



# City of San Antonio

## Agenda Memorandum

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

**Agenda Date:** November 30, 2023

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

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**DEPARTMENT:** Department of Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Approval of 2023 Community Assessment

**SUMMARY:**

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

**BACKGROUND INFORMATION:**

Head Start Performance Standards require the program to conduct a full Community Assessment once every five years, with annual updates. The Head Start Act requires the Governing Body to review and approve the Community Assessment reports annually. The Community Assessment includes an analysis of demographic data, disability statistics, education, health, nutrition, and social services needs in the local area served by the Head Start and Early Head Start programs and

is completed by the Institute for Demographic and Socioeconomic Research (IDSER), Texas State Demographer at the University of Texas at San Antonio. The program uses the Community Assessment information in program planning and for the implementation of initiatives to connect children and families to needed services.

**ISSUE:**

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

**FISCAL IMPACT:**

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

**ALTERNATIVES:**

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

**RECOMMENDATION:**

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