

## **Call to Order**

## **Meeting Minutes**

1. Approval of the minutes from the Head Start Policy Council meeting on December 12, 2023.

## **Public Comments**

## **Briefing and Possible Action on the following items**

2. Correspondence
3. Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix
4. Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix
5. Approval of the 2024-2025 Head Start ERSEA Policy Updates
6. Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Policy Updates
7. Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan
8. Approval of the EHS Underenrollment Plan
9. Review Jule Sugarman Process
10. Review of Head Start, EHS, and EHS-CCP Fiscal Report
11. Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data
12. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
13. Review of Head Start Quality Assurance Report
14. Review of EHS and EHS-CCP Quality Assurance Report

## **Adjournment**

***Approval of  
Head Start Policy Council  
December 12, 2023  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

December 12, 2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Jessica Garcia San Antonio Independent School District (SAISD): Jessie Rios, Ashley Trevino, Ruben Garcia EHS-EISD: none EHS-EISD HB: none EHS-CCP: Anna Rios, Krizia Franklin Community Representative: Ramiro Lopez, Yenter Tu
<b>Members Absent</b>	Edgewood Independent School District (EISD): Jasmine Gomez San Antonio Independent School District (SAISD): Esmeralda Rodriguez-Hernandez EHS EISD: Wilmarys Vazquez EHS-CCP: none EHS-EISD HB: Erika Lara Community Representative: None
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Magaly Olguin, Lillian Dotson EHS-EISD: Kanisha Thomas EHS-CCP: Claudia Zuniga, Keyonna Hughes Community Representative: Lisa Rosales, John Bonillas
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo San Antonio Independent School District (SAISD): Monica Duran EHS-EISD: none EHS-CCP: none Community Representative: none

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### I. CALL TO ORDER

2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin, called the meeting to order at 6:27 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Ashley Trevino moved to approve the November 14, 2023 meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. Ruben Garcia

**Vote:** All in favor (unanimous)- The motion carried.

### III. PUBLIC COMMENTS

None to report



#### **IV. BRIEFING AND POSSIBLE ACTION (a-l)**

##### **a. Correspondence**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence ACF-PI-OHS-23-04 Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming-Public Comment Period. Ms. Jackson reported that the Office of Head Start is making recommended changes to the Performance Standards for Head Start and furthermore, we have an opportunity to make comments on these rules. The deadline to submit statements is January 12, 2024. Ms. Jackson also provided a recap of the recommendations to the Policy Council representatives. No questions were asked.

##### **b. Correspondence**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present on Correspondence HSES Enrollment 06CH010821 EHS Under-enrollment Letter. Ms. Jackson reported that a letter was sent to our program called an under-enrollment letter. This is a letter that the Office of Head Start sends out to programs that are not at least 97% enrolled. Ms. Jackson stated that we have met that requirement with our Head Start Pre-K program but unfortunately we have struggled with our Early Head Start program in which we serve 128 children. Ms. Jackson described the reasons for the under-enrollment and stated we have plans for improving and ensuring that we are fully enrolled. The letter that was received formalizes that we must submit a plan to the Federal Government by January 12, 2024.

HSPC member, Ruben Garcia, asked when was the last time Head Start received this deficiency. Ms. Jackson reported this was the first time we have received this letter. Ms. Jackson added that the timeline to meet the enrollment requirement is until December 2024.

HSPC member, Ashley Trevino, inquired if any surveys had been provided to teachers due to retention issues. Ms. Trevino also discussed a possible issue with the Head Start program being on a school campus where there are two groups of teachers (i.e., school campus teachers and Head Start teachers) and each group is sectioned off at different areas of the school. Ms. Jackson reported that in this circumstance, we serve 10 classrooms located at Stafford Early Childhood Center at Edgewood Independent School District, in which we have a whole wing and there is a Center Director on site. The difference with this site is that the school principal does not oversee this program; the Center Director oversees the program. Ms. Jackson reported on some issues that were being discussed that include staff payment schedule, structure of the program, and equivalency of teacher pay.

HSPC member, Jessica Garcia, inquired about the enrollment process for the newcomer families to the City of San Antonio into the Head Start program. Ms. Jackson introduced Melissa Benavidez, Senior Management Analyst, who discussed the outcome of a meeting that she had with the American Muslim Community Center. Head Start was contacted by this center because there were members that had concerns with some barriers in getting children enrolled with the Head Start program. The meeting was productive and information was exchanged with the Center. A meeting was also held with the Office of Refugee Services. No further questions were asked.

**c. Election of Officers**

HSPC Chair, Krizia Franklin, provided information on the available positions of Head Start Policy Council Chair, Vice Chair, and Secretary and explained the nomination, voting, and election process, prior to the open voting process.

**Head Start Policy Council Chair**

Ms. Krizia Franklin and Ms. Jessie Rios were the nominees for the position of Chairperson. An open vote took place and Ms. Franklin was selected for the position of Policy Council Chair.

**Motion:** Mr. Ruben Garcia moved to approve Ms. Franklin for the position of Chairperson on the 2023-2024 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Keyonna Hughes

**Vote:** All in favor (unanimous) – The motion carried.

**Head Start Policy Council Vice Chair**

Mr. Ruben Garcia and Ms. Ashley Trevino were the nominees for the position of Vice Chairperson. An open vote took place and Ms. Ashley Trevino was selected for the position of Vice Chairperson.

**Motion:** Mr. Ruben Garcia moved to approve Ms. Ashley Trevino for the position of Vice Chairperson on the 2023-2024 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Jessica Garcia

**Vote:** All in favor (unanimous)

**Head Start Policy Council Secretary**

Ms. Jessica Garcia was the nominee for the position of Secretary.

**Motion:** Ms. Ashley Trevino moved to approve Ms. Jessica Garcia for the position of Secretary on the 2023-2024 Head Start Policy Council.

**Seconded (2<sup>nd</sup>):** Ms. Keyonna Hughes

**Vote:** All in favor (unanimous)

Ms. Krizia Franklin, newly elected for Policy Council Chairperson, continued with her duties to the 2023-2024 Policy Council.

**d. Election of Community Representatives**

HSPC Chair, Krizia Franklin, reviewed the HSPC Community Representative voting process. The candidates that were present included Mr. Ramiro Lopez, Mr. Yenter Tu, Ms. Lisa Rosales, Mr. John Bonillas, and Ms. Diana Rodriguez-Ruiz. All candidates spoke to the Policy Council for three minutes each about their qualifications and why they wanted to be elected for the Community Representative position. Two e-mail messages were read by Ms. Priscilla Garcia, Senior Management Analyst, that contained statements from Mr. Richard Alcorta and Ms. Anna Draker about their qualifications and why they wanted to be elected for the Community Representative position. Ms. Priscilla Garcia, Senior Management Analyst, encouraged the Policy Council parents to review all applications and resumes of the seventeen (17) applicants for Community Representative. An open vote was held, and Ms. Garcia recorded the votes for the four Community Representative

positions. After reviewing the voting data, Ms. Krizia Franklin, Chair, announced the two primary representatives elected were Mr. Ramiro Lopez and Mr. Yenter Tu. Also, elected were two alternate Community Representatives: Ms. Lisa Rosales and Mr. John Bonillas. All of the newly elected Community Representatives were invited to join the Policy Council meeting.

**Motion:** Ms. Anna Rios moved to approve the 2023-2024 Head Start Policy Council Community Representatives.

**Seconded (2nd):** Ms. Kanisha Thomas

**Vote:** All in favor (unanimous)

**e. Election of Committee Members**

HSPC Chair, Krizia Franklin, reviewed the Policy Council Standing Committees and provided information on the Special Committees. Head Start Policy Council parents were informed that the size of each committee can have no less than three (3) and no more than five (5) Head Start Policy Council members. All members, including alternates and community representatives, can sit on a committee. A question was asked if members can sit on more than one committee. Members were informed that they could sit on more than one committee. Ms. Franklin asked for volunteers after reading the responsibilities for each committee.

Volunteers for the Assessment and Planning Committee were Keyonna Hughes, Ashley Trevino, Ramiro Lopez, Jessica Garcia, and Krizia Franklin.

Volunteers for the Parent Engagement Committee were Lisa Rosales, Lillian Dotson, Claudia Zuniga, Yenter Tu and Kanisha Thomas.

Volunteers for Special Committee, as per City of San Antonio, Assistance City Attorney, Kristine Duff, did not need to be recruited at this time.

**f. Approval of the Policy Council Meeting Days and Time**

HSPC Chair, Krizia Franklin, asked Ms. Priscilla Garcia, Senior Management Analyst, to present the Approval of the Policy Council Meeting Days and Time. Ms. Garcia reviewed the current HSPC Meeting days and time. Currently the HSPC meets monthly, every fourth Tuesday of the month at 6:15pm. Ms. Garcia asked if the current meeting days and time worked for the group. There were no opposing votes to change the days and time.

**Motion:** Ms. Kanisha Thomas moved to approve the fourth Tuesday of each month at 6:15pm as this Policy Council's meeting days and time.

**Seconded (2nd):** Ms. Keyonna Hughes

**Vote:** All in favor (unanimous)

**g. Review of Determining, Verifying and Documenting Eligibility**

HSPC Chair, Krizia Franklin, introduced Ms. Melissa Benavidez, Senior Management Analyst, and Ms. Rachel Pearce, Senior Management Analyst, to present the Review of Determining, Verifying and Documenting Eligibility. Ms. Benavidez reported this was a short training piece for the Policy Council members on how a child is determined eligible for this program. Ms. Benavidez and Ms. Pearce

reported, in detail, the requirements for eligibility that included the following items: age eligible, income eligible and residency requirement. Ms. Benavidez provided information from the Head Start Program Performance Standards regarding the establishment of written policies and procedures that describe actions taken against staff who intentionally violate federal and program eligibility determinations and who enroll children that are not eligible to receive Early Head Start or Head Start Services. Further review was provided from Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy 7 Violation of Eligibility Determination Regulations. Lastly, Ms. Pearce discussed the stigma that can be associated with the Head Start Program along with the privacy and respect provided to families that apply for the Head Start program.

HSPC member, John Bonillas, inquired about the enrollment of families who reside outside the boundaries of the San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD). Ms. Benavidez confirmed those selections and stated that we utilize a priority selection point system that will document what is happening in the home and provided examples of different factors like having a child with a disability, homelessness or issues related to a family's area of residency. Mr. Bonillas also inquired about having heard about the difficulty in recruiting for the Early Head Start program and could the area be expanded outside of EISD. Ms. Pearce reported that we have a healthy waitlist for the Early Head Start program and confirmed that it was more of a staffing issue than a recruitment issue. No further questions were asked.

#### **h. Feedback on Head Start Parent Handbook**

HSPC Chair, Krizia Franklin introduced Ms. Cassandra Farias-Ybarra, Special Projects Manager, to present on Feedback on the Head Start Parent Handbook. Ms. Farias-Ybarra reported that an email had been sent out to all of our Policy Council members about two weeks ago requesting their review of the Head Start Parent Handbook and to bring any input or suggestions for any changes or updates to the parent handbook. Ms. Farias-Ybarra then asked the Policy Council members if they had any input.

HSPC member, Ruben Garcia, inquired if Head Start had an initiative for starting a "stand-alone" Head Start application for interaction between the teachers and the students. Ms. Farias-Ybarra reported that we did not have a Head Start application with the Early Head Start Program for communication, but we do have Family Support Workers on-site and teachers that interact with the students daily. Ms. Audrey Jackson, Head Start Administrator, reported that to her knowledge, we do not have a Head Start specific application but that teachers use applications that include Remind and Brightwheel. Ms. Dianne Mendez, Management Analyst, reported that the childcare centers in the EHS-CCP program use an application for communication but it is maintained by each individual facility. Ms. Jackson reported that communication information is sent through Head Start's ChildPlus system, but reported that it was only a one-way communication system.

HSPC member, Ramiro Lopez, inquired how often Head Start uses the one-way communication with the ChildPlus system. Ms. Farias-Ybarra explained how the ChildPlus system is utilized and how there is a system within ChildPlus that allows us to type up an announcement or attach a flyer and then it is sent out to all of our enrolled families. In addition, there is also communication with e-mail and text messages.

HSPC member, Jessica Garcia, inquired about obtaining a better description of the Ready Rosie Program and instructions on how to download the application. Ms. Farias-Ybarra stated she will make a note of adding a better description of Ready Rosie and provided an explanation of the Ready Rosie program to Ms. Garcia and the Policy Council members.

HSPC member, Ashley Trevino, inquired about the family-style meals that are being served to the children. Ms. Trevino stated she was informed from the school principal that it was mandated that the children eat family-style meals and they are not allowed to have parents visit or eat with them. Ms. Trevino asked if this was mandatory because she had read in the manual that family-style meals were suggested and not mandated. Furthermore, parents have informed her that they find it unfair that they are not able to join their children for holiday lunches. Ms. Farias-Ybarra reported for Early Head Start and stated that the children in this program are between six weeks to three years of age. Knowing that routines are very important for children, we want parents to be involved in their children's education and there are usually and typically volunteer opportunities on-site. With our younger children they are experiencing separation and the care for the very first time and it may not be the best idea for parents in those lunch experiences with the younger children. Parent engagement is encouraged with parents with other opportunities offered at the centers.

Ms. Jackson stated this was a good question because we actually made a change this year. With Head Start, it used to be required that we have family-style meals. There has been a shift to where it is now recommended. In addition, there was also a moment when no outside food was allowed. So, it went from pretty stringent, must be family-style and no outside food, to where it has been loosened up a little bit and, Ms. Jackson confirmed, we have been hearing from parents saying the same comments. So, actually, this school year, we did decide that we are going to allow parents to bring in a meal for their child and to come in. We also said it was going to be at the pace of the principal to implement it. We, as the grant recipient of the grant, at the policy level, have backed off of that.

Ms. Trevino also discussed outdoor play and stated the kids were not getting that opportunity. Ms. Jackson stated that not getting outdoor play was not aligned with what we would want. Ms. Trevino inquired if the outdoor play could be enforced because they are being kept in a room all day. Ms. Jackson encouraged Ms. Trevino to provide her with the name of the campus so that we can work specifically with that administrator.

HSPC member, Lisa Rosales, asked why the decision of the type of technology that is being used to communicate with parents, rests with each campus. Ms. Jackson reported that we, as the grant recipient, contract with education providers that include SAISD, EISD and six childcare providers. Because the school districts are very large systems and they have many classrooms, our children are co-enrolled State Pre-K and Head Start and the rest of the Pre-K children are only enrolled in the State Pre-K, and so their systems are utilized. Ms. Jackson stated she could not speak as to why the district would choose to allow decisions to be made by a campus but we, at the Head Start level, do not have control over that, nor at the City of San Antonio (City) level. No further questions were asked.

