



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES
345 5th Street, Colusa, CA 95932
(530) 458-0350 • Fax: (530) 458-0310

Colusa County Office of Education - Children's Services
Early Head Start, Head Start, and State Funded Programs
Regular Policy Council Meeting

Date: Wednesday, May 25, 2022

Time: 9:00 a.m.

Location: Education Village - 499 Margurite Street in Williams - Therapy Room (next to Multi-Purpose Room)/or Via the Zoom Application

Note: Due to the Coronavirus COVID-19 Policy Council Members can also attend virtually Early Head Start/Head Start/State Policy Council Meetings via the Application, Zoom.

Zoom Meeting Information:

Website:

<https://us02web.zoom.us/j/82249343684?pwd=OEJZaWJaMm02aHk2V01DeDhGN3lzQT09>

Meeting ID: 822 4934 3684

Passcode: 6zbKNT

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of April 27, 2022 Policy Council Meetings **Action**
action _____ motion _____ second _____ yes _____ no _____
- 4.0 Public Comments & Presentations **Informational**
 - 4.1 None
- 5.0 Program Planning/Budget **Informational**
 - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
 - 6.1 Secretary's Report
 - 6.2 Classroom Reports by Policy Council Representatives
 - 6.3 Content Area Training

- 6.3.1 Child Outcomes - Donyale Miller, Division Director-Early Education Services, Children's Services
- 6.4 Community Member Reports
 - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
 - 6.4.2 Colusa County Superintendent of Schools, Mike West
- 6.5 Director's Report
 - 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries
- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro
- 7.0 Personnel **Action**
None
- 8.0 New Business **Action**
 - 8.1 Approve Cost of Living Allocation and Quality Improvement Budget Application

action _____ motion _____ second _____ yes _____ no _____
- 9.0 Correspondence Informational
 - a.) ACF-IM-HS-22-03: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program
- 10.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents **Action**
action _____ motion _____ second _____ yes _____ no _____
- 11.0 Announcements
- 12.0 Advanced Planning
 - 12.1 Next Scheduled Meeting Date: August 24, 2022 at 9:00am
(Fourth Wednesday of the Month) Education Village, Therapy Room/Via Zoom Application
- 13.0 Adjournment - TIME: _____



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Oficina de Educación del Condado de Colusa - Servicios de Niños
Early Head Start/Head Start, Programas del Estado
Junta Regular del Concilio de Pólizas

Fecha: miércoles, 25 de mayo del 2022

Horario: 9:00 a.m.

Lugar: Education Village, - 499 Margurite Street en Williams - Salón de Terapias/ Por la Aplicación Zoom

Aviso: Debido al Coronavirus COVID-19 los miembros del Concilio de Pólizas pueden asistir a las Reuniones del Concilio de Pólizas de Early Head Start/Head Start/Estado u través de la aplicación, Zoom.
Información de la reunión de zoom:
Sitio web:
<https://us02web.zoom.us/j/82249343684?pwd=OEJZaWJaMm02aHk2V01DeDhGN3IzQT09>
Meeting ID: 822 4934 3684
Passcode: 6zbKNT

Agenda

- 1.0 Dar comienzo a la junta-Hora: _____
 - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 27 de abril del 2022 **Acción**
acción _____ moción _____ segundo _____ si _____ no _____
- 4.0 Comentarios del Público y Presentaciones **Información**
Ninguno
- 5.0 Planificación/Presupuesto del Programa **Información**
 - 5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (In-Kind)
- 6.0 Reportes **Información**
 - 6.1 Reporte de la Secretaria
 - 6.2 Reporte de los Salones por los Representantes del Concilio
 - 6.3 Entrenamiento de Área de Formación de Contenidos

- 6.3.1 Resultados Infantiles - Donyale Miller, Directora de División, Servicios de Educación Temprana, Servicios de Niños
- 6.4 Reportes de Miembros de la Comunidad
 - 6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios de Empleo
 - 6.4.2 Superintendente del Condado de Colusa, Mike West
- 6.5 Reporte del Director
 - 6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro
- 7.0 Personal **Acción**

Ninguno
- 8.0 Nuevo Negocios **Acción**
 - 8.1 Aprobar la solicitud de presupuesto de asignación y mejora de la calidad del costo de vida

acción _____ moción _____ segundo _____ si _____ no _____
- 9.0 Correspondencia Información
 - 9.1 ACF-IM-HS-22-03: Elegibilidad categórica de Head Start para familias elegibles para el Programa de Asistencia Nutricional Suplementaria
- 10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad **Acción**

acción _____ moción _____ segundo _____ si _____ no _____
- 11.0 Anuncios Información
- 12.0 Planificación Avanzada
 - 12.1 Próxima fecha programada para la reunión: 24 de agosto a las 9:00am., **(cuarto miércoles del mes)** Education Village, Salón de Terapias/Zoom
- 13.0 Terminar la Junta - HORA: _____

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
April 27, 2022**

Policy Council Members Present: Lizbeth Corona, Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

**Newly Elected Policy Council
Member Present:**

Other Members Present: Michael P. West, Superintendent of Schools - Board of One

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Program Accounting Specialist (Zoom)
Irma Roque, Health Specialist
Licia Dering, Special Needs Coordinator
Lydia Navarro, Family Engagement Coordinator
Ivonne Medina, Program Services Assistant II (translation)

1.0 Call Meeting to Order

Chairperson, Lizbeth Corona, called the meeting to order at 9:17A.M.

2.0 Roll Call

Chairperson, Lizbeth Corona, took roll call.

3.0 Approve the Minutes of March 23, 2022 Policy Council Meeting

Result: Approved
Motion: Patricia Larios
Second: Maria L. Medina
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

4.0 Public Comments & Presentations

Patricia Larios, Policy Council Vice-Chairperson shared a PowerPoint presentation on the "Pursuit of Wonder" with Policy Council Representatives. Patricia Larios (WPLC B), Irene Rivera (CHS), and Yaki Plaza (EHS - HB) attended the parent conference hosted by NCCDI in Tehema County.

5.0 Program Planning/Budget

5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report

Rosa Talamantes, Program Accounting Specialist, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

In-kind has improved. Thank you for turning in monthly in-kind.

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Classroom representatives shared information from their classrooms. Williams Preschool Learning Center B Representative Patricia Larios shared that Teacher Betty is currently the sub. Teacher Betty is doing a great job. Children did an activity with magnets and the children loved it.

