



**Community Action Partnership of Madera County, Inc.
Regular Madera/ Regional and Early Head Start
Policy Council Meeting**

**Thursday,
September 5, 2024
5:30 p.m.**

**Head Start Conference Room
675 S. Pine St. Suite#101
Madera, CA 93637**

AGENDA

Supporting documents relating to the items on this agenda that are not listed as "Closed Session" are available for inspection during normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on this agenda that are not listed as "Closed Session" may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County during normal business hours. Please visit Community Action Partnership of Madera County for updates.

CALL TO ORDER POLICY COUNCIL MEMBERS

ROLL CALL – Maribel Aguirre

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Policy Council on items of interest to the public that are within the subject matter jurisdiction of our Agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Council does not respond to the public comment at this time.

B. TRAINING – None

1225 Gill Avenue • Madera, CA 93637 • www.maderacap.org

Administration / Community Services (559) 673-9173 • Fax (559) 673-3223

Child Care Alternative Payment and Resource & Referral Program (559) 661-0779 • Fax (559) 661-0764

Head Start Child Development Services (559) 673-0012 • Fax (559) 661-8459

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C. ADOPTION OF THE AGENDA

C-1 ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Policy Council meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2) Any items added to the agenda will be heard following all Discussion/Action Items (Section F)

C-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved Additions

D. ADJOURN TO CLOSED SESSION - NONE

E. APPROVAL OF MINUTES

E-1 Minutes for Madera/Mariposa Regional and Early Head Start Executive Policy Council Meeting – August 1, 2024.

F. DISCUSSION ITEMS/ACTION ITEMS

F-1 Nominate and Elect interested Policy Council members to serve as officers; as per By-Laws, Article 10, Section 1 and Article 11, Section 1.

Action Green

F-2 Nominate and Elect one member of the Policy Council to serve on the Executive Committee.

Action Blue

F-3 Appoint Madera Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors.

Action Pink

F-4 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

Action Ivory

F-5 Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.

Action White

Agency Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Agency Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (June & July 2024)

- **Distribute during the meeting**

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (June & July 2024)

G-3 Budget Status Reports (July 2024)

- **Distribute during the meeting**

G-4 In-Kind Report (July 2024)

G-5 Program Enrollment & Attendance Report (EHS July 2024)

G-6 CACFP Monthly Report (July 2024)

White

Pink

Green

Yellow

Grey

Ivory

H. POLICY COUNCIL MEMBER REPORTS

H-1 Center Report- Verbal

H-2 Board of Directors Report- Verbal

H-3 Active Supervision- Verbal

I. CORRESPONDENCE

I-1 Information Memorandum notice from the Office of Head Start regarding, Strategies and Recommendations for Supporting Mental Health;
Issuance Date: 05/09/2024

I-2 Program Instruction notice from the Office of Head Start regarding, New Eligibility Provisions for Migrant and Seasonal Head Start programs;
Issuance Date: 05/13/2024

I-3 Program Instruction notice from the Office of Head Start regarding, New Eligibility Provisions for American Indian and Alaska Native programs;
Issuance Date: 05/13/2024

J. FUTURE AGENDA ITEMS

J-1 First reading of the 2024-2025 ByLaws

J-2 Internal Dispute Resolution

J-3 Behavior Policy/Suspension and Expulsion Policy

J-4 HS/CSPP Parent Handbook

J-5 Election of the Community Member

J-6 No Fee Policy

J-7 Training – Conscious Discipline & Teaching Pyramid Model

K. ADJOURNMENT



**Community Action Partnership of Madera County, Inc.
Junta Regular del Consejo de Políticas de Head Start Regional y Early
de Madera/Mariposa**

**Jueves,
5 de septiembre de 2024
5:30 p.m.**

**Sala de Conferencia de Head Start
675 S. Pine St. Suite #101
Madera, CA 93637**

ORDEN DEL DIA

Los documentos relacionados a los artículos en este orden del día que no están anotados como "Sesión cerrada" están disponibles para inspección durante horas de oficina normales en Community Action Partnership del Condado de Madera, 1225 Gill Avenue, Madera, CA 93637. Los documentos relacionados a los artículos en este orden del día que no están anotados como "Sesión cerrada" puede ser sometido después del anuncio del orden del día y están disponibles en Community Action Partnership del Condado de Madera durante horas de oficina normales. Por favor de visitar a Community Action Partnership del Condado de Madera para actualización.

LLAMAR A ORDEN LOS MIEMBROS DEL CONSEJO DE POLITICAS

PASAR LISTA – Maribel Aguirre

A. COMENTARIO PUBLICO

Los primeros diez minutos de la reunión están reservados para los miembros del público para dirigirse al Consejo de Políticas sobre temas de interés para el público que este dentro de la autoridad de la agencia. Los oradores serán limitados a tres minutos. Se llama la atención que el Consejo esta prohibido por la ley de tomar medidas sobre cuestiones que no se examinan en el orden del día, y ninguna conclusión adversa debe ser concluida si el Consejo no responde a los comentarios del público en este momento.

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B. CAPACITACION –Ninguno

C. ADOPCION DE LA AGENDA

C-1 ADICIONES A LA AGENDA: Temas identificados después de anunciar la Agenda por los que tengan que tomar acción inmediata y no puedan esperar hasta la próxima reunión regular programada. Se necesitan dos tercios del voto o voto unánime si el quórum es menos de los miembros completos, para consideración. (Clave del Gobierno 54954.2 (g) (2) Cualquier tema agregado a la Agenda serán escuchado después de los Temas de Acción/Temas de Discusión.

C-2 ADOPCION DE LA AGENDA: La adopción de la Agenda como esta presentada o con las adiciones aprobadas

D. CLAUSURAR A SESION CERRADA –NINGUNO

E. APROBACION DE ACTAS

E-1 Actas de la Junta Ejecutiva del Consejo de Políticas de Head Start Regional y Early de Madera/Mariposa – 1 de agosto de 2024.

F. TEMAS DE ACCION/TEMAS DE DISCUSION

F-1 Nominar y Elegir miembros del Consejo de Políticas interesados para servir como oficiales; de acuerdo con los Estatutos, Artículo 10, Sección 1 y Artículo 11, Sección 1.

Acción

Verde

F-2 Nominar y Elegir un miembro del Consejo de Políticas para servir en el Comité Ejecutivo.

Acción

Azul

F-3 Apuntar a un miembro del Consejo de Políticas de Head Start Regional and Early de Madera a la Mesa Directiva de Community Action Partnership del Condado de Madera.

Acción

Rosa

F-4 Revisar y considerar aprobar el Proceso de Planificación y Calendario 2024-2025 de las Pólizas/Procedimientos de Head Start Regional y Early de Madera.

Acción

Marfil

F-5 Revisar y considerar aprobar la recomendación de la Póliza de Rembolsó 2024-2025 de los Miembros del Consejo que representan al programa de Head Start Regional y Early de Madera.

Acción

Blanco

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- G. REPORTES ADMINISTRATIVOS**
- G-1 Cambio de Personal (junio y julio 2024)
 - **Distribuir durante la junta** **Blanco**
 - G-2 Estado de Cuenta de la Tarjeta de Crédito de Banco de América de la Agencia y otras tarjetas de crédito (junio y julio 2024) **Rosa**
 - G-3 Reporte del Presupuesto (julio 2024)
 - **Distribuir durante la junta** **Verde**
 - G-4 Reporte de In-Kind (julio 2024) **Amarillo**
 - G-5 Reporte de inscripción en el programa y informe de la asistencia (EHS julio 2024) **Gris**
 - G-6 Reporte Mensual de CACFP (julio 2024) **Marfil**
- H. REPORTES DE MIEMBROS DEL CONSEJO DE POLITICAS**
- H-1 Reporte de los Centros- Verbal
 - H-2 Reporte de la Mesa Directiva- Verbal
 - H-3 Reporte de Supervisión Activa- Verbal
- I. CORRESPONDENCIA**
- I-1 Notificación de Memorando Informativo de la Oficina Head Start sobre Estrategias y recomendaciones para apoyar la salud mental; Fecha de emisión: 05/09/2024

 - I-2 Notificación de Instrucción del Programa de la Oficina Head Start sobre *Nuevas disposiciones de elegibilidad para los programas Head Start para migrantes y trabajadores de temporada;* Fecha de emisión: 05/13/2024

 - I-3 Notificación de Instrucción del Programa de la Oficina Head Start sobre *Nuevas disposiciones de elegibilidad para los programas para indios americanos y nativos de Alaska;* Fecha de emisión: 05/13/2024
- J. FUTUROS TEMAS DE LA AGENDA**
- J-1 Primera lectura de los estatutos 2024-2025
 - J-2 Resolución de disputas internas
 - J-3 Póliza de suspensión y expulsión
 - J-4 Manual para padres de HS/CSPP - Programa del Estado en colaboración con Head Start
 - J-5 Elección de miembro de la comunidad
 - J-6 Póliza de servicios sin cargos
 - J-7 Capacitación: modelo de pirámide de enseñanza y disciplina consciente
- K. CLAUSURAMIENTO**

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COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Executive Policy Council Meeting
Thursday, August 1, 2024
MINUTES

The Madera/Mariposa Regional & Early Head Start Executive Policy Council meeting was called to order by Otilia Vasquez at 5:41 p.m.