**i. Review of Head Start, EHS, and EHS-CCP Fiscal Report**

HSPC Chair, Krizia Franklin, introduced Mr. Stephen Gonzalez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Gonzalez reported on the Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this grant period is from February 1, 2023 through January 31, 2024. As of November 30, 2023, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$25,063,677.00 and the year-to-date actual is \$23,193,506.00 with a variance of \$1,870,171.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Mr. Gonzales reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of November 30, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Gonzalez reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$1,105,479.00 and the Year-to-date Actual amount is \$ 1,097,964.00 with a positive variance amount of \$7,515.00. Mr. Gonzalez provided variance explanations for Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Lisa Rosales, inquired if the goal was to be at 0% variance. Mr. Gonzalez reported that our goal, ultimately, is that this program be self-sufficient so that we are not spending more than what we actually have budgeted and we also want to spend everything that we have. In addition, Mr. Gonzalez provided a detailed description of variances.

HSPC member, Ruben Garcia, asked if Mr. Gonzalez could provide examples from the In Kind Category. Mr. Gonzalez referred to the Contractual category and more specifically to the amounts in the total budget for SAISD and EISD and stated this was where the teachers' salaries could be seen. In our contractual agreements with the school districts, in addition to the funding that we are providing, they provide a match that is also payment to the teachers. There are additional costs related to personnel that are also working in this program and is not covered in our base funding and so the school districts pay for it out of their general fund and that is recognized as a cash match for our program.

HSPC member, Ramiro Lopez, inquired about the four percent (4%) increase in salaries for the teachers. Mr. Gonzalez clarified that the four percent (4%) increase was related to the City of San Antonio (City) personnel. Furthermore, Mr. Gonzalez added that the school districts have their own separate process for determining how they are going to do pay increases.

Mr. Lopez also inquired about the different calendar year for the EHS-CCP program. Mr. Gonzalez explained that when the Office of Head Start puts out grants available for competition, those calendar dates are already set.

HSPC member, Yenter Tu, inquired if there was any spending that included Interpreters and if that amount was budgeted, or was that expenditure located as a separate line item. Mr. Gonzalez reported that we have funding within our existing budget that we can allocate for that purpose. In addition, Mr. Gonzalez confirmed that the funding was from the Federal side. No further questions were asked.

**j. Review of Head Start, EHS, and EHS-CCP Monthly Reports**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the Policy Council members that these monthly reports would be presented every month and the reports that will be presented today would cover information through the end of November 2023. The three separate reports included the Head Start Pre-K program, the Early Head Start Program with EISD and the EHS-CCP Program. Regarding the Head Start Monthly Report, Ms. Jackson provided the funded enrollment number of 3,020 children. The enrollment number at the end of November was at 2,842 children or 94%. Earlier, it was mentioned we were at 97% for enrollment and this was due to being allowed a setback of three percent (3%) of our slots in case we had an emergency situation where we would need to bring in children fairly quickly. Ms. Jackson reported on the additional data for enrollment, disability enrollment, food reports, Education Services, Family Engagement Services, Mental Health Services, Education Screenings and Health Screenings.

Ms. Jackson reported on the Early Head Start monthly report for November 2023 and highlighted the data in the Enrollment, Disability, Education and Mental Health Services sections of the report. Ms. Jackson commented that this was the program in which we received the under enrollment letter. The enrollment number at the end of the month was at 104 children or 81% of the slots for this program. Ms. Jackson stated that the Office of Head Start sends out letters to programs that are 80% or below for enrollment for their program and since we were at 81%, the decision was made to send us the under enrollment letter.

Lastly, Ms. Jackson reported on the November Monthly Program Report for the EHS-CCP program. Ms. Jackson stated this report was more detailed due to the program having six (6) non-profit childcare providers and the services for each of the centers was detailed. Ms. Jackson informed that we are 100% enrolled for this program with a funded enrollment of 216 children. The daily attendance was reported at 89% and the disability enrollment percentage was at 9%. Ms. Jackson also informed that this was a full year program and that is why the benchmark dates are a little later for this Childcare Partnership program. The Policy Council members were encouraged to review the reports and if they had any additional indicators they wanted to start tracking, Ms. Jackson stated that could be discussed.

HSPC member, John Bonillas, inquired about the attendance requirement regarding absences from school. Ms. Jackson reported that Head Start has a mindset of helping families to remove any barriers from attendance. We put into place improvement plans and work with the families. Because the school district works with us in this program, the expectation of children to attend school 90% of the time, our families do not receive the truancy letters. We do define chronic absenteeism as any child that has missed ten percent (10%) or more of school.

HSPC member, Ashley Trevino, asked if medical documents are recognized by Head Start. Ms. Jackson reported that we tap into the school district system, and that this was true of any Head Start program. Furthermore, Ms. Jackson reported that even if we were a non-profit running a Head Start program and had a childcare licensed facility, our definition of a child with a disability is always through a school district's documentation. In addition, because we are integrated with the school district, all of the disability services are provided by the school district just as if they were any child with the school district. No further questions were asked.

**k. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin introduced Ms. Cassy Bentley, Senior Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Bentley introduced herself and explained that she would be presenting the November 2023 monthly quality assurance report. It was reported that the projects conducted included a 45 Day Education Screening, Governance Review, and ERSEA Attendance Review. Ms. Bentley informed and discussed the projects that were completed, which included a Nutrition Review, Critical Health Concerns, and 45 Day Health Screenings. Ms. Bentley discussed one area of non-compliance with the Critical Health Concerns project and also discussed areas of concern with the Nutrition Review, Critical Health Concerns and 45 Day Health Screenings.

HSPC member, Yenter Tu, inquired about the ChildPlus system and how often the Family Support Workers are required to update documentation. Ms. Bentley reported that there are timelines, depending on the content areas and provided some examples. Ms. Bentley also reported that we have a ChildPlus data entry benchmark system and that this information is also submitted to the providers.

HSPC member, David Garcia, inquired if the non-compliances and areas of concern come from one single school or several schools. Ms. Bentley reported that it depends on the content area that is being reviewed. We could have one single finding or we can find a whole systemic issue. When a determination is made whether it is a non-compliance or a concern, we base our decision on, if it is a single event happening in multiple classrooms or across campuses. No further questions were asked.

**I. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Wanda McMillan, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. McMillan introduced herself and her co-partner, Ms. Dianne Mendez. Ms. McMillan reported that she was presenting information from the November 2023 monthly program report. The Policy Council members were informed that the projects conducted included a 45 Day Sensory Review and Unannounced Safe Environment Visits conducted at Blessed Sacrament Child Care Center, Ella Austin Child Care Center and Inman Christian Child Care Center. Non-compliances were discussed concerning the Unannounced Safe Environment Visits. Ms. McMillan also discussed the areas of concern related to the 45 Day Sensory Review and Unannounced Safe Environment Visits. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin asked Ms. Priscilla Garcia, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Garcia highlighted a photo of the City of San Antonio City Council (City Council) as the program's Governing Board.



A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the items discussed at the Policy Council meetings were shared with the CAAB committee, and in turn, the items were then shared with the City Council. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, January 23, 2024. No questions were asked.

**VI. ADJOURNMENT**

**Motion:** Mr. Ramiro Lopez moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Mr. John Bonillas

**Vote:** All in favor (unanimous) – The motion carried.

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 9:16 pm.**

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**Chair**

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**Date**

# ***CORRESPONDENCE***



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-24-01	2. Issuance Date: 01/09/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Expenditures; Tangible Personal Property Reports; SF-428	

**TO:** All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

**SUBJECT:** Federal Reporting of Standard Forms 425 and 428

**INSTRUCTION:**

This Program Instruction (PI) notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) and SF-428 for tangible personal property. HHS has adopted [2 CFR §200.344](#) for the closeout of federal awards. As such, the liquidation period for closeout is now no later than 120 calendar days after the end of the period of performance (i.e., project period). This only applies to the closeout of the project, not budget periods within the project. The frequency of report submission is updated with details identified below.

This PI supersedes ACF-PI-HS-17-04.

**Submission of Federal Financial Report SF-425**

All Head Start recipients are required to submit financial reports detailing the expenditures incurred for their awards. Filing requirements for most recipients are satisfied using the Federal Financial Report SF-425. Recipients currently submit three SF-425 reports for a 12-month budget period.

Federal awards that have budget periods starting on or after October 1, 2023, will only be required to submit a semi-annual and an annual report for a budget period. Generally, awards are for a 12-month budget period. Semi-annual and annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.

Note the following important conditions:

- SF-425 reports are due as required in the award terms and conditions.
  - Reports will be due on one of the standard dates or at the end of a calendar quarter as determined by ACF. *See Table 1.*
- Unless otherwise instructed, such as through the terms and conditions or a special condition on the Notice of Award, all recipients are expected to submit two

reports for each budget period.

- Annual reports are due 90 days after the end of the applicable budget period.
- Final reports for the project are due no later than 120 calendar days after the end of the project period.
- Box 12 of annual and final reports must include the following:
  - Total Amount of U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP) Reimbursement: \$\_\_\_\_\_
  - Total Development and Administrative Expenditures: \$\_\_\_\_\_
  - If an unobligated balance of federal funds is being reported on line 'h', the recipient must provide a breakdown of total federal expenditures for each 'FY-ACCOUNT NO' as per box 34, Accounting Classification Codes, on the Notice of Award for the budget period.
  - If program income is being reported on line 'i', the recipient must provide the source of program income

To understand reporting due dates, see the table below.

**Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.**

<b>Budget Period Begins</b>	<b>Report Cumulative Costs Through</b>	<b>Semi-Annual SF-425 Due</b>	<b>Report Cumulative Costs Through</b>	<b>Annual SF-425 Due</b>	<b>Final SF-425 Due</b>
January 1	June 30	July 30	December 31	March 31	April 30
February 1	July 31	August 30	January 31	May 1	May 31
March 1	August 31	September 30	February 28/29	May 30	June 28
April 1	September 30	October 30	March 31	June 30	July 29
May 1	October 31	November 30	April 30	July 30	August 28
June 1	November 30	December 30	May 31	August 30	September 28
July 1	December 31	January 30	June 30	September 30	October 28
August 1	January 31	March 1/2	July 31	October 30	November 28
September 1	February 28/29	March 30	August 31	November 30	December 29
October 1	March 31	April 30	September 30	December 30	January 28
November 1	April 30	May 30	October 31	January 30	February 28
December 1	May 31	June 30	November 30	March 1/2	March 30

## **Submission of Tangible Personal Property Report SF-428**

Recipients are required to provide Tangible Personal Property Report SF-428 and SF-428B, and SF-428S if needed, not later than 120 days after the close of the project period. Recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. The [SF-428 forms and instructions](#) can be found at Grants.gov.

Direct questions related to fiscal reporting and other administrative requirements to the assigned grants management specialist identified in the Head Start Enterprise System. Please contact your PMS representative should your program require assistance with PMS accounts.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

# ***Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection and Attendance (ERSEA) Matrix***



## 2024-2025 Selection Criteria Point Matrix

Description		Support Document(s)	Points	Total
<b>Parent Status</b>				
Working Parent: two parents		Application	30	
Working Parent: one parent		Application	15	
Non-Working Parent(s)		Application	10	
Guardian		Application	25	
In School/Training/Ready to Work: two parents		Application	25	
In School/Training/Ready to Work: one parent		Application	20	
Teen Parent (<19 at time of application)		Application	20	
Single Parent		Application	20	
Military: One Parent		Application	25	
Military: Two Parents		Application	35	
<b>Child Status</b>				
Returning Child for 3 <sup>rd</sup> program year		ChildPlus	75	
English Language Learner		Home Language Survey	35	
Transition from Early Head Start		Application & 3 years old	300	
Sibling Currently Enrolled in Head Start		Application	30	
Sibling Currently Enrolled in Early Head Start		Application	30	
4 years old (On Sept 1)		Application & Birth Certificate	5	
<b>Family Status</b>				
Child Protective Services (CPS) Safety Plan		CPS Safety Plan Documentation	55	
Immigrant/Refugee/Asylee		Immigration Documents/ID	25	
<b>Child Disability</b>				
Individual Education Program (IEP) from ISD		Current IEP Verified by Disability Coordinator or ISD Designee	250	
Individualized Family Service Plan/Early Childhood Intervention		IFSP/ECI Referral Verified by Disability Coordinator or ISD Designee	100	
Suspected disability documentation from Licensed Professional		Dr. Letter Verified Disability Coordinator or ISD Designee	45	
<b>HS Additional Criteria</b>				
Living in District		Proof of Address	50	
McKinney Vento		Verified SRQ	400	
Foster Child/Kinship		Foster / Kinship placement Letter	200	
Public Assistance (TANF, SSI, & SNAP)		TANF/SSI/SNAP Documentation Current	200	
<b>Income – Percentage of Poverty</b>				
0% - 20% of Poverty	Child Plus Percentage of Poverty		200	
21% - 40% of Poverty	Child Plus Percentage of Poverty		180	
41% - 60% of Poverty	Child Plus Percentage of Poverty		160	
61% - 80% of Poverty	Child Plus Percentage of Poverty		140	
81% - 100% of Poverty	Child Plus Percentage of Poverty		120	
101% - 130% of Poverty	Child Plus Percentage of Poverty		60	



2024-2025 Selection Criteria Point Matrix

131% - Above 131% of Poverty	Child Plus Percentage of Poverty	0	
TOTAL POINTS AWARDED			



## 202324-202425 Selection Criteria Point Matrix

Description		Support Document(s)	Points	Total
<b>Parent Status</b>				
Working Parent: two parents		Application	30	
Working Parent: one parent		Application	15	
Non-Working Parent(/s)		Application	10	
<del>Grandparent</del> /Guardian		Application	25	
In School/Training/ <del>Ready to Work</del> : two parents		Application	25	
In School/Training/ <del>Ready to Work</del> : one parent		Application	20	
Teen Parent (<19 at time of application)		Application	20	
Single Parent		Application	20	
Military: One Parent		Application	25	
Military: Two Parents		Application	35	
<b>Child Status</b>				
Returning Child for 3 <sup>rd</sup> program year		ChildPlus	75	
English Language Learner		Home Language Survey	35	
Transition from Early Head Start		Application & 3 years old	300	
Sibling Currently Enrolled in Head Start		Application	30	
Sibling Currently Enrolled in Early Head Start		Application	30	
<del>3 years old (On Sept 1)</del>		<del>Application &amp; Birth Certificate</del>	<del>10</del>	
<del>4 years old (On Sept 1)</del>		<del>Application &amp; Birth Certificate</del>	<del>5</del>	
<b>Family Status</b>				
Child Protective Services (CPS) Safety Plan		CPS Safety Plan Documentation	55	
<del>Immigrant/Refugee/-Asylee</del>		Immigration Documents/ID	25	
<b>Child Disability</b>				
Individual Education Program (IEP) from ISD		Current IEP Verified by Disability Coordinator or ISD Designee	250	
Individualized Family Service Plan/Early Childhood Intervention		IFSP/ECI Referral Verified by Disability Coordinator or ISD Designee	100	
Suspected disability documentation from Licensed Professional		Dr. Letter Verified Disability Coordinator or ISD Designee	45	
<b>HS Additional Criteria</b>				
Living in District		Proof of Address	50	
McKinney Vento		Verified SRQ	400	
Foster Child/Kinship		Foster / Kinship placement Letter	200	
Public Assistance (TANF, SSI, & SNAP)		TANF/SSI/SNAP Documentation Current	200	
<b>Income – Percentage of Poverty</b>				
0% - 20% of Poverty	Child Plus Percentage of Poverty		200	
21% - 40% of Poverty	Child Plus Percentage of Poverty		180	
41% - 60% of Poverty	Child Plus Percentage of Poverty		160	
61% - 80% of Poverty	Child Plus Percentage of Poverty		140	
81% - 100% of Poverty	Child Plus Percentage of Poverty		120	