Arbuckle State Preschool Representative, Lizbeth Corona shared that the children are doing an insect study. The children learned about the butterfly stages. The children also planted spinach and they were able to try the spinach. Lizbeth's child said he enjoyed tasting his own spinach that he had planted.

6.3 Content Area Training

6.3.1 Health & Nutrition - Irma Roque, Health Specialist, Children's Services

Irma Roque shared a PowerPoint presentation with Policy Council Representatives. Irma may be contacted at iroque@ccoe.net or (530)458-0350 ext. 10330

6.3.2 Social - Emotional - Licia Dering, Special Needs Coordinator, Children's Services

Licia Dering shared a PowerPoint presentation with Policy Council Representatives. Licia may be contacted at ldering@ccoe.net or (530)458-0350 ext. 10316

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa shared Employment Development Department (EDD) will have virtual services or on Zoom. More information will be sent out. Independent Living Program (ILP) for High Schools will start in Sept. and end in May.

6.4.2 Colusa County Superintendent of Schools, Michael P. West (Board of One)

Superintendent, Mike West thanked Marisa and Colusa County One Stop for all their support with CCOE programs. Mr. West shared different updates on the State. Also shared information on legislative bills regarding the vaccination mandates (waiting on FDA approval). The districts are having discussions regarding 4-year old's and Universal Kindergarten. Mr. West met with Dr. from Ampla Health regarding dental screenings for grades 2nd -

8th. The Caring Youth Council was recognized with awards. Safe Haven has opened up in the community of Colusa. Truancy has been a problem at the school districts. School resource officers and other agencies are also assisting to help improve student attendance. The school districts will be doing a Narcan (bronchial dilator) training, more information will follow. School Districts are also getting ready for summer school.

6.5 Director's Report

6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries

Vicki Markss, Executive Director, reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

Executive Director, Vicki Markss shared the following information:

- Over 30 child care providers attended a Provider Retreat at the Colusa Casino. Lakeshore provided a training on outdoor environments. Providers will also be receiving materials for their environments.
- Informational night on Universal Pre-Kindergarten for Williams families - Williams Elementary Multipurpose room - May 3rd at 5:30pm.
- Farm Labor housing in Williams has opened. Seasonal Preschool has also started w/ infant, toddler and preschool aged children.
- May 6th Resources Fair for Migrant families at 3:30pm.
- Division Director, Donyale Miller will be presenting at a Child Development Conference in southern California.
- Woodland Community College - plans to offer ECE classes in Spanish in the Fall.
- Family Fair was a huge success! ILP students were very helpful in setting up.

6.6 Family Engagement Coordinator Report - Lydia Navarro, Family Engagement Coordinator

Family Activity Nights that were held in the month of March were well attended.

Colusa Children's Center, Arbuckle Early Care Education Center, EHS HB, Colusa Preschool Learning Center A & B, and Williams Children's Center have all held their Open Houses. More sites will be having their Open Houses in the coming weeks.

Upcoming trainings for staff and parents are also welcomed to attend:

Trauma Informed Care Training - May 5th, 12th and 19th. 4:30-6:30pm. Flyers were distributed to all sites and send on Learning Genie. For registration, please contact your child's teacher or Licia Dering or Maria Ayala at (530)458-0350.

Parent Café, May 17th 5:30pm to 7:30pm held at CCOE Children's Services for registration and information contact, Maria Ayala (530)458-0350 or mayala@ccoe.net

7.0 Personnel

- 7.1 Approve the Hiring of Zorka Tica, Colusa Children's Center - Infant Classroom Teacher

Result: Approved
Motion: Marisa Apaseo
Second: Maria L. Medina
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

- 7.2 Approve the Hiring of Carlota Reveles, Program Services Assistant II - Throughout Children's Services Sites

Result: Approved
Motion: Marisa Apaseo
Second: Blanca Veloz
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

- 7.3 Approve the Transfer of Claudia Bernal, Assistant Teacher, Williams Children's Center - Infant Classroom to Associate Teacher, Arbuckle Children's Center - Toddler Classroom

Result: Approved
Motion: Maria L. Medina
Second: Patricia Larios
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

- 7.4 Approve the Transfer of Nora Robles, Associate Teacher, Arbuckle Children's Center - Infant Classroom to Associate Teacher, Arbuckle Children's Center - Preschool Classroom

Result: Approved
Motion: Maria L. Medina
Second: Patricia Larios
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

- 7.5 Approve the Transfer of Jacquelynn Molina, Assistant Teacher, Arbuckle Children's Center - Toddler Classroom to Associate Teacher, Arbuckle Children's Center - Preschool Classroom

Result: Approved
Motion: Maria L. Medina
Second: Patricia Larios
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

- 7.6 Approve the Transfer of Kristen Carmona, Teacher, Williams Preschool Learning Center A PM classroom to Teacher, Williams Preschool Learning Center B Classroom

Result: Approved
Motion: Maria L. Medina
Second: Patricia Larios
Ayes: Patricia Larios, Maria L. Medina, Marisa Apaseo, & Blanca Veloz

8.0 New Business

None

9.0 Correspondence

- 9.1 Management Bulletin 22-03: Subject: Fiscal Year 2021-22 Program Self-Evaluation for California State Preschool Program Contractors

Information was included in your packets.

10.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents

None

11.0 Announcements

12.0 Advanced Planning

- 12.1 Next Scheduled Meeting Date: May 25, 2022 at 9:00am
(**Fourth Wednesday of the Month**) Education Village, Therapy Room/Via Zoom Application

13.0 Meeting Adjournment

Meeting was adjourned at 11:29a.m

Recorder, Lydia Navarro, Family Engagement Coordinator

Oficina de Educación del Condado de Colusa
Servicios de Niños (*Children's Services*)
Early Head Start/Head Start y Programas de Estado
Minutas de la Junta del Concilio de Pólizas
27 de abril del 2022

Miembros Presente del Concilio: Lizbeth Corona, Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

Nuevos miembros del Concilio:

Otros miembros Presentes: Michael P. West, Superintendente de Escuelas, Board of One

Miembros Presente del Personal: Vicki Markss, Directora Ejecutiva, Servicios de Niños
 Rosa Talamantes, Especialista en Contabilidad de Programas
 Lydia Navarro, Coordinadora de Compromiso Familiar
 Ivonne Medina, Asistente de Servicios de Programa II
 (traducción)

1.0 Dar comienzo a la junta

La junta fue comenzada por Presidente, Lizbeth Corona a las 9:17AM.

2.0 Tomar lista de los presentes

Presidente, Lizbeth Corona tomo lista de los miembros presentes del Concilio de Pólizas presentes.