Committee Members Present

Otilia Vasquez
Irene Gomez
Amber Pickett

Committee Members Absent

Liliana Serna

Personnel Present

Maritza Gomez-Zaragoza, Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist

ROLL CALL

A. PUBLIC COMMENT –

None.

B. TRAINING – None.

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amber Pickett, seconded by Irene Gomez to approve the agenda as presented. Motion carried unanimously.

D. ADJOURN TO CLOSED SESSION – None

E. APPROVAL OF MINUTES

E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – June 6, 2024. Motion made by Irene Gomez, seconded motion by Amber Pickett. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider approving the selected candidate for the Chief Financial Officer position – Ms. Gomez-Zaragoza mentioned the current CFO resigned and a search for the new CFO began. Interviews were held and the current candidate, Ms. Medellin, will be offered the position after all PC and the Board of Director meeting.

Otilia Vasquez requested a motion to the selected candidate for the Chief Financial Officer position. Amber Pickett made the first motion, seconded by Irene Gomez. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes – none.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses – None.

G-3 Budget Status Reports – None.

G-4 In-Kind Report – None.

G-5 Program Enrollment & Attendance Report – None.

G-6 CACFP Monthly Report – None.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – None.

H-2- BOD report – Items approved today will be presented at next week's meeting.

H-3 Active Supervision – None.

I. CORRESPONDENCE

None.

J. FUTURE AGENDA ITEMS

J-1 Budget Revisions (as needed)

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 5:53 p.m. Motion made by Irene Gomez, seconded by Amber Pickett. Motion carried unanimously.



Report to the Policy Council

Agenda Item Number: F-1

Policy Council Meeting for: September 5, 2024

Author: Maritza Gomez-Zaragoza

DATE: August 28, 2024

TO: Madera/Mariposa Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Election of Policy Council Officers

RECOMMENDATIONS

Nominate and Elect interested Policy Council members to serve as officers; as per By-Laws, Article 10, Section 1 and Article 11, Section 1.

SUMMARY

The duties of these officers shall be as follows:

- Chairperson: The chairperson shall be the Chairperson of the Policy Council and the Chairperson of the Executive Committee. He/She shall:
 1. Be a member of the Council and of the Executive Committee and shall appoint all committees.
 2. Call all meetings of the Council and of the Executive Committee where required and work with parents and staff in the development of agendas and submission of agendas with notice of call.
 3. Preside at all meetings of the Policy Council and at all meetings of the Executive Committee.
 4. Exercise such other powers and perform such other duties as may be prescribed by the Policy Council.
- Vice-Chairperson: The Vice-Chairperson shall be a member of the Council and of the Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed for him/her by the Council from time to time.
- Secretary/Sergeant of Arms: The Secretary/Sergeant of Arms shall be a member of the Council and of the Executive Committee, and shall keep or cause to be kept, minutes of all Council and Executive Committee meetings, and he/she shall perform such other duties as may be prescribed by the Council. Secretary/Sergeant of Arms shall keep order over all meetings.

FINANCING: None



Reporte al Consejo de Políticas

Numero de Agenda: F-1

Junta del Consejo de Políticas para: 5 de septiembre de 2024

Autora: Maritza Gomez-Zaragoza

FECHA: 28 de agosto del 2024

PARA: Consejo de Políticas de Head Start Regional y Early de Madera/Mariposa

DE: Maritza Gomez-Zaragoza, Directora del Programa Head Start

TEMA: Elección de Oficiales para el Consejo de Políticas

RECOMENDACIONES

Nominar y Elegir miembros del Consejo de Políticas interesados para servir como oficiales; de acuerdo con los Estatutos, Artículo 10, Sección 1 y Artículo 11, Sección 1.

RESUMEN

Los deberes de los oficiales serán los siguientes:

- Presidente: El/la presidente será el/la presidente del Consejo de Políticas y del Comité Ejecutivo. El/ella:
 1. Será miembro del Comité de Póliza y del Comité Ejecutivo y nombrará todos los comités.
 2. Llamara todas las juntas del Consejo de Políticas y Ejecutivo cuando se requiera y trabajara con los padres y personal en el desarrollo de agendas.
 3. Preside en todas las juntas del Consejo de Políticas y del Comité Ejecutivo.
 4. Ejercer todos los poderes y desempeñar los deberes que puedan ser establecidos por el Consejo de Políticas.
- Vice-Presidente: El/la Vice-presidente debe ser miembro del Consejo y del Comité Ejecutivo. En la ausencia o incapacidad de el/la presidente, el/la vice-presidente presidirá en las juntas y desempeñará los deberes establecidos por el Comité de tiempo a tiempo.
- Secretaria/Sargenta de Armas: El/la secretaria/Sargenta de Armas debe ser miembro del Consejo y del Comité Ejecutivo, y debe tomar actas de todas las juntas del Consejo y Comité Ejecutivo, y desempeñara los deberes establecidos por el Consejo. El/la Secretaria/Sargenta de Armas debe tener el orden sobre todas las juntas.

FINANCIACION: Ninguno



Report to the Policy Council

Agenda Item Number: F-2

Policy Council Meeting for: September 5, 2024

Author: Maritza Gomez-Zaragoza

DATE: August 28, 2024

TO: Madera Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Executive Committee Representative

RECOMMENDATIONS

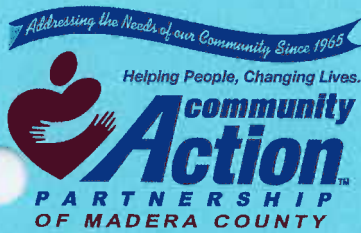
Nominate and Elect one member of the Policy Council to serve on the Executive Committee.

DISCUSSION

- The Executive Committee shall be composed of the officers and one member elected by the Council and the Representative appointed by the Policy Council. There will be no limit on the number of terms served by non-officers on the Executive Committee.
- The Executive Committee shall act on interim matters which cannot wait until the next regular Council meeting.
- The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.
- A quorum for any meeting of the Executive Committee shall be 51 percent of the authorized total membership of the Committee.
- The Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

FINANCING - Minimal

Receive reimbursement for attending Executive Committee meetings.



Reporte al Consejo de Políticas

Numero de Agenda: F-2

Junta del Consejo de Políticas para: 5 de septiembre de 2024

Autora: Maritza Gomez-Zaragoza

FECHA: 28 de agosto de 2023

PARA: Consejo de Políticas de Head Start Regional y Early de Madera

DE: Maritza Gomez-Zaragoza, Directora del Programa Head Start

TEMA: Representante del Comité Ejecutivo

RECOMENDACIONES

Nominar y Elegir un miembro del Consejo de Políticas para servir en el Comité Ejecutivo.

DISCUSION

- El Comité Ejecutivo será compuesto de los oficiales y un miembro elegido por el Comité y el representante nombrado por el Consejo de Políticas. No habrá límite en el plazo servido por miembros que no son oficiales en el Comité Ejecutivo.
- El Comité Ejecutivo tomara acción en temas que no puedan esperar hasta la próxima junta regular del Consejo.
- El Comité Ejecutivo será responsable en determinar temas administrativos y manejo mayores que serán dirigidos por la Administración y el Consejo de Políticas.
- Un quórum para cualquier junta del Comité Ejecutivo será 51 por ciento del total de miembros del Consejo.
- El Consejo revisara las actas de cada junta del Comité Ejecutivo y aceptara o rechazara tales actas en parte o enteras.