## 202324-202425 Selection Criteria Point Matrix

101% - 130% of Poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% of Poverty	Child Plus Percentage of Poverty	0	
		<b>TOTAL POINTS AWARDED</b>	

***Approval of the  
2024-2025 Early Head  
Start (EHS) and Early  
Head Start-Child Care  
Partnership (EHS-CCP)  
ERSEA Matrix***





## 2024-2025 Selection Criteria Point Matrix Early Head Start



Description	Support Document(s)	Points	Total
<b>Parent Status</b>			
Working Parent: two parents	Application	30	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
Guardian	Application	25	
In School /Training/Ready to Work: two parents	Application	25	
In School /Training/Ready to Work: one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Military: One Parent	Application	25	
Military: Two Parents	Application	35	
<b>Child Status</b>			
Sibling Currently Enrolled in Early Head Start	Application	30	
Sibling Currently Enrolled in Head Start	Application	30	
<b>Family Status</b>			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee/Asylee	Immigration Documents/ID	25	
<b>Child Disability</b>			
Individualized Family Service Plan (IFSP)	Current IFSP Verified by Disability Coordinator	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coordinator	45	
<b>EHS Additional Criteria</b>			
Living within Zip Codes: 78228, 78237	Proof of Address	25	
Living within EISD boundaries	Proof of Address	20	
<b>Eligibility Status</b>			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF/SSI/SNAP Documentation Current	200	
0%- 20% Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
<b>TOTAL POINTS AWARDED</b>			

# 2023-2024-2025 Selection Criteria Point Matrix

## Early Head Start



Description	Support Document(s)	Points	Total
<b>Parent Status</b>			
Working Parent: two parents	Application	30	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
<del>Grandparent</del> /Guardian	Application	25	
In School /-Training/ <u>Ready to Work</u> : two parents	Application	25	
In School /-Training/ <u>Ready to Work</u> : one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Military: One Parent	Application	25	
Military: Two Parents	Application	35	
<b>Child Status</b>			
Sibling Currently Enrolled in Early Head Start	Application	30	
Sibling Currently Enrolled in Head Start	Application	30	
<b>Family Status</b>			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee/ <u>Asylee</u>	Immigration Documents/ID	25	
<b>Child Disability</b>			
Individualized Family Service Plan (IFSP)	Current IFSP Verified by Disability Coordinator	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coordinator	45	
<b>EHS Additional Criteria</b>			
Living within Zip Codes: 78228, 78237	Proof of Address	25	
Living within EISD boundaries	Proof of Address	20	
<b>Eligibility Status</b>			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF/SSI/SNAP Documentation Current	200	
0%- 20% Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
<b>TOTAL POINTS AWARDED</b>			



# 2024-2025 Selection Criteria Point Matrix

## Early Head Start – Child Care Partnership



Description	Support Document(s)	Points	Total
<b>Parent Status</b>			
Working Parent: two parents	Application	30	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
Guardian	Application	25	
In School /Training/Ready to Work: two parents	Application	25	
In School /Training/Ready to Work: one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Parent Enrolled with Partner Agency: two parents	Partner Documents	50	
Parent Enrolled with Partner Agency: one parent	Partner Documents	45	
Family enrolled in CCS	Partner Documents	75	
Military: One Parent	Application	25	
Military: Two Parent	Application	35	
<b>Child Status</b>			
Enrolled in Child Care Services (CCS)	Agency Documents	250	
Enrolled in Dual Generation	Agency Documents	30	
Child Enrolled with Child Care Partner Agency	Partner Documents	50	
Sibling Currently Enrolled in Early Head Start	Application	30	
Sibling Currently Enrolled in Head Start	Application	30	
<b>Family Status</b>			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee/Asylee	Immigration Documents/ID	25	
<b>Child Disability</b>			
Individualized Family Service Plan (IFSP)	Current IFSP Verified by Disability Coord.	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coord.	45	
<b>EHS Additional Criteria</b>			
Living within Zip Codes: 78202, 78203, 78207, 78208, 78210, 78219, 78223, 78237	Proof of Address	25	
Living within EISD or SAISD boundaries	Proof of Address	20	
<b>Eligibility Status</b>			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF/SSI/SNAP Documentation - Current	200	
0% - 20 % Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
<b>TOTAL POINTS AWARDED</b>			



# 2023-2024-2025 Selection Criteria Point Matrix

## Early Head Start – Child Care Partnership





Description	Support Document(s)	Points	Total
<b>Parent Status</b>			
Working Parent: two parents	Application	30	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
<del>Grandparent</del> /Guardian	Application	25	
In School /-Training/ <u>Ready to Work</u> : two parents	Application	25	
In School /-Training/ <u>Ready to Work</u> : one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Parent Enrolled with Partner Agency: two parents	Partner Documents	50	
Parent Enrolled with Partner Agency: one parent	Partner Documents	45	
Family enrolled in CCS	Partner Documents	75	
Military: One Parent	Application	25	
Military: Two Parent	Application	35	
<b>Child Status</b>			
Enrolled in Child Care Services (CCS)	Agency Documents	250	
Enrolled in Dual Generation	Agency Documents	30	
Child Enrolled with Child Care Partner Agency	Partner Documents	50	
Sibling Currently Enrolled in Early Head Start	Application	30	
Sibling Currently Enrolled in Head Start	Application	30	
<b>Family Status</b>			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee/ <u>Asylee</u>	Immigration Documents/ID	25	
<b>Child Disability</b>			
Individualized Family Service Plan (IFSP)	Current IFSP Verified by Disability Coord.	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coord.	45	
<b>EHS Additional Criteria</b>			
Living within Zip Codes: 78202, 78203, 78207, 78208, 78210, 78219, 78223, 78237	Proof of Address	25	
Living within EISD or SAISD boundaries	Proof of Address	20	
<b>Eligibility Status</b>			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF/SSI/SNAP Documentation - Current	200	
0% - 20 % Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
<b>TOTAL POINTS AWARDED</b>			

# ***Approval of the 2024-2025 Head Start ERSEA Policy Updates***





[illegible]

	<b>DHS, Head Start Program Policy</b>		
<b>ERSEA 5</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	02/01/2020		
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 1/25/22</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 2/24/22</b>
<b>PAGE: 1 of 3</b>			

**Policy:**

DHS Head Start Program will select children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and the Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of three separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first two selection events. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist developed by the point system, Education Service Providers will first select children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are experiencing homelessness or in foster care.

- **Income Eligible on the waitlist from 101%-130%**

Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless, in foster care, and children with disabilities.

- **Over Income on the waitlist 131% and above**

- Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are experiencing homelessness or in foster care.

#### **Selection Exceptions:**

- **Children with Disabilities**

- To comply with Head Start's requirement of having 10 percent of funded enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10 percent of funded enrolled children are children with disabilities and will be granted as follows:
  1. Income eligible children from 0-100% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
  2. Income eligible children from 101-130% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
  3. Over income children (over 130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP).
  4. Income eligible children from 0-100% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.
  5. Over income eligible children from 101-130% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.

6. Over income children (over 130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.



All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Provider's Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)**
  - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- **Bilingual/Dual Language Classrooms**
  - Education Service Providers must develop and implement procedures to determine if a child is identified as an English Language Learner. Education Service Providers will select children and place in a language appropriate classroom based on the child's completed Home Language Survey. Education Service Providers will develop a system to test English Language Learners and must not create barriers for enrollment.
- **Tiebreaker**
  - In cases where families have the same point total for the same slot, priority will be given to the younger child.

**Performance Standard(s):**  
1302.14

**Head Start Act:**  
Sec. 642 (c) (2)(d) (ii)

**City Policy:**  
ERSEA 5

		<b>DHS Head Start Program Policy</b>		
<b>ERSEA 9</b>				
<b>SUBJECT</b>	Attendance			
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
<b>EFFECTIVE</b>	01/01/2020			
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 12/17/19</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 3/5/20</b>	
<b>PAGE: 1 of 2</b>				

**Policy:**

Education Service Provider will create a process to provide attendance to Head Start Program on a daily basis. Head Start Program will ensure daily attendance and absences are recorded in ChildPlus.

- The Head Start Program will implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being. Head Start Program and Education Service Provider will create a system to not duplicate efforts when attempting to contact the parent/guardian and sharing information obtained.
- The Head Start Program and Education Service Provider will provide supported efforts to promote the child's regular attendance.
  - Education Service Providers and Family Support Workers (FSW) will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist families with referrals for services that will enhance attendance.
  - The Head Start Program will conduct a home visit or other direct contact with child's parents if a child has 2 consecutive unexplained absences.
  - Within the first 60 days of the program year and thereafter, the FSW and Education Service Providers must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. Together, the Education Service Provider and FSW must create an improvement plan that identify reasons for absenteeism and develop strategies to improve the child's attendance. Strategies may include direct

contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.

- Education Service Providers will include in their procedures a process for addressing temporary family situations that affect a child's regular attendance. When a child's scheduled needs to be modified due to an IEP, custody, etc. the Education Service Provider must inform the City of San Antonio to modify child's schedule in ChildPlus.
- In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not resume, with the Head Start Program Administrator's authorization, the child's slot must be considered vacant. The child will be placed back on the waitlist for future reconsideration should the family's circumstances change, and the family becomes reengaged.



When the monthly average daily attendance rate falls below 85%, the Education Service Provider must analyze the causes of absenteeism and determine the systemic issues contributing to the program's absentee rate. Education Service Providers must implement a process, utilizing absenteeism data to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards and report to the Head Start Program.

Education Service Providers must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

- Education Service Providers must assist with coordinating transportation services for homeless children experiencing absenteeism due to transportation barriers to and from their campuses.

**Performance Standard:**

1302.16 (a) (1-3) (b); 1302.102 (b-c)

	<b>DHS, Head Start Program Policy</b>		
<b>ERSEA 5</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	02/01/2020		
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 1/25/22</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 2/24/22</b>
<b>PAGE: 1 of 3</b>			

**Policy:**

DHS Head Start Program will select children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and the Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of three separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first two selection events. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist developed by the point system, Education Service Providers will first select children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are experiencing homelessness or in foster care.

- **Income Eligible on the waitlist from 101%-130%**

Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless, in foster care, and children with disabilities.

- **Over Income on the waitlist 131% and above**

- Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child ~~unless the child has a diagnosed or suspected disability~~. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are experiencing homelessness or in foster care.

#### **Selection Exceptions:**

- **Children with Disabilities**

- To comply with Head Start's requirement of having 10 percent of actual funded enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10 percent of funded enrolled children are children with disabilities and will be granted as follows:

1. Income eligible children from 0-100% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
2. Income eligible children from 101-130% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
3. Over income children (over 130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP).
4. Income eligible children from 0-100% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.
5. Over income eligible children from 101-130% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.



6. Over income children (over 130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.



All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Provider's Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)**
  - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- ~~Tiebreaker~~
  - ~~In cases where families have the same point total for the same slot, priority will be given to the younger child.~~
- **Bilingual/Dual Language Classrooms**
- ~~Children must be determined as English Language Learners to participate in a dual language/bilingual classroom.~~ Education Service Providers must develop and implement procedures to determine if a child is identified as an English Language Learner. Education Service Providers will select children and place in a language appropriate classroom based on the child's completed Home Language Survey. Education Service Providers will develop a system to test English Language Learners and must not create barriers for enrollment. Tiebreaker
  - In cases where families have the same point total for the same slot, priority will be given to the younger child.

**Performance Standard(s):**  
1302.14

**Head Start Act:**  
Sec. 642 (c) (2)(d) (ii)

**City Policy:**  
ERSEA 5

		<b>DHS Head Start Program Policy</b>		
<b>ERSEA 9</b>				
<b>SUBJECT</b>	Attendance			
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
<b>EFFECTIVE</b>	01/01/2020			
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 12/17/19</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 3/5/20</b>	
<b>PAGE: 1 of 2</b>				

**Policy:**

Education Service Provider will create a process to provide attendance to Head Start Program on a daily basis. Head Start Program will ensure daily attendance and absences are recorded in ChildPlus.

- The Head Start Program will implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being. Head Start Program and Education Service Provider will create a system to not duplicate efforts when attempting to contact the parent/guardian and sharing information obtained.
- The Head Start Program and Education Service Provider will provide supported efforts to promote the child's regular attendance.
  - Education Service Providers and Family Support Workers (FSW) will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist families with referrals for services that will enhance attendance.
  - The Head Start Program will conduct a home visit or other direct contact with child's parents if a child has 2 consecutive unexplained absences.
  - Within the first 60 days of the program year and thereafter, the FSW and Education Service Providers must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. Together, the Education Service Provider and FSW must create an improvement plan that identify reasons for absenteeism and develop strategies to improve the child's attendance. Strategies may include direct

contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.

- Education Service Providers will include in their procedures a process for addressing temporary family situations that affect a child's regular attendance. When a child's scheduled needs to be modified due to an IEP, custody, etc. the Education Service Provider must inform the City of San Antonio to modify child's schedule in ChildPlus.
- In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not resume, with the Head Start Program Administrator's authorization, the child's slot must be considered vacant. The child will be placed back on the waitlist for future reconsideration should the family's circumstances change, and the family becomes reengaged.

When the monthly average daily attendance rate falls below 85%, the Education Service Provider must analyze the causes of absenteeism and determine the systemic issues contributing to the program's absentee rate. Education Service Providers must implement a process, utilizing absenteeism data to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards and report to the Head Start Program.

