



City of San Antonio

Agenda Memorandum

File Number:18-1849

Agenda Item Number: 3.

Agenda Date: 2/13/2018

In Control: Community Health and Equity Committee

DEPARTMENT: Human Services

DEPARTMENT HEAD: Melody Woosley

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Head Start Briefing and Approval Items

SUMMARY:

This item presents the following from the Department of Human Services Head Start and Early Head Start-Child Care Partnership programs for action by the Community Health and Equity Committee:

1. 2016-2017 DHS, Head Start Program Self-Assessment Report;
2. 2018-2023 DHS, Head Start Program 5-Year Strategic Plan;
3. 2018-2019 DHS, Head Start and Early Head Start-Child Care Partnership (EHS-CCP) Program Selection Point Matrix and Recruitment Plans;
4. 2018-2019 DHS, Head Start Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Policy Updates;

In addition, the following will be presented for briefing without action required:

5. Training on Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA);
6. Briefing on the 2018-2023 DHS, Head Start Non-Competing Baseline Grant Application to the U.S. Department of Health and Human Services (HHS);
7. Briefing on the 2018-2019 DHS, EHS-CCP Continuation Grant application to HHS;
8. Briefing on the Program and Fiscal items for the months of November and December 2017

BACKGROUND INFORMATION:

The U.S. Department of Health and Human Services (HHS) requires recipients of Head Start grants to provide monthly briefings on program and fiscal activities and ongoing training throughout the program year to their governing bodies. The City's Community Health and Equity Committee and the Head Start Policy Council provide shared governance oversight of the Department of Human Services (DHS) Head Start grants.

The Head Start and Early Head Start-Child Care Partnership (EHS-CCP) grant programs are federally-funded programs administered by HHS. The programs provide early childhood education, family support, and comprehensive support services to eligible children between the ages of six weeks and five years, and their families.

The Head Start Program serves children at or below the federal poverty line and prioritizes the most vulnerable children, including those with disabilities, experiencing homelessness, and children in the foster care system. The program mission is to prepare children and engage families for school readiness and lifelong success. The City of San Antonio program serves a total of 3,020 children: 777 children in the Edgewood Independent School District (EISD) and 2,243 children in the San Antonio Independent School District (SAISD). As the program grantee, Head Start provides direct program management, oversight, training and technical assistance, governance, family support and mental wellness services. The comprehensive services approach positively impacts families and holistically addresses the needs of the children. Head Start also contracts with EISD and SAISD for the provision of educational and disability services, the Metropolitan Health District for dental services, and University of the Incarnate Word for health services.

The Early Head Start - Child Care Partnership grant provides early childhood education and development for low-income families with infants and toddlers (ages 6 weeks to 35 months). Early Head Start partners with six non-profit child care centers to expand access to high-quality comprehensive services for 216 low-income infants and toddlers and their families.

ISSUE:

The rules and regulations for the Head Start and Early Start-Child Care Partnership Programs as set forth by the U.S. Department of Health and Human Services (HHS) require the Governing Body, through the Community Health and Equity Committee, to review the following items, taking action on the first four:

- 1. 2016-2017 DHS, Head Start Program Self-Assessment Report (Attachment A)** - Head Start Program Performance Standards (HSPPS) require annual approval by the Governing Body of the DHS Head Start programs Self-Assessment Report, which includes program strengths and associated areas of improvements. Results from the 2016-2017 Self-Assessment report reflect the strengths of established program systems and staff commitment to serving Head Start children and their families. The 2016-2017 Self-Assessment report was reviewed and approved by the Head Start Policy Council on January 23, 2018.
- 2. 2018-2023 DHS, Head Start Program 5-Year Strategic Plan (Attachment B)** - The Head Start programs are required to establish a 5-Year Strategic Plan which requires annual review and approval by the Governing Body. This plan is composed of Goals in the areas of Education, Family Support, Health, Environmental Health and Safety, and Highly Qualified Staff. The Head Start Program 5-Year Strategic Plan was approved by the Head Start Policy Council on January 23, 2018.
- 3. 2018-2019 DHS, Head Start and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Selection Point Matrix and Recruitment Plans (Attachment C)** - The ERSEA Selection Point Matrix is reviewed annually to reflect community assessment and demographics to prioritize enrollment of

children and their families with the greatest need for the 2018-2019 school year. Updates to the matrices will simplify language and address gaps for priority families in the eligibility process. The changes help prioritize vulnerable populations including single-parent households and help maintain continuity by supporting children who have been in the EHS-CCP or who have siblings in Head Start.

