisa Mustafa, *Race and Equity Fellow*
Everardo Mendoza, *ERSEA Coordinator*
Brittany Pierce, *Administrative Assistant II*
Clara Sanchez, *Administrative Assistant II*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of January 18, 2024 Meeting Agenda

Chair Tafoya, called for a motion to approve the January 18th, 2024 AB Meeting Agenda. *Member Julia Forte Frudden seconded the motion.*; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (1) no response

2. Review and Approval of December 21, 2023, Advisory Board Minutes

Chair Tafoya motioned to approve the AB December 21st Meeting Minutes. *Member Dr. Watkins* seconded the motion. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (1) no response

III. ACTION ITEMS:

1. Monthly Progress Report: Robyn Levinson HHS Planner, HS/EHS, Presented

Please refer to Agenda packet for copy of written report.

a. Monthly Enrollment and Content Area Monitoring Update – Sept./Oct./Nov. 2023

Chair Tafoya, called for a motion to approve the Monthly Progress Report: *Member Aly Bonde* motioned to approve the Monthly Progress Report: *Member Julia Forte Frudden* seconded the motion. Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Monthly Financial Report: Kurry Foley, HSD Budget & Fiscal Manager, Presented

a. Monthly Financial Report – December 2023

- Expenditure Reports
- CACFP Reports
- Purchase Card Reports

Chair Tafoya, called for a motion to approve the Monthly Financial. *Member Javay Ross* motioned to approve the Monthly Financial Report: *Member Aly Bonde* seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

HSD Budget & Fiscal Manager Foley- Just a reminder that we stated that we would come back this month with the corrected version of October, November, and December for the CACFP reports. The lack of staffing issue that we were facing in December that brought us to that circumstance, is still being faced currently. My plan is to bring you complete reports for, October, November, December, and January, in February. In the current agenda packet you will not see a CACFP report for December, as that data is a month behind.

The other note that I will provide is that contracts are proceeding slowly, and on the encumbrance line you will not see very much difference from the reports that were provided from December to now. However, we are hopeful that in February we will be able to start seeing those encumbrances increase, as those contracts wind their way through out contracts office with the City of Oakland.

3. Application/Funding Requests: Sarah Trist, Programs Operations Manager - Presented

a. COOHS MOU with Alameda County EMS/Safe Kids Program

Chair Tafoya, called for a motion to approve the Application Funding Requests: COOHS MOU with Alameda County EMS/Safe Kids Program. *Member Julia Forte Frudden* seconded the motion.; Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

b. COOHS MOU with UC Berkeley Dietetics Program

Chair Tafoya, called for a motion to approve the Application Funding Request: COOHS MOU with UC Berkeley Dietetics Program. *Member Julia Forte Frudden* motioned to approve the Application Funding Request: COOHS MOU with UC Berkeley Dietetics Program *Member Dr. Jei Watkins* seconded the motion.; Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

IV. INFORMATION ITEMS

a. Parent Policy Council Update – *Chair, To Niya Scott-Smith Presented*

PPC Chair, Scott-Smith We elected new officers. We have a new Treasurer, Marcus Sharp, who represents Sun-gate. A have a new Asst. Secretary who is a returning member, Anna Beliel, who represents Manzanita. The former officers have all returned to the PPC for FY 24-25. We are blessed to have four dads on the Council this year. Currently we have no primary vacancies and only 4 alternates that we are working to fill.

Member, Dr. Ross-Can you explain what is the status of the diapers?

PPC Chair, Scott-Smith- It is funded as a budget line item, but there have been some issues with moving the funding to purchase the diapers to give to parents in the program. Some of the suggestions that were made were, utilizing free cycle, a diaper swap, or reach out to ask corporate companies. Staff is also working on identifying other partners.

Member, Dr. Ross- I would just like to state, that on a rare occasion, if you have a child that is over traditional potty-training age and need a larger sized diaper, I encourage the families to ask their pediatricians.

Programs Operations Manager, Trist- This has been more of a contracting issue rather than a budgeting one. Michael Fries has been working diligently on a solution and diapers are arriving to the warehouse. We are also meeting with Help a Mother Out this coming Tuesday to look at paying them for diapers, which should help both of our organizations.

b. General Program Updates:

- FY 24-25 Community Needs Assessment Update

HHS Planner, HS/EHS, Levinson- Just a follow up from last month, we were able to incorporate a lot of the feedback that was given from both the Parent Policy Council and the Advisory Board into our community needs assessment update. You will be sent a final Community Needs Assessment Update within the next month.

- Pending discussion: Expanding Advisory Board Membership

Education Manager, Black- If the Advisory Board would like to add seats, we would need to hold a

meeting to discuss the parameters. We would then submit a report and resolution to the City Council to increase the number of seats on the board. The current number of appointed seats is 9. Now the composition of the Advisory Board is met in terms of the requirement with the Office of Head Start. However, the this body can request additional seats and expertise, if needed.

Member, Forte Frudden- When you say that we have met the requirement, that doesn't mean that we have all the areas of expertise that they recommend, correct? Just curious where the gaps are.

Education Manager, Black- Yes, minimally, early childhood policy, health, mental health, housing community action, we do meet the basic. What we don't have is law, and technology, for example. There is also the unique caveat for the City of Oakland's board, per the Head Start Program Performance Standards – Program Governance Requirements, that when a public agency is a HS grantee and the board positions are appointed by public official in a public process, the City Council has the flexibility to appoint a board, that does not necessarily have to meet all of the board composition requirements.

Member, Dr. Ross- It would be helpful for me to make an informed decision if I was provided with historical context from those who have been in an administrative role with HS on the advantage of broadening the board and feasible you think it would be.

Member Chair, Tafoya- I would like to make a request, if there is standard language or a template invitation to join the board, anything of that nature, would make it simple and quick to share with people would be helpful, as we anticipate to turnover, fill empty seats or expand memberships, as we work to identify new members.

- Office of Head Start Focus Area 2 (FA2) Monitoring Review

Education Manager, Black - We have not received a notice of the FA 2 Review yet, but we will keep you posted.

- Governance Training

Education Manager, Black - There will be more to come. We have been talking with our consultant Lucia Palacios, about her schedule and when she might be able to conduct the Governance Training for this program year. We will keep you informed.

V. OPEN FORUM: Sarah Trist, Operations Manager & Program Staff

Member, Dr. Ross- Now that we are in post pandemic, when will we be able to visit sites and being more hands on.

Programs Operations Manager, Trist - Parents are in the sites. They are being welcomed back as volunteers. If any board members would like to visit classrooms, please check in with Tracey. We would welcome it!

ADJOURNMENT

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**

- ✓ Member Aly Bonde seconded the motion to approve the adjournment of the Advisory Board Meeting
 - Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 4:53 pm

Submitted by
Brittany Pierce
Administrative Assistant II



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2024 SELECTION CRITERIA

The following selection criteria will be used to formally select children and families for participation in the City of Oakland Head Start and Early Head Start (HS/EHS) Program. Oakland HS/EHS has developed a point system that uses the ChildPlus database software. The ChildPlus software program generates a waiting list of eligible families based on this point system. The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins. Program applications received are ranked and placed on a priority list according to this system and participants are selected from the list as vacancies occur.