3.0 Aprobar las minutas de la junta del Concilio de Pólizas de 23 de marzo del 2022

Resultado: Aprobado
 Moción: Patricia Larios
 Segunda: Maria L. Medina
 Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

4.0 Comentarios del Público y Presentaciones

Patricia Larios, Vice-presidente compartió un presentación sobre la conferencia de padres "Búsqueda de la maravilla" que asistieron. Patricia Larios (WPLC B), Irene Rivera (CHS), e Yaki Plaza (EHS - HB) también asistieron a la conferencia en el condado de Tehema.

5.0 Planificación/Presupuesto del Programa

5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (*In-Kind*)

Rosa Talamantes, dio el reporte del presupuesto, total de comidas, gastos de tarjeta de crédito y de carga, donaciones (*In-Kind*). Los reportes están incluidos en sus paquetes.

Los donativos han mejorado. Muchas gracias por entregar sus donativos cada mes.

6.0 Reportes

6.1 Reporte de la Secretario/a - Ninguno

6.2 Reporte de los Salones por los Representantes del Concilio

Los representantes de los salones compartieron información de sus salones. La representante del WPLC B de Williams, Patricia Larios, compartió que la maestra Betty es actualmente la sustituta. La maestra Betty está haciendo un gran trabajo. Los niños hicieron una actividad con imanes y a los niños les encantó.

La representante preescolar del estado de Arbuckle, Lizbeth Corona, compartió que los niños están haciendo un estudio de insectos. Los niños aprendieron sobre las etapas de mariposa. Los niños también plantaron espinacas y pudieron probar las espinacas. El hijo de Lizbeth dijo que disfrutaba probando sus propias espinacas que había plantado.

6.3 Entrenamiento de Área de Formación de Contenidos

6.3.1 Salud y Nutrición - Irma Roque, Especialista de Salud, Servicios para Niños

Irma Roque compartió una presentación de PowerPoint con representantes del Concilio de Pólizas. Irma puede ser contactada al iroque@ccoe.net o al (530)458-0350 ext. 10330

6.3.2 Social y Emocional - Licia Dering, Coordinadora de Necesidades Especiales, Servicios Para Niños

Licia Dering compartió una presentación de PowerPoint con representantes del Concilio de Pólizas. Licia puede ser contactada al ldering@ccoe.net o al (530)458-0350 ext. 10316

6.4 Reporte de los Miembros de la Comunidad

6.4.1 Colusa County One-Stop- Marisa Apaseo, Coordinadora de Servicios de Empleo

Marisa compartió el Departamento de Desarrollo de Empleo (EDD) tendrá servicios virtuales o en Zoom. Se enviará más información. El Programa de Vida Independiente (ILP) para Escuelas Secundarias comenzará en septiembre y terminará en mayo.

6.4.2 Superintendente del Condado de Colusa, Michael P. West (Board of One)

El Superintendente, Mike West agradeció a Marisa y Colusa County One Stop por todo su apoyo con los programas de CCOE. El Sr. West compartió diferentes actualizaciones sobre el Estado. También compartió información sobre proyectos de ley legislativos relacionados con los mandatos de

vacunación (en espera de la aprobación de la FDA). Los distritos están teniendo discusiones sobre el kindergarten universal y niños de 4 años. Sr. West se reunió con el Dr. de Ampla Health con respecto a los exámenes dentales para los grados 2º a 8º.

El concilio de Caring Youth fue reconocido con premios. Safe Haven se ha abierto en la comunidad de Colusa. El ausentismo escolar ha sido un problema en los distritos escolares. Los oficiales de recursos escolares y otras agencias también están ayudando a mejorar la asistencia de los estudiantes. Los distritos escolares realizarán una capacitación de Narcan (dilatador bronquial), a continuación se proporcionará más información. Los distritos escolares también se están preparando para la escuela de verano.

6.5 Reporte del Director

6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, información del resumen de los programas

Vicki Markss, Directora Ejecutiva, Servicios de Niños, informó sobre la inscripción, la asistencia de niños parcialmente financiados por otros programas, Plan de Estudios y resúmenes de información del programa tal como se presentan.

La Directora Ejecutiva, Vicki Markss compartió la siguiente información:

- Más de 30 proveedores de cuidado infantil asistieron a un retiro de proveedores en el Casino Colusa. Lakeshore proporcionó un entrenamiento sobre los ambientes de afuera. Los proveedores también recibirán materiales para sus ambientes de afuera.
- Noche informativa sobre Universal Pre-Kindergarten para familias en Williams - Sala de usos múltiples de Escuela Primaria Williams - 3 de mayo a las 5:30 pm.
- Se abrió las viviendas en el campo de labor en Williams. El preescolar estacional también ha comenzado con niños, niños infantes, párvulos y preescolares.
- 6 de mayo habrá feria de recursos para las familias de campo migrante a las 3:30pm
- Colegio de Woodland tienen planes de ofrecer clases de desarrollo de niños en español en el semestre del otoño.
- ¡La Feria de Familias fue un éxito! Los estudiantes del programa ILP fueron una gran ayuda.

6.6 Reporte de Coordinadora de Compromiso Familiar

Las Noches de Actividad familiar que se celebraron en el mes de marzo fueron bien asistidas.

Colusa Children's Center, Arbuckle Early Care Education Center, EHS HB, Colusa Preschool Learning Center A & B y Williams Children's Center han celebrado sus Casa Abiertas. Más sitios tendrán sus Casas Abiertas en las próximas semanas.

Las próximas capacitaciones para el personal y los padres también son bienvenidas a asistir:

Entrenamiento sobre el trauma será las próximas fechas: 5, 12 y 19 de mayo. 4:30-6:30 pm. Se distribuyeron volantes a todos los salones y se enviaron por Learning Genie. Para inscribirse, comuníquese con la maestra de su hijo/a o con Licia Dering o Maria Ayala al (530) 458-0350.