FINANCIACION: Minimo.

Recibirá un reembolso por asistir a las juntas del Comité Ejecutivo.



Report to the Policy Council

Agenda Item Number: F-3

Policy Council Meeting for: September 5, 2024

Author: Maritza Gomez-Zaragoza

DATE: August 28, 2024

TO: Madera Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Appoint one Madera/Mariposa Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors

I. RECOMMENDATIONS

Appoint Madera Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors.

II. SUMMARY

In accordance with the Head Start Performance Standard 1301.2 and 1301.3 – Program Governance, representation to the Board of Directors is a necessary step in shared decision-making.

III. DISCUSSION

- Board of Directors meetings are held on the second Thursday of each month at 5:30 p.m. in the CAPMC agency conference room, unless notified otherwise.
- The chairperson will take nominations from the floor, and hold a vote to elect the new representative to the Board of Directors.

IV. FINANCING: None



Reporte al Consejo de Políticas

Numero de Agenda: F-3

Junta del Consejo de Políticas para: 5 de septiembre de 2024

Autora: Maritza Gomez-Zaragoza

FECHA: 28 de agosto de 2024

PARA: Consejo de Políticas de Head Start Regional and Early de Madera

DE: Maritza Gomez-Zaragoza, Directora del Programa Head Start

TEMA: Apuntación de un miembro del Consejo de Políticas de Head Start Regional and Early de Madera a la Mesa Directiva de Community Action Partnership del Condado de Madera

I. RECOMENDACION

Apuntar a un miembro del Consejo de Políticas de Head Start Regional and Early de Madera a la Mesa Directiva de Community Action Partnership del Condado de Madera.

II. RESUMEN

De acuerdo a las normas de ejecución de Head Start 1301.2 y 1301.3 - Gobierno del Programa - representación a la Mesa Directiva es un paso necesario en hacer decisiones compartidas.

III. DISCUSION

- La junta de la Mesa Directiva es el segundo jueves del mes a las 5:30 p.m. en el cuarto de conferencias de la agencia, a lo menos que se cambie.
- El/la Presidente tomará nominaciones del piso y un voto será tomado para elegir el/la nuevo(a) representante a la Mesa Directiva.

IV. FINANCIACION - Ninguna



Report to the Policy Council

Agenda Item Number: F-4

Policy Council Meeting for: September 5, 2024

Author: Maritza Gomez-Zaragoza

DATE: August 29, 2024

TO: Madera Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Regional and Early Head Start 2024-2025 Planning Process and Calendar

I. RECOMMENDATIONS

Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

II. SUMMARY

The policy/procedure determines and guides staff and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

III. DISCUSSION

The planning process includes a review/analysis of:

- The process assists in the completion of the annual refunding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.
- Attached is a planning calendar that provides an overview of the items that will be presented to the Policy Council on a monthly basis.

IV FINANCING: Significant

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



Reporte al Consejo de Políticas

Numero de Agenda: F-4

Junta del Consejo de Políticas para: 5 de septiembre de 2024

Autora: Maritza Gomez-Zaragoza

FECHA: 29 de agosto de 2024

PARA: Consejo de Políticas de Head Start Regional y Early de Madera/Mariposa

DE: Maritza Gomez-Zaragoza, Directora del Programa de Head Start

TEMA: Proceso de Planificación y Calendario 2024-2025 de Head Start Regional y Early de Madera/Mariposa

I. RECOMENDACION

Revisar y considerar aprobar el Proceso de Planificación y Calendario 2024-2025 de las Pólizas/Procedimientos de Head Start Regional y Early de Madera/Mariposa.

II. RESUMEN

La Póliza/Procedimiento determina y guía a los empleados y el Comité de Póliza en la planificación del programa y establecimiento de metas que influyen el desempeño de la organización y mejoramiento continuo de una manera positiva.

III. DISCUSION

El proceso de planificación incluye una revisión/análisis de:

- El proceso asiste en la en la terminación de la aplicación de fondos anual.
- Una actualización en las cinco metas establecidas con objetivos de tiempo corto. El programa revisa/hace cambios a las metas anualmente.
- Revisa el sistema de evaluación del programa.
- El calendario de planificación esta añadido y da una visión de los temas de agenda que serán presentados al Comité de Política y la Mesa Directiva mensualmente.

IV. FINANCIACION: Significante

El presupuesto entero de Head Start sirve para poder realizar las metas y objetivos del programa.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: N/A Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Council/Committee: 9/7/23	Approved by Board of Directors:	

Subject: Planning Process

Performance Objective: Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

Operational Procedure:

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
 - a. Community Assessment
 - b. Program Goals & Objectives (long/short term)
 - c. Program Self-Assessment
 - d. On-going monitoring & reporting
 - e. Budget Planning, including service areas.
 - f. School Readiness & Outcome Data
 - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.

2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.

3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.

4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



GOVERNACION DEL PROGRAMA POLIZAS Y PROCEDIMIENTOS

Numero de la Póliza:	HSPPS: N/A	Pagina: 1 de 2
	Acta de Head Start del 2007: Sec. 642(c)(1)(i)-(iv)(II)	
Aprobada por el Comité de Póliza: 9/7/2023	Aprobada por la Mesa Directiva:	

Tema: Proceso de Planificación

Objetivo de la Función: El Calendario de Planificación es desarrollado para guiar el proceso para enfocar el proceso del desarrollo de las metas del programa, coleccionar datos de resultados, análisis de resultados, y mejoría continua.

Procedimiento de Operación:

1. La Directora de Head Start junto con el equipo administrativo identificaran información y artículos de acción que deben ser presentados al Consejo de Póliza/Comité de Póliza como parte de la aplicación de fondos. Los elementos del Proceso de Planificación incluyen, pero no están limitados a;
 - a. Asesoramiento de la Comunidad
 - b. Metas y Objetivos del Programa (Termino de corto y largo plazo)
 - c. Asesoramiento de Auto-Evaluación
 - d. Supervisión continua e información
 - e. Planificación del Presupuesto, incluyendo las áreas de servicio
 - f. Preparación Escolar y Datos de Resultados
 - g. Datos del Programa – Reporte de Información del Programa, Matricula, Reclutamiento, Asistencia, Finanzas, etc.
2. Todos los elementos son presentados al Consejo de Póliza/Comité de Póliza para repaso, aportación, y aprobación.
3. Después de aprobarse por el Consejo/Comité, los artículos son sometidos a la Mesa Directiva para proveer a los miembros la oportunidad de aportar información y dar la aprobación final a cada uno de los elementos presentados.
4. El calendario de planificación es repasado y actualizado como sea necesario cada año y se lleva al Consejo/Comité de Póliza y la Mesa Directiva para ser aprobado anualmente.



Report to the Policy Council

Agenda Item Number: F-5

Policy Council Meeting for: September 5, 2024

Author: Maritza Gomez-Zaragoza

DATE: August 30, 2024

TO: Madera/Mariposa Regional and Early Head Start Policy Council

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2024-2025

I. RECOMMENDATIONS

Review and consider approving the 2024-2025 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.

II. SUMMARY

The Policy Council Members representing Madera/Mariposa Regional and Early Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION

The Policy Council will decide whether or not to approve the policy at their regular meeting on September 5, 2024, which includes a reimbursement for childcare from 3 to 4 hours for a maximum of \$30 for local members and \$45 for member traveling from the Mountain area per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.

IV. FINANCING:

Funds are an allowable cost under the Federal Regulations.



Reporte al Consejo de Políticas

Numero de Agenda: F-5

Junta del Consejo de Políticas para: 5 de septiembre de 2024

Autora: Maritza Gomez-Zaragoza

FECHA: 30 de agosto de 2024

PARA: Consejo de Políticas de Head Start Regional y Early de Madera/Mariposa

DE: Maritza Gomez-Zaragoza, Directora del Programa de Head Start

TEMA: Revisar y considerar aprobar la Póliza de Rembolsó 2024-2025 del Consejo de Políticas de Head Start Regional y Early de Madera/Mariposa

I. RECOMENDACION

Revisar y considerar aprobar la recomendación de la Póliza de Rembolsó 2024-2025 de los Miembros del Consejo que representan al programa de Head Start Regional y Early de Madera/Mariposa.