Eligibility Criteria	Points
Homeless	300
Foster	300
Public Assistance: TANF and/or Supplemental Security Income	150
Public Assistance: Federal Supplemental Nutrition Assistance Program (SNAP) / CalFresh	100
Income: 0 to 50% FPL	100
Income: 51% to 75% FPL	50
Income: 76% to 100% FPL	25
Age Criteria – Head Start	Points
Head Start - Transition from Early Head Start to Head Start Program	100
Head Start – Class Age 3 years old	50
Head Start – Class Age 4 years old	25
Age Criteria – Early Head Start	Points
Early Head Start - Pregnant Women - 18 Months Old	50
Early Head Start – 18 months or older	25
Child Disability	Points
Diagnosed with current IFSP or IEP from RCEB or OUSD (eligible for services under IDEA)	75
Parental Status/Other Situations:	Points
Staff members' children	150
Informal kinship care arrangements	75
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.	50
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	50
Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc.)	25
COVID 19 Pandemic – Family has lost or is at risk of losing employment/housing, due to COVID 19	25
Teen parent(s) 19 years or younger.	25
Referral from Homeless Shelter, Health or Social Services Agency	10

RATIONALE:

Oakland HS/EHS Program is required to complete an annual community needs assessment that is used to inform and amend (when necessary) the Selection Criteria. Guided by the 2023-2024 Oakland Head Start Community Needs Assessment update, along with family needs data, the program will target the following three populations, while conducting program recruitment and outreach: 1) hard to reach homeless families with children who do not reside in shelters and may be living in cars, abandoned buildings, and other uninhabitable places, 2) children ages zero to 4-years old; 4-year-old children whose next step is Transitional Kindergarten (TK) or Kindergarten; and 3) 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care in the receipt of program services, as well as meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland

ELIGIBILITY CRITERIA:

Categorically Eligible: Each of these categories must be verified, however income information is not required.

- Homeless Family: including families housed with other families with no residence of their own, families in a shelter program, and families that are unsheltered.
- Public Assistance– Includes TANF/CalWORKs, Supplemental Security Income (SSI), and **SNAP/CalFresh**.
- Foster Child who receives aid through Foster Care payments.

Income Category: Federal Poverty Level that changes annually

- Family Federal Poverty Level: Zero to 50%, 51% to 75%, and 76% to 100%

AGE: Age, in addition to other criteria, determines which families receive priority in the HS and EHS program.

Early Head Start

- Pregnant parents & children under 18 months: Whenever an enrolled pregnant parent delivers their baby, the infant will subsequently be enrolled in the Early Head Start Program, to promote continuity of care.
- 18 months or older (Early Head Start): A child who is 18 months or older on December 2nd.

Head Start

- Transition from Early Head Start: A child who has been enrolled in the EHS program and is now age-eligible to transition to the HS program, receives priority to support development and promote continuity of care, provided the child is income eligible. PS. 1302.12 (j)(4)
- Three (3) year-olds: A child who turns three on or before December 2nd of the of the enrollment year
- Four (4) -year-olds: A child who turns four on or before September 1st
- TK-Eligible children: A child whose 5th birthday falls between September 2, 2023 and March 31, 2024. TK-eligible children are eligible for Head Start services, but do not receive additional points in the age category due to Oakland's ongoing expansion of Transitional Kindergarten options. However, if a TK option is not available near the family's home, or the family is not able to secure a slot in a TK option, the child will receive priority points in the age category.

DISABILITIES:

- Individualized Family Service Plan (IFSP), certified by Regional Center of the East Bay (RCEB) or Individualized Education Program (IEP), certified by the Oakland Unified School District (OUSD) - *Programs for Exceptional Children*.
- 10% of eligible children served shall be children with a diagnosed disability or eligible for services under IDEA (Individuals with Disabilities Education Act).

PARENTAL STATUS/OTHER SITUATIONS:

- Staff member's children – To support recruitment and retention of staff. Staff must be employed or have an official employment start date with City of Oakland Head Start Program.

- Informal kinship care arrangements – “Informal” kinship care families who are not supervised by the child welfare system. Most children in kinship care [in the US] are informally placed.
- Transfer from other HS/EHS programs - providing continuity of care to HS/EHS children moving to Oakland.
- Referral from Homeless Shelter, Social Service Agency/Health Agency.
- Family in Crisis – families who volunteer or self-disclose this information at time of application.
- Child Protective Services (child at risk for abuse or neglect) or a court order.
- Teen parent(s) 19 years or younger.
- COVID 19 – Family has lost or is at risk of losing employment/housing due to COVID 19.
- Homeless families in imminent risk of unsheltered/unstable situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.

1302.14 SELECTION PROCESS - SELECTION CRITERIA

A program must annually establish selection criteria that weigh and rank the prioritization of selection of participants, based on community needs identified in the community needs assessment, as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child’s age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) and, other relevant family or child risk factors.

2024 FEDERAL POVERTY GUIDELINES

The 2024 poverty guidelines are in effect as of January 17, 2023

Household / Family Size	100% or Below	101% to 130%
1	\$15,060	\$19,578.00
2	\$20,440	\$26,572.00
3	\$25,820	\$33,566.00
4	\$31,200	\$40,560.00
5	\$36,580	\$47,554.00
6	\$41,960	\$54,548.00
7	\$47,340	\$61,542.00
8	\$52,720	\$68,536.00
9	\$58,100	\$75,530.00

OVER-INCOME FAMILIES

Families that are over-income (above 130% based on poverty guideline chart above) are welcome to apply for Head Start/Early Head Start services. Over-Income families will be considered for enrollment if the City of Oakland Head Start

program determines the need based off the Head Start Performance Standards and City of Oakland Head Start Policies & Procedures.

Families with a child(ren) with an active IEP/IFSP and are over-income will receive priority over other over-income eligible families.

DRAFT



City of Oakland
Head Start Prenatal to Five Program



FY 2024-25
Grant Application for Continued Funding

Continuation Application

Following the baseline for the duration of the project period, grantees submit a ***Continuation Application***. In this application, grantees describe any changes to the program design, goals, approach to service delivery, and supporting budget. Grantees provide a rationale for changes, such as resulting from ongoing oversight or using data for continuous improvement, as described in [1302.102\(b\)-\(c\)](#) of the Head Start Program Performance Standards (HSPPS). Also, grantees describe challenges with implementing the program design and how they are working to address those challenges.

The application consists of three components. Below are the general headings:

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

Sub-Section B: Service Delivery

Sub-Section C: Governance, Organizational, and Management Structures

Section II. Budget and Budget Justification Narrative

Documents

Summary of Key Updates of Proposed Application

Background

In FY 2021-22, the Oakland Head Start/Early Head Start program successfully competed and was awarded new grant Head Start/Early Head Start grant funding for a new 5-year project cycle, FY 2021-26 with a grant award of \$12,252,694 to provide 622 children and families with comprehensive early childhood services and 105.5 FTE staff.

In September 2021 the City Council passed Resolution C.M.S. 88490, which approved \$1.836 in additional funding from City's General-Purpose Fund to restore Head Start/Early Head Start services at Franklin, Head Start at Tassafaronga, Early Head Start at Arroyo Viejo.

For FY 22-23, the Oakland Head Start program submitted a Change of Scope proposal to the Office of Head Start Regional Office and Federal Office of Head Start to re-open 3 sites and add 12 Early Head Start and 40 Head Start slots to the program's funded enrollment, increasing the funded enrollment to 674 from 622 slots.

For FY 23-24, the Oakland Head Start program is requesting approval to submit a continuation funding application to the U.S. Department of Health and Human Services, Administration for Children and

Families (DHHS/ACF), Office of Head Start continuation grant, with a May 1, 2023 extended submission deadline, in an estimated amount of \$12,569,260, to serve approximately 622 pregnant people and children, ages prenatal-5, and families with limited economic resources, with high quality early childhood development services from July 1, 2023 through June 30, 2024, as part of the annual renewal grant award process.

For FY 2024-25 the Oakland Head Start program is requesting approval to submit a continuation funding application to the U.S. Department of Health and Human Services, Administration for Children and Families (DHHS/ACF), Office of Head Start, in an estimated amount of \$13,484,533, an increase of \$915,573 in FY 24-25, to serve approximately 622 pregnant people and children, ages prenatal -5, and families with limited access to economic resources, with high quality early care and education services from July 1, 2024 through June 30, 2025, as part of the annual renewal grant award process.

