

City of San Antonio



AGENDA Community Action Advisory Board

Thursday, August 13, 2020

3:30 PM

WebEx Virtual Meeting

Mission Statement

A forum for policy on poverty and to assure that the issues of the poor are effectively heard and addressed, and to inspire self-sufficiency in individuals and families, respecting and recognizing their desire to make a change for themselves and their families.

No in-person public access to the Board Meeting

Read below for multiple ways to participate and provide comment

To protect the health and safety of the public and limit the potential spread of COVID-19, the Department of Human Services Community Action Advisory Board (CAAB) will hold this meeting via video conference. These meeting standards are based upon the various suspended provision of the Open Meetings Act issued by the Texas governor in response to the COVID-19 crisis. These modified standards shall remain in place until further notice or until the state disaster declaration expires or is otherwise terminated by the Texas governor.

Members of the public may listen to the live meeting by calling toll-free +1(415)-655-0001 and dialing the access code, 133 184 9594.

Once a quorum is established, the Community Action Advisory Board shall consider the following:

Public Comment

Public comment will be scheduled during the meeting by the Chair. Comments can be submitted until 5:00 PM on the day before the meeting. Comments can be provided in English or Spanish and interpretation services will be provided with advanced notice. Public Comment can be submitted in one of the following options:

1. Email comments up to 300 words to: Minerva.Hernandez@sanantonio.gov
Please include your full name, home or work address and item #. These will be read at the time the item is heard.
2. Leave a message at (210) 207-5917. Voice messages will be limited to 300 words transcribed. A summary of the comment will be read into the record.
3. Drop-off a written statement at 2805 E. Commerce San Antonio TX 78203 by 4pm the day before the meeting. The written statement can be up to 300 words. Please include your full name, home or work address, and item #. These will be read at the time the item is heard.
4. Those who would like to receive a live call back should include their name, telephone number, and topic on which they would like to speak in their voice message at (210) 207-5917. Live call back comment time limits to 3 minutes.

Call to Order

Roll Call

Approval of Minutes

Briefing and Action Items

- 1 2020 Community Services Block Grant (CSBG) CARES ACT Funding
- 2 Approval CARES ACT Needs Assessment
- 3 Approval Community Action Plan
- 4 Approval CSBG CARES ACT Budget
- 5 CSBG 2020 Performance Report
- 6 CSBG 2020 Fiscal Report

- 7 Approval of Head Start and Early Head Start- Child Care Partnership (EHS-CCP) Cost of Living Adjustment
- 8 Approval of Head Start and EHS-CCP Quality Improvement Funding
- 9 Approval of Head Start and EHS-CCP COVID-19 Funding
- 10 Approval of Head Start and EHS-CCP Program Policies
- 11 Approval of 2020-2021 Early Head Start (EHS) Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Selection Criteria Point Matrix System
- 12 Review of EHS Program Governance Screener
- 13 Approval of Head Start, EHS, and EHS-CCP Program Designs
- 14 Review of Head Start and Early Head Start-Child Care Partnership Fiscal Reports
- 15 Announcements
- 16 Adjournment

EXECUTIVE SESSION

In compliance with the Texas Open Meetings Act, at any time during the meeting, the Community Action Advisory Board may meet in executive session under Chapter 551 of the Texas Government Code, including consultation with an attorney.

COMMUNITY ACTION ADVISORY BOARD
March 5, 2020

Head Start Division
1227 Brady Blvd. Galaxy Rm. San Antonio, TX 78207

MISSION STATEMENT

A forum for policy on poverty and to assure that the issues of the poor are effectively heard and addressed, and to inspire self-sufficiency in individuals and families respecting and recognizing their desire to make a change for themselves and their families.

1. Call Meeting of the Public Hearing to Order, Establishment of Quorum:

Chair Holly Frindell acknowledged a Quorum was established with 13 members present and called the Regular CAAB meeting to order at 5:37 p.m.

2. Roll Call

Representatives of the Low Income:

Holly Frindell, Area I
Delia Martinez, Area II
Cynthia Garcia, Area III
Dina Serrano, Area IV
John Canales, Area V

Representatives of Organizations:

Pastor Abdon Garza *Northern Hills United Methodist*
Pastor Victor Martinez *Redeemer Presbyterian Church*
Kathleen Barfield *Westat*
Emma Santa Maria, Ph.D. *University of the Incarnate Word School of Osteopathic Medicine*
Demetric Byrd *300 Seconds, Inc.*

Political Representatives:

Christine Gutierrez for Councilman Robert Trevino (CD-1)
Ruben Lizalde for Councilwoman Rebecca Viagran (CD-3)
Brandi Pena for Councilwoman Ana Sandoval (CD-7)

City of San Antonio Staff:

Minerva Hernandez, Family Support Coordinator, DHS
Nina Laboy, Administrative Assistant, DHS
Andrea Martinez, Senior Management Analyst, Head Start
Audrey K. Jackson, Head Start Program Administrator, Head Start
Rebecca Flores, Education Program Administrator, Head Start
Kristine Duff, Assistant City Attorney, City of San Antonio
Mary Vasquez, DHS Fiscal
Issac Espinoza, DHS Fiscal

Head Start Policy Council Executive Team:

Tanya Bocanegra, Chair
Naomi Castellanos, Vice Chair
Joe Betty Garcia, Secretary

Absent:

Political Representatives:

Dr. Samantha Hernandez for Councilwoman Shirley Gonzales (CD-5)
Sylvia Ruiz-Mendelsohn for County Commissioner Sergio Rodriguez

City of San Antonio Staff:

Richard Keith, Human Services Administrator, DHS

3. Public Comment: No public comments

4. Approval of Minutes: Chair Holly Frindell announced the next agenda item, review and approval of Minutes from the February 13, 2020 CAAB meeting. Minutes were reviewed; no discussion, corrections or edits were needed. Chair Holly Frindell called for a motion to approve the minutes from February 13, 2020. No apposed, no abstentions. Christine Gutierrez motioned to approve the minutes, seconded by Dina Serrano. Motion carried.

5. Update TDHCA Scheduled Onsite Monitoring Review: Chair Holly Frindell announced the next item, TDHCA Scheduled Onsite Monitoring Review, turned to Minerva Hernandez for review update. There were no questions or comments and the next item was presented.

6. Head Start Fiscal Correspondence: Chair Holly Frindell announced the next agenda item, review & approval. Chair turned to Ms. Audrey Jackson, Head Start Administrator to present the correspondence: ACF-PI- 20-01 The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service duration requirement to 45% and 2020-2021 Head Start Notice of Award. No action items. There were no questions or comments and the next item was presented.

7. Governance Training: Chair Holly Frindell announced next agenda item, review of Governance Training and turned to Ms. Andrea Martinez, Senior management Analyst, Head Start to present the governance training. No action items. There were no questions or comments and the next item was presented.

8. Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Training: Chair Holly Frindell announced the next agenda item, review. Chair turned to Ms. Heather Cruz, Senior Project Manager, Head Start to present Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance Training. . No action items. There were no questions or comments and the next item was presented.

9. 2020-2021 ERSA Policy Updates and Selection Criteria Point Matrix System for Approval: Chair Holly Frindell announced next agenda item, approval of Head Start 2020-2021 ERSA Policy Updates and Selection Criteria Point Matrix System, Chair Holly turned to Ms. Heather Cruz, Senior Project Manager, Head Start to present, Chair called for a motion to approve the Head Start 2020-2021 ERSA Policy Updates and Selection Criteria Point Matrix System. No apposed, no abstentions. Christine Gutierrez motioned to approve the minutes, seconded by Demetric Byrd. Motion carried. There were no questions or comments and the next item was presented.

10. 2020-2021 Head Start Program Recruitment Plan for Approval: Ms. Heather Cruz, Senior Project Manager, Head Start to present the Head Start 2020-2021 Head Start Program Recruitment Plan for

approval with minor edits. Ms. Cruz mentioned requirements of (2) home visits per year and mental health comprehensive in regards to measurements standards for the program. No apposed, (1) abstentions, John Canales. Ruben Lizalde motioned to approve the minutes, seconded by Kathleen Barfield. Motion carried. There were no questions or comments and the next item was presented.

11. Monthly Program Report: Chair Holly Frindell announced next agenda item to present, turned to Ms. Audrey Jackson, Head Start Administrator. No action items. There were no questions or comments and the next item was presented.

12. Fiscal Report: Chair Holly Frindell announced next agenda item to present, turned to Issac Espinoza to present fiscal report. No action items. There were no questions or comments and the next item was presented.

13. Next Meeting – April 2, 2020: Chair Holly Frindell announced the next CAAB 2020 meeting will be held at the Willie Velasquez Community Center located at 1302 N. Zarzamora St, San Antonio, TX 78207.

14. Announcements: DHS- Head Start invites CAAB members to the Quarterly Data Review scheduled for Thursday, March 26, 2020, 12:00 p.m. - 2:00 p.m. located at 1227 Brady Blvd, lunch to be included.

15. Adjournment: Chair called for a motion to adjourn the meeting. Christine Gutierrez motioned to adjourn, 2nd motion by Cynthia Garcia. No discussion. All in favor. No apposed. No abstentions. Motion carried. Meeting adjourned at 6:57 p.m.

“In Compliance with the Texas Open Meetings At, at any time during the meeting, the (Board) may meet in executive session under chapter 551 of the Texas Government Code, including consultation with an attorney.”

ACCESSIBILITY STATEMENT

This Meeting site is accessible to persons with disabilities. Parking is available. Auxiliary Aids and Services are available upon request (interpreters for the Deaf must be requested forty-eight (48) hours prior to the meeting. For Assistance, Call (210) 207-7268 Voice/TTY.

DECLARACION DE ACCESIBILIDAD

Esta reunión es accesible a personas incapacitadas. Se Hará disponible el estacionamiento. Equipo y servicios adicionales (interpretes para los sordos) se harán disponibles si se pide con cuarenta y ocho (48) horas de anticipación a la reunión. Para asistencia llame al (210) 207-7268 por voz/servicio de TTY



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS

Vacant, *Chair*
Leslie Bingham, *Vice Chair*
Paul A. Braden, Member
Sharon Thomason, Member
Leo Vasquez, Member

July 21, 2020

512-475-3854

Laura.saintey@tdhca.state.tx.us

Ms. Melody Woosley
Director of Human Services
City of San Antonio Department of Human Services
PO Box 839966
San Antonio, TX
78283

RE: CARES REQUIREMENTS

Ms. Woosley:

The Texas Department of Housing and Community Affairs (the Department) is required to secure from each CSBG eligible entity, as a condition for the CSBG CARES funding, a Needs Assessment and Community Action Plan (CAP) with budget. This letter serves to acknowledge that the 2020 CARES Needs Assessment and CAP submitted by City of San Antonio Department of Human Services have undergone final review and are deemed acceptable.

The Department received the 2020 CARES budget and will retain it for our records. You are reminded that program expenditures must adhere to your contract, your cost allocation plan, Uniform Grant Management Standards, OMB Super Circular, and TAC. Also, please note that purchases must follow proper procurement procedures.

The Department looks forward to supporting your efforts to serve the low income clients affected by COVID-19 in your service area. Should you have any related questions, do not hesitate to contact us.

Sincerely,

Laura Saintey

Laura Saintey
Project Manager, Training

cc: Minerva Hernandez





CITY OF SAN ANTONIO

DEPARTMENT OF HUMAN SERVICES

COVER PAGE AND CERTIFICATION

CSBG Eligible Entity: City of San Antonio-Department of Human Services*Primary Agency Contact Information:*Contact Name: Minerva Hernandez LMSW-NCRTTitle: ManagerPhone 210-207-5917Email: Minerva.Hernandez@sanantonio.gov*Secondary Agency Contact Information (could be a planner or program director):*Contact Name: Richard KeithTitle: Human Services AdministratorPhone #: 210-207-4647Email: Richard.Keith@sanantonio.govWas the Needs Assessment completed utilizing a subcontractor? Yes ☐ No ☒ X**Certification of 2020-2021 of Needs Assessment**

The undersigned hereby certifies that the needs assessment information submitted for CSBG CARES Act Funding is correct and has been authorized by the governing body of this organization. If not approved by the board, it will be presented to the board on Aug. 6th, 2020 for approval and at that time this certification page will be re-submitted to the Department.

Ruben Lizalde
 Board Chair (printed name)

 Board Chair (signature)

 Date

Melody Woosley
 Executive Director (printed name)

 Executive Director (signature)

 Date

 Submission Date: July 9, 2020
 Month/Day/Year

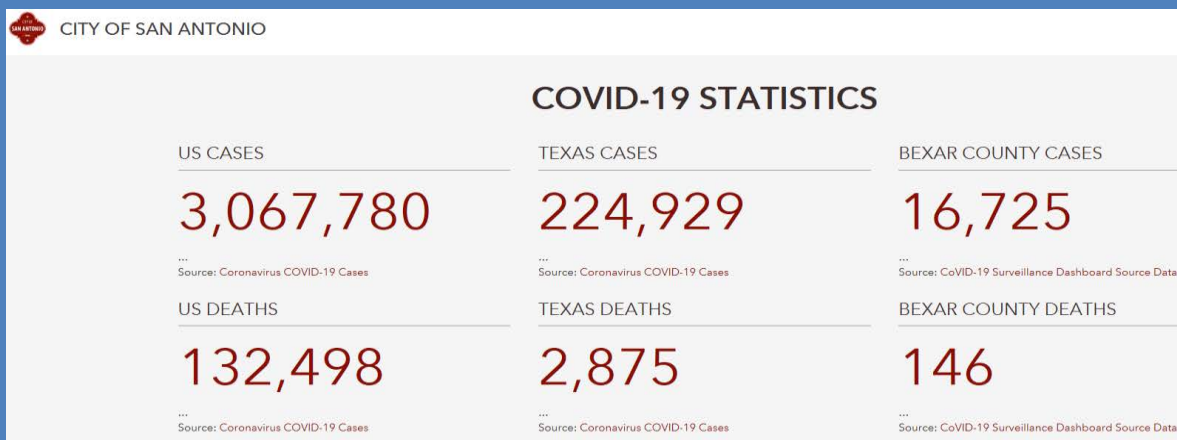


DEPARTMENT OF HUMAN SERVICES

1. **Describe the area and individuals impacted by this COVID-19 pandemic.** Provide information and data (quantitative and qualitative) on the estimated number of persons and households impacted by this COVID-19 pandemic and on the impact of the pandemic to the families and the community by city and county. Types of information to include, but not be limited to, the following: city/cities, zip codes, description of the neighborhoods (e.g., primarily low-income, availability of public facilities and social service agencies, etc.), and demographic information on the households/individuals (e.g., income, racial make-up, indirect damage such as loss of job, education, housing etc.). Data and information gathered can include statistics, newspaper articles, news stories, surveys, interviews, data from 211 or other organization's data on COVID-19 needs. Eligible entities will be required to maintain documentation for monitoring purposes.

COVID-19 Pandemic-City of San Antonio-Bexar County

As of July 9, 2020 the impact of COVID-19 pandemic is shown in the daily data collected and reported by the City of San Antonio COVID-19 Website.



The COVID-19 Website includes 1) a Surveillance Dashboard, 2) a Key Indicators Dashboard, and 3) a Self-Screening & Hotline Calls Dashboard. These dashboards serve as a resource to communicate pertinent COVID-19 information to the larger community in a transparent, easy-to-understand, and visually appealing manner. They also provide equity-related information that helps to identify target locations and subpopulations that are most vulnerable and affected by COVID-19. Finally, they provide an accurate timeline and assessment of COVID-19 transmission and disease burden.

As the San Antonio community begins to recover from the economic impacts of COVID-19, households look for ways to become financially stable.

Data Source: <https://covid19.sanantonio.gov/Home>
<https://cosacovid-cosagis.hub.arcgis.com/>



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COVID-19 Cases Reported in Bexar County one month ago on June 4, 2020

Cases

COVID-19 Cases By Type

Cases By Type	Change	Number
Total Cases Bexar County*	+65	3,018

COVID-19 Cases Reported in Bexar County as of July 7, 2020

Cases

COVID-19 Cases

	Number	Increase
Total # Cases in Bexar County*	15,102	+351
Deaths	132	+2

Note: COVID-19 cases include both confirmed and probable cases

*Includes public, commercial, and military lab results

Table shows data available at time of analysis. Additional cases are currently under investigation. Posted on 7/06/2020 at 7:00 PM.

Cases By Gender (Total N available=14,521)

Gender	Number	% of Cases
Male	7,175	49%
Female	7,346	51%

Table shows data available at time of analysis. Additional cases are currently under investigation. Posted on 7/06/2020 at 7:00 PM.

This table is based on available data as of 7/06/2020 at 7:00 PM with 7,175 Male 49% & 7,346 Female 51 % in Bexar County.



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Cases by Age Group (Total N available=15,083)

Age Group (In Years)	Number	% of Cases
0-19	1,697	11.3%
20-29	3,761	24.9%
30-39	3,113	20.6%
40-49	2,595	17.2%
50-59	2,036	13.5%
60-69	1,150	7.6%
70-79	499	3.3%
80-89	184	1.2%
90-99	44	0.3%
100-109	4	0.1%

Table shows data available at time of analysis. Additional cases are currently under investigation. Posted on 7/06/2020 at 7:00 PM.

Data Source: <https://covid19.sanantonio.gov/About-COVID-19/Case-Numbers-Table-Data#Cases>

PM. <https://txdshs.maps.arcgis.com/apps/opsdashboard/index.html#/ed483ecd702b4298ab01e8b9cafc8b83>



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Cases by Race / Ethnicity in Bexar County:

Cases By Race / Ethnicity (Total N available=8,316*)

Race / Ethnicity	Number	% of Cases
American Indian / Alaska Native	11	0.1%
Asian	139	1.7%
Black	532	6.4%
White	1,366	16.4%
Hispanic	6,235	75.0%
Other	33	0.4%

Table shows data available at time of analysis. Additional cases are currently under investigation. The additional cases are currently under investigation. The additional cases are currently under investigation. Demographic breakdown in Bexar County is 60% Hispanic, 7% Black, 30% White, and 3% other. Posted on 7/06/2020 at 7:00 PM.



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Confirmed Case Categories by Bexar County Zip

COVID-19 Cases Posted June 4, 2020 by Zip Code

Cases By Zip Code

1-5 Cases		6-10 Cases		11-20 Cases		21-40 Cases		41-80 Cases		81+ Cases	
78069	78208	78006	78215	78002	78248	78023	78232	78109	78229	78207	78228
78108	78234	78101	78226	78015	78255	78202	78238	78201	78233	78222	78237
78152	78235	78112	78231	78073	78256	78217	78239	78209	78240	78223	78245
78205	78263	78154		78148	78257	78218	78244	78210	78242	78227	78250
				78203	78261	78219	78247	78211	78249		
				78204	78264	78220	78252	78212	78251		
				78236		78224	78259	78213	78253		
						78225	78260	78214	78254		
						78230		78216	78258		
								78221			

This table is based on the available data at the time of analysis (6/04/2020 at 7:00 PM). The additional cases are currently under investigation.



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COVID-19 Cases Posted July 7, 2020 by Zip Code

Cases By Zip Code

1-5 Cases		6-10 Cases	11-20 Cases		21-40 Cases		41-80 Cases		81+ Cases	
78054	78262	78052	78108	78266	78002	78208	78015	78203	78023	78229
78124	78265		78263		78006	78215	78073	78231	78109	78230
78206	78268				78069	78234	78112	78248	78201	78232
78243	78270				78101	78235	78148	78255	78202	78233
78246					78152	78236	78154		78204	78237
					78205				78207	78238
									78209	78239
									78210	78240
									78211	78242
									78212	78244
									78213	78245
									78214	78247
									78216	78249
									78217	78250
									78218	78251
									78219	78252
									78220	78253



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Continuation of Case by Zip Codes:

78213	78245
78214	78247
78216	78249
78217	78250
78218	78251
78219	78252
78220	78253
78221	78254
78222	78256
78223	78257
78224	78258
78225	78259
78226	78260
78227	78261
78228	78264

Table shows data available at time of analysis. Additional cases are currently under investigation. Posted on 7/06/2020 at 7:00 PM.

Data Source:

<https://covid19.sanantonio.gov/About-COVID-19/Case-Numbers-Table-Data#Cases>

2. Describe any **gaps in services**, related to the identified needs. It may be helpful to reach out to churches, other social service providers/agencies, and city and county governments to gather this information. Organize your answer in terms of the cities and counties impacted if the gaps in services differ.

Before the Novel Coronavirus COVID-19 surfaced in communities across the nation the City of San Antonio was working on strategies to address poverty in Bexar County. Today people in our community are grappling with the negative impact of COVID-19 and the financial hardship it has placed on the well-being of individuals, families, and businesses across the community.

In September 2019, the U.S. Census Bureau released the latest wave of American Community Survey 1-year Estimate data, providing state- and local-level 2018 estimates of factors such as poverty, income, and education. According to the report, among the 25 most populous US Metropolitan Areas, the San Antonio-New Braunfels Metropolitan Area ranked highest for poverty. Since 2013, the overall poverty rate for the City of San Antonio has remained at 18-20%, indicating that about one in five individuals are experiencing the financial and social burdens of poverty.

In 2019, The City of San Antonio's Human Services Department and Metropolitan Health District developed a poverty report summarizing key strategies on evidence-based poverty alleviation initiatives. Information in the report was structured around nine major frameworks and identified needs: Employment and Income, Education



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and Skills Development, Wealth and Assets, Business Entrepreneurship, Affordable Housing, Homelessness, Physical and Mental Health, and Access to Transportation.

In Fiscal Year 2020, before the COVID-19 pandemic the City invested roughly \$454.4 million in Local, State and Federal resources to mitigate barriers and challenges to social and economic mobility in San Antonio. The bulk of that funding was directed to support community needs in area(s) of: Education and skills development programs (\$149 M) followed by Transportation (\$128 M), Employment (\$73.4 M), Homelessness (\$36.1 M), Housing (\$29.3 M), Health (28.2 M), Asset Building/Financial Empowerment (\$6.1 M), Business/ Entrepreneurship (\$2.7 M), and Income Stability (\$1.5 M) programs.

Key Data Findings:**Overview of Poverty in San Antonio:**

- In 2018, 18.6% of residents in San Antonio lived in poverty, compared to 15.5% in Texas overall and 14.1% in the US overall, with Hispanics and African Americans disproportionately affected.
- 27.2% of children under 18 live in poverty compared to 22.9% in Texas and 20.3% in the U.S.
- 12.6% of seniors over 65 live in poverty compared to 10.7% in Texas and the 9.3% in the U.S.
- A higher percentage of San Antonio women live in poverty when compared to Texas and the U.S.

Employment, Income, and Economic Mobility:

- A larger proportion of those living in poverty in San Antonio are employed, compared with Texas and the U.S. overall.
- For those with Bachelor's degree or higher in San Antonio, the median hourly wage among African Americans and Hispanics is \$23 compared to \$29 in Non-Hispanic Whites.
- The percentage of Hispanics living on an income of less than \$25,000 is close to double the percentage of Non-Hispanic White residents.

Educational Attainment and Skills Development

- 18% of San Antonio residents do not have a high school diploma, compared to 17.2% in Texas and 12.7% Nationally.
- In San Antonio, non-high school graduates are 3.5 times more likely to live in poverty than those with a High school degree or higher educational attainment.
- Those in central and south San Antonio zip codes have a higher percent of residents with only a high School degree as compared to northwest zip codes.

Wealth, Assets, and Financial Health

- San Antonio families have lower median credit scores, higher delinquent debts, and limited savings compared to the national average.
- Medical debt in Bexar County surpasses that of Texas and the USA overall with non-White residents disproportionately affected with 35% having medical debt in collection compared to 18% of residents in predominately White zip codes.

Business Ownership/Entrepreneurship

- In the San Antonio-New Braunfels MSA only 22% of firms were female-owned.
- When looking at San Antonio – New Braunfels MSA firm ownership by race, 87% are White-owned, 8%



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Asian owned, and 1% African American owned. Firms with at least partial ownership by Hispanics accounted for 28% of firms, while the other 72% were owned by Non-Hispanics.

Affordable Housing

- 55% of San Antonio households living in poverty are headed by a single female.
- Among San Antonio residents with income <\$20,000, 91% of those who rent are housing cost-burdened, as opposed to 71% of those who own their homes.

Homelessness

- In San Antonio, there was a 6% reduction in overall homelessness, however there was a 18% increase in the number of families experiencing homelessness.

Access to Transportation

- Close to 17% of African American households in San Antonio lack access to a car, compared to only 6% of White households.

Physical and Mental Health

- 1 in 5 Bexar County children experience food insecurity.
- A higher percentage of San Antonio residents rely on cash public assistance or food stamps, compared with Texas or the U.S. overall.
- Bexar County had the 4th highest prevalence of both adults with serious mental illness and children with serious emotional conditions among all Texas counties in 2013.

Access to Transportation

- Close to 17% of African American households in San Antonio lack access to a car, compared to only 6% of White households.

Data Source:

<https://therivardreport.com/wp-content/uploads/2020/01/Poverty-Report-Final-12-19-19-2.18pm-1.pdf>

3. Describe what **outreach** has been done or will be done to identify potentially eligible households/individuals that have been or continue to be impacted by this COVID-19 pandemic. Discuss which entities (schools, city government, non-profits, churches, etc.) will be contacted to do outreach and where outreach has or will occur. If intake has occurred during outreach, please provide information on the number of applications taken. Organize your answer in terms of the cities and counties impacted.

Key Outreach strategies:

Equity and Engagement Strategies

- Outreach through door-to-door marketing to 30,000 residents targeting neighborhoods that are predominately economically vulnerable and/or people of color
- Collaboration with delegate agency partners to refer clients in need
- Engagement through technology (phone, videochat, social media outlets) that eliminates transportation and time investments needed for residents to access services



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Door-to-door engagement paired with media campaign to connect households to resources:

- **75%** of identified households within identified service area will receive face to face outreach services
- **80%** of households receiving door to door outreach services will receive a referral for recovery and resilience services; and **80%** will complete an application for services
- Provide at least **10,000** residents with rental and mortgage assistance and connection to other COVID-19-related resources

Social Media and Community Engagement to promote Workforce Training and Support Services with focus on high demand jobs

- Comprehensive wraparound support, case management and career navigation services
- provide 3 months of child care to allow parents to pursue training and/or workforce opportunities

Fair-housing Counseling and Family Resource Center

- 95% of families/individuals will receive two or more referrals for wraparound Services
- Case Management System and Referral Platform will be implemented with a minimum of 70 contracted agency partners
- **95%** of families/individuals will receive two or more referrals for wraparound Services

Domestic violence prevention and intervention strategies

- Domestic Violence and COVID Community Survey
- A media campaign will generate community awareness, media impressions to enroll individuals in wraparound services.

Data Source: COVID-19 City Response Community Resiliency & Recovery May 28, 2020

4. Describe the **need** for funds to assist persons impacted? Types of information to include, but not limited to:
 - a. an estimate of how many households and/or individuals still in need of assistance
 - b. the type of assistance these households need,

As stated previously, the needs must be as a result of COVID-19. If needs differ across your service area, organize your answer in terms of cities and counties impacted. Consider households who may have lost their job or have been temporarily unemployed for a period of time due to this pandemic. It may be helpful to reach out to churches, other social service providers/agencies, and county governments to gather this information.



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Prior to the COVID-19 Pandemic

In September 2019, the U.S. Census Bureau released the latest wave of American Community Survey 1-year Estimate data, providing state- and local-level 2018 estimates of factors such as poverty, income, and education. According to the report, among the 25 most populous US Metropolitan Areas, the San Antonio-New Braunfels Metropolitan Area ranked highest for poverty. Since 2013, the overall poverty rate for the City of San Antonio has remained at 18-20%, indicating that about one in five individuals are experiencing the financial and social burdens of poverty. Poverty is one of the most important determinants of health, longevity, and quality of life. During this COVID-19 Pandemic the San Antonio community is grappling with the negative impact of COVID-19 and the financial hardship it has placed on the well-being of individuals, families, and businesses across the community.

Poverty in San Antonio

In 2018, 18.6% of residents in San Antonio lived in poverty, compared to 15.5% in Texas overall and 14.1% in the US overall, with Hispanics and African Americans disproportionately affected.

27.2% of children under 18 live in poverty compared to 22.9% in Texas and 20.3% in the U.S.

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Employment, Income, and Economic Mobility

A larger proportion of those living in poverty in San Antonio were employed, compared with Texas and the U.S. overall. For those with Bachelor's degree or higher in San Antonio, the median hourly wage among African Americans and Hispanics is \$23 compared to \$29 in Non-Hispanic Whites.

The percentage of Hispanics living on an income of less than \$25,000 is close to double the percentage of non-Hispanic White residents.

Even as the number of new unemployment claims in Texas has declined each week since peaking in mid-April, more than 2 million people statewide have filed for unemployment. In Bexar County, 7,400 workers filed jobless claims during the week ending on May 16. Between mid-March and mid-May, 122,000 workers in the county sought unemployment. To respond, city and county leaders have announced early frameworks of workforce development initiatives that would provide weekly stipends for unemployed workers as they attend job training locally.

Data Source: [Texas Workforce Commission](https://www.twc.texas.gov/) and <https://www.twc.texas.gov/>

Educational Attainment and Skills Development

18% of San Antonio residents do not have a high school diploma, compared to 17.2% in Texas and 12.7% Nationally. In San Antonio, non-high school graduates are 3.5 times more likely to live in poverty than those with a high school degree or higher educational attainment. Those in central and south San Antonio zip codes have a higher percent of residents with only a high school degree as compared to northwest zip codes.



DEPARTMENT OF HUMAN SERVICES

Wealth, Assets, and Financial Health

San Antonio families have lower median credit scores, higher delinquent debts, and limited savings compared to the national average. Medical debt in Bexar County surpasses that of Texas and the USA overall with non-White residents disproportionately affected with 35% having medical debt in collection compared to 18% of residents in predominately white zip codes.

Data was obtained from The United Way 211 calls from the onset of COVID-19 in the Bexar County area. Below is a list of top call needs reported from March-June 2020.

Data Source: <https://therivardreport.com/wp-content/uploads/2020/01/Poverty-Report-Final-12-19-19-2.18pm-1.pdf>



CITY OF SAN ANTONIO

DEPARTMENT OF HUMAN SERVICES



Top Caller Needs – Bexar County
March – June 2020
(211 Texas Alamo Region)

March 2020 Top Need (s)	Total
1. Emergency Food Assistance	4,249
2. COVID-19 Surveillance/Control	3,110
3. Rent Assistance	2,412
4. Utility Assistance (Electric)	1,879
5. Housing	865

April 2020- Top 20 Caller Needs	Total
1. Housing/Shelter/Rent	3,829
2. Food	3,074
3. Utilities (Electric, Gas, Water)	2,126
4. Public Health (Surveillance/Control)	1,244
5. Public Assistance Programs (SNAP, TANF, Medicaid)	1,061

May 2020 Top Caller Needs	Total
1. Housing/Shelter/Rent	3,380
2. Food	1,639
3. Utilities (Electric, Gas, Water)	1,544
4. Public Assistance Programs (SNAP, TANF, Medicaid)	921
5. Health Screening/Diagnostic Services (COVID-19 Testing)	603

June 2020- Top Caller Needs	Total
1. Housing/Shelter/Rent	3,395
2. Health Screening/Diagnostic Services (COVID-19 Testing)	3,018
3. Utilities (Electric, Gas, Water)	1,672
4. Food	1,338
5. Public Assistance Programs (SNAP, TANF, Medicaid)	826



CITY OF SAN ANTONIO

DEPARTMENT OF HUMAN SERVICES

5. Identify the **top needs** determined from your Needs Assessment. Consider all the data (qualitative and quantitative) and information that was gathered in this process.

If the plan is to not address one of the needs, provide a brief explanation as to why not in column five; such as lack of capacity/resources or that another organization is addressing the need.

Top Needs Identified	Currently addressing the need		Plan to address the need with CSBG CARES Act Funds		How will need be addressed with CSBG CARES Act Funds	If not addressing, explain why.
1. Housing/Shelter/Rent	Yes	No	Yes	No	Participants enrolled in City's TOP workforce program	
2. Food	Yes	No	Yes	No	City TOP program participants/Subcontractor Family Services Association (FSA)	
3. Utility Assistance	Yes	No	Yes	No	City's Emergency Utility Assistance Program	
4. Health Screening-COVID	Yes	No	Yes	No		Free COVID testing being provided by community
5. Public Assistance	Yes	No	Yes	No	Through City's Financial and Housing Recovery Center/Subcontractor FSA	
6. Financial Literacy	Yes	No	Yes	No	Through City's Financial and Housing Recovery Center/FSA (Subcontractor)	
7. Employment Support	Yes	No	Yes	No	Through City's Financial and Housing Recovery Center/FSA (Subcontractor)	
8. Childcare	Yes	No	Yes	No	City TOP program participants	
9. Counseling	Yes	No	Yes	No	Through City's Financial and Housing Recovery Center/FSA (Subcontractor)	
10. Educational Support	Yes	No	Yes	No	Through City's Financial and Housing Recovery Center/FSA (Subcontractor)	



DEPARTMENT OF HUMAN SERVICES

6. Describe the **plan to coordinate services and/or funding** with other organizations/entities (e.g., churches, local governments, schools, non-profits, etc.) to meet the needs of individuals impacted by the COVID-19 pandemic. Also, describe any efforts that will be undertaken with coordinating partners to avoid duplication of services. Organize your answer in terms of the cities and counties impacted if they differ in coordination of services.

In response to COVID-19 the City of San Antonio prepared a COVID-19 Community Recovery and Resiliency Plan approved by the City Council on June, 4, 2020. The plan ensures households and businesses affected by COVID-19 have the resources and tools to become financially resilient and better prepared to withstand future economic challenges.

Below is a list of services that will be prioritized and coordinated as part of the City of San Antonio's Housing and Financial Recovery Center. This model is evolving quickly to coordinate services with internal/external partners to include:

- **Financial Counseling** - through the Financial Recovery Center, services will include budgeting, debt management, credit report education, and linking to positive products through Bank On San Antonio. Assistance will be provided for benefits enrollment navigation for Housing, Unemployment, Supplemental Nutrition Assistance Program, Medicaid, Medicare and other needed programs.
- **Benefits navigation assistance** - Financial Benefit Navigators working with federal, state and local benefits providers and with community partners, will provide services such as unemployment, TANF, CHIP, housing authority waitlist registration, utility assistance, rent/mortgage assistance, etc.
- **Fair Housing Counseling and Rent/Mortgage Assistance** - through City's Neighborhood Housing Services Department the COVID-19 Emergency Housing Assistance Program will be launched to help residents recover from the COVID-19 crisis and address housing needs.
- **Pro Bono Legal Representation for Eviction Cases** – collaboration with community partners like the Texas Rio Grande Legal Aid will assist residents in need of legal representation for eviction cases.
- **Workforce Assistance** - through Family Service's occupation counselors and the City's Training for Job Success program working with Alamo Colleges, Workforce Solutions Alamo, Project Quest, and other community partners will assist Bexar County residents with Workforce support through wrap around services.
- **Homeless Services Counseling** - through one or more of the City's delegate agencies, will assist homeless clients and San Antonio residents needing rapid rehousing.
- **Small Business recovery assistance** - through the Financial Empowerment Counselors and delegate agency such as Lift Fund's Launch SA to assist Small Business's in recovery assistance. Through door-to-door outreach by community business organizations and dedicated small business hubs and resource centers, as well as grants through a partnership between the City and Lift Fund to help business and non-profits with 20 employees or less.



DEPARTMENT OF HUMAN SERVICES

6. Describe how you plan to provide the proposed CSBG CARES services through your current **service delivery system** or through partner organizations or subcontractors. Organize your answers in terms of the cities and counties impacted if they differ.

As the San Antonio community begins to recover from the economic impacts of COVID-19 and households look for ways to become financially and housing stable and more resilient going forward, the City has opened a new Financial and Housing Recovery Center. Residents can access services by calling 210-207-5910 or by visiting the website at <https://covid19.sanantonio.gov/fhrc>. During the current COVID crisis and recovery, residents will be able to receive all services via telephone or video-call technology to protect their health and safety. In-person appointments can be arranged as needed. The center will follow all City and State protocols to ensure the health and safety of community members.

The Financial and Housing Recovery Center is part of the Recovery and Resiliency Plan for the ongoing COVID-19 pandemic. The Plan prioritizes community resilience, in an effort to ensure that households and businesses affected by COVID-19 have the resources and tools they need to become financially resilient and better prepared to withstand current and future economic challenges. There are several City departments involved in implementing this initiative: Human Services, Neighborhood & Housing Services, and Economic Development along with partner organizations and subcontractor.

The City of San Antonio is working closely with partner organizations such as: Alamo College, Workforce Solutions Alamo, Project Quest, and Family Service Association whereby residents can access various paid training, education, and certification opportunities to obtain a better job that is accompanied by various wraparound support services. Family Service Association a (Subcontractor) will provide multi-services to residents who have suffered financially during the COVID-19 recovery.

Mary E. Garr, President/CEO of the Family Services Association, said, "The numbers of individuals and families who need financial and benefits counseling, workforce assistance, and other support services have only increased since the start of this pandemic, and the stressors they are experiencing are affecting not only their lives but tearing at the fabric of our community. Comprehensively addressing their immediate needs, while assisting them with their long-term recovery and financial viability, are critical to supporting them individually and to putting San Antonio back on a road to strong financial and economic health."

The Financial and Housing Recovery Center will offer access to various programs and wrap around services outlined in question #6, to include key areas to serve Bexar County residents impacted with COVID-19:

- **Financial Counseling**
- **Benefits navigation assistance**
- **Fair Housing Counseling and Rent/Mortgage Assistance**
- **Pro Bono Legal Representation for Eviction Cases**
- **Workforce Assistance**



DEPARTMENT OF HUMAN SERVICES

- **Homeless Services Counseling**
- **Small Business recovery assistance.**

The City is working closely with nonprofit partners, including Family Services Association (FSA) as a (Subcontractor), to provide multi-services help to residents who have suffered financially during the COVID-19 recovery. The impact of COVID-19 has left many residents with hours reduced and/or job loss making it difficult to pay their rent or put food on the table. The Financial and Housing Recovery Center will play a critical role in meeting the goals set forth in our Community Recovery and Resiliency Plan by helping to connect residents who have been most impacted by the COVID-19 pandemic to services and programs in the City of San Antonio. By coming together to address these challenges, we will be able to get through this unprecedented time and come out stronger than before,” City Manager Erik Walsh said.

Source: NEWS RELEASE: **SAN ANTONIO (July 2, 2020)** Financial and Housing Recovery Center to help households recovering from economic impacts of COVID-19

Prepared by:

Contact Name: Minerva Hernandez LMSW-NCRT
 Title: Manager
 Phone 210-207-5917
 Email: Minerva.Hernandez@sanantonio.gov

Subrecipient:	City of San Antonio-Department of Human Services		
Needs Assessment			
Need	Rank	Organization(s)/Program Providing Services	County(s) where provided
Housing/Rent/Shelter	1	City Neighborhood Housing Service Dept, DHS TOP Program	Bexar
Utility	2	City Emergency Utility Assistance Program/ County CEAP	Bexar
Food	3	DHS TOP Program, Family Services Association	Bexar
Public Assistance	4	Family Services Association, City Financial Housing Recovery Center	Bexar
Financial Literacy	5	City Financial Housing Recovery Center, Family Services Association	Bexar
Employment Support	6	City's TOP Program, Project Quest, Workforce Development	Bexar
Education	7	Alamo Colleges, City TOP Program, Family Services Association	Bexar
Childcare	8	City TOP Program	Bexar
Counseling	9	Family Services Association, City Financial Housing Recovery Center	Bexar

NOTE: These funds are appropriated only for activities to prevent, prepare for, or respond to the COVID-19



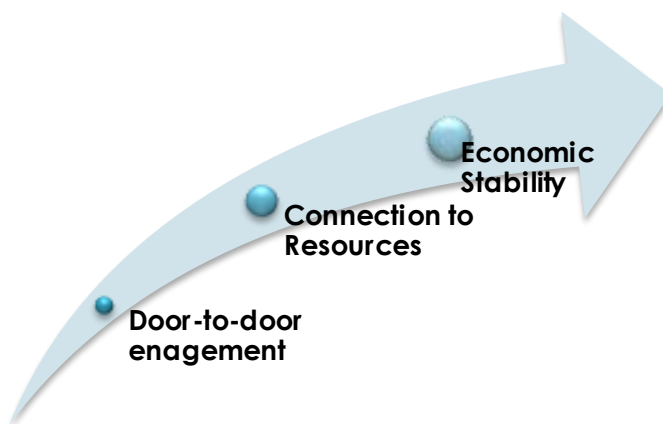
Door-to-Door Engagement with Households

The Department of Human Services, in collaboration with funded partner agencies, will utilize an equity driven approach to target door – to – door outreach to inform residents who have been traditionally marginalized and are likely to disproportionately be negatively impacted by COVID -19 of available resources and services.

Connection to resources will include:

- Financial counseling, Benefits navigation, Food Security
- Utility, housing counseling, and rental and mortgage assistance
- Workforce and job training assistance
- Small Business recovery assistance
- Senior meal, activity and isolation reduction services
- Head Start and child care subsidy services
- Domestic Violence and Child Abuse Intervention and Prevention Services

Door-to- Door Outreach Strategy Flow Chart



Engagement Partners

- City Departments:
 - Neighborhood Housing Services Department
 - Metropolitan Health District
 - Economic Development Department
- Nonprofit & Referral Partners:
 - Nearly 70 funded nonprofit partners funded through the Human and Workforce Development Services Consolidated Funding Process

Budget and Funding Components

Expenses			Funding Sources	
Contract with Nonprofit Agencies for community workers, advertising and printing, temp support and technology		\$500,000	Coronavirus Relief Fund	\$500,000
TOTAL		\$500,000	TOTAL	\$500,000



Expected Outcomes

By December 2020:

- 75% of identified households within identified service area will receive face to face outreach services
- 30,000 residents will be with information about available resources
- 80% of households receiving door to door outreach services will receive a referral for recovery and resilience services; and 80% will complete an application for services

Equity and Engagement Strategies

- Target populations will be identified and prioritized by poverty rate at the Census tract level
- Engagement workers will be recruited from a wide range of backgrounds, representative of the community and trained in culturally-appropriate outreach methods
- Workers will be recruited who are bilingual in Spanish and other languages

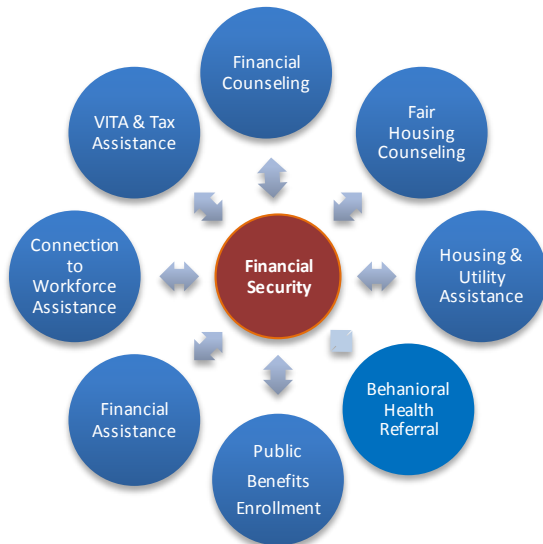


COVID-19 Community Recovery and Resiliency Plan

Implementation Strategy

Financial and Housing Recovery Center

A physical and virtual resource center that will assist households recovering from economic impacts of COVID-19 become financially and housing stable and more resilient going forward through financial counseling, benefits navigation, housing counseling and financial assistance, housing repair assistance, low-cost financial products, and connection to appropriate related services including workforce training, small business assistance, and homeless services.



Recovery Center Partners

- City Departments
 - Neighborhood Housing Services Department
 - Department of Human Services
 - Economic Development Department
- Community
 - Family Service
 - LiftFund
 - Workforce Solutions Alamo
 - local financial institutions

Expected Outcomes and Milestones

- July 1, 2020: Virtual Opening with service available via telephone and video-chat technology to help protect the health and safety of the community during the current COVID-19 situation. Onsite appointment will be available for clients in need of in-person assistance.
- July 2020: Begin hiring of temporary staff, execute contract with TRLA and SALSA to assist with Right to Counsel, execute contracts with non-profits to assist with intake for the Emergency Housing Assistance Program, Council Consideration of Notice of Tenant's Rights, provide staff support at eviction courts
- September 1, 2020: Estimated date to open Recovery Center to the public for walk-ins at the Central Library.
- December 1, 2020: Complete canvass of 30,000 residents in targeted zipcodes
- By June 2021, total household debt of clients will be reduced by \$4.9 million
- By April 15, 2021, \$250,000 in low-cost refund anticipation loans to be issued to 200 families
- By May 1, 2021, 500 residents will open certified BankOn bank accounts
- By May 1, 2021: 6,500 residents will access financial recovery counseling sessions
- May 31, 2021: Complete all performance under CSBG funded activities



Equity and Engagement Strategies

- Provide all services and materials in English and Spanish and translation services for other languages as needed.
- Engagement through technology (phone, videochat) that eliminates transportation and time investments needed for residents to access services
- Coordinate with Office of Equity to identify marginalized neighborhoods predominately comprised of people of color and are economically vulnerable.
- Outreach through door-to-door marketing to 30,000 residents in targeted neighborhoods
- Collaborate with community and faith-based partners to identify immigrant families who are disconnected from mainstream benefits and resources.
- Reserve flexible resources for assistance to families that may not qualify for federal benefits.
- Ensure target population has multiple options to easily and quickly access services including in person, virtual, and phone appointments to reduce barriers to services including transportation and time off.

Selection/Application Process

Financial and Housing Recovery Center clients will access services through a single phone number (210-207-5910) or online portal (<https://covid19.sanantonio.gov/Programs/Financial-and-Housing-Recovery-Center>)

An Intake Specialist will conduct an initial assessment of immediate household needs; triage urgency; and schedule an in person or virtual appointment with the appropriate financial, benefits, or housing counselor. Counselors will be cross trained to reduce need for multiple appointments and assessments.