Education Service Providers must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

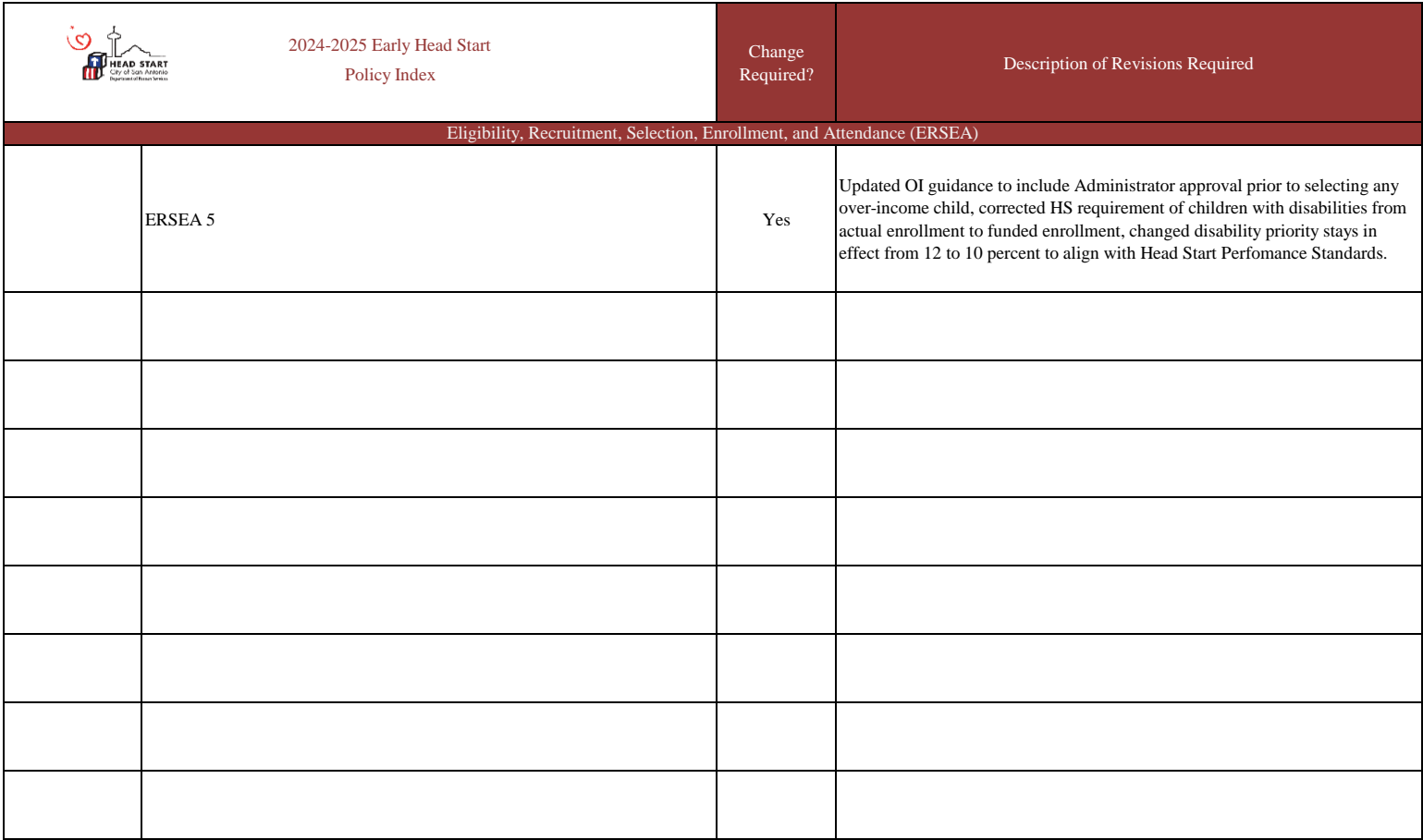
- Education Service Providers must assist with coordinating transportation services for homeless children experiencing absenteeism due [to transportation barriers](#) to and from their campuses.



**Performance Standard:**

1302.16 (a) (1-3) (b); 1302.102 (b-c)

***Approval of the  
2024-2025 Early  
Head Start and Early  
Head Start-Child Care  
Partnership (EHS-  
CCP) ERSEA Policy  
Updates***





	<b>DHS Early Head Start Program Policy</b>		
<b>ERSEA 5</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	2/01/2017		
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 1/25/22</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 2/24/22</b>
<b>PAGE: 1 of 2</b>			

**Policy:**

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs will select children and families with the most need for Head Start services, without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of two separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first selection event. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist, developed by the point system, EHS program will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are homeless or in foster care.
- **Income Eligible on the waitlist from 101%-130%**
  - EHS may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children, families eligible for or in the absence of childcare, would be potentially

eligible for public assistance, children who are homeless, in foster care, and children with disabilities on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**
  - EHS must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, the EHS program may select over- income children after demonstrating they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

#### **Selection Exceptions:**



- **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of funded enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 10 percent of enrolled children are children with disabilities or delays and will be granted as follows:
  1. Income eligible children from 0-100% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
  2. Income eligible children from 101 – 130% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
  3. Over income children from 131% and above Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.

#### **Performance Standard:**

1302.14

	<b>DHS Early Head Start Program Policy</b>		
<b>ERSEA 5</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	2/01/2017		
<b>Policy Council Approval: 1/24/17</b>	<b>Policy Council Revision: 1/25/22</b>	<b>Governing Body Approval: 2/20/17</b>	<b>Governing Body Revision: 2/24/22</b>
<b>PAGE: 1 of 2</b>			

### Policy:

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- **Income Eligible on the waitlist from 101%-130%**
  - EHS may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children, families eligible for or in the absence of childcare, would be potentially



eligible for public assistance, children who are homeless, in foster care, and children with disabilities on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**

- EHS must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child. ~~unless the child has a current IFSP.~~ Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, the EHS program may select over- income children after demonstrating they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

### **Selection Exceptions:**

- **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of ~~actual-funded~~ enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until ~~12-10~~ percent of enrolled children are children with disabilities or delays and will be granted as follows:
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  2. Income eligible children from 101 – 130% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
  3. Over income children from 131% and above Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.

### **Performance Standard:**

1302.14

***Approval of the  
2024-2025 Head  
Start and Early Head  
Start ERSEA  
Recruitment Plan***





## **City of San Antonio, Department of Human Services Head Start and Early Head Start Program 2024-2025 Recruitment Plan**

### **Purpose:**

The City of San Antonio, Department of Human Services (DHS) Head Start and Early Head Start (EHS) Programs conduct outreach and recruitment activities year-round to ensure 100% funded enrollment throughout the program year. An active waitlist is maintained to fill enrollment opportunities anticipated throughout the year with families experiencing the greatest need for Head Start/EHS services.

A full Community Assessment is completed every five years and updated and reviewed annually. The Community Assessment data is analyzed and incorporated in program plans, policies, and procedures. Program plans and the selection criteria are presented to the Head Start Policy Council and City of San Antonio City Council appointed committee for approval.

The DHS, Head Start and Early Head Start (EHS) Programs will recruit and serve as many children and families as possible who are income eligible, homeless, families who receive public assistance, children in foster care, and children with a disability.

DHS staff, families, volunteers, and Head Start Policy Council members are all encouraged to participate in recruitment campaigns and activities. DHS staff will meet with families in person to complete and collect required documentation.

### **Recruitment Area Identified through the Community Assessment**

- Edgewood Independent School District boundaries
- San Antonio Independent School District boundaries
- EHS – Families living or working with the Edgewood Independent School District boundaries
- Haven for Hope Homeless Shelter
- Edgewood Independent School District and San Antonio Independent School District Transitions Office Liaison for Homeless Children
- Davidson Respite House Foster Care
- Children's Shelter
- Early Child Intervention Services: Easter Seals, Brighton Center, Center for Health Services
- Child Find through Edgewood Independent School District and San Antonio Independent School District Liaison
- Texas Department of Family Protective Services - Child Protective Services
- Eastside Promise Neighborhood

- United Way Dual Generation Partnership
- Targeted areas in San Antonio to include the following zip codes 78202, 78203, 78207, 78208, 78210, 78219, 78223, 78237

### **Method of Recruitment- Head Start Program Performance Standards 1302.13**

- Canvassing the Local Community
- Community and Agency Events: Community First Baby Showers, St. Patrick Back to School Bonanza, Pride of the East Side Block Party, Kids Day in the Park, United Way Kid's Fest, Accessibility Fest, San Antonio College
- San Antonio Neighbors Together
- City Council Back to School Events and Fairs
- Use of Flyers, Social Media, and Advertising
- Bright by Text
- COSA and District Websites
- Bus Magnets
- Street Banners
- Yard Signs
- School Marquees
- Safe Riders Program
- Department of Human Services
- San Antonio Public Library
- Community Centers
- Social Service Agencies: WIC, Attorney General, Opportunity Home San Antonio and other offices
- Refugee services
- Parks and Recreation Centers
- Neighborhood grocery stores, restaurants, laundry facilities, dental offices, medical offices and Churches
- Work with Schools and other Community Agencies to identify eligible families
- Use of Family Referrals from other Public and Private Agencies
- Bibliotech
- Child Plus email/text communications
- Bexar-Necessities
- District PENS Parent Notifications

### **Recruitment Period**

- We recruit year-round with increased recruitment during months of February through June to prepare for full enrollment for upcoming school year.

### **Recruitment Personnel**

- Program Staff
- Current Parents
- Former Parents
- Policy Council Members
- Advisory Committee Members
- Community Partners
- Local School Districts
- Community Agencies



## **City of San Antonio, Department of Human Services Head Start and Early Head Start Program 202~~43~~-202~~54~~ Recruitment Plan**

### **Purpose:**

The City of San Antonio, Department of Human Services (DHS) Head Start and Early Head Start (EHS) Programs conduct outreach and recruitment activities year-round to ensure 100% funded enrollment throughout the program year. An active waitlist is maintained to fill enrollment opportunities anticipated throughout the year with families experiencing the greatest need for Head Start/EHS services.

A full Community Assessment is completed every five years and updated and reviewed annually. The Community Assessment data is analyzed and incorporated in program plans, policies, and procedures. Program plans and the selection criteria are presented to the Head Start Policy Council and City of San Antonio City Council appointed committee for approval.

The DHS, Head Start and Early Head Start (EHS) Programs will recruit and serve as many children and families as possible who are income eligible, homeless, families who receive public assistance, children in foster care, and children with a disability.

DHS staff, families, volunteers, and Head Start Policy Council members are all encouraged to participate in recruitment campaigns and activities. DHS staff will meet with families in person to complete and collect required documentation.

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- Edgewood Independent School District boundaries
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- Texas Department of Family Protective Services - Child Protective Services

- Eastside Promise Neighborhood
- United Way Dual Generation Partnership
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### **Method of Recruitment- Head Start Program Performance Standards 1302.13**

- Canvassing the Local Community
- Community and Agency Events: Community First Baby Showers, St. Patrick Back to School Bonanza, Pride of the East Side Block Party, Kids Day in the Park, United Way Kid's Fest, Accessibility Fest, San Antonio College
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- School Marquees
- Safe Riders Program
- Department of Human Services
- San Antonio Public Library
- Community Centers
- Social Service Agencies: WIC, Attorney General, Opportunity Home San Antonio and other offices
- [Refugee services](#)
- Parks and Recreation Centers
- Neighborhood grocery stores, restaurants, laundry facilities, dental offices, medical offices and Churches
- Work with Schools and other Community Agencies to identify eligible families
- Use of Family Referrals from other Public and Private Agencies
- Bibliotech
- Child Plus email/text communications
- Bexar-Necessities
- District PENS Parent Notifications

### **Recruitment Period**

- We recruit ~~year-round~~[year-round](#) with increased recruitment during months of February through June to ~~recruit~~[prepare for full enrollment](#) for upcoming school year.

## **Recruitment Personnel**

- Program Staff
- Current Parents
- Former Parents
- Policy Council Members
- Advisory Committee Members
- Community Partners
- Local School Districts
- Community Agencies



# ***Approval of the EHS Underenrollment Plan***





**Early Head Start Under Enrollment Plan**  
**City of San Antonio**  
**Grant Number: 06CH010821**

**Overview**

The City of San Antonio, Department of Human Services (DHS), has been a Head Start grant recipient for 44 years. DHS Head Start operates a Head Start prekindergarten program and an Early Head Start Program in collaboration with Edgewood Independent School District (EISD), San Antonio Independent School District (SAISD) and six early childhood providers. In collaboration, the program serves 3,020 Head Start prekindergarten children and 128 infants and toddlers in San Antonio neighborhoods with the most vulnerable families and children.

Currently, the EISD Early Head Start program is funded to serve 12 home base children and 116 center base children. As of December 13, 2023, the program was 80% enrolled serving 102 of the 128 children: 8 home base children and 94 center base children with 12 of the 14 classrooms in operation. Although the program has a waitlist of 52 children, EISD has been having difficulty recruiting and retaining teaching staff to serve the remaining two classrooms needed for the program to be considered fully enrolled.

EHS has faced challenges in hiring staff like having limited number of qualified applicants who are applying to teach in the program, turn-over of existing staff, lack of pathways to assist candidates in meeting minimum education qualifications who do apply, and enrolling families interested in home-based services. Through the identified actions and strategies, DHS and EISD expect to meet and maintain full enrollment within the EISD EHS Program within the 12-month timeline provided by the Office of Head Start.

**Plan Development and Submission**

The following DHS and EISD program leadership and staff participated in the development, review, and implementation of the plan:

Individual Name	Position / Role	Program
Krizia Franklin	Policy Council Chair	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Ashley Trevino	Policy Council Vice Chair	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Melody Woolsey	City of San Antonio, Director	Department of Human Services
Rebecca Flores	City of San Antonio, Education Program Administrator	Department of Human Services
Audrey Jackson	Head Start Administrator	<input checked="" type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Rhonda Roach	EHS Program Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Cassandra Farias Ybarra	EHS ERSEA Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Christina Fitzgerald	EHS Early Education/Wellness Lead	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS
Dr. Mary Miller	Early Childhood Director	Edgewood Independent School District
Jessica Zertuche	Early Head Start Coordinator	Edgewood Independent School District
Dr. Eduardo Hernandez	Superintendent	Edgewood Independent School District
Cynthia Trevino	Human Resources Director	Edgewood Independent School District

**Grant Number: 06CH010821**

Program Name	Program	Plan Start Date*	Plan End Date
DHS EHS Program	<input checked="" type="checkbox"/> EHS <input type="checkbox"/> HS	12/10/2023	12/10/2024

### Factors Contributing to Underenrollment

#### Factor # 1

##### Workforce

###### Causes / Reasons: Recruitment & Hiring of Teaching Staff

- Lack of qualified applicants in community
- Long processing time for new applicants due to background checks/clearances through district and licensing
- Lack of systems to assist candidates in completing minimal education qualifications
- Weak marketing strategies

###### Effect on Underenrollment:

- Unable to open classrooms without the appropriate number of staff
- Children on waitlist unable to start program
- Lack of services for families and children
- Frequency and length of time children on waitlist

#### Factor # 2

##### Workforce

###### Causes / Reasons: Retention of Existing Teaching Staff

- Teacher turnover
- High expectations of Early Head Start Performance Standards
- Teachers own personal wellness and needs

###### Effect on Underenrollment:

- Unable to open classrooms without the appropriate number of staff
- Children on waitlist unable to start program
- Lack of services for families and children
- Frequency and length of time children on waitlist

#### Factor # 3

##### Family Need

###### Causes / Reasons: Home-based option is not attracting families

- Lack of interest in home-based services
- High demand for center-based services

###### Effect on Underenrollment:

- Unable to enroll home-based children
- Families prefer to be on center base waitlist
- High turnover based on program option not meeting family's needs

## Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

### Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Edgewood ISD (EISD) Human Resources Department give access to online hiring system to EISD EHS Coordinator.	Workforce	Dr. Miller (EISD) Jessica Zertuche (EISD) EISD HR Department	Online EISD Human Resource system	1/3/2024
				Status
				Complete

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

EISD HR provide direct access to EHS applications to EISD EHS Coordinator to provide a more efficient process to review, select and interview potential candidates for open positions rather than having to wait on HR to review. HR does not have the expertise the EISD EHS Coordinator has within the Infant/Toddler/Early Childhood profession.

### Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Create pathway for entry level (floater) to obtain minimum educational qualifications to move into EHS teacher position.	Workforce	Jessica Zertuche (EISD) Rhonda Roach (DHS) Cassandra Farias Ybarra (DHS)	T/TA Support DHS EHS Hiring Procedure; Staff Acknowledgement Form; Individualize Professional Development Plan (IPDP); ongoing Quality Assurance	3/8/2024
				Status
				In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Under the current DHS EHS Hiring Procedure, EISD informs candidates of the process to enter the EISD EHS program as an entry level (floater) with the acknowledgement of enrolling in an Infant/Toddler CDA class within 3 months of hire with completion within 9 months after hire date. EISD EHS Coordinator completes IPDP that identifies extra supports candidate may need during the CDA process. Paperwork is shared with both the candidate and DHS EHS team for proper review and monitoring. DHS EHS Early Education Services team then works with center Instructional Coach to identify any needed coaching/mentoring during the CDA process. Establish relationship with Restore Education to offer CDA classes and support.

**Action # 3:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Strengthen marketing strategies to utilize community resources to promote EHS staff vacancies.	Workforce	Jessica Zertuche (EISD) Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS)	Share information with EISD on possible collaborations within community to support the promotion of staff vacancies  Participate in community groups to inform participants of the EHS program, services, benefits, and expectations	8/30/2024
				<b>Status</b> In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Share community resources with EISD EHS leadership to offer new and innovative approaches to promoting vacancies in addition to offering new and updated EHS program information to community members. DHS and EISD staff present at community organizations including EISD high school programs, San Antonio Ready to Work, Workforce Alamo Solutions, Alamo Colleges, and Restore Education. DHS and EISD EHS staff participation in local job fairs.

**Action #4:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Shift home-base slots to center-base slots as part of DHS' request to OHS to convert Head Start to Early Head Start slots.	Family Need	Audrey Jackson (DHS) Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS)	Data from Community Assessment supports additional center-base services  Guidance from Regional Office on conversion	10/14/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

DHS request to convert 50 Head Start PreK slots to 16 EHS center-based slots giving DHS a total of 144 EHS slots. DHS will then allocate 120 EHS slots to EISD (112 center-base and 8 home-base) and allocate 24 EHS slots to San Antonio Independent School District (SAISD). These changes will reduce home base slots by 4. SAISD will open three EHS Infant/Toddler center-base classrooms to serve children and their families in a high need area within SAISD. Thus, providing more center-based services to better meet the needs of the community.

**Action #5:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Implement staff retention incentives.	Workforce	EISD Human Resources/Payroll	Funds to support annual retention incentive	1/31/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Establish the practice of annual retention incentives to retain qualified staff per ACF-IM-HS-22-06. These incentives will be implemented as funding allows.

**Action # 6:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Gather staff input from staff satisfaction surveys and exit interview process.	Workforce	Rhonda Roach (DHS) Cassandra Faris Ybarra (DHS) Dr. Miller (EISD) Jessica Zertuche (EISD)	Examples of current DHS Exit Interview process	5/31/2024
			Examples of current DHS staff satisfaction surveys	<b>Status</b>
			Incorporate into bi-weekly EHS planning meetings	Not Yet Started

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

During our bi-weekly EHS meetings between DHS and Edgewood ISD, staff will work together to identify ways to gather staff satisfaction surveys and exit interview process data. DHS examples will be shared.

**Action # 7:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Review compensation and pay structure to ensure alignment with market.	Workforce	EISD Human Resources/Payroll Dr. Miller (EISD) Jessica Zertuche (EISD)	Staff feedback	7/1/2024
			Research of early childhood payroll practices	<b>Status</b>
				Not Yet Started

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

EISD EHS Leadership work internally with District Human Resources to review compensation and pay structure to ensure alignment with market.

**Action # 8:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Strengthen wellness support services.	Workforce	Rhonda Roach (DHS) Christina Fitzgerald (DHS) Jessica Zertuche (EISD)	Funding aligned to wellness services  Staff time allocated to development of wellness services	6/21/2024
				<b>Status</b>  In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

Establish onsite wellness support system for EISD EHS staff to access individual, small group, and one-on-one wellness support. Strengthen wellness support provided by DHS EHS staff, early childhood wellness contractor and EISD. Also, educate EISD EHS staff on EISD Employee Assistance Program (EAP). Promote self-care and wellness practices to improve staff retention. Create wellness space dedicated to EISD EHS staff.



# ***Review of Jule Sugarman Process***



## Head Start Distinguished Staff Award

Jule Sugarman was one of the founders of the Head Start Program. Mr. Sugarman led the program for its first five years and served as the Executive Secretary of the 13-member planning panel that was commissioned by President Lyndon B. Johnson to create Head Start as part of the *War on Poverty*. Following the advice of Sgt. Shriver of the Office of Economic Opportunity "to write Head Start across this land so that no Congress or president will ever destroy it." Mr. Sugarman oversaw the increase of enrollment in the program to more than double the projected number of participants, starting with 560,000 children in the first year versus a target of only 250,000.

This award is named for Mr. Jule Sugarman and provides an opportunity for parents/guardians to recognize direct service staff who exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start program every day.

In addition, the David Chavarria Award is in commemoration of one of our great leaders in the Head Start Program. Principals and Child Care Center Directors are the first line of leadership in our schools and centers, and they provide guidance and support for our teachers, children, and families. Mr. Chavarria was a principal at Knox Early Childhood Education Center in San Antonio Independent School District, and retired after 34 years of joyful service specializing in early childhood education.

This award is to honor the hard work our administrators, principals, and directors do for our children, families, and staff. These leaders exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start and Early Head Start Child-Care Partnership program every day.

### Criteria

- Must be an employee of the City of San Antonio Head Start Program, partner childcare center or school district for at least one year
- Interacts with Head Start families and staff in a positive manner
- Promotes and upholds the Head Start Program Mission and Vision
- Positively contributes to the school/site and reflects the City of San Antonio CORE Values of *Teamwork, Innovation, Integrity, Professionalism*

## Head Start Distinguished Staff Award

### Award Distribution/Actions

- Jule Sugarman Distinguished Award for staff to include: 1 EISD/ 1 SAISD/ 1 EHS / 1 FSW
- David Chavarria Annual Award for one staff include: Administration, Principals, and or Directors from EISD, SAISD, and or a Child Care Center
- Certificate of recognition, framed student artwork, bouquet of flowers
- Introduced at Head Start Policy Council meeting
- Recognition display at the Head Start Main Office with headshots of selected staff for one year
- Site Directors, Teachers, and FSWs should promote the Distinguished Staff Award, including on parent boards, posters, newsletters, marquees, etc.
- Posters of nomination link should be displayed at the front office at childcare centers, early childhood centers, and the most appropriate location at elementary school sites.

### Timeline:

November 27-30	Send to Jule Sugarman Committee
December 4-8	Send to Leadership Team
December 11-15	Share with Directors
January 8-12	Send to print/posters/count out (if needed)
February 1	Nomination forms link available, posted on parent boards, Facebook, etc.
February 1-28	Nomination forms link open for parents to nominate
February 28	Last day to submit nomination forms link
March 1-3	Results from nomination forms link extracted and converted into excel document
March 6	City of San Antonio Jule Sugarman Award Committee will review excel document for completion and to ensure nominated staff meet qualifications
March 6-10	Head Start Policy Council Committee reviews nominations & selects final nominees



## Head Start Distinguished Staff Award



March 13-24	Leadership Team and Directors review and approve final nominees
March 28	Policy Council review and approve award recipients
April 25	Awards Presented at Policy Council
May	Introduction at full staff meeting



# City of San Antonio Head Start Program

## Distinguished Staff Award

### Formulario de nominación al Premio al Personal Distinguido

Do you know an outstanding Head Start or Early Head Start staff member? If so, nominate a teacher, instructional assistant/paraprofessional, family support worker, or other staff member for the ***Jule Sugarman and David Chavarria Distinguished Staff Award***. The Individuals nominated have exceeded expectations and contributed to the success and growth of the Head Start children and families.

¿Conoce a algún miembro destacado del personal de Head Start o Early Head Start? Si es así, nomine a un maestro, asistente de instrucción/paraprofesional, trabajador de apoyo familiar u otro miembro del personal para **el Premio al Personal Distinguido Jule Sugarman y David Chavarria**. Las personas nominadas superaron las expectativas y contribuyeron al éxito y crecimiento de los niños y las familias de Head Start.

\* Required

#### 1. Parent/Guardian Name

Nombre del padre/tutor \*

2. Your Child's Name  
El Nombre de su Hijo \*

3. Which program is your child enrolled in?  
¿En qué programa está inscrito su hijo? \*

- ☐ Head Start
- ☐ Early Head Start

4. Please select your program

Por favor seleccione su programa \*

- ☐ San Antonio ISD
- ☐ Edgewood ISD

## 5. Please select your San Antonio ISD campus

Por favor seleccione su campus de San Antonio ISD \*

- ☐ Arnold Elementary School
- ☐ Barkely-Ruiz Elementary School
- ☐ Bowden Elementary School
- ☐ Cameron Elementary School
- ☐ Carroll Early Childhood Education Center
- ☐ Carvajal Elementary School
- ☐ DeZavala Elementary School
- ☐ Foster Elementary School
- ☐ Gates Elementary School
- ☐ Graebner Elementary School
- ☐ Hirsch Elementary School
- ☐ Huppertz Elementary School
- ☐ Madison Elementary School
- ☐ Maverick Elementary School
- ☐ JT Brackenridge Elementary School
- ☐ Kelly Elementary School
- ☐ Knox Early Childhood Education Center
- ☐ Marcell Elementary School

- ☐ Martin Elementary School
- ☐ Neal Elementary School
- ☐ Nelson Early Childhood Education Center
- ☐ Sarah King Elementary School
- ☐ Schenck Elementary School
- ☐ Storm Elementary School
- ☐ Tynan Early Childhood Education Center

6. Please select your Edgewood ISD campus

Por favor seleccione su campus de Edgewood ISD \*

- ☐ Cardenas Early Childhood Center
- ☐ Loma Park Elementary School
- ☐ Perales Elementary School
- ☐ Stafford Early Childhood Center



7. Please select your Early Head Start site.

Por favor seleccione su sitio de Early Head Start. \*

- ☐ Blessed Sacrament Academy
- ☐ Stafford Early Childhood Center - Edgewood ISD
- ☐ Ella Austin Community Center
- ☐ Healy Murphy Child Development Center
- ☐ Inman Christian Center
- ☐ Seton Home
- ☐ YWCA Olga Madrid

8. Name of nominee for the Head Start Distinguished Staff Award?  
¿Nombre del nominado para el Premio al Personal Distinguido de Head Start? \*

9. Nominee position/role

Puesto/rol nominado \*

- ☐ Teacher
- ☐ Instructional Assistant/Floater
- ☐ Family Support Worker
- ☐ Home Based Visitor
- ☐ Principal
- ☐ Site Director
- ☐ Other

10. Why are you nominating this person? Please list specific examples of how this person has helped you or your child meet your goals and/or needs?

¿Por qué nominan a esta persona? ejemplos específicos de cómo esta persona le ha ayudado a usted o a su hijo a alcanzar sus objetivos y/o necesidades. \*

11. What positive contributions/impacts has this person made to the City of San Antonio Head Start Program, center, school, district, or community? Please provide examples

¿Qué contribuciones/impactos positivos ha hecho esta persona al programa, centro, escuela, distrito o comunidad Head Start de la ciudad de San Antonio? Por favor proporcione ejemplos

\*

12. Any additional comments?

¿Algún comentario adicional?

# **Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report**



# **EHS/Head Start**

# EHS/HS Fiscal Reports GY 23-24 as of December 31, 2023

## BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$5,316,160	\$5,055,443	\$260,717	4.9%
FRINGE	\$2,297,435	\$2,210,145	\$2,016,421	\$193,723	8.8%
TRAVEL	\$32,447	\$19,682	\$14,292	\$5,389	27.4%
SUPPLIES	\$76,694	\$60,417	\$67,305	(\$6,887)	-11.4%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$15,635,982	\$14,374,930	\$1,261,052	8.1%
COSA	\$393,885	\$213,098	\$201,345	\$11,753	5.5%
Edgewood	\$6,837,218	\$4,902,526	\$4,378,511	\$524,015	10.7%
San Antonio ISD	\$14,762,252	\$10,331,661	\$9,598,640	\$733,021	7.1%
SAMH	\$273,740	\$188,697.66	\$196,435	(\$7,737)	-4.1%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$382,071	\$443,803	(\$61,732)	-16.2%
TOTAL FEDERAL BUDGET	\$30,743,236	\$23,624,456	\$21,972,194	\$1,652,263	7.0%
Non Federal/In Kind	\$7,067,383	\$5,115,272	\$4,990,172	\$125,100	2.4%
TOTAL BUDGET*	\$37,810,619	\$28,739,728	\$26,962,366	\$1,777,363	6.2%

### Variance Explanations:

Personnel Salaries	Fiscal revised our personnel projection methodology and the current balance reflects a surplus. This is partly related to personal leave buyback coming under projected budget. This is anticipated to reduce as a result of the FY24 Salary increase, as the increase will result in a deficit to this category. COSA is reallocating cost savings from ISD partners to offset any overages.
Fringe Benefits	
Travel	\$5.4k YTD savings are a placeholder for possible postponed Travel in January business.
Supplies	(\$6.9k) Over budget due to technology purchases in June (6 printers, 10 laptops, and computer chips/equipment totaling \$11,749.32)
Contractual	COSA 11.8k Pending UIW Invoice for Dec business in the amount of \$13,020.92, *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc. EISD \$524k Savings primarily related to program vacancies on the Early Head Start grant. Revised projections requested from EISD reflect an increase in spending in Dec and Jan invoices. EISD indicates that majority of variance will be utilized on minor renovations and repairs. SAISD \$733K Savings reflected YTD for SAISD. In November, SAISD submitted a revision to reallocate \$200k back to COSA. Additionally, \$450k was reallocated from Personnel to Supplies and Other to be utilized before January 31, 2024. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds. SAMH (\$7.7k) SAMHD slightly overspent.
Other	
Non Federal/In Kind	
Other	(\$61.7k) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages.
Non Federal/In Kind	Pending In-Kind for SAISD and EISD. EISD InKind reported is under projections YTD. DHS has been in communications with EISD to submit a supplemental InKind invoice.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$5,671,593	\$4,044,355	\$1,544,581		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$128,673	\$159,043	-\$30,370	-23.60%
EHS Training and Technical Assistance**	\$45,632	\$25,028	\$17,513	\$7,516	30.03%
**Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.					