The City of Oakland Head Start Program (the program) will continue to prioritize Early Head Start as the State expands universal pre-kindergarten funding for preschool-age children through Assembly Bill 22. The Head Start grant award funds 330 Early Head Start slots (children ages 0 to 3) and 292 Head Start slots (children ages 4 to 5), totaling 622 slots. The Oakland Head Start Program will provide full-day center-based program options, home-based options, a modified home-based mobile classroom option, and family child care options.

The FY 2024-2025 Continuation Application will request a program change to move 46 partner slots to the City operated Home-Based program option, due to the unsuccessful identification of a new partner through the Request for Proposal process. The funding originally intended for the partner contract, together with the increased grant award for FY 2024 – 2025, will instead fund 5.00 new FTE positions to serve the 46 children and families. A further two new positions to meet Head Start and State health and safety priorities will be added and covered by the increased award for FY 2024 –2025.

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

This section will present the goals and objectives that were approved by the Parent Policy Council and Advisory Board in February 2022.

City of Oakland Head Start Program Goals and Objective PY 2022-2026		
Program Goals	Measurable Objectives	Progress
Goal 1: Family Well-Being Collaborate and partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe, and secure environments for young children to learn and grow.	Objective A: On an annual basis, collect quantifiable data on the number of families that are food or housing insecure through the family outcomes assessment that is collected three times per year.	Objective met
	Objective B: By the end of the Head Start grant cycle, develop a parent advocacy component within the program that pools resources and knowledge from various parent advocacy groups within the city.	Beginning PY 2024-2025
	Objective C: By the end of the Year 2, implement a trauma informed approach in the program that considers the social-emotional needs of families.	Ongoing and in-process

Goal 2: Community Engagement Facilitate meaningful connections with the community to enhance the lives of children and families.	Objective A: Conduct an annual review of existing community partnerships to assess how the program engages with the partnerships as well as how the partnerships are meeting the needs of the program's families	Ongoing and in-process
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	Objective B: Work with Oakland Unified School District, and other community based ECE programs, to implement the new Universal Pre-Kindergarten (UPK) infrastructure within the city and county by 2025 through actively participating in monthly, quarterly, and annual meetings.	Objective met
Goal 3: School Readiness Provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.	Objective A: By the third year of the grant cycle, align the program's school readiness goals with the kindergarten readiness expectations as defined by the Kindergarten Readiness Assessment.	Ongoing and in-process
	Objective B: By the third year of the grant cycle, conduct a Diversity Equity Inclusion and Belonging (DEIB) assessment of the program's strategies for diversity, equity, inclusion, and belonging in all educational settings.	Ongoing and in-process
	Objective C: By the end of the grant cycle, develop formalized partnerships that build a staffing pipeline of future Head Start staff (e.g., developing a quality workforce) and partners.	Ongoing and in-process

Sub-Section B: Service Delivery

Updates to this section will focus on the following areas:

- Chosen Program Option(s) and Funded Enrollment Slots
- Centers and Facilities
- Eligibility, Recruitment, Selection, Enrollment, and Attendance

The continuation application will maintain the new program structure approved by the Change of Scope to include the additional 52 slots at the three sites – Tassafaronga, Franklin and Arroyo Viejo with funding provided by the Oakland Children’s Initiative.

Program Duration

For the 2024-25 program year, City of Oakland Head Start, Prenatal to 5 program will operate for approximately 180-240 days per year.

Program Description

The City’s Head Start program will submit a continuation application to the Office of Head Start, by the April 1, 2024 submission deadline, that allows the city to continue providing free, high-quality, comprehensive early care and education programming to children and families with limited economic resources, so that children start school ready to succeed. Learning environments promote social and emotional development, growth, and abilities, including self-regulation and social expression.

Oakland Head Start learning environments also promote early learning experiences and the development of school readiness skills in the learning domain areas of physical health and development; approaches toward learning; communication, language usage, and literacy, and cognition and general knowledge.

Table 2 presents the overall program slots funded for the City of Oakland and early childhood education partners for center-based, home-based, and family child care Early Head Start/Head Start services.

Proposed Configuration and Funded Enrollment

Program configuration and total funded enrollment proposed for FY 2024-25 of 330 Early Head Start slots and 292 Head Start slots, totaling 622 HS/EHS slots, is presented in **Table 1**, below. A detailed summary of the slot allocation is presented, in Table 2:

Table 1: Grantee and Partner Slots

Early Head Start/ Head Start Grantee & Partners	Early Head Start Funded Slots	Head Start Funded Slots	Total Program Funded Slots
Grantee			
City of Oakland	184	175	359
Partner Agencies			
Brighter Beginnings Home Based Program	120	20	140
Peralta Community College - Laney College Children's Center		48	48

Peralta Community College - Merritt College Children's Center		16	16
Bananas, Inc. Family Child Care Partnership	26	33	59
Subtotal Partner Funded Slots	146	117	263
Total Program Enrollment Proposed	330	292	622

Table 2: Program Year 2024-2025 Slots by City of Oakland Sites

Name of City of Oakland Site (Grantee)	Funded Slots
Brookfield (HS)	32
Lion Creek Crossing (EHS/HS)	24
San Antonio CDC (HS)	24
Sungate (HS)	24
Manzanita (HS)	16
Franklin (HS) <i>(OCI Funded)</i>	16
Tassafaronga (HS) <i>(OCI Funded)</i>	24
Mobile Classroom Program (EHS/HS)	24

85th Avenue (EHS/HS)	34
Arroyo Viejo (EHS) <i>(OCI Funded)</i>	12
Broadway (EHS)	24
Home-Based Program (EHS/HS)	83
Home Based-Pregnant People and Expectant Families Program (EHS)	20
Mobile Classroom Program (EHS/HS)	36
San Antonio Park (EHS)	18
West Grand (EHS)	24
Grantee Total Funded Slots	359
Partner Total Funded Slots	263
Total by Program	
Head Start (HS)	332
Early Head Start (EHS)	342
Overall Program Slots	674

Core Program Service Areas in FY 2024-2025

City of Oakland Head Start program delivers services to children and families in core areas of early learning, health, and family well-being in each of these program options, engaging parents as partners throughout the process. The program model includes family leadership and advocacy with the Parent Policy Council representing the entire program with Parent Policy Council Representatives and Parent

Committees at every site, who elect Parent Policy Council Representatives, annually, ensuring that the program goals and services are responsive to and driven by community voice.

Oakland Head Start/Early Head Start program will continue to operate the following program service options in FY 2024-2025:

a) Full-day, Center-Based Head Start and Early Head Start services, operated by the City of Oakland (the Grantee) and Partners;

b) Home-Based Head Start and Early Head Start services operated by the Grantee and Partner Agency providing education, developmental and family services at homes and at the Home-Based centers,

c) Pregnant People/Expectant Families Program that offers health and nutrition, in addition to pre/postnatal and early parenting classes, newborn home visits, and transition of infants to the Early Head Start Program by the Grantee and Partner Agency;

d) Family Child Care Partnership (FCC) Program in partnership with BANANAS, Inc. Resource and Referral Agency, Oakland Head Start works with licensed family child care providers, *Tiny Steps Program*, throughout the city to provide Early Head Start & Head Start comprehensive services; and

e) Modified Home-Based Mobile Classroom Program that offers early learning education, child development, and family services in a mobile vehicle classroom setting at family shelters and other locations where unhoused families can be served.

Selection Criteria

A summary of the Selection Criteria for FY 2023-24, approved by the Parent Policy Council and Advisory Board, is provided below:

Special Program Emphasis FY 2023-24
<ol style="list-style-type: none">1) Homeless families with young children, both “unsheltered” and “sheltered”<ul style="list-style-type: none">• Proposing to target agencies that assist homeless families through a referral and coordinated service delivery approach.2) Children in foster care3) Children with disabilities4) Children experiencing trauma5) Adults experiencing trauma <ul style="list-style-type: none">• Program will reinforce current service delivery efforts and work with new partners, such as the <i>Family Front Door Program</i> – coordinated service delivery.• FY 2023-24 Selection Criteria: Based on increasing number of families with young children in service area, experiencing homelessness, along with other community data, we have updated our FY 2023-24 Selection Criteria.

