



# City of San Antonio

## Agenda Memorandum

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

---

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

**Agenda Date:** February 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 the 2025-2026 Head Start and EHS Program ERSEA Policy Updates

**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 Section 642 (C)(1)(E)(iv)(IX) require the Governing Body to approve ERSEA Policy updates. Each policy was updated for the Head Start program.

**Revision to the Head Start Policies include:**

ERSEA 1 – Added guidance to align with updated Head Start Performance Standard 1302.11.

ERSEA 2 – Added the word “Preschool” to Head Start Program to align with updated Head Start Performance Standards terminology. Included updated Performance Standard guidance 1302.12(i)(1)(ii) Verifying Eligibility on adjusting for excessive housing cost when applicable.

ERSEA 5 Selection – Removed the word “funded” enrollment to read “10% of enrolled children.” Tiebreaker guidance was changed to reflect priority given to oldest child.

ERSEA 8 – Word change that will not change the policy. Added the word “Preschool” to Head Start program to align with updated Head Start Performance Standard terminology.

**Revision to the Early Head Start and Early Head Start-CCP program Policies include:**

ERSEA 1 – Added guidance to align with updated Head Start Performance Standard 1302.11.

ERSEA 2 – Updated Service Area children must live when applying for the EHS or EHS-CCP programs. Added Additional Allowances to align with Head Start Performance Standards terminology. Included updated Performance Standard guidance 1302.12(i)(1)(ii) Verifying Eligibility on adjusting for excessive housing cost when applicable.

ERSEA 3 - Added the word “Preschool” to Head Start Program to align with updated Head Start Performance Standards terminology. Removed Directors under Annual training.

ERSEA 5 –Changed Exceptions to Priority Groups. Priority 2 to align with EHS-CCP grant of having a minimum of 25% of children dually enrolled in CCS and EHS-CCP.

ERSEA 10 – Revised sentence structure to be clear exceptions will only be made where there is a serious safety risk as outlined the Head Start Performance Standards.

**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.