II. RESUMEN

Los Miembros del Consejo de políticas que representan al programa de Head Start Regional y Early de Madera/Mariposa reciben un reembolso razonable por asistir a las reuniones y por participar completamente en sus responsabilidades.

III. DISCUSION

El Consejo de Políticas decidirá si aprobaran o no la póliza en su reunión del 5 de septiembre de 2024, que incluye un reembolso de cuidado de niño de 3 a 4 horas por un máximo de \$30 para miembros locales y \$45 para miembros de las montañas por reunión por lo lógico de tiempo de viaje. Reembolso de millaje es de su casa al lugar de la reunión a la tarifa de los Servicios de Impuestos Internos. El reembolso será dado a los miembros que usen su vehiculo.

IV. FINANCIACION:

Los fondos son costos permitidos bajo las Regulaciones Federales.



Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637 559.673.0012

BENEFICIARY & BOARD REIMBURSEMENT VOUCHER (Complete in Ink)

Instructions: Complete the spaces for your name and home address. Indicate the date of the meeting and the purpose/activity. The beginning and ending odometer readings must be included on the mileage. Subtract the ending odometer reading from the beginning odometer reading and record the difference as mileage. Total miles will be reimbursed at the current IRS reimbursement rate. Remember that if you are car pooling, only the driver is eligible for mileage reimbursement. Circle the appropriate meeting allowance rate. Add the mileage reimbursement and the meeting allowance together. Enter the sum as Total Expenses. Sign and date the form. CAPMC staff will complete the proper account coding.

Name: _____ Date of Meeting: _____

Street Address: _____ Position: Policy Council/Committee Member

City/Zip: _____ Activity: Policy Council/Committee Meeting

Telephone: _____ Center: _____

Program: **Madera/Mariposa HS** **Madera MHS** **Fresno MHS**

EXPENSES

AMOUNT

Mileage @ _____ Miles x Current IRS Rate Per Mile = \$ _____

Meeting Allowance (Low Income Committee Members)

\$30.00 (Local) **\$45 (Mountain/Huron)** \$ _____

Other: _____ \$ _____

_____ \$ _____

TOTAL EXPENSES: \$ _____

The expenses listed above were incurred by me while carrying out my duties for Community Action Partnership of Madera County.

Signed _____ Date: _____

This part is to be completed by CAPMC staff.

Program Account Mileage: 3__0-7111-__-__ \$ _____

Allowance: 3__0-7114-__-__ \$ _____

Total: \$ _____

Authorized By: _____ Date: _____



Community Action Partnership del Condado de Madera

1225 Gill Avenue, Madera, CA 93637 559.673.0012

BONO DE REMBOLSO

(Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Madera/Mariposa HS** **Madera/MHS** **Fresno MHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla = \$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 (Local) **\$45 (Montañas/Huron)** \$ _____

Otro: _____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____ Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3____.0-7111-____ - ____ \$ _____

Asignación: 3____.0-7114-____ - ____ \$ _____

Total: \$ _____

Autorizado por: _____ Fecha: _____



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Council:	Approved by Board of Directors:	

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

Performance Objective: Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.
3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
 - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members using their vehicle.
 - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
 - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
 - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Parent and Program Governance Specialist or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



GOVERNACION DEL PROGRAMA POLIZAS Y PROCEDIMIENTOS

Numero de la Póliza:	HSPPS: 1301.3(e)	Pagina: 1 de 2
Aprobada por el Comité de Póliza:	Aprobada por la Mesa Directiva:	

Tema: Subsidio de Bajos Ingresos para el Consejo de Póliza/Comité de Póliza

Objetivo de la Función: CAPMC hace posible que los miembros del Comité de Póliza/Consejo de póliza sean reembolsados por gastos incurridos cuando lleven a cabo sus responsabilidades como miembros del Comité de Póliza/ Consejo de Póliza.

Procedimiento de Operación:

1. La Póliza de Rembolso para el Consejo/Comité de Política será repasada y aprobada por el Concilio/Comité de Póliza anualmente. La recomendación/aprobación del Comité/Concilio será sometido a la Mesa Directiva para aprobación.
2. El Bono de Actividad de Pago de Reunión de Padres se utilizará cuando los padres participen en las siguientes actividades.
 - a. Asistir a las reuniones mensuales o especiales del Comité de Póliza/ Consejo de Póliza.
 - b. Conferencias/seminarios de entrenamiento patrocinados por la Agencia o el Concesionario.
 - c. Los padres participan en cuestiones relacionadas con las actividades del programa cuando sea necesario.
 - d. Asistir a la Conferencia Nacional Migrante o de Head Start.
 - e. Proceso de autoevaluación.
 - f. Reuniones de la Mesa Directiva.
3. Padres serán reembolsados de la siguiente manera:
 - a. Reembolso de Padres para el costo de cuidado de niños es de \$30.00 por el Comité de Póliza/Consejo de Póliza para los miembros que viven localmente y \$45.00 para los miembros que viven fuera del área (montañas).
 - b. Reembolso de millas es desde el hogar hasta el lugar de la reunión de acuerdo a la pauta aprobada del Servicio de Impuestos Internos. El reembolso de millas será provisto a aquellos miembros que utilizan su vehículo.
 - c. El reembolso se proporciona al representante del Comité de Pólizas/Consejo de Póliza. Si el representante no asiste, el suplente es elegible para el reembolso. El reembolso es para miembros votantes en el momento de la reunión designada.
 - d. Tanto los miembros del Comité de Pólizas/Consejo de Póliza y el suplente son

elegibles para el reembolso a los entrenamientos requeridos o a petición del personal para asistir al evento.

- e. Si el Representante y Suplente deciden manejar juntos, el reembolso será proporcionado al propietario del vehículo.

El Bono de pago de Actividad de Padres debe ser completado de la siguiente manera:

1. Su nombre
2. Dirección completa
3. Posición en el Comité de Pólizas/Consejo de Póliza
4. Actividad
5. Millas totales (ida y vuelta)
6. Firma y fecha
7. Una vez que la información este completa, el pago de Bono de Actividad de Padres se entregara a la Especialista de padres y gobernanza o a la Asistente Administrativa para su presentación al Departamento de Contabilidad. El Departamento Contabilidad enviará el pago directamente al miembro participante.

June 2024 statement

Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount Charged to EHS / Cantidad Cobrada a EHS	Amount Charged to RHS / Cantidad Cobrada a RHS	Receipt / Recibo
ATT	Telephone	29,550.70	384.35	8,010.95	Yes
Comcast	Net service	1,159.89	0.00	0.00	Yes
Community Playthings	Supplies for centers	19,567.92	1,814.70	0.00	Yes
Discount School Supply	Supplies for centers	849.34	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	148.31	0.00	0.00	Yes
FedEx	Postage	467.65	40.31	0.00	Yes
Lakeshore	Supplies for centers	11,865.79	2,471.69	411.00	Yes
Matson alarm	Alarm services	737.00	6.92	85.39	Yes
Verizon	Wireless devices	5,602.28	239.20	614.74	Yes
Office Depot	Supplies for offices/centers	18,404.68	50.11	1,722.36	Yes
					Yes
	TOTAL				06/28/24
		\$88,353.56	\$5,007.28	\$10,844.44	LA

July 2024 Statement

Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount Charged to EHS / Cantidad Cobrada a EHS	Amount Charged to RHS / Cantidad Cobrada a RHS	Receipt / Recibo
ATT	Telephone	\$16,838.22	\$78.77	\$7,137.25	Yes
Comcast	Net service	\$1,160.14	0.00	0.00	Yes
Community Playthings	Supplies for centers	0.00	0.00	0.00	Yes
Discount School Supply	Supplies for centers	0.00	0.00	0.00	Yes
Ecolab	Dishwasher rental/repairs	\$425.44	0.00	\$74.16	Yes
Fedex	Postage	\$161.35	0.00	0.00	Yes
Lakeshore	Supplies for centers	\$13,183.68	\$1,115.95	\$3,537.83	Yes
Matson alarm	Alarm service	\$747.00	\$7.52	\$104.86	Yes
Verizon	Wireless devices	\$5,603.70	\$239.28	\$863.82	Yes
Office Depot	Supplies for offices/centers	\$14,528.32	\$739.88	\$1,176.86	Yes
					Yes
	TOTAL				
		\$52,647.85	\$2,181.40	\$12,894.78	07/28/24 LA

