



# City of San Antonio

## Agenda Memorandum

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

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

**Agenda Date:** December 15, 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 2023-2024 Head Start and Early Head Start Program Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy Updates

**SUMMARY:**

This item presents the following from the Department of Human Services (DHS) Head Start, Early Head Start, and Early Head Start-Child Care Partnership programs for action by the Community Action Advisory Committee (CAAB).

**BACKGROUND INFORMATION:**

Revision to the Head Start Policies include: ERSEA 2 Eligibility – remove CCP and add “eligible for enrollment in the Head Start Program. Total number of families”.

Revisions to the EHS/EHS-CCP Policies include: ERSEA 2 Eligibility - Add - Children applying

for the EHS-Home Based program may reside in Edgewood Independent School District or the San Antonio Independent School District or qualify under McKinney Vento Act. The EISD in conjunction with the City of San Antonio DHS may choose to enroll children from other school districts specifically for the Home-Based program. Change families to children Add - without an Individual Family Service Plan (IFSP) or with a documented suspected disability provided by a licensed professional. Change the grantee's grant recipient to DHS Head Start Administrator; ERSEA 3 Training – take out wording that will not change the policy; ERSEA 5 Selection - Wording changes that will not change the policy. Add "or documented suspected disability provided by a licensed professional"; ERSEA 8 Enrollment - Add - "If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled as soon as possible not to exceed 30 days".

#### **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