7.0 Personal

7.1 Aprobar la contratación de Zorka Tica, Colusa Children's Center - Salón de Infantes

Resultado: Aprobado
Moción: Maria Apaseo
Segunda: Maria L. Medina
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

7.2 Aprobar la contratación de Carlota Reveles, Asistente de Servicios del Programa II, todos los sitios de Servicios de Niños

Resultado: Aprobado
Moción: Marisa Apaseo
Segunda: Blanca Veloz
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

7.3 Aprobar la transferencia de Claudia Bernal, Asistente de Maestra, Williams Children's Center - Salón de infantes a Maestra Asociada a Arbuckle Children's Center - Salón de Toddlers

Resultado: Aprobado
Moción: Maria L. Medina
Segunda: Patricia Larios
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

7.4 Aprobar la transferencia de Nora Robles, Maestra Asociada de Arbuckle Children's Center - Salón de Infantes a Maestra Asociada, Arbuckle Children's Center - Salón Prescolar

Resultado: Aprobado
Moción: Maria L. Medina
Segunda: Patricia Larios
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

7.5 Aprobar la transferencia de Jacquelynn Molina, Asistente de Maestra, Arbuckle Children's Center a Maestra Asociada, Arbuckle Children's Center, Salón Prescolar

Resultado: Aprobado
Moción: Maria L. Medina
Segunda: Patricia Larios
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

7.6 Aprobar la transferencia de Kristen Carmona, Maestra, salón de Williams Preschool Learning Center A PM a Maestra, Williams Preschool Learning Center salón B

Resultado: Aprobado
Moción: Maria L. Medina
Segunda: Patricia Larios
Si: Patricia Larios, Maria L. Medina, Marisa Apaseo, y Blanca Veloz

8.0 Nuevos Negocios - Ninguno

9.0 Correspondencia

9.1 Boletín de Administración 22-03: Asunto: Autoevaluación del Programa del Año Fiscal 2021-22 para Contratistas del Programa Preescolar del Estado de California

La información fue incluida en sus paquetes.

10.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad

Ninguno

11.0 Anuncios

12.0 Planificación Avanzada

12.1 Próxima fecha programada para la reunión: 25 de mayo a las 9:00am.,
(cuarto miércoles del mes) Education Village, Salón de Terapias/Zoom

13.0 Aplazamiento

Termino la junta a las 11:29a.m.

Notas por: Lydia Navarro, Coordinadora de Compromiso Familiar

Policy Council
Head Start Budget Report
as of

April 30, 2022

Fiscal Year 2021/2022

OPERATING COSTS	OBJECT CODE			
		Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	359,925	288,940	70,985
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	349,041	251,405	97,636
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	279,003	216,393	62,610
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	36,778	43,222	(6,444)
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	200,271	191,363	8,908
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	169,142	106,714	62,428
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		22,401	23,751	(1,350)
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	84,808	81,330	3,478
TOTAL OPERATING COSTS TO DATE		1,501,369	1,203,117	298,252
% OF YEAR COMPLETED			83%	
TOTAL BUDGET FOR 20/21		1,501,369	1,203,117	
% OF BUDGET SPENT TO DATE			80.1%	

Policy Council
Early Head Start Budget Report
as of

April 30, 2022

Fiscal Year 2021-2022

Certificated Salaries = Teachers, Administrators	1000's	145,491	113,918	31,573
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	247,086	210,037	37,049
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	148,488	121,893	26,595
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	29,406	20,149	9,257
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	104,533	81,650	22,883
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	14,143	14,247	(104)
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	9,552	5,150
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		48,938	40,397	8,541
TOTAL OPERATING COSTS TO DATE		752,787	611,843	140,944
% OF YEAR COMPLETED			83%	
TOTAL BUDGET FOR 20/21		752,787	611,843	
% OF BUDGET SPENT TO DATE			81.3%	

**Policy Council
COVID-19 Budget Report
as of**

April 30, 2022

Fiscal Year 2021-2022

Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	46,145	47,111	(966)
Consulting Services = Contractor costs.	5000's	1,000	34	966
Equipment = Equipment and items with a cost of over \$5,000.	6000's		0	0
Indirect Costs = 7.25% , This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		3,418	3,418	(0)
TOTAL COSTS TO DATE		50,563	50,563	(0)
% OF YEAR COMPLETED			83%	
TOTAL BUDGET FOR 20/21		50,563	50,563	
% OF BUDGET SPENT TO DATE			100.0%	

Policy Council
AmRescuePI Budget Report
as of
 April 30, 2022
Fiscal Year 2021-2022

Certificated Salaries = Teachers, Administrators	1000's	68,000	26,727	41,273
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	20,000	16,877	3,123
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	46,000	13,010	32,990
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	30,506	51,516	(21,010)
Consulting Services = Contractor costs.	5000's	22,918	25,998	(3,080)
Equipment = Equipment and items with a cost of over \$5,000.	6000's		538	(538)
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		13,588	7,175	6,413
TOTAL COSTS TO DATE		201,012	134,665	66,347
% OF YEAR COMPLETED			83%	
TOTAL BUDGET FOR 20/21		201,012	134,665	
% OF BUDGET SPENT TO DATE			67.0%	

Monthly Meal Counts														
Contract # 06-2105-1J														
	All Center Programs	July	August	September	October	November	December	January	February	March	April	May	June	Total
1	Breakfasts	1749	1847	2795	2497	2335	1517	1661	1917	2878	2426			
2	Lunches	1833	2003	3035	2775	2521	1701	1772	2212	3179	2674			
3	Snacks	1614	1185	1565	1483	1321	729	888	1110	1492	1434			
4	Total	5196	5035	7395	6755	6177	3947	4321	5239	7549	6534	0	0	58148
Head Start/Early Head Start Meal Summary														
5	Reimbursement Received**	\$ 10,263.77	\$ 10,327.24	\$ 15,627.73	\$ 14,277.89	\$ 13,151.76	\$ 8,757.08	\$ 9,661.76	\$ 11,201.97	\$ 16,369.47	\$ 13,789.08			
6	Expected Reimbursement	\$ 10,263.77	\$ 10,327.24	\$ 15,627.73	\$ 14,277.89	\$ 13,151.76	\$ 8,757.08	\$ 9,144.40	\$ 11,064.75	\$ 15,844.67	\$ 13,446.78			
7	HS/EHS % of all meals served	24%	34%	34%	35%	34%	39%	39%	38%	38%	37%			
8	HS/EHS Meal Count	1,308	1,676	2,552	2,409	2,070	1,539	1,711	2,014	2,896	2,409			20,584

Due to the blended classroom settings, the following rationale was used to arrive at the totals above. *(The Monthly Meal Counts, (items 1-4) should match and reconcile to the monthly claim submitted under contract # 06-2105-1J. However, due to the blended classroom setting, the HS/EHS meal summary amounts and reimbursement amounts will not match as we are reporting using the fixed percentage claiming method rather than the actual count)*