Card Member Service

Credit Card Charges

COSTCO

June 2024 Statement

Card Holder	Description	Card Amount	Amount charged to RHS	Amount charged to EHS
Maritza Gomez-Zaragoza	Supplies for Program	\$802.84	\$505.77	\$26.14
		Total \$802.84	Total \$505.77	Total \$26.14

JDK

Card Member Service

Credit Card Charges

COSTCO

July 2024 Statement

Card Holder	Description	Card Amount	Amount charged to RHS	Amount charged to EHS
Maritza Gomez-Zaragoza	Supplies for program		100.81	9.16
		\$569.15		
		Total \$569.15	Total \$100.81	Total \$9.16

Credit Card Charges

June 2024

Fiscal

Statement Date / Fecha de estado de cuenta	Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount charged to RHS / Cantidad cobrada a RHS	Amount charged to EHS / Cantidad cobrada a EHS	Receipt / Recibo
JUNE	Home Depot	Supplies for centers	\$9,520.12	\$295.64	\$5.87	Yes
JUNE	Wex Bank (Chevron)	Fuel	0.00	0.00	\$0.00	Yes
JUNE	Walmart	Supplies for centers	\$4,939.03	\$1,411.56	\$195.78	Yes
JUNE	Wex Bank (Valero)	Fuel	\$5,923.89	\$1,318.89	\$62.01	Yes
JUNE STMT DATES		Totals	\$20,383.04	\$3,026.09	\$263.66	LA

07/24
JD

Credit Card Charges / Cargos de Cuentas

July 2024

Fiscal

Statement Date / Fecha de estado de cuenta	Name of Vendor / Nombre de Vendedor	Description / Descripción	Amount / Cantidad	Amount charged to RHS / Cantidad cobrada a RHS	Amount charged to EHS / Cantidad cobrada a EHS	Receipt / Recibo
JULY	Home Depot	Supplies for centers / Materiales para los centros	\$6,883.88	\$1,463.10	\$55.76	Yes
JULY	Wex Bank (Chevron)	Fuel / Gasolina	0.00	0.00	\$0.00	Yes
JULY	Walmart	Supplies for centers / Materiales para los centros	\$1998.31	0.00	0.00	Yes
JULY	Wex Bank (Valero)	Fuel / Gasolina	\$4657.23	\$863.22	\$124.21	Yes
JULY STMT DATES		Totals	\$13,539.42	\$2,326.32	\$179.97	LA

08/24

J

REGIONAL JULY 2024-JULIO 2024

2024-2025 CENTER IN-KIND SUMMARY REPORT

CENTER	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED	Percent
Chowchilla	\$ 10,122.19	\$0.00	\$0.00	\$0.00	\$10,122.19	0%
Cottonwood	\$ 5,212.17	\$0.00	\$0.00	\$0.00	\$5,212.17	0%
Eastside	\$ 3,542.17	\$0.00	\$0.00	\$0.00	\$3,542.17	0%
Fairmead	\$ 3,056.76	\$0.00	\$0.00	\$0.00	\$3,056.76	0%
Mariposa	\$ 5,212.17	\$0.00	\$0.00	\$0.00	\$5,212.17	0%
Mis Tesoros	\$ 4,475.67	\$0.00	\$14.16	\$14.16	\$4,461.51	0%
North Fork	\$ 4,475.67	\$0.00	\$0.00	\$0.00	\$4,475.67	0%
Oakhurst	\$ 3,984.67	\$0.00	\$0.00	\$0.00	\$3,984.67	0%
Ruth Gonzales	\$ 5,212.17	\$0.00	\$14.16	\$14.16	\$5,198.01	0%
Valley West	\$ 7,667.18	\$0.00	\$0.00	\$0.00	\$7,667.18	0%
Verdell McKelvey	\$ 7,667.18	\$0.00	\$0.00	\$0.00	\$7,667.18	0%
Office		\$0.00		\$0.00	\$0.00	0%
Rent	\$ 318,251.00	\$19,676.55	\$19,676.55	\$39,353.10	\$278,897.90	12%
State Collaboration	\$1,091,317.00	\$0.00		\$0.00	\$1,091,317.00	0%
TOTAL IN-KIND	\$ 1,470,196.00	\$19,676.55	\$19,704.87	\$39,381.42	\$ 1,430,814.58	3%

A. YTD In-Kind **\$39,381.42**

B. Contracted In-Kind **\$1,470,196.00**

C. Percent YTD In-Kind Contract Amount **2.68%**

*This total (A.) should equal the "YTD Total" of the Regional Summary Sheet for the matching month.

IN-KIND MONTHLY SUMMARY REPORT

Month **July** **Year** **2024-25**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	-	28.32	28.32	60,599.68
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	58,203.00	-		-	58,203.00
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	-	28.32	28.32	2,396.68
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	-	-		-	-
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	318,251.00	19,676.55	19,676.55	39,353.10	278,897.90
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	378,879.00	19,676.55	19,704.87	39,381.42	339,497.58
State Fund 319	\$1,091,317	-		-	1,091,317.00
Grand Total	1,470,196.00	19,676.55	19,704.87	39,381.42	1,430,814.58

B. Contracted In-Kind \$ 39,381.42

C. Percent Y-T-D In-Kind 2.68%

EARLY HEAD START JULY 2024 - JULIO 2024

2024-2025 CENTER IN-KIND SUMMARY REPORT

CENTER	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEED	Percent
Early head Start A	\$31,951.80	\$549.61	\$3,049.70	\$3,599.31	\$28,352.49	11%
Early head Start B	\$31,951.80	\$419.81	\$5,392.32	\$5,812.13	\$26,139.67	18%
Early head Start C	\$31,951.80	\$0.00	\$0.00	\$0.00	\$31,951.80	0%
Early head Start D	\$31,951.80	\$0.00	\$4,350.94	\$4,350.94	\$27,600.86	14%
Early head Start E	\$31,951.80	\$0.00	\$1,049.22	\$1,049.22	\$30,902.58	3%
Office	\$0.00	\$0.00		\$0.00	\$0.00	0%
Rent	\$0.00	\$0.00		\$0.00	\$0.00	0%
TOTAL IN-KIND	\$159,759.00	\$969.42	\$13,842.18	\$14,811.60	\$144,947.40	9%

A. YTD In-Kind \$14,811.60

B. Contracted In-Kind \$159,759.00

C. Percent YTD In-Kind Contract Amount **9.27%**

*This total (A.) should equal the "YTD Total" of the Regional Summary Sheet for the matching month.



Madera Early Head Start Monthly Enrollment Report July 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
July-2024**

FREE MEALS	0		0
REDUCED	0	#DIV/0!	
BASE	0		0
TOTAL	<u>0</u>	#DIV/0!	

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

MEAL	#		%		RATE		
BREAKFAST:	0	X	100.0000%	X	\$2.3700	=	\$0.00
LUNCH:	0	X	100.0000%	X	\$4.4300	=	\$0.00
SUPPLEMENTS:	0	X	100.0000%	X	\$1.2100	=	\$0.00

0
TOTAL FEDERAL REIMBURSEMENT \$0.00

CASH IN LIEU: LUNCHES X \$0.3000 \$0.00

TOTAL REIMBURSEMENT **\$0.00**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	MEALS		STATE RATE		% ALLOC	TOTAL STATE EARNINGS
TOTAL BREAKFAST	0	X	\$0.2137	X	100%	\$0.00
TOTAL LUNCHES	0	X	\$0.2137	X	100%	\$0.00
TOTAL:						<u>\$0.00</u>

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **\$0.00**

	Breakfast	Lunch	Snack	Total
RHS	-	-	-	-
CSPP	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	RHS	CSPP	Total
TOTAL FEDERAL REIMBURSEMENT:	\$0.00	\$0.00	\$0.00
CASH IN LIEU:	\$0.00	\$0.00	\$0.00
TOTAL STATE REIMBURSEMENTS:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No: ACF-OHS-IM-24-01	2. Issuance Date: 05/09/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start, Early Head Start, Mental Health, Behavioral Health, Social and Emotional Development	

INFORMATION MEMORANDUM

- TO:** All Head Start Grant Recipients
- SUBJECT:** Strategies and Recommendations for Supporting Mental Health
- PURPOSE:** This Information Memorandum (IM) highlights the Head Start Program Performance Standards and related strategies for integrating mental health supports across all Head Start programs.