Stephen Gonzalez  
01/19/2024

## Procurement Card Transaction Log

For the Period Ending: December 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
Monthly Total:					\$0.00

IO	GL	Account Name	Amount
138000003502	5201025	Education - Classes	\$165.00
138000003502	5201040	Fees to Prof Contr.	\$126.00
138000003502	5201040	Fees to Prof Contr.	\$72.00
138000003502	5201040	Fees to Prof Contr.	\$36.00
138000003503	5201040	Fees to Prof Contr.	\$18.00
138000003502	5201040	Fees to Prof Contr.	\$18.00
138000003502	5202025	Fees to Prof Contr.	\$31.96
138000003502	5304010	Rusty Bucket	\$2,155.40
138000003520	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
<u>138000003502</u>	<u>5201040</u>	<u>FBI.gov</u>	<u>\$18.00</u>
Year to Date Total:			\$2,694.36

# Early Head Start/Head Start GY 2023-2024

GRANT SUMMARY		TOTAL	YEAR TO DATE			
			Budget	Actual	Variance \$	Variance %
Description	GL	\$ 37,810,619	\$ 28,739,728	\$ 26,962,366	\$ 1,777,363	6.18%
Regular Salaries	5101010	\$ 5,534,964	\$ 5,315,859	\$ 5,044,662	\$ 271,198	5.10%
Temporary Salaries	5101015	\$ -	\$ -	\$ 3,985.28	\$ (3,985)	0.00%
Overtime Salaries	5101020	\$ 2,000.00	\$ 300.79	\$ 41.39	\$ 259	86.24%
Shift Differential	5101040	\$ 15.00	\$ -	\$ (15,649.95)	\$ 15,650	0.00%
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 22,404.52	\$ (22,405)	0.00%
Personnel Services		\$ 5,536,979	\$ 5,316,160	\$ 5,055,443	\$ 260,717	4.90%
Language Skill Pay	5101050	\$ 31,560.00	\$ 23,897.50	\$ 22,650.00	\$ 1,248	5.22%
FICA & Medicare Exp	5103005	\$ 424,081.00	\$ 402,263.66	\$ 381,895.34	\$ 20,368	5.06%
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ 315.59	\$ (316)	0.00%
Life Insurance	5103010	\$ 902.00	\$ 4,268.35	\$ 3,572.46	\$ 696	16.30%
Pers Leave Buy Back	5103035	\$ 124,508.00	\$ 135,202.66	\$ 76,121.67	\$ 59,081	43.70%
Retirement Exp	5105010	\$ 768,341.00	\$ 703,219.27	\$ 674,967.07	\$ 28,252	4.02%
CivIn Actv Healthcr	5170040	\$ 948,043.00	\$ 941,293.18	\$ 856,899.07	\$ 84,394	8.97%
Fringe Benefits		\$ 2,297,435	\$ 2,210,145	\$ 2,016,421	\$ 193,723	8.77%
Travel-Official	5207010	\$ 32,447.00	\$ 19,681.65	\$ 14,292.27	\$ 5,389	27.38%
Travel-Official		\$ 32,447	\$ 19,682	\$ 14,292	\$ 5,389	27.38%
Fees to Prof Contr.	5201040	\$ 108,334.00	\$ 72,773.43	\$ 73,694.66	\$ (921)	-1.27%
Contractual Services	5202020	\$ 242,047.00	\$ 138,024.21	\$ 125,318.08	\$ 12,706	9.21%
Contractual - Subrecipients	5202040	\$ 21,642,974.00	\$ 15,236,486.82	\$ 13,979,450.30	\$ 1,257,037	8.25%
EISD	5202040	\$ 6,837,218.00	\$ 4,902,526.10	\$ 4,378,510.60	\$ 524,015	10.69%
SAISD	5202040	\$ 14,762,252.00	\$ 10,331,660.72	\$ 9,598,639.70	\$ 733,021	7.09%
UIW	5202020	\$ 79,480.00	\$ 48,613.21	\$ 50,499.75	\$ (1,887)	-3.88%
SAMH	6102100	\$ 273,740.00	\$ 188,697.66	\$ 196,434.83	\$ (7,737)	-4.10%
Direct	5202020	\$ 49,300.00	\$ 35,753.68	\$ 15,326.13	\$ 20,428	57.13%
TTA	5202020	\$ 113,267.00	\$ 53,657.32	\$ 59,492.20	\$ (5,835)	-10.87%
TTA	5202040	\$ 43,504.00	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%
Other Contract Srvc	5202025	\$ -	\$ -	\$ 31.96	\$ (32)	0.00%
Contractual		\$ 22,267,095.00	\$ 15,635,982.12	\$ 14,374,929.83	\$ 1,261,052.29	8.07%
Office Supplies	5302010	\$ 39,947	\$ 19,275	\$ 15,445	\$ 3,830	19.87%
Computer Software	5304075	\$ -	\$ -	\$ 119.99	\$ (120)	0.00%
Other Commodities	5304080	\$ 22,096	\$ 12,104	\$ 21,764	\$ (9,660)	-79.81%
Cap<5000 - Comp Equ.	5501000	\$ 9,651	\$ 29,033	\$ 29,969	\$ (936)	-3.22%
Cap<5000 - M&E Other	5501055	\$ 2,500	\$ 5	\$ 7	\$ (2)	-31.14%
Cap<5000 - Furn &Fix	5501065	\$ 2,500	\$ -	\$ -	\$ -	0.00%
Supplies		\$ 76,694	\$ 60,417	\$ 67,305	\$ (6,887)	-11.40%
M&E Auto(BudgetOnly)	5709090	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Equipment		\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Education - Classes	5201025	\$ 78,633	\$ 69,608	\$ 81,231	\$ (11,623)	-16.70%
Adv and Publications	5203040	\$ 62,443	\$ 47	\$ 47	\$ 0	0.00%
Membership Dues	5203050	\$ -	\$ -	\$ 159.09	\$ -	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 61,096	\$ 76,693	\$ (15,597)	-25.53%
Subs to Publications	5203070	\$ 1,000	\$ 565	\$ 19,600	\$ (19,035)	-3369.10%
Transportation Fees	5203090	\$ 8,669	\$ 14,755	\$ 14,343	\$ 412	2.79%
Maint & Rep - CmrcI	5204020	\$ 1,067	\$ 540	\$ 380	\$ 160	29.63%
Maint - Buildings	5204050	\$ 21,898	\$ 18,587	\$ 15,851	\$ 2,736	14.72%
Cleaning Services	5204060	\$ 76,031	\$ 65,315	\$ 59,772	\$ 5,543	8.49%
Maint.- Repair Auto	5204090	\$ 1,800	\$ 928	\$ 221	\$ 707	76.20%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 17	\$ (17)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 7,910	\$ 9,574	\$ (1,664)	-21.04%
Rental Other Equip.	5205030	\$ -	\$ -	\$ 205.88	\$ (206)	0.00%
Alarm and Sec. Serv.	5208530	\$ 2,080	\$ -	\$ -	\$ -	0.00%
M&R Parts Automotive	5301020	\$ 1,500	\$ 51	\$ 197	\$ (146)	-286.88%
Food	5304010	\$ 12,700	\$ 17,207	\$ 21,726	\$ (4,520)	-26.27%
Cell Phone Services	5403040	\$ 32,051	\$ 22,089	\$ 26,188	\$ (4,099)	-18.56%
Wireless Data Comm.	5403510	\$ 12,451	\$ 11,057	\$ 30,512	\$ (19,455)	-175.94%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,193	\$ 1,527	\$ (334)	-28.04%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 25,443	\$ 19,943	\$ 5,500	21.62%
Water and Sewer	5404540	\$ 3,104	\$ 2,133	\$ 1,879	\$ 255	11.95%
DW Other	5407032	\$ 3,000	\$ 805	\$ 866	\$ (61)	-7.59%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,465	\$ 59,592	\$ (127)	-0.21%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
Other		\$ 457,586	\$ 382,071	\$ 443,803	\$ (61,732)	-16.16%
In Kind Salaries	6501010	\$ 190,011	\$ -	\$ -	\$ -	0.00%
In Kind Social Security	6503005	\$ 14,536	\$ -	\$ -	\$ -	0.00%
In Kind Life Insurance	6503010	\$ 190	\$ -	\$ -	\$ -	0.00%
In Kind - Flex Benefit	6504030	\$ 24,353	\$ -	\$ -	\$ -	0.00%
In Kind TMRS	6505010	\$ 10,644	\$ -	\$ -	\$ -	0.00%
In Kind Other Contrc	6602025	\$ 6,827,649	\$ 5,115,272	\$ 4,990,172	\$ 125,100	2.45%
In Kind		\$ 7,067,383	\$ 5,115,272	\$ 4,990,172	\$ 125,100	2.45%
Total		\$ 37,810,619	\$ 28,739,728	\$ 26,962,366	\$ 1,777,363	6.18%



Edgewood Independent School District GY23-24-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 3,930,775.00</b>	<b>\$ 2,858,168.02</b>	<b>\$ 1,072,606.98</b>	<b>\$ 1,354,388.00</b>	<b>\$ 746,448.91</b>	<b>\$ 607,939.09</b>
FICA	\$ 58,751.00	\$ 36,586.59	\$ 22,164.41	\$ 4,103.00	\$ 10,818.91	\$ (6,715.91)
Health Insurance	\$ 328,714.00	\$ 203,816.19	\$ 124,897.81	\$ 115,200.00	\$ 46,290.77	\$ 68,909.23
Retirement	\$ 349,155.00	\$ 263,306.14	\$ 85,848.86	\$ 120,128.00	\$ 29,916.04	\$ 90,211.96
Worker's Compensation	\$ 44,966.00	\$ 51,584.43	\$ (6,618.43)	\$ 15,627.00	\$ 7,670.46	\$ 7,956.54
Classroom Supplies	\$ 75,544.00	\$ 5,567.11	\$ 69,976.89	\$ -	\$ -	\$ -
Office Supplies	\$ 5,000.00	\$ 3,928.20	\$ 1,071.80	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 5,500.00	\$ 4,131.98	\$ 1,368.02	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 9,500.00	\$ 2,925.22	\$ 6,574.78	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 76,000.00	\$ 13,373.02	\$ 62,626.98	\$ -	\$ -	\$ -
CPR TTA	\$ 5,000.00	\$ 4,550.00	\$ 450.00	\$ -	\$ -	\$ -
Contracted services for PASEO	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Contracted Services for Mental Wellness	\$ 19,450.00	\$ -	\$ 19,450.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 6,191.00	\$ 1,000.00	\$ 5,191.00	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 600.00	\$ 3,407.39	\$ (2,807.39)	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 500.00	\$ 883.37	\$ (383.37)	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 1,000.00	\$ 163.39	\$ 836.61	\$ -	\$ -	\$ -
Mail and Postage	\$ 1,000.00	\$ 7,101.75	\$ (6,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 19,856.00	\$ 14,019.00	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 5,137,001.00</b>	<b>\$ 3,511,558.24</b>	<b>\$ 1,625,442.76</b>	<b>\$ 1,609,446.00</b>	<b>\$ 841,145.09</b>	<b>\$ 768,300.91</b>

Edgewood Independent School District GY23-24 EHS	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
<b>Total Salaries</b>	\$ 1,325,462.00	\$ 675,690.30	\$ 649,771.70	\$ 63,688.00	\$ 30,274.06	\$ 33,413.94
FICA	\$ 18,825.00	\$ 8,662.84	\$ 10,162.16	\$ 923.00	\$ 414.90	\$ 508.10
Health Insurance	\$ 101,237.00	\$ 47,502.97	\$ 53,734.03	\$ 20,759.00	\$ 1,350.74	\$ 19,408.26
Retirement	\$ 136,518.00	\$ 69,219.68	\$ 67,298.32	\$ 7,006.00	\$ 1,501.86	\$ 5,504.14
Worker's Compensation	\$ 14,366.00	\$ 18,250.58	\$ (3,884.58)	\$ 710.00	\$ 449.64	\$ 260.36
Official Travel (out of town)	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Equipment >\$5,000 per unit cost, enter specific data	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -
Classroom and Program Supplies	\$ 45,000.00	\$ 13,785.91	\$ 31,214.09	\$ -	\$ -	\$ -
Office Supplies	\$ 2,500.00	\$ 1,163.10	\$ 1,336.90	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 3,000.00	\$ 1,782.77	\$ 1,217.23	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 1,500.00	\$ 873.23	\$ 626.77	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,500.00	\$ 202.55	\$ 2,297.45	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 10,000.00	\$ 11,104.04	\$ (1,104.04)	\$ -	\$ -	\$ -
CPR	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00
(Specify) 1	\$ -	\$ 4,650.00	\$ (4,650.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars-Class CDA	\$ 15,000.00	\$ 65.00	\$ 14,935.00	\$ -	\$ -	\$ -
Advertising and Publications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Binding and Printing	\$ 500.00	\$ 420.00	\$ 80.00	\$ -	\$ -	\$ -
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Food for Staff Training	\$ 1,500.00	\$ 802.30	\$ 697.70	\$ -	\$ -	\$ -
Transportation Fees Staff Mileage	\$ 3,000.00	\$ 575.76	\$ 2,424.24	\$ -	\$ -	\$ -
Food For Adults	\$ 16,000.00	\$ 13,056.00	\$ 2,944.00	\$ -	\$ -	\$ -
Parent Activites	\$ 3,000.00	\$ 989.17	\$ 2,010.83	\$ -	\$ -	\$ -
Misc Fee	\$ 4,000.00	\$ 456.16	\$ 3,543.84	\$ -	\$ -	\$ -
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Total:	\$ 1,717,408.00	\$ 869,252.36	\$ 848,155.64	\$ 395,722.00	\$ 33,991.20	\$ 361,730.80

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 10,872,851.00</b>	<b>\$ 7,206,109.58</b>	<b>\$ 3,666,741.42</b>	<b>\$ 3,656,689.00</b>	<b>\$ 3,611,571.73</b>	<b>\$ (358,815.81)</b>
FICA	\$ 749,052.00	\$ 484,026.48	\$ 265,025.52	\$ 300,000.00	\$ 241,216.06	\$ 58,783.94
Health Insurance	\$ 1,159,372.00	\$ 844,618.37	\$ 314,753.63	\$ 550,000.00	\$ 468,630.68	\$ 81,369.32
Retirement	\$ 1,040,493.00	\$ 776,943.29	\$ 263,549.71	\$ 100,000.00	\$ 77,564.46	\$ 22,435.54
Worker's Compensation	\$ 84,760.00	\$ 26,883.47	\$ 57,876.53	\$ 33,442.00	\$ 12,434.53	\$ 21,007.47
1.Equipment >\$5,000 per unit cost, Storage Sheds	\$ 15,000.00	\$ 7,610.19	\$ 7,389.81	\$ -	\$ -	\$ -
2.Equipment >\$5,000 per unit cost, Canopies	\$ 15,016.00	\$ -	\$ 15,016.00	\$ -	\$ -	\$ -
Classroom Supplies	\$ 105,550.00	\$ 24,033.82	\$ 81,516.18	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ 8,201.02	\$ 54,376.98	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ 7,530.87	\$ 37,849.13	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ 2,266.30	\$ 12,933.70	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 150,000.00	\$ 13,919.28	\$ 136,080.72	\$ -	\$ -	\$ -
Consulting Services -Communities in School- PACE	\$ 300,000.00	\$ 188,591.03	\$ 111,408.97	\$ -	\$ -	\$ -
TTA	\$ 32,311.00	\$ 5,998.00	\$ 26,313.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ 1,908.00	\$ 125,092.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/Sp	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 14,794,563.00</b>	<b>\$ 9,598,639.70</b>	<b>\$ 5,195,923.30</b>	<b>\$ 4,640,131.00</b>	<b>\$ 4,411,417.46</b>	<b>\$ (175,219.54)</b>