Rationale by item number

- 1 Total number of breakfasts served for all center based programs (actuals)
- 2 Total number of lunches served for all center based programs (actuals)
- 3 Total number of snacks served for all center based programs (actual)
- 4 Total of all meals served for center based programs (actuals)
- 5 Cash reimbursement received by CCOE after monthly claim is sent- (if amount is zero then reimbursement is still outstanding)
- 6 Expected amount to be received by CCOE, rationale; multiply total amount to be received for all center based programs by the percentage of hs/ehs meals served (item 7)
- 7 % From Monthly CACFP Claim
- 8 HS/EHS meals served per month, calculation is total number of meals served for all programs (Item number 4) multiplied by HS/EHS % of all meals (item number 7)



Credit Card and Charge Account Expenditure Report

As of 4/30/2022

COLUSA COUNTY OFFICE OF EDUCATION

Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	04/01/22-04/30/22	Cal Card	\$ 69.14	Vicki Markss	Amazon	Supplies for Migrant Fair
				\$ 26.58	Vicki Markss	Amazon	CS - Office Supplies
				\$ 41.36	Vicki Markss	Amazon	CPLC-A - Classroom Materials
				\$ 55.73	Vicki Markss	Amazon	USB-B Charger Adapter and Phone Cases for work phones
				\$ 1,271.56	Vicki Markss	Amazon	SEL Supplies
				\$ 117.96	Vicki Markss	Amazon	AHS - Outdoor Class Materials
				\$ 83.73	Vicki Markss	Amazon	AHS - Consumables
				\$ 142.09	Vicki Markss	Amazon	AECEC - Replacements
				\$ 118.92	Vicki Markss	Amazon	Sites - Replacement First Aid Backpacks
				\$ 2,800.42	Vicki Markss	Home Depot	WPLC A & B - Storage Shed
				\$ 267.05	Vicki Markss	Wayfair	ACC Toddler- Playhouse
				\$ 268.30	Vicki Markss	Wayfair	WCC Toddler - Playhouse
				\$ 267.05	Vicki Markss	Wayfair	CCC Toddler -Playhouse
				\$ 261.62	Vicki Markss	Rocco's Bar & Grill	Preservice Lunch for Migrant Staff
				\$ 129.22	Vicki Markss	Vista Print	Recruitment Supplies
				\$ 198.40	Vicki Markss	Walmart	CPLC-A - Classroom Supplies
			Wayman's 76	\$ 402.58	Food Service Staff	Fuel	
			Messicks	\$ 581.72	Maintenance	Supplies	WCC Play Sand Concrete & Ticket #1907
			Messicks	\$ 13.93	Maintenance	Supplies	CCC- Landscape Irrigation Repair
			Messicks	\$ 17.15	Maintenance	Supplies	CHS Lanscape Irrigation Repair
			Alsco Geyer	\$ 30.01	Maintenance	Supplies	AECEC Ticket # 1912
			Alsco Geyer	\$ 12.31	Maintenance	Supplies	AECEC Ticket # 1806
			Alsco Geyer	\$ 10.71	Maintenance	Supplies	ACC I Ticket # 1894
			Alsco Geyer	\$ 34.31	Maintenance	Supplies	ACC Water Hose
			Alsco Geyer	\$ 47.18	Maintenance	Supplies	WCC Water Hose
			Close Lumber	\$ 43.61	Maintenance	Supplies	WCC Lanscaping

5/18/2022
11:45 AM

Colusa County Office of Education

Pag
Childf

rtalamantes

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2021 - 4/30/2022

Colusa County Office of Education

Policy Council

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total		\$252.05	\$258.68	\$477.52	\$1193.84	\$484.48	\$480.59	\$278.60	\$403.97	\$348.25	\$4177.98

Arbuckle Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total	\$6400.36	\$7072.52	\$6705.47	\$10482.14	10180.9	10333.44	\$6693.37	\$9409.72	\$4151.14	\$4130.25	\$75559.31

Arbuckle Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total		\$1041.32	\$1790.79	\$2935.78	\$2249.45	\$232.14	\$2981.02	\$2695.46	\$3001.93	\$3022.81	\$19950.70

CHILDREN'S SERVICES

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total							\$101424.70				\$101424.70

Colusa Children's Center

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total	\$2029.56	\$2215.28	\$3939.73	\$6339.15	\$3754.00	\$2507.11	\$1950.20	\$2340.24	\$1991.99	\$1699.46	\$28766.72

Colusa Headstart

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total		\$3839.17	\$7421.81	\$6287.46	\$6605.98	\$4898.54	\$5781.00	\$5934.22	\$8302.36	\$8789.90	\$57860.44

Colusa PLC

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total	\$2414.24	\$437.75	\$550.50	\$3520.46	\$703.05	\$862.22	\$619.89	\$564.17	\$1100.48	\$1546.23	\$12318.99

Home Based

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total	\$8410.02	\$7436.52	\$7461.57	\$8871.24	\$9570.71	\$7693.72	\$9235.61	\$7870.45	\$8934.68	\$8650.53	\$84135.05

Williams Children's Center

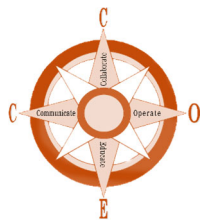
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total	\$3044.32	\$6579.44	\$4006.03	\$7092.53	\$4927.95	\$2918.30	\$2068.61	\$2270.60	\$1560.17	\$389.39	\$34857.34

Williams PLC B

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total
Total		\$2123.74	\$729.59	\$3536.68	\$252.05	\$744.19	\$160.20	\$585.07	\$1142.26	\$585.09	\$9858.87

Report Totals

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	Total	Requirement	% YTD	% Earned
Total	\$22,298.50	\$30,997.79	\$32,864.17	\$49,542.96	\$39,437.93	\$30,674.14	\$131,395.19	\$31,948.53	\$30,588.98	\$29,161.91	\$428,910.10	\$558,144	83%	77%



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
 345 5th Street, Suite A, Colusa CA 95932
 mwest@ccoe.net p 530.458.0350 f 530.458.8054

COLUSA COUNTY BOARD OF EDUCATION REGULAR MEETING

DATE: Wednesday, May 11, 2022

TIME: 3:45 p.m. Special Meeting for Trustee Area 2 Applicant Interview
 Regular Board Business Meeting Following Special Meeting

PLACE: 345 5th Street, Colusa, Large Conference Room

NOTICES: *The Colusa County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, contact the Superintendent's Office at 530.458.0350 well in advance of the meeting that you wish to attend so that we may make every reasonable effort to accommodate you (Cal. Gov't. Code, § 54954.2, subd. (a)(1)).*

The agenda packet and supporting materials can be viewed at the Colusa County Office of Education located at 345 5th Street, Colusa, CA, or online at ccoe.net. For more information, please call 530.458.0350.

This meeting will be recorded.