BACKGROUND: Head Start programs, including preschool programs, Early Head Start programs, Migrant and Seasonal programs, and American Indian and Alaska Native programs, have a long history of providing comprehensive services alongside early education services. They support a program-wide culture that promotes children’s mental health and social and emotional well-being. Children’s mental health is foundational for family well-being, children’s overall healthy development, and long-term success.¹ In recent years, Head Start programs have called for guidance on how to be more intentional in integrating [mental health supports](#) into programs. These calls stem from a reported rise in behavioral and developmental concerns, higher rates of staff turnover, and limited availability of specialized mental health services. This IM provides evidence-informed mental health strategies and associated resources that can help address these challenges as part of a renewed effort across federal early childhood funding agencies to integrate mental health supports into programs.

To integrate mental health supports effectively into Head Start programs, it is important to first understand and destigmatize what is meant by “mental health.” Young children’s mental health, often referred to as early childhood mental health (ECMH), is not mental illness. Rather, it is the same as [social](#)

¹ <https://www.acf.hhs.gov/ecd/policy-guidance/dear-colleague-social-emotional-development-and-mental-health>

[and emotional development](#) and well-being. It is a child's capacity to express and regulate emotions, form trusting relationships, explore, and learn — all in the cultural context of family and community. ECMH approaches should support every child's development of social and emotional skills, in addition to providing specialized supports for the up to 20 percent of children under the age of 5 who experience social and emotional difficulties.²

Strengthening the focus on mental health is particularly appropriate given the Head Start program's mission to serve the most vulnerable children and families and break the cycle of poverty. Individuals living in high-poverty neighborhoods often have less access to high-quality resources and supports compared to individuals living in low-poverty neighborhoods, and are more likely to have worse mental health outcomes as a result.³ Furthermore, Black, Indigenous, and People of Color (BIPOC) families⁴ and families in remote or rural areas have less access to mental health and substance use services.⁵ BIPOC families, including families in tribal communities, are disproportionately affected by chronic stress resulting from structural racism and historical trauma, which further narrows access to services they can trust.⁶

Head Start programs play a vital role in addressing ECMH and reducing disparities in ECMH, because they focus on the whole child as well as partner with families and communities. Family-focused efforts in particular ensure children's mental health continues to be supported in the long-term, after children transition to kindergarten. Many Head Start programs have already adopted [diverse strategies](#) to address ECMH. Programs support family well-being and staff-wellness, which ensures caregivers are well equipped to support ECMH. They directly support the child by strengthening relationships with responsive caregivers, such as [parents](#) and [early childhood staff](#), which is the foundation of ECMH. They provide stable, nurturing environments in

² National Research Council and Institute of Medicine Committee. Preventing mental, emotional, and behavioral disorders among young people: progress and possibilities. Washington, DC: National Academies Press; 2009. Brauner, C. B., & Stephens, C. B. (2006). Estimating the prevalence of early childhood serious emotional/behavioral disorders: Challenges and recommendations. *Public health reports*, 121(3), 303-310.

³ <https://www.acf.hhs.gov/eecd/policy-guidance/dear-colleague-social-emotional-development-and-mental-health>

⁴ Rafla-Yuan, E., Moore, S., Carvente-Martinez, H., Yang, P. Balasuriya, L., Jackson, K., McMickens, C., & Ropbles-Ramamurthy, B. (2022). Striving for equity in community mental health: Opportunities and challenges for integrating care for BIPOC youth. *Child and Adolescent Psychiatric Clinics of North America*, 31(2), 295-312.

⁵ Morales, D. A., Barksdale, C. L., & Beckel-Mitchener, A. C. (2020). A call to action to address rural mental health disparities. *Journal of clinical and translational science*, 4(5), 463-467.

⁶ Winters M-F. Black Fatigue: How Racism Erodes the Mind, Body, and Spirit. 1st ed. Berrett-Koehler Publishers; 2020. [Mental-Health-Facts-for-American-Indian-Alaska-Natives.pdf \(psychiatry.org\)](#)

Gone, J. P., & Trimble, J. E. (2012). American Indian and Alaska Native mental health: Diverse perspectives on enduring disparities. *Annual review of clinical psychology*, 8, 131-160.

GUIDANCE: which children can safely learn and practice social and emotional skills, and partner with families to do the same at home. Head Start staff build trusting relationships with families and partner within the community to identify and leverage resources. These steps make it more likely that mental health supports will meet the needs of families and make a difference.

Although there are many ways mental health can be supported in Head Start programs, it is important for programs to develop a comprehensive, integrated early childhood mental health approach that promotes child and adult mental health, prevents concerns from developing, and supports early identification and referrals for treatment when needed. Using a continuum⁷ of mental health supports ensures every child and family receives the appropriate level of care. This continuum includes:

- I. **Mental health promotion** – An approach aimed at strengthening positive aspects of mental health and well-being and is focused on setting children and families up for success.
- II. **Prevention services and supports** – An approach aimed at reducing the likelihood of future disorders in the general population or for people who are identified as at risk of a disorder.
- III. **Access to mental health treatment** – Interventions are delivered to people who continue to be at risk after engaging in prevention services or have been diagnosed with a mental disorder.

The Office of Head Start (OHS) continues to strongly encourage grant recipients to use quality improvement funds available to all Head Start, Early Head Start, American Indian and Alaska Native Head Start, Migrant and Seasonal Head Start, and Early Head Start-Child Care Partnership grant recipients to support these strategies and invest in mental health supports across roles and program service areas. Suggestions of allowable uses for quality improvement funds as specified in the Head Start Act can be found in the [FY 2023 Head Start Funding Increase Program Instruction](#).

For Head Start State Collaboration Offices and recipients closely working with states, it may be of interest to review [related program guidance](#).

Strategies and Recommendations to Support Mental Health

These strategies support program quality and describe resources that can help programs comply with applicable Head Start Program Performance Standards.

⁷ Purgato M, Uphoff E, Singh R, Thapa Pachya A, Abdulmalik J, van Ginneken N (2020). Promotion, prevention and treatment interventions for mental health in low- and middle-income countries through a task-shifting approach. *Epidemiology and Psychiatric Sciences* 29, e150, 1–8. <https://doi.org/10.1017/S204579602000061X>

INCREASE MENTAL HEALTH PROMOTION

1. A focus on social determinants of health, or the conditions in which individuals are born, grow, live, work, and age, can lead to better mental health outcomes and prevent future mental illness. To promote social conditions that support family well-being, such as family safety, health, and economic stability, programs are encouraged to develop innovative two-generation approaches that leverage community partnerships and address prevalent needs of children and families ([45 CFR §1302.50\(a-b\)](#)). To achieve this, programs can:
 - Create authentic partnerships with families using the [Building Partnerships with Families Series](#) as a guide. Programs can support family mental health and well-being by using the family assessment and partnership process to help families with their biggest life stressors.
 - Update the program's intake process with families to include targeted discussions on mental health, such as the families' perceptions about mental health and addressing potential stigma. Include information on mental health supports in the program, such as mental health consultation services and resources and supports available in the community.
 - Establish formal and informal [check-ins with families](#) with the intent to support family mental health. For example, build in time during parent-teacher conferences to discuss how families are doing, create a drop-box for parents to discreetly communicate their needs to staff, and devote time in every parent meeting to wellness activities.
 - Invite the mental health consultant to introduce themselves at program events, such as an "Open House" to explain the Head Start program's commitment to supporting mental health. This is an opportunity to familiarize parents with the mental health services available to them, including the role of the mental health consultant and how consultation is used throughout the program.