San Antonio Metro Health GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 180,444.00</b>	<b>\$ 136,217.57</b>	<b>\$ 44,226.43</b>	<b>\$ 38,445.00</b>	<b>\$ 28,666.09</b>	<b>\$ 9,778.91</b>
FICA & Medicare Expense	\$ 13,803.00	\$ 10,536.81	\$ 3,266.19	\$ 2,941.00	\$ 2,141.95	\$ 799.05
Life Insurance	\$ 179.00	\$ 105.76	\$ 73.24	\$ 38.00	\$ 18.63	\$ 19.37
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 18,309.12	\$ 5,292.88	\$ 5,029.00	\$ 3,400.53	\$ 1,628.47
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 23,070.25	\$ 7,477.75	\$ 7,122.00	\$ 4,901.10	\$ 2,220.90
Other Commodities	\$ 9,591.00	\$ 3,150.81	\$ 6,440.19	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 1,228.48	\$ (1,228.48)	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 12,573.00	\$ 3,528.98	\$ 9,044.02	\$ -	\$ -	\$ -
In Kind Fees to Professional Contractors	\$ -	\$ -	\$ -	\$ 11,933.00	\$ 8,568.40	\$ 3,364.60
Education	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 287.05	\$ 712.95	\$ -	\$ -	\$ -
Wireless Data Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Wireless Data Communications	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
In-Kind Cell Phone Service	\$ -	\$ -	\$ -	\$ 1,037.00	\$ -	\$ 1,037.00
In-Kind Gas & Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Binding, Printing & Reproduction	\$ -	\$ -	\$ -	\$ 3,942.00	\$ 2,145.00	\$ 1,797.00
In Kind Maintenance and Repair Automotive	\$ -	\$ -	\$ -	\$ 75.00	\$ 53.53	\$ 21.47
In-Kind Maintenance & Repair Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Motor Fuel and Lubricants	\$ -	\$ -	\$ -	\$ 123.00	\$ 104.79	\$ 18.21
<b>Total:</b>	<b>\$ 273,740.00</b>	<b>\$ 196,434.83</b>	<b>\$ 77,305.17</b>	<b>\$ 71,435.00</b>	<b>\$ 50,085.32</b>	<b>\$ 21,349.68</b>

# **Early Head Start-Child Care Partnership (EHS-CCP)**

## Early Head Start - CCP Fiscal Reports GY 23-24 as of December 31, 2023

### BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var ( %)	
PERSONNEL	\$	829,847	\$	369,813	\$	359,019	\$	10,793	2.9%
FRINGE	\$	324,687	\$	146,776	\$	152,825	\$	(6,049)	-4.1%
TRAVEL	\$	9,330	\$	1,500	\$	2,273	\$	(773)	-51.5%
EQUIPMENT	\$	-	\$	-	\$	-	\$	-	0.0%
SUPPLIES	\$	126,243	\$	9,225	\$	1,655	\$	7,570	82.1%
CONTRACTUAL	\$	2,017,337	\$	814,283	\$	812,787	\$	1,496	0.2%
COSA	\$	78,294	\$	6,343	\$	6,802	\$	(459)	-7.2%
Blessed Sacrament	\$	359,082	\$	149,620	\$	149,620	\$	-	0.0%
Ella Austin	\$	430,898	\$	179,540	\$	177,601	\$	1,939	1.1%
Healy Murphy	\$	574,531	\$	239,390	\$	239,390	\$	-	0.0%
Inman Christian	\$	251,358	\$	104,735	\$	104,719	\$	16	0.0%
Seton Home	\$	143,633	\$	59,845	\$	59,845	\$	-	0.0%
YWCA	\$	179,541	\$	74,810	\$	74,810	\$	-	0.0%
Support Services	\$	-	\$	-	\$	-	\$	-	0.0%
OTHER	\$	56,077	\$	16,000	\$	16,924	\$	(924)	-5.8%
TOTAL FED BUDGET	\$	3,363,521	\$	1,357,596	\$	1,345,484	\$	12,113	0.9%
NON FED SHARE/IN KIND	\$	775,585	\$	105,052	\$	138,656	\$	(33,604)	-32.0%
TOTAL BUDGET	\$	4,139,106	\$	1,462,648	\$	1,484,140	\$	(21,491)	-1.5%

### Variance Explanations:

Personnel Services and Fringe Benefits	\$4.7K Salary budget adjustment completed in November based on updated projections.
Travel	(\$773) Travel in December higher than expected
Supplies	\$7.5K Lower expenses than expected for Office Supplies and Other Commodities. Surplus savings as a placeholder for possible salary shortage.
Contractual	(\$459) UIW and FSA September invoices slightly higher than expected. Q1 deliverables disallowance for Inman (\$15) and Ella Austin (\$1.9K).
-COSA	
Other	(\$924) Expense greater than expected for Maint - Building and Kaplan Early Learning Co. LAP score Asst & Archived Licenses
Non Federal Share/In Kind	(\$33K) Recognized more In-Kind to date than projected; Scheduled to meet our 20% match requirement sooner than expected.

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		\$222,621	\$41,696		
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is \$ 564,510					
TRACKED COSTS		TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var %
Training and Technical Assistance		\$64,800	\$13,351	\$13,429	(\$78) -0.6%
(Earmarked costs)					

EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 4,139,106.00	\$ 1,462,648.35	\$ 1,484,139.65	\$ (21,491.30)	-1.47%	\$ 1,033,951.14
Regular Salaries	5101010	\$ 829,847.00	\$ 369,812.54	\$ 359,019.32	\$ 10,793.22	2.92%	\$ -
Temporary Salaries	5101015	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Retiree Payout Sal	5101070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Personnel Services</b>		<b>\$ 829,847.00</b>	<b>\$ 369,812.54</b>	<b>\$ 359,019.32</b>	<b>\$ 10,793.22</b>	<b>2.92%</b>	<b>\$ -</b>
Language Skill Pay	5101050	\$ 1,800.00	\$ 550.00	\$ 600.00	\$ (50.00)	-9.09%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 28,499.00	\$ 27,623.22	\$ 875.78	3.07%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 307.81	\$ 257.14	\$ 50.67	16.46%	\$ -
Pers Leave Buy Back	5103035	\$ 8,311.00	\$ 8,311.00	\$ 17,144.15	\$ (8,833.15)	-106.28%	\$ -
Retirement Exp	5105010	\$ 108,889.00	\$ 51,127.00	\$ 49,759.50	\$ 1,367.50	2.67%	\$ -
Civiln Actv Healthcr	5170040	\$ 136,216.00	\$ 57,981.00	\$ 57,441.04	\$ 539.96	0.93%	\$ -
<b>Fringe Benefits</b>		<b>\$ 324,687.00</b>	<b>\$ 146,775.81</b>	<b>\$ 152,825.05</b>	<b>\$ (6,049.24)</b>	<b>-4.12%</b>	<b>\$ -</b>
Travel-Official	5207010	\$ 9,330.00	\$ 1,500.00	\$ 2,272.87	\$ (772.87)	-51.52%	\$ -
<b>Travel-Official</b>		<b>\$ 9,330.00</b>	<b>\$ 1,500.00</b>	<b>\$ 2,272.87</b>	<b>\$ (772.87)</b>	<b>-51.52%</b>	<b>\$ -</b>
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 5,343.00	\$ 5,482.77	\$ (139.77)	-2.62%	\$ 33,616.88
Contractual Services	5202020	\$ 1,986,543.00	\$ 808,940.00	\$ 807,304.31	\$ 1,635.69	0.20%	\$ 999,097.69
BSA	5202020	\$ 359,082.00	\$ 149,620.00	\$ 149,620.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 430,898.00	\$ 179,540.00	\$ 177,600.96	\$ 1,939.04	1.08%	\$ -
Healy	5202020	\$ 574,531.00	\$ 239,390.00	\$ 239,390.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 251,358.00	\$ 104,735.00	\$ 104,719.29	\$ 15.71	0.01%	\$ -
Seton Home	5202020	\$ 143,633.00	\$ 59,845.00	\$ 59,845.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 179,541.00	\$ 74,810.00	\$ 74,810.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 47,500.00	\$ 1,000.00	\$ 1,319.06	\$ (319.06)	0.00%	\$ -
TTA	5202020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Contractual</b>		<b>\$ 2,017,337.00</b>	<b>\$ 814,283.00</b>	<b>\$ 812,787.08</b>	<b>\$ 1,495.92</b>	<b>0.18%</b>	<b>\$ 1,032,714.57</b>
Office Supplies	5302010	\$ 18,263.00	\$ 3,189.00	\$ 238.84	\$ 2,950.16	92.51%	\$ 110.37
Computer Software	5304075	\$ 2,160.00	\$ -	\$ -	\$ -	0.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 6,036.00	\$ 1,416.61	\$ 4,619.39	76.53%	\$ 495.99
Cap<5000 - Comp Equ.	5501000	\$ 17,254.00	\$ -	\$ -	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 2,904.00	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Supplies</b>		<b>\$ 126,243.00</b>	<b>\$ 9,225.00</b>	<b>\$ 1,655.45</b>	<b>\$ 7,569.55</b>	<b>82.05%</b>	<b>\$ 606.36</b>
Education - Classes	5201025	\$ 11,439.00	\$ 3,549.00	\$ 3,122.00	\$ 427.00	12.03%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ 1,500.00	\$ 1,027.40	\$ 472.60	31.51%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 7.34	\$ (7.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 749.00	\$ 965.50	\$ (216.50)	-28.91%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 150.00	\$ 890.89	\$ (740.89)	-493.93%	\$ 58.87
Cleaning Services	5204060	\$ 12,063.00	\$ 4,227.00	\$ 3,706.68	\$ 520.32	12.31%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 450.00	\$ -	\$ 450.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 18.00	\$ -	\$ 18.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 1,295.00	\$ 430.28	\$ 864.72	66.77%	\$ 383.84
Cell Phone Services	5403040	\$ 2,530.00	\$ 900.00	\$ 1,472.00	\$ (572.00)	-63.56%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 500.00	\$ 411.09	\$ 88.91	17.78%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 1,843.00	\$ 1,122.46	\$ 720.54	39.10%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 149.00	\$ 113.71	\$ 35.29	23.68%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 62.00	\$ 23.58	\$ 38.42	61.97%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 608.00	\$ 3,602.72	\$ (2,994.72)	-492.55%	\$ 77.00
<b>Other</b>		<b>\$ 56,077.00</b>	<b>\$ 16,000.00</b>	<b>\$ 16,923.89</b>	<b>\$ (923.89)</b>	<b>-5.77%</b>	<b>\$ 630.21</b>
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 105,052.00	\$ 138,655.99	\$ (33,603.99)	-31.99%	\$ -
<b>In Kind</b>		<b>\$ 775,585.00</b>	<b>\$ 105,052.00</b>	<b>\$ 138,655.99</b>	<b>\$ (33,603.99)</b>	<b>-31.99%</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 4,139,106.00</b>	<b>\$ 1,462,648.35</b>	<b>\$ 1,484,139.65</b>	<b>\$ (21,491.30)</b>	<b>-1.47%</b>	<b>\$ 1,033,951.14</b>

# Procurement Card Transaction Log

YTD For the Period Ending: December 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in December		
Monthly Total:					\$0.00

IO	GL	GL Name	Amount
138000003522	5201040	Fees to Prof Contr.	\$ 36.00
Year to Date Total:			\$36.00



# **Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data**





The Office of Head Start requires programs to conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework (HSELOF): Ages Birth to Five*. Such assessments must result in usable information for teachers, program staff, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

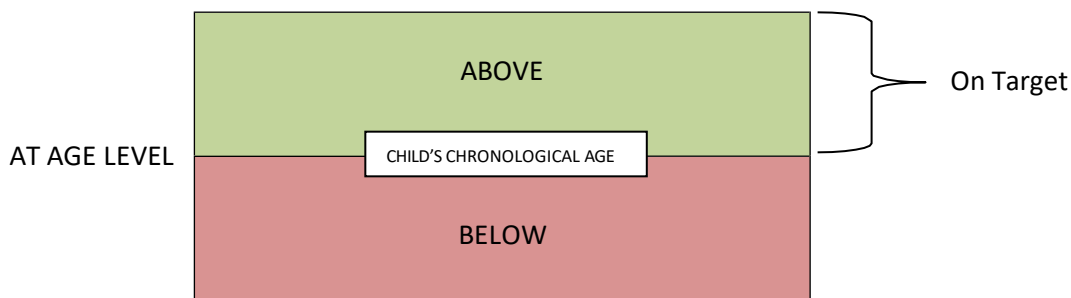
The City of San Antonio Department of Human Services (DHS) Head Start Program utilizes the Early Learning Accomplishments Profile (E-LAP) for children birth – 35 months old and the Learning Accomplishments Profile – 3<sup>rd</sup> Edition (LAP-3) for children 36 – 72 months old. Both the E-LAP and LAP-3 are criterion referenced assessments and provide a systematic method for observing the skill development of children. The results of the E-LAP and LAP-3 are used to generate a detailed picture of a child's developmental progress across various domains so that individualized, developmentally appropriate activities can be planned and implemented. Students are assessed three times a year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

The E- LAP contains a hierarchy of 414 developmental skills arranged in chronological order within six domains of development: Gross Motor, Fine Motor, Cognition, Language, Self-help, and Social-emotional. The LAP-3 contains a hierarchy of 383 developmental skills arranged in chronological sequence in seven domains of development including Gross Motor, Fine Motor, Pre-Writing, Cognitive, Language, Self-Help, and Personal/Social.

### **Chronological Age and Developmental Age**

The E-LAP assessment provides a comparison between a child's chronological age and their developmental age. *Figure 1* provides the descriptions for this comparison. Children are described as scoring *AT or ABOVE* their chronological age or *BELOW* their chronological age. ON TARGET is defined as *AT or ABOVE* the chronological age.