A summary of the Selection Criteria for FY 2024-25 will be provided for review and approval by the Parent Policy Council and Advisory Board at the Parent Policy Council and Advisory Board Meetings in February 2023.

Sub-Section C: Governance, Organizational, and Management Structures

Governance

This section will highlight the review and revision to the By-laws (if deemed necessary), and the Parent Policy Council and Advisory Board partnership through liaisons attending and presenting at meetings.

Human Resources Management

The FY 2024-25 grant personnel structure will include 7 proposed FTEs, including two new positions to meet health and safety priorities - 1.00 FTE Program Operations Manager for health and safety, and 1.00 FTE Supervising Case Manager for Health.

An additional 5.00 FTE positions are proposed to serve the 46 slots previously filled by former program partner St. Vincent's. One (1) Head Start Coordinator will supervise the home visitor staff and manage a caseload of 6 families. Four (4) home visiting staff positions will serve 40 families.

Program Management and Quality Improvement

This section will include findings from the self-assessment currently underway. The Self-Assessment will focus on Health & Safety. The program will present the detailed analysis of the Self-Assessment at the April or May 2024 Parent Policy Council and Advisory Board meetings. The findings and corrective action plans will be included in the continuation application.

Section II. Budget and Budget Justification Narrative

This section will be presented separately by the Fiscal Team for Approval. The program will provide a comprehensive budget that aligns with the proposed program approach and identifies allowable costs, and is aggregated by object class category. The program will complete separate budgets for Head Start and Early Head Start.

Documents required to accompany the continuation application

The following documents will be uploaded with as part of a complete application package:

- Program and Budget Justification Narratives
- Results of Self-assessment and Improvement Plan
- Governing Body and Policy Council Decisions
- Selection Criteria
- Cost Allocation Plan
- Training and Technical Assistance Plan
- Annual Report to the Public
- Program Goals
- Indirect Cost Rate Agreement, or records showing adoption of 10% *de minimis* indirect cost rate
- Sample Partnership Contracts

Section II. Budget and Budget Justification Narrative

This section will be presented separately by the Fiscal Team for approval. The program will provide a comprehensive budget that aligns with the proposed program approach and identifies allowable costs, and is aggregated by object class category. The program will complete separate budgets for Head Start and Early Head Start.

The Office of Head Start Federal Grant Revenue for FY 24-25 is \$13,484,533, an increase of \$915,273.

Table 3: Head Start Grant Award for FY 24-25

Funding Type	Head Start	Early Head Start
Program Operations	\$5,711,656	\$7,587,247
Training and Technical Assistance	\$66,752	\$118,878
Total Funding	\$13,484,533	



JANUARY 2024

City of Oakland Head Start Monthly Report

AT-A-GLANCE

	Preschool	Infant/Toddler	Current Total
Enrollment/Funded (No.)	212/332	262/342	485/674
Enrollment/Funded (%)	63.9%	76.6%	72%
Daily attendance	81.9%	82.1%	82%
Medical Home	99%	100%	99.5%
Health Insurance	98.5%	99.2%	98.9%
Current Physical exam/Well-baby check	99.1%	75.4%	86.3%
Updated immunizations	99.5%	93.5%	96.3%
Hearing Screening	99%	93.2%	95.9%
Vision Screening	99%	93.2%	95.9%
Growth Screening	99.5%	100%	99.8%
Dental Home	98.1%	94.2%	99.3%
Current Dental Exam	95.1%	81.9%	94.8%
Nutrition Screening	98.5%	98.7%	98.6%
Developmental Screening (ASQ)	100%	100%	100%
<i>Concerns Identified following ASQ Screening</i>	57%	38%	47.5%
Behavioral Screening – (ASQ-SE)	100%	100%	100%
<i>Concern Identified following ASQ-SE Screening</i>	29%	22%	25.5%
1 st Individualized Curriculum (DRDP)	99%	99%	99%
2 nd Individualized Curriculum (DRDP)	92%	97%	94.5%
Initial Parent/Teacher Conference (IDP)	95%	96%	95.5%
Initial Home Visit	98%	100%	99%
Initial Family Outcomes Assessment	100%	99%	99.5%
Referrals to RCEB	N/A	4	4
Referrals to OUSD	19	N/A	19
Children enrolled with IFSP or IEP	29	29	58
% of children enrolled with an IFSP or ISP	12% actual, 8% funded enrollment		

NEW INFORMATIONAL MEMORANDA AND PROGRAM INSTRUCTIONS

[Program Instruction ACF-PI-OHS-24-01](#) (January 9, 2024): Federal Reporting of Standard Forms 425 and 428

ATTENDANCE & ENROLLMENT

As of the end of January, the Program has served 548 children this program year. The primary driver for absenteeism is illness; 54% of absences in January were due to child and/or family illness.

There are 397 children are on the Program's waitlist. By program option, there are 287 children waiting for a center-based slot, 59 children waiting for a home-based slot, and 15 children waiting for a Family Child Care slot. Of note, due to full enrollment, there has not been concentrated recruitment for the home-base option.

EXPECTANT FAMILIES PROGRAM

Total expectant parents served this Program Year	20
City of Oakland to date	12
Brighter Beginnings to date	8
Expectant parents served in January	13
Number of babies born in January	1
Number of Pre-Natal Depression screenings conducted	1/1 (100%)
Number of Post-partum Depression screenings conducted	3/5 (60%)
Number of Post-partum 2-week visits conducted	5/6 (83%)
Percentage with Medical Insurance	10/10 (100%)
Percentage with Medical Home	11/11 (100%)
Percentage with Dental Home	11/11 (100%)
Percentage with Prenatal Dental Exam	2/9 (22%)
Percentage with Physical Exam	8/10 (80%)
Percentage with Health and Nutrition Screening	11/11 (100%)

While the percentage of completed prenatal dental exams remains low, the Health Team and Home Visitors are working collaboratively with the Alameda County Office of Dental Health to get information to participants directly about the importance of these exams and to better understand and address the barriers to receiving dental care during pregnancy.

DENTAL/PHYSICAL HEALTH & NUTRITION

During January, sites continued to reintegrate toothbrushing into their daily schedules. With new toothbrushes and topical learning materials, the Health Team is supporting the implementation of this important practice. Samuel Merritt Nursing Students returned to sites to conduct sensory screenings in January and will work with the Program through April 2024.

At 86%, the Program's rate of completed and timely medical exams is more than 10% higher than in January 2023. Further, the number of completed dental exams across the program increased almost 10% over last month and almost 17% compared to January 2023.

The second round of CACFP monitoring began in January. This round of visits were unannounced, and Program staff are pleased to report that centers are in compliance with CACFP requirements overall. The Kitchen continues to serve healthy and diverse meals and the children continue to enjoy the meals and conversation during family style meal service.

DISABILITIES & MENTAL HEALTH

Of the 58 children with IFSPs or IEPs, 15 have a diagnosis of speech/language delay, 25 have a non-categorical developmental delay diagnosis, and 16 have an Autism diagnosis. Eleven children on the waitlist have an IEP or IFSP.

Through the Oakland Children's Initiative, the Disabilities and Mental Health Coordinator is collaborating with the Education and School Readiness team to plan for the inclusion classroom expansion at Martin Luther King, Jr. Elementary School scheduled to open for children for the 2024-25 Program Year.

EDUCATION & SCHOOL READINESS

During the first week of January, 12 staff members completed the Classroom Language Assessment System (CLASS) certification training. Staff who attended included Center Directors, Management Staff, Education team members, and staff from the Peralta partner site. Having more staff certified in CLASS will increase the capacity for the Program to administer CLASS assessments for teaching staff, inform training priorities, identify coaching opportunities, and highlight classroom strengths.

