



# City of San Antonio

## Agenda Memorandum

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

---

**Agenda Item Number:** 8

**Agenda Date:** March 20, 2025

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

---

**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval of 2023-2024 Annual Report with minor edits

**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:**

The Head Start Act 644(a)(1)(2) requires the Head Start Program to make available to the public a report published at least once in each fiscal year that discloses information from the most recently concluded fiscal year. The information on the report includes all the required elements by the Act which include number of children and families served, average monthly enrollment, percentage of eligible children served, fiscal items, budget expenditures, financial audit, percentage of children

that received medical and dental exams, parent involvement activities, and the agency's efforts to prepare children for kindergarten.

**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.