



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING
MEETING AGENDA – FINAL

Thursday, 5-19-2022

3:30-5:00pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to California Government Code section 54953(e), Head Start Advisory Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

When: 5-19-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until 6-16-2022, 8 occurrence(s).

- 11-18-2021; 3:30 PM
- 12-16-2021; 3:30 PM
- 1-20-2022; 3:30 PM
- 2-17-2022; 3:30 PM
- 3-17-2022; 3:30 PM
- 4-21-2022; 3:30 PM
- 5-19-2022; 3:30 PM
- 6-16-2022; 3:30 PM

How: By Zoom Webinar:

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqjpy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAIjCb-zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/91233519388>

Or One tap mobile:

US: +17207072699,,91233519388# or +12532158782,,91233519388#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 912 3351 9388

International numbers available: <https://us06web.zoom.us/u/kbQeNkOvL>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

• To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email **Tracey Black** at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, 5-19-2022; 3:30-5:00pm

AGENDA

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

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*

Priya Jagannathan
Kevin Bremond
Alysoun (Aly) Bonde

Dr. Mariamawit (Mari) Tamerat
Reverend Annette Howard

1. Call for Public Comment

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Molly Tafoya, Chair*

1. Review and Approval of **AB 361 Resolution No. 21-008**
2. Review and Approval of **May 19, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **April 21, 2022, Advisory Board Meeting Minutes**

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

1. **Parent Policy Council Feedback**

IV. ACTION ITEMS:

1. **Update to Advisory Board and Parent Policy Council Bylaws:** Reflecting standing meeting time for FY 21-22, 3:30-5:00pm and language that allows flexibility for both, Parent Policy Council and Advisory Board, to make such adjustments as deemed necessary.
2. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *April 2022*
 - b. COVID 19 Response Update
3. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II*
 - a. Monthly Financial Report – *April 2022*
 - b. CACFP Meal Count Report – *March 2022*
4. **FY 21-22 COLA (Cost of Living Adjustment)/QI (Quality Improvement) Funding Increase;** *Diveena Cooppan, Christine Rolan, and Jason Wang*
 - a. Request to submit application to Office of Head Start (Due June 1, 2022)

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

1. General program updates
2. Parent Policy Council Request for Support with delay in IFSP/IEP Referral Evaluation by OUSD
3. California Department of Education/Program Self-Evaluation (Due June 1, 2022)

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-008

ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND HEAD START ADVISORY BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that do not ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on [May 19, 2022] the [Oakland Head Start Advisory Board] adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the [Oakland Head Start Advisory Board] finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the [Oakland Head Start Advisory Board] renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] firmly believes that the community's health and safety and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the [Oakland Head Start Advisory Board] finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.

OAKLAND HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, April 21, 2022
3:40-5:05 pm

*** MEETING MINUTES**

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

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Kevin Bremond
Aly Bonde
Reverend G. Annette Howard

Advisory Board Members Excused:

Dr. Mari Tamerat

Parent Policy Council Members Present:

Christina Michaud (Community Rep.), *Chair*
Anna Beliel, (Manzanita HS/Broadway EHS),
Secretary
Quizhu (Jewel) Xiong (Grantee Home Based
Program), *Treasurer*
To Niya Scott-Smith (Saint Vincent's HS), *Parliamentarian*

Staff Present:

Sarah Trist, (Acting Director), HHS Planner, *Health Manager*
Clara Sanchez Silva, *Administrative Assistant II*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, HS/EHS*
Alisa Burton, *Program Supervisor*
Wenonah Elms, *Disabilities & Mental Health Coordinator*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Helen Luong, *Family Advocate, HS/EHS* Conterenia
Farrish, *Family Advocate, HS/EHS*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Six (6) Board Members present and one member excused. Quorum established.

