



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 7

**Agenda Date:** February 15, 2024

**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:**

Review of Determining, Verifying, and Documenting Eligibility

**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:**

Section 1302.12, of the Head Start Program Performance Standards, requires the program to train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body

or policy council.

**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.