- **Financial Counseling** – Financial coaching including budgeting, debt management, credit report education, benefits and linking to positive products through Bank Of San Antonio, etc.
- **Benefits Navigation/Enrollment** – Assist with eligibility assessment and enrollment working with federal, state and local benefits providers and with community partners including unemployment assistance, Medicaid, TANF, health insurance, housing authority programs, Financial Independence Initiative, transportation, utility assistance, rent/mortgage assistance, etc.
- **Fair Housing Counseling and Rent/Mortgage Assistance** – Counseling to assist with landlord/tenant disputes, eviction procedures, foreclosure prevention, and financial rental and mortgage, and utility assistance.
- **Housing Repair and Rehab Assistance** – Provide access to housing programs like the minor repair program, Under 1 Roof, and rehab program.
- **ProBono Legal Representation for Eviction Cases** – Texas RioGrande Legal Aid and San Antonio Legal Services Associates



COVID-19 Community Recovery and Resiliency Plan

Implementation Strategy

Financial and Housing Recovery Center

- **Workforce assistance** – Enrollment with Family Service's occupation counselors, DHS Training for Job Success program, and NXT Level and referral to Alamo Promise and other partners, with overall coordination by Workforce Solutions Alamo.
- **Small Business recovery assistance** – Financial Counseling for simple small business recovery assistance tied to family finances and referral to EDD, LaunchSA, and other community partners.

Budget and Funding

Expenses		Funding Sources	
Family Service Expansion	\$1,401,487	CSBG-CARES	\$2,937,062
COSA Expansion & Technology	846,627		
Direct Client Assistance	1,751,886		
Connection to Low-Cost Financial Products	120,000		
Right to Council Program	465,800	Coronavirus Relief Fund	29,557,154
EHAP	27,103,416		
Housing Counselors Navigators	305,000		
Door to Door Engagement	500,000		
TOTAL	\$32,494,216	TOTAL	\$32,494,216

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET
CARES Act Contract

*Please enter the requested information into the yellow highlighted cells
on each page and sign the Summary Page below*

Subrecipient:	City of San Antonio Department of Human Services
Service Area:	Bexar
CSBG Allocation: \$ 2,937,062.00	

IMPORTANT! This "Summary Page" will self-populate as you complete each of the worksheets (B.1 - B.9):

BUDGET CATEGORIES	AMOUNT
B.1 Personnel	\$ 315,573.00
B.2 Fringe Benefits	\$ 113,445.00
B.3 Travel	\$ -
B.4 Equipment	\$ 24,000.00
B.5 Supplies	\$ 4,000.00
B.6 Contractual	\$ 476,543.00
B.7 Other/B.8 Client Services	\$ 2,003,501.00
B.9 Indirect Costs (If subrecipient has an approved Indirect Cost Rate Agreement from cognizant agency, enter detail on B.9).	\$ -
TOTAL BUDGET*	\$ 2,937,062.00

***TOTAL BUDGET" must equal the "CSBG Allocation" above.**

Diff.: \$ -

Subrecipient Approval	
<i>Padmasir Chandrasekera</i>	07/03/2020
Signature of Preparer	Date
<i>Melody Woosley</i>	July 9, 2020
Signature of Approver	Date

Personnel - B.1

Subrecipient:		City of San Antonio Department of Human Services		
Personnel				
Section 1: Administrative and Management Staff: added staff or reallocation of existing staff				
Identify Job Title NOT staff names	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Fiscal Analyst	12	\$ 57,951	100.00%	\$ 57,951.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Section 1 (CSBG ONLY):				\$ 57,951.00
Section 2: Program Staff/Direct Client Support Staff: added staff or reallocation of existing staff				
Identify Job Title NOT staff names	No. of Months	Annual Salary	% of CSBG Support	Amount Budgeted to CSBG Funds
Family Support Supervisor	12	\$ 47,894	100.00%	\$ 47,894.00
Family Support Supervisor	12	\$ 47,894	100.00%	\$ 47,894.00
Family Support Supervisor	12	\$ 47,894	100.00%	\$ 47,894.00
Community Services Specialists	12	\$ 39,581	100%	\$ 39,581.00
Community Services Specialists	12	\$ 39,581	100%	\$ 39,581.00
Case Aide	12	\$ 34,778	100%	\$ 34,778.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal Section 2 (CSBG ONLY):				\$ 257,622.00
Total Section 1 and 2:				\$ 315,573.00
Subtotal Section 3:				\$ -
Total Personnel Tab				\$ 315,573.00

Fringe - B.2

Subrecipient:	City of San Antonio Department of Human Services	
Fringe Benefits		
Section 1: Administrative & Management Staff: added staff or reallocation of existing staff		
Items		Amount
F.I.C.A		\$ 4,433.00
Unemployment		
Workman's Comp. Insurance		
Health Insurance		\$ 7,330.00
Dental Insurance		
Life Insurance		\$ 58.00
Retirement Contribution		\$ 6,919.00
Others (List):		
Subtotal Section 1 (CSBG ONLY):		\$ 18,740.00
Section 2: Program Staff/Direct Client Support Staff : added staff or reallocation of existing staff		
Items		Amount
F.I.C.A		\$ 19,708.00
Unemployment		
Workman's Comp. Insurance		
Health Insurance		\$ 43,980.00
Dental Insurance		
Life Insurance		\$ 257.00
Retirement Contribution		\$ 30,760.00
Others (List):		
Subtotal Section 2 (CSBG ONLY):		\$ 94,705.00
Total Section 1 and 2 (CSBG ONLY):		\$ 113,445.00
Subtotal Section 3:		\$ -
Total Fringe Benefits Tab		\$ 113,445.00

Travel - B.3

Subrecipient:		City of San Antonio Department of Human Services	
Travel			
	Miles	x Fed. Rate*	Amount
Local Travel (*Rate cannot be higher than the Federal rate)			\$ -
Per Diem			
Non-Local Travel			
Board Member Reimbursement			
Total Travel Tab			\$ -

Equipment - B.4

Subrecipient:		City of San Antonio Department of Human Services				
Equipment						
Note: Subrecipient is also reminded to follow procurement policies/procedures. Please review TDHCA's guidance on Procurement at the link below: http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm						
Equipment Description	No. of Units	Brand & Model	Unit Cost	Total Cost	% Budgeted to CSBG	Amount(s) Budgeted to CSBG
Purchases						
CAP<5000 Comp/Telecom Equipment	1	Various	\$24,000.00	\$24,000.00	100%	\$ 24,000.00
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
Leases						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
Subtotal (CSBG):						\$ 24,000.00
Subtotal (Other Programs Supported by CSBG):						\$ -
Total Equipment Tab						\$ 24,000.00

Note: "TOTAL" on this page must equal "Equipment" line item on the "Summary Page 1"
Scroll down to view tables below (if needed)

Supplies - B.5

Subrecipient:	City of San Antonio Department of Human Services		
Supplies			
Office Supplies			\$ 4,000.00
Maintenance Supplies			
Program Supplies			
Postage			
Others (List):			
Total Supplies Tab			\$ 4,000.00

Contractual - B.6

Subrecipient:		City of San Antonio Department of Human Services		
Contractual: additional contracts or reallocation of existing contracts				
CSBG Budget Items (Categories)		Total Cost	% Budgeted to CSBG	Amount Budgeted to CSBG
Legal Services				\$ -
Audit Services				\$ -
Accounting Services				\$ -
Other Costs	Subcontract-FSA	\$476,543.00	100%	\$ 476,543.00
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal (CSBG):				\$ 476,543.00
Subtotal (Other Program(s) supported by CSBG:				\$ -
Total Contractual Tab				\$ 476,543.00

Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"

Other - B.7

Subrecipient:	City of San Antonio Department of Human Services		
Other: additional operating expenses or reallocation of existing expenses			
Other Items (such as copying, rent, utilities, phone, insurance, etc.) Itemize below:	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
Education-Classes	\$11,600.00	100.0%	\$ 11,600.00
Advertising and Publications	\$50,000.00	100.0%	\$ 50,000.00
Binding, Printing & Repro.	\$50,000.00	100.0%	\$ 50,000.00
Transportation - Mileage	\$7,000.00	100.0%	\$ 7,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for Other Items (CSBG):			\$ 118,600.00
Subtotal for Other Items from tables below (CSBG Support for Other Program(s)):			\$ -
Total Other Tab			\$ 118,600.00
<p>Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1" Scroll down to view tables on pages 2 to 3 (if needed)!</p>			

Client Services - B.7

Subrecipient:		City of San Antonio Department of Human Services		
Client Services Related to COVID-19				
Domain	Emergency Assistance/Direct Services to Clients affected by COVID-19 Pandemic	Total Costs	% Budgeted to CSBG	Amount Budgeted to CSBG
1-Employment				\$ 165,000.00
2-Education				\$ -
3-Income-Assets				\$ -
4-Housing				\$ -
5-Health				\$ -
Engagement				\$ -
7-Support				\$ 1,719,901.00
Total Client Services Tab				\$ 1,884,901.00

Indirect Costs - B.8

Subrecipient:	City of San Antonio Department of Human Services		
Indirect Costs			
Budget Categories			CSBG Amount
Indirect Costs			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
<i>Space left blank intentionally</i>			
Subtotal (CSBG):			\$ -
Subtotals (Program(s) Supported by CSBG):			\$ -
Total Indirect Costs Tab			\$ -

Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Programs being supported:			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -
Enter Next Program			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -
Enter Next Program			
Program:			
Budget Categories			Amount
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Subtotal (Other Program):			\$ -

2020 DHS - Family Assistance Program- PERFORMANCE DATA

Category	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
# of Individuals Served	3,065	1,700	2,088	4,873	3,898	3,396							19,020
# of Households Served	1,031	626	738	1,537	1,191	1,071							6,194
# of Services Provided	1,077	648	807	1,595	1,245	1,115							6,487
# of Seniors Served	128	153	125	132	136	136							810
# of Disabled Persons Served	413	321	274	416	335	322							2,081
# of Individuals that Transitioned out of Poverty through TFJS assistance	17	15	9	4	7	0							52
TFJS Homeless Hotline Calls				525	742	469							1,736

Note: Data from Monthly Fund Use Summaries & CSBG Program Characteristics Reports

CSBG 2020 Expense summary as of July 29, 2020

EXPENDITURE CATEGORY - IO	BUDGET 2020	ACTUAL UP TO 07/29/2020	Actual as a % of Budget	BALANCE
<i>CSBG2020-Administration</i>	<i>\$357,777.00</i>	<i>\$135,984.00</i>	<i>38%</i>	<i>\$221,793.00</i>
<i>CSBG2020-Train For Job Success</i>	<i>\$981,282.00</i>	<i>\$486,935.00</i>	<i>50%</i>	<i>\$494,347.00</i>
<i>CSBG2020-Emergency Assistance</i>	<i>\$475,429.00</i>	<i>\$252,146.00</i>	<i>53%</i>	<i>\$223,283.00</i>
<i>CSBG2020-Financial Counseling</i>	<i>\$277,984.00</i>	<i>\$151,588.00</i>	<i>55%</i>	<i>\$126,396.00</i>
<i>CSBG2020-VITA</i>	<i>\$20,000.00</i>	<i>\$0.00</i>	<i>0%</i>	<i>\$20,000.00</i>
<i>Total 2020 Contract</i>	<i>\$2,112,472.00</i>	<i>\$1,026,653.00</i>	<i>49%</i>	<i>\$1,085,819.00</i>
<i>CSBG2020- Discretionary Funds-TFJS/EA</i>	<i>\$105,026.00</i>	<i>\$20,634.00</i>	<i>20%</i>	<i>\$84,392.00</i>
<i>TotalCSBG including Discretionary</i>	<i>\$2,217,498.00</i>	<i>\$1,047,287.00</i>	<i>68%</i>	<i>\$1,170,211.00</i>

****Because Finance has not closed the month of July, expenses and percentage spent are subject to change.****

Variation: Order

2206038005 CSBG 2020

- 138000002576 CSBG 2020 Administration
- 138000002577 CSBG2020 Train for Job Succes
- 138000002578 CSBG 2020 Emergency Assista
- 138000002579 CSBG 2020 Financial Counseling
- 138000002580 CSBG 2020 VITA

Orders: Actual/Plan/Variance

Date: 07/29/2020 18:02:58

Page: 2 / 2

Order/Group

2206038005 CSBG 2020

Reporting period

1 - 12 2020

Cost Elements	Act. Cum.	Plan Cum.	Var. (Abs.)	Var. (%)
4501000 Grants Revenue	726,481.57-	2,112,472.00-	1,385,990.43	65.61-
* GRANT REVENUES	726,481.57-	2,112,472.00-	1,385,990.43	65.61-
5101010 Regular Salaries	602,324.27	1,163,609.00	561,284.73-	48.24-
5101050 Language Skill Pay	3,150.00	5,400.00	2,250.00-	41.67-
5103005 FICA & Medicare Expense	43,889.53	89,016.00	45,126.47-	50.69-
5103010 Life Insurance	466.11	1,163.00	696.89-	59.92-
5103035 Personal Leave Buy Back		20,000.00	20,000.00-	100.00-
5103056 Transportation Allowance	455.00	1,560.00	1,105.00-	70.83-
5105010 Retirement Exp	73,816.23	135,676.00	61,859.77-	45.59-
5170040 Civln Actv Healthcr	86,665.57	183,398.00	96,732.43-	52.74-
5201025 Education - Classes		2,000.00	2,000.00-	100.00-
5201040 Fees to Prof Contr.	1,575.50	2,000.00	424.50-	21.23-
5202010 Temporary Services	1,107.21		1,107.21	
5203040 Adv and Publications	2,164.36	1,500.00	664.36	44.29
5203050 Membership Dues	1,500.00	8,750.00	7,250.00-	82.86-
5203060 Binding & Printing	962.90	4,000.00	3,037.10-	75.93-
5203090 Transportation Fees	632.08	5,500.00	4,867.92-	88.51-
5204050 Maint - Buildings	5,886.55	6,646.00	759.45-	11.43-
5204060 Cleaning Services	6,009.92	14,271.00	8,261.08-	57.89-
5205010 Mail and Parcel Post	205.07	250.00	44.93-	17.97-
5205020 Rental of Office Equipment	3,520.15	7,000.00	3,479.85-	49.71-
5207010 Travel-Official	696.60	8,000.00	7,303.40-	91.29-
5208530 Alarm and Security Services	12,049.75	29,020.00	16,970.25-	58.48-
5304010 Food	381.80	4,500.00	4,118.20-	91.52-
5404520 Software Licenses	33,471.50	50,000.00	16,528.50-	33.06-
5404530 Gas and Electricity	3,059.07	5,935.00	2,875.93-	48.46-
5404540 Water and Sewer Charges	1,969.59	5,684.00	3,714.41-	65.35-
5407032 DW Other	110,127.39	279,594.00	169,466.61-	60.61-
5501065 Cap<5000 - Furn &Fix	30,609.69	50,000.00	19,390.31-	38.78-
* GRANT EXP	1,026,653.54	2,112,472.00	1,085,818.46-	51.40-
** Costs	300,171.97		300,171.97	
*** Balance	300,171.97		300,171.97	

Approval of Head Start and Early Head Start- Child Care Partnership (EHS-CCP)



HEAD START



Grant No: 06CH010821

City of San Antonio
Head Start Program
COLA Supplemental Funding Application
Program Year 2020-2021

Project Summary

The City of San Antonio, Department of Human Services Head Start Program (Head Start or DHS Head Start Program), submits the enclosed Cost-of-Living Adjustment (COLA) Supplemental Application for consideration for increasing staff salaries, fringe benefits and to also offset program operations costs for the period of February 1, 2020 through January 31, 2021. Per guidance received from the U.S. Department of Health and Human Services (HHS), DHS Head Start Program is submitting a supplemental funding application to request federal funding in the amount of \$469,746.00 (Program Operations).

Project Description

The DHS Head Start Program is in its second year of its five year project period and implementation of the 5-year strategic plan. Head Start plans to continue contracting with direct service providers to deliver high quality education and support services to 3,020 enrolled children and their families.

DHS Head Start remains committed to helping our community's most vulnerable children and families with high quality comprehensive services, including: educational, nutritional, medical, dental, mental health, disability and other services, through strong partnerships which promote success through school readiness and family strengthening.

Through continuous quality improvement, Head Start will maximize community resources to ensure enrolled children and families have access to all comprehensive services. By supporting children and families in reaching their potential, Head Start will create positive and lasting benefits to the community as a whole.



Grant No: 06CH010821

COLA Approach

Throughout the 2019-2020 program year, Head Start staff within DHS Head Start, San Antonio Independent School District (SAISD), and Edgewood Independent School District (EISD) have received a cost of living increase. DHS Head Start, SAISD, and EISD have a formalized system for increases to salaries and pay scales that are made in October of every year and have been realized for the current grant year. The DHS Head Start Program will utilize the COLA support an increase in salaries and fringe to SAISD and EISD as well as to offset program operational costs.

Based on the guidance from HHS, the approach to expend the requested funds follows:

- *An increase of no less than two percent of the current pay scale for the Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;*
 - DHS Head Start, SAISD, and EISD have a formalized system for increases to salaries and pay scales that are made in October of every year and have been realized for the current grant year.
- *The rationale and documentation detailing agency policies agency policies and procedure if employees are receiving less than the two percent COLA or differential COLA increases;*
 - DHS Head Start proposes a 2% increase for SAISD and EISD.
- *The provision of a no less than two percent increase to all delegate agencies and partners or justification if less than two percentage or differential increases are provided to delegate agencies and partners;*
 - DHS Head Start proposes a 2% increase for SAISD and EISD.
- *The planned uses for the balance of the COLA funds to offset higher operating costs;*
 - DHS proposed the remaining \$132,957.00 funds be used in the following line items:
 - Technology and software needs;
 - Furniture needs; and
 - Building Maintenance
 - DHS fiscal systems will ensure cost principles are followed.
 - All funds will be expended as intended with no balance remaining.



Grant No: 06CH010821

Conclusion

DHS Head Start Program has strong and effective management systems in place for the delivery of the highest quality services and is committed to continue to strengthen and improve the Program. DHS Head Start also has a systematic, ongoing planning and monitoring in place to assure continuous improvements. DHS Head Start will utilize the COLA funds to support a salary and fringe increase as well as to offset program operational costs.



Grant No: 06CH010821
Attachment B

**City of San Antonio
Head Start Program
COLA Budget Narrative
Program Year 2020-2021**

1. Summary

The City of San Antonio, Department of Human Services Head Start Program (Head Start or DHS Head Start Program), submits the following budget for the 2020 Cost-of-Living adjustment (COLA). DHS Head Start Program is submitting a supplemental funding application to request funding for the available amount of \$469,746.00. The COLA funds will be used to offset program operational costs. DHS Head Start will request a waiver of non-federal match due to the lack of resources in the community that was impacted by the coronavirus outbreak, a national emergency.

2. Head Start – Budget Justification – Federal Share

Supplies_____ **\$45,952.00**

Cap<5000 Computer Equipment \$27,952.00

Computers and computer docking stations will be purchased for Head Start staff to replace outdated computer equipment.

Cap<5000 Furniture and Fix \$18,000.00

Furniture will be purchased for Head Start staff to replace outdated furniture.



Grant No: 06CH010821

Attachment B

Contractual Services _____ **\$336,789.00**

DHS Head Start will provide funding allocations to SAISD and EISD.

Service Providers	Amount
San Antonio ISD	\$250,143.00
Edgewood ISD	\$86,646.00

San Antonio ISD

Salaries \$75,000.00

Substitutes to assist for teacher/teacher assistant sick days, personal business, or staff development days

Supplies \$50,143.00

Classroom Supplies

The purchase of instructional materials for Head Start classrooms at 19 sites to support educational services for 2,243 Head Start students' ages 3 and 4 years old

Other \$125,000.00

Building Maintenance and Improvement

Installation of washer connections and washers at Knox, Nelson, and Carvajal

Edgewood ISD

Salaries \$86,646.00

Teacher Aides: Based on visits to the campus during the 2019-20 school year and review of supervision, it was recommended by DHS Head Start that the district consider adding additional floaters to provide a greater degree of supervision and allow the campuses to maintain ratio when staff need to leave the room for a restroom break or student need.

The additional funds coupled with funds already designated for floaters will allow us to have full time floaters at Stafford and Cardenas ECCs and at Loma Park Elementary.

This is an increase from having one at each ECC previously and none at Loma Park.

Other _____ **\$87,005.00**

Maintenance – Building \$79,555.00

Software Licenses \$3,300.00

Cellular Phone Services \$2,078.00

Wireless Data Communications \$2,072.00



Grant No: 06CH010821

Attachment B

TOTAL COST FOR FEDERAL SHARE _____ **\$469,746.00**

3. Head Start - Budget Justification – Non-Federal Share

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$0.00**

DHS Head Start will request a waiver of non-federal match due to the lack of resources in the community that was impacted by the coronavirus outbreak, a national emergency.

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)

**City of San Antonio Early Head Start-Child Care Partnership
COLA Supplemental Funding Application**

Program Year 2020-2021

Project Summary

The City of San Antonio, Department of Human Services (DHS), submits the enclosed cost-of-living adjustment (COLA) supplemental application for consideration for increasing staff salaries, fringe benefits and also to offset higher operating costs for the period of August 1, 2020 through July 31, 2021. Per guidance received from the Department of Health and Human Services (HHS) on March 13, 2020, the City of San Antonio Early Head Start – Child Care Partnership is submitting a supplemental application to request federal funding in the amount of \$55,655.00

Project Description

The Early Head Start-Child Care Partnership (EHS-CCP) Program is a part of the DHS Head Start program. The EHS-CCP program plans to continue contracting with direct service providers to deliver high quality early childhood education and support services to 216 infants and toddlers and their families.

DHS Head Start Program remains committed to helping our community's most vulnerable children and families with high quality comprehensive services, including: educational, nutritional, medical, dental, mental health, disability and other services, through strong partnerships which promote success through school readiness and family strengthening.

COLA Approach

DHS' EHS-CCP program contracts with six community based agencies, having non-profit status, offering state licensed early childhood development programs. All six child care centers

are located in the center city of San Antonio, in high need areas with limited resources. Each of the child care centers employs the EHS-CCP staff which includes but is not limited to: teachers, substitutes, floaters, Directors, Assistant Directors, maintenance staff and others.

Based on the guidance from HHS, the approach to expend the requested funds follows:

- *An increase of no less than two percent of the current pay scale for the Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;*
 - DHS proposes to allocate the following COLA funds to the six child care centers based on the percentage of total enrollment:
 - \$41,580.00 (see budget justification)
 - DHS proposes to work with child care service providers to ensure base salary and salary levels of all EHS-CCP staff have no less than a 2% permanent pay rate increase. In the event current staff has received, at a minimum, 2% increase during this program year, funds would be allowed to go back into child care service providers operating budgets. However, if the increase is less than the 2%, then child care service providers would be expected to increase the salary by the difference to reach the equivalent of a 2% increase.
 - DHS proposes any additional funds after the 2% salary increase be used to offset higher operational cost within the child care centers.
 - \$14,075.00 (see budget justification)
 - DHS will use to offset higher operational costs
 - *The planned uses for the balance of the COLA funds to offset higher operating costs;*
 - DHS proposes that the remaining \$14,075 funds be used in the following line items:
 - Technology and software needs;
 - Office furniture;
 - Food for parents, binding and printing for DHS staff and other operating cost.
 - DHS fiscal systems will ensure cost principles are followed.
 - All funds will be expended as intended with no balance remaining.

Conclusion

DHS is committed to ongoing development and continual improvement in the EHS-CCP program. Dedicated DHS EHS-CCP staff works side-by-side with the child care service

providers to support capacity building, developing and strengthening systems and overall knowledge of the Early Head Start program. Strong and effective management systems are in place for the delivery of the highest quality infant toddler program. The focus for the 2020-2021 program year is strengthening capacity for quality care and a solid foundation of understanding of the Head Start Program Performance Standards. Increasing the salary scale and current wages of child care service provider's staff will offer an incentive for staff to continue to stay with the service provider, the DHS EHS-CCP Program and contribute to a more stable workforce. By supporting child care service providers, children and families in reaching their potential, the EHS-CCP Program creates positive and lasting benefits to the community as a whole.



Grant No: 06HP000255
Attachment A

**City of San Antonio
Department of Human Services
Early Head Start Program – Child Care Partnership
COLA Supplemental Application
Program Year 2020-2021**

Budget Narrative

1. Summary

The City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (DHS EHS-CCP) Program, submits the enclosed budget for the 2020-2021 Cost of Living Adjustment for the period of August 1, 2020 through July 31, 2021 in the total amount of \$55,655.00. DHS EHS-CCP's respectfully request the non-federal share amount of \$13,914.00 (20%) of the grant is waived for the program year 2020-2021 based on guidance received from the Office of Head Start on April 3, 2020.

DHS provides general program oversight, governance, program design, policies, and technical assistance to contracted service providers that carry out direct program services in the areas of Early Childhood Education, Health, Nutrition, Disabilities, and Safe Environments. Additionally, DHS EHS-CCP provides direct services in the areas of Family and Community Support, Health and Training and Technical Assistance. DHS's goals are to ensure program integrity and sound management principles as well as fiscal responsibility. All procurement follows City's processes.

The City defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. DHS has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state and local guidelines. DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports.
<https://www.sanantonio.gov/finance>

2. Early Head Start – Child Care Partnership Budget Justification – Federal Share

Contractual _____ \$41,580.00

The City's budget for contractual costs includes funding allocations for the following services: education, disabilities, nutrition, health and dental services to the 216 children enrolled in Early Head Start - Child Care Partnership Program.



Grant No: 06HP000255
Attachment A

Service Providers	Number of Children	% of Total Enrollment	Amount
Blessed Sacrament Academy CDC	36	17%	\$6,930
Ella Austin Community Center	48	22%	9,240
Healy Murphy Center, Inc.	64	30%	12,320
Inman Christian Center	28	13%	5,390
Seton Home	20	9%	3,850
YWCA – Olga Madrid CDC	20	9%	3,850

SUPPLIES _____ **\$12,575.00**

Cap <5000 - Computer Equipment	\$8,075
Cap <5000 - Furniture & Fix	3,000
Office Supplies	1,500
Copier paper, pens, pencils, files folders, and other consumable office supplies	

OTHER _____ **\$1,500.00**

Food	\$1,000
Binding & Printing	500

3. Early Head Start - Child Care Partnership Budget Justification – Non-Federal Share

DHS respectfully request the waiver of the non-federal share.

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$0**

Note: Minor discrepancies due to rounding.

Approval of Head Start and
Early Head Start-CCP
Cost of Living Adjustment



Cost of Living Adjustment

Program	Federal Share	Contractual Services	Building and Technology	Total Federal Share
Head Start	\$45,952.00	\$336,789.00	\$87,005.00	\$469,746.00
Early Head Start- CCP	\$0.00	\$41,580.00	\$14,075.00	\$55,655.00

***Approval of
Head Start and EHS-CCP
Quality Improvement Funding***



HEAD START



Grant No: 06CH010821

City of San Antonio
Head Start Program
Quality Improvement Supplemental Funding Application
Program Year 2020-2021

Project Summary

The City of San Antonio, Department of Human Services Head Start Program (Head Start or DHS Head Start Program), submits the enclosed Quality Improvement supplemental application for consideration for the period of February 1, 2020 through January 31, 2021. Per guidance received from the U.S. Department of Health and Human Services (HHS), DHS Head Start Program is submitting a supplemental Quality Improvement Funding application to request federal funding in the amount of \$803,320.00 (Program Operations).

Project Description

The DHS Head Start Program is in its second year of its five year project period and implementation of the 5-year strategic plan. Head Start plans to continue contracting with direct service providers to deliver high quality education and support services to 3,020 enrolled children and their families.

DHS Head Start remains committed to helping our community's most vulnerable children and families with high quality comprehensive services, including: educational, nutritional, medical, dental, mental health, disability and other services, through strong partnerships which promote success through school readiness and family strengthening.

Through continuous quality improvement, Head Start will maximize community resources to ensure enrolled children and families have access to all comprehensive services. By supporting children and families in reaching their potential, Head Start will create positive and lasting benefits to the community as a whole.



Grant No: 06CH010821

Background and Need

DHS Head Start will continue program services in two of the 19 school districts located within Bexar County to include San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD). Both SAISD and EISD are located in the central area of Bexar County and inner-city of San Antonio and collectively have the highest demonstrated need for program services and a multitude of risk factors limiting the opportunities for families to achieve successful outcomes for themselves and their children.

The 2015 Community Needs Assessment Survey was administered to parents and caregivers whose children received services from the City of San Antonio's Head Start Program during the 2014-2015 year. The services reported that were least likely to be needed were assistance with domestic violence, alcohol and drug counseling, in-home care, homeless shelters, and mental health.

Women in San Antonio had a higher rate of rape and murder by male partners when compared to three other major cities in Texas. The number of family assaults continues to rise in San Antonio, making San Antonio one of the top cities for family violence not only in Texas, but in the nation. For 2017 and 2018, the highest reported number of calls to 211 for domestic violence issues was from the 78207 zip code. Of the seven zip codes with the highest rates of calls to the San Antonio Police Department (SAPD) for domestic violence, all are within the City of San Antonio's Head Start service area. The City of San Antonio's Domestic Violence plan found that child, youth & family prevention programs are insufficient to meet community needs to address domestic violence and that services for survivors of domestic violence are scattered, and entry points are unclear (City of San Antonio Comprehensive Domestic Violence Plan, Love Is...).

Data from the Substance Abuse and Mental Health Services Administration (SAMHSA.gov) is not provided at the county or smaller level; multicounty regions were used for comparison. The region



Grant No: 06CH010821

including Bexar County showed similar or slightly lower rates of usage of controlled substances (marijuana, cocaine, and heroin) when compared to Texas and the United States as a whole. However, Alcohol Use Disorder was found to have a higher incidence rate than at the state level. In terms of mental health and mental health treatment, the region including San Antonio has the same rate of any mental illness, slightly lower rates for serious mental illness. The region also has a lower rate of receiving mental health service when compared to the rates of the state and nation.

Substance Use	San Antonio Region	Texas	U.S.
Marijuana	10.02%	10.08%	13.55%
Cocaine	1.19%	1.4%	1.80%
Heroin	0.18%	0.19%	0.34%
Alcohol Use Disorder	5.95%	5.53%	5.96%

Figure: Rates of Substance Abuse, 2014, 2015, and 2016 National Surveys on Drug Use and Health, SAMHSA.gov

Mental Health	San Antonio Region	Texas	U.S.
Any Mental Illness	15.83%	15.93	18.09%
Serious Mental Illness	2.98%	3.32%	4.12%
Received Mental Health Services	10.91%	11.21%	14.47%

Figure: Rates of Substance Abuse, 2014, 2015, and 2016 National Surveys on Drug Use and Health, SAMHSA.gov

Quality Improvement Approach

DHS Head Start has developed a plan for spending Quality Improvement funds that invests funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. These investments will be ongoing, sustained investments to support a trauma informed learning environment for enrolled children, families and staff members. This application demonstrates the belief that our program



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plays a critical role in buffering the impact of trauma by promoting resilience for children, families, and staff. Also, that the effects of trauma are lessened by protective factors such as strong parent-child relationships; relationships between staff, children, and families in Head Start programs; and through relationships and supports within the community. Supporting staff wellness is a critical part of any trauma-informed approach in Head Start programs. Our proposal includes the following strategies to support staff and families:

Decrease family service staff caseloads through hiring of additional qualified staff

This application includes funding to add seven Family Support Workers (FSWs) to our current contingency of 43 FSWs. The increase in FSWs will allow for lower caseloads which will allow workers to provide quality services to families and focus on providing additional attention to families with higher needs. The increase provides a more manageable caseload and provides opportunity for better relationships with families and thereby providing responsive care to those families experiencing the effects of trauma. The additional positions will assist to decrease the stress of the workers and allow time for self-care as the demands of meeting the needs of 80 families down to a manageable average caseload of 50-60 families.

Hire behavioral specialists to support children, classroom staff, and parents

Social Emotional Learning Professionals to model and support the implementation of social emotional curricula, such as Conscious Discipline, in classrooms and throughout campuses. Conscious Discipline is an evidence-based social/emotional curriculum developed for the academic setting. Conscious Discipline provides a framework for the creation of a positive social/emotional culture throughout a campus and includes social and emotional lessons and activities for inside and outside the classroom setting. The curriculum extends to all staff involved



Grant No: 06CH010821

in supporting students on campus. Emphasis in the program is on addressing and mitigating the impact of trauma, increasing resiliency, and creating a healthy and thriving social/emotional climate across entire campuses. Children learn how to identify, acknowledge and regulate their emotions within a setting that stresses the importance of positive and healthy connections. Additional anticipated results would include increased family engagement, reductions in disruptive and unhealthy behaviors and improved staff satisfaction.

Hire additional qualified education staff to lower classroom ratios, enhance caregiver-child relationships

After analysis of child-staff ratio during transitions and the number of incidents that have occurred at our EISD campuses during the last few years, DHS Head Start will utilize Quality Improvement funds to add additional instructional assistant positions. These new positions will help our three campuses at EISD to ensure that classrooms have the support they need to ensure child supervision and safety. Increasing adult supervision in the classrooms will provide a much needed stress reduction for teaching staff which will help support the other initiatives introduced in this grant application including social emotional learning environments and trauma informed care.

Provide ongoing coaching and support to education staff to address secondary stress and related turnover

With the addition of the Quality Improvement Funding, DHS Head Start will expand its instructional coaching team, reducing the coach to practitioner ratio across the program. This will allow for more individualized coaching support of teachers and instructional assistants, lead to higher quality teaching, and result in improved outcomes for children. In collaboration with EISD



Grant No: 06CH010821

and SISD, DHS Head Start implements a practice based coaching system for teachers and instructional assistants. This approach includes a cyclical process to guide a practitioner's use of evidence-based practices that lead to positive outcomes for children. Practice based coaching occurs within the context of a collaborative partnership between an instructional coach and practitioner. The coaching cycle involves planning goals and action steps, engaging in focused observations, and reflecting on and sharing feedback about teaching practices. Currently, the DHS Head Start Program includes a team of qualified coaches that work with teachers and instructional assistants to implement the DHS Head Start coaching program.

Invest in professional development and staffing patterns that foster continuity of care, and consistent, predictable, and nurturing environments

At the beginning of each program year, DHS Head Start collaborates with both EISD and SAISD to provide pre-service training for all teachers and staff. This annual training covers required topics and ensures teachers and staff are prepared for the beginning of the school year. With the addition of the Quality Improvement Funding, DHS Head Start will expand its annual pre-service training. This expanded pre-service training will include two additional days of professional development for teachers and provide staff the opportunity to focus on their own wellness as well as deepen their knowledge of best practices, ensuring that they are better prepared to meet the social and emotional needs of children and families experiencing poverty. DHS Head Start will host a full day event at the **Henry B. González** Convention Center that includes a focus on child development, recognizing and addressing trauma, and social/emotional teaching and learning. The event will include nationally recognized speakers, as well as breakout sessions to allow attendees to select topics that best meet their professional development goals. The second day will include campus based professional development that focuses on wellness and preparation for the school year.



Grant No: 06CH010821

Conclusion

DHS Head Start Program has strong and effective management systems in place for the delivery of the highest quality services and is committed to continue to strengthen and improve the Program. DHS Head Start also has a systematic, ongoing planning and monitoring in place to assure continuous improvements. DHS Head Start will utilize the Quality Improvement Funding to invest funding into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences.



Grant No: 06CH010821

City of San Antonio
Head Start Program
Quality Improvement Budget Narrative
Program Year 2020-2021

1. Summary

The City of San Antonio, Department of Human Services Head Start Program (Head Start or DHS Head Start Program), submits the following budget for the 2020-2021 Quality Improvement (QI) supplemental funding. DHS Head Start Program is submitting a supplemental funding application to request funding for the available amount of \$803,320.00. The QI funds will be used offset program operational costs and to provide the remaining amount to contractual services, San Antonio Independent School District (SAISD), Edgewood Independent School District (EISD). DHS Head Start will request a waiver of non-federal match due to the lack of resources in the community that was impacted by the coronavirus outbreak, a national emergency.

2. Head Start – Budget Justification – Federal Share

Personnel _____ **\$251,881.00**

DHS Head Start will hire seven permanent Family Support Workers to allow for lower caseloads and increased case management services.

Fringe _____ **\$104,006.00**

Social Security (FICA) \$19,269.00

Health/Dental/Life Insurance \$51,562.00

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement \$30,075.00



Grant No: 06CH010821

Employees participate in a retirement program after meeting employment criteria. DHS Head Start will match 10.47%-11.35% of the employee's salary.

Other Fringe Benefits \$3,100.00

DHS Head Start provides employees incentives for language skills and unused personal leave.

Supplies \$9,000.00

Office Supplies \$2,000.00

Other Commodities \$7,000.00

Contractual Services \$413,283.00

DHS Head Start will provide funding allocations to SAISD and EISD

Service Providers	Amount
San Antonio ISD	\$306,951.00
Edgewood ISD	\$106,332.00

San Antonio ISD

Salaries \$75,000.00

Instructional Coaches: SAISD will hire two additional Instructional Coaches to be added to the current contingency of Instructional Coaches. Their job duties will include: ensure compliance with the Texas Pre-K guidelines, TEA's Birth – Grade 2 Vertical Alignment of Standards, Head Start Performance Standards, and Head Start Early Learning Outcomes Framework; Analyze assessment data and assist program teachers/paraprofessionals/administrators with planning instruction and professional development to meet identified needs; Support teachers and paraprofessionals by providing instructional strategies, modeling and/or team teaching, intensive classroom coaching, while ensuring curriculum implementation and Head Start federal grant compliance; Visit Head Start classrooms on a regular basis to review and monitor program activities and consult with staff, volunteers, and parents on learning environment, curriculum, lesson plans, teaching strategies and use of materials consistent with needs of children and agency and federal educational objectives; Model effective teaching within the classroom; provide support through co-planning / co-teaching; and Coordinate and monitor the administration of required assessments and the documentation of child progress for the tracking of child outcomes and achievement.

Supplies \$131,951.00

Rubberized Foam Mats - \$75,000.00



Grant No: 06CH010821

Replace classroom rugs to rubberized foam mats to ensure the physical environments of Head Start are conducive to providing effective program services in safe environments and improve sanitation quality.

Social Emotional Learning / Trauma Informed Care - \$56,951.00

To purchase a variety of instructional resources / supplemental SEL curriculum, classroom materials, professional development books, training materials, educational products, etc. that support the social and emotional development of students, improve the classroom quality related to social emotional learning and support a trauma informed approach to support children and families impacted by adverse experiences. Items may include SEL parent education kits, understanding trauma training materials / books, Brain State poster sets, Conscious Discipline Skills on a String, self-regulation materials, calming pillow sets, I Am Safe breathing cards, etc.

Contractual \$100,000.00

Communities in Schools - \$100,000

Contract with "Communities In Schools" (CIS) to fund services of CIS social workers that will support the needs of Head Start students in SAISD and alignment with the DHS Head Start Mental Health model and collaborative efforts with Head Start Family Services Coordinator, Head Start Behavior Specialists, and related staff.

Edgewood ISD

Salaries

\$106,332.00

Teacher Aides: Based on visits to the campus during the 2019-20 school year and review of supervision, it was recommended by DHS Head Start that the district consider adding additional floaters to provide a greater degree of supervision and allow the campuses to maintain ratio when staff need to leave the room for a restroom break or student need. The additional funds coupled with funds already designated for floaters will allow us to have four full time floaters at Stafford and Cardenas Early Childhood Centers (ECCs) and two at Loma Park Elementary. This is an increase from having one at each ECC previously and none at Loma Park.

Counselor: Student needs call for someone to provide direct student support on their campus while parents and families access other services outside of the school setting. Thus we are requesting a fulltime social and emotional learning counselor who will be shared between the two early childhood centers. This role will support individual student and teacher needs by providing in class support and will also support the teachers' implementation of Conscious Discipline. The role will directly serve students at the ECCs and will serve in a consultative manner with the counseling staff at Loma Park Elementary. Quality Improvement funds only represent a portion of the salary as this position was originally included in the Head Start budget submitted.



Grant No: 06CH010821

Instructional Coach: Currently the district provides two instructional coaches that support the Head Start program full time. Because we are adding another site, we are requesting an additional instructional coach paid for out of Head Start funds. This person will work directly with the early childhood teachers and support their professional development. This additional position will allow Head Start teacher to coach ratio to be more lower thus providing more support.

Other _____ **\$25,150.00**

Transportation Fees \$3,150.00

Rental of Other Equipment - Preservice \$7,000.00

Food – Preservice \$15,000.00

TOTAL COST FOR FEDERAL SHARE _____ **\$803,320.00**

3. Head Start - Budget Justification – Non-Federal Share

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$0.00**

DHS Head Start will request a waiver of non-federal match due to the lack of resources in the community that was impacted by the coronavirus outbreak, a national emergency.

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)

**City of San Antonio Early Head Start-Child Care Partnership
Quality Improvement Supplemental Funding Application**

Program Year 2020-20211

Project Summary

The City of San Antonio, Department of Human Services (DHS), submits the enclosed Quality Improvement supplemental application for consideration for the period of August 1, 2020 through July 31, 2021. Per guidance received from the Department of Health and Human Services (HHS) on March 13, 2020, the City of San Antonio Early Head Start – Child Care Partnership is submitting a supplemental Quality Improvement application to request federal funding in the amount of \$79,056.00

Project Description

The Early Head Start-Child Care Partnership (EHS-CCP) Program is a part of the DHS Head Start program. The EHS-CCP program plans to continue contracting with direct service providers to deliver high quality early childhood education and support services to 216 infants and toddlers and their families.

DHS Head Start Program remains committed to helping our community's most vulnerable children and families with high quality comprehensive services, including: educational, nutritional, medical, dental, mental health, disability and other services, through strong partnerships which promote success through school readiness and family strengthening.

Background and Need

The DHS EHS-CCP program contracts with six community based agencies, having non-profit status, offering state licensed early childhood development programs. All six child care centers are located in the center city of San Antonio, in high need areas with limited resources. In

some cases, child care center employees are parents of EHS-CCP enrolled children. As often seen in child care, historically the positions have been under paid and often those who choose to work in child care come to the program with adverse experiences that impact their day to day lives and sometimes impacting their own care giving approach without understanding the impact to quality. Through this recognition, the DHS EHS-CCP program anticipated the need for wellness supports and services not only for our children and families but also for our staff.

DHS EHS-CCP started training all child care service provider staff on the understanding that children's challenging behaviors are typically a child's way of communicating some unmet needs or stemming from experienced trauma. In addition, the Mental Wellness consultant completed child and classroom observations, the consultant met with teachers for children who were exhibiting challenging behaviors and/or scored with concerns on screenings. Teachers were provided individualized strategies that could be implemented in the classroom. In many cases, the consultant returned to the classroom to model the strategies and provide encouragement while the teacher implemented the strategies because of the difficulty the teachers were having in accepting the approach.

The same trend was seen during the implementation of the intensive coaching model, Teachers Learning and Collaborating (TLC), which is used to strengthen and support EHS-CCP teachers in classroom environments. Through this work, it was quickly realized that the child care service providers' staff themselves were facing and/or recovering from trauma. At this point, the decision to alter paths of approach was decided. DHS EHS-CCP staff recognized the program could not move forward with implementing trauma informed care for our children without addressing the needs of the staff.

During the 2017-2018 program year, the program shifted to allocate additional resources to the Mental Wellness services and work with the child care service providers' Directors to understand the silent need that was being identified with their staff. Training was offered to the teachers on the impact of trauma, Adverse Childhood Experiences (ACEs) and the importance of self-care. One teacher, during a particular training, was resistant and often questioned the purpose of ACEs and why trauma was even a focus for the program. Another teacher responded, "I went through all of these ACEs and I'm just fine." The program had to take a pause and readjust again to meet the needs of the child care provider staff. It was an intentional approach to understand the needs of the teachers' knowledge and comfort level regarding the subject of trauma. Shifting paths once again lead to positive outcomes for both the program and the staff.

One of the first approaches was the implementation of Nurture the Nurturer Series. This was an intentional design working in collaboration with both the DHS EHS-CCP Early Education Manager and the Mental Wellness consultant, Directors allocated dedicated time and substitutes for the teacher to come out of the classroom to implement self-care techniques by doing activities such as journaling, mindfulness exercises, breathing techniques, and coloring just to name a few. The same intentional design then was incorporated into every professional development opportunity provided to the EHS-CCP child care service providers' staff. With positive feedback and results being seen, specific approaches continue through the program. Some are listed below:

- Intentional meetings to work with Peer Coaches and Directors to understand the importance of self-care. More importantly the relationship between staff wellness and staff satisfaction which can contribute to staff turnover. Peer coaches worked to implement self-care activities for staff.
- Providing individualized assistance to Peer Coaches and Directors to provide opportunities to practice self-care strategies before implementation.

- Collaborating with Mental Wellness Consultant to promote wellness services for child care service provider staff.
- Establishing a system where the child care service provider staff has the ability to contact the Mental Wellness Consultant and receive one-on-one services, provided resources and/or referrals for community services.
- Providing a professional development series at the most fundamental level to build teachers' capacity on the definition and impacts of "what is trauma." DHS EHS-CCP contracted with nationally known expert, Dr. Travis Wright, to help staff understand that what they once called challenging behaviors in some children could now be viewed as trauma induced behaviors and respond differently to the child/ren.
- Committing to the work and time to achieve the Infant Mental Health Endorsement. DHS EHS-CCP Early Education Services Manager and the Content Services Coordinator completed more than 30 hours of training and 24 hours of reflective supervision sessions to work toward obtaining their Infant Mental Health Endorsement Category II. The Infant Mental Health Endorsement is an internationally recognized credential for culturally sensitive, relationship-focused practice promoting infant mental health.

DHS EHS-CCP sees positive results from the ongoing work, but the demands are high and the need for additional support continues across the program to the point that resources are stretched and it's difficult to meet the need in a timely manner. To that end, DHS EHS-CCP proposes the following plan to increase classroom quality, teacher-child interactions and provide an improved coaching system.

Quality Improvement Approach

Based on the guidance from HHS, the Head Start Act and investing in a trauma informed approach, DHS EHS-CCP Program proposes to continue with the above stated trauma informed work, by providing ongoing support to both children and families, but more specifically with child care service providers' teachers. Needs are many therefore the program proposes to meet this need

with an additional staff member, specifically as an Early Education Coach, to support the continued implementation of a comprehensive, ongoing trauma-informed approach, working directly with the teachers and collaborating with the Mental Wellness consultant.

The Early Education Coach will focus on ongoing coaching and support for education staff on implementing teaching strategies that promote positive social-emotional development and create a nurturing environment for all children, families and staff. Through nurturing environments, positive relationships will be fostered between staff, children and parents that will support the EHS-CCP Program's implementation of trauma-informed care utilizing the Pyramid Model.

