



# City of San Antonio

## Agenda Memorandum

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

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

**Agenda Date:** February 10, 2022

**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 the 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan

**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 Community Action Advisory Committee (CAAB).

**BACKGROUND INFORMATION:**

The Head Start Act 642(c)(1)(E)(iv)(II) requires the governing body to review and approve procedures and criteria for recruitment, selection, and enrollment of children. Section 1302.13, of the Head Start Program Performance Standards, requires the program to develop and implement a process designed to actively inform all families, with eligible children within the recruitment area, of the availability of program services and to encourage and assist them in

applying for admission to the program. The 2022-2023 DHS Head Start Program Recruitment Plan identifies the program's recruitment areas per the Community Assessment, methods used for the year-round recruitment of children, and key recruitment personnel.

**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 CAAB 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 CAAB. Staff recommends review and approval of the items included in this memorandum.