The Program also conducted CLASS calibration with Office of Head Start/T& TA in January, which included visits to sites who received CLASS observations. Following the observations, assessment scores were compared across reviewers to ensure everyone conducted observations and assessed ratings in a consistent and reliable way. The T/TA team then held a training for all staff on the importance and purpose of CLASS and the six areas of focus:

- Quality of Feedback
- Instructional Learning Formats
- Language Modeling
- Regard for Student Perspective
- Behavior Management
- Concept Development

With the addition of the Head Start Coach to Program Staff, Practice-Based Coaching for Head Start Instructors focused on CLASS. Practice Based Coaching for Early Head Start focused on environments.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Partnering with members of the health Team, Family Services staff worked with La Clínica and UCSF to connect families to medical and insurance services. Additionally, Family Service staff worked with the Alameda County Father Corp, Habitot Children's Museum, and Fairyland to plan family engagement activities scheduled for the spring. The need for diapers remains dire, but the Program was able to purchase a large order from Amazon and renew the partnership with Help a Mother Out to provide much needed diapers to families. Finally, the Parent Policy

Council seats are close to filled for all sites except three. Seven Parent Policy Council officers were newly elected, and five officers are returning for a second term.

PARTNER & FAMILY CHILD CARE

Enrollment

Partner Organization	Early Head Start	Head Start	Total
BANANAS	26/26 (100%)	26/33 (78.8%)	52/59 (88%)
Brighter Beginnings	100/100 (100%)	19/20 (95%)	104/120 (87%)
Laney	N/A	45/48 (93.8%)	58/64 (90.1%)
Merritt	N/A	13/16 (81.3%)	

Family Child Care

Not only is the Early Head Start Family Child Care option fully enrolled, but the Tiny Steps program will be welcoming a new FCC provider during February 2024. Attendance of children enrolled at family child care sites in the Tiny Steps Program is also very strong. Almost 62% of children are absent less than 10% of the time.

DATA MONITORING & CONTINUOUS QUALITY IMPROVEMENT

The Program conducted its annual Program-wide File Audit in late January. The audit involves reviewing over 10% of all documentation across each content area to check compliance with documentation requirements, identify data inconsistencies, and resolve any data inaccuracies.

The Data Management team incorporated feedback from the Advisory Board and Parent Policy Council to complete the Community Assessment for Program Year 2023-24, which will be used to inform next year's Selection Criteria. Staff also submitted the California General Child Care Program (CCTR) Continued Funding Application and initial program report for the Oakland Children's Initiative in January.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

Since July 2023, the Program has successfully hired eight staff into teaching positions: one Early Head Start Instructor, two Associate Instructors, two Assistant Instructors, one Early Childhood Aide, and one part-time Associate Instructor for direct education roles. Through a partnership with the Senior Services Division Senior Asset Program, the Program has also hired one Early Childhood Aide. While the Program is thrilled to have these staff join the team, over 30 vacancies for Instructor, Associate Instructor, and Assistant Instructor positions remain. There are also 2 Family Service Specialist vacancies. The addition of apprentices into the classroom beginning in February through the new Early Childhood Aide classification will begin to address the staff shortage, providing much needed support to center-based staff to alleviate stress and increase morale.

30 staff members successfully completed the Program for Infant/Toddler Caregivers (PITC) Online Course on January 28, 2024. A second group of eight more staff started the course on January 22nd and will complete the course in June. Program staff are also participating in two Communities of Practice cohorts to support the successful school readiness of Black Boys. Six City of Oakland Head Start staff (a Center Director, a Home Visitor, the Education Coordinator, two Program Managers, and the Program Director) are participating the Office of Head Start Regional Equity Cohort supporting Black Boys workshop, January 30th through February 1st. Additionally, six City of Oakland Head Start staff (three Head Start Instructors and two Home Visitors) are participating in the Oakland Starting Smart & Strong 10 Promising Practices of Enriching Early Learning Experiences for Boys of Color Community of Practice Cohort.

SITE SPOTLIGHT: City of Oakland Home Visitors

The site spotlight this month is not a physical site- but the City of Oakland Home Visitor staff! There are currently eight Home Visitors who on average have worked with the program for 12 years. Highlights from this Program Year included the Health Fair at San Antonio Park in August, the monthly food distributions through the Alameda County Food Bank partnership, and supporting families as they welcomed new children through the Pregnant Participant program option. Home Visitors shared that they build intimate, individualized, and unique relationships with the family members in the program. Home Visiting requires the skill to be flexible and adapt to a family's living arrangement, which could be in a house, apartment, shelter, or temporary location. One Home Visitor shared "I feel like I truly service the entire family and not just the child in the Home Visitor capacity."



UPCOMING

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

- February 20th–23rd: Dual Language Learner Celebration Week. Information on virtual events [here](#)
- February 26th-March 1st: Head Start California Family Engagement and Education Conferences in Long Beach, CA
- February 28th: Home-Based Health Socialization with Samuel Merritt Nursing Students
- March 9th: Father Figure Bowling event

Head Start & Early Head Start Budget Summary - All projects
Report as of 01/10/24 - Payroll to 11/10/23

Category	Budget	Encumbrance	Expenditures	Available	% of Budget Spent
a. Personnel	\$ 5,458,846.00	\$ -	\$ 2,536,912.33	\$ 2,921,933.67	46%
b. Fringe Benefits	\$ 2,200,083.00	\$ -	\$ 1,931,114.72	\$ 268,968.28	88%
c. Travel	\$ 36,800.00	\$ -	\$ -	\$ 14,279.03	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 326,126.00	\$ 51,430.59	\$ 223,443.69	\$ 51,251.72	84%
f. Contractual	\$ 3,375,931.00	\$ 28,694.17	\$ 373,532.82	\$ 2,973,704.01	12%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 788,617.00	\$ 83,015.71	\$ 543,722.66	\$ 161,878.63	79%
i. Total Direct Charges	\$ 12,186,403.00	\$ 163,140.47	\$ 5,608,726.22	\$ 6,414,536.31	47%
j. Indirect Charges	\$ 382,857.00	\$ -	\$ 220,849.58	\$ 162,007.42	58%
k. TOTALS	\$ 12,569,260.00	\$ 163,140.47	\$ 5,829,575.80	\$ 6,576,543.73	48%

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 1006667
Report as of 01/10/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 932,096.66	\$ 1,380,119.34	40%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 715,203.73	\$ 334,497.27	68%
c. Travel	\$ 18,256.00	\$ -	\$ -	\$ 18,256.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 21,081.27	\$ 71,631.56	\$ 45,302.17	67%
f. Contractual	\$ 1,440,656.00	\$ 13,314.43	\$ 320,880.84	\$ 1,106,460.73	23%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 37,585.64	\$ 230,181.94	\$ (58,973.58)	128%
i. Total Direct Charges	\$ 5,167,638.00	\$ 71,981.34	\$ 2,269,994.73	\$ 2,825,661.93	45%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 81,520.57	\$ 81,347.43	50%
k. TOTALS	\$ 5,330,506.00	\$ 71,981.34	\$ 2,351,515.30	\$ 2,907,009.36	45%

Early Head Start Budget Summary - Project 1006678
Report as of 01/10/24 - Payroll to 11/10/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 1,604,815.67	\$ 1,541,814.33	51%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,215,910.99	\$ (65,528.99)	106%
c. Travel	\$ 18,544.00	\$ -	\$ -	\$ 18,544.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 24,951.51	\$ 106,376.82	\$ 56,782.67	70%
f. Contractual	\$ 1,935,275.00	\$ 13,748.49	\$ 51,651.98	\$ 1,869,874.53	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 45,430.07	\$ 300,660.98	\$ 48,101.95	88%
i. Total Direct Charges	\$ 6,833,135.00	\$ 84,130.07	\$ 3,279,416.44	\$ 3,469,588.49	49%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 139,329.01	\$ 80,659.99	86%
k. TOTALS	\$ 7,053,124.00	\$ 84,130.07	\$ 3,418,745.45	\$ 3,550,248.48	50%