The Pyramid Model will serve as a guide for the EHS-CCP Program for implementing evidence based practices within a multi-tiered approach for promoting the social emotional wellbeing of the staff and families. The Pyramid Model will guide the program in how to 1) establish nurturing and responsive relationships with children and families; 2) provide predictable and supportive environment 3) promote the development of social, emotional, and behavioral skills and 4) address challenging behaviors through understanding the behavior and designing interventions that are positive and focused on teaching new skills. (Fox, Dunlap, Hemmeter, Joseph & Strain, 2003, Hemmeter, Ostrosky, & Fox, 2006).

The Pyramid Model also provides guidance on creating an effective workforce through coaching and support for education staff. The framework will easily integrate with the use of the Infant and Toddler CLASS tools which have been a part of DHS' EHS-CCP for the last three program years. Additionally, the Program has already begun to support a trauma informed workforce by providing ongoing training on the impact trauma has on children from zero to three years of age, trauma informed practices and the importance of self-care. An Early Education

Coach will provide individualize coaching, trainings focused on the Pyramid Model, through class observations, one-on-one debrief sessions and assist in strengthening the support services provided to staff. Having an additional Early Education Coach will reduce the Coach to a classroom ratio from 1:33 to 2:16/17; improve the quality of the current coaching system while providing allowance for the current mental health resources to be used for children who are in need of intervention or families experiencing crises.

Peer Coaches (child care service provider staff) will continue to work with the teachers to support curriculum and ongoing child assessments. The Early Education Coaches will work to continue capacity building in the trauma informed care approach, utilizing the framework of the Pyramid Model, and provide observations/reflection sessions with teachers to support teachers' practices for promoting social-emotional development and addressing challenging behaviors while understanding the behaviors may be a product of ACEs. With that understanding, comes a more positive approach that helps with increasing positive social skills and potentially decreasing challenging behaviors.

Conclusion

DHS is committed to ongoing development and continual improvement in the EHS-CCP program. Dedicated DHS EHS-CCP staff works side-by-side with the child care service providers to support capacity building, developing and strengthening systems and overall knowledge of the Early Head Start program. Strong and effective management systems are in place for the delivery of the highest quality infant toddler program. The focus for the 2020-2021 program year is strengthening capacity for quality care, continuing the trauma informed approach and building a solid foundation of understanding of the Head Start Program Performance Standards. By supporting child care service providers, children and families in

Grant No: 06HP000255

reaching their potential, the EHS-CCP Program creates positive and lasting benefits to the community as a whole.



Grant No: 06HP000255
Attachment A

**City of San Antonio
Department of Human Services
Early Head Start Program – Child Care Partnership
Quality Improvement Supplemental Application
Program Year 2020-2021**

Budget Narrative

1. Summary

The City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (DHS EHS-CCP) Program, submits the enclosed budget for the 2020-2021 refunding application for the period of August 1, 2020 through July 31, 2021 in the total amount of \$79,056.00. DHS EHS-CCP respectfully request the non-federal share of \$19,764.00, 20% of the grant is waived for the program year 2020-2021 based on guidance received from the Office of Head Start on April 3, 2020.

DHS provides general program oversight, governance, program design, policies, and technical assistance to contracted service providers that carry out direct program services in the areas of Early Childhood Education, Health, Nutrition, Disabilities, and Safe Environments. Additionally, DHS EHS-CCP provides direct services in the areas of Family and Community Support, Health and Training and Technical Assistance. DHS's goals are to ensure program integrity and sound management principles as well as fiscal responsibility. All procurement follows City's processes.

The City defines and outlines policies with respect to the financial management of grants administered within the City. Grants management policies and procedures have been adopted for uniform application in all departments. DHS has policies and procedures that describe the process for initiation of master financial data, cash management, in-kind support, monitoring, and month and year end procedures in relation to grants. It is the policy of the City and DHS that grants are managed in accordance with federal, state and local guidelines. DHS promotes effective controls to ensure the protection of City assets, accurate financial reporting, and efficient use of City resources regardless of funding. Please visit the following link to access financial policies, administrative directives, ethics code and financial reports.
<https://www.sanantonio.gov/finance>

2. Early Head Start – Child Care Partnership Budget Justification – Federal Share

PERSONNEL _____ \$45,717.00

Base salary of proposed Early Education Coach.



Grant No: 06HP000255

Attachment A

FRINGE BENEFITS _____ **\$17,184.00**

Social Security (FICA) \$3,497

Health/Dental/Life Insurance 7,376

Health insurance is paid for full time employees working at least 40 hours per week. Employees may elect to pay for dental insurance, supplemental life insurance, and other additional insurance coverage.

Retirement 5,459

Employees participate in a retirement program after meeting employment criteria. The City will match 10.47%-10.76% of the employee's salary.

Other Fringe Benefits 852

The City provides employees incentives for language skills and unused personal leave.

Category Description Job Title	# of Positions	Total Annual Salary	% Allocated EHS-CCP
Early Education Coach - Management Analyst	1	\$62,901.00	100%

SUPPLIES _____ **\$7,155.00**

Cap <5000 - Computer Equipment \$5,155

Software 2,000

OTHER _____ **\$9,000.00**

Transportation Fees-Staff Mileage 1,000

Education Classes 7,500

Wireless Data Communications 500



Grant No: 06HP000255
Attachment A

3. Early Head Start - Child Care Partnership Budget Justification – Non-Federal Share

DHS respectfully request the waiver of the non-federal share.

TOTAL COST FOR NON-FEDERAL SHARE _____ **\$0.00**

Note: Minor discrepancies due to rounding.

Approval of Head Start and EHS-CCP Quality Improvement Funding



Quality Improvement Funding

C

Head Start	
Program Operations	\$778,170
Other	\$25,150
Federal Share	\$0.00

Early Head Start- CCP	
Program Operations	\$79,056
Training and Technical Assistance	\$0.00
Federal Share	\$79,056

B

***Approval of
Head Start and EHS-CCP
COVID-19 Funding***



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-03	2. Issuance Date: 04/14/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

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

SUBJECT: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

Supplemental Summer Programs

As a result of the CARES Act, up to \$500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

Purpose

Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to \$500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

Summer Program Enrollment

Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

Eligible Grantees

All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for

funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

How to Apply

Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

System for Award Management (SAM) Registration

The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

Content of Applications

Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

Program Schedule

Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget

Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative

Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 program year and currently enrolled children with an IEP. The budget justification should

identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents

The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring

Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately \$250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.

6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Eligible Grantees

All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

How to Apply

For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of \$0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Reporting Requirements

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than \$150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:
 - a. Name and description of the project or activity

- b. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than \$150,000

Information on how to meet these reporting requirements will be provided at a later date.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the [Head Start COVID-19 Response](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage will continue to be updated on an ongoing basis in the coming weeks and months.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-04	2. Issuance Date: 05/21/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

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

SUBJECT: Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), makes available \$750 million for programs under the Head Start Act, which includes up to \$500 million for the purpose of operating supplemental summer programs.

The Office of Head Start (OHS) published Program Instruction (PI) [ACF-PI-HS-20-03](#) on April 14, 2020 with information on applying for funding made available under the CARES Act. Due to the continued fluidity of the coronavirus disease 2019 (COVID-19) pandemic, this PI supersedes ACF-PI-HS-20-03.

In this PI, OHS updates funding instructions to provide greater flexibility so all grantees can respond to the unique and constantly evolving circumstances within their communities during the COVID-19 pandemic. It provides updated guidance and a simplified process for applying for all funds under the CARES Act. All CARES Act funding, including funds for voluntary summer programs, will be distributed as one-time funding by formula based on each grantee's funded enrollment.

Updated Funding Guidance

Many states and localities implemented stay-at-home or shelter-in-place orders to combat the spread of COVID-19 in March, April, and May, resulting in an unprecedented closure of Head Start programs across the country. Federal, state, and local officials are issuing new guidance on how communities will reopen in the coming weeks and months, and decisions could shift based on emerging data. OHS recognizes grantees will need flexibility to carefully plan reopening Head Start and Early Head Start programs while adhering to state and local guidance. Even with the best of planning, grantees may not be able to anticipate all needs and challenges that will arise over time.

Because grantees cannot predict with certainty when programs can safely open, OHS wants to ensure CARES Act funds are awarded in a manner that supports grantees' operation of supplemental summer programs while maintaining flexibility to repurpose those funds for other

one-time activities related to COVID-19, if needed. To achieve this, OHS has updated the funding guidance to fully distribute CARES Act funds by formula based on each grantee's funded enrollment. This will allow all grantees to be nimble and modify their spending plans as necessary based on state and local guidance. It will also mitigate the risk of either a substantial delay or unbalanced distribution of funding if a significant portion is separately awarded for the sole purpose of summer programs and some grantees are not able to operate during the summer as intended.

Grantees planning to operate summer programs are expected to continue to move forward with those plans if able to do so. Further, grantees that were not planning to operate summer programs now have the flexibility to do so. Summer programs are critical to offset losses in learning opportunities and comprehensive services due to program closures resulting from COVID-19. Grantees that are able to operate should continue to make every effort to prioritize (1) enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021 school year and (2) enrolled children with an Individualized Education Program (IEP). Summer programs are still expected to provide the full range of comprehensive services to the extent possible, with a focus on preparing children for the coming school year.

Most grantees will receive sufficient funding to implement a summer program as planned. Others may need to revise their original plans to align with the adjusted one-time funding amount by formula, based on each grantee's funded enrollment. Grantees will have the flexibility to make programmatic changes or implement innovative approaches to adhere to state and local guidance. In addition, this simplified approach allows grantees the opportunity to use those funds for other one-time activities in response to COVID-19 if a summer program cannot operate.

To implement this updated funding approach, Supplement – COVID-19 One-Time applications already in progress will be amended to reflect adjusted amounts made available by formula. Programs no longer need to submit the separate 2020 Summer Supplement application.

Additional Information

Additional information and materials on COVID-19, including summer programing, are available on the [Responding to COVID-19](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

HEAD START



Grant No: 06CH010821
Attachment B

City of San Antonio
Head Start Program
Supplemental CoVID-19 Funding
Program Year 2020-2021

1. Summary

In response to the Coronavirus Disease (CoVID-19), the U.S. Department of Health and Human Services released program instruction ACF-PI-HS-20-03 and ACF-PI-HS-20-04 that provides information about supplemental funds available for Head Start programs. The City of San Antonio, Department of Human Services Head Start Program (Head Start or DHS Head Start Program), submitted a supplemental application and budget for the 2020 supplemental CoVID-19 funding in the available amount of \$2,653,999.00. DHS Head Start will utilize the supplemental funds to upgrade and prepare the Brady Administrative Office located at 1227 Brady Blvd for staff to safely work from the office during the pandemic. Some building upgrades include replacing eight HVAC units, purchasing CoVID-19 related safe guards and supplies, and updating other Brady furniture and fixtures to ensure staff are able to have a safe work environment. In partnership with San Antonio (SAISD) and Edgewood (EISD) Independent School Districts, DHS Head Start will provide a summer 2020 remote learning program enrolling 300 children transitioning to Kindergarten in 2020 – 2021. Funds will also be used to address CoVID-19 related building upgrades to ensure safety for all Head Start children, families, and staff.



Grant No: 06CH010821
Attachment B

The following allocations will be available for DHS Head Start, SAISD, and EISD.

Service Providers	Amount
DHS Head Start	\$800,000.00
San Antonio ISD	\$1,376,993.00
Edgewood ISD	\$477,006.00

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)



Grant No: 06HP000255
Attachment B

City of San Antonio
Early Head Start-Child Care Partnership Program
Supplemental CoVID-19 Funding
Program Year 2020-2021

1. Summary

In response to the Coronavirus Disease (CoVID-19), the U.S. Department of Health and Human Services released program instruction ACF-PI-HS-20-03 and ACF-PI-HS-20-04 that provides information about supplemental funds available for Head Start programs. The City of San Antonio, Department of Human Services Early Head Start Program (EHS-CCP or DHS EHS-CCP Program), submitted a supplemental application and budget for the 2020 supplemental CoVID-19 funding in the available amount of \$189,822.00 for the Child Care Partnership program. DHS EHS-CCP will utilize the supplemental funds to upgrade technology equipment for the DHS management team and build technology lending libraries for both the families and child care partnership teaching staff. Remote work has become a primary way of providing ongoing services to both families and child care providers. In order to do this efficiently, DHS EHS-CCP will need to upgrade its technology equipment. Funds will also be allocated to the upgrade of the Head Start Office located at 1227 Brady Blvd for staff to safely work from the office during the pandemic. Some building upgrades include replacing eight HVAC units, purchasing CoVID-19 related safe guards and supplies, and updating other Brady furniture and fixtures to ensure staff are able to have a safe work environment. Funds will also be used to address CoVID-19 related building upgrades to ensure safety for all Head Start children, families, and staff. Funds will also be allocated to the child care providers to mitigate additional expenses directly related to CoVID-19 that may include additional staffing (teachers and custodial), protective equipment for families and staff, supplies needed for safety.



Grant No: 06HP000255

Attachment B

The following allocations will be available for DHS EHS-CCP and Child Care Providers.

Service Providers	Amount
DHS Head Start	\$130,721.00
Child Care Providers	\$59,101.00
Total	\$189,822.00


Approval of Head Start and EHS-CCP COVID-19 Funding


Service Providers	Head Start	EHS-CCP
DHS	\$800,000.00	\$130,721.00
ISDs/Child Care Providers	\$1,853,999.00	\$59,101.00
Total	\$2,653,999.00	\$189,822.00



Approval of Head Start and EHS-CCP Program Policies



HEAD START

 2020-2021 Head Start Policy Index		Change Required?	Description of Change made to current Policy
Disabilities			
1	Individualized Education Program (IEP) for Children with Disabilities	Yes	Removed two week provision to ensure alignment with district policies.
Education and Early Childhood Development			
1	Home Visits/ Parent Conferences	Yes	Removed language regarding late entries.
3	Individualization	Yes	Updated language to be more inclusive
5	Development and Behavioral Screening	Yes	Changes requirement for completion to upon entry
6	Curriculum/Daily Schedule	Yes	Added language related to schedule requirements
8	Child's Classroom File/ Portfolio	Yes	Added 504 documentation
9	Multidisciplinary Staffing	Yes	Reorganized sentence to provide clarification.
11	Discipline and Guidance	Yes	Revised language to provide clarification, including toileting and outdoor free play
12	Classroom Assessment Scoring System™ (CLASS)	Yes	Revised language around minimum threshold pending OHS updates.
14	Classroom Organization, Equipment and Materials	Yes	Updated language to be more inclusive
15	Transitions	Yes	Added language specific to classroom activities
Environmental Health and Safety			
3	Hygiene Practices	Yes	Added commas, updated title and requirements
4	Management of Illness	Yes	Language clarification of exclusion criteria
5	Emergency Preparedness	Yes	Clarification regarding documentation of training.
6	Medication Administration	Yes	Minor changes, added training requirement and space.
7	Diapering and Toilet Training	Yes	Minor changes. Updated language related to procedure requirements.
Family and Community Services			
1	Family Engagement Approach	New	Pulled 3 bullets from 1302.50(b) currently embedded in Family 1 Policy to describe parent's role, fatherhood engagement, & opportunities for parents
2	Staff-Parent Communication System	New	Pulled 1 bullet from 1302.50(b) currently embedded in Family 1 policy and added from PDM 4 to include parent connection committees
3	Family Engagement and Collaboration	New	Pulled 4 bullets from 1302.50(b) currently embedded in Family 1 policy to further discuss community collaboration for family engagement
4	Family Engagement Staffing	New	Newly added from 1302.50(b) to implement 2 way communication between CoSA FSW and ISD Teachers
5	Parent Activities to Promote Child Learning and Development	New	Pulled 3 bullets from 1302.51(a) currently embedded in Family 1 policy as bullets; pulled to identify language/bilingualism, attendance barriers, and literacy
6	Research-Based Parent Curriculum	New	Pulled 1 bullet from 1302.51(b) currently embedded in Family 1 policy to address parent curriculum requirement
7	Family Partnership Services	New	Cleaned up current Family 2 policy to remove any language that was procedure and specific to processes.
8	Community Partnerships	New	Cleaned up currently Family 3 policy to remove any language the was procedure and specific to processes.
9	Family Collaborations for Transition from Early Head Start	New	Added new policy to address Family Support role in transition process.
Fiscal			
1	Fiscal Management of Head Start Grant	Yes	Added Administrative Directives and Department of Human Services Policies.

 2020-2021 Head Start Policy Index		Change Required?	Description of Change made to current Policy
Health Services			
3	Preventative Health Visit Requirements and Documentation	Yes	Minor changes, updated language, added well child, and clarified language
4	Parent Refusal of Health Services	Yes	Gender neutral language
Program Design and Management (PDM)			
2	Standards of Conduct	Yes	Added Advisory Committee to last paragraph
4	Training and Professional Development	Yes	Updated training items and added governance and items from HSPPS
5	Harassment and Discrimination	Yes	Updated language to reflect HSPPS
7	Identification and Reporting of Child Abuse and Neglect	Yes	Updates to language for clarification
8	Community Complaints	Yes	Updated Numbering, revised types of critical incidents
9	Critical Incident Reporting	Yes	Updated Numbering and added Advisory Committee
10	Personnel	Yes	Updated Numbering and added Advisory Committee
12	Impasse	Yes	Updated Numbering, Added Advisory Committee
13	Confidentiality	Yes	Updates to language for clarification
17	Emergency Preparedness and Response Plan	Yes	Updated Numbering, Updated to reflect HSPPS
Transportation			
5	Transportation Information	Yes	Clarified procedure requirements.

	DHS Head Start Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Education Program (IEP) for Children with Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

Every effort must be made to ensure a child identified with a disability fully participates in all program activities. The information provided in the child's Individualized Education Plan (IEP) will be used when planning individualized strategies and activities for children with disabilities.

Education Service Providers must implement the IEP on the date determined by the Admissions Review and Dismissal Committee by modifying the child's program in accordance with the IEP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, and cultural and linguistic background of the child. The Education Service Provider Disability Coordinator will work with staff and families to ensure children are working toward the goals in their IEP.



Upon request, the Education Service Provider Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with a valid IEP, Education Service Providers will follow school district guidelines regarding special education services. .

Copies of the IEP and/or the *Goals and Objectives/Modifications Sheet* will be maintained in the child's Classroom File and/or Portfolio. The IEP may be kept in a different location in the classroom, however, the location of the IEP, must be noted within the child's Classroom File and/or Portfolio. Confidentiality of information must be maintained at all times.

The child's disability information and copies of required documents will be entered into ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Head Start Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/23/2015		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

Head Start teachers must complete two Home Visits and two Parent/Teacher Conferences each school year.

Education Service Providers will develop and implement procedures to ensure the completion dates of the Home Visits and Parent/Teacher Conferences are entered into ChildPlus and meet the *City of the San Antonio Benchmark Due Date Guide, ChildPlus File Scan Order and Process Guide*, and applicable *ChildPlus Data Entry Guide* Procedures must include accommodations for long term substitutes and/or extenuating circumstances.

The first Home Visit may be completed by the teacher no more than four weeks prior to the first day of a child's entry into school. If a child enters the program after January 1, a minimum of one Home Visit and one Parent/Teacher Conference must be completed by the last day of school.

Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in the child's classroom file and ChildPlus. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus according to the *ChildPlus Data Entry Guide*.



Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's/guardian's convenience and if necessary, at a neutral location.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information

regarding the transition into Kindergarten, when applicable. Education Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard(s):

1302.34 (b)(2-3, 7-8); 1302.46; 1302.50; 1302.71(a, b, e)

	DHS Head Start Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The program will provide individualized instruction to meet each child's unique characteristics, strengths and needs, taking into consideration gender, family composition, cultural and linguistic background, and pattern of development and learning. Classroom teachers must document individualized instruction and activities including large group, small group, and one/one lessons and activities into lesson plans.



Education Service Providers will develop and implement procedures to ensure that the plan for individualized instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal assessments
- Input from parents/guardians regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ 3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings
- Medical and/or dental evaluations/treatments and referrals for wellness support (if applicable)
- An Individualized Education Plan for children with disabilities
- 504 Plan

Performance Standard(s):

1302.31; 1302.33; 1302.61

	DHS Head Start Program Policy		
EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening.

Education Service Providers will develop and implement procedures to ensure that developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year.. Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills for appropriate referrals.

The ASQ-3 and ASQ:SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than four weeks prior to the first day of a child's entry into school. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool
- Establishing timeframes for follow-up, referrals, and documentation

- Following the *City of the San Antonio Benchmark Due Date Guide*, applicable *ChildPlus Data Entry Guide*, and the *Head Start File Scan Order and Process Guide*
- Completing routine internal monitoring of child files



Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ:SE-2 with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IEP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ:SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

Additional Resources:

<http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete-asq/>

	DHS Head Start Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Head Start definition of curriculum is a planned management of time, materials, and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Head Start components which form a foundation for school readiness. Education Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.



The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF) and Texas Prekindergarten Guidelines. The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development.

The Education Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated lessons and activities, and offers a variety of activities including large-group, small-group, one/one, indoor and outdoor free play. The current daily schedule will be posted for parents/guardians and other staff to review.

Education Services Providers will submit a copy of the daily schedule for each classroom and must include the following:

- School name
- Teacher name
- Room number
- Classroom designation (Co-Teach, Dual Language, etc.)

Performance Standard(s):
1302.31; 1302.32; 1302.34

	DHS Head Start Program Policy		
EDUCATION 8			
SUBJECT	Child Classroom File/ Portfolio		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/2/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures that ensure each child has a Child Classroom File/Portfolio that is organized and contains multiple sources of information used for ongoing assessment and instructional planning.

The Child's Classroom File/Portfolio will contain the following:

- Documentation from home visits and parent conferences, including parent/guardian input
- Work samples
- Progress reports, if applicable
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Individual Education Plan (IEP) or 504 Documentation (if applicable)
- Other items pertaining to educational development



The IEP or 504 documentation may be kept in a different location in the classroom; however, the location of the IEP must be noted within the Child Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

If an online version of the developmental and/or social and emotional screening is completed, a paper copy is not required to be in the Child Classroom File/Portfolio. Documentation that the screening(s) were completed electronically must be noted in the Child Classroom File/Portfolio. If the paper version of either screening was used a complete copy should be included in the Child Classroom File/Portfolio

The Education Service Providers will develop and implement procedures to ensure the Child Classroom File/Portfolio is located in the teacher's classroom, kept confidential, and available for parents to review upon request.

Performance Standard(s):

1302.30-1302.34

	DHS Head Start Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/2/2011		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



Education Service Providers will develop and implement procedures for regular communication among program staff to facilitate quality outcomes for children and families. Education Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after December 31st, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Campus Administrator or designee, Family Support Staff or designee, and Teachers are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities, and other related services may be required to attend based on the child/family needs.

Each Education Service Provider will establish and maintain record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. Procedures must be in place to ensure that MDS completion dates and documents are entered and scanned into ChildPlus according to the *City of the San Antonio Benchmark Due Date Guide, applicable ChildPlus Data Entry Guide*, and the *Head Start File Scan Order and Process Guide*.

Performance Standard(s):

1302.33; 1302.34; 1302.101(b)(2-3)

	DHS Head Start Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	12/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement policies and procedures on discipline and guidance appropriate for children 3-5 years old. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies and procedures.

The policies and procedures must include positive methods that build self-esteem and support self-control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Providers must prohibit or severely limit the use of suspension due to a child's behavior. The Education Service Providers must not expel or unenroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.

When appropriate, for the child's age and development, a brief supervised separation, or time away from the group, may be necessary, and should be limited to no more than one minute per year of the child's age.



There must be no harsh, cruel, or unusual treatment of any child. The following are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toileting
- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a student to restrict movement
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play

Performance Standard(s):

1302.17; 1302.31 (e)(2,4);1302.90 (c)(1-2)

	DHS Head Start Program Policy		
EDUCATION 12			
SUBJECT	Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	5/8/2012		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



The Head Start Program will develop and implement a plan to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers. Education Service Providers must have an average CLASS score across all three domains that exceeds the minimum threshold set by the Office of Head Start.

The Grantee will facilitate a CLASS Team comprised of Grantee and Education Service Providers staff. At a minimum, Service Providers should maintain one (1) CLASS Reliable Observer per twelve (12) classrooms.

Data obtained from CLASS observations will serve as a guide for professional development and help teaching staff improve the quality of interactions that support children's learning and improve child outcomes.

Performance Standard(s):

1304.11(c); 1304.16

	DHS Head Start Program Policy		
EDUCATION 14			
SUBJECT	Classroom Organization, Equipment and Materials		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



Education Service Providers must provide sufficient age appropriate equipment, toys, materials, and furniture to promote learning in the five Central Domains in the Head Start Early Learning Outcomes Framework (HSELOF) and Texas Prekindergarten Guidelines. There should be intentional and purposeful activities for all children.

The classroom space will be arranged into learning interest centers. The centers must be labeled, organized, and clutter free. The Education Service Providers must ensure the following:

- Separate noisy activities from quiet activities as much as space allows
- Support and respect for gender, cultural and linguistic background, and family composition
- Support for children with varying abilities
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet spaces available for children
- A variety of learning experiences that encourage each child to experiment and explore
- All exits must be unobstructed by equipment, toys, materials, and furniture
- Utilize the *All About ECERS-R 3rd Edition* to create a high-quality classroom environment and learning experiences

Performance Standard(s):

1302.21 (d)(1); 1302.31 (c-d); 1302.47(2)

	DHS Head Start Program Policy		
EDUCATION 15			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

Education Service Providers will develop and implement transition procedures for children and families including: classroom activities, outreach, coordination, and communication with parents/guardians, Early Head Start, school district personnel, and other community organizations/agencies. Transition procedures will address children and families entering and exiting the Head Start Program and include information related to the transfer of child files and information.



Education Service Providers will document all transition activities, including Early Head Start and Early Childhood Intervention (ECI) according to the *City of San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.70; 1302.71; 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS Head Start Program Policy		
EnvHS 3			
SUBJECT	Hygiene & Cleaning Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, appropriate hand washing hygiene and standard precautions, and sanitation and disinfecting of the classroom, including equipment and materials. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

Performance Standard:

1302.47(b)(6) (i-iii)

	DHS Head Start Program Policy		
EnvHS 4			
SUBJECT	Management of Illness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria

A child cannot be denied enrollment based on a disability, illness, or chronic health condition or its severity.



Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

Performance Standard:

1302.47(b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS Head Start Program Policy		
EnvHS 5			
SUBJECT	Emergency Preparedness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures that address emergencies including, but not limited to health and safety, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. All staff must be trained in emergency preparedness. The Head Start Program, including the Grantee and Education Service Providers, will maintain documentation of trainings.

Locations and telephone numbers and emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office, nurse's office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- When appropriate, items should be in original packaging
- Stored in a designated location known to all employees

- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS Head Start Program Policy		
EnvHS 6			
SUBJECT	Medication Administration		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



Education Service Providers must develop and implement procedures regarding the administration, handling, storage, training of staff, and record keeping of medication. Education Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container, not expired, up-to-date, stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers.

Rescue medications, including EpiPens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the bus, on the playground, or on field trips, must be trained in the administration of such medications.

Performance Standard:

1302.47(b)(7)(iv)

	DHS Head Start Program Policy		
EnvHS 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/18/2014		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

A child cannot be denied enrollment or removed from the program based on toileting needs or the use of diapers and/or pull-ups. Education Service Providers will develop and implement procedures to address diapering and toilet training. Procedures must be provided to all Head Start staff and posted in areas used for diapering and toileting.



At a minimum, procedures must include:

- Process to ensure the respect and dignity for children
- How to assist a child when toileting needs occur
- Provision of extra clothing, diapers, and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and changing soiled clothing
- Cleaning and storage of soiled clothing
- Disposal and removal of soiled diapers
- Cleaning and storage of toilet training assistive equipment toilet training techniques

Staff and families should work together to implement a toilet training plan for any child not toilet trained.

Performance Standard(s):

1302.42(e)(i), 1302.47(b)(1), (6)(i)

	DHS, Head Start Program Policy		
FAMILY 1			
SUBJECT	Family Engagement Approach		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program recognizes parents/guardians as their children's primary teachers and nurturers and implements intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.

The Head Start Program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Education Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians such as participate as employees or volunteers.

Performance Standard(s):

1302.50(b)(1) & (4)

	DHS, Head Start Program Policy		
FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.



The Head Start Program conducts family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grantee will work with the Education Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to assist staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):

1302.50(b)(2) & (5); 1301.4

	DHS, Head Start Program Policy		
FAMILY 3			
SUBJECT	Family Engagement and Collaboration		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.



Head Start Program provides parents/guardians training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:

- Vehicle and Pedestrian Safety
- Disabilities
- Health, Dental, and Nutrition
- Child Abuse Prevention
- Mental Wellness
- Financial Literacy
- Child and Community Advocacy
- And other topics that promote family well-being

The Head Start Grantee and Education Service Provider will develop and implement procedures to work together to provide training and presentation opportunities for parents/guardians.

Performance Standard(s):

1302.50(b)(3)



	DHS, Head Start Program Policy		
FAMILY 4			
SUBJECT	Family Engagement Staffing		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee implements procedures for family support staff and the Education Service Provider implements procedures for teachers to share information with each other, as appropriate and consistent with the requirements in part 1303 subpart C, of this chapter; FERPA; or IDEA, to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

Performance Standard(s):

1302.50(b)(6)

	DHS, Head Start Program Policy		
FAMILY 5			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and the Education Service Provider will promote shared responsibility with parents/guardians for children’s early learning and development and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children’s learning and development. These strategies must include:

- Offering activities that support Parent-Child Relationships
- Offer activities that support Child Development (including language, dual language, literacy and bi-literacy development)
- Provide parents/guardians with information about the importance of regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)
- For dual language learners, information and resources for parents about the benefits of bilingualism and biliteracy

Performance Standard(s):

1302.51(a)



	DHS, Head Start Program Policy		
FAMILY 6			
SUBJECT	Research Based Parent Curriculum		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and Education Service provider collaborate to offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parents'/guardians' knowledge and offers parents/guardians the opportunity to practice parenting skills to promote children's learning and development. If the Head Start Grantee chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, the program will work with an expert or experts to develop such adaptations.

Performance Standard(s):

1302.51(b)

	DHS, Head Start Program Policy		
FAMILY 7			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Family Partnership Services



The Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework.

Family and Community Support staff will offer:

- A **Family Partnership Agreement** to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.
- A **Family Assessment** tool to identify each family's strengths, needs and interests.
- An opportunity to develop family goals. The goal setting process must include family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.
- Community resources that are able to meet their identified needs, interests and/or goals.

Performance Standard:

1302.52



	DHS, Head Start Program Policy		
FAMILY 8			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program establishes ongoing collaborative relationships and partnerships with community organizations. Relationships are built by establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate. This helps to facilitate access to community services that are responsive to children's and families' needs and family partnership goals, and community needs and resources, as determined by the community assessment.

Performance Standard(s):

1302.53(a)(1)(2)



	DHS, Head Start Program Policy		
FAMILY 9			
SUBJECT	Family Collaboration for Transition from Early Head Start		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program will collaborate with parents/guardians of Early Head Start Children to implement strategies and activities that support successful transition from Early Head Start and, at a minimum, provide information about the child's progress during the program year. The Head Start Program will provide strategies for parents/guardians to continue their involvement in and advocacy for the education and development of their child.

Performance Standard(s):

1302.50(b)(6)

	DHS, Head Start Program Policy		
FISCAL 1			
SUBJECT	Financial Management of Head Start Grant		
REFERENCE	Fiscal Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



It is the policy of the grantee, City of San Antonio, to manage the Head Start grant in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Act;
- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio Administrative Directives and
- Department of Human Services Policies.

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directives; and any other applicable law or regulation.

	DHS Head Start Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/43/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures to ensure that all children are up-to-date on a schedule of age-appropriate preventative and primary health care and oral health care that meets the State of Texas Early and Periodic, Screening, Diagnosis, and Treatment (EPSDT) requirements schedule.

Procedures must include a system to meet the following:

30-Day

Requirement:

- Within 30 calendars days after the child first attends the program of each school year, the Head Start Program must consult with parents to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45-Day

Requirement:

- Within 45 calendar days after the child first attends the program of each school year, the Head Start Program must obtain a current record of evidence-based vision and hearing screenings or conduct evidence-based vision and hearing screenings. The screenings should be in the child's home language as appropriate.

90-Day

Requirement:

- Within 90 calendar days after the child first attends the program of each school year, documentation of a physical/well child exam and an oral health determination must be received.

Follow-up, Tracking, and Data Documentation

- Follow-up must occur once a month for medical, dental, and nutrition related concerns identified by the Head Start Program as indicated on screenings, health assessments, physical/well child exams, and other health related concerns, including health insurance coverage and any missing events.

- Health related contact and follow-up must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide*, *Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*

Parent/Guardian Collaboration and Communication

- Develop a system to inform the parents/guardians about their children's health needs in a timely manner.
- Provide information and community health resources to families.
- Provide resources to families in need of assistance with prescribed medications, aides or equipment for medical, dental, or mental health conditions.
- Provide results of abnormal medical and/or dental exam/screenings administered through the program and discuss results.
- Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.



Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available; documentation of efforts to access other available sources of funding must be documented.

Performance Standard(s):

1302.41; 1302.42

Reference:

[THSteps Medical Checkup Periodicity Schedule](#)

	DHS Head Start Program Policy		
HEALTH 4			
SUBJECT	Parent/Guardian Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



Education Services Providers will develop and implement procedures to ensure a written refusal is obtained when a parent/guardian refuses to allow their child to participate in or receive health services required or provided by the Head Start Program.

At a minimum, procedures must include:

- Staff must obtain approval from the direct supervisor prior to requesting the *Refusal of Health Services* form.
- Staff must document in ChildPlus efforts made and parent/guardian responses in obtaining health services requirements.
- A completed *Refusal of Health Services* form must be scanned into ChildPlus; form must include parent/guardian and staff signatures.
- If applicable, in place of the *Refusal of Health Services* form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) they decline.

Performance Standard(s):

1302.41; 1302.42(d) (2)

	DHS Head Start Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:



- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers, Head Start Policy Council members, and Advisory Committee members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)

	DHS Head Start Program Policy		
PDM 4			
SUBJECT	Training and Professional Development		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program will ensure all new staff, consultants, and volunteers receive at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, regulations, policies and procedures.

The Head Start Program must provide appropriate training and technical assistance to include orientation to the governing body, advisory committee, and policy council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and governing body members understand the information and can effectively oversee the direction of the Head Start Program.

Additionally, the Head Start Program will develop and implement procedures for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:



- a. Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- b. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- c. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- d. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to

improve child and family outcomes. All teaching staff assigned to a co-teach classroom must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental health and wellness information available to staff regarding health issues that may affect their job performance. The program must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Performance Standard(s):

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)

	DHS Head Start Program Policy		
PDM 5			
SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will maintain a work environment free from sexual and other unlawful harassment and discrimination. Discrimination based on race, creed, color, national origin, sex, age, religion, or ethnic group, sexual orientation, gender identity, gender expression, political affiliation, or belief, genetic information, or disability, or veteran status will not be tolerated.

Additionally, the Head Start Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Performance Standard:

CFR 45 Part 80; 45 CFR part 84 Sec. 654. NONDISCRIMINATION PROVISIONS; American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA)

	DHS, Head Start Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program, including the Grantee and Education Service Providers, must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start Program Staff, including teachers, teacher assistants, and all other campus or site personnel, consultants, and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect.

The Head Start Program Administrator must be notified within 24 hours of an incident that has occurred within the Head Start Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring away from the Head Start Program within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, contractors, Education Service Providers, Child Care Center staff, or Volunteers witness or suspect child abuse or neglect, they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the Head Start Program.

Should Education Service Provider management be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.



All Head Start staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive annual training on procedures for identifying and reporting child abuse or neglect. Head Start staff are expected to fully cooperate with TDFPS and other applicable agency personnel to report any suspected or known incidents.

Performance Standard(s):

1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2); 1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	DHS Head Start Program Policy		
PDM 8			
SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing Board/ Advisory Committee. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Board/ Advisory Committee will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing Board is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

	DHS Head Start Program Policy		
PDM 9			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	12/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.



A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer, or contractor
- Incidents which may have placed a child, family member, or staff in danger, including any incidents in which a child was left unsupervised.
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional.
 - Child or staff member leaving by emergency medical transport.
 - Contagious diseases that could lead to an outbreak.
 - Child receiving outside medical attention at any point in time for an injury sustained during Head Start program hours.
- Any incident which has the potential to generate negative media coverage.
- Any media inquiry/ coverage of the program.
- Unplanned interruption in Head Start Program services.
- Closure of any facility or part of a facility, including outdoor play areas.
- Accidents involving vehicles that transport children and families.

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

	DHS, Head Start Program Policy		
PDM 10			
SUBJECT	Personnel		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state, and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Board, or the designated CoSA Advisory Committee, and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

Head Start Program and Education Service Provider Background Check Requirements:

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check, and obtain one of the following:
 - i. State or tribal criminal history records, including fingerprint checks; or,
 - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
 - i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,

- ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

Performance Standard(s):



1302.90(a-b)

Head Start Act:

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

City of San Antonio Administrative Directive (AD):

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	DHS, Head Start Program Policy		
PDM 12			
SUBJECT	Impasse		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Board, CoSA Advisory Committee, and the Head Start Policy Council (HSPC), written impasse procedures is established for resolving internal disputes in a timely manner. These procedures I meet the requirements established in the Head Start Program Performance Standards.



This policy, detailed further in the Impasse Procedure, seeks to ensure that matters of internal dispute are resolved in a respectful, professional, and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standard:

1301.6

Head Start Act:

642(d)(1)

	DHS, Head Start Program Policy		
PDM 13			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program is committed to ensuring the security and confidentiality of personnel, children, and family information. The Head Start Program, including the Grantee and Education Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secure;
- b) Only authorized staff members may access personnel, child, and family information;
- c) Staff members share child information on a need-to-know basis;
- d) Written consent from the Parent/guardian is required prior to the release of any individual child or family records.
- e) Staff is trained on how to maintain confidentiality;



Only information that is essential to provide services is recorded and maintained for any child enrolled in the Head Start Program. Parents/guardians are the primary source of information about themselves, and any information sought from them is limited to that which is essential for services.

The sharing of information with community partners is encouraged only if it improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state, and federal requirements.

Performance Standard(s):

1302.22; 1302.101(b)(4); 1303.20

	DHS, Head Start Program Policy		
PDM 17			
SUBJECT	Emergency Preparedness and Response Plan		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement an emergency management/disaster preparedness and response plan including natural and man-made disasters and emergencies, and violence in or near the program that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standard:

1302.47(b)(8)

	DHS Head Start Program Policy		
TRANSPORTATION 5			
SUBJECT	Transportation Information		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



Education Service Providers will develop and implement procedures to address the following:

- Identification of children and families in need of transportation services
- Steps to request transportation for children and families in need of transportation services
- Documentation of children receiving district transportation services

Head Start staff must ensure documentation of the transportation services is maintained in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide* and *applicable ChildPlus Data Entry Guide*.

Performance Standard(s):

1303.70(b)(1-3); 1303.71(a)

	DHS Head Start Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Education Program (IEP) for Children with Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Every effort must be made to ensure a child identified ~~ren~~ with a disability ~~ies~~ fully participates in all program activities. The information provided in the child's Individualized Education Plan (IEP) will be used when planning individualized strategies and activities for children with disabilities.

Education Service Providers must implement the IEP on the date determined by the Admissions Review and Dismissal Committee by modifying the child's program in accordance with the IEP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, and cultural and linguistic background of the child. The Education Service Provider Disability Coordinator will work with staff, and families to ensure children are working toward the goals in their IEP.



Upon request, the Education Service Provider Disability Coordinator will review planned IEP strategies/activities with teaching staff during a coaching/technical assistance session. If a child enters Head Start with a valid IEP, Education Service Providers will follow school district guidelines regarding special education services. ~~and ensure that services begin as soon as possible. within the first two weeks of program attendance.~~

Copies of the IEP and/or the *Goals and Objectives/Modifications Sheet* will be maintained in the cChild's Classroom File and/or Portfolio. The IEP may be kept in a different location in the classroom, however, the location of the IEP, must be noted within the child's Classroom File and/or Portfolio. Confidentiality of information must be maintained at all times.

The child's disability information and copies of required documents will be entered into ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Child File Scan Order and Process Guide, and applicable ChildPlus Data Entry Guide.*

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Head Start Program Policy		
EDUCATION 1			
SUBJECT	Home Visits/Parent Conferences		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/23/2015		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Head Start teachers must complete two Home Visits and two Parent/Teacher Conferences each school year.

Education Service Providers will develop and implement procedures to ensure the completion dates of the Home Visits and Parent/Teacher Conferences are entered into ChildPlus and meet the *City of the San Antonio Benchmark Due Date Guide, Child-Plus File Scan Order and Process Guide*, and applicable *ChildPlus Data Entry Guide* Procedures must include accommodations for long term substitutes and/or extenuating circumstances.

The first Home Visit may be completed by the teacher no more than four weeks prior to the first day of a child's entry into school. If a child enters the program after January 1, a minimum of one Home Visit and one Parent/Teacher Conference must be completed by the last day of school. ~~If a child's date of entry is within 15 days of the Parent/Teacher Conference benchmark due date, then the teacher will complete only a Home Visit.~~

Documentation of the Home Visits and Parent/Teacher Conferences must be maintained in the child's classroom file and ChildPlus. If a Home Visit or Parent Conference did not occur, documentation regarding why the event did not occur must be noted in ChildPlus according to the *ChildPlus Data Entry Guide*.



Home Visits and Parent/Teacher Conferences will be conducted in the family's home language and, when necessary, using the services of an interpreter. The Home Visits and Parent/Teacher Conferences should be scheduled at the parent's/guardian's convenience and if necessary, at a neutral location.

Home Visits and Parent/Teacher Conferences offer opportunities for parents/guardians and staff to share knowledge related to the strengths, needs, interests, and concerns of the child and program activities. During the Home Visits and Parent/Teacher Conferences the teacher will share work samples, educational assessment outcomes, screening information, and information

regarding the transition into Kindergarten, when applicable. Education Service Providers will develop and implement procedures to ensure that the information shared at the Home Visits and Parent/Teacher Conferences is documented.

Performance Standard(s):

1302.34 (b)(2-3, 7-8); 1302.46; 1302.50; 1302.71(a, b, e)

	DHS Head Start Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The program will provide individualized instruction to meet each child's unique characteristics, strengths and needs, taking into consideration gender, family composition, ~~the~~ cultural and linguistic background, and pattern of development and learning. Classroom teachers must document individualized instruction and activities including large group, small group, and one/one lessons and activities into lesson plans.



Education Service Providers will develop and implement procedures to ensure that the plan for individualized instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal assessments
- Input from parents/guardians regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ 3), Behavioral (ASQ: SE-2) and Sensory (hearing and vision) screenings
- Medical and/or dental evaluations/treatments and referrals for wellness support (if applicable)
- An Individualized Education Plan for children with disabilities
- 504 Plan

Performance Standard(s):

1302.31; 1302.33; 1302.61

	DHS Head Start Program Policy		
EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screenings.

Education Service Providers will develop and implement procedures to ensure that developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day ~~of the child's entry date~~after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year. ~~Each child enrolled in the program will be screened annually.~~ Developmental (ASQ-3) and behavioral screenings (ASQ:SE-2) must be completed within this timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills for appropriate referrals.

The ASQ-3 and ASQ:SE-2 should not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodations for completion. The developmental and behavioral screenings may be distributed by the teacher no more than four weeks prior to the first day of a child's entry into school. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

Education Service Providers will develop and implement procedures that include at a minimum:

- Identification of staff responsible for administering, scoring, follow-up, and referrals
- Monitoring the fidelity of the screenings
- Ensuring the appropriate version is utilized for child's age and language
- Ensuring proper completion of the screening tool
- Ensuring accurate scoring of the screening tool

- Establishing timeframes for follow-up, referrals, and documentation
- Following the *City of the San Antonio Benchmark Due Date Guide*, *applicable ChildPlus Data Entry Guide*, and the *Head Start File Scan Order and Process Guide*
- Completing routine internal monitoring of child files



Education Service Providers will develop and implement procedures to address the use of the ASQ-3 and ASQ:SE-2 with children with an identified disability or IEP. A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IEP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ:SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the applicable *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

Additional Resources:

<http://agesandstages.com/free-resources/articles/when-should-you-not-have-parents-complete-asq/>

	DHS Head Start Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start definition of curriculum is a planned management of time, materials, and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Head Start components which form a foundation for school readiness. Education Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.



The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF) and Texas Prekindergarten Guidelines. The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development.

The Education Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated lessons and activities, and offers a variety of activities including large-group, small-group, one/one, indoor and outdoor free play. The current daily schedule will be posted for parents/guardians and other staff to review.

Education Services Providers will submit a copy of the daily schedule for each classroom and must include and must include the following:

- School name
- Teacher name
- Room number
- School name
- Classroom language designation (Co-Teach, Dual Language, etc.)

Performance Standard(s):
1302.31; 1302.32; 1302.34

	DHS Head Start Program Policy		
EDUCATION 8			
SUBJECT	Child Classroom File/ Portfolio		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/2/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures that ensure each child has a Child Classroom File/Portfolio that is organized and contains multiple sources of information used for ongoing assessment and instructional planning.

The Child's Classroom File/Portfolio will contain the following:

- Documentation from home visits and parent conferences, including parent/guardian input
- Work samples
- Progress reports, if applicable
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Individual Education Plan (IEP) [or 504 Documentation](#) -(if applicable)
- Other items pertaining to educational development



The IEP [or 504 documentation](#) may be kept in a different location in the classroom; however, the location of the IEP must be noted within the Child Classroom File/Portfolio. The file must be accessible to parents/guardians and monitors/reviewers, upon request.

If an online version of the developmental and/or social and emotional screening is completed, a paper copy is not required to be in the Child Classroom File/Portfolio. Documentation that the screening(s) were completed electronically must be noted in the Child Classroom File/Portfolio. If the paper version of either screening was used a complete copy should be included in the Child Classroom File/Portfolio

The Education Service Providers will develop and implement procedures to ensure the Child Classroom File/Portfolio is located in the teacher's classroom, kept confidential, and available for parents to review upon request.

Performance Standard(s):

1302.30-1302.34

	DHS Head Start Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/2/2011		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



Education Service Providers will develop and implement procedures for regular communication among program staff to facilitate quality outcomes for children and families. Education Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after December 31st, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Campus Administrator or designee, Family Support Staff or designee, and Teachers are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities, and other related services may be required to attend based on the child/family needs.