1. Public Comments:

No public comment.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: Molly Tafoya, *Chair*

- 1. Review and Approval of AB 361 Resolution No. 21-007**
 - Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-007**
 - ✓ Kevin Bremond, motioned to approve the **AB 361 Resolution No. 21-007**
 - ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 2. Review and Approval of April 21, 2022, Revised Advisory Board Meeting Agenda**
 - Tracey Black asked for an adjustment to the agenda, to move *Information Item 3 – Presentation of Mobile Classroom* up to Item 2, following Monitoring Updates.
 - Chair Tafoya called for a motion to approve the **April 21, 2022, Revised Advisory Board Meeting Agenda**
 - ✓ Kevin Bremond motioned to approve the **April 21, 2022, Revised Advisory Board Meeting Agenda**

- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.
- 3. Review and Approval of **March 17, 2022, Advisory Board Meeting Minutes.**
 - Chair Tafoya, called for a motion to approve the **March 17, 2022, Advisory Board Meeting Minutes**
 - ✓ Kevin Bremond motioned to approve the **March 17, 2022, Advisory Board Meeting Minutes.**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.

III. PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Chair*

Parent Policy Council Member Feedback

- In depth presentations, questions, and discussion occurred with each agenda item. Staff answered questions from the Parent Policy Council and welcomed suggestions. Each element listed, was unanimously approved.
- Critical issues such as safety and the lengthy wait for IEP evaluations were brought up and staff reassured the Parent Policy Council, they would investigate solutions.

IV. ACTION ITEMS:

1. Parent Policy Council Request: *Change ending time of meeting from 11:30am to 12:00pm*

- Tracey Black explained that Parent Policy Council has requested for their meeting time to be extended to 12:00 pm, due to program's recent recurring request to extend the meeting time, due to length of agenda and discussions.
- Christina Michaud mentioned that there have been multiple times where they have had to vote to extend and continue meeting.
- Molly Tafoya requested to vote to update the bylaws on our next monthly meeting to remain in compliance.

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

a. Monthly Enrollment and Content Area Monitoring Update – March 2022

- Tracey Black shared that Diveena Cooppan is on vacation and Sarah Trist is the Acting Director, therefore she will be providing the report.
- Our enrollment is up to 72%, we welcomed 16 new children over the course of the month and have 38 children in the active enrollment process. We continue to accept applications for this year and for the upcoming year.
- We completed the second home visits for families and completed the assessments.
- Wellness exams and baby checks are continuous, and we continue to work on ensuring we get those done for our Early Head Start children. Family dental exams have been a little hard and we hope it changes in the months to come as the risk for COVID-19 decreases.
- Most of our developmental screenings have been completed and from the developmental screenings we've been able to identify developmental concerns for follow up.
- We welcomed one new baby in March and we're on track to meet our goal of serving 30 pregnant people.

b. COVID 19 Response Update, *presented by Sarah Trist, HHS Planner/ Health Manager*

- We had no Covid closures in March and rates continue to decline. Ongoing diligence from both staff and families to use all our mitigation techniques such as

masking, distancing, and staying home if you feel sick keeps our classrooms safe.

- Staff continue to test, some every day and the rest at least twice a week
- Effective immediately - if a child is experiencing minor symptoms such as a little runny nose, watery eyes, or things that we commonly see with allergies, you may now run a rapid Covid test in front of staff at the center
- Head Start continues to mask (at least until the end of the year) to keep our classrooms safe and joyful places.
- Advisory Board were curious as to how children were acting regarding the masking policy after the masking restriction was lifted and adults are not wearing masks. Conterenia Farrish (Family Advocate) mentioned children wear masks and tell their parents to wear their masks.
- Chair Tafoya called for a motion to approve the **Monthly Progress Report – March 2022**
- ✓ Dr. Javay Ross motioned to approve to approve the **Monthly Progress Report – March 2022**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (6) ayes, (0) nays, (0) abstentions.

3. Monthly Financial Report: *Christine Rolan, HSD Budget & Fiscal Manager.*
Jason Wang, Admin. Analyst II

a. Monthly Financial Report – March 2022, *presented by Jason Wang, Admin. Analyst II*

- Jason Wang presented the progress on the current Head Start and Early Head Start Budget.
- Personnel - 72% spent,
- Fringe Benefits - 126%, (Using general purpose funds issued by the City)
- Travel is at – 0%,
- Equipment – 0 %,
- Supplies - currently at 21%,
- Contractual – we’re at 83%,
- Other - we have spent 65%,
- Total Direct Charges - 64%
- Indirect Charges - 68%, and
- Purchase Card (P-Card) – we have two Zoom expense charges totaling \$667.68.