Figure 1: E-LAP Age Level Comparison



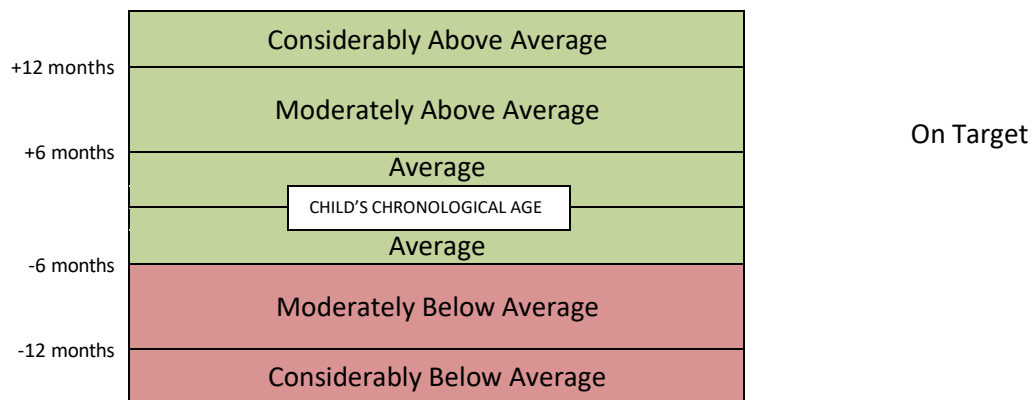
The LAP-3 assessment also provides a comparison between a child's chronological age and their developmental age. *Figure 2* provides the age range descriptions for this comparison. Children are described as scoring ON TARGET. ON TARGET is defined as a developmental age that is +/- six months of a child's chronological age. The DHS Head Start Program defines school readiness as children transitioning to kindergarten that score ON TARGET in all seven domains of development.



## Student Outcome Data



Figure 2: LAP-3 Age Level Comparison





## Student Outcome Data



### EHS-CCP Student Outcome Data

The tables below provide student outcome data for the E-LAP and LAP-3 Assessment for the 2020-2021, 2021-2022, and 2022-2023 program years for the EHS-CCP Program. *Table 1* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all six domains for the E-LAP assessment. *Table 2* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all seven domains for the LAP-3 assessment.

Please note, the MOY data from one EHS-CCP Center was excluded for the 2021-2022 program year. The EHS-CCP Center reverted to remote services during the MOY window due to facility renovations and maintenance.

Table 1: *Percentage of EHS-CCP children scoring ON TARGET – E-LAP*

E-LAP % of children ON TARGET												
E-LAP Domains	2020-2021			2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	98	97	95	52	54	52	90	82	81	92	-	-
Fine Motor	94	93	92	55	45	49	83	82	100	84	-	-
Cognitive	94	91	88	47	45	40	74	64	66	83	-	-
Language	92	86	82	33	39	51	73	64	60	74	-	-
Self-Help	98	93	93	47	46	50	86	73	64	89	-	-
Personal /Social	96	95	100	46	49	57	71	82	83	75	-	-
% ON TARGET in all 6 domains	84	76	75	10	10	10	51	*	44	56	-	-

Table 2: *Percentage of EHS-CCP children scoring ON TARGET – LAP-3*



## Student Outcome Data



LAP-3 % of children ON TARGET												
	2020-2021			2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	100	100	96	86	88	100	79	89	91	94	-	-
Fine Motor	90	94	87	84	87	93	76	89	95	84	-	-
Pre Writing	71	83	85	73	81	88	73	78	90	76	-	-
Cognitive	88	85	94	83	91	92	75	100	93	85	-	-
Language	86	87	87	71	76	78	71	78	83	81	-	-
Self-Help	90	96	95	74	81	92	78	100	93	80	-	-
Personal /Social	85	96	96	81	88	93	78	100	94	85	-	-
% ON TARGET in all 7 domains	60	72	76	49	61	72	50	*	79	62	-	-

### EHS-CCP Data Analysis

The percentage of non-transitioning children, infants, and toddlers, who are ON TARGET in individual domains is comparable with the previous year across all six domains.

All children assessed with the LAP-3 assessment are children who will transition to Pre-K programs in the 2024-2025 program year. The percentage of transitioning 3-year-olds who are ON TARGET in individual domains is similar or slightly lower than the previous year across in all domains.

Fidelity to the assessment continues to be an area of concern for our EHS-CCP program. Technical assistance and coaching are being provided to all child care centers to support assessment administration and ensure the assessment tool is used to fidelity. Additional analyses of results are being conducted and will be reviewed with teachers and center staff to strengthen understanding of the assessment and student outcomes. Student outcome data will be used to guide coaching and plan individualized instruction and activities to meet children's needs.



## Student Outcome Data



### EHS Student Outcome Data

The tables below provide student outcome data for the E-LAP and LAP-3 Assessment for the 2021-2022 and 2022-2023 program year for the EHS-Stafford Program. *Table 3* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all six domains for the E-LAP assessment. *Table 4* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all seven domains for the LAP-3 assessment.

Table 3: Percentage of EHS-Stafford children scoring ON TARGET – E-LAP

E-LAP									
% of children ON TARGET									
E-LAP Domains	2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	48	64	76	92	83	76	81	-	-
Fine Motor	59	53	61	100	73	100	52	-	-
Cognitive	48	45	49	73	70	45	50	-	-
Language	33	36	46	62	63	50	40	-	-
Self-Help	43	47	54	82	80	74	67	-	-
Personal/Social	37	51	61	79	80	74	57	-	-
% ON TARGET in all 6 domains	7	10	20	44	*	29	21	-	-



## Student Outcome Data



Table 4: *Percentage of EHS-Stafford children scoring ON TARGET – LAP-3*

LAP-3 % of children ON TARGET									
LAP-3 Domains	2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	91	94	100	92	100	98	97	-	-
Fine Motor	78	85	97	90	94	94	91	-	-
Pre Writing	66	82	86	73	79	79	63	-	-
Cognitive	66	84	95	79	85	91	81	-	-
Language	63	67	73	62	67	70	72	-	-
Self-Help	69	83	95	93	96	94	79	-	-
Personal/Social	69	83	89	79	89	91	78	-	-
% ON TARGET in all 7 domains	28	50	68	44	*	58	38	-	-

### EHS-Stafford Data Analysis

The percentage of non-transitioning children, infants, and toddlers, who are ON TARGET in individual domains is lower than the previous year in all six domains.

All children assessed with the LAP-3 assessment are children who will transition to Pre-K programs in the 2023-2024 program year. The percentage of transitioning 3-year-olds who are ON TARGET in individual domains is comparable to prior years across domains.

Technical assistance and coaching are being provided to all the EHS center to support assessment administration and ensure the assessment tool is used to fidelity. Additional analyses of results are being conducted and will be reviewed with teachers to strengthen understanding of the assessment and student outcomes. Student outcome data will be used to guide coaching and plan individualized instruction and activities to meet children's needs.

# **Review of Head Start, EHS, and EHS-CCP Monthly Program Report**





# Head Start



# Head Start

## Monthly Report to Policy Council

### December 2023

Indicators	EISD	SAISD	Program Total
<b>Enrollment</b>			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	686	2,142	2,828
YTD Enrollment	713	2,133	2,846
Enrollment Turnover	0.9%	1.0%	1.0%
Number of Days to Fill a Vacancy	21	25	24
Waiting List	35	97	132
Income Eligible <100%	37%	25%	28%
Over Income 101-130%	10%	8%	8%
Over Income 131% +	9%	8%	8%
Foster	1%	1%	1%
Homeless	5%	14%	11%
Public Assistance (TANF, SSI, SNAP)	40%	44%	43%
Average Daily Attendance	89%	92%	91%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	13.13%	13.33%	13.28%
<b>Food Reports</b>			
Meals Served	25,668	38,394	64,062
Snacks Served	6,704	16,956	23,660
Special Diets	55	133	188
<b>Education Services - Complete</b>			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	98%	96%	96%
2nd Home Visit (Benchmark Due Date: 3/28/2024)			
1st Parent Conference (Benchmark Due Date: 12/15/2023)	98%	88%	90%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)			
<b>Family Engagement Services - Complete</b>			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	97%	96%	97%
Family Assessments EOY (Benchmark Due Date: EISD-5/30/24; SAISD-5/30/24)			
Family Meeting Home Visits (Benchmark Due Date: EISD-8/7/23; SAISD-8/15/23)	99%	99%	99%
<b>Mental Health Services - Complete</b>			
Mental health consultation was provided (by a mental health professional)	17	114	131
Mental health consultation was provided (by a licensed mental health professional)	7	3	10
<b>Education Screenings - Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	91%	93%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	98%	92%	93%
<b>Health Screenings - Complete</b>			
Nutrition Assessment	100%	99%	99%
TB Questionnaire	100%	99%	99%
Hearing Screening	98%	97%	97%
Vision Screening	98%	97%	97%
Blood Pressure	95%	96%	96%
Growth Assessment	97%	97%	97%
Lead Test	46%	65%	60%
Physical Exams	95%	91%	92%
Dental Exams	91%	88%	89%

# Early Head Start



## Early Head Start Monthly Report December 2023

Indicators	Center Based	Home Based	TOTAL
<b>Enrollment</b>			
Funded Enrollment	116	12	128
End of Month as reported to the Office of Head Start	97	8	105
YTD Enrollment	100	9	109
Enrollment Turnover	3%	11%	4%
Number of Days to fill a vacancy	0	0	0
Waiting List	54	0	54
Income Eligible <100%	35%	22%	34%
Over Income 101-130%	5%	22%	6%
Over Income 131% +	2%	0%	2%
Foster	0%	0%	0%
Homeless	21%	0%	19%
Public Assistance	37%	56%	39%
Average Daily Attendance (TANF, SSI, SNAP)	87%	N/A	87%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	10%	0%	9%
<b>Food Reports</b>			
Meals Served	1,684	0	1,684
Snacks Served	765	0	765
Special Diets	10	0	10
<b>Education Services- Complete</b>			
1st Home Visit (Benchmark Due Date: 09/25/2023)	98%	N/A	98%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	0%	0%	0%
2nd Parent Conference (Benchmark Due Date: 05/31/2024)	0%	0%	0%
<b>Family Engagement Services- Complete</b>			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/23; Home-based 10/13/23)	98%	100%	98%
Family Assessments EOY (Benchmark Due Date: Center-based 5/31/24); Home-based 5/31/24	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%
<b>Mental Health Services- Complete</b>			
Mental health Consultation (provided by licensed mental health professional)	93	0	93
Wellness Services Support (Referral/ Resource)	7	0	7
<b>Education Screenings- Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
<b>Health Screenings- Complete</b>			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	100%	100%	100%
Vision Screening	100%	100%	100%
Hemoglobin Test	24%	25%	25%
Lead Test	36%	25%	35%
Well-Child Exams (90-day requirement)	99%	100%	99%
Well-Child Exams	53%	25%	51%
Dental Exams	94%	13%	87%

# **Early Head Start-Child Care Partnership (EHS-CCP)**



**Early Head Start-Child Care Partnership  
Monthly Report to Policy Council  
December 2023**

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
<b>Enrollment</b>							
Funded Enrollment	40	48	64	28	16	20	216
End of Month as reported to the Office of Head Start	40	48	64	28	16	20	216
YTD Enrollment	42	52	68	32	20	21	235
Enrollment Turnover	5%	8%	6%	12%	20%	5%	8%
Number of Days to fill a vacancy	0	0	17	0	12	0	15
Waiting List	54	57	64	73	0	79	327
Income Eligible <100%	26%	27%	19%	19%	15%	19%	22%
Over Income 101-130%	7%	8%	6%	3%	0%	0%	5%
Over Income 131% +	2%	0%	4%	0%	0%	10%	3%
Foster	0%	0%	6%	0%	0%	5%	2%
Homeless	26%	13%	21%	38%	75%	24%	28%
Public Assistance (TANF, SSI, SNAP)	38%	52%	44%	41%	10%	43%	41%
Average Daily Attendance	92%	96%	79%	80%	83%	92%	87%
<b>Disability Enrollment</b>							
Percent (#) of enrolled children with a disability	15%	4%	8%	4%	0%	20%	8%
<b>Food Reports</b>							
Meals Served	792	1,037	1,346	689	293	548	4,705
Snacks Served	396	485	655	326	126	274	2,262
Special Diets	8	7	20	6	5	4	50
<b>Education Services- Complete</b>							
1st Home Visit (Benchmark Due Date: 9/25/2023)	100%	98%	98%	100%	100%	100%	99%
2nd Home Visit (Benchmark Due Date: 3/25/2024)							0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	95%	0%	0%	64%	80%	0%	41%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)							0%
<b>Family Engagement Services- Complete</b>							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	97%	100%	100%	96%	100%	100%	99%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)							0%
Family Meeting Home Visit	100%	100%	97%	100%	100%	100%	99%
<b>Mental Health Services- Complete</b>							
Mental health consultation was provided (by a mental health professional)	5	6	5	12	1	4	33
Mental health consultation was provided (by a licensed mental health professional)	47	24	29	59	22	20	201
<b>Education Screenings- Complete</b>							
ASQ - 3 Developmental	100%	98%	98%	100%	100%	100%	99%
ASQ - SE2 Behavioral	100%	98%	98%	100%	100%	100%	99%
<b>Health Screenings- Complete</b>							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	98%	98%	100%	100%	100%	99%
Vision Screening	100%	98%	98%	100%	100%	100%	99%
Hemoglobin Test	70%	35%	40%	43%	40%	60%	47%
Lead Test	98%	83%	65%	50%	73%	85%	76%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	85%	40%	60%	64%	87%	70%	64%
Dental Exams	98%	92%	92%	93%	93%	100%	94%

# Review of Head Start Quality Assurance Report





## Quality Assurance Report December 2023

**Conducted** (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- 45-Day Education Screening
- Governance Review
- ERSEA Attendance Review
- Safe Environments Review #1

**Completed** (*Project ended and report was officially submitted to providers*):

- December Review

Disabilities Review:	
Area of Non-Compliance	No Areas of Non-Compliance were identified during this review.
Areas of Concern	There was one (1) area of concern noted: <ul style="list-style-type: none"><li>• The signed/dated parent consent form had not been scanned into ChildPlus.</li></ul>
Follow-Up Activities:	
This concern has been addressed/corrected by district staff.	

**For more detailed information:**

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# Review of EHS and EHS-CCP Quality Assurance Report





## Quality Assurance Report December 2023

### Conducted: Review November 27- December 12, 2023

- Nutrition Child File Review and Onsite Teacher and Kitchen Staff Interviews
- Critical Health Concern Child File Review

### Conducted: Unannounced Safe Environments Visits December 2023

- Healy Murphy Child Development Center
- Seton Child Care Center
- Stafford Child Care Center
- YWCA Olga Madrid Child Care Center

### Completed: December 12, 2023

Nutrition Review	
Area of non-compliance	<ul style="list-style-type: none"> <li>There were no non-compliances</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>During interviews, teachers in three classrooms were unable to provide the number of children with a Special Diets</li> <li>A kitchen staff member was unaware of one child's change in milk noted after well child doctor's visit</li> </ul>
Follow-up Activities	
Correction due date is scheduled for January 17, 2024.	

Unannounced Safe Environments Visits	
Area of non-compliance	<ul style="list-style-type: none"> <li>• There was one non-compliance for required training certificates not available for review.</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>• Hand washing procedure not followed</li> <li>• Daily Classroom Checklist not available for review</li> <li>• Classroom outlet missing electrical cover</li> <li>• Positive guidance support needed in one classroom</li> <li>• Diaper changing procedure not followed</li> </ul>
Follow-up Activities	
Correction due date is scheduled for January 12, 2024.	

**For more detailed information:**

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