Each Education Service Provider will establish and maintain record-keeping systems to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. Procedures must be in place to ensure that MDS completion dates and documents of the MDS are entered and the MDS document is scanned into ChildPlus according to the *City of the San Antonio Benchmark Due Date Guide*, *applicable ChildPlus Data Entry Guide*, and the *Head Start File Scan Order and Process Guide*. ~~The MDS document must include the completion date of the MDS, signatures of all in attendance, and topics covered.~~

Performance Standard(s):

1302.33; 1302.34; 1302.101(b)(2-3)

	DHS Head Start Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	12/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement policies and procedures on discipline and guidance appropriate for children 3-5 years old. A copy must be provided to all parents/guardians, staff, volunteers, substitute teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies and procedures.

The policies and procedures must include positive methods that ~~encourage~~ build self-esteem and support, self-control, and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child developmentally appropriate behavior. Education Service Providers s must prohibit or severely limit the use of suspension due to a child's behavior. The Education Service Providers must not expel or unenroll a child from Head Start ~~because of~~ due to a child's behavior, unless approved by the Head Start Administrator.

When appropriate, for the child's age and development, a brief supervised separation, or time away from the group, may be necessary, and should be limited to no more than one minute per year of the child's age.



There must be no harsh, cruel, or unusual treatment of any child. The following are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet ~~ing~~ training
- Pinching, shaking, or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a student to restrict movement
- Threatening phrases or sarcastic language
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play

Performance Standard(s):

1302.17; 1302.31 (e)(2,4);1302.90 (c)(1-2)

	DHS Head Start Program Policy		
EDUCATION 12			
SUBJECT	Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	5/8/2012		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program will develop and implement a plan to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers. Education Service Providers must have an average CLASS score across all three domains ~~all classrooms that exceeds the minimum threshold set by the Office of Head Start. of no less than the following but strive for the standard of excellence of six (6) across all domains:~~



- ~~For the Emotional Support domain the minimum threshold is four (4);~~
- ~~For the Classroom Organization domain, the minimum threshold is three (3);~~
- ~~For the Instructional Support domain, the minimum threshold is two (2);~~

The Grantee will facilitate a CLASS Team comprised of Grantee and Education Service Providers staff. At a minimum, Service Providers should maintain one (1) CLASS Reliable Observer per twelve (12) classrooms.

Data obtained from CLASS observations will serve as a guide ~~to~~ for professional development and help teaching staff ~~to~~ improve the quality of interactions that support children's learning and improve child outcomes.

Performance Standard(s):

1304.11(c); 1304.16

	DHS Head Start Program Policy		
EDUCATION 14			
SUBJECT	Classroom Organization, Equipment and Materials		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	9/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



Education Service Providers must provide sufficient age appropriate equipment, toys, materials, and furniture to promote learning in the five Central Domains in the Head Start Early Learning Outcomes Framework (HSELOF) and Texas Prekindergarten Guidelines. There should be intentional and purposeful activities for all children.

The classroom space will be arranged into learning interest centers. The centers must be labeled, organized, and clutter free. The Education Service Providers must ensure the following:

- Separate noisy activities from quiet activities as much as space allows
- Support ~~and respect for the gender,~~ cultural and ~~linguistic~~ ethnic background, ~~s~~ and family composition of all children
- Support for children with varying abilities
- Adequate space for activities
- Unobstructed supervision
- Comfortable and quiet spaces available for children
- A variety of learning experiences that encourage each child to experiment and explore
- All exits must be unobstructed by equipment, toys, materials, and furniture
- Utilize the *All About ECERS-R 3rd Edition* to create a high quality classroom environment and learning experiences

Performance Standard(s):

1302.21 (d)(1); 1302.31 (c-d); 1302.47(2)

	DHS Head Start Program Policy		
EDUCATION 15			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	4/6/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement transition procedures for children and families including: classroom activities, outreach, coordination, and communication with parents/guardians, Early Head Start, school district personnel, and other community organizations/agencies. Transition procedures will address children and families entering and exiting the Head Start Program and include information related to the transfer of child files and information.



Education Service Providers will document all transition activities, including Early Head Start and Early Childhood Intervention (ECI) according to the *City of San Antonio Benchmark Due Date Guide* and applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.70; 1302.71; 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS Head Start Program Policy		
EnvHS 3			
SUBJECT	Hygiene <u>& Cleaning</u> Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, appropriate hand washing hygiene and standard precautions, and sanitation and disinfecting –of the classrooms, including equipment, and materials. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

Performance Standard:

1302.47(b)(6)(i-iii)

	DHS Head Start Program Policy		
EnvHS 4			
SUBJECT	Management of Illness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria

A child cannot be denied enrollment based on a disability, illness, or chronic health condition or its severity.



Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them. ~~with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.~~

Performance Standard:

1302.47(b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS Head Start Program Policy		
EnvHS 5			
SUBJECT	Emergency Preparedness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures that address emergencies including, but not limited to health and safety, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. All staff must be trained in emergency preparedness, ~~and the~~ The Head Start Program, including the Grantee and Education Service Providers, will maintain documentation of trainings.

Locations and telephone numbers ~~and of~~ emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office, nurse's office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- When appropriate, items should be in original packaging
- Stored in a designated location known to all employees

- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS Head Start Program Policy		
EnvHS 6			
SUBJECT	Medication Administration		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



Education Service Providers must develop and implement procedures regarding the administration, handling, storage, training of staff, and record keeping of medication. ~~administration.~~ Education Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container, not expired, up-to-date, stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers.

Rescue medications, including EpiPens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children's reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the bus, on the playground, or on field trips, must be trained in the administration of such medications.

Performance Standard:

1302.47(b)(7)(iv)

	DHS Head Start Program Policy		
EnvHS 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/18/2014		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

A child cannot be denied enrollment or removed from the program based on toileting needs or the use of ~~diapers and/or pull-ups, use or toilet training~~. Education Service Providers will develop and implement procedures to address diapering and toilet training. Procedures must be provided to all Head Start staff and posted in areas used for diapering and toileting.



At a minimum, procedures must include:

- Process to ensure the r~~Respect~~ and dignity for ~~the child~~ren
- How to assist a child when toileting needs occur
- Provision of extra clothing, diapers, and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and changing soiled clothing
- Cleaning and storage of soiled clothing
- ~~Proper De~~isposal and removal of soiled diapers
- ~~Proper e~~leaning and storage of toilet training assistive equipment
- Toilet training techniques

Staff and families should work together to implement a toilet training plan for any child not toilet trained.

Performance Standard(s):

1302.42(e)(i), 1302.47(b)(1), (6)(i)

	DHS, Head Start Program Policy		
FAMILY 1			
SUBJECT	Family Engagement Approach		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program recognizes parents/guardians as their children's primary teachers and nurturers and implements intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.

The Head Start Program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Education Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians such as participate as employees or volunteers.

Performance Standard(s):

1302.50(b)(1) & (4)

	DHS, Head Start Program Policy		
FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.



The Head Start Program conducts family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grantee Program will work with the Education Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to assist~~advise~~ staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):

1302.50(b)(2) & (5); 1301.4

	DHS, Head Start Program Policy		
FAMILY 3			
SUBJECT	Family Engagement and Collaboration		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.



Head Start Program provides parents/guardians training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:

- Vehicle and Pedestrian Safety
- Disabilities
- Health, Dental, and Nutrition
- Child Abuse Prevention
- Mental Wellness
- Financial Literacy
- Child and Community Advocacy
- And other topics that promote family well-being

The Head Start Grantee and Education Service Provider will develop and implement procedures to work together to provide training and presentation opportunities for parents/guardians.

Performance Standard(s):

1302.50(b)(3)



	DHS, Head Start Program Policy		
FAMILY 4			
SUBJECT	Family Engagement Staffing		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee Program implements procedures for ~~teachers and~~ family support staff and the Education Service Provider implements procedures for teachers to share information with each other, as appropriate and consistent with the requirements in part 1303 subpart C, of this chapter; FERPA; or IDEA, to ensure coordinated family engagement strategies with children and families in the classroom, home, and community.

Performance Standard(s):

1302.50(b)(6)

	DHS, Head Start Program Policy		
FAMILY 5			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and the Education Service Provider~~Program~~ will promote shared responsibility with parents/guardians for children's early learning and development, and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development. These strategies must include:

- Offering activities that support Parent-Child Relationships
- Offer activities that support Child Development (including language, dual language, literacy and bi-literacy development)
- Provide parents/guardians with information about the importance of regular attendance, and partner with them, as necessary to promote consistent attendance~~attendance~~ (impact of attendance on learning outcomes)
- For dual language learners, information and resources for parents about the benefits of bilingualism and biliteracy.

Performance Standard(s):

1302.51(a)



	DHS, Head Start Program Policy		
FAMILY 6			
SUBJECT	Research Based Parent Curriculum		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and Education Service provider collaborate to~~Program~~ offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parents’/guardians’ knowledge and offers parents/guardians the opportunity to practice parenting skills to promote children’s learning and development. If the Head Start Grantee~~program~~ chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, the program will work with an expert or experts to develop such adaptations.

Performance Standard(s):

1302.51(b)

	DHS, Head Start Program Policy		
FAMILY 72			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Family Partnership Services

The Head Start Program engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, –supports, family strengths, and family goals. This process must take into consideration each family’s readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework.

~~Communication with parents/guardians is to be in the family’s preferred language, when possible, and provided in a place where family members feel safe to share personal information.~~

~~Staff is to adhere to all confidentiality policies and procedures to protect family information.~~

Family and Community Support staff will offer:

- ~~• Complete a **Family Meeting / Home Visit** with each family whose child has been accepted into the program. The **Family Meeting / Home Visit** should be scheduled at the parent’s convenience, and if necessary, at a neutral location.~~
- Engage parents/guardians in a **Family Partnership Agreement** ~~to~~ by orienting parents/guardians ~~of~~ the roles and responsibilities of Head Start parents/guardians and staff.
- ~~Use~~ a **Family Assessment** tool to identify each family’s strengths, needs and interests.
- An opportunity ~~Work with families~~ to develop family goals. The goal setting process must

include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. ~~Families must be provided a copy of their **Goal Setting** forms. Progress on goal attainment is to be tracked until completion or until the end of the school year, based on goal timelines.~~

- ~~Refer families to community~~Community resources~~agencies~~ that are able to meet their identified needs, interests and/or goals.

- ~~At a minimum, contact families once each month.~~



- ~~Parent boards will be utilized at each site and include at a minimum:~~

- ~~Head Start Parent Handbook~~
- ~~Policy Council Minutes~~
- ~~Training and Employment Information~~
- ~~School Readiness Goals~~
- ~~Child Abuse Hotline~~
- ~~Mental Wellness Information~~
- ~~Community Resources~~
- ~~Volunteer Information~~

- ~~All communication must be documented in ChildPlus according to the City of San Antonio Benchmark Due Date Guide and the City of San Antonio ChildPlus File, Scan, Order and Process Guide and applicable City of San Antonio ChildPlus Data Entry Guide.~~

Performance Standard:

1302.52 ~~(a) (c)(1) (4) and (d)~~



	DHS, Head Start Program Policy		
FAMILY 9			
SUBJECT	Family Collaboration for Transition from Early Head Start		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program will collaborate with parents/guardians of Early Head Start Children to implement strategies and activities that support successful transition from Early Head Start and, at a minimum, provide information about the child's progress during the program year. The Head Stat Program will ~~and~~ provide strategies for parents/guardians to continue their involvement in and advocacy for the education and development of their child.

Performance Standard(s):

1302.50(b)(6)

	DHS, Head Start Program Policy		
FISCAL 1			
SUBJECT	Financial Management of Head Start Grant		
REFERENCE	Fiscal Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



It is the policy of the grantee, City of San Antonio, to manage the Head Start grant in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Act;
- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio ~~AD 8.10 Financial Management for Grants~~ Administrative Directives and
- Department of Human Services Policies.

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directive ~~8.10 Financial Management for Grants~~; and any other applicable law or regulation.

	DHS Head Start Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/43/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures to ensure that all children are up-to-date on a schedule of age-appropriate preventative and primary health care and oral health care that meets the State of Texas Early and Periodic, Screening, Diagnosis, and Treatment (EPSDT) requirements schedule.

Procedures must include a system to meet the following:

30-Day

Requirement:

- Within 30 calendars days after the child first attends the program of each school year, the Head Start Program must consult with parents to determine if the child has an ongoing source of continuous health care and health insurance coverage.

45-Day

Requirement:

- Within 45 calendar days after the child first attends the program of each school year, the Head Start Program must obtain a current record of evidence-based vision and hearing screenings or conduct evidence-based vision and hearing screenings. The screenings should be in the ~~the~~ screenings in the child's home language as appropriate.

90-Day

Requirement:

- Within 90 calendar days after the child first attends the program of each school year, documentation of a physical/well child exam and an oral health determination must be received.

Follow-up, Tracking, and Data Documentation

- Follow-up must occur once a month for medical, dental, and nutrition related concerns identified by the Head Start Program as indicated on screenings, health assessments, physical/well child exams, and other health related concerns, including health insurance coverage and any missing events.

- Health related contact and follow-up must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide, Head Start Program ChildPlus Scan Order and Process Guide*, and the applicable *ChildPlus Data Entry Guide*

Parent/Guardian Collaboration and Communication

- Develop a system to inform the parents/guardians about their children's health needs in a timely manner.
- Provide information and community health resources to families.
- Provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Provide results of abnormal medical and/or dental exam/screenings administered through the program and ~~discuss ensure understanding of the~~ results.
- Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.



Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available; documentation of efforts to access other available sources of funding must be ~~tracked in ChildPlus~~ documented.

Performance Standard(s):

1302.41; 1302.42

Reference:

[THSteps Medical Checkup Periodicity Schedule](#)

	DHS Head Start Program Policy		
HEALTH 4			
SUBJECT	Parent/ <u>Guardian</u> Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



Education Services Providers will develop and implement procedures to ensure a written refusal is obtained when a parent/guardian refuses to allow their child to participate in or receive health services required or provided by the Head Start Program.

At a minimum, procedures must include:

- Staff must obtain approval from the direct supervisor prior to requesting the *Refusal of Health Services* form.
- Staff must document in ChildPlus efforts made and parent/guardian responses in obtaining health services requirements.
- A completed *Refusal of Health Services* form must be scanned into ChildPlus; form must include parent/guardian and staff signatures.
- If applicable, in place of the *Refusal of Health Services* form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) ~~he/she~~they declines.

Performance Standard(s):

1302.41; 1302.42(d) (2)

	DHS Head Start Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:



- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers, ~~and~~ Head Start Policy Council members, and Advisory Committee members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)

	DHS Head Start Program Policy		
PDM 4			
SUBJECT	Training and Professional Development		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program will ensure all new staff, consultants, and volunteers receive at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, regulations, and policies and procedures.

The Head Start Program must provide appropriate training and technical assistance to include or orientation to the governing body, ~~any~~ advisory committee ~~members~~, and ~~the~~ policy council. The training must include review of program governance and training on program performance standards and training eligibility verification indicated in 1302.12(m). This is to ensure the staff and governing body members understand the information ~~they receive~~ and can effectively oversee the direction and participate in the Head Start Program.

Additionally, the Head Start Program will develop and implement procedures for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:



- Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to

improve child and family outcomes. All teaching staff assigned to a co-teach classroom must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental health and wellness information available to staff regarding health issues that may affect their job performance. The program; must provide ~~and~~ regularly scheduled opportunities to learn about mental health, wellness, and health education. ~~must be made available to staff.~~

Performance Standard(s):

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)

	DHS Head Start Program Policy		
PDM 5			
SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will maintain a work environment free from sexual and other unlawful harassment and discrimination. Discrimination ~~with respect to~~ based on race, creed, color, national origin, sex, ~~race~~, age, religion, or ethnic group, sexual orientation, gender identity, gender expression, political affiliation, or belief, genetic information, or disability, or veteran status ~~race, creed, color, national origin, sex, political affiliation, beliefs, or a handicapping condition~~ will not be tolerated.

Additionally, the Head Start Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Performance Standard:

CFR 45 Part 80; 45 CFR part 84 Sec. 654. NONDISCRIMINATION PROVISIONS; American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA)

	DHS, Head Start Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program, including the Grantee and Education Service Providers, must develop and implement procedures to respond to suspected or known child abuse cases whether it occurs at or away from the program.

All Head Start Program Staff, including teachers, teacher assistants, and all other campus or site personnel, consultants, and volunteers must follow the Education Service Provider policies and procedures regarding child abuse and neglect.

The Head Start Program Administrator must be notified within 24 hours of an incident that has occurred within the Head Start Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring away from the Head Start Program within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, ~~Contractors~~ contractors, Education Service Providers, ~~or~~ Child Care Center staff, or Volunteers witness or suspect child abuse or neglect, they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, "child abuse is an act or omission that endangers or impairs a child's physical, mental or emotional health and development." Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be ~~submitted~~made, the information that must be reported, and confidentiality of reported information.

Education Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents ~~which occur~~ring within the Head Start Program.

Should Education Service Provider management be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.



All Head Start staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive annual training on procedures for identifying and reporting child abuse or neglect. Head Start staff are expected to fully cooperate with TDFPS Child Protective Services and other applicable agency personnel to report any suspected or known incidents.

Performance Standard(s):

1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2); 1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	DHS Head Start Program Policy		
PDM <u>98</u>			
SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing ~~Committee/Representative Board/~~ Advisory Committee. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing ~~Committee/Representative Board/~~ Advisory Committee will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing ~~Committee-Board~~ is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

	DHS Head Start Program Policy		
PDM <u>109</u>			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	12/13/2011		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement procedures for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.



A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during Head Start hours.
- Allegations of child abuse/neglect against any Head Start staff member, volunteer, or contractor
- Incidents which may have placed a child, family member, or staff in danger, including any-
incidents in which a child was left unsupervised.
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional.
 - Child or staff member leaving by emergency medical transport.
 - Contagious diseases that could lead to an outbreak.
 - Child receiving outside medical attention at any point in time for an injury ~~that~~
occurred/sustained during Head Start program hours.
- Any incident and/or media inquiry which has the potential to generate negative media coverage.
- Any media inquiry/ coverage of the program.
- Unplanned interruption in Head Start Program services.
- Closure of any facility or part of a facility, including outdoor play areas.
- Accidents involving vehicles that transport children and families.

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Education Service Providers must also provide notification to the Head Start Administrator or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

	DHS, Head Start Program Policy		
PDM <u>1110</u>			
SUBJECT	Personnel		
REFERENCE	Program Design and Management		
EFFECTIVE	3/13/2012		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state, and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing ~~Body Board~~, or the designated CoSA Advisory Committee, and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

Head Start Program and Education Service Provider Background Check Requirements:

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check, and obtain one of the following:
 - i. State or tribal criminal history records, including fingerprint checks; or,
 - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process by obtaining:
 - i. Whichever check listed in paragraph (a) of this section was not obtained prior to

the date of hire; and,

- ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

Performance Standard(s):



1302.90(a-b)

Head Start Act:

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

City of San Antonio Administrative Directive (AD):

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	DHS, Head Start Program Policy		
PDM 1312			
SUBJECT	Impasse		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Board, CoSA Advisory Committee, and the Head Start Policy Council (HSPC), written impasse procedures is ~~will be~~ established for resolving internal disputes in a timely manner. These procedures ~~will~~ meet the requirements established in the Head Start Program Performance Standards.



This policy, detailed further in the Impasse Procedures, ~~will~~ seeks to ensure that matters of internal dispute are resolved in a respectful, professional, and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standard:

1301.6

Head Start Act:

642(d)(1)

	DHS, Head Start Program Policy		
PDM <u>1413</u>			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Head Start Program is committed to ensuring the security and confidentiality of personnel, children, and family information files. The Head Start Program, including the Grantee and ~~and~~ Education Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secured;
- b) Only authorized staff members may access personnel, child, and family files information;
- c) Staff members share child information on a need-to-know basis;
- d) ~~Parent/guardian's written~~ Written consent from the Parent/guardian is ~~needed~~ required prior to the release of any individual child or family records.
- e) Staff is trained ~~immediately after their start date either through orientation or one-on-one training~~ on how to maintain confidentiality;



Only information that is essential to provide services ~~is will be~~ recorded and maintained ~~on for~~ any child enrolled in the Head Start Program. ~~child~~. Parents/-guardians ~~will be are~~ the primary source of information about themselves, and any information sought from them ~~will be is~~ limited to that which is essential for services.

The sharing of information with ~~Head Start~~ community partners is encouraged ~~if such~~ only if it improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state, and federal requirements.

Performance Standard(s):

1302.22; 1302.101(b)(4); 1303.20

	DHS, Head Start Program Policy		
PDM 1817			
SUBJECT	Emergency Preparedness and Response Plan		
REFERENCE	Program Design and Management		
EFFECTIVE	6/27/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program, including the Grantee and Education Service Providers, will develop and implement an emergency management/disaster preparedness and response plan including natural and man-made disasters and emergencies, and violence in or near the program that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standard:

1302.47(b)(8)

	DHS Head Start Program Policy		
TRANSPORTATION 5			
SUBJECT	Transportation Information		
REFERENCE	Transportation		
EFFECTIVE	4/21/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Education Service Providers will develop and implement procedures [to address the following:](#)


- [Identification of children and families in need of transportation services](#)
- [Steps to request transportation for children and families in need of transportation services](#)
- [Documentation of children](#) ~~to identify and document children~~ receiving district transportation services.


[Head Start staff must ensure d](#)Documentation of the transportation services ~~must be~~ maintained in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide* and *applicable ChildPlus Data Entry Guide*.



Performance Standard(s):

1303.70(b)(1-3); 1303.71(a)

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)

 2020-2021 EHS-CCP Policy Index		Change Required?	Description and Volume of Change made to current Policy
Disabilities			
1	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities	Yes	Minor Language Change
2	Timely Referrals	Yes	Minor Language Change
Education and Early Childhood Development			
3	Individualization	Yes	Minor Language Change. Added Gender and family composition.
5	Development and Behavioral Screening	Yes	Language Change. Added Monitoring the fidelity of screenings and documentation.
6	Curriculum/ Daily Schedule	Yes	Minor Language Changes.
9	Multidisciplinary Staffing	Yes	Added statement to clarify what MDS documentation must include
11	Discipline and Guidance	Yes	Minor Language Changes. Added Withhold outdoor free play.
13	Transitions	Yes	Added statement for what transition procedures will address.
17	Coaching	Yes	Added language for Peer Coach
Environmental Health and Safety			
2	Staffing and Class Size Requirements	Yes	Minor Change, added "no more than"
3	Hygiene Practices	Yes	Minor Changes, Updated title and added the word disinfecting to the policy
4	Management of Illness/ Conditions of Short Term Exclusions and Admittance	Yes	Minor changes, Language clarification of exclusion criteria
5	Environmental Preparedness/ Emergency Procedures	Yes	Minor Changes, Replaced the word system with procedure
7	Diapering and Toilet Training	Yes	Minor Changes, Updated language, replaced the word system with procedure
Family and Community Services			
1	Family Engagement Approach	Yes	Pulled 3 bullets from 1302.50(b) currently embedded in Family 1 Policy to describe parent's role & opportunities for parents
2	Staff-Parent Communication System	Yes	Pulled 1 bullet from 1302.50(b) currently embedded in Family 1 policy and added from PDM 4 to include parent connection committees
3	Family Engagement and Collaboration	Yes	Pulled 4 bullets from 1302.50(b) currently embedded in Family 1 policy to further discuss community collaboration for family engagement
4	Parent Activities to Promote Child Learning and Development	Yes	Pulled 3 bullets from 1302.51(a) currently embedded in Family 1 policy as bullets; pulled to identify language/bilingualism, attendance barriers, and literacy
5	Research-Based Parent Curriculum	Yes	Pulled 1 bullet from 1302.51(b) currently embedded in Family 1 policy to address parent curriculum requirement
6	Family Partnership Services	Yes	Cleaned up current Family 2 policy to remove any language that was procedure and specific to processes.
7	Community Partnerships	Yes	Cleaned up currently Family 3 policy to remove any language the was procedure and specific to processes.
Fiscal Management			
1	Fiscal Management of Head Start Grant	Yes	Minor Changes, broaden the directive and changed the specific directive to include administrative directives
Health Services			
3	Preventative Health Visit Requirements and Documentation	Yes	Updated language, and clarified language
4	Parent Refusal of Health Services	Yes	Minor: added guardian, gender neutral language

 2020-2021 EHS-CCP Policy Index		Change Required?	Description and Volume of Change made to current Policy
Nutrition Services			
1	Nutrition Services and Special Diets	Yes	Added language for health care professional's documentation
2	Outside Food & Adult Meals	Yes	Added language for health care professional's documentation
Program Design and Management (PDM)			
2	Standards of Conduct	Yes	Added Advisory Committee to last paragraph
4	Training and Professional Development	yes	Updated training items and added governance and items from HSPPS
5	Harassment and Discrimination	yes	Updated language to reflect HSPPS
6	Staff Qualifications and Competency Requirements	Yes	Updated language to reflect HSPPS
7	Identification and Reporting of Child Abuse and Neglect	yes	Uupdates to language for clarification
8	Community Complaints	Yes	Updated Numbering added advisory committee
9	Critical Incident Reporting	Yes	Updated Numbering, revised types of critical incidents, updates to language for clarification
10	Personnel	Yes	Updated Numbering and added Advisory Committee
12	Impasse	Yes	Updated Numbering, Added Advisory Committee
13	Confidentiality	Yes	Updates to language for clarification
17	Emergency Preparedness and Response Plan	Yes	Updated Numbering, Updated to reflect HSPPS
Wellness Support Services			
1	Identification and Intervention through Wellness Support Services	Yes	Language Change

	DHS Early Head Start-Child Care Partnership Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Individualization policy guidelines in Education and Early Child Development Policy and the information provided in the child's IFSP will be used when planning individualized strategies and activities for children with delays/disabilities. Every effort must be made to include children with delays/disabilities in all program activities.



Early Head Start-Child Care Partnership (EHS-CCP), Service Providers and City staff will coordinate to receive and review the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS-CCP Program with an IFSP, City staff will coordinate with Service Providers to review the IFSP within two weeks of a child's first day of attendance.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child.

Copies of the IFSP will be maintained in the Child's Classroom File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents will be entered into Child Plus according to the City of San Antonio Benchmark Due Date Guide and the EHS- CCP Child File Scan Order and Attachment Guide.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Early Head Start-Child Care Partnership Program Policy		
DISABILITIES 2			
SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities Manager will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

The EHS-CCP Disabilities Manager will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services should be referred for evaluation as soon as the need becomes evident.



City staff will develop a system to ensure that referrals, follow-up and timelines are documented in Child Plus and must adhere to the City of San Antonio Benchmark Due Date Guide and the EHS-CCP Program Child File Scan Order and Process Guide.

Performance Standard:

1302.61(a)(b); 1302.33(a-b)

Other references:

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths and needs, taking into consideration gender, family composition, the cultural and linguistic background, pattern of development and learning. Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.



The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ:SE-2) and Sensory (hearing and vision) screenings
- Medical/dental evaluations/treatments, and
- Referrals for wellness support (if applicable)
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities

Performance Standard(s):

1302.31 (c) (1); 1302.33; 1302.61

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Early Head Start- Child Care Partnership Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and the Ages and Stages Questionnaire Social and Emotional, Second Edition (ASQ:SE-2) as the behavioral screening.

Service Providers must complete the ASQ 3 and ASQ:SE-2 in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so appropriate referrals are made.

The ASQ-3 and ASQ: SE-2 will not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodation for completion. The ASQ-3 and ASQ: SE-2 will be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center. The screenings may not be distributed during Early Head Start – Child Care Partnership (EHS-CCP) enrollment, or family meetings. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

EHS-CCP Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:



- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.
- Ensuring the appropriate version is utilized for child's age and language.
- Ensuring proper completion of the screening tool.

- Ensuring accurate scoring of the screening tool.
- Establishing timeframes for follow-ups, referrals, and documentation
- Following the *City of the San Antonio Benchmark and Due Date Guide* and the *EHS-CCP File Scan Order and Process Guide*.
- Completing routine internal monitoring of child files.
- Monitoring the fidelity of screenings

EHS-CCP Program will develop and implement procedures to address the use of the ASQ-3 and ASQ: SE-2 with children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IFSP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ: SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



The curriculum is a planned management of time, materials and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start – Child Care Partnership (EHS-CCP) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.

The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF). The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development.

The Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated lessons and activities, and offers a variety of activities including large-group, small-group, individual, indoor and outdoor free play. The daily schedule will be posted for parents and other staff to review and must include the following:

- Child Care Center
- Teacher Name
- Room Number
- Designated Times

Performance Standard(s):
1302.34; 1302.31; 1302.32

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 7			
SUBJECT	Ongoing Assessment Data		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Service Providers will administer formal assessment that is research based and aligned with the Head Start Early Learning Outcomes Framework (HSELOF). The assessment will be conducted three times during the year.

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to aggregate, analyze, and report child outcomes according to the *City of the San Antonio Benchmark Due Date Guide*. Service Providers will be responsible for submitting requested reports.



The EHS-CCP Program and Service Providers will work together to develop and utilize documented ongoing informal assessments c to evaluate child progress and inform instructional decision making.

Performance Standard:

1302.33

Head Start Act:

642 (f) (5) (c)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 8			
SUBJECT	Child Classroom File		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that each child has a Child Classroom File that organizes and contains multiple sources of information used for ongoing assessments and instructional planning.



The Child’s Classroom File will contain the following:

- Documentation from home visits and parent conferences including parent/guardian input
- Work samples
- Developmental Screening
- Social and Emotional Screening
- Beginning, Middle and End of year formal assessment summary information
- Transition activities (if applicable)
- IFSP, if applicable
- Other items pertaining to educational development

The Service Providers must develop a system to ensure that the Child’s Classroom File is located in the teacher’s classroom, kept confidential, and available for parents to review upon request with the teacher. The file must also be accessible to parents/guardians and monitors/reviewers upon request.

Performance Standard(s):

1302.30-1302.34

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after January 31st, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs.

The EHS-CCP Program and Service Providers will work to develop a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Benchmark Due Date Guide, applicable ChildPlus Data Entry Guide, and the Early Head Start-Child Care Partnership File Scan Order and Process Guide*.

Performance Standard(s):

1302.101(b)(2)(3); 1302.33; 1302.34

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 10			
SUBJECT	Lesson Plans		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

Service Providers will develop lesson plan guidance and procedures for classroom teachers utilizing Early Head Start – Child Care Partnership (EHS-CCP) Program designated curriculum. Lesson plans should include teacher directed and child initiated, large group, small group, and individual lessons and activities that support social, emotional, cognitive, physical development, and language skills. Lesson plans should include alignment with the five Central Domains of the Head Start Early Learning Outcomes Framework and Little Texans Big Futures and documentation of individualized instruction, modifications, and accommodations for all children, including children with an IFSP.



Current lesson plans must be posted for parents and other staff to review.

Performance Standard(s):

1302.31: 1302.32

Head Start Act:

Sec.641A. (a) (1)(B) (i) - (x)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employee, volunteer, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that encourage self-esteem, self-control, and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start because of a child's behavior, unless approved by the Head Start Administrator.



When appropriate for the child's age and development, a brief supervised separation or time away from the group may be necessary, and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures

Performance Standard(s):

1302.17; 1302.90 (c) ; 1302.31 (e) (2-4)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 12			
SUBJECT	Classroom Observations		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program, City Staff and Service Providers will work together to develop and implement a system for conducting monthly classroom observations. Service Providers will review (at a minimum) the following areas throughout the program year:



- Indoor classroom environment
- Outdoor classroom environment
- Health & Safety
- Curriculum / lesson plans / daily schedule
- Teacher / child interactions and relationships
- Nutrition
- Individualization
- Family Engagement

All areas listed above must be reviewed at least once every six months (Aug-Jan and Feb- July) in each classroom. Service Providers must also ensure that all classrooms are in compliance with Head Start, City of San Antonio, and Department of Family and Protective Services Child Care Licensing Minimum Standards, policies, and guidance.

Classroom observation documentation will be shared and used to guide professional development.

Performance Standards:

1302.31

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 13			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Staff and Service Providers will work together to establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with parents/guardians, Head Start and other Early Head Start Programs, school districts, child care centers, and other community organizations/ agencies, as applicable.

The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.



The EHS-CCP Program and Service Providers will work together to document all transition activities and develop a system to meet the *City of San Antonio Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 14			
SUBJECT	Learning During Mealtime		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval:4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program recognizes the importance of Family Style Meals, for age appropriate children, during breakfast and lunch in supporting social, emotional, language gross and fine motor learning and development.

Food must be available to any adult participating in Family Style Meals. Any adults actively participating with the class during Family Style Meals should share the same food as the children, free of charge, including during field trips and other EHS-CCP Program related activities. Any adult receiving food, paid for by the Program, must be involved in the meal with the students at some point during the scheduled meal service.



Ratio must be maintained during Family Style Meals and at a minimum; one adult should sit with the children during the majority of the meal service.

Children are not required to sit at one table or all at the same table. However, children must not be isolated or sit alone during Family Style Meals.

The current daily menu must be posted and made available to parents.

Performance Standard:

1302.31 (e) (2); 1302.44

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 15			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

Service Providers will establish and implement ongoing procedures for child arrival and departure that includes signatures and/or initials of the individual signing in/out, a daily health check including observations and documentation of each child's physical and mental well-being. The health check should be completed in front of a parent/guardian when possible.

In addition to identification and documentation, procedures should include a process for appropriate and timely follow up and referral for any concerns identified.



Information for documenting concerns should include at a minimum:

Arrival and departure:

- Site name
- Date
- Teacher name
- Child's name
- Arrival time
- Departure Time
- Physical/mental condition
- Parent notification when a concern is identified

Performance Standard:

1302.41(a); 1302.42 (c) (2)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 16			
SUBJECT	Infant / Toddler Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:



The Head Start Program Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will develop and implement a plan to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers.

The Grantee will facilitate a CLASS Team comprised of Grantee and Service Providers staff. At a minimum, Service Providers are encouraged to maintain one (1) Infant and one (1) Toddler CLASS Reliable Observer or one (1) individual reliable in both the Infant and Toddler CLASS tools.

Data obtained from CLASS will serve as a guide to professional development and help teaching staff to improve interactions that support children’s learning and improve child outcomes.

Performance Standard(s):

1304.11(c); 1304.16

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 18			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will implement a researched-based coordinated coaching strategy for education staff. EHS-CCP staff and Service Providers will develop and implement procedures to identify strengths, areas of needed support, and which staff would benefit most from coaching.



Coaching process will include reviewing the following areas:

- Indoor classroom environment
- Outdoor environment
- Health & Safety
- Curriculum, lesson plans and daily schedules
- Teacher/child interactions
- Family engagement

All coaching consultations should be documented.

Performance Standard

1302.92 (c)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 18			
SUBJECT	Outdoor Play		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/19		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership Program recognizes outdoor play as an integral component of the overall development of young children. Service Providers will develop and implement procedures to ensure daily opportunities for outdoor play. Outdoor play areas will, at a minimum, include the following:

- Developmentally appropriate spaces and equipment
- Accommodations for movement and play of children with disabilities
- Shaded play space
-
- Equipment and materials that motivate children to be physically active and engage in active play
- Equipment and materials that support social emotional development
- Equipment and materials that encourage infants and toddlers to experience the environment



The Early Head Start – Child Care Partnership Program recommends following Service Provider policies and guidelines regarding weather conditions and outdoor play restrictions.

Performance Standard:

1302.31(c-d)

Other Resources:

- Developmentally Appropriate Practice, 3rd Edition
- The Institute for Childhood Education, Outdoor Play, Effective Learning Environments Publication

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:



The Head Start definition of curriculum is a planned management of time, materials and activities to guide children’s individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start – Child Care Partnership (EHS-CCP) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program’s curriculum and approaches to child development and education.

The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF). The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children’s learning and development.

The Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child-initiated lessons and activities, and offers a variety of activities including large-group, small-group, individual, indoor and outdoor free play. The current daily schedule will be posted for parents/guardians and other staff to review and must include the following:

- Child Care Center
- Teacher Name
- Room Number
- Designated Times

Performance Standard(s):
1302.34; 1302.31; 1302.32

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after January 31st, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs.

The EHS-CCP Program and Service Providers will work to develop and maintain a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Benchmark Due Date Guide, applicable ChildPlus Data Entry Guide*, and the *Early Head Start-Child Care Partnership File Scan Order and Process Guide*.

Performance Standard(s):

1302.101(b)(2)(3); 1302.33; 1302.34

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employee, volunteer, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that build self-esteem and support self-control and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start due to a child's behavior, unless approved by the Head Start Administrator.



When appropriate for the child's age and development, a brief supervised separation or time away from the group may be necessary and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play

Performance Standard(s):

1302.17; 1302.90 (c) ; 1302.31 (e) (2-4)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 12			
SUBJECT	Classroom Observations		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Classroom observation documentation will be shared and used to guide professional development.

Performance Standards:

1302.31

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 13			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

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The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.



The EHS-CCP Program and Service Providers will work together to document all transition activities and develop a system to meet the *City of San Antonio Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 14			
SUBJECT	Learning During Mealtime		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval:4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

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Ratio must be maintained during Family Style Meals and at a minimum; one adult should sit with the children during the majority of the meal service.

Children are not required to sit at one table or all at the same table. However, children must not be isolated or sit alone during Family Style Meals.

The current daily menu must be posted and made available to parents.

Performance Standard:

1302.31 (e) (2); 1302.44

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 15			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

Service Providers will establish and implement ongoing procedures for child arrival and departure that includes signatures and/or initials of the individual signing in/out, a daily health check including observations and documentation of each child's physical and mental well-being. The health check should be completed in front of a parent/guardian when possible.

In addition to identification and documentation, procedures should include a process for appropriate and timely follow up and referral for any concerns identified.



Information for documenting concerns should include at a minimum:

Arrival and departure:

- Site name
- Date
- Teacher name
- Child's name
- Arrival time
- Departure Time
- Physical/mental condition
- Parent notification when a concern is identified

Performance Standard:

1302.41(a); 1302.42 (c) (2)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 16			
SUBJECT	Infant / Toddler Classroom Assessment Scoring System™ (CLASS)		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:



The Head Start Program Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will develop and implement a plan to utilize the Classroom Assessment Scoring System™ (CLASS) to measure interactions between children and teachers.

The Grantee will facilitate a CLASS Team comprised of Grantee and Service Providers staff. At a minimum, Service Providers are encouraged to maintain one (1) Infant and one (1) Toddler CLASS Reliable Observer or one (1) individual reliable in both the Infant and Toddler CLASS tools.

Data obtained from CLASS will serve as a guide to professional development and help teaching staff to improve interactions that support children’s learning and improve child outcomes.

Performance Standard(s):

1304.11(c); 1304.16

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 18			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will implement a researched-based coordinated coaching strategy for education staff. EHS-CCP staff and Service Providers will develop and implement procedures to identify strengths, areas of needed support, and which staff would benefit most from coaching.



Coaching process will include reviewing the following areas:

- Indoor classroom environment
- Outdoor environment
- Health & Safety
- Curriculum, lesson plans and daily schedules
- Teacher/child interactions
- Family engagement

All coaching consultations should be documented.

Performance Standard

1302.92 (c)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 18			
SUBJECT	Outdoor Play		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/19		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership Program recognizes outdoor play as an integral component of the overall development of young children. Service Providers will develop and implement procedures to ensure daily opportunities for outdoor play. Outdoor play areas will, at a minimum, include the following:

- Developmentally appropriate spaces and equipment
- Accommodations for movement and play of children with disabilities
- Shaded play space
-
- Equipment and materials that motivate children to be physically active and engage in active play
- Equipment and materials that support social emotional development
- Equipment and materials that encourage infants and toddlers to experience the environment



The Early Head Start – Child Care Partnership Program recommends following Service Provider policies and guidelines regarding weather conditions and outdoor play restrictions.

Performance Standard:

1302.31(c-d)

Other Resources:

- Developmentally Appropriate Practice, 3rd Edition
- The Institute for Childhood Education, Outdoor Play, Effective Learning Environments Publication

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 13			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Staff and Service Providers will work together to establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with parents/guardians, Head Start and other Early Head Start Programs, school districts, child care centers, and other community organizations/ agencies, as applicable. Transition procedures will address children and families entering and exiting the EHS-CCP Program and include information related to the transfer of child files and information.

The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.



The EHS-CCP Program and Service Providers will work together to document all transition activities and develop a system to meet the *City of San Antonio Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS Early Head Start-Child Care Partnership Program Policy		
EDUCATION 17			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			

Policy:

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Service providers must collaborate with the EHS-CCP Program to designate a qualified staff member who has the knowledge, skills and abilities to serve as a Peer Coach. The Peer Coach will provide ongoing coaching and support to teachers to strengthen their skills and help increase the quality of care and child outcomes.



Ongoing Coaching will include reviewing the following areas:

- Indoor classroom environment
- Outdoor environment
- Health & Safety
- Curriculum Implementation and Fidelity
- Lesson plans and daily schedules
- Teacher/child interactions
- Family engagement

All coaching consultations will be documented.

Performance Standard

1302.92 (c)

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 2			
SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

Early Head Start - Child Care Partnership (EHS-CCP) Program, Service Providers will ensure that EHS-CCP classes are designed with no more than eight children and staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

Classroom Design

Ages	Classroom Design
6 Wks -36 Months	All EHS-CCP classrooms, by design, will have no more than eight children enrolled per class. The integration of EHS-CCP enrolled children and non EHS-CCP children per classroom is encouraged.

Group Size

Ages	Group Size
6 Wks -36 Months	Maximum of eight children enrolled per class. Two teachers with no more than eight children.

Ratios

Ages	Ratios
6 Wks -36 Months	One teacher to four children

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Service Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age appropriate classroom.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers when meeting home visits, parent/teacher conference expectations and developmental needs of the children. All EHS-CCP sites must comply with the above stated staffing, group and class size requirements.



Ratios must be maintained during EHS-CCP hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS-CCP Program Design.

Volunteers being counted in classroom ratios

A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs and to cover lunch hours as long as a qualified EHS-CCP teacher in the classroom. **A volunteer must never be left alone with a child or group of children and must remain with a qualified EHS-CCP teacher at all times.** All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Providers must keep documentation of volunteer training and comply with the Texas Health and Human Services Commission/ Child Care Licensing.

Performance Standard(s):

1302.21(b)(1)(2); 1302.94(a)(b)

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene & Cleaning Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers will develop and implement systems that promote hand washing, hygiene and sanitation and disinfecting of the classroom including equipment and materials. Providers must ensure staff is trained on the procedures and documentation of training must be maintained.

Hand washing

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:
 - Upon arrival, after diapering or toilet use
 - Before food preparation, handling, or any other food-related activity
 - Before and after eating
 - Whenever hands are contaminated with blood or other bodily fluids
 - After handling pets or other animals
 - After outdoor activities
 - Before and after playing in a water/sand play table
 - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child
- Staff and volunteers must also wash their hands with soap and running water:
 - Before and after giving medication
 - Treating or bandaging a wound
 - After assisting a child with toilet use
 - After using any cleaners or toxic chemicals; and
 - After removing gloves

Hygiene



- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace hand-washing and should not be accessible or used on children.

Sanitation

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child
- Cloth toys must be washed at least weekly and when contaminated
- All linens must be washed at least weekly and when soiled or before another child uses them
- All sleeping equipment must be sanitized before a different child uses it and when soiled
- Water play tables must be empty, and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table
- Sand boxes and tables must be maintained in a sanitary manner
- All garbage must be inaccessible to children and managed to keep the child-care center inside and outside, free of insects, rodents, and offensive odors and disposing of it according to local and state requirements
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center must be lead-free
- All areas in the center used by children will be kept heated, lighted and ventilated
- All tabletops, furniture and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions or excrement will be sanitized
- All cleaning supplies and other toxic materials will be marked and kept separate from food and inaccessible to children
- Hazardous materials will be stored and disposed of as recommended by the manufacturer

Performance Standard:

1302.47(b)(6)(i)(ii)(iii)

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 4			
SUBJECT	Management of Illness / Conditions of Short-Term Exclusions and Admittance		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria

A child cannot be denied enrollment based on a disability, illness or chronic health condition or its severity.

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.



Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.

Performance Standard:

1302.47 (b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 5			
SUBJECT	Emergency Preparedness / Emergency Procedures		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The program will develop and implement procedures that address emergencies including, but not limited to health, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the Service Provider will maintain documentation of such training.

Locations and telephone numbers and emergency response procedures must be posted in each room used by children, including the main office and central locations and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and central locations, and made available to all staff

Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards. Service Providers must retain documentation of these events and activities.

Each classroom must have a first aid kit, available at all times, including outdoor play time. The Early Head Start –Child Care Partnership (EHS-CCP) Program will develop and implement procedures related to the location and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition

- Easily accessible and available to all employees at all times
- Antiseptics should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

A child cannot be denied enrollment or removed from the program based on toileting needs or the use of diapers and/or pull-ups. Early Head Start-Child Care Partnership Program (EHS-CCP), Service Providers must develop and implement a procedure to address diapering and toilet training. Procedures must be provided to all EHS-CCP staff/volunteers and posted in areas used for diapering and toileting.



At a minimum the system will include the following:

- Process to ensure the respect and dignity for children
- How to assist a child when toileting needs occur
- Provision of diapers and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and toilet training for children and staff
- Cleaning and storage of soiled clothing
- Disposal and removal of soiled diapers
- Cleaning and storage of toilet training assistive equipment
- Posted procedures in areas used for diapering and toileting
- Regular internal monitoring of the system

Staff and families will work together according to developmentally appropriate practices regarding toilet training.

Performance Standard:

1302.42 (e)(i), 1302.47 (b)(1),(6)(i)

	DHS, Early Head Start-Child Care Partnership Program Policy		
FAMILY 1			
SUBJECT	Family Engagement Approach		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:



Family Engagement

The Head Start Program, including the Early Head Start-Child Care Partnership program recognizes parents/guardians as their children’s primary teachers and nurturers and implements intentional strategies to engage parents/guardians in their children’s learning and development and support parent-child relationships, including specific strategies for father engagement.

The Head Start Program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians such as opportunities to participate as employees or volunteers.

Performance Standard(s):

1302.50 (b)(1)& (4)

	DHS, Head Start Program Policy		
FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP), develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.



The Head Start Program conducts family engagement services in the family’s preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grantee will work with the Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to assist staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):

1302.50(b)(2) & (5); 1301.4

	DHS, Head Start Program Policy		
FAMILY 3			
SUBJECT	Family Engagement and Collaboration		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.



Head Start Program provides parents/guardians training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:

- Vehicle and Pedestrian Safety
- Disabilities
- Health, Dental, and Nutrition
- Child Abuse Prevention
- Mental Wellness
- Financial Literacy
- Child and Community Advocacy
- And other topics that promote family well-being

The Head Start Grantee and Service Provider will develop and implement procedures to work together to provide training and presentation opportunities for parents/guardians.