b. CACFP Meal Count Report

- February report includes 2,187 served breakfasts, 2,342 lunch, and 2,131 afternoon snacks.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – March 2022**
- ✓ Aly Bonde motioned to approve the **Monthly Financial Report – March 2022**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)- abstentions

c. Extension of FY 21-22 Low-Cost Extension Request

- Request to Region 9 to extend deadline for items we were not able to spend down during the end of last fiscal. There was already an original extension until end of March 30 and the current request is for a final extension to June 30, 2022
- Chair Tafoya called for a motion to approve the **Extension of FY 21-22 Low-Cost Extension Request**
- ✓ Kevin Bremond motioned to approve the **Extension of FY 21-22 Low-Cost Extension Request**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (6)-ayes, (0)-nays, (0)-abstentions.

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

1. Summary of FY 21-22 Self-Assessment Results, *presented by Robyn Levinson, HHS Planner*

- We used qualitative data from Survey Monkey and quantitative data from DRDP. Our program is in a really good shape, findings are as follows: 44% Program was fully compliant, 41% was partially compliant and 16% was not in compliance.
- Chair Tafoya requested the link to the Office of Head Start Focus Area One (FA1) and Focus Area 2 (FA2) Monitoring Protocols, be added to the meeting minutes (see links below):
- [Fiscal Year \(FY\) 2022 Focus Area One Monitoring Protocol \(hhs.gov\)](#)
- [Fiscal Year \(FY\) 2022 Focus Area Two Monitoring Protocol \(hhs.gov\)](#)

2. Information/Program Updates:

- Shelley Taylor presented her Mobile Classroom Updates slideshow and explained that our new Mobile Classroom is working together with Family Front Doors where they will help us identify shelters, where we could drive to provide socialization and educational services along with providing resources to families.
- Photos of the current building process were presented. Name suggestions provided by the Board Members, as well as names suggested by the Parent Policy Council, were suggested (see below).

<p>Advisory Board, April 21, 2022; Board and Panelists recommended to definitely having “<i>Head Start</i>” in the name:</p> <ol style="list-style-type: none"> 1. <i>Head Start on the Move...</i> 2. <i>Head Start on Wheels...</i> 3. <i>Head Start: Ready, Set Go Bus!</i> 4. <i>Head Start Bus: Moving Forward, powered by our future...</i> 	<p>Parent Policy Council, April 19, 2022:</p> <ol style="list-style-type: none"> 1. <i>Camp Classroom</i> 2. <i>Traveling Classroom</i> 3. <i>Head Start (or EHS) in Motion</i> 4. <i>A Drive (or Ride) for Education</i> 5. <i>The Magic Classroom (like the magic school bus)</i> 6. <i>Education Locomotion</i> 7. <i>The Locomotive Classroom</i>
--	---

VI. OPEN FORUM:

- Assata Olugbala mentioned that through Measure N funding, OUSD has one school, Oakland Street Academy, with a career pathway that focuses on child

development and family services. She would like to know if there may be a way for us to provide internships to the young children, as they are interested.

- Tracey Black mentioned that Alisa Burton is currently working on building out the program's workforce development program and will be looking into partnering with OUSD's career pathways program, if possible.

VII.

ADJOURNMENT

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Dr. Javay Ross motioned to **Adjourn the meeting.**
- ✓ Aly Bonde seconded the motion; Motion carried. **Vote:** (6)-eyes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:05 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

City of Oakland
Head Start Advisory
Board



FY 2021-22
BYLAWS

Amended Language

ARTICLE VI

Meetings

Section 1

- b.** Regular meetings of the Board shall be held at the time and place designated by the Board each year at its first meeting in September. In FY 21-22, meetings will be held from 3:30-5:00pm, unless otherwise agreed upon and deemed necessary by the Advisory Board.

MONTHLY PROGRAM REPORT: APRIL 2022

During April the program operated a second consecutive month without any COVID-related interruptions to services. This included the Program’s first Fieldtrip to Fairyland in two years. The program also celebrated the Week of the Young Child, met with the Office of Head Start Region IX office to share program updates, and welcomed new teaching staff. Lastly, in April we bid farewell to the Director of the Department of Human Services, Sara Bedford. We thank Sara for her leadership and commitment to the children and families of Oakland!