Head Start T/TA Budget Summary - Project 1006669
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 29,689.00	\$ -	\$ 6,810.38	\$ 22,878.62	22.94%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 37,063.00	\$ -	\$ 850.84	\$ 36,212.16	2.30%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11.48%
j. Indirect Charges	\$ -			\$ -	0.00%
k. TOTALS	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11.48%

Early Head Start T/TA Budget Summary - Project 1006688
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 33,322.00	\$ -	\$ 6,632.19	\$ 26,689.81	19.90%
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	\$ -	\$ 3,610.84	\$ 47,867.16	7.01%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 10,243.03	\$ 108,634.97	8.62%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
k. TOTALS	\$ 118,878.00	\$ -	\$ 10,243.03	\$ 108,634.97	8.62%

Head Start CSPP Budget Summary - Project 1006671
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 827,600.00	\$ -	\$ 234,824.73	\$ 592,775.27	28.37%
b. Fringe Benefits	\$ 681,170.00	\$ -	\$ 183,094.55	\$ 498,075.45	26.88%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 962,411.00	\$ 248.89	\$ 8,575.06	\$ 953,587.05	0.92%
f. Contractual	\$ (695,612.00)	\$ -	\$ -	\$ (695,612.00)	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 780,000.00	\$ -	\$ 61,915.23	\$ 718,084.77	7.94%
i. Total Direct Charges	\$ 2,555,569.00	\$ 248.89	\$ 488,409.57	\$ 2,066,910.54	19.12%
j. Indirect Charges	\$ 76,892.00	\$ -	\$ 20,320.67	\$ 56,571.33	26.43%
k. TOTALS	\$ 2,632,461.00	\$ 248.89	\$ 508,730.24	\$ 2,123,481.87	45.55%

Head Start CPKS Budget Summary - Project 1006673
Report as of 01/10/24 - Payroll to 11/10/23

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	\$ 32,213.79	\$ 2,252.32	\$ 4,212.49	\$ 25,748.98	20.07%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ -	\$ -	\$ -	\$ -	0.00%
i. Total Direct Charges	\$ 32,213.79	\$ 2,252.32	\$ 4,212.49	\$ 25,748.98	20.07%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
k. TOTALS	\$ 32,213.79	\$ 2,252.32	\$ 4,212.49	\$ 25,748.98	20.07%

Head Start & Early Head Start CCFP Budget Summary - Project 1006657
Report as of 02/07/24 - Payroll to 11/10/23

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	\$ 210,631.16	\$ 5,397.81	\$ 45,435.31	\$ 159,798.04	24.13%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 14,500.00	\$ -	\$ 3,966.32	\$ 10,533.68	27.35%
i. Total Direct Charges	\$ 225,131.16	\$ 5,397.81	\$ 49,401.63	\$ 170,331.72	24.34%
j. Indirect Charges	\$ -		\$ -	\$ -	0.00%
k. TOTALS	\$ 225,131.16	\$ 5,397.81	\$ 49,401.63	\$ 170,331.72	24.34%

Early Head Start CCTR Budget Summary - Project 1006694
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 1,658,435.00	\$ -	\$ 217,015.41	\$ 1,441,419.59	13.09%
b. Fringe Benefits	\$ 1,368,961.00	\$ -	\$ 157,780.16	\$ 1,211,180.84	11.53%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ 87,930.00	\$ -	\$ -	\$ 87,930.00	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ -	\$ -	\$ -	\$ -	0.00%
i. Total Direct Charges	\$ 3,115,326.00	\$ -	\$ 374,795.57	\$ 2,740,530.43	12.03%
j. Indirect Charges	\$ 155,060.00	\$ -	\$ 19,052.93	\$ 136,007.07	12.29%
k. TOTALS	\$ 3,270,386.00	\$ -	\$ 393,848.50	\$ 2,876,537.50	24.32%

Head Start GPF Budget Summary - Project 1006228
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 955,035.00	\$ -	\$ 338,296.18	\$ 616,738.82	35.42%
b. Fringe Benefits	\$ 736,236.00	\$ -	\$ 246,287.23	\$ 489,948.77	33.45%
c. Travel	\$ -	\$ -	\$ 20,814.69	\$ (20,814.69)	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 191,659.54	\$ 66,865.22	\$ 27,090.39	\$ 97,703.93	49.02%
f. Contractual	\$ 94,107.58	\$ 13,666.96	\$ 21,795.55	\$ 58,645.07	37.68%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 211,382.57	\$ 15,762.91	\$ 25,824.17	\$ 169,795.49	19.67%
i. Total Direct Charges	\$ 2,188,420.69	\$ 96,295.09	\$ 680,108.21	\$ 1,412,017.39	35.48%
j. Indirect Charges	\$ 88,268.00		\$ 29,519.27	\$ 58,748.73	33.44%
k. TOTALS	\$ 2,276,688.69	\$ 96,295.09	\$ 709,627.48	\$ 1,470,766.12	68.92%

Early Head Start GPF Budget Summary - Project 1006229
Report as of 02/07/24 - Payroll to 11/10/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ 865,091.00	\$ -	\$ 314,774.38	\$ 550,316.62	36.39%
b. Fringe Benefits	\$ 657,701.00	\$ -	\$ 224,573.62	\$ 433,127.38	34.15%
c. Travel	\$ -	\$ -	\$ -	\$ -	0.00%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ 47,087.35	\$ 4,719.26	\$ 6,645.35	\$ 35,722.74	24.14%
f. Contractual	\$ 25,414.46	\$ 2,442.56	\$ 7,094.33	\$ 15,877.57	37.53%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 52,879.34	\$ 4,468.40	\$ 8,170.05	\$ 40,240.89	23.90%
i. Total Direct Charges	\$ 1,648,173.15	\$ 11,630.22	\$ 561,257.73	\$ 1,075,285.20	34.76%
j. Indirect Charges	\$ 80,303.00	\$ -	\$ 27,410.45	\$ 52,892.55	34.13%
k. TOTALS	\$ 1,728,476.15	\$ 11,630.22	\$ 588,668.18	\$ 1,128,177.75	68.89%

Head Start Budget Summary - Basic
Project 1006667
Report as of 02/07/24 - Payroll to 12/22/23

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 2,312,216.00	\$ -	\$ 932,096.66	\$ 1,380,119.34	40%
b. Fringe Benefits	\$ 1,049,701.00	\$ -	\$ 715,203.73	\$ 334,497.27	68%
c. Travel	\$ 18,256.00	\$ -	\$ -	\$ 18,256.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 138,015.00	\$ 21,081.27	\$ 71,631.56	\$ 45,302.17	67%
f. Contractual	\$ 1,440,656.00	\$ 13,314.43	\$ 320,880.84	\$ 1,106,460.73	23%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 208,794.00	\$ 37,585.64	\$ 230,181.94	\$ (58,973.58)	128%
i. Total Direct Charges	\$ 5,167,638.00	\$ 71,981.34	\$ 2,269,994.73	\$ 2,825,661.93	45%
j. Indirect Charges	\$ 162,868.00	\$ -	\$ 81,520.57	\$ 81,347.43	50%
k. TOTALS	\$ 5,330,506.00	\$ 71,981.34	\$ 2,351,515.30	\$ 2,907,009.36	45%

Early Head Start Budget Summary - Basic
Project 1006678
Report as of 01/10/24 - Payroll to 11/10/23