SPECIAL BOARD MEETING AGENDA

3:45 p.m.

DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 HOLD INTERVIEW FOR TRUSTEE AREA 2
- 3.0 APPOINT TRUSTEE AREA 2
 - 3.1 Approve Appointment of Trustee Area 2 and Administer the Oath Of Office action
- 4.0 ADJOURNMENT OF SPECIAL MEETING

REGULAR BOARD MEETING AGENDA

DECISION

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
- 2.0 ORDERING OF AGENDA
- 3.0 STAFF QUESTIONS AND COMMENTS

DECISION

- 4.0 LETTERS AND COMMUNICATIONS
 - 4.1 Awarding of Diploma – Colusa County Adult School information
- 5.0 PUBLIC INPUT – *Items not on the agenda*
- 6.0 REPORTS FROM SUPERINTENDENT AND STAFF
 - Note: **Bold** indicates oral report
 - 6.1 Superintendent’s Reports information
 - 6.1.1 Superintendent's Monthly Report**
 - 6.1.2 Superintendents Council – April Meeting**
 - 6.2 Administrative Services – Aaron Heinz information
 - 6.3 Student Services – Chuck Wayman information
 - 6.3.1 Children’s Services – Vicki Markss information
 - 6.3.2 Educational Services – Lorilee Niesen information
 - 6.3.3 Special Education & SELPA – Jessica Galloway Haney** information
 - 6.3.3.1 SELPA – April Meeting information
 - 6.4 Technology Services – Alex Evans information
- 7.0 BOARD QUESTIONS AND COMMENTS
 - 7.1 Board President’s Report information
- 8.0 CONSENT AGENDA
 - (All items are approved by one motion unless pulled by a Board member for separate discussion or action.)
 - 8.1 Approve Minutes of the April 13, 2022, Special Board Meeting action
 - 8.2 Approve Minutes of the April 13, 2022, Regular Board Meeting action
 - 8.3 Second Reading: Board Policy Revisions action
 - 8.3.1 BP 5141.52 Suicide Prevention
 - 8.3.2 BP 9220.00 Governing Board Elections
 - 8.4 Approve Declaration of Need for Fully Qualified Educators action
- 9.0 PUBLIC INPUT – *Items on the agenda*
- 10.0 OLD BUSINESS
 - 10.1 Community College District Territory (standing item) information
 - 10.2 Facilities Update (standing item) information
 - 10.3 LCAP Update (standing item) information
 - 10.4 Innovative Approaches to Literacy Grant (standing item) information

DECISION

11.0 NEW BUSINESS

- 11.1 Approve Combined Resolution 21/22-03 of the Governing Board of the Colusa County Office of Education Ordering Biennial Election, Specifying the Number of Words for Candidate's Statements, Requesting Consolidation of the Election, and Determining the Method of Resolving Tie Votes action

12.0 ADVANCED PLANNING

- 12.1 Items to be Considered for the Next Board Meeting action

- 12.2 Next Public Hearing information
LCAP and Budget
June 14, 2022, 4:00 p.m.
345 5th Street, Colusa, Large Conference Room

- 12.3 Next Regular Board Meeting information
LCAP and Budget
June 15, 2022, 4:00 pm*
345 5th Street, Colusa, Large Conference Room

13.0 ADJOURNMENT

* Not the second Wednesday of the month

Apr-22

Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62													
Head Start Enrollment By Month	July	Aug	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	
Enrolled Slots										69			
Total Slots										106			
Vacant Slots										37			

Actual Enrollment for Head Start and CSPP

Site and Classroom Name	Capacity	4/4/2022	4/11/2022	4/18/2022	4/25/2022								
Arbuckle Children's Center - Preschool	24	15	15	16	16								
Arbuckle Children's Center - Preschool (CMIG)													
Arbuckle Head Start	20	12	12	12	12								
Arbuckle State Preschool	24	20	20	20	21								
Colusa Children's Center - Preschool	24	15	16	16	15								
Colusa Children's Center - Preschool (CMIG)													
Colusa Head Start	20	15	15	15	15								
Colusa Preschool Learning Center A	24	13	13	13	13								
Colusa Preschool Learning Center B	24	12	12	12	12								
Colusa Preschool Learning Center B (CMIG)													

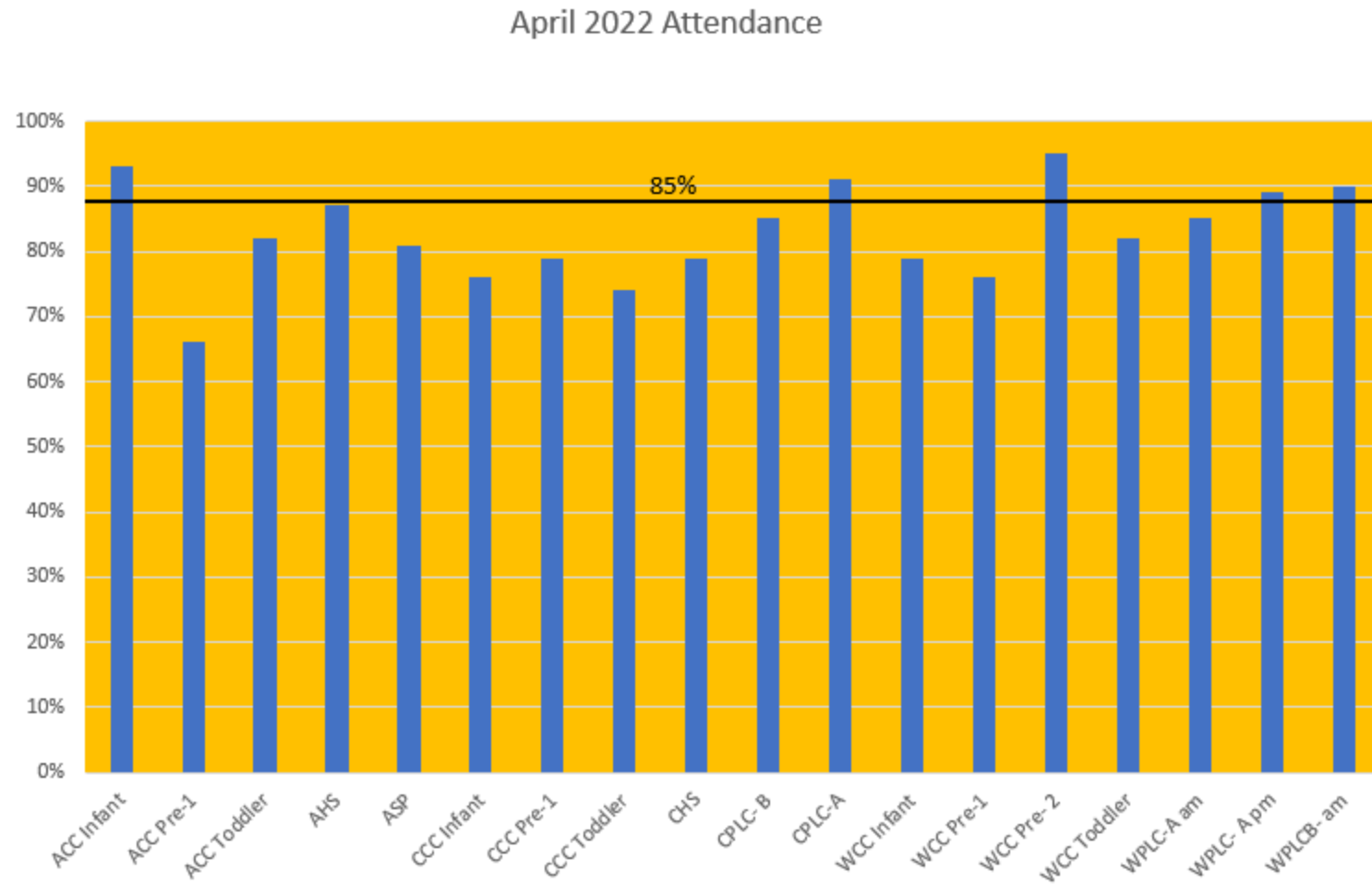
Williams Children's Center- Preschool 1	24	22	22	22	22								
Williams Children's Center- Preschool 2 (CMIG)	24	2	2	4	6								
Williams Preschool Learning Center A AM	24	18	18	18	18								
Williams Preschool Learning Center A PM	24	8	8	8	8								
Williams Preschool Learning Center B	20	11	11	11	11								