2. To promote family well-being, programs must collaborate with parents by providing mental health education support services. These services include opportunities for parents to learn about healthy pregnancy and postpartum care that encompasses mental health and substance use treatment options ([45 CFR §1302.46\(a\)](#)). To achieve this, programs can:
 - Offer opportunities for families to connect to [talk about their child's development](#), how they are coping with potential stressors, and what resources they are using. Create a parent group, either virtually or in person, that serves as a space for parents to express their emotions, thoughts, and feelings. For guidance on facilitating this activity, refer to [Leading Online Parent Meetings and Groups](#).
 - Provide training and opportunities for parents to learn about children's health, well-being, and mental health (i.e., in person trainings, virtual trainings, resources/handouts, etc.), as well as developing safe, stable, and nurturing relationships and environments. For example:
 - i. Use the mental health consultant to provide group wellness sessions with parents. In these sessions include information on resources in the community and how to access these resources.

- ii. Invite speakers from mental health and substance use agencies to give talks about mental health and substance use.
 - Regularly check in with families about providing supports for their own mental health and well-being, such as education materials on [reducing stress](#) and [understanding depression](#).
 - For pregnant women and expectant families enrolled in Early Head Start services, include a mental wellness check during the [newborn visit](#) that a program must provide to each mother and baby within two weeks after the infant's birth ([45 CFR §1302.80\(d\)](#)). These mental wellness checks are geared towards the parent or family members caring for the child and can be incorporated into a daily health check. Consider incorporating screenings for adult mental health, including [depression](#), and [substance use](#), with appropriate guidance from a mental health professional.
3. To promote staff well-being, programs must make mental health and wellness information available to staff regarding issues that may affect their job performance and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)). To achieve this, programs can:
- Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data, such as those described in [ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce](#). It is important to gather feedback from staff on their [well-being](#) and [job satisfaction](#), as well as wellness strategies, to determine if refinements or improvements are needed.
 - Provide program leaders with foundational training in supporting workforce mental health such as through the [National Child Traumatic Stress Network \(NTCSN\)](#). The NTCSN offers resources and trainings on a wide range of topics, including strategies to prevent, recognize and address secondary traumatic stress, which may be experienced by Head Start staff caring for children affected by trauma.
 - Consider establishing communities of practice or [reflective supervision](#) groups that help directors and managers focus on creating safe environments and communications that convey to staff that it is safe to disclose and receive support if and when they experience mental health challenges.
 - Promote employee assistance services and build a culture to address the stigma of seeking help for mental health reasons. Raise employee awareness around free or low-cost mental health supports available, such as benefits included in health insurance plans.
4. To promote child well-being, a program must ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being ([45 CFR §1302.90\(c\)\(i\)](#)). To facilitate implementation of positive strategies, programs can:
- Train staff, consultants, contractors, and volunteers to have basic knowledge of developmentally appropriate strategies to support positive behaviors. Since developmental expectations and appropriate strategies may differ depending on a child's age and developmental skills, staff working with [preschool-age children](#), may still benefit from a basic understanding of how to support [infants and toddlers](#).

- Ensure staff understand that [following children’s lead](#) in structured play activities is an impactful way to understand children’s developmental skills, identify and offer positive attention to their strengths, and practice self-regulation skills in a controlled environment.
- Make sure learning environments are designed to support children’s self-regulation. This could include creating “[cozy spaces](#)” that are clearly visible to adult supervision where children can go if they are feeling overwhelmed. Similarly, spaces can be created with activities or sensory materials as places to express energy. These types of spaces are designed so that teachers can still observe the child or children who are in them, while also providing them the needed supports to self-regulate.
- Partner with families to understand the development, communication style, strengths, and [temperament](#) of each child in order to establish predictable routines, transition strategies, and developmentally appropriate behavioral expectations for children in the program.

INCREASE PREVENTION SERVICES AND SUPPORTS

5. To support children’s ongoing social and emotional development, programs must provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns ([45 CFR §1302.45\(a\)](#)). To achieve this, programs can:
 - Implement an [all-hands-on deck](#) approach by creating a multidisciplinary team that works together in your program to support children’s mental health. This team can be comprised of individuals that already work with the child or family across disciplines. The benefit of having a team of professionals with multiple perspectives (i.e., mental health, early childhood, special education, family service, health, nutrition, etc.) is that it ensures the most comprehensive approach to support the needs of a child and family.
 - i. For example, consider ways to integrate prevention-focused approaches such as the [Pyramid Model](#) with mental health supports such as mental health consultation.
 - Seek direct guidance from a mental health or child development professional to ensure that findings from developmental screening and assessment required in [45 CFR §1302.33](#), including social and emotional screenings, are used when making a referral to determine if the child is eligible for services through [IDEA](#) or [section 504 of the Rehabilitation Act](#). While programs wait for an eligibility evaluation and possible services, programs can consider an [individualized approach](#) to support positive behaviors and teach new skills.
 - Review your program’s educational curriculum to ensure it offers appropriate [social and emotional learning](#) opportunities, including intentionally planned learning experiences to help practice self-regulation skills. If you notice that many children in the group need social and emotional development support, spend some time intentionally embedding more of the experiences and activities from your curriculum that support these skills. Work these activities and supports into your daily routines and revisit them as needed to ensure children are developing skills in this area.

- Implement a systems-level approach for adult regulation such as the “Tap-In/Tap-Out” system⁸ when an education staff member is feeling frustrated, overwhelmed, or otherwise dysregulated. This strategy allows for education staff to engage another staff member from a predetermined list to “tap-in” and cover the class. The education staff member can then “tap-out” and engage in strategies for accessing a calm state before returning to the learning environment.
6. Infant and early childhood mental health consultation (IECMHC) is a prevention-based approach. Mental health consultants work with Head Start leaders, staff, and families to support children’s healthy social and emotional development. Grant recipients have shared that it can be challenging to obtain mental health consultants, particularly in rural areas. A few strategies for building mental health consultation access include:
- Encourage existing staff to use educational benefits, such as tuition and fee support, to work towards mental health consultant qualifications. These and other strategies are described in [ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce](#).
 - Reach out to mental health organizations and other early childhood programs to identify potential partners for mental health consultation services. For example, ask other local Head Start or early childhood programs, home visiting programs, and state or tribal [early care and education offices](#) how they find mental health consultants. Ask local pediatricians, community health clinics, and hospitals where they refer children and adults for mental health services. After identifying possible partners, reach out to orient them to the role of mental health consultation in Head Start programs and explore potential collaborations.
 - Prioritize finding a mental health professional who is familiar with the families in your program or community. Your Head Start program can help them learn about child development, group care, the culture of your program, relevant HSPPS, and IECMHC.
 - Consider implementing approaches such as [telehealth or remote consultation](#), especially in rural areas, while efforts to build capacity for in-person mental health consultation are underway.⁹
 - Consult IECMHC.org’s [interactive map of consultants](#).
7. To ensure mental health consultants engage in prevention-focused activities, programs must ensure the mental health consultant assists, at a minimum, with the requirements listed in 45 CFR §1302.45(b). To achieve this, programs can:
- Provide professional development opportunities for staff during onboarding and periodically after. For example, the [Foundations of Infant and Early Childhood](#)

⁸ Venet, A. S. (2019, September 13). *The evolution of a trauma-informed school*. Edutopia.

⁹ [Mental Health Services for Children Policy Brief | CSELS | Rural Health | CDC](#)

Terry-Leonard et al (2022). Early childhood mental health consultation: Brief report of adaptations in the virtual learning environment. [IECMHCvirtualAdaptations_v6.pdf \(iecmhc.org\)](#)

[Mental Health Consultation iPD Course](#) can ensure that all staff understand that IECMHC is a way to grow the capacity of adults to support the child's social and emotional well-being, rather than a direct intervention or treatment approach.

- Use the expertise of the mental health consultant at a programmatic level, in addition to consulting at the level of specific children, families and classrooms. For example, the mental health consultant can help program leaders and staff explore strategies for enhancing systems that support staff well-being. They can also help design program-wide policies and procedures related to mental health supports, such as positive discipline or screening and assessment practices.

