



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** February 20, 2025

**In Control:** Community Action Advisory Board Meeting

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval of the 2025-2026 Head Start, Early Head Start (EHS) & Early Head Start-Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Head Start Policy Council.

**BACKGROUND INFORMATION:**

Background: For the Head Start Program, the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices are reviewed annually to reflect the community assessment and demographics to prioritize enrollment for children and their families with the greatest need for the

2025-2026 school year. Updates to the matrices will simplify language and address gaps for priority families in the eligibility process.

Revisions to the Head Start Selection Matrix include: Clarified guidance on Guardian prioritization as non-biological parent. Added Head Start Staff Member and awarding 10 points. Added the word “Active” to Military parent prioritization.

The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices for the EHS and EHS-CCP program are reviewed annually to reflect the community assessment and demographics to prioritize enrollment for children and their families with the greatest need for the 2025-2026 school year. Updates to the matrices will simplify language and address gaps for priority families in the eligibility process. The changes help prioritize vulnerable populations including single-parent households and help maintain continuity by supporting children who have been in the EHS and EHS-CCP program or who have siblings in Head Start.

Revision to the EHS Selection Matrix include - Clarified guidance on Guardian prioritization as non-biological parent. Added Head Start Staff Member and awarding 10 points. Added the word “Active” to Military parent prioritization.

Revision to the EHS-CCP Selection Matrix include - Clarified guidance on Guardian prioritization as non-biological parent. Added Head Start Staff Member and awarding 10 points. Added the word “Active” to Military parent prioritization. Increased points for Working Parents by 200 points. Increased points for parent’s Enrolled in School/Training/Ready to Work by 200 points. Added Family completed CCS waitlist application with 50 points.

## **ISSUE:**

Rules and regulations for the Head Start, Early Head Start, and Early Start-Child Care Partnership grants as set forth by the U.S. Department of Health and Human Services (HHS) require the Head Start Policy Council to review programmatic actions to oversee certain key responsibilities.

## **FISCAL IMPACT:**

There is no anticipated impact to the general fund as a result of these actions.

## **ALTERNATIVES:**

The review of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start, Early Head Start, and Early Head Start- Child Care Partnership programs.

## **RECOMMENDATION:**

Staff will present a briefing on this item subject to possible action by the HSPC Committee. Staff recommends review and approval of the items included in this memorandum.