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 3,146,630.00	\$ -	\$ 1,604,815.67	\$ 1,541,814.33	51%
b. Fringe Benefits	\$ 1,150,382.00	\$ -	\$ 1,215,910.99	\$ (65,528.99)	106%
c. Travel	\$ 18,544.00	\$ -	\$ -	\$ 18,544.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	-
e. Supplies	\$ 188,111.00	\$ 24,951.51	\$ 106,376.82	\$ 56,782.67	70%
f. Contractual	\$ 1,935,275.00	\$ 13,748.49	\$ 51,651.98	\$ 1,869,874.53	3%
g. Construction	\$ -	\$ -	\$ -	\$ -	-
h. Other	\$ 394,193.00	\$ 45,430.07	\$ 300,660.98	\$ 48,101.95	88%
i. Total Direct Charges	\$ 6,833,135.00	\$ 84,130.07	\$ 3,279,416.44	\$ 3,469,588.49	49%
j. Indirect Charges	\$ 219,989.00	\$ -	\$ 139,329.01	\$ 80,659.99	86%
k. TOTALS	\$ 7,053,124.00	\$ 84,130.07	\$ 3,418,745.45	\$ 3,550,248.48	50%

Head Start T/TA Budget Summary
Project 1006669
Report as of 02/07/24 - Payroll to 12/22/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 29,689.00	\$ -	\$ 6,810.38	\$ 22,878.62	22.94%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0.00%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0.00%
g. Construction	\$ -	\$ -	\$ -	\$ -	0.00%
h. Other	\$ 37,063.00	\$ -	\$ 850.84	\$ 36,212.16	2.30%
i. Total Direct Charges	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11.48%
j. Indirect Charges	\$ -			\$ -	0.00%
k. TOTALS	\$ 66,752.00	\$ -	\$ 7,661.22	\$ 59,090.78	11.48%

Early Head Start T/TA Budget Summary
Project 1006688
Report as of 02/07/24 - Payroll to 12/22/23

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0.00%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
c. Travel	\$ 33,322.00	\$ -	\$ 6,632.19	\$ 26,689.81	19.90%
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	\$ -	\$ 3,610.84	\$ 47,867.16	7.01%
i. Total Direct Charges	\$ 118,878.00	\$ -	\$ 10,243.03	\$ 108,634.97	8.62%
j. Indirect Charges	\$ -	\$ -	\$ -	\$ -	0.00%
k. TOTALS	\$ 118,878.00	\$ -	\$ 10,243.03	\$ 108,634.97	8.62%

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: October-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	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	244.00	260.00	214.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 2	Full Day 85th Avenue II	109.00	130.00	107.00	22.00	entire site (50)	10.00	16.00	1.00	352.00	NO	NO
1 3	Full Day 85th Avenue III	93.00	98.00	63.00	22.00	entire site (50)	8.00	16.00	1.00	352.00	NO	NO
2 4	Full Day Arroyo Viejo	52.00	53.00	43.00	21.00	16	12.00	12.00	1.00	252.00	NO	NO
3 5	Full Day BROADWAY/INFANT	61.00	88.00	66.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	90.00	121.00	92.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	66.00	69.00	59.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
4 8	Full Day Brookfield 1	204.00	213.00	184.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	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	110.00	146.00	98.00	22.00	18	16.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	129.00	133.00	103.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	95.00	92.00	72.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita / Brookfield	150.00	235.00	234.00	21.00	20	16.00	20.00	1.00	420.00	NO	NO
10 16	Full Day San Antonio CDC 1	281.00	294.00	229.00	22.00	entire site (24)	24.00	24.00	1.00	528.00	NO	NO
11 17	Full Day San Antonio Park I	114.00	116.00	107.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
11 18	Full Day San Antonio Park II	96.00	111.00	94.00	22.00	8	10.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	355.00	352.00	303.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	130.00	132.00	118.00	21.00	24	24.00	24.00	1.00	504.00	NO	NO
14 22	Full Day West Grand (Infant)	92.00	95.00	87.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	130.00	132.00	118.00	22.00	8	8.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	103.00	102.00	95.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
	TOTAL	2,704.00	2,972.00	2,486.00	434.00		272.00	366.00		6,436.00		
	HS	1,403.00	1,638.00	1,335.00	259.00							
	EHS	1,301.00	1,334.00	1,151.00	175.00							

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 (FAS 11/2025 REG1 PST)

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

Avg Daily Participation **135.09**

=(max meals)/(max days)

ADP ENTRY **136.00**

Prepared by : Michael Fries

Fiscal Approval: Kurry Foley
Kurry Foley
Human Services Fiscal Manager

Child and Adult Care Food Program FY2023-24

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: November-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	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	166.00	188.00	183.00	16.00	entire site (50)	16.00	16.00	1.00	256.00	NO	NO
1 2	Full Day 85th Avenue II	94.00	101.00	84.00	16.00	entire site (50)	10.00	16.00	1.00	256.00	NO	NO
1 3	Full Day 85th Avenue III	65.00	72.00	53.00	16.00	entire site (50)	8.00	16.00	1.00	256.00	NO	NO
2 4	Full Day Arroyo Viejo	31.00	32.00	31.00	14.00	16	12.00	12.00	1.00	168.00	NO	NO
3 5	Full Day BROADWAY/INFANT	41.00	52.00	43.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	77.00	88.00	71.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	54.00	59.00	50.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
4 8	Full Day Brookfield 1	174.00	183.00	178.00	17.00	entire site (48)	16.00	16.00	1.00	272.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	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	83.00	106.00	70.00	17.00	18	16.00	32.00	1.00	544.00	NO	NO
8 13	Full Day Lion's Creek 1	84.00	86.00	69.00	17.00	18	16.00	16.00	1.00	272.00	NO	NO
8 14	Full Day Lions Creek 2	74.00	74.00	64.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
9 15	Full Day Manzanita / Brookfield	121.00	184.00	177.00	17.00	20	16.00	20.00	1.00	340.00	NO	NO
10 16	Full Day San Antonio CDC 1	231.00	248.00	194.00	17.00	entire site (24)	24.00	24.00	1.00	408.00	NO	NO
11 17	Full Day San Antonio Park I	86.00	94.00	90.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
11 18	Full Day San Antonio Park II	79.00	90.00	82.00	17.00	8	10.00	9.00	1.00	153.00	NO	NO
12 19	Full Day Sungate I	254.00	282.00	252.00	17.00	24	24.00	24.00	1.00	408.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	80.00	78.00	68.00	14.00	24	24.00	24.00	1.00	336.00	NO	NO
14 22	Full Day West Grand (Infant)	76.00	84.00	78.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
14 23	Full Day West Grand (Older)	89.00	90.00	86.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
14 24	Full Day West Grand (Young)	93.00	99.00	97.00	17.00	8	8.00	8.00	1.00	136.00	NO	NO
	TOTAL	2,052.00	2,290.00	2,020.00	331.00		272.00	366.00		4,914.00		
	HS	1,064.00	1,225.00	1,073.00	198.00							
	EHS	988.00	1,065.00	947.00	133.00							

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

Avg Daily Participation **134.71**

=(max meals)/(max days)