At-a-Glance

	Head Start	Early Head Start	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	225/292	228/330	453/622
Enrollment/Funded (%)	(77%)	(69%)	(73%)
Daily attendance	83%	79%	82%
How many have...			
Medical Home	97%	99%	98%
Health Insurance	94%	98%	96%
Current Physical exam/Well-baby check	81%	54%	68%
Updated immunizations	98%	92%	95%
Hearing Screening	94%	94%	96%
Vision Screening	93%	94%	94%
Growth Screening	94%	93%	93%
Dental Home	93%	93%	93%
Current Dental Exam	81%	88%	84%
Nutrition Screening	97%	97%	97%
How many completed...			
Developmental Screening (ASQ)	88%	96%	92%
<i>Concerns Identified following ASQ Screening</i>	40%	33%	37%
Behavioral Screening – (ASQ-SE)	87%	96%	92%
<i>Concern Identified following ASQ-SE Screening</i>	22%	17%	19%
1 st Individualized Curriculum (DRDP)	90%	93%	92%
2 nd Individualized Curriculum (DRDP)	83%	88%	86%
3 rd Individualized Curriculum (DRDP)	41%	73%	57%

Initial Parent/Teacher Conference (IDP)	88%	91%	90%
Initial Home Visits	93%	96%	95%
Second Home Visit	68%	84%	76%
Initial Family Outcomes Assessment	97% of all families in program		
Midyear Family Outcomes Assessment	86% of all families in program		
How many received...			
Referrals to Regional Center of the East Bay	N/A	2	2
Referrals to OUSD	18	N/A	18
Individualized family service plan (IFSP)	1	18	19
Individualized education plan (IEP)	19	0	19
Children enrolled with IFSP or IEP	26	19	45
Percentage of children enrolled with an IFSP or IEP	9.8% of actual enrollment		

ATTENDANCE & ENROLLMENT

As of April 30, 2022, 453 participants were enrolled in the program. The program reported six more children enrolled in April compared to March 2022. An additional 40 have been selected and are engaged in the enrollment process and the program expects an increase in enrolled participants in May. With a second consecutive month of uninterrupted service delivery, the program saw an overall increase in attendance by 3%.

Note: The Office of Head Start (OHS) has paused the evaluation of programs for the full enrollment initiative, providing flexibility on meeting the requirement to fill vacancies within 30 days. The standard rule will resume once OHS provides further guidance.

HOME-BASED PROGRAM & EXPECTANT PARENT PROGRAM

The Home-Based program celebrated the theme of Spring with socialization activities like creating an at-home garden. Home Visitors continue to connect families in the Home-Based program to CARES Act funds and provide gift cards to purchase basic necessities. Families also received meals from the World Central Kitchen, diapers from Help A Mother Out, and Personal Protective Equipment (PPE) from the Head Start Program. Eight families also joined the 10-week parent training course *Abriendo Puertas/Opening Doors* held by Family Paths.

With children in the Home-Based program transitioning to center-based Head Start programming in the upcoming year, staff have increased recruitment efforts for next year's Home-Based Program. Home Visitors are dropping off recruitment flyers at local community resource centers and encouraging families to spread the word about the Home-Based program with their own community.

Six expectant parents were served in April, and two mothers welcomed newborns. Overall, we have served 25 expectant families this program year.

DENTAL & PHYSICAL HEALTH

During April, there were no cases of COVID19 identified at sites and no disruptions to services. Rapid tests are now available to children at sites in an effort to balance classroom safety with responding to children presenting with minor symptoms. Tests are conducted by the child's caregiver and witnessed by staff. At the beginning of the month, the program Health Planner, Sarah Trist, held site meetings to review COVID19 related policies, discuss providing meal service during COVID19, share the availability of booster shots, and inform staff that health policies would be reviewed and updated in August 2022. Meetings were held in small groups to ensure staff had ample time to raise questions and concerns. While the meeting was not mandatory, most teachers and all Center Directors attended.

The Samuel Merritt Nursing Students returned to several sites at the end of their semester to provide growth assessments and blood pressure screenings to children. We were eager for Lifelong Dental to return and conduct dental screenings but were informed that they will not be able to serve our program this year. Their capacity remains limited due to staffing and safety concerns. We continue to share our need for dental screenings with partners and find ways they can support our families even if they are not joining us onsite. While some cannot return to our sites at this time, we have started the process to welcome them back in the Fall.

