



City of San Antonio

Agenda Memorandum

File Number:15-5673

Agenda Item Number: 3.

Agenda Date: 11/3/2015

In Control: Economic and Human Development Committee

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: City-wide

SUBJECT:

Head Start Briefing and Approval of Several Items

SUMMARY:

This item requests approval of the 2015-2016 Policies and Procedures, Head Start Policy Council Amended Bylaws, 2014-2015 Annual Report, and Monitoring Policy Update. This item also provides information on Head Start program updates, and fiscal expenditures for the month of September 2015.

BACKGROUND INFORMATION:

The City's Head Start program, federally funded and administered by the U.S. Department of Health and Human Services (HHS), provides early education, family support, and support services to eligible children, between the ages of three and five, and their families. Head Start specifically serves children at or below 125% of the Federal Poverty Level and prioritizes the most vulnerable, including those with disabilities, homeless, and children in the foster care system.

The Head Start program serves 777 children in the Edgewood Independent School District (EISD) and 2,243 children in the San Antonio Independent School District (SAISD). The Department of Human Services (DHS), as the program grantee, provides direct program management, oversight, technical assistance, governance, family support and mental wellness services and contracts with SAISD and EISD for the provision of educational services; the Metropolitan Health District for dental services; and University Health System for health services.

Early Head Start is an HHS funded early childhood education and development program for low-income families with infants and toddlers (ages 6 weeks to 35 months). In 2015, DHS established an Early Head Start -

Child Care Partnership (EHS-CCP) program. DHS partners with non-profit child care service providers to expand access to high-quality comprehensive services for 216 low-income infants and toddlers and their families.

The Economic and Human Development Committee (EHDC), in conjunction with the Head Start Policy Council, provides governance oversight for the program.

ISSUE:

As the designated governing body for Head Start and Early Head Start, EHDC approval of the 2015-2016 Policies and Procedures, Head Start Policy Council Bylaws, 2014-2015 Annual Report, and Monitoring Policy Update, is required for compliance with Head Start Performance Standards. These documents will guide program operations during the 2015 - 2016 school year.

Head Start Performance Standards require Governing Body review and approval of Program Policies and Procedures. The 2015-2016 Policies and Procedures are in compliance with Head Start grant regulations and were approved by the Policy Council during the June 23, 2015 meeting. The Head Start Policy Council Bylaws are reviewed on an annual basis by both the Policy Council and Governing Body. The Head Start Policy Council reviewed and approved their Bylaws during the July 28, 2015 meeting.

The Head Start Act requires the release of an annual report to the public, approved by the Policy Council and Governing Body, covering the prior program year. This report includes required elements by the Act such as the program model, services, and demographic information on children and families. The 2014-2015 Annual Report has been reviewed and approved by the Head Start Policy Council during the September 22, 2015 meeting.

The Monitoring Policy Update includes changes in order to more effectively monitor compliance within the Program. This update must be approved by the Policy Council and Governing Body before implementation. The Monitoring Policy Update was approved by the Head Start Policy Council on October 27, 2015.

DHS is also providing a briefing on program and fiscal activities including the results of the federal monitoring reviews by the U.S. Department of Health and Human Services (HHS).

ALTERNATIVES:

Should the Committee not approve the requested items, the program would be non-compliant with Head Start requirements related to ongoing program planning.

FISCAL IMPACT:

This item is for briefing purposes only.

RECOMMENDATION:

Staff is recommending approval of the 2015-2016 Policies and Procedures, Head Start Policy Council Bylaws, 2014-2015 Annual Report, and Monitoring Policy Update.