ADP ENTRY **135.00**

Prepared by : Michael Fries

Fiscal Approval: Kurry Foley

Kurry Foley
Human Services Fiscal Manager

Child and Adult Care Food Program FY2023-24

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: December-23

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	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	153.00	175.00	165.00	14.00	entire site (50)	16.00	16.00	1.00	224.00	NO	NO
1 2	Full Day 85th Avenue II	75.00	90.00	86.00	14.00	entire site (50)	10.00	16.00	1.00	224.00	NO	NO
1 3	Full Day 85th Avenue III	51.00	51.00	40.00	14.00	entire site (50)	8.00	16.00	1.00	224.00	NO	NO
2 4	Full Day Arroyo Viejo	28.00	30.00	29.00	14.00	16	12.00	12.00	1.00	168.00	NO	NO
3 5	Full Day BROADWAY/INFANT	41.00	45.00	39.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	75.00	88.00	72.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	42.00	47.00	43.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
4 8	Full Day Brookfield 1	85.00	95.00	88.00	11.00	entire site (48)	16.00	16.00	1.00	176.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	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	66.00	98.00	60.00	14.00	18	16.00	32.00	1.00	448.00	NO	NO
8 13	Full Day Lion's Creek 1	82.00	87.00	65.00	14.00	18	16.00	16.00	1.00	224.00	NO	NO
8 14	Full Day Lions Creek 2	63.00	63.00	59.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
9 15	Full Day Manzanita / Brookfield	94.00	146.00	136.00	14.00	20	16.00	20.00	1.00	280.00	NO	NO
10 16	Full Day San Antonio CDC 1	213.00	224.00	180.00	14.00	entire site (24)	24.00	24.00	1.00	336.00	NO	NO
11 17	Full Day San Antonio Park I	67.00	80.00	81.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
11 18	Full Day San Antonio Park II	61.00	70.00	64.00	14.00	8	10.00	9.00	1.00	126.00	NO	NO
12 19	Full Day Sungate I	193.00	217.00	199.00	14.00	24	24.00	24.00	1.00	336.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	53.00	43.00	38.00	12.00	24	24.00	24.00	1.00	288.00	NO	NO
14 22	Full Day West Grand (Infant)	58.00	64.00	63.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
14 23	Full Day West Grand (Older)	80.00	85.00	84.00	14.00	8	8.00	9.00	1.00	126.00	NO	NO
14 24	Full Day West Grand (Young)	66.00	69.00	66.00	14.00	8	8.00	8.00	1.00	112.00	NO	NO
TOTAL		1,646.00	1,867.00	1,657.00	275.00		272.00	366.00		4,092.00		
HS		855.00	1,015.00	882.00	165.00							
EHS		791.00	852.00	775.00	110.00							

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, CDE

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

Avg Daily Participation 133.36

=(max meals)/(max days)

ADP ENTRY 134.00

Prepared by : Tony Daquipa

Fiscal Approval: Kerry FoleyKerry Foley
Human Services Fiscal Manager

Child and Adult Care Food Program FY2023-24

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: January-24

Facility Number	Facility Name	Meal Types Claimed (x)			Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	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	202.00	222.00	205.00	19.00	entire site (50)	16.00	16.00	1.00	304.00	NO	NO
1 2	Full Day 85th Avenue II	91.00	100.00	86.00	19.00	entire site (50)	10.00	16.00	1.00	304.00	NO	NO
1 3	Full Day 85th Avenue III	65.00	69.00	61.00	19.00	entire site (50)	8.00	16.00	1.00	304.00	NO	NO
2 4	Full Day Arroyo Viejo	43.00	45.00	34.00	19.00	16	12.00	12.00	1.00	228.00	NO	NO
3 5	Full Day BROADWAY/INFANT	45.00	61.00	50.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	90.00	109.00	79.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	45.00	58.00	51.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
4 8	Full Day Brookfield 1	173.00	191.00	151.00	19.00	entire site (48)	16.00	16.00	1.00	304.00	NO	NO
4 9	Full Day Brookfield 2					entire site (48)	16.00	16.00	1.00	16.00	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	85.00	117.00	68.00	19.00	18	16.00	32.00	1.00	608.00	NO	NO
8 13	Full Day Lion's Creek 1	102.00	104.00	86.00	19.00	18	16.00	16.00	1.00	304.00	NO	NO
8 14	Full Day Lions Creek 2	84.00	86.00	80.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
9 15	Full Day Manzanita / Brookfield	124.00	203.00	195.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
10 16	Full Day San Antonio CDC 1	248.00	270.00	216.00	19.00	entire site (24)	24.00	24.00	1.00	456.00	NO	NO
11 17	Full Day San Antonio Park I	98.00	108.00	103.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
11 18	Full Day San Antonio Park II	81.00	84.00	79.00	19.00	8	10.00	9.00	1.00	171.00	NO	NO
12 19	Full Day Sungate I	264.00	299.00	257.00	19.00	24	24.00	24.00	1.00	456.00	NO	NO
12 20	Full Day Sungate II					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	86.00	74.00	69.00	14.00	24	24.00	24.00	1.00	336.00	NO	NO
14 22	Full Day West Grand (Infant)	59.00	61.00	59.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 23	Full Day West Grand (Older)	106.00	112.00	106.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
14 24	Full Day West Grand (Young)	89.00	91.00	82.00	19.00	8	8.00	8.00	1.00	152.00	NO	NO
TOTAL		2,180.00	2,464.00	2,117.00	375.00		272.00	366.00		5,538.00		
HS		1,149.00	1,365.00	1,146.00	228.00							
EHS		1,031.00	1,099.00	971.00	147.00							

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

Avg Daily Participation **129.68**

=(max meals)/(max days)

ADP ENTRY **130.00**

Prepared by : Michael Fries

Fiscal Approval:

Kurry Foley

Kurry Foley
Human Services Fiscal Manager

City of Oakland

PURCHASE CARD TRANSACTION LOG

DATE: 02/09/24

Cardholder Name: Diveena Cooppan

PRINT NAME

January 2024

Transaction Period (Month / Year)

TO

Agency / Department: DHS - Head Start

January 2024

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 (Feb 12, 2024 09:25 PST) Date Feb 12, 2024

510-238-3165


Kurry Foley (Feb 12, 2024 09:10 PST) Date Feb 12, 2024

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	01/04/24	TARGET	Baby Formula and Baby Bottles	217.23		
2			1.2102.78231.52911.1006657.YS13 award 24277 1.2102.78231.52915.1006657.YS13 award 24277			
3	01/04/24	SERVSAFE	Food Safety Management Training for Kitchen Staff	208.97		
4			1.2128.78231.55212.1006667.YS13 24286 1.2128.782			
5	01/10/24	TARGET	Broadway Nap Room Light	23.63		
6			1.2128.78231.52630.1006678.YS13 24286			
7	1/11/24	WALMART	REFUND	(58.37)		
8	1/11/24	WALMART	REFUND	(58.37)		
9	1/11/24	WALMART	REFUND	(58.37)		
10	1/11/24	WALMART	REFUND	(58.37)		
11	1/11/24	WALMART	REFUND	(58.37)		
12	1/12/24	ALLSCAN	Applicant's Fingerprints	93.00		
13			1.2128.78231.52211.1006678.YS13 award 24286			
14	1/12/24	ALLSCAN	Applicant's Fingerprints	93.00		
15			1.2128.78231.52211.1006678.YS13 award 24286			
16	1/12/24	ALLSCAN	Applicant's Fingerprints	93.00		
17			1.2128.78231.52211.1006678.YS13 award 24286			
18	1/17/24	ALLSCAN	Applicant's Fingerprints	93.00		
19			1.2128.78231.52211.1006678.YS13 award 24286			
20	1/17/24	ALLSCAN	Applicant's Fingerprints	93.00		
21			1.2128.78231.52211.1006678.YS13 award 24286			

22	1/24/24	TARGET	Baby Formula	79.96		
23			1.2102.78231.52911.1006657.YS13 award 24277			
24	1/24/24	TARGET	Baby Bottles	24.19		
25			1.2102.78231.52915.1006657.YS13 award 24277			
26	1/27/24	AMAZON	Baby Bottles and Bottle Warmers	373.31		
27			1.2102.78231.52911.1006657.YS13 24277 1.2102.78231.52915.1006657.YS13 24277			
28	1/29/24	AMAZON	Baby Bottle Warmers	97.00		
29			1.2102.78231.52911.1006657.YS13 24277 1.2102.78231.52915.1006657.YS13 24277			
30	1/26/24	BLACK JOY PARADE	Black Joy Booth Payment	395.00		
31			1.2128.78231.53314.1006678.YS13 24286 1.2128.782			
32	1/26/24	FC TIDES CENTER	ECEPTS Conference Tickets	250.00		
33			1.2128.78231.55212.1006667.YS13 24286 1.2128.78231.55212.1006678.YS13 24286			
30	1/10/24	VITACOST	Fruit Spread for Sites	255.94		
31			1.2102.78231.52911.1006657.YS13 24277			
32						
33						

Document Total	2,098.38
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DETAILED DESCRIPTION

Audited By: <i>(Finance and Management Agency)</i>	
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