Performance Standard(s):

1302.50(b)(3)

	DHS, Head Start Program Policy		
FAMILY 4			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and Service Provider will promote shared responsibility with parents/guardians for children's early learning and development and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development. These strategies must include:

- Offering activities that support Parent-Child Relationships
- Offer activities that support Child Development (including language, dual language, literacy and bi-literacy development)
- Provide parents/guardians with information about the importance of regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)
- For dual language learners, information and resources for parents about the benefits of bilingualism and bi literacy

Performance Standard(s):

1302.51(a)



	DHS, Head Start Program Policy		
FAMILY 5			
SUBJECT	Research Based Parent Curriculum		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program, including the Early Head Start-Child Care Partnership Program and Service Providers collaborate to offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parents'/guardians' knowledge and offers parents/guardians the opportunity to practice parenting skills to promote children's learning and development. If the Head Start Grantee chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, the program will work with an expert or experts to develop such adaptations.

Performance Standard(s):

1302.51(b)

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 6			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Family Partnership Services

The Head Start Program, including the Early Head Start- Child Care Partnership (EHS-CCP) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework.



Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will offer:

- A ***Family Partnership Agreement*** to orient parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.
- A ***Family Assessment*** tool to identify each family's strengths, needs and interests.
- An opportunity to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals.
- Community resources that are able to meet their identified needs, interests and/or goals.

Performance Standard(s):

1302.52



	DHS Early Head Start-Child Care Partnership Program Policy		
FAMILY 7			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP) Program establishes ongoing collaborative relationships and partnerships with community organizations. Relationships are built by establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate. This helps to facilitate access to community services that are responsive to children’s and families’ needs and family partnership goals, and community needs and resources, as determined by the community assessment.

Performance Standard:

1302.53 (a) (1) (2)

	DHS Head Start Program Policy		
FISCAL 1			
SUBJECT	Financial Management of Head Start Grant		
REFERENCE	Fiscal Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



It is the policy of the grantee, City of San Antonio, to manage the Head Start and Early Head Start-Child Care Partnership program grants in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Act;
- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio Administrative Directives and Department of Human Services Policies.

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directives; and any other applicable law or regulation.

	DHS Early Head Start-Child Care Partnership Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Early Head Start – Child Care Partnership Program (EHS-CCP) staff will ensure that all children are up to date on a schedule of age-appropriate preventative and primary health care that meets the Texas Health Steps Medical Checkup Periodicity Schedule: Early, Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

A system must be in place to meet the requirements of the *City of San Antonio Benchmark Due Date Guide*:

30-Day Requirement:

Within 30 calendar days after the child first attends the program, staff must consult with parent/ guardian to determine whether the child has ongoing sources of continuous, accessible, health care and health insurance coverage.

45-Day Requirement:

Within 45 calendar days after the child first attends the program a program must either obtain or perform evidence-based vision and hearing screenings. The screenings should be in the child’s home language as appropriate.

90-Day Requirement:

Within 90 calendar days after the child first attends the program, documentation of a current well child exam and oral health determination must be received based on the EPSDT requirements.

Follow up, Tracking and Data Documentation

- Staff will follow procedures for follow-up on medical and dental concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including health insurance coverage, medical/ dental home, and any missing events.
- All health-related contacts and follow-ups will be documented in ChildPlus according to

the *City of San Antonio Benchmark Due Date Guide, EHS-CCP Program ChildPlus Scan Order and Process Guide* and the Health Services Handbook.

Parent/Guardian Collaboration and Communication

- Develop a system to inform the parents/guardians about their child's health needs in a timely manner.
- Provide information and community health resources to families.
- Provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
- Provide results of abnormal medical and/or dental exam/screening administered through the program and discuss the results.
- Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.



Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available. In such cases, documentation of efforts to access other available sources of funding must be documented in Child Plus.

Performance Standard(s):

1302.41; 1302.42; 1302.45

Reference:

[THSteps Medical Checkup Periodicity Schedule](#), Caring for Our Children

	DHS Early Head Start-Child Care Partnership Program Policy		
HEALTH 4			
SUBJECT	Parent/ Guardian Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



A written refusal is required when a parent/guardian refuses to allow their child to participate in or receive health services required or provided by the Early Head Start – Child Care Partnership (EHS-CCP) Program and/or outside health service providers.

EHS-CCP staff must obtain approval from their direct supervisor or management staff prior to requesting the Refusal of Health Services form. Staff will document in Child Plus efforts made and parent/guardian responses in obtaining health services requirements.

A completed Refusal of Health Services form must be scanned into Child Plus. The form must include parent/guardian and staff signatures. In place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) they decline. The refusal on a consent form does not require any other statement from the parent or guardian.

Performance Standard(s):

1302.41(b)(1); 1302.42 (d)(2)

	DHS Early Head Start-Child Care Partnership Program Policy		
NUTRITION 1			
SUBJECT	Nutrition Services and Special Diets		
REFERENCE	Nutrition Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Early Head Start – Child Care Partnership (EHS-CCP) staff will use the EHS-CCP Program Nutrition Assessment Form to identify information on family eating patterns, including cultural, religious, ethnic, and special dietary requirements for each child with nutrition-related health problems.

- Meals and snacks provided are 2/3 of the child’s daily nutritional needs and conform to appropriate US Department of Agriculture (USDA)/ Child and Adult Care Food Program (CACFP) requirements.
- Serve, children who have not received breakfast upon arrival at the program a nourishing breakfast no matter the arrival time of the child.
- Food allergies and intolerances that require special dietary restrictions must be diagnosed by a healthcare professional and documented on a signed statement/ form before child attends the center.
A parent/ guardian’s declaration of a religious or ethnic preference for their child’s dietary restrictions must be provided in a written statement indicating the child’s food restrictions. Service provider will make accommodations for food substitutions.
- For individual children with special medical or dietary needs, substitutions/ modifications can be made in meal patterns without approval from the USDA/CACFP program if a supporting statement signed by a healthcare professional is on file. Supporting statement should specify how each child’s diet is restricted and which foods provided by the program must be substituted.

EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary substitutions for a child’s meal once a health care professional’s note has been provided. All formula for infants/toddlers will be provided.

- Identify and address major community nutritional issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant nutrition-related child assessment data, including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and food intolerances and any other condition requiring special dietary considerations (e.g., diabetes). Provide resources/ information when needed.
- Share relevant individual child nutrition-related information with appropriate center staff.
- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians for consultations on ways to assist staff and families, working with children with disabilities or nutrition related concerns.



The current weekly menu must be posted at all times on the parent board in the classrooms.

Performance Standard(s):

1302.31 (e)(2); 1302.42 (b)(4); 1302.44

Reference:

USDA 7CFR 226.17

	DHS Early Head Start-Child Care Partnership Program Policy		
NUTRITION 2			
SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutritional Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

To ensure the nutritional needs and safety of all Early Head Start – Child Care Partnership (EHS-CCP) Program children are met, only food on the approved menu is allowed during EHS-CCP meal service times.

Exceptions will only be allowed and must be accompanied by a Health Care Professional's note indicating medical, and/ or dietary needs of the child. A parent/ guardian's note will be accepted for religious/ ethnic dietary restrictions for the child.

Due to food allergies and intolerances, Service Providers will ensure that each child's health, safety, and confidentiality is maintained during meal service by developing a communication system to share relevant individual child nutrition-related information with appropriate staff according to the Texas Health and Human Services Child Care Licensing Minimum Standards.

Classroom Staff, Parents/Guardians, and Volunteers:

Any adults, including teachers, teacher substitutes/ floaters, parents/guardian's and/or volunteers, participating during mealtimes including breakfast, lunch, and snack, must share the same meals as the children, free of charge. This includes field trips and other EHS-CCP related activities/ events.

Staff and volunteers will only drink what is available for the children by utilizing the same type and size of cups during mealtimes and/or clear water bottles throughout the day.

Class Parties and Celebrations:

Service providers will follow Texas Department of Family and Protective Services Child Care Licensing and USDA/CACFP guidelines in regard to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.

Performance Standard:



1302.31 (e)(2);1302.44;1302.47(7)(vi)

Related Policies:

Education 14 Learning during Mealtime

Reference:

USDA 7CFR 226.17

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:



- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers, Head Start Policy Council members, and Advisory Committee members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 4			
SUBJECT	Training and Professional Development		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program will ensure all new staff, consultants and volunteers receive, at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, regulations, policies and procedures.

The Head Start Program must provide appropriate training and technical assistance to include orientation to the governing body, advisory committee, and policy council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and governing body members understand the information and can effectively oversee the direction of the Head Start Program.

Additionally, the Head Start Program will develop and implement a procedure for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:



- a. Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- b. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- c. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way
- d. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes. All teaching staff assigned to a co-teach classroom

must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental health and wellness information available to staff regarding health issues that may affect their job performance. The program must provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

Performance Standard(s):

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 5			
SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



The Early Head Start- Child Care Partnership (EHS-CCP) Program will maintain a work environment free from sexual and other unlawful harassment and discrimination. Discrimination on race, creed, color, national origin, sex, age, religion, or ethnic group, sexual orientation, gender identity, gender expression, political affiliation, or belief, genetic information, or disability or veteran status will not be tolerated.

Additionally, the EHS-CCP Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Head Start Act:

CFR 45 Part 80; 45 CFR Part 84

Sec. 654. NONDISCRIMINATION PROVISIONS; American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 6			
SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will ensure all staff, consultants, and contractors meet the following criteria and have sufficient knowledge, training and experience, and must provide ongoing training and professional development to fulfill their roles and responsibilities:

A. Early Head Start or Head Start Director

- i. At a minimum, a baccalaureate degree if hired after November 7, 2016;
- ii. Experience in supervision of staff, fiscal management, and administration.

B. Fiscal Officer

- i. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field;
- ii. Certified Public Accountant.

C. Child and Family Services Management Staff

- i. **Family, Health, and Disabilities Management**
 - a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
- ii. **Education Management-**
 - a. A baccalaureate or advanced degree in early childhood education; or
 - b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience

D. Child and Family Services Staff

i. Early Head Start Teacher

- a. Child development associate (CDA) credential for Infant and Toddler; or
- b. Comparable credential and have been trained with a focus on infant and toddler development or;
- c. Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA within one year of hire as a teacher of infants and toddlers;

ii. Head Start Pre-K Teachers

- a) A baccalaureate or advanced degree in child development, early childhood education or equivalent coursework;
- b) A baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education.
 - I. The Head Start Program recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas.

iii. Pre-K Head Start Teacher Assistants

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree (in any area) or be enrolled in a program that will lead to degree within two years of hire.

*Infants are defined as children between the ages of birth – 17 months and Toddlers are defined as children between the ages of 18 -36 months

iv. Family Support Workers

- a. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

E. Health Professionals

- b. Health procedures must only be performed by a licensed or certified health professional.
- c. All mental health consultants must be licensed or certified mental health professionals. Program must use mental health consultants with knowledge of and experience in serving young children and their families.
- d. Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

F. Coaches



- i. Minimum of a baccalaureate degree in early childhood education or a related field.

Performance Standard(s):

1302.91(a-d); 1302.92(c-d)

Head Start Act:

HS Act 645A(h); Sec 648 A (a)(1-3)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Early Head Start –Child Care Partnership Program (EHS-CCP) must develop and implement procedures to respond to suspected or known child abuse whether it occurs at or away from the program.

All Head Start staff including Service Provider staff, as well as teachers, teacher assistants, floaters, substitutes, a site personnel, and consultants and volunteers must follow the Service Provider’s policies and procedures regarding child abuse and neglect.

The EHS-CCP Special Projects Manager must be notified within 24 hours of an incident that has occurred within the EHS-CCP Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring away from the EHS-CCP within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, contractors, Service Providers, Child Care Center staff or Volunteers witness or suspect child abuse or neglect they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be made, the information that must be reported, and confidentiality of reported information.

Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents occurring within the EHS-CCP Program. EHS-CCP City staff and Service Providers must also comply with Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.

Should the Service Provider be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.

All EHS-CCP staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive training on procedures for identifying and reporting child abuse or neglect. EHS-CCP staff are expected to fully cooperate with Texas Department of Family Protective Services, Texas Health and Human Services Child Care Licensing and other applicable agency personnel to report any suspected or known incidents.



Performance Standard(s):

1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Resources:

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 8			
SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing Board/Advisory Committee. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Board/Advisory Committee will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing Board is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 9			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Early Head Start- Child Care Partnership Program (EHS-CCP) must develop and implement a system for Critical Incident Reporting (CIR). All staff must be trained on incident reporting.



A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any EHS-CCP staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger, including any incidents in which a child was left unsupervised
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional
 - Child or staff member leaving by emergency medical transport
 - Contagious diseases that could lead to an outbreak
 - Child receiving outside medical attention at any point in time for an injury sustained during EHS-CCP program hours
- Any incident which has the potential to generate negative media coverage
- Any media inquiry/coverage of the program
- Unplanned interruption in EHS-CCP Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the EHS-CCP Special Projects Manager or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 10			
SUBJECT	Personnel		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Board, or the designated Advisory Committee, and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

Head Start Program and Education Service Provider Background Check Requirements:

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
 - i. State or tribal criminal history records, including fingerprint checks; or,
 - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.
- b. A program has 90 days after an employee is hired to complete the background check process

by obtaining:

- i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,
 - ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

Staff who has direct contact with children will abide by Department of Health and Human Services Commission Child Care Licensing requirements, whichever is most stringent.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

Performance Standard(s):



1302.90(a-b);

Head Start Act:

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

City of San Antonio Administrative Directive (AD):

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 12			
SUBJECT	Impasse		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing Board, Advisory Committee and the Head Start Policy Council (HSPC), written impasse procedures is established for resolving internal disputes in a timely manner. These procedures meet the requirements established in the Head Start Program Performance Standards.

This policy, detailed further in the Impasse Procedure, seeks to ensure that matters of internal dispute are resolved in a respectful, professional, and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standards:

1301.6; HS Act 642(d)(1)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 13			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program is committed to ensure the security and confidentiality of personnel, children, and family information. The EHS-CCP Program, including Grantee and Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secured;
- b) Only authorized staff members may access personnel child and family information;
- c) Staff members share child information on a need-to-know basis;
- d) Written consent from the parent/guardian is required prior to the release of any individual child or family records.
- e) Staff is trained on how to maintain confidentiality;



Only information that is essential to provide services is recorded and maintained for any child enrolled in the Head Start Program. Parents/ guardians are the primary source of information about themselves, and any information sought from them is limited to that which is essential for service.

The sharing of information with community partners is encouraged only if it improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state and federal requirements.

Performance Standard:

1302.22; 1302.101(b)(4); 1303.20

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 17			
SUBJECT	Emergency Preparedness and Response Plan		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership Program (EHS-CCP) and Service Providers, will develop and implement an emergency management/disaster preparedness and response plan including natural and man-made disasters and emergencies, and violence in or near the program that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standards:

1302.47(b)(8)

	DHS Early Head Start-Child Care Partnership Program Policy		
WELLNESS SUPPORT SERVICES 1			
SUBJECT	Identification and Intervention through Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:

The Head Start Program will develop and implement procedures for the identification and the effective provision of mental health services to Head Start children, their family members, and to Head Start staff in need of wellness supports through the program's Wellness Support Services. Wellness Support Services will be provided by mental health professionals and consultants with experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

Head Start mental health professionals, behavior coaches/consultants, and other designated staff will support the social-emotional development of children and the wellness of family members and staff by providing education and services at the following levels:

Foundation - Effective Workforce

The Head Start Program will provide services to children, families and staff in need of assistance. Emphasis will be placed on the provision of training and supports to staff to promote staff mental wellness so that they are better equipped to interact with children and families in healthier and more positive ways.

- **Tier I: Promotion - Nurturing and Responsive Relationships and High-Quality Supportive Environments**

The Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing relationships between staff, children and parents.

Tier II: Prevention - Targeted Social-Emotional Supports

The Head Start program will promote the positive social-emotional development of identified children through parent and teacher education, classroom observations and teacher consultations to impact effective strategies that promote wellness.

- **Tier III: Intensive Intervention**



The Head Start program will respond to children, family members and staff in need of intensive interventions by providing consultation, referrals to community providers or direct clinical services. Services and referrals will be documented in the mental health area of ChildPlus.

The Head Start program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:

1302.45

	DHS Early Head Start-Child Care Partnership Program Policy		
DISABILITIES 1			
SUBJECT	Individualized Family Service Plan (IFSP) for Children with Delays/ Disabilities		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Individualization policy guidelines in Education and Early Child Development Policy and the information provided in the child's IFSP will be used when planning individualized strategies and activities for children with delays/disabilities. Every effort must be made to include children with delays/disabilities in all program activities.



Early Head Start-Child Care Partnership (EHS-CCP), Service Providers and City staff will coordinate to receive and review the IFSP as soon as possible after the Initial Assessment or Assessment meetings. If a child enters the EHS-CCP Program with an IFSP, City staff will coordinate with Service Providers to review the IFSP within two weeks of a child's first day of attendance.

Service Providers must initiate the implementation of the IFSP immediately after the review by modifying the child's daily activities in accordance with the IFSP and arranging for the provision of related services to accommodate the unique strengths, needs, interests, learning style, and cultural and linguistic background of the child.

Copies of the IFSP will be maintained in the Child's Classroom File. Confidentiality of information will be maintained at all times. Individual child disability information and copies of additional required documents will be entered into Child Plus according to ~~as noted on~~ the City of San Antonio Benchmark Due Date Guide and the EHS- CCP Child File Scan Order and Attachment Guide.

Performance Standard(s):

1302.61; 1302.62; 1302.63; 1303.75

	DHS Early Head Start-Child Care Partnership Program Policy		
DISABILITIES 2			
SUBJECT	Timely Referrals		
REFERENCE	Disabilities Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

A child with a delay or a suspected delay may require a formal evaluation under the Individuals with Disabilities Education Act (IDEA) to determine the child's eligibility for intervention services. The Early Head Start – Child Care Partnership (EHS-CCP) Disabilities ~~Management Analyst~~Manager will collaborate with other program staff including Part C Agencies through the referral process for each child which may include screening, developmental assessment and formal evaluation.

The EHS-CCP Disabilities ~~Management Analyst~~Manager will collaborate with other program staff to facilitate the provision of support services, such as educational and behavioral services and supports, to meet the needs of children, prior to an eligibility determination under the Individuals with Disabilities Education Act (IDEA). Children who do not respond to support services and are potentially eligible for Part C services should be referred for evaluation as soon as the need becomes evident.



City staff will develop a system to ensure that referrals, follow-up and timelines are documented in Child Plus and must adhere to the City of San Antonio Benchmark Due Date Guide and the EHS-CCP Program Child File Scan Order and Process Guide.

Performance Standard:

1302.61(a)(b); 1302.33(a-b)

Other references:

Head Start Act, Section 640 (d) (1 – 3) and United States Department of Education, Office of Special Education and Rehabilitative Services letter dated January 21, 2010

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 3			
SUBJECT	Individualization		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The program will provide individualized caregiving and instruction to meet each child's unique characteristics, strengths and needs, taking into consideration gender, family composition, the cultural and linguistic background, pattern of development and learning. Classroom teachers must document individualized caregiving, instruction and activities including large group, small group and one/one lessons and activities into lesson plans.



The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system to ensure that the plan for individualized caregiving and/or instruction for each child is reviewed and updated on a regular basis.

Information from the following will be used to plan individualized instruction and activities:

- Formal and informal child assessments
- Input from parents regarding each child's individual characteristics, interests, strengths and needs
- Developmental (ASQ-3), Behavioral (ASQ:SE-2) and Sensory (hearing and vision) screenings
- Medical/dental evaluations/treatments, and
- Referrals for wellness support (if applicable)
- An Individualized Family Service Plan (IFSP) for children with delays/disabilities

Performance Standard(s):

1302.31 (c) (1); 1302.33; 1302.61

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 5			
SUBJECT	Development and Behavior Screening		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Early Head Start- Child Care Partnership Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and the Ages and Stages Questionnaire Social and Emotional, Second Edition (ASQ:SE-2) as the behavioral screening.

Service Providers must complete the ~~Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire: Social and Emotional (ASQ:SE-2)~~ the ASQ-3 and ASQ:SE-2 in collaboration with each child's parent/guardian on or before the 45th calendar day after the child first attends the program. Returning children will not be rescreened each program year. Developmental and behavioral screenings must be completed within the timeframe to identify early concerns regarding a child's developmental, sensory, behavioral, motor, language, social, cognitive, perceptual and emotional skills so appropriate referrals are made.

The ASQ-3 and ASQ: SE-2 will not be completed by the teacher. If the parent or guardian needs assistance completing the questionnaire, the teacher or other staff member may provide the most appropriate accommodation for completion. ~~To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.~~

The ~~ASQ-3 and ASQ: SE-2 developmental and behavioral screenings~~ will be distributed by the Service Provider no more than two weeks prior to the first day of a child's entry into the center. The screenings may not be distributed during Early Head Start – Child Care Partnership (EHS-CCP) enrollment, or family meetings. To the greatest extent possible, the screening procedures must be sensitive to the child's cultural background and home language.

EHS-CCP Program and Service Providers will work together to develop a comprehensive system to ensure proper training, administration and monitoring of the screening tools that includes, at a minimum, the following:

- Identifying appropriate staff responsible for administering, scoring, and follow-up and referrals.

- Ensuring the appropriate version is utilized for child's age and language.
- Ensuring proper completion of the screening tool.
- Ensuring accurate scoring of the screening tool.
- Establishing timeframes ~~to address for~~ follow-ups, ~~and~~ referrals, and documentation
- ~~Following the City of the San Antonio Benchmark and Due Date Guide and the EHS-CCP File Scan Order and Process Guide.~~
- Completing routine internal monitoring of child files.
- Monitoring the fidelity of screenings

EHS-CCP Program will develop and implement procedures to address the use of the ASQ-3 and ASQ-SE-2 with children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IFSP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ-SE-2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.

Performance Standard:

1302.33

- ~~Ensuring appropriate follow up is documented into ChildPlus.~~



~~Following the *City of the San Antonio Benchmark and Due Date Guide* and the *EHS CCP File Scan Order and Process Guide*.~~

- ~~• Completing routine internal monitoring of child files.~~

~~EHS CCP Program will develop and implement procedures to address the use of the ASQ-3 and ASQ-SE2 with children with an identified disability or Individual Family Service Plan (IFSP). A child is not automatically disqualified from receiving a developmental or behavioral screening if they have an identified disability or IFSP. Sensitivity to the parent/guardian should always be a priority. Procedures may include a determination to complete only certain sections of the ASQ-3 or the ASQ-SE2. If it is determined by the teacher or other early childhood professional that it is not appropriate for a parent/guardian to complete any section of the developmental or behavioral screening, the information supporting this determination must be documented in Child Plus according to the *ChildPlus Data Entry Guide*.~~

Performance Standard:

~~1302.33~~

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 6			
SUBJECT	Curriculum/Daily Schedule		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
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Policy:



The Head Start definition of curriculum is a planned management of time, materials and activities to guide children's individual pattern of learning and development. The curriculum helps children gain skills and confidence and should integrate Early Head Start – Child Care Partnership (EHS-CCP) components which form a foundation for school readiness. Service Providers will involve parents in the implementation of the program's curriculum and approaches to child development and education.

The curriculum must be research-based and align with the Head Start Early Learning Outcomes Framework (HSELOF). The curriculum will address the five Central Domains from the HSELOF in an integrated approach, using intentional and individualized instruction to support children's learning and development.

The Service Providers will establish a daily schedule that meets the individual needs of children, provides a balance of teacher-directed and child initiated lessons and activities, and offers a variety of activities including large-group, small-group, individual, indoor and outdoor free play. The current daily schedule will be posted for parents/guardians and other staff to review and must include the following:

- Child Care Center
- Teacher Name
- Room Number
- Designated Times

Performance Standard(s):
1302.34; 1302.31; 1302.32

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 9			
SUBJECT	Multidisciplinary Staffing		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will work together to develop a system in place for regular communication among program staff to facilitate quality outcomes for children and families. Service Providers will schedule at least two Multidisciplinary Staffing (MDS) meetings annually for every enrolled child. If a child enters the program after January 31st, a minimum of one MDS meeting will be held before the last day of the program year.

The MDS meeting is a documented and planned communication tool utilized to create a cohesive team approach to discuss the strengths and needs of children and families. The Center Director or designee, Family Support Staff, and Teachers, are required to participate in the MDS. Content area coordinators responsible for Education, Health, ERSEA, Mental Health, Transportation, Nutrition, Disabilities and other related services may be required to attend based on the child/family needs.

The EHS-CCP Program and Service Providers will work to develop and maintain a record-keeping system to provide accurate and timely information regarding children, families, and staff and must ensure appropriate confidentiality of this information. The MDS documentation must include the completion date of the MDS, signatures of all in attendance, and topics covered. A system must be in place to ensure that completion dates of the MDS are entered and the MDS document is scanned into Child Plus and meets the *City of the San Antonio Benchmark Due Date Guide, applicable ChildPlus Data Entry Guide, and the Early Head Start-Child Care Partnership File Scan Order and Process Guide.*

Performance Standard(s):

1302.101(b)(2)(3); 1302.33; 1302.34

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 11			
SUBJECT	Discipline and Guidance		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Service Providers must establish discipline and guidance policies and procedures appropriate for infants and toddlers. A copy must be provided to all parents/guardians, staff, volunteers, substitute floater/teachers, and contractors. Documentation must be maintained showing receipt of the written discipline and guidance policies. Service Providers must ensure a signed copy of Education 11 Discipline and Guidance policy is maintained in all employee, volunteer, and substitute floater/teacher files.

The policies and procedures must include positive methods of discipline and guidance that encourage build self-esteem and support, self-control, and self-regulation such as:

- Praise and encouragement of developmentally appropriate behavior instead of focusing only on the unacceptable behavior
- Frequent reminders of behavior expectations using clear and positive statements
- Redirection of behavior using positive statements

Discipline must be constructive, individualized, and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child appropriate behavior. Service Provider must prohibit or severely limit the use of suspension due to a child's behavior. Service Provider must not expel or un-enroll a child from Head Start due to~~because of~~ a child's behavior, unless approved by the Head Start Administrator.



When appropriate for the child's age and development, a brief supervised separation or time away from the group may be necessary, and should be limited to no more than one minute per year of the child's age. There must be no harsh, cruel or unusual treatment of any child. The following examples are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, toilet training
- Pinching, shaking or biting a child

- Hitting a child with hand or an object
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Pointing a finger in a child's face
- Snapping fingers at a child
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement
- Threatening phrases/tone or sarcastic language/tone
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device
- Child restraint performed by staff not certified in proper restraint procedures
- Withholding outdoor free play

Performance Standard(s):

1302.17; 1302.90 (c) ; 1302.31 (e) (2-4)

	DHS, Early Head Start-Child Care Partnership Program Policy		
EDUCATION 13			
SUBJECT	Transitions		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Early Head Start- Child Care Partnership (EHS-CCP) Staff and Service Providers will work together to establish procedures to support successful transitions for children and families that outline outreach, coordination, and communication with parents/guardians, Head Start and other Early Head Start Programs, school districts, child care centers, and other community organizations/ agencies, as applicable. Transition procedures will address children and families entering and exiting the EHS-CCP Program and include information related to the transfer of child files and information.

The EHS-CCP Program and Service Providers will work together to promote the continued involvement of parents/guardians in the transition process.

To ensure the most appropriate placement and services following participation in the EHS-CCP Program, staff will work collaboratively with Head Start providers to facilitate transition planning for prospective Head Start eligible children and their families.



The EHS-CCP Program and Service Providers will work together to document all transition activities and develop a system to meet the *City of San Antonio Benchmark Due Date Guide*.

Performance Standard(s):

1302.70: 1302.72

Head Start Act:

642 (b) (13-15); 642 (e); 642 A (a) (1-14)

	DHS Early Head Start-Child Care Partnership Program Policy		
EDUCATION 17			
SUBJECT	Coaching		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	6/27/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Service Providers will implement a researched-based coordinated coaching strategy for education staff. EHS-CCP staff and Service Providers will develop and implement procedures to identify strengths, areas of needed support, and which staff would benefit most from coaching.

Service providers must collaborate with the EHS-CCP Program to designate a qualified staff member who has the knowledge, skills and abilities to serve as a Peer Coach. The Peer Coach will provide ongoing coaching and support to teachers to strengthen their skills and help increase the quality of care and child outcomes.



~~Coaching Ongoing Coaching process~~ will include reviewing the following areas:

- Indoor classroom environment
- Outdoor environment
- Health & Safety
- Curriculum Implementation and Fidelity
- Lesson plans and daily schedules
- Teacher/child interactions
- Family engagement

All coaching consultations ~~will~~should be documented.

Performance Standard

1302.92 (c)

	DHS Early Head Start-Child Care Partnership Program Policy			
ENVIRONMENTAL HEALTH AND SAFETY 2				
SUBJECT	Staffing and Class Size Requirements			
REFERENCE	Environmental Health and Safety			
EFFECTIVE	8/1/2016			
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19	
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Policy:

Early Head Start - Child Care Partnership (EHS-CCP) Program, Service Providers will ensure that EHS-CCP classes are designed with no more than eight children and staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

Classroom Design

Ages	Classroom Design
6 Wks -36 Months	All EHS-CCP classrooms, by design, will have <u>no more than</u> eight children enrolled per class. The integration of EHS-CCP enrolled children and non EHS-CCP children per classroom is <u>encouraged</u> .

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Group Size

Ages	Group Size
6 Wks -36 Months	Maximum of eight children enrolled per class. Two teachers with no more than eight children.

Ratios

Ages	Ratios
6 Wks -36 Months	One teacher to four children

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Service Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age appropriate classroom.

Classroom management entails both teachers meeting the needs of all children. However, Service Providers must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers when meeting home visits, parent/teacher conference expectations and developmental needs of the children. All EHS-CCP sites must comply with the above stated staffing, group and class size requirements.



Ratios must be maintained during EHS-CCP hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS-CCP Program Design.

Volunteers being counted in classroom ratios

A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs and to cover lunch hours as long as a qualified EHS-CCP teacher in the classroom. **A volunteer must never be left alone with a child or group of children and must remain with a qualified EHS-CCP teacher at all times.** All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Providers must keep documentation of volunteer training and comply with the Texas Health and Human Services Commission/ Child Care Licensing.

Performance Standard(s):

1302.21(b)(1)(2); 1302.94(a)(b)

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 3			
SUBJECT	Hygiene <u>& Cleaning</u> Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers will develop and implement systems that promote hand washing, hygiene and sanitation and disinfecting of the classroom including equipment and materials. Providers must ensure ~~staff are~~staff is trained on the procedures and documentation of training must be maintained.

Hand washing

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:
 - Upon arrival, after diapering or toilet use
 - Before food preparation, handling, or any other food-related activity
 - Before and after eating
 - Whenever hands are contaminated with blood or other bodily fluids
 - After handling pets or other animals
 - After outdoor activities
 - Before and after playing in a water/sand play table
 - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child
- Staff and volunteers must also wash their hands with soap and running water:
 - Before and after giving medication
 - Treating or bandaging a wound
 - After assisting a child with toilet use
 - After using any cleaners or toxic chemicals; and
 - After removing gloves

Hygiene

- Easily accessible nonporous, on-latex, disposable gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.
- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moistened towelettes, and waterless hand cleaners are not allowed to replace hand-washing, and should not be accessible or used on children.



Sanitation

- Toys and equipment that are placed in a child's mouth, or otherwise contaminated by body secretion or excrement, must be sanitized before handling by another child
- Cloth toys must be washed at least weekly and when contaminated
- All linens must be washed at least weekly and when soiled or before another child uses them
- All sleeping equipment must be sanitized before a different child uses it and when soiled
- Water play tables must be empty and toys used in water tables must be sanitized daily, children and caregivers must wash their hands before using the water table
- Sand boxes and tables must be maintained in a sanitary manner
- All garbage must be inaccessible to children and managed to keep the child-care center inside and outside, free of insects, rodents, and offensive odors and disposing of it according to local and state requirements
- All floors, ceilings and walls must be kept in good repair and clean. Paint used at the center must be lead-free
- All areas in the center used by children will be kept heated, lighted and ventilated
- All table tops, furniture and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions or excrement will be sanitized
- All cleaning supplies and other toxic materials will be marked and kept separate from food and inaccessible to children
- Hazardous materials will be stored and disposed of as recommended by the manufacturer

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Performance Standard:

1302.47(b)(6)(i)(ii)(iii)

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 4			
SUBJECT	Management of Illness / Conditions of Short Term Exclusions and Admittance		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Early Head Start-Child Care Partnership (EHS-CCP) Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria

A child cannot be denied enrollment based on a disability, illness or chronic health condition or its severity.

Early Head Start-Child Care Partnership (EHS-CCP) Program Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them. ~~short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.~~



Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.

Performance Standard:

1302.47 (b)(7)(iii)

References:

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 5			
SUBJECT	Emergency Preparedness / Emergency Procedures		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The program will develop and implement ~~a system that~~procedures that addresses emergencies including, but not limited to health, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the Service Provider will maintain documentation of such training.

Locations and telephone numbers ~~and of~~ emergency response ~~systems~~procedures must be posted in each room used by children, including the main office and central locations and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and central locations, and made available to all staff

Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards. Service Providers must retain documentation of these events and activities.

Each classroom must have a first aid kit, available at all times, including outdoor play time. The Early Head Start –Child Care Partnership (EHS-CCP) Program will develop and implement procedures related to the location and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition

- Easily accessible and available to all employees at all times
- Antiseptics should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS Early Head Start-Child Care Partnership Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 7			
SUBJECT	Diapering and Toilet Training		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

A child cannot be denied enrollment or removed from the program based on toileting needs or the use of ~~diapers and/or pull-ups, use or toilet training~~. Early Head Start-Child Care Partnership Program (EHS-CCP), Service Providers must develop and implement a system-procedure to address diapering and toilet training. Procedures must be provided to all EHS-CCP staff/volunteers and posted in areas used for diapering and toileting.



At a minimum the system will include the following:

- Process to ensure the r~~Respect~~ and dignity for ~~the child~~ren
- How to assist a child when toileting needs occur
- Provision of diapers and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and toilet training for children and staff
- Cleaning and storage of soiled clothing
- ~~Proper d~~Disposal and removal of soiled diapers
- ~~Proper e~~Cleaning and storage of toilet training assistive equipment
- Posted procedures in areas used for diapering and toileting
- Regular internal monitoring of the system

Staff and families will work together according to developmentally appropriate practices regarding toilet training.

Performance Standard:

1302.42 (e)(i), 1302.47 (b)(1),(6)(i)

	DHS, Early Head Start-Child Care Partnership Program Policy		
FAMILY 1			
SUBJECT	Family Engagement: Parent Activities to Promote Child Learning and Development Approach		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
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Policy:

Family Engagement

The Head Start Program, including the Early Head Start-Child Care Partnership program recognizes parents/guardians as their children's primary teachers and nurturers and implements intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.

The Head Start Program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Service Providers will develop and implement procedures that support and promote strategies to engage parents/guardians such as opportunities to participate as employees or volunteers.

~~The Head Start Program, including the Early Head Start — Child Care Partnership, integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development.~~

~~Head Start staff:~~

- ~~• Recognizes parents as their children's primary teachers and supports parents in healthy parent-child relationships.~~
- ~~• Ensures a dual-generation approach in serving families.~~
- ~~• Implements strategies to promote fatherhood engagement.~~
- ~~• Provides families with leadership and decision-making activities through parent committee meetings held every other month, at a minimum, and other parent engagement opportunities.~~
- ~~• Provides opportunities for parents to engage in the program as employees or volunteers.~~
- ~~• Provides parent training opportunities, including presentations, activities, educational materials/resources, and /or campaigns on various topics, including:~~

- ~~Parent-Child Relationships~~
- ~~Child Development (including language, dual language, literacy and bi-literacy development)~~
- ~~Attendance (impact of attendance on learning outcomes)~~
- ~~Vehicle and Pedestrian Safety~~
- ~~Parenting Education (utilizing research-based parenting curriculum)~~
- ~~School Readiness~~
- ~~Child Education and Curriculum~~
- ~~Disabilities~~
- ~~Health, Dental and Nutrition~~



- ~~○ Child Abuse Prevention~~
- ~~○ Mental Wellness~~
- ~~○ Financial Literacy (Asset Development)~~
- ~~○ Child and Community Advocacy~~
- ~~○ Transitions (from EHS to HS and from HS to Kindergarten)~~
- ~~○ Other topics that promote Family Well-Being~~

~~PCC meeting agendas must reflect an opportunity for parent input from the center level to the program level and must be submitted according to the *City of San Antonio Benchmark Due Date Guide*.~~

~~A monthly Parent Engagement Activity Report that includes all completed center activities, trainings and presentations and the number and names of EHS CCP attendees must be submitted according to the *City of San Antonio Benchmark Due Date Guide*.~~

Performance Standard(s):

~~1302.50(a) and (b)(1) & (4) (6); 1302.51(a)(1) (3) and (b); 1302.70 (a),(b)(1) (2), (c) (c); 1302.71(a) and (b)(1) and (20)(i) (iv), (c)(2)(i) (iii) and (3); and (d) (e); and 1302.72 (a) (c)~~

	DHS, Head Start Program Policy		
FAMILY 2			
SUBJECT	Staff/Parent Communication System		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP), develops relationships with parents/guardians and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents/guardians to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. This will allow our families to develop a sense of knowledge, trust and respect for our staff members, thus allowing staff and parents/guardians to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.



The Head Start Program conducts family engagement services in the family’s preferred language, or through an interpreter, to the extent possible, and ensures families have the opportunity to share personal information in an environment in which they feel safe.

The Head Start Grantee will work with the Service Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible. At a minimum, procedures must include:

- Activities to ensure parents/guardians of currently enrolled children understand the process for elections to the Head Start Policy Council (HSPC) and other leadership opportunities.
- Opportunities for PCC members to assist staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.
- A process for PCC members to communicate with the Head Start Policy Council (HSPC).
 - i. PCC agendas must dedicate time to allow for parent questions/discussion

Performance Standard(s):

1302.50(b)(2) & (5); 1301.4

	DHS, Head Start Program Policy		
FAMILY 3			
SUBJECT	Family Engagement and Collaboration		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including family safety, health, and economic stability.



Head Start Program provides parents/guardians training opportunities, including presentations, activities, educational materials/resources, and/or campaigns on various topics, including:

- Vehicle and Pedestrian Safety
- Disabilities
- Health, Dental, and Nutrition
- Child Abuse Prevention
- Mental Wellness
- Financial Literacy
- Child and Community Advocacy
- And other topics that promote family well-being

The Head Start Grantee and Service Provider will develop and implement procedures to work together to provide training and presentation opportunities for parents/guardians.

Performance Standard(s):

1302.50(b)(3)

	DHS, Head Start Program Policy		
FAMILY 4			
SUBJECT	Parent Activities to Promote Child Learning and Development		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Grantee and Service Provider will promote shared responsibility with parents/guardians for children's early learning and development, and implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development. These strategies must include:

- Offering activities that support Parent-Child Relationships
- Offer activities that support Child Development (including language, dual language, literacy and bi-literacy development)
- Provide parents/guardians with information about the importance of regular attendance, and partner with them, as necessary to promote consistent attendance (impact of attendance on learning outcomes)
- For dual language learners, information and resources for parents about the benefits of bilingualism and bi-literacy

Performance Standard(s):

1302.51(a)



	DHS, Head Start Program Policy		
FAMILY 5			
SUBJECT	Research Based Parent Curriculum		
REFERENCE	Family and Community Support		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

The Head Start Program, including the Early Head Start-Child Care Partnership Program and Service Providers collaborate to offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parents'/guardians' knowledge and offers parents/guardians the opportunity to practice parenting skills to promote children's learning and development. If the Head Start Grantee chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, the program will work with an expert or experts to develop such adaptations.

Performance Standard(s):

1302.51(b)

	DHS, Early Head Start Childcare Partnership Program Policy		
FAMILY 62			
SUBJECT	Family Partnership Services		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

Family Partnership Services

The Head Start Program, including the Early Head Start- Child Care Partnership (EHS-CCP) Program, engages in a process of collaborative and respectful partnership-building with parents/guardians to establish mutual trust and to identify needed services, supports, family strengths, and family goals. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents. Family services are to be individualized and focused on the achievement of identified outcomes as described in the Head Start Parent, Family, and Community Engagement Framework.

~~Communication with parents/guardians is to be in the family's preferred language, when possible, and provided in a place where family members feel safe to share personal information.~~

Staff is to adhere to all confidentiality policies and procedures to protect family information.

Family and Community Support staff will offer:



- ~~• Complete a Family Meeting/ Home Visit with each family whose child has been accepted into the program. The Family Meeting/ Home Visit should be scheduled at the parent's convenience, and if necessary, at a neutral location.~~
- ~~• Engage parents/guardians in A **Family Partnership Agreement** by to orienting parents/guardians of the roles and responsibilities of Head Start parents/guardians and staff.~~
- ~~• Use a A **Family Assessment** tool to identify each family's strengths, needs and interests.~~
- ~~• An opportunity Work with families to develop family goals. The goal setting process must include: family goals, strategies for success, staff support to be provided, timeframes, and community resources that are available to assist families in meeting their goals. **Families**~~

~~must be provided a copy of their **Goal Setting** forms. Progress on goal attainment to be tracked until completion or until the end of the program year, based on goal time lines.~~

- ~~**Refer** families to Community resourcesagencies~~ that are able to meet their identified needs, interests and/or goals.
- ~~At a minimum, contact families once each month.~~
- ~~Parent boards will be utilized at each site and include at a minimum:~~
 - ~~Head Start Parent Handbook~~
 - ~~Policy Council Minutes~~
 - ~~Training and Employment Information~~
 - ~~School Readiness Goals~~
 - ~~Child Abuse Hotline~~
 - ~~Mental Wellness Information~~
 - ~~Community Resources~~
 - ~~Volunteer Information~~
- ~~Communication must be documented in ChildPlus according to the *City of San Antonio Benchmark Due Date Guide and applicable ChildPlus Data Entry Guide.*~~

Performance Standard(s):

~~1302.50,~~ 1302.52

	DHS Early Head Start-Child Care Partnership Program Policy		
FAMILY <u>73</u>			
SUBJECT	Community Partnerships		
REFERENCE	Family and Community Support		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP) Program establishes ongoing collaborative relationships and partnerships with community organizations. Relationships are built by establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate. This helps to facilitate access to community services that are responsive to children’s and families’ needs and family partnership goals, and community needs and resources, as determined by the community assessment.

~~The Head Start Program, including the Early Head Start – Child Care Partnership (EHS-CCP) Program, and Grantee and EHS CCP Service Providers (Providers) will collaborate with community agencies which support comprehensive services to children and families.~~

~~The Head Start staff will establish collaborative relationships with community organizations to promote access to community services and will include:~~

- ~~● Health Care Providers~~
- ~~● Mental Health Providers~~
- ~~● Dental Providers~~
- ~~● Nutritional Programs~~
- ~~● Benefit Programs (Medicaid, TANF, Housing, etc.)~~
- ~~● Homeless Services~~
- ~~● Workforce Development Programs~~
- ~~● Family Literacy Programs (ABE, GED, ESL, etc.)~~
- ~~● Financial Literacy and Asset Building Programs~~
- ~~● Disability Services~~
- ~~● Family Preservation and Support Services~~
- ~~● Child Protective Services~~
- ~~● Family Preservation and Support Services~~
- ~~● Domestic Violence Agencies~~



- ~~Institutes of Higher Education~~
- ~~Child Care Providers~~
- ~~Cultural Organizations (such as libraries and museums)~~
- ~~Organizations that may provide other supports or resources to EHS-CCP families~~

~~The program will collaborate with community agencies to present information and resources at various EHS CCP meetings, Policy Council, Parent Connection Committee meetings, and other parent meetings and engagement events.~~

~~Community members will be invited to participate in the Head Start Health and Education Advisory Committees. Providers will be responsible for maintaining a Community Partnership list.~~

Performance Standard:

1302.53 (a) (1) (2)

	DHS Head Start Program Policy		
FISCAL 1			
SUBJECT	Financial Management of Head Start Grant		
REFERENCE	Fiscal Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:



It is the policy of the grantee, City of San Antonio, to manage the Head Start [grant and Early Head Start-Child Care Partnership program grants](#) in accordance with Federal, State and local guidelines.

These guidelines include but are not limited to:

- Head Start Act;
- Head Start Program Performance Standards;
- 45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- City of San Antonio [AD 8.10 Financial Management for Grants](#); [Administrative Directives and Department of Human Services Policies](#).

Related Regulations:

Head Start Act; Head Start Program Performance Standards; Information Memoranda (IMs); Program Instructions (PIs); 2 CFR part 300.1 Adoption of 2 CFR Part 200; City of San Antonio Administrative Directives [s-8.10 Financial Management for Grants](#); and any other applicable law or regulation.

	DHS Early Head Start-Child Care Partnership Program Policy		
HEALTH 3			
SUBJECT	Preventative Health Visit Requirements and Documentation		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

Early Head Start – Child Care Partnership Program (EHS-CCP) staff will ensure that all children are up to date on a schedule of age-appropriate preventative and primary health care that meets the Texas Health Steps Medical Checkup Periodicity Schedule: Early, Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule.

A system must be in place to meet the requirements of the City ~~of San Antonio~~ Antonio Benchmark Due Date Guide:

30-Day Requirement:

Within 30 calendar days after the child first attends the program, staff must consult with parent/ guardian to determine whether the child has ongoing sources of continuous, accessible, health care and health insurance coverage.

45-Day Requirement:

Within 45 calendar days after the child first attends the program a program must either obtain or perform evidence based vision and hearing screenings. The screenings should be in the child's home language as appropriate.

90-Day Requirement:

Within 90 calendar days after the child first attends the program, documentation of a current well child exam and oral health determination must be received based on the EPSDT requirements.

Follow up, Tracking and Data Documentation

- Staff will follow procedures for follow-up ~~on for~~ medical and dental concerns as indicated on screenings, health assessments, well child exams, and other health related concerns, including health insurance coverage, medical/ dental home, and any missing events. ~~missing events.~~

- All health related contacts and follow-ups will be documented in ChildPlus according to

the *City of San Antonio Benchmark Due Date Guide, EHS-CCP Program ChildPlus Scan Order and Process Guide* and the Health Services Handbook.