Total Enrollment Slots for HS = 106 and Total Enrollment for EHS Slots =62													
Early Head Start Enrollment By Month	July	Aug.	Sept	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	
Enrolled Slots for Early Head Start										47			
Reserved Slots for Early Head Start													
Vacant Slots for Early Head Start										15			

Actual Enrollment for Early Head Start, CCTR and CMIG

Site and Classroom Name	Capacity	4/4/2022	4/11/2022	4/18/2022	4/25/2022								
Arbuckle Children's Center - Infant	8	6	5	5	5								
Arbuckle Children's Center - Infant (CMIG)													
Arbuckle Children's Center - Toddler	8	5	7	7	7								
Arbuckle Children's Center - Toddler (CMIG)													
Colusa Children's Center - Infant	9	3	3	3	3								
Colusa Children's Center - Infant (CMIG)													
Colusa Children's Center - Toddler	8	5	4	4	4								
Colusa Children's Center - Toddler (CMIG)													

Williams Children's Center- Infant	9	4	4	5	5								
Williams Children's Center - Infant 2 (CMIG)	8												
Williams Children's Center - Toddler	8	7	7	8	8								
Williams Children's Center - Toddler 2 (CMIG)	8												
Home Base S. Gill		8	8	8	8								
Home Base M. Ibarra		7	7	7	7								



Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

* 2. Type of Application:

- ☐ New
- ☐ Continuation
- ☒ Revision

* If Revision, select appropriate letter(s):

Increase Award

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

09CH011054

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

09CH011054

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

COLUSA COUNTY OFFICE OF EDUCATION

* b. Employer/Taxpayer Identification Number (EIN/TIN):

946002149

* c. UEI:

VLFZLNLJW281

d. Address:

* Street1:

345 5th St

Street2:

Ste B

* City:

Colusa

County/Parish:

Colusa County

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

95932-2445

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Vicki

Middle Name:

* Last Name:

Markss

Suffix:

Title:

Director

Organizational Affiliation:

* Telephone Number:

(530) 458-0350 x10313

Fax Number:

(530) 458-0310

* Email:

vmarkss@ccoe.net

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Other (specify)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

County Office of Education

* 10. Name of Federal Agency:

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

* 12. Funding Opportunity Number:

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Colusa County

* 15. Descriptive Title of Applicant's Project:

Cost of Living Allocation and Quality Improvement Budget Application

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="56,817"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="56,817"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

View the Latest COVID-19 Updates from the Office of Head Start </about-us/coronavirus/ohs-covid-19-updates>

Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

ACF-IM-HS-22-03

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-IM-HS-22-03	2. Issuance Date: 04/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start; Eligibility; Supplemental Nutrition Assistance Program; SNAP; Categorical	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program

INFORMATION:

The Administration for Children and Families (ACF) strives to ensure that programs minimize the burden on families seeking public assistance and to coordinate benefit programs in such a way that families who are eligible for one benefit program can more easily participate in other services for which they are eligible. ACF (Administration for Children and Families) issues this Information Memorandum (IM) to set forth its interpretation of the phrase “public assistance” in Sec. 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP). Adopting this interpretation will make it easier for eligible families to enroll children in Head Start services by allowing families to demonstrate proof of SNAP (Supplemental Nutrition Assistance Program) receipt or eligibility to enroll in Head Start and will simplify the process of determining program eligibility for grantees.

For the purposes of Head Start eligibility determination, the Office of Head Start (OHS) will expand its interpretation of “public assistance,” as used in the Head Start statute, to include SNAP (Supplemental Nutrition Assistance Program). OHS (Office of Head Start)’s interpretation of the statute has been to consider only Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) as public assistance. Previously, we had not considered including SNAP

(Supplemental Nutrition Assistance Program) in this definition because it had slightly higher income threshold than the base income threshold for Head Start services. However, recently there has been a sharp reduction in families that establish eligibility through the current public assistance definition, so we have reconsidered this interpretation to make the public assistance route more available to families and grantees.

Upon issuance, this IM (Information Memorandum) adds SNAP (Supplemental Nutrition Assistance Program) to public assistance to determine recipients as categorically eligible for Head Start programs. Recently, we have found that SNAP (Supplemental Nutrition Assistance Program) households with young children have equivalent level of need to families currently receiving Head Start services^[1]. Note that this approach does not guarantee a SNAP (Supplemental Nutrition Assistance Program) recipient enrollment in a Head Start program. Programs must adhere to their recruitment and selection criteria to ensure they prioritize enrollment for those who may benefit most from Head Start services. The sole purpose of this document is to make clear that Head Start programs can consider SNAP (Supplemental Nutrition Assistance Program) as public assistance for purposes of determining Head Start eligibility.