Beginning in May, updates to our database system will allow us to systematically track children who have received their COVID 19 vaccination. As Health and Nutrition Team staff begin looking at Program Information Report (PIR) data, they are identifying families that need extra support to bring their child up to date on medical and dental care and will coordinate with Family Services and Home Base Visitor staff to meet families' needs.

CHILD NUTRITION

We would like to give special thanks to Central Kitchen staff, who worked tirelessly to make and pack meals for all Head Start Fieldtrip to Fairyland participants, including caregivers and partners!

Most sites received an unannounced visit to monitor the meal program in April. Our staff and consultant were pleased to see children enjoying the meals Central Kitchen staff cook from scratch, the positive meal environment that teachers create, and the individualization of meals for children with special needs.

Supply chain issues continue to pose a challenge to Central Kitchen as they work to ensure we maintain high nutrition standards and communicate menu changes as needed. The Program recently added a produce vendor that will provide more frequent deliveries of fruits and vegetables, which will help offset some of the supply chain challenges. The Health and Nutrition Team completed CACFP Monitoring in April and will use the results as part of the goal setting process for the coming Program Year. The Team is excited to redesign and reimagine menus and meal service next year.

DISABILITIES & MENTAL HEALTH

By the end of April 2022, the number of children with IFSPs or IEPs rose to 45, equating to 9.8% of actual enrollment. This is an increase from 38 children (or 8.5% of actual enrollment) in March.

Teaching Pyramid Modules for Infant/Toddler and Pre-school trainings ended April 5th. Staff from all centers participated and completed trainings. Some centers have completed the coaching while others are completing goal plans for future implementation.

The Program's Mental Health Consultants continue to work closely with families and staff, but the Program has been unable to secure dedicated Mental Health consultants for the Tassafaronga and Arroyo sites. To address this, the Program requests interim temporary coverage for internal referrals where possible and prioritize care for children with the highest need. Also, the Disabilities & Mental Health Program staff is working with our Data Management team to update how we capture, track, and analyze data for our disabilities & mental health services.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

The Annual Head Start field trip to *Children's Fairyland* in Oakland, was back on in-person! The field trip was a great success, with 668 children, families, and Head Start staff enjoying a wonderful day in the sun. During the event, there was a Resource Fair that included staff from the Oakland Housing Authority, Oakland Library, Tandem Partners in Early Learning, Help Me Grow, Alameda County Public Health – Smoking Cessation, Bonita the Bumble Bee Literacy, and the Male/Father Involvement Initiative. Personal Protective Equipment was distributed to each family, which



included: masks for adults and children, hand sanitizer, alcohol wipes, baby wipes, gloves and two new children's books.

Despite continuing to partner with the City of Oakland's Family Front Door program, a new partnership with the Oakland Housing Authority, many of our families continue to struggle to obtain affordable low-income housing. Recent Family Outcomes Assessments show that in addition to housing insecurity, families report struggling with unemployment, food insecurity, and mental health challenges.

To address these needs, the program continues to work with the Oakland Private Industry Council and has a new collaboration with Jewish Vocational Services to assist with employment opportunities. Families have been connected with our Mental Health Consultant partners for additional support. To help minimize food insecurity, Family Advocates continue to sign families up with World Central Kitchen and will provide

families with VISA gift cards to purchase groceries beginning in May, which will be funded through the Alameda County- Oakland Community Action Partnership (AC-OCAP) COVID-19 response funds. To date, 101 families have received these gift cards, and another 91 families will receive them soon.

EDUCATION & SCHOOL READINESS

Staff at all centers have completed the Early Childhood Environmental Rating Scale (ECERS) and Infant/Toddler Environmental Rating Scale (ITERS) evaluation tools. These tools evaluate 37 items in the early learning environment that are divided into seven subscales: personal care routines, furnishings and displays for children, language-reasoning experiences, fine and gross motor activities, creative



development and adult needs. Once the data has been evaluated, we will use the findings to identify additional classroom supports and supplies needed to enhance the quality of instruction.

During April, the program was notified that three Head Start sites (Franklin, Manzanita, and Tassafaronga) must close by June 3rd because they will be hosting Town Camps - Oakland Parks and Recreation Department summer programming. All other Head Start sites will remain open for services through June 23rd. The School Readiness team is working on developing a staff transfer plan so all staff at sites that closed early will work through the remainder of the program year.