~~If a follow up is not documented in ChildPlus within 30 days, do not back date a follow up.~~

Parent/Guardian Collaboration and Communication

- Develop a system to inform the parents/guardians about ~~their children's~~their – healthchild's health needs in a timely manner.
 - Provide information and community health resources to families.
 - Provide resources to families in need of assistance with prescribed medications, aids or equipment for medical, dental, or mental health conditions.
 - Provide results of abnormal medical and/or dental exam/screening administered through the program and ~~discuss the results to ensure the parent/guardian understanding of the~~understands resultsthe results.
 - Obtain advance authorization to perform intrusive medical or dental services from the parent/guardian, such as unclothed physical exams, immunizations, and venous blood draws.
- ◆Head Start funds may be used for children's professional medical and/or dental services when other sources of funding are not available. In such cases, documentation of efforts to access other available sources of funding must be documented~~included~~ in Child Plus.

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Performance Standard(s):

1302.41; 1302.42; 1302.45

Reference:

[THSteps Medical Checkup Periodicity Schedule](#), Caring for Our Children

	DHS Early Head Start-Child Care Partnership Program Policy		
HEALTH 4			
SUBJECT	Parent/ <u>Guardian</u> Refusal of Health Services		
REFERENCE	Comprehensive Health Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



A written refusal is required when a parent/guardian refuses to allow their child to participate in or receive health services required or provided by the Early Head Start – Child Care Partnership (EHS-CCP) Program and/or outside health service providers.

EHS-CCP staff must obtain approval from their direct supervisor or management staff prior to requesting the Refusal of Health Services form. Staff will document in Child Plus efforts made and parent/guardian responses in obtaining health services requirements.

A completed Refusal of Health Services form must be scanned into Child Plus. The form must include parent/guardian and staff signatures. In place of the Refusal of Health Services form, a parent/guardian may submit a written statement, including signature and date, indicating which health service(s) ~~he/she declines~~they decline. The refusal on a consent form does not require any other statement from the parent or guardian.

Performance Standard(s):

1302.41(b)(1); 1302.42 (d)(2)

	DHS Early Head Start-Child Care Partnership Program Policy		
NUTRITION 1			
SUBJECT	Nutrition Services and Special Diets		
REFERENCE	Nutrition Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

Early Head Start – Child Care Partnership (EHS-CCP) staff will use the EHS-CCP Program Nutrition Assessment Form to identify information on family eating patterns, including cultural, religious, ethnic, and special dietary requirements for each child with nutrition-related health problems.

- Meals and snacks provided are 2/3 of the child's daily nutritional needs and ~~conform~~ to conform to appropriate US Department of Agriculture (USDA)/ Child and Adult Care Food Program (CACFP) requirements.
- Serve, children who have not received breakfast upon arrival at the program a nourishing breakfast no matter the arrival time of the child.
- Food allergies and intolerances that require special dietary restrictions must be diagnosed by a healthcare professional and documented on a signed statement/ form before child attends the center.
- ~~○~~ A parent/ guardian's declaration of a religious or ethnic preference for their child's dietary restrictions must be provided ~~in a~~ written statement indicating the child's food restrictions. Service provider will make accommodations for food substitutions.
- For individual children with special medical or dietary needs, substitutions/ modifications can be made in meal patterns without approval from the USDA/CACFP program if a supporting statement signed by a healthcare professional is on file. Supporting statement should specify how each child's diet is restricted and which foods provided by the program ~~or the parents~~ must be substituted.

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EHS-CCP staff in collaboration with the Service Providers will develop a system to:

- Identify and provide necessary substitutions for a child's meal once a health care professional's note has been provided. All formula for infants/toddlers ~~whether they require special dietary accommodations~~ will be provided for all EHS-CCP families through the program.

- Identify and address major community nutritional issues, as indicated in the Community Assessment and parent survey and shared at the Health Advisory Committee or by the local health department.
- Identify and address any relevant nutrition-related child assessment data, including nutrition-related health problems such as obesity, iron deficiency, failure-to-thrive, food allergies and food intolerances and any other condition requiring special dietary considerations (e.g., diabetes). Provide resources/ information when needed.
- Share relevant individual child nutrition-related information with appropriate center staff.
- Identify appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians for consultations on ways to assist staff and families, working with children with disabilities or nutrition related concerns.



The current weekly menu must be posted at all times on the parent board in the classrooms.

Performance Standard(s):

1302.31 (e)(2); 1302.42 (b)(4); 1302.44

Reference:

USDA 7CFR 226.17

	DHS Early Head Start-Child Care Partnership Program Policy		
NUTRITION 2			
SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutritional Services		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

To ensure the nutritional needs and safety of all Early Head Start – Child Care Partnership (EHS-CCP) Program children are met, only food on the approved menu is allowed during EHS-CCP meal service times.

Exceptions will only be allowed and must be accompanied by a Health Care Professional's note indicating medical, and/ or dietary needs of the child. A parent/guardian's note will be accepted for religious/ ethnic dietary restrictions for the child.

Due to food allergies and intolerances, Service Providers will ensure that each child's health, and safety, and confidentiality is maintained during meal service by developing a communication system to share relevant individual child nutrition-related information with appropriate staff according to the Texas Health and Human Services Child Care Licensing Minimum Standards.

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Classroom Staff, Parents/Guardians, and Volunteers:

Any adults, including teachers, teacher substitutes/ floaters, parents/guardian's and/or volunteers, participating during meal times including breakfast, lunch, and snack, must share the same meals as the children, free of charge. This includes field trips and other EHS-CCP related activities/events.

Staff and volunteers will only drink what is available for the children by utilizing the same type and size of cups during meal times and/or clear water bottles throughout the day.

Class Parties and Celebrations:

Service providers will follow Texas Department of Family and Protective Services Child Care Licensing and USDA/CACFP guidelines in regards to birthday celebrations and outside food. Staff should promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or intolerances, and/or other dietary restrictions.

Performance Standard:



1302.31 (e)(2);1302.44;1302.47(7)(vi)

Related Policies:

Education 14 Learning ~~During~~during Meal Time

Reference:

USDA 7CFR 226.17

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 2			
SUBJECT	Standards of Conduct		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

The Head Start Program staff, consultants, contractors, and volunteers must abide by the program's Standards of Conduct that:



- a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
- c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information (PII) about children, families, and other staff members in accordance with subpart C of part 1303 and applicable federal, state, local, and tribal laws; and,

- e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

Furthermore, all staff, consultants, contractors, volunteers, ~~and~~ Head Start Policy Council members, and Advisory Committee members are required to sign a Standards of Conduct form. The Head Start Program will implement appropriate penalties including termination of staff, consultants, and volunteers who violate the Standards of Conduct.

Performance Standard(s):

1302.90(c)(1); 1303(C)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 4			
SUBJECT	Training and Professional Development		
REFERENCE	Program Design and Management		
EFFECTIVE	4/13/2010		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

Policy:

The Head Start Program will ensure all new staff, consultants and volunteers receive, at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, regulations, and policies and procedures.

The Head Start Program must provide appropriate training and technical assistance to include or orientation to the governing body, ~~any~~ advisory committee ~~members~~, and ~~the~~ policy council. ~~The training must include~~ ing review of program governance and training on program performance standards-eligibility verification and training indicated in 1302.12(m). This is to ensure the staff and governing body members understand the information ~~they receive~~ and can effectively oversee the direction and participate in the Head Start Program.

Additionally, the Head Start Program will develop and implement a procedure for staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services. At a minimum, the procedures must include:

- Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way
- Training for child and family services staff, including staff that work on family services,



health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes. All teaching staff assigned to a co-teach classroom

must receive training specific to the co-teach model; and,

- e. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions (as described in subpart G of this part), and use of data to individualize learning experiences to improve outcomes for all children.
- f. Mental health and wellness information available to staff regarding health issues that may affect their job performance. The program, must provide ~~and~~ regularly scheduled opportunities to learn about mental health, wellness, and health education. ~~must be made available to staff.~~

Performance Standard(s):

1301.5; 1302.12(m); 1302.92(a-b); 1302.93(b)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 5			
SUBJECT	Harassment and Discrimination		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:



The Early Head Start- Child Care Partnership (EHS-CCP) Program will maintain~~s~~ a work environment free from sexual and other unlawful harassment and discrimination. Discrimination on race, creed, color, national origin, sex, age, religion, or ethnic group, sexual orientation, gender identity, gender expression, political affiliation, or belief, genetic information, or disability or veteran status with respect to race, creed, color, national origin, sex, political affiliation, beliefs, or a handicapping condition will not be tolerated.

Additionally, the EHS-CCP Program is governed by all existing agency, state and federal policies prohibiting unlawful harassment, in any form and discrimination on any basis.

Head Start Act:

CFR 45 Part 80; 45 CFR Part 84

Sec. 654. NONDISCRIMINATION PROVISIONS; American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 6			
SUBJECT	Staff Qualifications and Competency Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 3			

Policy:

The Head Start Program will ensure all staff, consultants, and contractors meet the following criteria and have sufficient knowledge, training and experience, and must provide ongoing training and professional development to fulfill their roles and responsibilities:

A. Early Head Start or Head Start Director

- i. At a minimum, a baccalaureate degree if hired after November 7, 2016;
- ii. Experience in supervision of staff, fiscal management, and administration.

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B. Fiscal Officer

- i. At a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field;
- ii. Certified Public Accountant.

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C. Child and Family Services Management Staff

i.

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ii. Family, Health, and Disabilities Management

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- a. At a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.

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iii. Education Management-

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- a. A baccalaureate or advanced degree in early childhood education; or
- b. A baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience

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D. Child and Family Services Staff

i. Early Head Start Teacher

- a. Child development associate (CDA) credential for Infant and Toddler; or
- b. Comparable credential and have been trained with a focus on infant and toddler development or;
- ~~b-c.~~ Equivalent coursework in early childhood development with a focus on infant and toddler development that meets or exceeds the CDA credential that meets or exceeds the CDA and addresses comparable competencies within one year of hire as a teacher of infants and toddlers;

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ii. Head Start Pre-K Teachers ~~and Education Coordinators~~

ii.

- a) A baccalaureate or advanced degree in child development, ~~or early childhood education; or, equivalent coursework;~~
- b) ~~A~~ a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching early childhood education.
- ~~i.~~ i. The Head Start Program ~~will also~~ recognizes licenses or certifications that qualify teachers to teach pre-school aged children within the State of Texas.
- ~~b) At least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework~~

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iii. Pre-K Head Start Teacher Assistants

- a. Child Development Associate (CDA) credential or enrolled in a program to be completed within two years of hire; or
- b. Technical Certificate in Early Childhood Studies or Early Childhood Development that meets or exceeds the requirements for a CDA Credential; or
- c. Associate or baccalaureate degree (in any area) or be enrolled in a program that will lead to degree within two years of hire.

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*Infants are defined as children between the ages of birth – 17 months and Toddlers are defined as children between the ages of 18 -36 months

iv. Family Support Workers

- a. Must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

v.E. Health Professionals

- ~~a-b.~~ a. Health procedures must only be performed by a licensed or certified health professional.
- ~~b-c.~~ b. All mental health consultants must be licensed or certified mental health

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professionals. Program must use mental health consultants with knowledge of and experience in serving young children and their families.

[e.d.](#) Staff or consultants who support nutrition services must be registered dietitians or nutritionists with appropriate qualifications.

vi.F. Coaches

ai. Minimum of a baccalaureate degree in early childhood education or a related field.

Performance Standard(s):



1302.91(a-d); 1302.92(c-d)

Head Start Act:

HS Act 645A(h); Sec 648 A (a)(1-3)

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	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 7			
SUBJECT	Identification and Reporting of Child Abuse and Neglect		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
PAGE: 1 of 2			

Policy:

The Early Head Start –Child Care Partnership Program (EHS-CCP) must develop and implement procedures to respond to suspected ~~or known~~ child abuse ~~cases~~ whether it occurs at or away from the program.

All Head Start staff including Service Provider staff, as well as teachers, teacher assistants, floaters, substitutes, a site personnel, and consultants and volunteers must follow the Service Provider’s policies and procedures regarding child abuse and neglect.

The ~~Head Start Program Administrator~~ EHS-CCP Special Projects Manager must be notified within 24 hours of an incident that has occurred within the EHS-CCP Program. The Head Start Administrator must also be notified of any report that has been made for suspected child abuse or neglect occurring away from the EHS-CCP within 24 hours of notification. Such official incident reporting must be provided in writing.

Additionally, when any Head Start Program Staff, ~~Contractors~~, Service Providers, ~~or~~ Child Care Center staff or Volunteers witness or suspect child abuse or neglect they must make a report to the Texas Department of Family and Protective Services (TDFPS) within 48 hours. According to the State of Texas, Title 5, Chapter 261 of the Family Code, “child abuse is an act or omission that endangers or impairs a child’s physical, mental or emotional health and development.” Child abuse may take several forms including, but not limited to:

- Physical, mental or emotional injury
- Sexual abuse
- Sexual exploitation
- Physical neglect
- Medical neglect
- Inadequate supervision

In filing a report, personnel will follow state regulations regarding the timeframes that reports must be ~~made~~submitted, the information that must be reported, and confidentiality of reported information.

Service Providers will develop and implement procedures to notify the parents/guardians of any suspected or known child abuse incidents ~~which~~occurring within the EHS-CCP Program. EHS-CCP City staff and Service Providers must also comply with Texas Health and Human Services Commission/Child Care Licensing Minimum Standards.

Should the Service Provider be informed that a report has been made for suspected child abuse or neglect occurring outside the Head Start Program, they must comply with notification requirements outlined in this policy.

All EHS-CCP staff, including teachers, teacher assistants, and all other campus or site personnel, consultants and volunteers receive training on procedures for identifying and reporting child abuse or neglect. EHS-CCP staff are expected to fully cooperate with Texas Department of Family Protective Services~~Child Protective Services~~, ~~THHSC~~Texas Health and Human Services Child Care Licensing and other applicable agency personnel to report any suspected or known incidents.



Performance Standard(s):

1302.41; 1302.47(5)(i); 1302.90; 1302.92(b)(2); 1302.102
1302.47(b)(4)(i)(K); 1302.47(b)(5)(i); 1302.53(a)(2)(iii); 1302.90(b)(2); 1302.92(b)(2)
1302.102(d)(1)(ii)(A); 1303.22(c)(5)(iii); 1303.22(c)(8)

Resources:

Office of the Texas Attorney General, "What Can We Do about Child Abuse Part 2":
https://www.texasattorneygeneral.gov/ag_publications/txts/childabuse2.shtml

Family Code, Chapter 261. Investigation of Report of Child Abuse or Neglect
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM <u>89</u>			
SUBJECT	Community Complaints		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:



The Head Start Program encourages a climate of open communication between parents, program employees, and community members. Head Start and Education Service Provider staff are available to provide support and to assist any parent or community resident who has a complaint, problem or concern.

Parents/guardians and community residents are encouraged to attempt to resolve Head Start complaints, problems or concerns at the center/school level by talking to a teacher, Family Support Worker, center director or principal. Parent/Guardians may at any time also talk directly to any Head Start staff member or Head Start Administrator about any issues or concern. Concerns/complaints may also be submitted using the comment section of the Head Start website at www.saheadstart.org.

If attempts to informally resolve the concern/problem are not successful, the following formal steps may be taken:

1. Call, email, meet with, or provide a written statement to the Head Start Education Service Provider Director. The Director will provide the parent/guardian or community resident a recommendation for resolution of the concern/problem within five business days of receipt of the issue. The Director may request additional time if required to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 2.
2. Call, email, meet with, or provide a written statement to the City of San Antonio Head Start Program Administrator. The Head Start Administrator will have five business days to resolve the concern/problem. The Head Start Administrator may request additional time to resolve the concern/problem. If not resolved, parents/guardians or community resident may proceed to Step 3.

3. Submit a signed, written statement to the City of San Antonio City Council's Governing ~~Committee/Representative~~Board/Advisory Committee. The statement shall describe in detail the complaint, problem or concern and steps taken to resolve the issue. The City of San Antonio City Council's Governing Board/Advisory Committee~~Committee/Representative~~ will provide a written response within 15 business days of receipt of the written statement. The City of San Antonio City Council's Governing ~~Committee—Board~~ is the last formal step in resolving parent/community resident complaints or concerns and the resolution is final.

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM 910			
SUBJECT	Critical Incident Reporting		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/23/19	Policy Council Revision: 4/23/19	Governing Body Approval: 5/23/19	Governing Body Revision: 5/23/19
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Policy:

The Early Head Start- Child Care Partnership Program (EHS-CCP) must develop and implement a system for Critical Incident Reporting (CIR). All staff must be trained on incident reporting. A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any EHS-CCP staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger, including any
 - Incidents in which a child was left unsupervised
- Health incidents and illnesses, which include, but are not limited to:
 - Injuries that require urgent medical attention by a health-care professional
 - Child or staff member leaving by emergency medical transport
 - Contagious diseases that could lead to an outbreak
 - Child receiving outside medical attention at any point in time for an injury ~~that occurred~~ sustained during EHS-CCP program hours
- Any incident ~~and or media inquiry~~ which has the potential to generate negative media coverage
- Any media inquiry/coverage of the program
- Unplanned interruption in EHS-CCP Program services
- Closure of any facility or part of a facility, including outdoor play areas
- Accidents involving vehicles that transport children and families

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When applicable, parents/guardians must be notified of critical incidents within 24 hours of occurrence. Providers must also provide notification to the [EHS-CCP Special Projects Manager](#) or designee within 24 hours.

Performance Standard(s):

1302.47(c); 1302.102(d)(1)(ii); 1304.12; 1303.79(b)(3)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM <u>101</u>			
SUBJECT	Personnel		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 2			

Policy:

The Head Start Program and Education Service Providers will abide by their internal agency personnel policies and procedures which must meet or exceed applicable requirements including Head Start regulations as well as local, state and federal laws.

The City of San Antonio Head Start Program personnel policies must be approved by the Governing Body Board, or the designated Advisory Committee, and Policy Council and must be available to all staff. The Head Start Policy Council will approve decisions regarding the employment of program staff as stated in paragraph 1(E)(iv)(IX), regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, and any other person in an equivalent position within the Head Start Program.

The Head Start Program collaborates with the City of San Antonio's Human Resources Department to ensure all newly hired City staff complete the required criminal background checks prior to employment. According to the City of San Antonio's Administrative Directive (AD) 4.55, the City conducts Criminal Background Checks (CBC) as part of the initial employment process and applies to volunteers and interns.

Head Start Program and Education Service Provider Background Check Requirements:

- a. Before a person is hired, directly or through a contract, including transportation staff and contractors, the Head Start Program and Education Service Providers must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:
 - i. State or tribal criminal history records, including fingerprint checks; or,
 - ii. Federal Bureau of Investigation criminal history records, including fingerprint checks.

- b. A program has 90 days after an employee is hired to complete the background check process

by obtaining:

- i. Whichever check listed in paragraph (a) of this section was not obtained prior to the date of hire; and,
 - ii. Child abuse and neglect state registry check, if available.
- c. A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check.
- d. A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the background check process is complete.
- e. A program must conduct the complete background check for each employee, consultant, or contractor at least once every five years and must include each of the four checks listed above.

Staff who has direct contact with children will abide by Department of Health and Human Services Commission Child Care Licensing requirements, whichever is most stringent.

The Head Start Program will consider current and former program parents for employment vacancies for which such parents apply and are qualified.

Performance Standard(s):



1302.90(a-b);

Head Start Act:

642(c)(1)(E)(iv)(V)(cc); 642(c)(1)(E)(IX); 642(c)(2)(D)(vi)

City of San Antonio Administrative Directive (AD):

4.55 Background Checks/Reporting Arrests, Indictments and Convictions

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM <u>123</u>			
SUBJECT	Impasse		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			



Policy:

To facilitate meaningful consultation and collaboration about decisions of the Governing ~~Body~~ Board, Advisory Committee and the Head Start Policy Council (HSPC), written impasse procedures ~~will be~~is established for resolving internal disputes in a timely manner. These procedures ~~will~~ meet the requirements established in the Head Start Program Performance Standards.

This policy, detailed further in the Impasse Procedures, ~~will seek~~s to ensure that matters of internal dispute are resolved in a respectful, professional, and timely manner to safeguard the integrity and continued funding and operation of the Head Start Program.

Performance Standards:

1301.6; HS Act 642(d)(1)

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM <u>134</u>			
SUBJECT	Confidentiality		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2016		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program is committed to ensure the security and confidentiality of personnel, children, and family ~~files~~information. The EHS-CCP Program, including Grantee and Service Providers must establish data management procedures on the effective use and sharing of data in accordance with the Head Start Program Performance Standards.

Confidentiality requirements include, but are not limited to, the following:

- a) Physical and electronic records are secured;
- b) Only authorized staff members may access personnel child and family information~~files~~;
- c) Staff members share child information on a need-to-know basis;
- d) ~~Parent/guardian's written~~ Written consent ~~from the parent/guardian~~ is ~~needed~~ required prior to the release of any individual child or family records.
- e) Staff is trained ~~immediately after their start date either through orientation or one-on-one training~~ on how to maintain confidentiality;



Only information that is essential to provide services ~~will be~~is recorded and maintained ~~on for~~ any child enrolled in the Head Start Program ~~child~~. Parents/ guardians ~~will be~~are the primary source of information about themselves, and any information sought from them ~~is~~will be limited to that which is essential for service.

The sharing of information with ~~Head Start~~ community partners is encouraged ~~if such~~ only if it improves service delivery and is done in accordance with this confidentiality policy. Sharing of information with outside agencies for purposes other than coordination of services must be pre-approved by the Head Start Program Administrator.

Confidentiality must be maintained in accordance with this policy, local, state and federal requirements.

Performance Standard:

1302.22; 1302.101(b)(4); 1303.20

	DHS Early Head Start-Child Care Partnership Program Policy		
PDM <u>178</u>			
SUBJECT	Emergency Preparedness and Response Plan		
REFERENCE	Program Design and Management		
EFFECTIVE	8/1/2017		
Policy Council Approval: 4/24/18	Policy Council Revision: 4/24/18	Governing Body Approval: 8/17/18	Governing Body Revision: 8/17/18
PAGE: 1 of 1			



Policy:

The Head Start Program, including the Early Head Start – Child Care Partnership Program (EHS-CCP) and Service Providers, will develop and implement an emergency management/disaster preparedness and response plan including natural and man-made disasters and emergencies, and violence in or near the program that includes, at a minimum:

- Emergency Administrative Communication Protocols
- Critical Phone Numbers to Public Emergency Services
- Emergency Management/Disaster Preparedness Team
- Parent/Guardian Contact Protocol

Performance Standards:

1302.47(b)(8)

	DHS Early Head Start-Child Care Partnership Program Policy		
WELLNESS SUPPORT SERVICES 1			
SUBJECT	Identification and Intervention through Wellness Support Services		
REFERENCE	Mental Health		
EFFECTIVE	10/15/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

The Head Start Program will develop and implement procedures ~~to ensure for the identification and the effective provision~~effective provision of mental health services to Head Start children, ~~their, their~~ family members, ~~and, and~~ to Head Start staff in need of wellness supports through the program's Wellness Support Services. ~~by~~Wellness Support Services will be provided by utilizing professional mental health ~~staff professionals~~ and consultants with ~~experience in~~experience in early childhood social-emotional development and in the provision of mental health services to young children, their families, and staff.

Head Start mental health professionals, behavior coaches/consultants, and other designated staff will support the social-emotional development of children and the ~~functioning wellness of other~~ family members and staff by providing education and services at the following levels:. ~~The program will develop and implement procedures for the identification of children, families and staff that need behavioral supports and mental health services using evidenced-based practices.~~

~~Wellness Support Services will promote the social-emotional competence of children and the wellness of family members and staff by providing education and services at the following levels:~~

Foundation - Effective Workforce

The Head Start Program will provide services to children, families and staff in ~~need of~~need assistance of assistance. Emphasis will be placed on the provision of training and supports to staff to promote staff mental wellness so that they are better equipped to interact with children and families in healthier and more positive ways.

- **Tier I: Promotion - Nurturing and Responsive Relationships and High Quality Supportive Environments**

The Head Start program will promote the positive social-emotional development of all children by creating and implementing an approach that focuses on positive and nurturing

relationships between staff, children and parents.

Tier II: Prevention - Targeted Social-Emotional Supports

The Head Start program will promote the positive social-emotional development of identified children through parent and teacher education, classroom observations and teacher consultations to impact effective strategies that promote wellness.

- **Tier III: Intensive Intervention**

The Head Start program will respond to children, family members and staff in need of intensive interventions by providing consultation, referrals to community providers or direct clinical services. Services and referrals will be documented in the mental health area of ChildPlus.

The Head Start program will ensure compliance with all confidentiality policies, as required by law, including when documenting services, referrals and follow-up provided in all data management systems utilized by the Head Start program.

All mental health documentation must be entered according the *City of San Antonio Data Entry & Benchmark Due Date Guide*.

Performance Standard:

1302.45



Approval of Head Start and EHS-CCP Program Policies

CONTENT AREAS	HS	EHS-CCP
Disabilities	1	2
Education & Early Childhood Development	10	7
Environmental Health and Safety	5	5
Family and Community Services	9	9
Fiscal	1	1
Health	2	2
Nutrition	0	2
Program Design & Mgt.	10	11
Transportation	5	0
Wellness Support Services	0	1
TOTAL # OF UPDATED POLICIES	43	40

***Approval of
2020-2021 Early Head Start (EHS)
Eligibility, Recruitment, Selection,
Enrollment, and Attendance (ERSEA)
Selection Criteria Point Matrix System***



EARLY HEAD START



2020-2021 Selection Criteria Point Matrix Early Head Start



Description	Support Document(s)	Points	Total
Parent Status			
Working Parent: two parents	Application	25	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
Grandparent/Guardian	Application	25	
In School / Training: two parents	Application	25	
In School / Training: one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Child Status			
Sibling Currently Enrolled in Early Head Start or Head Start	Application & Proof of Age	30	
Family Status			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee	Immigration Documents/ID	25	
Child Disability			
Individualized Family Service Plan	Current IFSP Verified by Disability Coordinator	200	
Suspected disability documentation from License Professional	Dr. Letter Verified Disability Coordinator	45	
EHS Additional Criteria			
Living within Zip Codes: 78228, 78237	Proof of Address	25	
Living within EISD boundaries	Proof of Address	20	
Eligibility Status			
McKinney Vento	Verified SRQ	200	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF Documentation (current) SSI Documentation (current)	200	
0% - 20% Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
TOTAL POINTS AWARDED			

Approval of 2020-2021 EHS ERSEA Selection Criteria Point Matrix System



2020-2021 Selection Criteria Point Matrix Early Head Start



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Review of Early Head Start Program Governance Screener



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

Review of EHS Program Governance Screener



EARLY HEAD START



Governance, Leadership, and Oversight Capacity Screener

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Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹		Head Start Act Sec. 642(c)(1)(B) (i–iv)	
<ul style="list-style-type: none"> At least one member has fiscal/accounting background and expertise 			
<ul style="list-style-type: none"> At least one member has early childhood education and development background and expertise 			
<ul style="list-style-type: none"> At least one member is a licensed attorney 			
<ul style="list-style-type: none"> Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs 			
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I–II)	
<ul style="list-style-type: none"> A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies) 			
<ul style="list-style-type: none"> Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled) 			
<ul style="list-style-type: none"> Members are elected by parents of children currently enrolled in the program 			

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
<ul style="list-style-type: none"> Governing body do not have a conflict of interest 			
<ul style="list-style-type: none"> Policy council, and of the policy committee at the delegate level, do not have a conflict of interest 			
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
<ul style="list-style-type: none"> The committee is established at the center level for center-based program and at the local program level for other program options 			
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
<ul style="list-style-type: none"> Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility 			
<ul style="list-style-type: none"> Notify responsible HHS official of intent to establish an advisory committee 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3)	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 			
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan 			
<ul style="list-style-type: none"> T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
• Establishes procedures and criteria for recruiting, selecting, and enrolling children			
• Selects delegate agencies, as appropriate			
• Develops procedures for selecting Policy Council members			
• Reviews applications and amendments to applications for funding			
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
• Approval of all major financial expenditures of the agency			
• Annual approval of the operating budget of the agency			
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 			
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> The annual self-assessment 			
<ul style="list-style-type: none"> The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions 			
<ul style="list-style-type: none"> Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees 			
<ul style="list-style-type: none"> Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> Work with program staff to determine the best methods to engage families using strategies that are most effective in their community 			
<ul style="list-style-type: none"> Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families 			
<ul style="list-style-type: none"> Have a process for communication with the Policy Council and policy committee 			
<ul style="list-style-type: none"> Participate in the recruitment and screening of Early Head Start and Head Start employees 			
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> The total amount of public and private funds received and the amount from each source 			
<ul style="list-style-type: none"> An explanation of budgetary expenditures and proposed budget for the fiscal year 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served 			
<ul style="list-style-type: none"> The results of the most recent review by the Secretary and the financial audit 			
<ul style="list-style-type: none"> The percentage of enrolled children that received medical and dental exams 			
<ul style="list-style-type: none"> Information about family engagement activities 			
<ul style="list-style-type: none"> The agency's efforts to prepare children for kindergarten 			
<ul style="list-style-type: none"> A summary of a program's most recent community assessment 1302.102(d)(2) 			
<ul style="list-style-type: none"> Any other information required by the Secretary 			
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> The self-assessment, including any findings related to such assessment 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Program Information Reports (PIRs) 			
Monthly reports:			
<ul style="list-style-type: none"> Financial statements, including credit card expenditures (if the program uses credit cards) 			
<ul style="list-style-type: none"> Program information summaries 			
<ul style="list-style-type: none"> Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency 			
<ul style="list-style-type: none"> Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA) 			
Additional reports:			
<ul style="list-style-type: none"> Community assessment, completed every five years with annual updates 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives 			
<ul style="list-style-type: none"> Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.) 			
<ul style="list-style-type: none"> Ongoing monitoring data, data on school readiness goals and other information described in 1302.102 			
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:		Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)	
<ul style="list-style-type: none"> Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 			
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 			
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 			
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 			
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> Activities to support the active engagement of families in the program 			
<ul style="list-style-type: none"> Program recruitment, selection, and enrollment priorities 			
<ul style="list-style-type: none"> Applications for funding and amendments to applications for funding 			
<ul style="list-style-type: none"> Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities 			
<ul style="list-style-type: none"> Bylaws for the operation of the Policy Council 			
<ul style="list-style-type: none"> Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
<ul style="list-style-type: none"> Any significant incidents affecting the health and safety of program participants 			
<ul style="list-style-type: none"> Circumstances affecting the financial viability of the program 			
<ul style="list-style-type: none"> Breaches of personally identifiable information 			
<ul style="list-style-type: none"> Program involvement in legal proceedings 			
<ul style="list-style-type: none"> Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> Reports addressing child abuse and neglect or laws governing sex offenders Incidents that require classrooms or centers to be closed for any reason Legal proceedings directly related to program operations All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:



Certification of Governance and Leadership Capacity Screening

Grant Number: _____

Grantee Name: _____

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

Board Chair/Tribal Chair

Date

Policy Council Chair

Date

Head Start Director

Date

Early Head Start Director

Date



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Program Management and Fiscal Operations

Approval of Head Start, EHS, and EHS-CCP Program Design



HEAD START

**2020-2021 City of San Antonio Head Start Program
Center Listing**

Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
EISD	Cardenas	355	3300 Ruiz Street 78228	7:40 AM	3:10 PM	444-7826	Claudia Barrios
	Loma Park	108	400 Aurora 78228	7:40 AM	3:10 PM	444-8250	Roger Gonzales
	Stafford	314	611 SW 36th Street 78237	7:40 AM	3:10 PM	444-7903	Tracy Tullbane
	Total Enrollment	777					
Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
SAISD	Arnold	63	467 Freiling 78213	8:00 AM	3:20 PM	438-6530	Belinda Hernandez
	Bowden	54	515 Willow St 78202	8:00 AM	3:35 PM	738-9770	Brian Sparks
	Carroll ECE	327	463 Holmgreen 78220	7:30 AM	2:30 PM	978-7965	Luz A. Barraza
	Carvajal ECE	155	225 Arizona St 78207	8:05 AM	3:20 PM	978-7970	Sonya Cardenas
	De Zavala	73	2311 San Luis St. 78207	8:05 AM	3:20 PM	978-7975	Donna Finch
	Foster	74	6718 Pecan Valley Dr. 78223	8:00 AM	3:20 PM	438-6855	Johnny Diaz
	Gonzales	28	518 E Magnolia Ave 78212	8:05 AM	3:20 PM	438-6830	Lisa Frost
	Graebner	54	530 Hoover Ave. 78225	8:00 AM	3:20 PM	228-3320	Noemi Saldivar
	Hirsch	71	4826 Sea Breeze Dr 78220	8:10 AM	3:20 PM	978-7985	Mary Rodriguez
	Huppertz	51	247 Bangor Street 78228	8:05 AM	3:20 PM	438-6580	Linda Rios-Garcia
	J.T. Brackenridge	90	1214 Guadalupe 78207	8:00 AM	3:20 PM	978-7950	Marco Morales
	Knox ECE	273	302 Tipton Ave 78204	7:30 AM	2:30 PM	228-3365	Perla Kwiatkowski
	Madison	69	2900 W.Woodlawn Ave 78228	7:45 AM	3:20 PM	438-6545	Lianna Cano
	Maverick	75	107 Raleigh Street 78201	8:05 AM	3:20 PM	438-6550	Leila Garza
	Neal	94	3407 Capitol Ave 78201	8:00 AM	3:20 PM	738-9810	Valerie D. Henry
	Nelson	226	1014 Waverly Ave 78201	7:30 AM	2:30 PM	438-6555	Marissa Mendez
	Sarah King	111	1001 Ceralco St. 78207	8:05 AM	3:20 PM	978-7990	Dr. Gloria Martinez
	Schenck	105	101 Kate Schenck Ave 78223	8:05 AM	3:20 PM	438-6865	Susan Del Toro
	Tynan ECE	250	925 Gulf St 78202	7:30 AM	2:30 PM	738-9835	Gregorio Velazquez
	Total Enrollment	2,243					

Head Start Total	3,020
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EARLY HEAD START

**2020-2021 City of San Antonio Early Head Start
Program Design**

Service Provider	Site	Funded Enrollment	Location	Address	Phone Number	Contact
Early Head Start	Center Based Services	80	611 SW 36th Street 78237	611 SW 36th Street, 78237	444-7903	Tracy Tullbane
	Home Based Services	48	Weekly Home Visists at Family Homes Group Socializations a Stafford ECC	Family Homes 611 SW 36th Street, 78237	444-7903	Early Head Start Coordinator (to be hired)
	Total Enrollment	128				

* Hours of operation are subject to change due to COVID-19

Early Head Start Total Enrollment	128
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7/15/2020

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)

**2020-2021 City of San Antonio Early Head Start-Child Care Partnership
Program Design**

Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
Early Head Start - Child Care Partnership	Blessed Sacrament	36	1135 Mission Rd 78210	7:00 AM	5:00 PM	532-4731	Carol Silva
	Ella Austin	48	1023 N Pine 78202	7:00 AM	5:00 PM	224-2351	Linda Bryant
	Healy Murphy	64	122 Nolan 78202	7:00 AM	5:00 PM	224-9569	Shirley White
	Inman Christian Center	28	1214 Colima 78207	7:30 AM	5:30 PM	222-9641	Sharron Garcia
	Seton Home	20	1115 Mission Rd 78210	7:00 AM	5:00 PM	533-3504	Enid Reyes
	YWCA Olga Madrid	20	503 Castroville 78237	8:00 AM	6:00 PM	433-9922	Franzcesca Guidry-Jackson
	Total Enrollment	216					

* Hours of operation are subject to change due to COVID-19

Early Head Start Total Enrollment	216
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7/15/2020



Approval of Head Start, EHS, and EHS-CCP Program Designs



2020-2021 Head Start Program Design

2020-2021 City of San Antonio Head Start Program Center Listing

Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
EISD	Cardenas	355	3300 Ruiz Street 78228	7:40 AM	3:10 PM	444-7826	Claudia Barrios
	Loma Park	108	400 Aurora 78228	7:40 AM	3:10 PM	444-8250	Roger Gonzales
	Stafford	314	611 SW 36th Street 78237	7:40 AM	3:10 PM	444-7903	Tracy Tullbane
	Total Enrollment	777					
Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
SAISD	Arnold	63	467 Freiling 78213	8:00 AM	3:20 PM	438-6530	Belinda Hernandez
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	De Zavala	73	2311 San Luis St. 78207	8:05 AM	3:20 PM	978-7975	Donna Finch
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	Graebner	54	530 Hoover Ave. 78225	8:00 AM	3:20 PM	228-3320	Noemi Saldivar
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	Maverick	75	107 Raleigh Street 78201	8:05 AM	3:20 PM	438-6550	Leila Garza
	Neal	94	3407 Capitol Ave 78201	8:00 AM	3:20 PM	738-9810	Valerie D. Henry
	Nelson	226	1014 Waverly Ave 78201	7:30 AM	2:30 PM	438-6555	Marissa Mendez
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	Schenck	105	101 Kate Schenck Ave 78223	8:05 AM	3:20 PM	438-6865	Susan Del Toro
	Tynan ECE	250	925 Gulf St 78202	7:30 AM	2:30 PM	738-9835	Gregorio Velazquez
	Total Enrollment	2,243					

Head Start Total	3,020
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2020-2021 Early Head Start Program Design

2020-2021 City of San Antonio Early Head Start Program Design

Service Provider	Site	Funded Enrollment	Location	Address	Phone Number	Contact
Early Head Start	Center Based Services	80	611 SW 36th Street 78237	611 SW 36th Street, 78237	444-7903	Tracy Tullbane
	Home Based Services	48	Weekly Home Visists at Famly Homes Group Socializations a Stafford ECC	Family Homes 611 SW 36th Street, 78237	444-7903	Early Head Start Coordinator (to be hired)
	Total Enrollment	128				

* Hours of operation are subject to change due to COVID-19

Early Head Start Total Enrollment	128
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7/15/2020



B

A

2020-2021 EHS-CCP Program Design

2020-2021 City of San Antonio Early Head Start-Child Care Partnership Program Design

Service Provider	Site	Funded Enrollment	Address	Hours		Phone Number	Contact
Early Head Start - Child Care Partnership	Blessed Sacrament	36	1135 Mission Rd 78210	7:00 AM	5:00 PM	532-4731	Carol Silva
	Ella Austin	48	1023 N Pine 78202	7:00 AM	5:00 PM	224-2351	Linda Bryant
	Healy Murphy	64	122 Nolan 78202	7:00 AM	5:00 PM	224-9569	Shirley White
	Inman Christian Center	28	1214 Colima 78207	7:30 AM	5:30 PM	222-9641	Sharron Garcia
	Seton Home	20	1115 Mission Rd 78210	7:00 AM	5:00 PM	533-3504	Enid Reyes
	YWCA Olga Madrid	20	503 Castroville 78237	8:00 AM	6:00 PM	433-9922	Franzcesca Guidry-Jackson
	Total Enrollment	216					

* Hours of operation are subject to change due to COVID-19

Early Head Start Total Enrollment	216
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7/15/2020



Review of Head Start and EHS-CCP Fiscal Report



B



A



Head Start Fiscal Reports GY 19-20 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$3,770,473	\$3,770,473	\$3,762,351	\$8,123	0.2%
FRINGE	\$1,391,857	\$1,391,857	\$1,355,628	\$36,229	2.6%
TRAVEL	\$27,820	\$27,820	\$27,714	\$105	0.4%
SUPPLIES	\$224,258	\$224,258	\$218,448	\$5,810	2.6%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$17,871,237	\$17,871,237	\$17,781,437	\$89,800	0.5%
COSA	\$145,442	\$145,442	\$129,963	\$15,479	10.6%
Edgewood	\$4,414,573	\$4,414,573	\$4,385,103	\$29,469	0.7%
San Antonio ISD	\$13,013,343	\$13,013,343	\$12,968,492	\$44,851	0.3%
SAMH/UIW	\$297,879	\$297,879	\$297,879	\$0	0.0%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$478,971	\$478,971	\$495,121	(\$16,150)	-3.4%
TOTAL FEDERAL BUDGET	\$23,764,616	\$23,764,616	\$23,640,700	\$123,916	0.5%
Non Federal/In Kind	\$5,941,154	\$5,941,154	\$5,941,154	\$0	0.0%
TOTAL BUDGET	\$29,705,770	\$29,705,770	\$29,581,854	\$123,916	0.4%

Variance Explanations:

Personnel Salaries	
Fringe Benefits	Variances associated with Health Insurance Assessment Rebates for the Prior Year
Travel	
Supplies	
Contractual	
- COSA	Variance tied to funds left unutilized by Professional Contractors, The Mighty Group and Language Line Services.
- SAISD/EISD	
- SAMH/UIW	
Other	Tied to underprojecting anticipated costs for Binding and Printing, Cell Phone/Wireless Data Services, and unanticipated Alarm/Security repairs through Intertech Services
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	\$4,455,866	N/A	\$3,392,542	N/A	11.5%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	\$277,322	\$277,322	\$ 277,322.00	\$0	0.0%
(Earmarked costs)					

* \$64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Mary Vazquez

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Head Start Fiscal Reports GY 20-21 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$4,135,379	\$1,748,578	\$1,508,107	\$240,471	13.8%
FRINGE	\$1,598,791	\$627,469	\$534,078	\$93,391	14.9%
TRAVEL	\$25,000	\$250	\$227	\$23	9.0%
SUPPLIES	\$175,051	\$11,909	\$11,770	\$139	1.2%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$17,398,832	\$4,299,275	\$4,264,527	\$34,748	0.8%
COSA	\$208,171	\$34,484	\$32,623	\$1,861	5.4%
Edgewood	\$4,332,294	\$1,123,360	\$1,112,992	\$10,367	0.9%
San Antonio ISD	\$12,507,147	\$3,050,261	\$3,047,733	\$2,528	0.1%
SAMH/UIW	\$351,220	\$91,170	\$71,179	\$19,991	21.9%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$431,563	\$92,597	\$78,526	\$14,071	15.2%
TOTAL FEDERAL BUDGET	\$23,764,616	\$6,780,078	\$6,397,236	\$382,843	5.6%
Non Federal/In Kind	\$5,941,154	\$2,026,017	\$2,037,598	(\$11,581)	-0.6%
TOTAL BUDGET	\$29,705,770	\$8,806,095	\$8,434,833	\$371,262	4.2%

Variance Explanations:

Personnel Salaries	Variance associated with Head Start Division Vacancies, Vacancies will continue to persist for a short while due to current events. Head Start will
Fringe Benefits	review and reallocate funds as necessary.
Travel	Funds to be reallocated, travel is not anticipated to this degree for HS GY20-21
Supplies	
Contractual - COSA	
- SAISD/EISD	Invoiced 45 days after period close
- SAMH/UIW	SAMH - \$273,740.00 Budgeted - \$52,946.27 Invoiced / \$72,178.00 projected. Variance of \$19,231. Variance tied to COVID-19 difficulties UIW - \$70,244.00 - Unit Cost per number of children serviced. Variance tied to COVID-19 difficulties
Other	Variance associated with Utilities expenditures and Staff Mileage. As a result of COVID-19, reduced use of the Brady Facility has lead to a reduction in utilities expenditures. In addition, HS has experienced a reduction in staff mileage reimbursements. Funds to be reallocated
Non Federal/In Kind	In-Kind received to date in excess of projections.