Revisions to the Head Start Selection Point Matrix include: providing equal points to one or two working parents, adding points for non-working parents, providing equal points to one or two parents in school/training programs, increasing points for transitioning children from Early Head Start, and increasing points for siblings currently enrolled in Head Start.

Revisions to the Early Head Start-Child Care Partnership Matrix include: providing equal points to one or two working parents, adding points for non-working parents, providing equal points to one or two parents in school/training programs, increasing points for siblings currently enrolled in Head Start, and increasing points for children with an Individualized Family Service Plan (IFSP). Head Start recruitment and application events begin in February, 2018, and continue throughout the program year. The Head Start Policy Council reviewed and approved the Selection Point Matrix on January 23, 2018.

- 4. 2018-2019 DHS, Head Start Program ERSEA Policy Updates (Attachment D)** - The HSPPS require the Governing Body's approval of ERSEA Policy updates. Eleven ERSEA policies have been reviewed and updated by staff and Head Start Policy Council members to directly reflect the new Head Start requirements. Four policies were updated for Head Start (ERSEA Policies 3 through 6) and all 11 policies were updated for the Early Head Start-Child Care Partnership. The 2018-2019 ERSEA Policy Updates were reviewed and approved for both Head Start and Early Head Start by the Head Start Policy Council on January 23, 2018.
- 5. Training on Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)** - The HSPPS require the Head Start program to provide the Governing Body with training on ERSEA. This five step process displays how Head Start and Early Head Start-Child Care Partnership Programs establish eligibility, recruitment, selection, enrollment, and attendance for eligible children and their families. The Community Health and Equity Committee as the Governing Body, partners with the Head Start Policy Council and key management staff to review and approve the Head Start Program ERSEA eligibility determination as required by the HSPPS Section 1302.12(m).
- 6. Briefing on the 2018-2023 DHS, Head Start Non-Competing Baseline Grant Application to the Department of Health and Human Services (HHS)** - The HSPPS require the Governing Body to review and approve the Head Start Refunding Application. On April 27, 2017, DHS received notification from HHS that the Head Start Program is currently eligible for a non-competitive five year grant award to operate the Head Start and Early Head Start programs. The Non-Competing Baseline Grant Application funding for the period of July 1, 2018 to June 30, 2019 is \$28,383,321 for the continuation of DHS Head Start services. The Application and associated grant documents are due to HHS by April 1, 2018; the Head Start Policy Council reviewed and approved the application on January 23, 2018. Following CHEC review, City Council will review and approve the Non-Competing Baseline Grant Application on March 1, 2018.
- 7. Briefing on the 2018-2019 DHS, EHS-CCP Continuation Grant Application to HHS** - The HSPPS require the Governing Body to review and approve the EHS-CCP Continuation Grant Application. On April 27, 2017, DHS received notification from HHS of the grant award available funding in the amount of \$3,412,305 for the period of August 1, 2018 to July 31, 2019 for the continuation of DHS EHS-CCP services. The Continuation Grant Application and associated grant documents are due to HHS by May 1, 2018; the Head Start Policy Council reviewed and approved the Continuation

Grant Application on January 23, 2018. Following CHEC review, City Council will review and approve the Continuation Grant Application on March 1, 2018.

- 8. Program and Fiscal Briefing for December and November 2017 (Attachment E)** - This item provides a monthly program and fiscal briefing for November and December 2017. The report includes a status of enrollment, meals served, family and community support, health, education, and fiscal indicators.

ALTERNATIVES:

The review and approval of the items included in this memorandum are required for program compliance with U.S. Department of Health and Human Services rules and regulations for Head Start and Early Head Start programs.

FISCAL IMPACT:

There is no anticipated impact to the general fund as a result of these actions.

RECOMMENDATION:

Staff recommends approval of the items included in this memorandum.