Enhanced Public Assistance Eligibility to Support Enrollment

Congress established Head Start eligibility criteria in Sec. 645(a)(1)(B)(i) [</policy/head-start-act/sec-645-participation-head-start-programs>](#) of the Head Start Act to include families with incomes at or below the federal poverty level and families that are eligible for public assistance. Congress also allowed for other categorical eligibility allowances which consider family need rather than income. For example, children experiencing homelessness and children in foster care are categorically eligible for Head Start services.

The interpretation provided herein, that SNAP (Supplemental Nutrition Assistance Program) is considered public assistance” for purposes of section 645(a)(1)(B)(i) of the Head Start Act, does not change statutory eligibility criteria. Given the flexibilities inherent in the statute and the duty of programs to ensure they are serving the most needy families in their communities (45 CFR §1302.13 [</policy/45-cfr-chap-xiii/1302-13-recruitment-children>](#)), the primary effect of this IM (Information Memorandum) is to eliminate barriers to families who are already eligible for, and in many cases already enrolled in, Head Start services by providing a streamlined way for such families to demonstrate eligibility. Moreover, inclusion of SNAP (Supplemental Nutrition Assistance Program) as public assistance reduces the challenge of navigating multiple federal program eligibility processes and supports better alignment and coordination across federal programs, a factor that President Biden’s Executive Order on Transforming Federal Customer Experience and Service Delivery to Rebuild Trust in Government <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/12/13/executive-order-on-transforming-federal-customer-experience-and-service-delivery-to-rebuild-trust-in-government/> called for federal agencies to consider.

Since 2015, the share of families enrolling in Head Start services based on the statute’s public assistance receipt prong has declined from 16% of the total enrollment to just 10% in 2019. This drop represents more than 50,000 slots and comes at a time when there have been vacant Head Start slots. This has caused unnecessary burden for families and grantees during eligibility determinations

and needlessly undercuts the use of public assistance categorical eligibility and has impacted the number of vacant slots. The need for public assistance and the share of Head Start participants receiving public assistance has remained stable over the same timeframe despite the decline in programs using public assistance categorical eligibility. Between 2015 and 2019, nearly half of Head Start enrollees were also receiving SNAP (Supplemental Nutrition Assistance Program) benefits. The addition of SNAP (Supplemental Nutrition Assistance Program) would greatly facilitate the enrollment of children on SNAP (Supplemental Nutrition Assistance Program) who have demonstrated the need for services. Furthermore, the interpretation put forth in this IM (Information Memorandum) will reduce undue burden in the eligibility determination process for these children and their families.

This interpretation is reasonable under the statute, and it furthers the important policy goal of better reaching families who could already benefit from Head Start services but are not currently enrolled. The great majority of young children in SNAP (Supplemental Nutrition Assistance Program) households are in families with incomes below 100% of poverty; but currently, these families must document their income eligibility, which can be burdensome to both families and grantees. Documenting income eligibility requires a large number of pay stubs or other income documentation while SNAP (Supplemental Nutrition Assistance Program) eligibility can be determined by a single document. Allowing programs to count receipt of SNAP (Supplemental Nutrition Assistance Program) as establishing categorical eligibility will reduce these administrative burdens and improve access for these families.

Most (about 3 million) of these families, according to SNAP (Supplemental Nutrition Assistance Program) data, have incomes at or below 100% of the poverty line.^[2] This IM (Information Memorandum) provides a new way for such families to more easily prove their eligibility. Some SNAP (Supplemental Nutrition Assistance Program) recipients (about 600,000) have family incomes above the 100% poverty line but only about 150,000 of these families have incomes above 130% of the poverty line. Those families with incomes above 100% but below 130% of poverty could already be eligible for Head Start services through existing allowances for programs to enroll families above the 100% of the poverty line with demonstrated need for program services.

Importantly, all Head Start programs must continue to use their selection criteria to prioritize the enrollment of the families most in need of services as required in 45 CFR §1302.13. Therefore, the inclusion of SNAP (Supplemental Nutrition Assistance Program) is unlikely to substantially expand the number of Head Start participants with incomes exceeding 100% of poverty.

This interpretation also facilitates cross-program recruitment and eliminates duplicative and burdensome paperwork for families who are already eligible for a federal public assistance benefit. Removing the frustration of multiple eligibility processes will allow families to easily access the vital early childhood services that Head Start programs provide.

Implementation of Policy Guidance

Upon issuance of this IM, public assistance includes SNAP (Supplemental Nutrition Assistance Program) for purposes of determining categorical eligibility. Head Start programs can use this guidance in determining eligibility and in enrolling those children that met their selection criteria

consistent with the Head Start Program Performance Standards at 45 CFR §§1302.10-16 </policy/45-cfr-chap-xiii/1302-subpart-eligibility-recruitment-selection-enrollment-attendance>. If a program has vacant slots, this guidance can support enrolling additional families.

To verify SNAP (Supplemental Nutrition Assistance Program) receipt or potential eligibility, a program would need to examine and maintain a copy of documentation from the state, local, or tribal public assistance agency as required in 45 CFR §1302.12(i)(2) </policy/45-cfr-chap-xiii/1302-12-determining-verifying-documenting-eligibility>. For example, a family could present a copy of notice of approval, other documentation of eligibility or benefits from the SNAP (Supplemental Nutrition Assistance Program) agency, or an Electronic Benefit Transfer card with SNAP (Supplemental Nutrition Assistance Program) ID number to become categorically eligible for Head Start services.

Programs should consider revisiting their Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) </eligibility-ersea> policies and procedures in light of this guidance. Policies and procedures must always support a program's eligibility determinations to ensure they are meeting all requirements under 45 CFR §1302. Annual review of the community needs assessment at 45 CFR §1302.11(b) will allow programs to determine if, based on SNAP (Supplemental Nutrition Assistance Program) recipients in the community, they need to address their selection criteria as previously referenced. Programs may also examine community partnerships and outreach efforts for ways to encourage SNAP (Supplemental Nutrition Assistance Program) recipients to apply for Head Start services.

Please refer any questions to your ACF (Administration for Children and Families) regional office.

Thank you for your work on behalf of children and families.


/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell

Director

Office of Head Start

See PDF Version of Information Memorandum:

Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program  </sites/default/files/im/downloads/acf-im-hs-22-03.pdf> [PDF, 83KB]

^[1] U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, Characteristics of Supplemental Nutrition Assistance Program Households: Fiscal Year 2019. Alexandria, VA, 2021.

^[2] Ibid.