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	\$4,455,865	N/A	\$1,004,451	N/A	11.9%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	\$277,322	\$21,867	\$19,932	\$1,935	8.8%
(Earmarked costs)					

* \$64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Mary Vazquez

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Early Head Start Fiscal Reports GY 19-20 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var (\$)	Var (%)
PERSONNEL	\$738,257	\$657,729	\$660,728	(\$2,999)	-0.5%
FRINGE	\$273,892	\$246,293	\$237,106	\$9,187	3.7%
TRAVEL	\$3,130	\$3,130	\$2,138	\$992	31.7%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
SUPPLIES	\$30,045	\$27,538	\$16,397	\$11,141	40.5%
CONTRACTUAL	\$1,760,800	\$1,584,120	\$1,554,510	\$29,610	1.9%
COSA	\$89,600	\$55,487	\$26,097	\$29,391	53.0%
Blessed Sacrament	\$215,600	\$197,637	\$197,637	\$0	0.0%
Ella Austin	\$492,800	\$451,737	\$451,737	\$0	0.0%
Healy Murphy	\$431,200	\$395,274	\$395,274	\$0	0.0%
Inman Christian	\$215,600	\$197,637	\$197,637	\$0	0.0%
Seton Home	\$154,000	\$141,174	\$141,174	\$0	0.0%
YWCA	\$154,000	\$141,174	\$141,174	\$0	0.0%
UIW	\$8,000	\$4,000	\$3,780	\$220	5.5%
OTHER	\$41,408	\$32,831	\$32,289	\$542	1.7%
TOTAL FED BUDGET	\$2,847,532	\$2,551,641	\$2,503,168	\$48,474	1.9%
NON FED SHARE/IN KIND	\$711,883	\$532,103	\$560,592	(\$28,489)	-5.4%
TOTAL BUDGET	\$ 3,559,415	\$ 3,083,744	\$ 3,063,759	\$ 19,985	0.6%

Variance Explanations:

Personnel	2 Vacant positions - Saving redirected to Supplies for emergency purchases due to COVID-19
Fringes	Related to Personnel variance
Travel	Travel suspended in March due to COVID-19
Supplies	Pending 2nd emergency order of diapers (\$19K) and supplies (\$9K) to be purchased in July
Contractual	\$26K to be reallocated from Contractual to Supplies
Other	
Non Federal Share/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Administrative Cost (may not exceed 15% of actual expenditures)	\$533,912	N/A	\$183,502		6.0%
Training and Technical Assistance (Earmarked costs)	\$64,800	\$56,774	\$47,741	\$9,034	15.9%

***Review of
Head Start and EHS-CCP
Fiscal Reports***



HEAD START

Head Start Fiscal Reports GY 19-20 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$3,770,473	\$3,770,473	\$3,762,351	\$8,123	0.2%
FRINGE	\$1,391,857	\$1,391,857	\$1,355,628	\$36,229	2.6%
TRAVEL	\$27,820	\$27,820	\$27,714	\$105	0.4%
SUPPLIES	\$224,258	\$224,258	\$218,448	\$5,810	2.6%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$17,871,237	\$17,871,237	\$17,781,437	\$89,800	0.5%
COSA	\$145,442	\$145,442	\$129,963	\$15,479	10.6%
Edgewood	\$4,414,573	\$4,414,573	\$4,385,103	\$29,469	0.7%
San Antonio ISD	\$13,013,343	\$13,013,343	\$12,968,492	\$44,851	0.3%
SAMH/UIW	\$297,879	\$297,879	\$297,879	\$0	0.0%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$478,971	\$478,971	\$495,121	(\$16,150)	-3.4%
TOTAL FEDERAL BUDGET	\$23,764,616	\$23,764,616	\$23,640,700	\$123,916	0.5%
Non Federal/In Kind	\$5,941,154	\$5,941,154	\$5,941,154	\$0	0.0%
TOTAL BUDGET	\$29,705,770	\$29,705,770	\$29,581,854	\$123,916	0.4%

Variance Explanations:

Personnel Salaries	
Fringe Benefits	Variances associated with Health Insurance Assesment Rebates for the Prior Year
Travel	
Supplies	
Contractual	
- COSA	Variance tied to funds left unutilized by Professional Contractors, The Mighty Group and Language Line Services.
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Other	Tied to underprojecting anticipated costs for Binding and Printing, Cell Phone/Wireless Data Services, and unanticipated Alarm/Security repairs through intertech Services
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	\$4,455,866	N/A	\$3,392,542	N/A	11.5%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	\$277,322	\$277,322	\$ 277,322.00	\$0	0.0%
(Earmarked costs)					

* \$64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Procurement Card Transaction Log

For the Period Ending: June 30, 2020

IO	GL	Vendor	Purpose	Amount
138000002330	5407032	Christus Physician Group	Medical Bill for Uninsured Child	\$ 694.00
Monthly Total:				\$694.00

IO	GL	GL Name	Amount
138000002330	5201040	Fees to Professional Contractors	\$ 810.00
138000002330	5201025	Education - Classes	\$ 9,322.19
138000002330	5202020	Contractual Services	\$ 39.89
138000002330	5407032	Direct Welfare Other	\$ 694.00
Year to Date Total:			\$10,866.08

Head Start 2019		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance \$	Variance %	Encumbrance
Description	GL	\$ 29,705,770.00	\$ 29,705,770.00	\$ 29,581,853.75	\$ 123,916.25	0.42%	\$ -
Regular Salaries	5101010	\$ 3,748,622.26	\$ 3,748,622.26	\$ 3,740,082.72	\$ 8,539.54	0.23%	\$ -
Temporary Salaries	5101015	\$ 3,773.25	\$ 3,773.25	\$ 3,773.25	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ 2,190.60	\$ 2,190.60	\$ 2,202.24	\$ (11.64)	-0.53%	\$ -
Retiree Payout Sal	5101070	\$ 15,887.34	\$ 15,887.34	\$ 16,292.71	\$ (405.37)	-2.55%	\$ -
Personnel Services		\$ 3,770,473.45	\$ 3,770,473.45	\$ 3,762,350.92	\$ 8,122.53	0.22%	\$ -
Language Skill Pay	5101050	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ -	0.00%	\$ -
FICA & Medicare Exp	5103005	\$ 280,239.20	\$ 280,239.20	\$ 280,898.45	\$ (659.25)	-0.24%	\$ -
Temp FICA & Medicare	5103007	\$ 288.65	\$ 288.65	\$ 288.65	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 2,723.81	\$ 2,723.81	\$ 2,703.18	\$ 20.63	0.76%	\$ -
Pers Leave Buy Back	5103035	\$ 47,891.25	\$ 47,891.25	\$ 47,891.25	\$ -	0.00%	\$ -
Transportation Allow	5103056	\$ 2,730.00	\$ 2,730.00	\$ 2,730.00	\$ -	0.00%	\$ -
Cell Phone Reimburse	5103105	\$ 1,350.00	\$ 1,350.00	\$ 1,150.00	\$ 200.00	14.81%	\$ -
Retirement Exp	5105010	\$ 455,450.68	\$ 455,450.68	\$ 455,674.01	\$ (223.33)	-0.05%	\$ -
Civln Actv Healthcr	5170040	\$ 583,183.03	\$ 583,183.03	\$ 546,292.30	\$ 36,890.73	6.33%	\$ -
Fringe Benefits		\$ 1,391,856.62	\$ 1,391,856.62	\$ 1,355,627.84	\$ 36,228.78	2.60%	\$ -
Travel-Official	5207010	\$ 27,819.69	\$ 27,819.69	\$ 27,714.45	\$ 105.24	0.38%	\$ -
Travel-Official		\$ 27,819.69	\$ 27,819.69	\$ 27,714.45	\$ 105.24	0.38%	\$ -
Fees to Prof Contr.	5201040	\$ 93,837.60	\$ 93,837.60	\$ 85,646.71	\$ 8,190.89	8.73%	\$ -
Temporary Services	5202010	\$ 21,761.39	\$ 21,761.39	\$ 20,386.67	\$ 1,374.72	6.32%	\$ -
Contractual Services	5202020	\$ 17,528,002.74	\$ 17,528,002.74	\$ 17,447,768.60	\$ 80,234.14	0.46%	\$ -
EISD	5202020	\$ 4,414,572.80	\$ 4,414,572.80	\$ 4,385,103.48	\$ 29,469.32	0.67%	\$ -
SAISD	5202020	\$ 13,013,343.00	\$ 13,013,343.00	\$ 12,968,491.95	\$ 44,851.05	0.34%	\$ -
UIW	5202020	\$ 70,244.00	\$ 70,244.00	\$ 70,244.00	\$ -	0.00%	\$ -
SAMH	6102100	\$ 227,635.25	\$ 227,635.25	\$ 227,635.25	\$ -	0.00%	\$ -
Direct	5202020	\$ 13,170.79	\$ 13,170.79	\$ 13,384.69	\$ (213.90)	-1.62%	\$ -
Admin	5202020	\$ 4.59	\$ 4.59	\$ 4.59	\$ -	0.00%	\$ -
TTA	5202020	\$ 16,667.56	\$ 16,667.56	\$ 10,539.89	\$ 6,127.67	36.76%	\$ -
Contractual		\$ 17,871,236.98	\$ 17,871,236.98	\$ 17,781,437.23	\$ 89,799.75	0.50%	\$ -
Office Supplies	5302010	\$ 54,020.24	\$ 54,020.24	\$ 50,985.56	\$ 3,034.68	5.62%	\$ -
Cap<5000 - Comp Equ.	5501000	\$ 147,403.89	\$ 147,403.89	\$ 145,160.93	\$ 2,242.96	1.52%	\$ -
Cap<5000 - M&E Other	5501055	\$ 3,039.75	\$ 3,039.75	\$ 3,039.75	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 19,794.41	\$ 19,794.41	\$ 19,262.08	\$ 532.33	2.69%	\$ -
Supplies		\$ 224,258.29	\$ 224,258.29	\$ 218,448.32	\$ 5,809.97	2.59%	\$ -

Head Start 2019		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance \$	Variance %	Encumbrance
Description	GL	\$ 29,705,770.00	\$ 29,705,770.00	\$ 29,581,853.75	\$ 123,916.25	0.42%	\$ -
Education - Classes	5201025	\$ 159,811.07	\$ 159,811.07	\$ 165,071.85	\$ (5,260.78)	-3.29%	\$ -
Adv and Publications	5203040	\$ 11,203.16	\$ 11,203.16	\$ 11,203.16	\$ -	0.00%	\$ -
Binding & Printing	5203060	\$ 41,269.90	\$ 41,269.90	\$ 44,792.33	\$ (3,522.43)	-8.54%	\$ -
Subs to Publications	5203070	\$ 719.28	\$ 719.28	\$ 854.48	\$ (135.20)	-18.80%	\$ -
Transportation Fees	5203090	\$ 13,118.45	\$ 13,118.45	\$ 13,687.56	\$ (569.11)	-4.34%	\$ -
Linen & Laundry Serv	5204010	\$ 105.00	\$ 105.00	\$ 200.00	\$ (95.00)	-90.48%	\$ -
Maint & Rep - Cmrcl	5204020	\$ 97.18	\$ 97.18	\$ 97.18	\$ -	0.00%	\$ -
Maint - Buildings	5204050	\$ 85,941.51	\$ 85,941.51	\$ 84,333.57	\$ 1,607.94	1.87%	\$ -
Maint.- Repair Auto	5204090	\$ 962.00	\$ 962.00	\$ 637.03	\$ 324.97	33.78%	\$ -
Mail and Parcel Post	5205010	\$ 351.40	\$ 351.40	\$ 195.93	\$ 155.47	44.24%	\$ -
Rental Office Equip.	5205020	\$ 14,525.78	\$ 14,525.78	\$ 14,285.03	\$ 240.75	1.66%	\$ -
Rental Other Equip.	5205030	\$ 3,327.00	\$ 3,327.00	\$ 3,327.00	\$ -	0.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 1,215.00	\$ 1,215.00	\$ 4,049.00	\$ (2,834.00)	-233.25%	\$ -
M&R Parts Automotive	5301020	\$ 330.64	\$ 330.64	\$ 174.82	\$ 155.82	47.13%	\$ -
Food	5304010	\$ 33,186.04	\$ 33,186.04	\$ 33,613.72	\$ (427.68)	-1.29%	\$ -
Cell Phone Services	5403040	\$ 19,103.52	\$ 19,103.52	\$ 22,573.20	\$ (3,469.68)	-18.16%	\$ -
Wireless Data Comm.	5403510	\$ 1,982.84	\$ 1,982.84	\$ 2,225.81	\$ (242.97)	-12.25%	\$ -
Motor Fuel and Lub.	5403545	\$ 454.82	\$ 454.82	\$ 428.59	\$ 26.23	5.77%	\$ -
Gas and Electricity	5404530	\$ 28,728.51	\$ 28,728.51	\$ 29,382.41	\$ (653.90)	-2.28%	\$ -
Water and Sewer	5404540	\$ 2,261.35	\$ 2,261.35	\$ 2,495.60	\$ (234.25)	-10.36%	\$ -
DW Other	5407032	\$ 2,879.74	\$ 2,879.74	\$ 4,096.31	\$ (1,216.57)	-42.25%	\$ -
Subs - Comp. Serv	5203080	\$ 57,396.78	\$ 57,396.78	\$ 57,396.78	\$ -	0.00%	\$ -
Other		\$ 478,970.97	\$ 478,970.97	\$ 495,121.36	\$ (16,150.39)	-3.37%	\$ -
In Kind Salaries	6501010	\$ 20,000.00	\$ 20,000.00	\$ 19,945.47	\$ 54.53	0.27%	\$ -
In Kind Social Security	6503005	\$ 1,600.00	\$ 1,600.00	\$ 1,525.95	\$ 74.05	4.63%	\$ -
In Kind Life Insurance	6503010	\$ 20.00	\$ 20.00	\$ 20.09	\$ (0.09)	-0.45%	\$ -
In Kind - Flex Benefit	6504030	\$ 1,800.00	\$ 1,800.00	\$ 1,780.42	\$ 19.58	1.09%	\$ -
In Kind TMRS	6505010	\$ 2,400.00	\$ 2,400.00	\$ 2,325.79	\$ 74.21	3.09%	\$ -
In Kind Other Contrc	6602025	\$ 5,915,334.00	\$ 5,915,334.00	\$ 5,915,555.91	\$ (221.91)	0.00%	\$ -
In Kind		\$ 5,941,154.00	\$ 5,941,154.00	\$ 5,941,153.63	\$ 0.37	0.00%	\$ -
Total		\$ 29,705,770.00	\$ 29,705,770.00	\$ 29,581,853.75	\$ 123,916.25	0.42%	\$ -

Head Start GY 19-20 Monthly Breakdown			Quarter 1			Quarter 2		
Description	GL	YTD	February	March	April	May	June	July
Regular Salaries	5101010	\$ 3,740,082.72	\$ 300,683.88	\$ 315,063.14	\$ 302,637.94	\$ 350,574.76	\$ 267,190.42	\$ 328,457.85
Temporary Salaries	5101015	\$ 3,773.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,656.25
Overtime Salaries	5101020	\$ 2,202.24	\$ -	\$ -	\$ -	\$ 258.86	\$ 47.58	\$ 259.08
Retiree Payout Sal	5101070	\$ 16,292.71	\$ -	\$ -	\$ -	\$ 827.80	\$ 3,563.86	\$ 439.30
Personnel Services		\$ 3,762,350.92	\$ 300,683.88	\$ 315,063.14	\$ 302,637.94	\$ 351,661.42	\$ 270,801.86	\$ 332,812.48
Language Skill Pay	5101050	\$ 18,000.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,350.00	\$ 1,350.00
FICA & Medicare Exp	5103005	\$ 280,898.45	\$ 22,526.37	\$ 23,069.06	\$ 22,073.14	\$ 26,457.95	\$ 19,717.06	\$ 24,194.88
Temp FICA & Medicare	5103007	\$ 288.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279.71
Life Insurance	5103010	\$ 2,703.18	\$ 241.38	\$ 239.82	\$ 209.19	\$ 245.17	\$ 210.45	\$ 221.67
Pers Leave Buy Back	5103035	\$ 47,891.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Allow	5103056	\$ 2,730.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00
Cell Phone Reimburse	5103105	\$ 1,150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Retirement Exp	5105010	\$ 455,674.01	\$ 51,335.64	\$ 21,422.41	\$ 36,398.65	\$ 41,084.84	\$ 31,703.72	\$ 39,354.81
CivIn Actv Healthcr	5170040	\$ 546,292.30	\$ 52,593.75	\$ 52,389.58	\$ 46,491.66	\$ 51,839.14	\$ 47,512.99	\$ 47,305.46
Fringe Benefits		\$ 1,355,627.84	\$ 128,542.14	\$ 98,965.87	\$ 107,017.64	\$ 121,472.10	\$ 100,789.22	\$ 113,001.53
Travel-Official	5207010	\$ 27,714.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,551.05
Travel-Official		\$ 27,714.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,551.05
Fees to Prof Contr.	5201040	\$ 85,646.71	\$ -	\$ 8,015.01	\$ 2,402.10	\$ 7,771.08	\$ 2,396.60	\$ 3,610.80
Temporary Services	5202010	\$ 20,386.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	5202020	\$ 17,447,768.60	\$ -	\$ 4,751.80	\$ 1,307,111.54	\$ 1,361,778.97	\$ 1,319,896.55	\$ 1,400,181.10
EISD	5202020	\$ 3,219,322.90	\$ -	\$ -	\$ 334,495.60	\$ 363,047.93	\$ 358,822.93	\$ 367,700.67
SAISD	5202020	\$ 8,988,314.31	\$ -	\$ -	\$ 972,615.94	\$ 970,220.24	\$ 961,073.62	\$ 1,032,480.43
UIW	5202020	\$ 33,262.60	\$ -	\$ 4,751.80	\$ -	\$ 28,510.80	\$ -	\$ -
SAMH	6102100	\$ 227,635.25	\$ -	\$ -	\$ -	\$ 30,920.13	\$ 40,286.22	\$ -
Direct	5202020	\$ 6,524.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TTA	5202020	\$ 7,039.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual		\$ 17,781,437.23	\$ -	\$ 12,766.81	\$ 1,309,513.64	\$ 1,400,470.18	\$ 1,362,579.37	\$ 1,403,791.90
Office Supplies	5302010	\$ 50,985.56	\$ -	\$ 728.58	\$ 7,087.87	\$ 729.19	\$ 2,429.58	\$ 3,028.44
Cap<5000 - Comp Equ.	5501000	\$ 145,160.93	\$ -	\$ -	\$ 3,132.86	\$ 37,058.19	\$ -	\$ 335.72
Cap<5000 - M&E Other	5501055	\$ 3,039.75	\$ -	\$ 105.00	\$ 30.00	\$ -	\$ -	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 19,262.08	\$ -	\$ -	\$ 12,312.28	\$ -	\$ -	\$ -
Supplies		\$ 218,448.32	\$ -	\$ 833.58	\$ 22,563.01	\$ 37,787.38	\$ 2,429.58	\$ 3,364.16

Head Start GY 19-20 Monthly Breakdown			Quarter 1			Quarter 2		
Description	GL	YTD	February	March	April	May	June	July
Education - Classes	5201025	\$ 165,071.85	\$ 1,834.00	\$ 23,211.50	\$ 4,779.00	\$ 11,408.76	\$ 8,733.38	\$ 33,457.68
Adv and Publications	5203040	\$ 11,203.16	\$ -	\$ 604.48	\$ 2,634.35	\$ -	\$ 996.00	\$ 1,505.00
Binding & Printing	5203060	\$ 44,792.33	\$ 1,915.55	\$ 313.18	\$ 7,722.45	\$ (602.95)	\$ 8,062.93	\$ 2,864.94
Subs to Publications	5203070	\$ 854.48	\$ -	\$ -	\$ -	\$ 330.24	\$ 239.04	\$ -
Transportation Fees	5203090	\$ 13,687.56	\$ -	\$ 825.34	\$ 842.94	\$ 1,001.93	\$ 851.64	\$ 1,124.04
Linen & Laundry Serv	5204010	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maint & Rep - Cmrcl	5204020	\$ 97.18	\$ -	\$ -	\$ -	\$ 9.00	\$ -	\$ 3.00
Maint - Buildings	5204050	\$ 84,333.57	\$ 440.41	\$ 153.62	\$ 8,305.33	\$ 11,217.06	\$ 7,664.84	\$ 2,509.44
Maint.- Repair Auto	5204090	\$ 637.03	\$ -	\$ -	\$ -	\$ 266.64	\$ -	\$ 18.85
Mail and Parcel Post	5205010	\$ 195.93	\$ -	\$ -	\$ 1.40	\$ 50.69	\$ 86.42	\$ 31.11
Rental Office Equip.	5205020	\$ 14,285.03	\$ 956.22	\$ 670.44	\$ 1,004.16	\$ 564.87	\$ -	\$ 1,977.08
Rental Other Equip.	5205030	\$ 3,327.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alarm and Sec. Serv.	5208530	\$ 4,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
M&R Parts Automotive	5301020	\$ 174.82	\$ -	\$ -	\$ -	\$ 26.54	\$ -	\$ -
Food	5304010	\$ 33,613.72	\$ -	\$ 1,401.96	\$ 873.76	\$ 2,576.33	\$ 510.88	\$ 1,415.39
Cell Phone Services	5403040	\$ 22,573.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,761.85
Wireless Data Comm.	5403510	\$ 2,225.81	\$ 75.98	\$ -	\$ 75.98	\$ 75.98	\$ -	\$ 190.35
Motor Fuel and Lub.	5403545	\$ 428.59	\$ -	\$ -	\$ -	\$ 181.51	\$ -	\$ 26.18
Gas and Electricity	5404530	\$ 29,382.41	\$ -	\$ 3,794.53	\$ -	\$ 3,773.74	\$ 2,657.61	\$ -
Water and Sewer	5404540	\$ 2,495.60	\$ -	\$ 176.90	\$ -	\$ 558.62	\$ -	\$ -
DW Other	5407032	\$ 4,096.31	\$ -	\$ 150.00	\$ 15.66	\$ 155.20	\$ 211.47	\$ 55.14
Subs - Comp. Serv	5203080	\$ 57,396.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,222.10
Other		\$ 495,121.36	\$ 5,222.16	\$ 31,301.95	\$ 26,255.03	\$ 31,594.16	\$ 30,014.21	\$ 87,162.15
In Kind Salaries	6501010	\$ 19,945.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,945.47
In Kind Social Security	6503005	\$ 1,525.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,525.95
In Kind Life Insurance	6503010	\$ 20.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.09
In Kind - Flex Benefit	6504030	\$ 1,780.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,780.42
In Kind TMRS	6505010	\$ 2,325.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,325.79
In Kind Other Contrc	6602025	\$ 5,915,555.91	\$ -	\$ -	\$ 425,352.00	\$ 426,422.17	\$ 458,076.64	\$ -
In Kind		\$ 5,941,153.63	\$ -	\$ -	\$ 425,352.00	\$ 426,422.17	\$ 458,076.64	\$ 25,597.72
Total		\$ 29,581,853.75	\$ 434,448.18	\$ 458,931.35	\$ 2,193,339.26	\$ 2,369,407.41	\$ 2,224,690.88	\$ 1,967,280.99

Head Start GY 19-20 Monthly Breakdown			Quarter 3				
Description	GL	YTD	August	September	FY19-13	FY19-14	October
Regular Salaries	5101010	\$ 3,740,082.72	\$ 316,985.01	\$ 292,008.89	\$ -	\$ -	\$ 334,055.74
Temporary Salaries	5101015	\$ 3,773.25	\$ 117.00	\$ -	\$ -	\$ -	\$ -
Overtime Salaries	5101020	\$ 2,202.24	\$ 678.76	\$ 375.67	\$ -	\$ -	\$ 0.00
Retiree Payout Sal	5101070	\$ 16,292.71	\$ 395.97	\$ -	\$ -	\$ -	\$ -
Personnel Services		\$ 3,762,350.92	\$ 318,176.74	\$ 292,384.56	\$ -	\$ -	\$ 334,055.74
Language Skill Pay	5101050	\$ 18,000.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ -	\$ 1,300.00
FICA & Medicare Exp	5103005	\$ 280,898.45	\$ 23,345.68	\$ 21,412.95	\$ -	\$ -	\$ 24,598.50
Temp FICA & Medicare	5103007	\$ 288.65	\$ 8.94	\$ -	\$ -	\$ -	\$ -
Life Insurance	5103010	\$ 2,703.18	\$ 224.40	\$ 217.22	\$ -	\$ -	\$ 229.15
Pers Leave Buy Back	5103035	\$ 47,891.25	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Allow	5103056	\$ 2,730.00	\$ 195.00	\$ 195.00	\$ -	\$ -	\$ 195.00
Cell Phone Reimburse	5103105	\$ 1,150.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 100.00
Retirement Exp	5105010	\$ 455,674.01	\$ 37,338.01	\$ 34,584.14	\$ -	\$ -	\$ 39,355.92
CivIn Actv Healthcr	5170040	\$ 546,292.30	\$ 48,468.64	\$ 48,072.83	\$ -	\$ -	\$ 9,494.20
Fringe Benefits		\$ 1,355,627.84	\$ 110,930.67	\$ 105,832.14	\$ -	\$ -	\$ 75,272.77
Travel-Official	5207010	\$ 27,714.45	\$ 1,389.44	\$ 4,987.33	\$ 893.19	\$ -	\$ 5,813.27
Travel-Official		\$ 27,714.45	\$ 1,389.44	\$ 4,987.33	\$ 893.19	\$ -	\$ 5,813.27
Fees to Prof Contr.	5201040	\$ 85,646.71	\$ 6,852.37	\$ 15,425.28	\$ -	\$ -	\$ -
Temporary Services	5202010	\$ 20,386.67	\$ -	\$ -	\$ -	\$ -	\$ 8,402.99
Contractual Services	5202020	\$ 17,447,768.60	\$ 10,063.89	\$ 2,612,064.20	\$ 1,342,007.48	\$ 1,551,100.70	\$ 1,345,507.47
EISD	5202020	\$ 3,219,322.90	\$ -	\$ 657,772.82	\$ 332,246.54	\$ 472,989.88	\$ 332,246.53
SAISD	5202020	\$ 8,988,314.31	\$ -	\$ 1,954,291.38	\$ 1,009,760.94	\$ 1,078,110.82	\$ 1,009,760.94
UIW	5202020	\$ 33,262.60	\$ -	\$ -	\$ -	\$ -	\$ -
SAMH	6102100	\$ 227,635.25	\$ -	\$ 42,538.61	\$ -	\$ -	\$ 16,910.23
Direct	5202020	\$ 6,524.00	\$ 6,524.00	\$ -	\$ -	\$ -	\$ -
TTA	5202020	\$ 7,039.89	\$ 3,539.89	\$ -	\$ -	\$ -	\$ 3,500.00
Contractual		\$ 17,781,437.23	\$ 16,916.26	\$ 2,670,028.09	\$ 1,342,007.48	\$ 1,551,100.70	\$ 1,370,820.69
Office Supplies	5302010	\$ 50,985.56	\$ 10,736.15	\$ 9,379.37	\$ -	\$ -	\$ 8,997.77
Cap<5000 - Comp Equ.	5501000	\$ 145,160.93	\$ -	\$ -	\$ -	\$ -	\$ -
Cap<5000 - M&E Other	5501055	\$ 3,039.75	\$ -	\$ -	\$ -	\$ -	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 19,262.08	\$ -	\$ 4,715.45	\$ -	\$ -	\$ (130.47)
Supplies		\$ 218,448.32	\$ 10,736.15	\$ 14,094.82	\$ -	\$ -	\$ 8,867.30

Head Start GY 19-20 Monthly Breakdown			Quarter 3				
Description	GL	YTD	August	September	FY19-13	FY19-14	October
Education - Classes	5201025	\$ 165,071.85	\$ 8,556.00	\$ 17,168.10	\$ -	\$ -	\$ 5,070.00
Adv and Publications	5203040	\$ 11,203.16	\$ 4,000.33	\$ -	\$ -	\$ -	\$ (37.00)
Binding & Printing	5203060	\$ 44,792.33	\$ 8,235.41	\$ 4,529.84	\$ -	\$ -	\$ 6,654.20
Subs to Publications	5203070	\$ 854.48	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Transportation Fees	5203090	\$ 13,687.56	\$ 1,269.58	\$ 1,716.29	\$ -	\$ -	\$ 1,093.95
Linen & Laundry Serv	5204010	\$ 200.00	\$ -	\$ 105.00	\$ -	\$ -	\$ -
Maint & Rep - Cmrc	5204020	\$ 97.18	\$ 69.18	\$ 6.00	\$ -	\$ -	\$ 5.00
Maint - Buildings	5204050	\$ 84,333.57	\$ 5,960.13	\$ 18,263.36	\$ -	\$ -	\$ 569.31
Maint.- Repair Auto	5204090	\$ 637.03	\$ 286.91	\$ -	\$ -	\$ -	\$ -
Mail and Parcel Post	5205010	\$ 195.93	\$ 9.58	\$ -	\$ -	\$ -	\$ -
Rental Office Equip.	5205020	\$ 14,285.03	\$ 1,255.05	\$ 2,989.03	\$ -	\$ -	\$ (729.26)
Rental Other Equip.	5205030	\$ 3,327.00	\$ -	\$ -	\$ -	\$ -	\$ -
Alarm and Sec. Serv.	5208530	\$ 4,049.00	\$ 232.50	\$ -	\$ -	\$ -	\$ -
M&R Parts Automotive	5301020	\$ 174.82	\$ 138.78	\$ -	\$ -	\$ -	\$ -
Food	5304010	\$ 33,613.72	\$ 1,084.13	\$ 14,577.40	\$ -	\$ -	\$ 4,175.63
Cell Phone Services	5403040	\$ 22,573.20	\$ 39.22	\$ 5,619.87	\$ -	\$ -	\$ 2,254.59
Wireless Data Comm.	5403510	\$ 2,225.81	\$ 270.85	\$ 508.00	\$ -	\$ -	\$ 5.07
Motor Fuel and Lub.	5403545	\$ 428.59	\$ 55.11	\$ 63.53	\$ -	\$ -	\$ 29.24
Gas and Electricity	5404530	\$ 29,382.41	\$ -	\$ 444.68	\$ -	\$ -	\$ 9,374.41
Water and Sewer	5404540	\$ 2,495.60	\$ -	\$ -	\$ -	\$ -	\$ 681.04
DW Other	5407032	\$ 4,096.31	\$ -	\$ -	\$ -	\$ -	\$ 141.14
Subs - Comp. Serv	5203080	\$ 57,396.78	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ 495,121.36	\$ 31,462.76	\$ 65,991.10	\$ -	\$ -	\$ 29,437.32
In Kind Salaries	6501010	\$ 19,945.47	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Social Security	6503005	\$ 1,525.95	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Life Insurance	6503010	\$ 20.09	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind - Flex Benefit	6504030	\$ 1,780.42	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind TMRS	6505010	\$ 2,325.79	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Other Contrc	6602025	\$ 5,915,555.91	\$ -	\$ 7,371.21	\$ -	\$ -	\$ 2,092,801.29
In Kind		\$ 5,941,153.63	\$ -	\$ 7,371.21	\$ -	\$ -	\$ 2,092,801.29
Total		\$ 29,581,853.75	\$ 489,612.02	\$ 3,160,689.25	\$ 1,342,900.67	\$ 1,551,100.70	\$ 3,917,068.38

Head Start GY 19-20 Monthly Breakdown			Quarter 4			Close-Out			
Description	GL	YTD	November	December	January	February	March	April	May
Regular Salaries	5101010	\$ 3,740,082.72	\$ 291,959.52	\$ 308,830.95	\$ 331,384.53	\$ 6,870.76	\$ (9,260.88)	\$ 2,640.21	\$ -
Temporary Salaries	5101015	\$ 3,773.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime Salaries	5101020	\$ 2,202.24	\$ 440.65	\$ 141.64	\$ -	\$ -	\$ -	\$ -	\$ -
Retiree Payout Sal	5101070	\$ 16,292.71	\$ 2,944.88	\$ 1,715.53	\$ 6,405.37	\$ -	\$ -	\$ -	\$ -
Personnel Services		\$ 3,762,350.92	\$ 295,345.05	\$ 310,688.12	\$ 337,789.90	\$ 6,870.76	\$ (9,260.88)	\$ 2,640.21	\$ -
Language Skill Pay	5101050	\$ 18,000.00	\$ 1,300.00	\$ 1,300.00	\$ 1,450.00	\$ 1,250.00	\$ -	\$ -	\$ -
FICA & Medicare Exp	5103005	\$ 280,898.45	\$ 25,428.14	\$ 22,647.51	\$ 24,311.67	\$ 474.24	\$ (708.45)	\$ 1,349.75	\$ -
Temp FICA & Medicare	5103007	\$ 288.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Life Insurance	5103010	\$ 2,703.18	\$ 224.16	\$ 219.95	\$ 221.44	\$ 5.80	\$ (9.26)	\$ 2.64	\$ -
Pers Leave Buy Back	5103035	\$ 47,891.25	\$ 47,891.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Allow	5103056	\$ 2,730.00	\$ 195.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -
Cell Phone Reimburse	5103105	\$ 1,150.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -
Retirement Exp	5105010	\$ 455,674.01	\$ 40,514.71	\$ 36,573.90	\$ 45,969.81	\$ 825.33	\$ (1,095.72)	\$ 307.84	\$ -
CivIn Actv Healthcr	5170040	\$ 546,292.30	\$ 48,457.62	\$ 49,341.49	\$ 48,880.96	\$ (3,229.28)	\$ (1,632.05)	\$ 305.31	\$ -
Fringe Benefits		\$ 1,355,627.84	\$ 164,110.88	\$ 110,392.85	\$ 121,143.88	\$ (363.91)	\$ (3,445.48)	\$ 1,965.54	\$ -
Travel-Official	5207010	\$ 27,714.45	\$ 3,860.66	\$ 8,691.37	\$ 528.14	\$ -	\$ -	\$ -	\$ -
Travel-Official		\$ 27,714.45	\$ 3,860.66	\$ 8,691.37	\$ 528.14	\$ -	\$ -	\$ -	\$ -
Fees to Prof Contr.	5201040	\$ 85,646.71	\$ 8,744.24	\$ 16,262.15	\$ 9,803.41	\$ 3,087.50	\$ 1,276.17	\$ -	\$ -
Temporary Services	5202010	\$ 20,386.67	\$ 3,098.52	\$ 3,129.30	\$ 3,457.62	\$ 2,298.24	\$ -	\$ -	\$ -
Contractual Services	5202020	\$ 17,447,768.60	\$ 226,800.90	\$ 20,088.83	\$ 1,352,080.94	\$ 1,390,677.36	\$ 2,057,369.87	\$ 146,287.00	\$ -
EISD	5202020	\$ 3,219,322.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SAISD	5202020	\$ 8,988,314.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UIW	5202020	\$ 33,262.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SAMH	6102100	\$ 227,635.25	\$ 23,176.93	\$ -	\$ 61,889.59	\$ -	\$ 11,913.24	\$ 0.60	\$ (0.30)
Direct	5202020	\$ 6,524.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TTA	5202020	\$ 7,039.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual		\$ 17,781,437.23	\$ 261,820.59	\$ 39,480.28	\$ 1,427,231.56	\$ 1,396,063.10	\$ 2,070,559.28	\$ 146,287.60	\$ (0.30)
Office Supplies	5302010	\$ 50,985.56	\$ 773.00	\$ 3,937.46	\$ 2,080.15	\$ 990.00	\$ 88.00	\$ -	\$ -
Cap<5000 - Comp Equ.	5501000	\$ 145,160.93	\$ -	\$ -	\$ 14,883.16	\$ 86,865.73	\$ 2,885.27	\$ -	\$ -
Cap<5000 - M&E Other	5501055	\$ 3,039.75	\$ -	\$ -	\$ 2,904.75	\$ -	\$ -	\$ -	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 19,262.08	\$ -	\$ 823.00	\$ -	\$ 1,541.82	\$ -	\$ -	\$ -
Supplies		\$ 218,448.32	\$ 773.00	\$ 4,760.46	\$ 19,868.06	\$ 89,397.55	\$ 2,973.27	\$ -	\$ -

Head Start GY 19-20 Monthly Breakdown			Quarter 4			Close-Out			
Description	GL	YTD	November	December	January	February	March	April	May
Education - Classes	5201025	\$ 165,071.85	\$ 3,569.36	\$ 23,306.75	\$ 12,280.67	\$ 11,646.65	\$ -	\$ 50.00	\$ -
Adv and Publications	5203040	\$ 11,203.16	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Binding & Printing	5203060	\$ 44,792.33	\$ 1,574.35	\$ 2,778.75	\$ 743.68	\$ -	\$ -	\$ -	\$ -
Subs to Publications	5203070	\$ 854.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.20	\$ -
Transportation Fees	5203090	\$ 13,687.56	\$ 1,402.46	\$ 785.16	\$ 1,376.30	\$ 1,303.35	\$ 62.68	\$ -	\$ 31.90
Linen & Laundry Serv	5204010	\$ 200.00	\$ -	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ -
Maint & Rep - Cmrcl	5204020	\$ 97.18	\$ 5.00	\$ (5.00)	\$ 5.00	\$ -	\$ -	\$ -	\$ -
Maint - Buildings	5204050	\$ 84,333.57	\$ 5,965.76	\$ 1,709.15	\$ 14,840.64	\$ 918.95	\$ -	\$ 5,815.57	\$ -
Maint.- Repair Auto	5204090	\$ 637.03	\$ -	\$ 52.78	\$ 11.85	\$ -	\$ -	\$ -	\$ -
Mail and Parcel Post	5205010	\$ 195.93	\$ -	\$ 12.46	\$ 4.27	\$ -	\$ -	\$ -	\$ -
Rental Office Equip.	5205020	\$ 14,285.03	\$ -	\$ 3,381.28	\$ (285.68)	\$ -	\$ 1,086.46	\$ 1,415.38	\$ -
Rental Other Equip.	5205030	\$ 3,327.00	\$ 3,327.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alarm and Sec. Serv.	5208530	\$ 4,049.00	\$ -	\$ 750.00	\$ -	\$ 85.00	\$ 2,981.50	\$ -	\$ -
M&R Parts Automotive	5301020	\$ 174.82	\$ -	\$ -	\$ 9.50	\$ -	\$ -	\$ -	\$ -
Food	5304010	\$ 33,613.72	\$ 1,701.67	\$ 2,764.57	\$ 1,058.48	\$ 1,482.45	\$ 100.35	\$ (109.28)	\$ -
Cell Phone Services	5403040	\$ 22,573.20	\$ (1,049.08)	\$ 2,293.15	\$ 2,563.02	\$ 358.21	\$ 37.99	\$ 3,732.37	\$ (37.99)
Wireless Data Comm.	5403510	\$ 2,225.81	\$ 18.99	\$ 372.28	\$ 303.92	\$ 227.23	\$ 151.96	\$ 291.13	\$ (341.91)
Motor Fuel and Lub.	5403545	\$ 428.59	\$ 22.61	\$ 4.92	\$ 45.49	\$ -	\$ -	\$ -	\$ -
Gas and Electricity	5404530	\$ 29,382.41	\$ -	\$ 4,395.45	\$ -	\$ -	\$ -	\$ 4,941.99	\$ -
Water and Sewer	5404540	\$ 2,495.60	\$ -	\$ 434.45	\$ -	\$ -	\$ -	\$ 644.59	\$ -
DW Other	5407032	\$ 4,096.31	\$ 741.56	\$ 909.57	\$ 122.88	\$ 56.52	\$ 61.07	\$ 2,170.10	\$ (694.00)
Subs - Comp. Serv	5203080	\$ 57,396.78	\$ (2,525.32)	\$ -	\$ -	\$ 24,700.00	\$ -	\$ -	\$ -
Other		\$ 495,121.36	\$ 14,754.36	\$ 43,945.72	\$ 34,580.02	\$ 40,873.36	\$ 4,482.01	\$ 19,087.05	\$ (1,042.00)
In Kind Salaries	6501010	\$ 19,945.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Social Security	6503005	\$ 1,525.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Life Insurance	6503010	\$ 20.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind - Flex Benefit	6504030	\$ 1,780.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind TMRS	6505010	\$ 2,325.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Other Contrc	6602025	\$ 5,915,555.91	\$ 10,825.38	\$ -	\$ 1,202,622.47	\$ 459,429.94	\$ 832,654.81	\$ -	\$ -
In Kind		\$ 5,941,153.63	\$ 10,825.38	\$ -	\$ 1,202,622.47	\$ 459,429.94	\$ 832,654.81	\$ -	\$ -
Total		\$ 29,581,853.75	\$ 751,489.92	\$ 517,958.80	\$ 3,143,764.03	\$ 1,992,270.80	\$ 2,897,963.01	\$ 169,980.40	\$ (1,042.30)

San Antonio Independent School District GY19-20	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Teachers	\$ 5,098,212.00	\$ 5,068,852.83	\$ 29,359.17	\$ -	\$ -	\$ -
Teacher Aides	\$ 2,103,985.00	\$ 2,111,032.70	\$ (7,047.70)	\$ -	\$ -	\$ -
Substitutes Teacher of Record only	\$ 473,168.00	\$ 473,167.20	\$ 0.80	\$ -	\$ -	\$ -
Behavior Mgt. Specialist	\$ 53,890.00	\$ 53,889.02	\$ 0.98	\$ -	\$ -	\$ -
Disability Coordinator	\$ 66,663.00	\$ 66,662.54	\$ 0.46	\$ -	\$ -	\$ -
Educational Specialist	\$ 107,613.00	\$ 107,612.54	\$ 0.46	\$ -	\$ -	\$ -
Family Services Coordinator	\$ 50,214.00	\$ 50,213.44	\$ 0.56	\$ -	\$ -	\$ -
Health/Safety Coordinator	\$ 58,308.00	\$ 58,307.58	\$ 0.42	\$ -	\$ -	\$ -
Nutritionist	\$ 60,568.00	\$ 60,567.18	\$ 0.82	\$ -	\$ -	\$ -
Program Compliance Managers	\$ 265,824.00	\$ 265,823.54	\$ 0.46	\$ -	\$ -	\$ -
Program Design Coordinator	\$ 141,429.00	\$ 141,428.57	\$ 0.43	\$ -	\$ -	\$ -
ERESA Coordinator	\$ 56,504.00	\$ 56,502.95	\$ 1.05	\$ -	\$ -	\$ -
Data Clerk	\$ 43,299.00	\$ 43,298.45	\$ 0.55	\$ -	\$ -	\$ -
Health Data Clerk	\$ 49,746.00	\$ 49,745.39	\$ 0.61	\$ -	\$ -	\$ -
Secretary - Admin	\$ 29,207.00	\$ 29,206.83	\$ 0.17	\$ -	\$ -	\$ -
Secretary - Dept.	\$ 19,722.00	\$ 19,721.72	\$ 0.28	\$ -	\$ -	\$ -
Registered Nurse	\$ 185,090.00	\$ 185,089.65	\$ 0.35	\$ -	\$ -	\$ -
HS Parent Facilitator	\$ 28,464.00	\$ 28,463.19	\$ 0.81	\$ -	\$ -	\$ -
Center Principal	\$ -	\$ -	\$ -	\$ 177,144.00	\$ 229,666.51	\$ (52,522.51)
Center :Office Clerk	\$ -	\$ -	\$ -	\$ 61,303.00	\$ 74,770.53	\$ (13,467.53)
Center Data Clerk	\$ -	\$ -	\$ -	\$ 106,175.00	\$ 124,961.06	\$ (18,786.06)
Center Secretary	\$ -	\$ -	\$ -	\$ 99,312.00	\$ 111,211.04	\$ (11,899.04)
Bilingual Teachers	\$ -	\$ -	\$ -	\$ 1,335,988.00	\$ 1,356,732.26	\$ (20,744.26)
PPCD Teachers	\$ -	\$ -	\$ -	\$ 462,578.00	\$ 546,814.00	\$ (84,236.00)
PPCD Teachers Aides	\$ -	\$ -	\$ -	\$ 184,150.00	\$ 219,544.10	\$ (35,394.10)
Teacher Aides (Floaters)	\$ -	\$ -	\$ -	\$ 883,831.00	\$ 991,140.80	\$ (107,309.80)
Custodians	\$ 215,640.00	\$ 215,639.54	\$ 0.46	\$ -	\$ -	\$ -
Instructional Coach	\$ 190,267.00	\$ 190,266.88	\$ 0.12	\$ -	\$ -	\$ -
Center: Custodians	\$ -	\$ -	\$ -	\$ 138,520.00	\$ 84,635.40	\$ 53,884.60
Extra Duty	\$ 37,873.00	\$ 37,872.17	\$ 0.83	\$ -	\$ -	\$ -
Personnel Salaries & Wages	\$ 9,335,686.00	\$ 9,313,363.91	\$ 22,322.09	\$ 3,449,001.00	\$ 3,739,475.70	\$ (290,474.70)
FICA	\$ 686,920.00	\$ 685,331.86	\$ 1,588.14	\$ 272,577.00	\$ 189,457.11	\$ 83,119.89
Health Insurance	\$ 1,114,995.00	\$ 1,119,418.20	\$ (4,423.20)	\$ 473,278.00	\$ 349,244.16	\$ 124,033.84
Retirement	\$ 852,967.00	\$ 846,889.13	\$ 6,077.87	\$ 80,693.00	\$ 76,135.65	\$ 4,557.35
Worker's Compensation	\$ 64,985.00	\$ 64,902.08	\$ 82.92	\$ 26,152.00	\$ 14,732.17	\$ 11,419.83
Unemployment	\$ 11,212.00	\$ 11,215.13	\$ (3.13)	\$ -	\$ -	\$ -
Equipment >\$5,000 - Vision Check Machinery	\$ 25,840.00	\$ 25,840.00	\$ -	\$ -	\$ -	\$ -
Classroom Supplies	\$ 93,820.00	\$ 91,730.58	\$ 2,089.42	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 19,456.00	\$ 19,313.30	\$ 142.70	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 5,783.00	\$ 5,782.86	\$ 0.14	\$ -	\$ -	\$ -
Cap <5000 - Machinery & Equipment	\$ 74,044.00	\$ 74,057.21	\$ (13.21)	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 22,149.00	\$ 22,148.27	\$ 0.73	\$ -	\$ -	\$ -
University of TX	\$ 64,621.00	\$ 64,621.00	\$ -	\$ -	\$ -	\$ -
ZDA Architects	\$ 42,660.00	\$ 41,625.00	\$ 1,035.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ 60,876.00	\$ 60,875.42	\$ 0.58	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvements	\$ 537,329.00	\$ 521,378.00	\$ 15,951.00	\$ -	\$ -	\$ -
Total:	\$ 13,013,343.00	\$ 12,968,491.95	\$ 44,851.05	\$ 4,301,701.00	\$ 4,369,044.79	\$ (67,343.79)

Edgewood Independent School District GY19-20	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 3,298,528.00	\$ 3,255,653.92	\$ 42,874.08	\$ 1,318,186.00	\$ 1,696,605.17	\$ (378,419.17)
FICA	\$ 45,391.00	\$ 44,808.28	\$ 582.72	\$ 18,686.00	\$ 21,045.41	\$ (2,359.41)
Health Insurance	\$ 311,671.00	\$ 304,565.08	\$ 7,105.92	\$ 89,436.00	\$ 99,740.60	\$ (10,304.60)
Retirement	\$ 328,456.00	\$ 318,500.47	\$ 9,955.53	\$ 46,606.00	\$ 45,208.45	\$ 1,397.55
Worker's Compensation	\$ 130,089.00	\$ 120,860.69	\$ 9,228.31	\$ 21,936.00	\$ 26,550.74	\$ (4,614.74)
Official Travel (out of town)	\$ 2,232.00	\$ 1,883.50	\$ 348.50	\$ 1,346.00	\$ 1,121.58	\$ 224.42
Equipment >\$5,000 - New Fence	\$ 7,744.00	\$ 7,744.00	\$ -	\$ -	\$ -	\$ -
Classroom Supplies	\$ 29,965.00	\$ 30,123.04	\$ (158.04)	\$ 10,416.00	\$ 10,208.98	\$ 207.02
Office Supplies	\$ 4,443.00	\$ 3,707.77	\$ 735.23	\$ 2,067.00	\$ 1,985.46	\$ 81.54
Medical and Dental Supplies	\$ 4,000.00	\$ 2,730.09	\$ 1,269.91	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 1,000.00	\$ 1,460.19	\$ (460.19)	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 26,000.00	\$ 18,735.59	\$ 7,264.41	\$ -	\$ 257.56	\$ (257.56)
Cap <5000 - Machinery & Equipment	\$ 14,509.00	\$ 10,955.00	\$ 3,554.00	\$ 1,021.00	\$ 851.08	\$ 169.92
Cap <5000 - Furniture & Fixtures	\$ 49,912.00	\$ 49,892.84	\$ 19.16	\$ 1,386.00	\$ 1,155.41	\$ 230.59
Fees to Professional Contractors (Tamborythms, Magik C	\$ -	\$ -	\$ -	\$ 15,643.00	\$ 13,036.00	\$ 2,607.00
CPR Training	\$ 4,730.00	\$ 4,730.00	\$ -	\$ -	\$ -	\$ -
Staff Development/Training/Seminars-Staff	\$ 1,558.00	\$ 1,500.00	\$ 58.00	\$ 7,509.00	\$ 7,432.78	\$ 76.22
Food (Refreshments-water/coffee for meetings	\$ 100.00	\$ 99.61	\$ 0.39	\$ 6,988.00	\$ 581.52	\$ 6,406.48
Advertising and Publications	\$ 1,000.00	\$ 835.14	\$ 164.86	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 312.88	\$ 687.12	\$ 1,183.00	\$ 985.44	\$ 197.56
Transportation Fees-Staff Mileage	\$ 1,768.00	\$ 818.07	\$ 949.93	\$ 699.00	\$ 733.25	\$ (34.25)
Mail and Postage	\$ 310.00	\$ 314.65	\$ (4.65)	\$ -	\$ -	\$ -
Food for children (NOT reimbursed by USDA)	\$ 96,891.00	\$ 72,298.45	\$ 24,592.55	\$ -	\$ -	\$ -
Gas and Electricity	\$ 124,000.00	\$ 108,350.92	\$ 15,649.08	\$ -	\$ -	\$ -
Water and Sewer	\$ 23,000.00	\$ 21,948.10	\$ 1,051.90	\$ -	\$ -	\$ -
Total:	\$ 4,508,297.00	\$ 4,382,828.28	\$ 125,468.72	\$ 1,543,108.00	\$ 1,927,499.43	\$ (384,391.43)

Head Start Fiscal Reports GY 20-21 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$4,135,379	\$1,748,578	\$1,508,107	\$240,471	13.8%
FRINGE	\$1,598,791	\$627,469	\$534,078	\$93,391	14.9%
TRAVEL	\$25,000	\$250	\$227	\$23	9.0%
SUPPLIES	\$175,051	\$11,909	\$11,770	\$139	1.2%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$17,398,832	\$4,299,275	\$4,264,527	\$34,748	0.8%
COSA	\$208,171	\$34,484	\$32,623	\$1,861	5.4%
Edgewood	\$4,332,294	\$1,123,360	\$1,112,992	\$10,367	0.9%
San Antonio ISD	\$12,507,147	\$3,050,261	\$3,047,733	\$2,528	0.1%
SAMH/UIW	\$351,220	\$91,170	\$71,179	\$19,991	21.9%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$431,563	\$92,597	\$78,526	\$14,071	15.2%
TOTAL FEDERAL BUDGET	\$23,764,616	\$6,780,078	\$6,397,236	\$382,843	5.6%
Non Federal/In Kind	\$5,941,154	\$2,026,017	\$2,037,598	(\$11,581)	-0.6%
TOTAL BUDGET	\$29,705,770	\$8,806,095	\$8,434,833	\$371,262	4.2%

Variance Explanations:

Personnel Salaries	Variance associated with Head Start Division Vacancies, Vacancies will continue to persist for a short while due to current events. Head Start will review and reallocate funds as necessary.
Fringe Benefits	
Travel	Funds to be reallocated, travel is not anticipated to this degree for HS GY20-21
Supplies	
Contractual	
- COSA	
- SAISD/EISD	Invoiced 45 days after period close
- SAMH/UIW	SAMH - \$273,740.00 Budgeted - \$52,946.27 Invoiced / \$72,178.00 projected. Variance of \$19,231. Variance tied to COVID-19 difficulties UIW - \$70,244.00 - Unit Cost per number of children serviced. Variance tied to COVID-19 difficulties
Other	Variance associated with Utilities expenditures and Staff Mileage. As a result of COVID-19, reduced use of the Brady Facility has lead to a reduction in utilities expenditures. In addition, HS has experienced a reduction in staff mileage reimbursements. Funds to be reallocated
Non Federal/In Kind	In-Kind received to date in excess of projections.