Sites have been busy applying hands-on, projects-based activities from the evidence-based Creative Curriculum to develop each child's confidence, creativity and critical thinking skills. During April, the sites focused on various Spring-related themes. Below are some examples of activities from each site:

Lion Creek Head Start/Early Head Start Theme: Mother's Day! Children planted seeds to give as gifts to their caregivers in anticipation of Mother's Day.

Tassafaronga Head Start Theme: Reduce Recycle Reuse! The program created a car made completely by using recycled Head Start boxes (see photo above).

Sungate Head Start Theme: Reduce Reuse Recycle! Children created artwork caterpillars using reused materials (see photo to the right).

Franklin Head Start Theme: Earth Day and Nature! Each child contributed a piece to make the large tree displayed in the classroom.

Broadway Early Head Start Theme: Spring Art! Children created an art display and decorated butterfly nets.



PARTNER & FAMILY CHILD CARE

In April, the Bananas, Inc. Tiny Steps Family Childcare (FCC) Program concentrated efforts on enrollment. Bananas enrolls children in both a state subsidy and in the Head Start program. This takes time, and the result has been a slow enrollment process. By the end of April, only four children were officially enrolled in Head Start through Tiny Steps. However, by May, there will likely be approximately 12 children enrolled. Program leadership is in conversation with Bananas, Inc. staff about ways to quicken the enrollment process without increasing the paperwork burden for families. Ideas include enrolling children in Head Start before they begin attending the FCC provider's program, and then eventually enrolling them in a state subsidy.

DATA MANAGEMENT & ONGOING MONITORING

In preparation for the Program Information Report (PIR), the Data Management team held PIR review sessions with each content area. These review sessions highlighted where there are data discrepancies, gaps, or errors that need to be addressed and remedied before the end of the program year.

The Data Management team also assisted the School Readiness team with completing a Staff Wellness survey, delivered to all Center Directors, Family Advocates, Home Visitors, and teaching staff. The survey was completed by 66 staff members in total. The Data Management team is now analyzing the data, presenting results to staff, and developing a plan to respond to the needs and areas of growth identified. Information generated from the survey will be used to set staff wellness priorities for the upcoming program year.

HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

In early April, the Human Resources/Professional Development (HR/PD) team held a training for Head Start teaching staff who will participate in the Together, Learning and Collaborating (TLC) Coaching curriculum for the 2022-2023 program year. Teachers were given space to ask questions and learn more about what to expect in the coaching process.

Our HR/PD staff are navigating the complexity of onboarding many new staff while having limited administrative support staff available to assist with tasks needed around onboarding. That being said, the program welcomed two new substitute teachers and one Program Analyst II during April. The Program Analyst II will support the HR/PD team, and the substitute teachers will provide some much-needed teaching support at sites.

FACILITIES & MAINTENANCE

Despite the limitations posed from being short-staffed, the Facilities team fulfilled all site orders and completed all repairs requested in April. The Facilities team continues to prioritize the completion of water lead testing at all sites and is working with the Fire Inspector to complete all inspections for the year.

UPCOMING EVENTS

Acceptance letters sent to families: mid-May 2022

Annual Transition Meeting- *an opportunity to speak with families and help prepare them for the changes expected in Kindergarten:* May 25th, 2022

Head Start & Early Head Start Budget Summary - All projects
Report as of 5/3/22 - Payroll to 4/1/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 4,157,956.29	\$ 1,214,180.71	77%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 2,866,252.46	\$ (732,595.46)	134%
c. Travel	\$ 15,000.00	\$ 36.00	\$ -	\$ 14,964.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 31,041.05	\$ 72,460.46	\$ 212,794.49	33%
f. Contractual	\$ 3,379,679.00	\$ 1,583,020.90	\$ 1,207,066.92	\$ 589,591.18	83%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 2,026.78	\$ 479,492.21	\$ 150,741.01	76%
i. Total Direct Charges	\$ 11,849,029.00	\$ 1,616,124.73	\$ 8,783,228.34	\$ 1,449,675.93	88%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 291,828.87	\$ 111,836.13	72%
k. TOTALS	\$ 12,252,694.00	\$ 1,616,124.73	\$ 9,075,057.21	\$ 1,561,512.06	87%