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Administrative Cost	\$4,455,865	N/A	\$1,004,451	N/A	11.9%
(may not exceed 15% of Actual Expenditure)					
Training and Technical Assistance*	\$277,322	\$21,867	\$19,932	\$1,935	8.8%
(Earmarked costs)					

* \$64,621 in Training & Technical Assistance allocated to San Antonio Independent School District

Procurement Card Transaction Log

For the Period Ending: June 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
3/31/2020	138000002570	5201025	SAISD Foundation	State of the District Event	\$400.00
4/30/2020	138000002570	5201025	FTLF Learning Center	Head Start & COVID-19 Fiscal Webinar	\$99.00
4/30/2020	138000002570	5201025	FTLF Learning Center	Head Start & COVID-19 Fiscal Webinar	\$99.00
4/30/2020	138000002570	5201025	FTLF Learning Center	Head Start & COVID-19 Fiscal Webinar	\$198.00
4/30/2020	138000002570	5201025	Teachstone	Pre K CLASS Observation Recertification	\$625.00
5/31/2020	138000002570	5201025	Teachstone	Pre K CLASS Observation Recertification	\$250.00
6/30/2020	138000002570	5201025	Therapist Development Center	LMSW/LBSW State Licensing Exams	\$550.00
6/30/2020	138000002567	5203070	LRP Publications	Special Education Law Monthly	\$275.00
Monthly Total:					\$2,496.00

IO	GL	Account Name	Amount
138000002570	5201025	Educations - Clases	\$2,221.00
138000002567	5203070	Subscriptions to Publications	\$275.00
Year to Date Total:			\$2,496.00

Head Start 2020		TOTAL	YEAR TO DATE					
Grant Summary		BUDGET	Budget	Actual	Variance \$	Variance %	Encumbrance	
Description	GL	\$ 29,705,770.00	\$ 8,806,095.31	\$ 8,434,833.36	\$ 371,261.95	4.22%	\$ 13,078,431.12	
Regular Salaries	5101010	\$ 4,135,379.00	\$ 1,748,578.00	\$ 1,506,897.18	\$ 241,680.82	13.82%	\$ -	
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 1,210.11	\$ (1,210.11)	0.00%	\$ -	
Personnel Services		\$ 4,135,379.00	\$ 1,748,578.00	\$ 1,508,107.29	\$ 240,470.71	13.75%	\$ -	
Language Skill Pay	5101050	\$ 17,750.00	\$ 5,100.00	\$ 5,850.00	\$ (750.00)	-14.71%	\$ -	
FICA & Medicare Exp	5103005	\$ 363,859.00	\$ 133,768.00	\$ 111,580.18	\$ 22,187.82	16.59%	\$ -	
Life Insurance	5103010	\$ 4,228.00	\$ 1,751.00	\$ 1,099.00	\$ 652.00	37.24%	\$ -	
Transportation Allow	5103056	\$ 2,730.00	\$ 1,075.00	\$ 845.00	\$ 230.00	21.40%	\$ -	
Cell Phone Reimburse	5103105	\$ 1,100.00	\$ 400.00	\$ 400.00	\$ (0.00)	0.00%	\$ -	
Retirement Exp	5105010	\$ 492,874.00	\$ 203,886.00	\$ 181,982.84	\$ 21,903.16	10.74%	\$ -	
Civln Actv Healthcr	5170040	\$ 668,250.00	\$ 281,489.00	\$ 232,320.82	\$ 49,168.18	17.47%	\$ -	
Fringe Benefits		\$ 1,598,791.00	\$ 627,469.00	\$ 534,077.84	\$ 93,391.16	14.88%	\$ -	
Travel-Official	5207010	\$ 25,000.00	\$ 250.00	\$ 227.46	\$ 22.54	9.02%	\$ -	
Travel-Official		\$ 25,000.00	\$ 250.00	\$ 227.46	\$ 22.54	9.02%	\$ -	
Fees to Prof Contr.	5201040	\$ 98,200.00	\$ 24,267.66	\$ 24,201.45	\$ 66.21	0.27%	\$ 60,109.23	
Temporary Services	5202010	\$ -	\$ 1,400.00	\$ 1,559.43	\$ (159.43)	-11.39%	\$ 39.71	
Contractual Services	5202020	\$ 17,026,892.00	\$ 4,201,429.33	\$ 4,185,819.98	\$ 15,609.35	0.37%	\$ 12,732,545.06	
EISD	5202020	\$ 4,332,294.00	\$ 1,123,359.58	\$ 1,112,992.31	\$ 10,367.27	0.92%	\$ 3,219,301.69	
SAISD	5202020	\$ 12,507,147.00	\$ 3,050,261.00	\$ 3,047,732.87	\$ 2,528.13	0.08%	\$ 9,459,414.13	
UIW	5202020	\$ 77,480.00	\$ 18,992.00	\$ 18,232.45	\$ 759.55	4.00%	\$ 14,192.55	
SAMH	6102100	\$ 273,740.00	\$ 72,178.00	\$ 52,946.27	\$ 19,231.73	26.64%	\$ -	
Direct	5202020	\$ 46,923.00	\$ 1,303.42	\$ 195.75	\$ 1,107.67	84.98%	\$ 2,804.25	
TTA	5202020	\$ 63,048.00	\$ 7,513.33	\$ 6,666.60	\$ 846.73	11.27%	\$ 36,832.44	
Contractual		\$ 17,398,832.00	\$ 4,299,274.99	\$ 4,264,527.13	\$ 34,747.86	0.81%	\$ 12,792,694.00	
Office Supplies	5302010	\$ 58,551.00	\$ 7,732.65	\$ 7,735.00	\$ (2.35)	-0.03%	\$ 797.87	
Cap<5000 - Comp Equ.	5501000	\$ 100,000.00	\$ 3,477.78	\$ 3,440.00	\$ 37.78	1.09%	\$ -	
Cap<5000 - M&E Other	5501055	\$ 8,500.00	\$ 598.61	\$ 500.00	\$ 98.61	16.47%	\$ -	
Cap<5000 - Furn &Fix	5501065	\$ 8,000.00	\$ 100.00	\$ 95.06	\$ 4.94	4.94%	\$ 5,382.97	
Supplies		\$ 175,051.00	\$ 11,909.04	\$ 11,770.06	\$ 138.98	1.17%	\$ 156,344.34	

Head Start 2020		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance \$	Variance %	Encumbrance
Description	GL	\$ 29,705,770.00	\$ 8,806,095.31	\$ 8,434,833.36	\$ 371,261.95	4.22%	\$ 13,078,431.12
Education - Classes	5201025	\$ 78,703.00	\$ 12,003.36	\$ 10,281.86	\$ 1,721.50	14.34%	\$ 32,415.00
Binding & Printing	5203060	\$ 29,000.00	\$ 10,235.00	\$ 9,845.72	\$ 389.28	3.80%	\$ -
Subs to Publications	5203070	\$ 2,000.00	\$ 805.56	\$ 869.00	\$ (63.44)	-7.88%	\$ 542.40
Transportation Fees	5203090	\$ 18,000.00	\$ 6,000.00	\$ 1,471.55	\$ 4,528.45	75.47%	\$ -
Maint & Rep - Cmrc	5204020	\$ 1,000.00	\$ -	\$ 73.18	\$ (73.18)	0.00%	\$ -
Maint - Buildings	5204050	\$ 95,607.00	\$ 31,869.00	\$ 28,897.35	\$ 2,971.65	9.32%	\$ 82,243.80
Maint. - Repair Auto	5204090	\$ 2,000.00	\$ -	\$ 211.48	\$ (211.48)	0.00%	\$ -
Mail and Parcel Post	5205010	\$ 200.00	\$ 200.00	\$ 284.63	\$ (84.63)	-42.32%	\$ -
Rental Office Equip.	5205020	\$ 12,000.00	\$ 3,320.00	\$ 2,993.36	\$ 326.64	9.84%	\$ -
Alarm and Sec. Serv.	5208530	\$ 2,000.00	\$ 200.00	\$ 190.70	\$ 9.30	4.65%	\$ 276.00
M&R Parts Automotive	5301020	\$ 2,000.00	\$ 100.00	\$ 90.87	\$ 9.13	9.13%	\$ -
Food	5304010	\$ 25,000.00	\$ 4,000.00	\$ 2,004.74	\$ 1,995.26	49.88%	\$ 3,832.69
Cell Phone Services	5403040	\$ 25,000.00	\$ 8,560.00	\$ 8,683.03	\$ (123.03)	-1.44%	\$ -
Wireless Data Comm.	5403510	\$ 6,553.00	\$ 2,620.00	\$ 3,617.48	\$ (997.48)	-38.07%	\$ -
Motor Fuel and Lub.	5403545	\$ 1,000.00	\$ 160.00	\$ 156.27	\$ 3.73	2.33%	\$ -
Gas and Electricity	5404530	\$ 31,900.00	\$ 10,675.08	\$ 7,035.69	\$ 3,639.39	34.09%	\$ -
Water and Sewer	5404540	\$ 3,250.00	\$ 736.67	\$ 709.73	\$ 26.94	3.66%	\$ -
DW Other	5407032	\$ 5,500.00	\$ 87.50	\$ 87.75	\$ (0.25)	-0.29%	\$ -
Subs - Comp. Serv	5203080	\$ 56,250.00	\$ 1,025.00	\$ 1,021.51	\$ 3.49	0.34%	\$ 10,082.89
Other		\$ 431,563.00	\$ 92,597.16	\$ 78,525.90	\$ 14,071.26	15.20%	\$ 129,392.78
In Kind Salaries	6501010	\$ 22,187.00	\$ 22,187.00	\$ 22,186.97	\$ 0.03	0.00%	\$ -
In Kind Social Security	6503005	\$ 1,695.00	\$ 1,695.00	\$ 1,695.17	\$ (0.17)	-0.01%	\$ -
In Kind Life Insurance	6503010	\$ 22.00	\$ 22.00	\$ 22.16	\$ (0.16)	-0.73%	\$ -
In Kind - Flex Benefit	6504030	\$ 2,179.00	\$ 2,179.00	\$ 2,179.34	\$ (0.34)	-0.02%	\$ -
In Kind TMRS	6505010	\$ 2,660.00	\$ 2,660.00	\$ 2,659.80	\$ 0.20	0.01%	\$ -
In Kind Other Contrc	6602025	\$ 5,912,411.00	\$ 1,997,274.12	\$ 2,008,854.24	\$ (11,580.12)	-0.58%	\$ -
In Kind		\$ 5,941,154.00	\$ 2,026,017.12	\$ 2,037,597.68	\$ (11,580.56)	-0.57%	\$ -
Total		\$ 29,705,770.00	\$ 8,806,095.31	\$ 8,434,833.36	\$ 371,261.95	4.22%	\$ 13,078,431.12

Head Start GY 20-21 Monthly Breakdown			Quarter 1			Quarter 2		
Description	GL	YTD	February	March	April	May	June	July
Regular Salaries	5101010	\$ 1,506,897.18	\$ 284,518.63	\$ 312,213.75	\$ 300,589.45	\$ 292,398.83	\$ 317,176.52	\$ -
Retiree Payout Sal	5101070	\$ 1,210.11	\$ -	\$ 184.99	\$ 391.95	\$ 633.17	\$ -	\$ -
Personnel Services		\$ 1,508,107.29	\$ 284,518.63	\$ 312,398.74	\$ 300,981.40	\$ 293,032.00	\$ 317,176.52	\$ -
Language Skill Pay	5101050	\$ 5,850.00	\$ 100.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00	\$ 1,450.00	\$ -
FICA & Medicare Exp	5103005	\$ 111,580.18	\$ 21,042.36	\$ 22,918.19	\$ 22,500.15	\$ 21,943.07	\$ 23,176.41	\$ -
Life Insurance	5103010	\$ 1,099.00	\$ 223.00	\$ 220.55	\$ 214.05	\$ 215.69	\$ 225.71	\$ -
Transportation Allow	5103056	\$ 845.00	\$ -	\$ 260.00	\$ 195.00	\$ 195.00	\$ 195.00	\$ -
Cell Phone Reimburse	5103105	\$ 400.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Retirement Exp	5105010	\$ 181,982.84	\$ 34,529.53	\$ 37,838.77	\$ 36,695.88	\$ 34,811.59	\$ 38,107.07	\$ -
Civln Actv Healthcr	5170040	\$ 232,320.82	\$ 47,192.08	\$ 45,839.61	\$ 45,807.07	\$ 45,594.08	\$ 47,887.98	\$ -
Fringe Benefits		\$ 534,077.84	\$ 103,086.97	\$ 108,477.12	\$ 107,012.15	\$ 104,359.43	\$ 111,142.17	\$ -
Travel-Official	5207010	\$ 227.46	\$ 227.46	\$ -	\$ -	\$ -	\$ -	\$ -
Travel-Official		\$ 227.46	\$ 227.46	\$ -	\$ -	\$ -	\$ -	\$ -
Fees to Prof Contr.	5201040	\$ 24,201.45	\$ 4,027.88	\$ 3,421.87	\$ 2,856.47	\$ 3,114.55	\$ 10,780.68	\$ -
Temporary Services	5202010	\$ 1,559.43	\$ 1,360.48	\$ -	\$ 147.05	\$ 17.30	\$ 34.60	\$ -
Contractual Services	5202020	\$ 4,185,819.98	\$ -	\$ 19,268.45	\$ 1,429,507.08	\$ 1,355,780.38	\$ 1,381,264.07	\$ -
EISD	5202020	\$ 1,112,992.31	\$ -	\$ -	\$ 393,791.77	\$ 338,366.92	\$ 380,833.62	\$ -
SAISD	5202020	\$ 3,047,732.87	\$ -	\$ -	\$ 1,033,222.26	\$ 1,015,746.81	\$ 998,763.80	\$ -
UIW	5202020	\$ 18,232.45	\$ -	\$ 17,406.05	\$ 826.40	\$ -	\$ -	\$ -
SAMH	6102100	\$ 52,946.27	\$ -	\$ -	\$ 43,459.73	\$ -	\$ 9,486.54	\$ -
Direct	5202020	\$ 195.75	\$ -	\$ 195.75	\$ -	\$ -	\$ -	\$ -
TTA	5202020	\$ 6,666.60	\$ -	\$ 1,666.65	\$ 1,666.65	\$ 1,666.65	\$ 1,666.65	\$ -
Contractual		\$ 4,264,527.13	\$ 5,388.36	\$ 22,690.32	\$ 1,475,970.33	\$ 1,358,912.23	\$ 1,401,565.89	\$ -
Office Supplies	5302010	\$ 7,735.00	\$ 1,208.92	\$ 249.20	\$ 279.40	\$ 1,477.65	\$ 4,519.83	\$ -
Cap<5000 - Comp Equ.	5501000	\$ 3,440.00	\$ -	\$ -	\$ 3,440.00	\$ -	\$ -	\$ -
Cap<5000 - M&E Other	5501055	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 95.06	\$ -	\$ -	\$ -	\$ -	\$ 95.06	\$ -
Supplies		\$ 11,770.06	\$ 1,208.92	\$ 249.20	\$ 4,219.40	\$ 1,477.65	\$ 4,614.89	\$ -

Head Start GY 20-21 Monthly Breakdown			Quarter 1			Quarter 2		
Description	GL	YTD	February	March	April	May	June	July
Education - Classes	5201025	\$ 10,281.86	\$ 938.95	\$ 2,250.00	\$ 6,217.91	\$ 325.00	\$ 550.00	\$ -
Binding & Printing	5203060	\$ 9,845.72	\$ 3,448.75	\$ 3,286.10	\$ 1,668.67	\$ -	\$ 1,442.20	\$ -
Subs to Publications	5203070	\$ 869.00	\$ -	\$ -	\$ 594.00	\$ -	\$ 275.00	\$ -
Transportation Fees	5203090	\$ 1,471.55	\$ -	\$ 1,306.51	\$ 165.04	\$ -	\$ -	\$ -
Maint & Rep - Cmrl	5204020	\$ 73.18	\$ 63.18	\$ -	\$ 5.00	\$ 5.00	\$ -	\$ -
Maint - Buildings	5204050	\$ 28,897.35	\$ 6,945.00	\$ 15,977.50	\$ (6,563.55)	\$ 535.00	\$ 12,003.40	\$ -
Maint.- Repair Auto	5204090	\$ 211.48	\$ 199.63	\$ -	\$ 11.85	\$ -	\$ -	\$ -
Mail and Parcel Post	5205010	\$ 284.63	\$ -	\$ -	\$ 284.63	\$ -	\$ -	\$ -
Rental Office Equip.	5205020	\$ 2,993.36	\$ -	\$ 1,670.69	\$ -	\$ 1,481.00	\$ (158.33)	\$ -
Alarm and Sec. Serv.	5208530	\$ 190.70	\$ 222.00	\$ -	\$ -	\$ -	\$ (31.30)	\$ -
M&R Parts Automotive	5301020	\$ 90.87	\$ 81.37	\$ -	\$ 9.50	\$ -	\$ -	\$ -
Food	5304010	\$ 2,004.74	\$ 162.68	\$ 1,217.13	\$ 607.11	\$ 8.91	\$ 8.91	\$ -
Cell Phone Services	5403040	\$ 8,683.03	\$ -	\$ 2,115.46	\$ -	\$ 4,396.77	\$ 2,170.80	\$ -
Wireless Data Comm.	5403510	\$ 3,617.48	\$ -	\$ 853.30	\$ 706.29	\$ 418.41	\$ 1,639.48	\$ -
Motor Fuel and Lub.	5403545	\$ 156.27	\$ 10.99	\$ 113.18	\$ 15.25	\$ 16.85	\$ -	\$ -
Gas and Electricity	5404530	\$ 7,035.69	\$ -	\$ -	\$ 4,531.44	\$ -	\$ 2,504.25	\$ -
Water and Sewer	5404540	\$ 709.73	\$ -	\$ -	\$ 380.20	\$ -	\$ 329.53	\$ -
DW Other	5407032	\$ 87.75	\$ -	\$ 87.75	\$ -	\$ -	\$ -	\$ -
Subs - Comp. Serv	5203080	\$ 1,021.51	\$ 588.00	\$ -	\$ -	\$ -	\$ 433.51	\$ -
Other		\$ 78,525.90	\$ 12,660.55	\$ 28,877.62	\$ 8,633.34	\$ 7,186.94	\$ 21,167.45	\$ -
In Kind Salaries	6501010	\$ 22,186.97	\$ -	\$ -	\$ -	\$ -	\$ 22,186.97	\$ -
In Kind Social Security	6503005	\$ 1,695.17	\$ -	\$ -	\$ -	\$ -	\$ 1,695.17	\$ -
In Kind Life Insurance	6503010	\$ 22.16	\$ -	\$ -	\$ -	\$ -	\$ 22.16	\$ -
In Kind - Flex Benefit	6504030	\$ 2,179.34	\$ -	\$ -	\$ -	\$ -	\$ 2,179.34	\$ -
In Kind TMRS	6505010	\$ 2,659.80	\$ -	\$ -	\$ -	\$ -	\$ 2,659.80	\$ -
In Kind Other Contrc	6602025	\$ 2,008,854.24	\$ -	\$ -	\$ 11,580.67	\$ -	\$ 1,997,273.57	\$ -
In Kind		\$ 2,037,597.68	\$ -	\$ -	\$ 11,580.67	\$ -	\$ 2,026,017.01	\$ -
Total		\$ 8,434,833.36	\$ 407,090.89	\$ 472,693.00	\$ 1,908,397.29	\$ 1,764,968.25	\$ 3,881,683.93	\$ -

San Antonio Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 9,440,771.00	\$ 2,317,218.63	\$ 7,123,552.37	\$ 3,675,788.00	\$ 1,090,160.92	\$ 2,585,627.08
FICA	\$ 745,755.00	\$ 169,823.35	\$ 575,931.65	\$ 172,400.00	\$ 79,274.17	\$ 93,125.83
Health Insurance	\$ 1,194,000.00	\$ 306,174.53	\$ 887,825.47	\$ 264,782.00	\$ 162,627.15	\$ 102,154.85
Retirement	\$ 976,500.00	\$ 237,085.75	\$ 739,414.25	\$ 140,000.00	\$ 38,741.55	\$ 101,258.45
Worker's Compensation	\$ 74,000.00	\$ 17,430.61	\$ 56,569.39	\$ 26,000.00	\$ 8,355.18	\$ 17,644.82
Unemployment	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 2,000.00	\$ -	\$ 2,000.00
University of TX	\$ 64,621.00	\$ -	\$ 64,621.00	\$ -	\$ -	\$ -
Total:	\$ 12,507,147.00	\$ 3,047,732.87	\$ 9,459,414.13	\$ 4,280,970.00	\$ 1,379,158.97	\$ 2,901,811.03

Edgewood Independent School District GY20-21	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	\$ 3,320,316.38	\$ 877,443.70	\$ 2,442,872.68	\$ 1,345,517.00	\$ 539,548.32	\$ 805,968.68
FICA	\$ 48,145.00	\$ 11,915.95	\$ 36,229.05	\$ 19,510.00	\$ 6,950.39	\$ 12,559.61
Health Insurance	\$ 400,000.00	\$ 90,104.71	\$ 309,895.29	\$ 100,000.00	\$ 36,133.13	\$ 63,866.87
Retirement	\$ 350,000.00	\$ 90,566.75	\$ 259,433.25	\$ 10,000.00	\$ 15,978.42	\$ (5,978.42)
Worker's Compensation	\$ 130,000.00	\$ 32,386.74	\$ 97,613.26	\$ 7,839.00	\$ 8,131.18	\$ (292.18)
Official Travel (out of town)	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 250.00	\$ (250.00)
Office Supplies	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 3.01	\$ (3.01)
Medical and Dental Supplies	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 1,441.20	\$ (1,441.20)
CPR Training	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ 432.00	\$ (432.00)
Staff Development/Training/Seminars-Staff	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 42.95	\$ (42.95)
Food (Refreshments-water/cofee for meetings)	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 290.58	\$ (290.58)
Advertising and Publications	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 1,004.32	\$ (1,004.32)
Transportation Fees-Staff Mileage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Mail and Postage	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -
Food for children (NOT reimbursed by USDA)	\$ 36,975.00	\$ 4,581.50	\$ 32,393.50	\$ -	\$ -	\$ -
Gas and Electricity	\$ 20,848.00	\$ 5,790.47	\$ 15,057.53	\$ -	\$ -	\$ -
Transportation Fees-Employee Allowance	\$ 810.00	\$ 202.50	\$ 607.50	\$ -	\$ 1,645.85	\$ (1,645.85)
Total:	\$ 4,332,294.38	\$ 1,112,992.32	\$ 3,219,302.06	\$ 1,482,866.00	\$ 611,851.35	\$ 871,014.65

EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)

Early Head Start Fiscal Reports GY 19-20 as of June 30, 2020

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var (\$)	Var (%)
PERSONNEL	\$738,257	\$657,729	\$660,728	(\$2,999)	-0.5%
FRINGE	\$273,892	\$246,293	\$237,106	\$9,187	3.7%
TRAVEL	\$3,130	\$3,130	\$2,138	\$992	31.7%
EQUIPMENT	\$0	\$0	\$0	\$0	0.0%
SUPPLIES	\$30,045	\$27,538	\$16,397	\$11,141	40.5%
CONTRACTUAL	\$1,760,800	\$1,584,120	\$1,554,510	\$29,610	1.9%
COSA	\$89,600	\$55,487	\$26,097	\$29,391	53.0%
Blessed Sacrament	\$215,600	\$197,637	\$197,637	\$0	0.0%
Ella Austin	\$492,800	\$451,737	\$451,737	\$0	0.0%
Healy Murphy	\$431,200	\$395,274	\$395,274	\$0	0.0%
Inman Christian	\$215,600	\$197,637	\$197,637	\$0	0.0%
Seton Home	\$154,000	\$141,174	\$141,174	\$0	0.0%
YWCA	\$154,000	\$141,174	\$141,174	\$0	0.0%
UIW	\$8,000	\$4,000	\$3,780	\$220	5.5%
OTHER	\$41,408	\$32,831	\$32,289	\$542	1.7%
TOTAL FED BUDGET	\$2,847,532	\$2,551,641	\$2,503,168	\$48,474	1.9%
NON FED SHARE/IN KIND	\$711,883	\$532,103	\$560,592	(\$28,489)	-5.4%
TOTAL BUDGET	\$ 3,559,415	\$ 3,083,744	\$ 3,063,759	\$ 19,985	0.6%

Variance Explanations:

Personnel	2 Vacant positions - Saving redirected to Supplies for emergency purchases due to COVID-19
Fringes	Related to Personnel variance
Travel	Travel suspended in March due to COVID-19
Supplies	Pending 2nd emergency order of diapers (\$19K) and supplies (\$9K) to be purchased in July
Contractual	\$26K to be reallocated from Contractual to Supplies
Other	
Non Federal Share/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Administrative Cost	\$533,912	N/A	\$183,502		6.0%
(may not exceed 15% of actual expenditures)					
Training and Technical Assistance	\$64,800	\$56,774	\$47,741	\$9,034	15.9%
(Earmarked costs)					

Procurement Card Transaction Log

YTD For the Period Ending: June 30, 2020

Date	IO	GL	Vendor	Purpose	Amount
4/29/2020	138000002344	5201025	Feldesman, Tucker, Leifer, Fidell, LLP.	Contractor vs. Delegate Webinar	\$150.00
Monthly Total:					\$150.00

IO	GL	GL Name	Amount
138000002344	5201025	Education - Classes	\$3,064.00
Year to Date Total:			\$3,064.00

EHS CCP 2019		TOTAL BUDGET	YEAR TO DATE				
Grant Summary			Budget	Actual	Variance \$	Variance %	Encumbrance
Description	GL	\$ 3,559,415.00	\$ 3,083,743.96	\$ 3,063,759.66	\$ 19,984.30	0.65%	\$ 114,797.94
Regular Salaries	5101010	\$ 738,257.00	\$ 657,728.85	\$ 660,727.80	\$ (2,998.95)	-0.46%	\$ -
Personnel Services		\$ 738,257.00	\$ 657,728.85	\$ 660,727.80	\$ (2,998.95)	-0.46%	\$ -
Language Skill Pay	5101050	\$ 4,800.00	\$ 3,300.00	\$ 3,150.00	\$ 150.00	4.55%	\$ -
FICA & Medicare Exp	5103005	\$ 54,851.00	\$ 48,690.74	\$ 49,267.70	\$ (576.96)	-1.18%	\$ -
Life Insurance	5103010	\$ 763.00	\$ 682.47	\$ 490.08	\$ 192.39	28.19%	\$ -
Pers Leave Buy Back	5103035	\$ 5,400.00	\$ 5,400.00	\$ 6,474.85	\$ (1,074.85)	-19.90%	\$ -
Transportation Allow	5103056	\$ 780.00	\$ 585.00	\$ 130.00	\$ 455.00	77.78%	\$ -
Retirement Exp	5105010	\$ 90,839.00	\$ 81,548.12	\$ 80,989.42	\$ 558.70	0.69%	\$ -
Civln Actv Healthcr	5170040	\$ 116,459.00	\$ 106,086.81	\$ 96,604.22	\$ 9,482.59	8.94%	\$ -
Fringe Benefits		\$ 273,892.00	\$ 246,293.14	\$ 237,106.27	\$ 9,186.87	3.73%	\$ -
Travel-Official	5207010	\$ 3,130.00	\$ 3,130.00	\$ 2,138.06	\$ 991.94	31.69%	\$ -
Travel-Official		\$ 3,130.00	\$ 3,130.00	\$ 2,138.06	\$ 991.94	31.69%	\$ -
Fees to Prof Contr.	5201040	\$ 25,331.00	\$ 10,618.47	\$ 11,274.26	\$ (655.79)	-6.18%	\$ 4,304.13
Contractual Services	5202020	\$ 1,735,469.00	\$ 1,573,502.00	\$ 1,543,236.12	\$ 30,265.88	1.92%	\$ 108,460.78
BSA	5202020	\$ 215,600.00	\$ 197,637.00	\$ 197,637.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 492,800.00	\$ 451,737.00	\$ 451,737.00	\$ -	0.00%	\$ 41,063.00
Healy	5202020	\$ 431,200.00	\$ 395,274.00	\$ 395,274.00	\$ -	0.00%	\$ 35,926.00
Inman	5202020	\$ 215,600.00	\$ 197,637.00	\$ 197,637.00	\$ -	0.00%	\$ -
Seton Home	5202020	\$ 154,000.00	\$ 141,174.00	\$ 141,174.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 154,000.00	\$ 141,174.00	\$ 141,174.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 61,200.00	\$ 41,800.00	\$ 11,753.53	\$ 30,046.47	5.50%	\$ 27,251.98
T&TA	5202020	\$ 3,069.00	\$ 3,069.00	\$ 3,069.00	\$ -	0.00%	\$ -
Support Services	5202020	\$ 8,000.00	\$ 4,000.00	\$ 3,780.20	\$ 219.80	0.00%	\$ 4,219.80
Contractual		\$ 1,760,800.00	\$ 1,584,120.47	\$ 1,554,510.38	\$ 29,610.09	1.87%	\$ 112,764.91
Office Supplies	5302010	\$ 5,045.00	\$ 2,538.00	\$ 193.87	\$ 2,344.13	92.36%	\$ -
Supplies		\$ 30,045.00	\$ 27,538.00	\$ 16,396.68	\$ 11,141.32	40.46%	\$ 258.03
Education - Classes	5201025	\$ 4,200.00	\$ 4,200.00	\$ 5,031.54	\$ (831.54)	-19.80%	\$ 1,775.00
Binding & Printing	5203060	\$ 2,431.00	\$ 900.00	\$ 1,150.00	\$ (250.00)	-27.78%	\$ -
Transportation Fees	5203090	\$ 5,000.00	\$ 4,587.00	\$ 3,926.01	\$ 660.99	14.41%	\$ -
Maint - Buildings	5204050	\$ 12,325.00	\$ 9,237.00	\$ 8,222.30	\$ 1,014.70	10.99%	\$ -
Rental Office Equip.	5205020	\$ 1,000.00	\$ 913.00	\$ 1,804.76	\$ (891.76)	-97.67%	\$ -
Food	5304010	\$ 5,646.00	\$ 4,905.00	\$ 2,332.45	\$ 2,572.55	52.45%	\$ -
Cell Phone Services	5403040	\$ 1,548.00	\$ 1,439.00	\$ 2,889.89	\$ (1,450.89)	-100.83%	\$ -
Wireless Data Comm.	5403510	\$ 1,824.00	\$ 1,075.00	\$ 1,025.31	\$ 49.69	4.62%	\$ -
Gas and Electricity	5404530	\$ 3,300.00	\$ 2,990.00	\$ 3,054.05	\$ (64.05)	-2.14%	\$ -
Water and Sewer	5404540	\$ 250.00	\$ 234.00	\$ 295.86	\$ (61.86)	-26.44%	\$ -
DW Other	5407032	\$ 1,233.00	\$ -	\$ 5.31	\$ (5.31)	0.00%	\$ -
Subs - Comp. Serv	5203080	\$ 2,351.00	\$ 2,351.00	\$ 2,525.32	\$ (174.32)	-7.41%	\$ -
Other		\$ 41,408.00	\$ 32,831.00	\$ 32,288.75	\$ 542.25	1.65%	\$ 1,775.00
In Kind Other Contrc	6602025	\$ 709,470.00	\$ 532,102.50	\$ 537,213.40	\$ (5,110.90)	-0.96%	\$ -
In Kind		\$ 711,883.00	\$ 532,102.50	\$ 560,591.72	\$ (28,489.22)	-5.35%	\$ -

EHS-CCP GY 19-20 Monthly Breakdown			Quarter 1			Quarter 2		
Description	GL	YTD	August	September	October	November	December	January
			11	12	1	2	3	4
Regular Salaries	5101010	\$ 660,727.80	\$ 12,356.59	\$ 99,358.09	\$ 64,408.63	\$ 58,616.56	\$ 58,221.74	\$ 66,071.22
Personnel Services		\$ 660,727.80	\$ 12,356.59	\$ 99,358.09	\$ 64,408.63	\$ 58,616.56	\$ 58,221.74	\$ 66,071.22
Language Skill Pay	5101050	\$ 3,150.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
FICA & Medicare Exp	5103005	\$ 49,267.70	\$ 773.69	\$ 7,434.32	\$ 4,745.45	\$ 4,871.46	\$ 4,280.47	\$ 4,865.65
Life Insurance	5103010	\$ 490.08	\$ (3.33)	\$ 85.95	\$ 44.04	\$ 43.98	\$ 43.07	\$ 46.64
Pers Leave Buy Back	5103035	\$ 6,474.85	\$ -	\$ -	\$ -	\$ 6,474.85	\$ -	\$ -
Transportation Allow	5103056	\$ 130.00	\$ -	\$ -	\$ 65.00	\$ 65.00	\$ -	\$ -
Retirement Exp	5105010	\$ 80,989.42	\$ 4,018.52	\$ 9,254.23	\$ 7,605.68	\$ 7,766.38	\$ 6,862.74	\$ 9,393.36
Civln Actv Healthcr	5170040	\$ 96,604.22	\$ 2,379.81	\$ 15,392.55	\$ 9,129.30	\$ 8,831.66	\$ 8,771.18	\$ 8,163.14
Fringe Benefits		\$ 237,106.27	\$ 7,468.69	\$ 32,467.05	\$ 21,889.47	\$ 28,353.33	\$ 20,257.46	\$ 22,768.79
Travel-Official	5207010	\$ 2,138.06	\$ -	\$ 322.87	\$ 1,062.99	\$ -	\$ -	\$ -
Travel-Official		\$ 2,138.06	\$ -	\$ 322.87	\$ 1,062.99	\$ -	\$ -	\$ -
Fees to Prof Contr.	5201040	\$ 11,274.26	\$ -	\$ 1,412.25	\$ -	\$ 331.82	\$ 1,827.29	\$ 3,767.82
Contractual Services	5202020	\$ 1,543,236.12	\$ 138,603.00	\$ 142,529.08	\$ 140,050.42	\$ 248,394.57	\$ 36,248.62	\$ 139,940.42
BSA	5202020	\$ 53,901.00	\$ 17,967.00	\$ 17,967.00	\$ 17,967.00	\$ -	\$ -	\$ -
Ella Austin	5202020	\$ 123,201.00	\$ 41,067.00	\$ 41,067.00	\$ 41,067.00	\$ -	\$ -	\$ -
Healy	5202020	\$ 107,802.00	\$ 35,934.00	\$ 35,934.00	\$ 35,934.00	\$ -	\$ -	\$ -
Inman	5202020	\$ 53,901.00	\$ 17,967.00	\$ 17,967.00	\$ 17,967.00	\$ -	\$ -	\$ -
Seton Home	5202020	\$ 38,502.00	\$ 12,834.00	\$ 12,834.00	\$ 12,834.00	\$ -	\$ -	\$ -
YWCA	5202020	\$ 38,502.00	\$ 12,834.00	\$ 12,834.00	\$ 12,834.00	\$ -	\$ -	\$ -
Direct	5202020	\$ 2,304.50	\$ -	\$ 857.08	\$ 1,447.42	\$ -	\$ -	\$ -
Contractual		\$ 1,554,510.38	\$ 138,603.00	\$ 143,941.33	\$ 140,050.42	\$ 248,726.39	\$ 38,075.91	\$ 143,708.24
Office Supplies	5302010	\$ 193.87	\$ -	\$ -	\$ 101.99	\$ -	\$ 541.88	\$ -
Other Commodities	5304080	\$ 15,846.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cap<5000 - Comp Equ.	5501000	\$ 356.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies		\$ 16,396.68	\$ -	\$ -	\$ 101.99	\$ -	\$ 541.88	\$ -
Education - Classes	5201025	\$ 5,031.54	\$ 780.00	\$ -	\$ 30.00	\$ 1,814.00	\$ -	\$ 549.00
Binding & Printing	5203060	\$ 1,150.00	\$ -	\$ -	\$ -	\$ 288.60	\$ -	\$ 681.10
Transportation Fees	5203090	\$ 3,926.01	\$ -	\$ 579.42	\$ 612.14	\$ 744.64	\$ 448.60	\$ 397.88
Maint - Buildings	5204050	\$ 8,222.30	\$ -	\$ -	\$ 1,728.24	\$ 811.87	\$ 78.47	\$ 1,898.81
Rental Office Equip.	5205020	\$ 1,804.76	\$ -	\$ -	\$ 491.77	\$ -	\$ 320.69	\$ 225.48
Alarm and Sec. Serv.	5208530	\$ 25.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food	5304010	\$ 2,332.45	\$ -	\$ 282.42	\$ 490.73	\$ 606.42	\$ 188.66	\$ 518.05
Cell Phone Services	5403040	\$ 2,889.89	\$ -	\$ 399.64	\$ 413.85	\$ (127.16)	\$ 273.22	\$ 553.55
Wireless Data Comm.	5403510	\$ 1,025.31	\$ -	\$ 63.65	\$ 114.37	\$ 50.72	\$ 231.94	\$ 75.99
Gas and Electricity	5404530	\$ 3,054.05	\$ -	\$ -	\$ 844.22	\$ -	\$ 598.17	\$ -
Water and Sewer	5404540	\$ 295.86	\$ -	\$ -	\$ 54.83	\$ -	\$ 59.12	\$ -
DW Other	5407032	\$ 5.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.86
Subs - Comp. Serv	5203080	\$ 2,525.32	\$ -	\$ -	\$ -	\$ 2,525.32	\$ -	\$ -
Other		\$ 32,288.75	\$ 780.00	\$ 1,325.13	\$ 4,780.15	\$ 6,714.41	\$ 2,198.87	\$ 4,901.72
In Kind Salaries	6501010	\$ 18,162.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Social Security	6503005	\$ 1,388.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Life Insurance	6503010	\$ 18.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind - Flex Benefit	6504030	\$ 1,637.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind TMRS	6505010	\$ 2,171.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Other Contrc	6602025	\$ 537,213.40	\$ -	\$ -	\$ -	\$ 174.28	\$ -	\$ 1,796.31
In Kind		\$ 560,591.72	\$ -	\$ -	\$ -	\$ 174.28	\$ -	\$ 1,796.31
Total		\$ 3,063,759.66	\$ 159,208.28	\$ 277,414.47	\$ 232,293.65	\$ 342,584.97	\$ 119,295.86	\$ 239,246.28

EHS-CCP GY 19-20 Monthly Breakdown		Quarter 3			Quarter 4	
Description	GL	February	March	April	May	June
		5	6	7	8	9
Regular Salaries	5101010	\$ 57,514.54	\$ 63,672.25	\$ 63,549.07	\$ 58,718.14	\$ 58,240.97
Personnel Services		\$ 57,514.54	\$ 63,672.25	\$ 63,549.07	\$ 58,718.14	\$ 58,240.97
Language Skill Pay	5101050	\$ 300.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ 250.00
FICA & Medicare Exp	5103005	\$ 4,229.93	\$ 4,686.81	\$ 4,717.91	\$ 4,389.09	\$ 4,272.92
Life Insurance	5103010	\$ 46.11	\$ 46.91	\$ 48.83	\$ 45.44	\$ 42.44
Pers Leave Buy Back	5103035	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Allow	5103056	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Exp	5105010	\$ 6,820.68	\$ 7,681.26	\$ 7,678.11	\$ 6,924.68	\$ 6,983.78
CivIn Actv Healthcr	5170040	\$ 9,763.19	\$ 8,163.78	\$ 9,223.42	\$ 8,591.33	\$ 8,194.86
Fringe Benefits		\$ 21,159.91	\$ 20,878.76	\$ 21,918.27	\$ 20,200.54	\$ 19,744.00
Travel-Official	5207010	\$ 227.46	\$ 524.74	\$ -	\$ -	\$ -
Travel-Official		\$ 227.46	\$ 524.74	\$ -	\$ -	\$ -
Fees to Prof Contr.	5201040	\$ 647.18	\$ -	\$ -	\$ 2,058.75	\$ 1,229.15
Contractual Services	5202020	\$ 139,647.08	\$ 140,215.42	\$ 139,574.67	\$ 138,845.92	\$ 139,186.92
BSA	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Ella Austin	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Healy	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Inman	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Seton Home	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
YWCA	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Direct	5202020	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual		\$ 140,294.26	\$ 140,215.42	\$ 139,574.67	\$ 140,904.67	\$ 140,416.07
Office Supplies	5302010	\$ -	\$ -	\$ (450.00)	\$ -	\$ -
Other Commodities	5304080	\$ -	\$ -	\$ -	\$ 15,846.48	\$ -
Cap<5000 - Comp Equ.	5501000	\$ -	\$ 356.51	\$ (0.18)	\$ -	\$ -
Supplies		\$ -	\$ 356.51	\$ (450.18)	\$ 15,846.48	\$ -
Education - Classes	5201025	\$ 1,100.00	\$ 446.25	\$ 162.29	\$ 150.00	\$ -
Binding & Printing	5203060	\$ -	\$ 137.45	\$ -	\$ -	\$ 42.85
Transportation Fees	5203090	\$ 539.52	\$ 429.00	\$ 174.81	\$ -	\$ -
Maint - Buildings	5204050	\$ -	\$ -	\$ 901.75	\$ -	\$ 2,803.16
Rental Office Equip.	5205020	\$ -	\$ -	\$ 238.68	\$ -	\$ 528.14
Alarm and Sec. Serv.	5208530	\$ -	\$ -	\$ -	\$ -	\$ 25.95
Food	5304010	\$ 96.01	\$ 88.31	\$ 61.85	\$ -	\$ -
Cell Phone Services	5403040	\$ 275.85	\$ 275.85	\$ -	\$ 550.06	\$ 275.03
Wireless Data Comm.	5403510	\$ 144.39	\$ 114.75	\$ 114.75	\$ 114.75	\$ -
Gas and Electricity	5404530	\$ -	\$ -	\$ 1,270.86	\$ -	\$ 340.80
Water and Sewer	5404540	\$ -	\$ -	\$ 137.06	\$ -	\$ 44.85
DW Other	5407032	\$ 3.45	\$ -	\$ -	\$ -	\$ -
Subs - Comp. Serv	5203080	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ 2,159.22	\$ 1,491.61	\$ 3,062.05	\$ 814.81	\$ 4,060.78
In Kind Salaries	6501010	\$ -	\$ -	\$ -	\$ -	\$ 18,162.88
In Kind Social Security	6503005	\$ -	\$ -	\$ -	\$ -	\$ 1,388.35
In Kind Life Insurance	6503010	\$ -	\$ -	\$ -	\$ -	\$ 18.13
In Kind - Flex Benefit	6504030	\$ -	\$ -	\$ -	\$ -	\$ 1,637.51
In Kind TMRS	6505010	\$ -	\$ -	\$ -	\$ -	\$ 2,171.45
In Kind Other Contrc	6602025	\$ 28,187.41	\$ -	\$ -	\$ -	\$ 507,055.40
In Kind		\$ 28,187.41	\$ -	\$ -	\$ -	\$ 530,433.72
Total		\$ 249,542.80	\$ 227,139.29	\$ 227,653.88	\$ 236,484.64	\$ 752,895.54

Procurement Card Transaction Log

YTD For the Period Ending: June 30, 2020

IO	IO	GL	Vendor	Purpose	Amount
4/29/2020	138000002344	5201025	Feldesman, Tucker, Leifer, Fidell, LLP.	Contractor vs. Delegate Webinar	\$ 150.00
Monthly Total:					\$150.00

	IO	GL	GL Name	Amount
	138000002344	5201025	Education - Classes	\$ 3,064.00
Year to Date Total:				\$3,064.00