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 1005569
Report as of 5/3/22 - Payroll to 4/1/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	2,200,214	61,276	97%
b. Fringe Benefits	1,009,275	-	1,494,410	(485,135)	148%
c. Travel	7,200	36	-	7,164	1%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	14,089	29,857	106,666	29%
f. Contractual	1,321,523	693,100	384,348	244,074	82%
g. Construction	-	-	-	-	-
h. Other	276,868	2,066	165,692	109,110	61%
i. Total Direct Charges	5,026,968	709,291	4,274,522	43,155	99%
j. Indirect Charges	169,854	-	153,497	16,357	90%
k. TOTALS	5,196,822	709,291	4,428,019	59,511	99%

Early Head Start Budget Summary - Project 1005575
Report as of 5/3/22 - Payroll to 4/1/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	1,957,742	1,152,905	63%
b. Fringe Benefits	1,124,382	-	1,371,842	(247,460)	122%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	16,952	42,603	106,129	36%
f. Contractual	1,912,278	889,921	822,719	199,639	90%
g. Construction	-	-	-	-	-
h. Other	315,640	300	260,195	55,145	83%
i. Total Direct Charges	6,636,431	907,173	4,455,101	1,274,157	81%
j. Indirect Charges	233,811	-	138,331	95,480	59%
k. TOTALS	6,870,242	907,173	4,593,433	1,369,637	80%

Head Start T/TA Budget Summary - Project 1005570
Report as of 5/3/22 - Payroll to 4/1/22

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	-	-	-	-	0.00%
f. Contractual	66,752	-	-	66,752	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	66,752	-	-	66,752	0.00%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	-	66,752	0.00%

Early Head Start T/TA Budget Summary - Project 1005576
Report as of 5/3/22 - Payroll to 4/1/22

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	-	-	-	-	0.00%
f. Contractual	79,126	-	-	79,126	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	13,500	26,252	33.96%
i. Total Direct Charges	118,878	-	13,500	105,378	11.36%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	13,500	105,378	11.36%

\$32k in 1005576; 54915 should be manually adjusted as "Other", Pivot is showing \$111,126 in contractual

Head Start Startup Budget Summary - Project 1006121
Report as of 5/3/22 - Payroll to 4/1/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	15,827	-	11,123	4,704	70.28%
b. Fringe Benefits	12,373	-	8,398	3,975	67.87%
c. Travel	-	-	-	-	0.00%
d. Equipment	136,300	-	-	-	0.00%
e. Supplies	129,250	-	-	-	0.00%
f. Contractual	61,000	41,110	18,715	1,175	98.07%
g. Construction	-	-	-	-	0.00%
h. Other	75,200	-	13,750	61,450	18.28%
i. Total Direct Charges	429,950	41,110	51,987	71,304	21.65%
j. Indirect Charges	-	-	828	(828)	0.00%
k. TOTALS	429,950	41,110	52,815	70,476	21.65%

Early Head Start Startup Budget Summary - Project 1006122
Report as of 5/3/22 - Payroll to 4/1/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	17,847	-	12,581	5,267	70.49%
b. Fringe Benefits	13,953	-	9,474	4,478	67.90%
c. Travel	-	-	-	-	0.00%
d. Equipment	153,700	-	-	-	0.00%
e. Supplies	145,750	7,828	23,642	114,280	21.59%
f. Contractual	150,000	112,769	35,906	1,325	99.12%
g. Construction	-	-	-	-	0.00%
h. Other	86,800	-	-	86,800	0.00%
i. Total Direct Charges	568,050	120,597	81,603	212,150	35.60%
j. Indirect Charges	-	-	936	(936)	0.00%
k. TOTALS	568,050	120,597	82,539	211,214	35.60%

Head Start ARP Budget Summary - Project 1006194
Report as of 5/3/22 - Payroll to 4/1/22

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	2,686	27,260	109,508	21.47%
f. Contractual	311,083	108,967	8,571	193,545	37.78%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	450,536	111,653	35,830	303,053	32.74%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	450,536	111,653	35,830	303,053	32.74%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 5/3/22 - Payroll to 4/1/22

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	157,257	3,029	30,739	123,489	21.47%
f. Contractual	392,100	163,048	10,099	218,953	44.16%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	549,357	166,077	40,838	342,442	37.66%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	549,357	166,077	40,838	342,442	37.66%

**City of Oakland
PURCHASE CARD TRANSACTION LOG**

DATE: 05/04/22

Cardholder Name: Diveena Cooppan

Agency / Department: DHS - Head Start

PRINT NAME

April 2022

TO

April 2022

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 5, 2022 09:39 PDT) Date May 5, 2022

510-238-7186


Date 5-4-22

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	4/12/22	SAFE KIDS WORLDWIDE	CPST Training			
2			1005569.78231.53719.1 Default.23375 (47%)	44.65		
3			1005575.78231.53719.1 Default.23375 (53%)	50.35		
4						
5	4/12/22	SAFE KIDS WORLDWIDE	CPST Training			
6			1005569.78231.53719.1 Default.23375 (47%)	44.65		
7			1005575.78231.53719.1 Default.23375 (53%)	50.35		
8						
9	4/13/22	ZOOM	Zoom for Staff			
10			1005569.78231.52213.1Default.23375(47%)	161.61		
11			1005575.78231.52213.1Default.23375(53%)	182.24		
12						
13						
14						
15						

Document Total	533.85
-----------------------	---------------

DETAILED DESCRIPTION

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

Child and Adult Care Food Program FY2021-22

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: March-22

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					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
1 2	Full Day 85th Avenue II	224.00	230.00	205.00	22.00	entire site (50)	16.00	16.00	1.00	352.00	NO	NO
1 3	Full Day 85th Avenue III					entire site (50)	16.00	16.00	1.00	16.00	NO	NO
2 4	Full Day Arroyo Viejo	123.00	125.00	118.00	22.00	16	12.00	12.00	1.00	264.00	NO	NO
3 5	Full Day BROADWAY/INFANT	84.00	84.00	65.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	57.00	84.00	74.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	115.00	127.00	120.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
4 8	Full Day Brookfield 1	191.00	215.00	164.00	21.00	entire site (48)	16.00	16.00	1.00	336.00	NO	NO
4 9	Full Day Brookfield 2	149.00	185.00	132.00	21.00	entire site (48)	16.00	16.00	1.00	336.00	NO	NO
5 10	Full Day Fannie Wall					20	20.00	20.00	1.00	20.00	NO	NO
6 11	Full Day Frank G. Mar					21	20.00	20.00	1.00	20.00	NO	NO
7 12	Full Day Franklin	125.00	127.00	75.00	22.00	18	32.00	32.00	1.00	704.00	NO	NO
8 13	Full Day Lion's Creek 1	273.00	289.00	269.00	22.00	18	16.00	16.00	1.00	352.00	NO	NO
8 14	Full Day Lions Creek 2	141.00	146.00	131.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
9 15	Full Day Manzanita / Brookfield	197.00	250.00	233.00	22.00	20	20.00	20.00	1.00	440.00	NO	NO
10 16	Full Day San Antonio CDC 1	325.00	361.00	341.00	22.00	entire site (24)	24.00	24.00	1.00	528.00	NO	NO
11 17	Full Day San Antonio Park I	126.00	150.00	134.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
11 18	Full Day San Antonio Park II	84.00	121.00	113.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
12 19	Full Day Sungate I	336.00	339.00	339.00	22.00	entire site (34)	16.00	16.00	1.00	352.00	NO	NO
12 20	Full Day Sungate II					entire site (34)	16.00	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	243.00	260.00	255.00	22.00	24	24.00	24.00	1.00	528.00	NO	NO
14 22	Full Day West Grand (Infant)	97.00	97.00	90.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
14 23	Full Day West Grand (Older)	111.00	111.00	104.00	22.00	8	9.00	9.00	1.00	198.00	NO	NO
14 24	Full Day West Grand (Young)	82.00	82.00	80.00	22.00	8	8.00	8.00	1.00	176.00	NO	NO
	TOTAL	3,083.00	3,383.00	3,042.00	416.00		358.00	358.00		5,996.00		
	HS	1,679.00	1,862.00	1,586.00	240.00							
	EHS	1,404.00	1,521.00	1,456.00	176.00							

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

May 2, 2022

Avg Daily Participation **153.77**

=(max meals)/(max days)

ADP ENTRY **154.00**

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

Fiscal Approval: 
Christine Rolan
Human Service Fiscal Manager

May 2, 2022