ACCESS TO MENTAL HEALTH TREATMENT

8. Programs must build community partnerships to facilitate access to additional mental health services as needed (45 CFR §§1302.45(a)(4), [1302.53\(a\)\(2\)](#), 1302.80(c)). To achieve this, programs can:

- Consult with your Health Services Advisory Committee on local opportunities and potential partnerships. Identify grant funds available in your local community that are designated to support early childhood mental health. For example:
 - i. Partner with local [Certified Community Behavioral Health Clinics](#) (CCBHCs). CCBHCs are designed to ensure access to coordinated comprehensive behavioral health care. CCBHCs are required to serve anyone who requests care for mental health or substance use, including developmentally appropriate care for children and youth, regardless of their ability to pay, place of residence, or age.
 - ii. Leverage community health workers, family navigators, [promotores](#), and peer specialists to reduce mental health stigma and provide support to families navigating mental health systems and other systems that address social determinants of health.
- Use resources that offer expertise in culturally grounded mental health practices, such as partnering with tribal healers to connect families to traditional ways of healing.
- Build partnerships with local colleges and universities that may provide sliding scale mental health services through their mental health training clinics. A sliding scale is a flexible fee structure or payment system that asks a client to pay based on their ability to do so.
- [Facilitate access to community](#) enrichment activities that can both protect and promote child and family mental health (i.e., sporting activities, cultural events, religious organizations, farmers' markets, and play groups).
- Assess [barriers to obtaining mental health services](#) and provide supports based on this assessment to facilitate access. Examples could include providing transportation from the program to clinics or providing families with private spaces equipped with appropriate technology to access tele-mental health services.

These evidence-informed mental health strategies can support Head Start programs in intentionally integrating mental health supports across their program. They can address challenges programs face such as behavioral and developmental concerns, staff burnout, and the

limited availability of specialized mental health services. The accompanying [appendix](#) includes more specific resources to support these recommendations.

OHS will continue to work with programs to support the mental health of children, families, and staff in Head Start programs. Please direct any questions about the content of this IM to your OHS regional office.

Thank you for all you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-OHS-PI-24-04	2. Issuance Date: 05/13/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; MSHS; Migrant and Seasonal Head Start; Consolidated Appropriations Act; Fiscal Year 2024	

PROGRAM INSTRUCTION

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: New Eligibility Provisions for Migrant and Seasonal Head Start programs

INSTRUCTION:

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility requirements for Region XII, Migrant and Seasonal Head Start (MSHS) recipients in Section 239 of the Further Consolidated Appropriations Act, 2024.

The new provision expands opportunities for MSHS programs to more effectively serve the families they were designed to serve. Our nation’s rich agricultural history has always featured the incredible resilience of farmworkers and their families. MSHS programs take great pride in supporting the legacy of these families and offering new opportunities for future generations.

Implementation of the New Eligibility Provision

This provision specifies that in FY 2024, and every year after, MSHS programs can serve any age-eligible child who has one family member whose income comes primarily from agricultural employment as defined in Section 3 of the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. 1802), regardless of total family income.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), programs are required to annually establish selection criteria that weigh the prioritization of participants based on needs identified in the community needs assessment. MSHS programs must still follow these requirements and use selection criteria to enroll children who would benefit most from their services, prioritizing the children of migrant farmworker families. Programs do not need to

update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 239, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

One unique characteristic of MSHS eligibility is a family connection to agricultural employment. To be eligible for a MSHS program before the passage of this provision, a family had to show that their income came primarily from agricultural labor, in addition to meeting income eligibility or other criteria for Head Start services. However, it has become increasingly less common for agricultural work to be the primary source of a family's income. Agricultural work has become less available or stable due to unpredictable weather events and higher pay in other industries.

This new law addresses such barriers while maintaining the MSHS connection to agricultural work. Now, a child is eligible if at least one family member's income comes primarily from agricultural work. To make this determination, a program must verify that more than 50% of the individual's income comes from agricultural work. The new provision also reiterates the requirement that MSHS programs prioritize farmworker families who would benefit most from their programs — especially migrant farmworker families who have relocated frequently within the past two years to pursue agricultural work.

Per Section 239, for the purposes of eligibility, MSHS programs are now required to collect income information from only one family member to determine whether the individual's income comes primarily from agricultural work. However, if a MSHS program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect income information from the entire family accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a MSHS program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

Additional Details on Eligibility, Recruitment, Selection, Enrollment, and Attendance Requirements

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, MSHS programs should follow the new statutory provision in Section 239. For example, MSHS programs are no longer required to adhere to income eligibility requirements under [45 CFR §1302.12\(c\)](#). However, these programs are still required to verify eligibility under 45 CFR §1302.12(f) based on the income of one family member coming primarily from agricultural employment.

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs also must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services and encourage and assist them in applying for admission to the program.

Please note, as emphasized in Section 239, a MSHS program is still required to prioritize migrant families who move multiple times within a two-year period for enrollment. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

Definitions

This new statutory language does not change the definition of *family* in the existing HSPPS. The definition of *migrant family* is now outdated, in part — a migrant family no longer needs to have a family income that comes primarily from agricultural employment. Rather, the family must have one family member whose income comes primarily from agricultural employment, which is operationalized as more than 50% of one family member’s income is derived from agricultural employment.

The term *agricultural employment* (29 U.S.C. § 1802 (3)) means employment in any service or activity included within the provisions of Section 3(f) of the Fair Labor Standards Act of 1938 ([29 U.S.C. 203\(f\)](#)) or section [3121\(g\) of title 26](#), such as the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. In accordance with current practice, programs should apply this definition consistent with their community needs assessment and selection criteria.

Data and Reporting

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to MSHS eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those MSHS programs that deem families eligible per the new language in Section 239 during this program year.

Monitoring

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 monitoring reviews will be monitored according to these changes to MSHS eligibility policy. FY 2025 monitoring protocols will reflect these changes.

Full Enrollment Initiative

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative.

Change in Scope Process

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

Training and Technical Assistance (TTA) and Ongoing Support

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) will need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families at the national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback will be shared soon. Please send your questions about these changes to MSHeadStart@acf.hhs.gov.

OHS is grateful for your partnership in implementing this new change so that more families are eligible for Migrant and Seasonal Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

<p style="text-align: center;">ACF</p> <p style="text-align: center;">Administration for Children and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</p>	
	1. Log Number: ACF-OHS-PI-24-03	2. Issuance Date: 05/13/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Eligibility; AIAN; American Indian and Alaska Native; Consolidated Appropriations Act; Fiscal Year 2024	

PROGRAM INSTRUCTION

TO: All Head Start recipients, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: New Eligibility Provisions for American Indian and Alaska Native programs

INSTRUCTION:

On March 23, 2024, President Biden signed the [Further Consolidated Appropriations Act, 2024 \(Public Law 118-47\)](#), which provides fiscal year (FY) 2024 appropriations for several federal departments and agencies. This spending bill funds Head Start programs through the remainder of the fiscal year. The Office of Head Start (OHS) funding changes for FY 2024 are detailed in a separate Program Instruction (PI), [ACF-OHS-PI-24-02](#). This PI describes changes to eligibility criteria for Region XI, American Indian and Alaska Native (AIAN) Head Start recipients in Section 238 of the Further Consolidated Appropriations Act, 2024.

OHS regularly engages with tribes to understand the special circumstances of AIAN Head Start programs. Through regular consultation, tribal leaders and Tribal Head Start administrators have indicated that tribes should be able to exercise appropriate discretion in determining which children should be eligible and prioritized for Head Start services. Following this historic statutory change, OHS affirms that tribes — to the maximum extent possible — should determine which children in their communities would most benefit from Head Start services.

Implementation of the New Eligibility Provision

This provision specifies that in FY 2024, and every year after, AIAN programs have the discretion to consider eligibility for Head Start services regardless of income. This provision applies to programs operated by an Indian tribe as defined in the Head Start Act, 42 U.S.C. 9801, or designated by an Indian tribe to operate on its behalf. The new language applies to both tribal and non-tribal children in an AIAN program's service area. This law will increase the number of children in tribal communities who are eligible to participate in Head Start services, including opportunities to participate in activities that engage their Native language and culture.

In accordance with the Head Start regulations at 45 CFR §§[1302.14](#) and [1302.11\(b\)](#), AIAN programs are still required to annually establish selection criteria to enroll children in their service area who would benefit most from Head Start services. These selection criteria must weigh the prioritization of participants based on needs identified in the community needs assessment. The criteria may, at the program's discretion, include prioritizing children in families where a child, a family member, or a member of the same household is a member of an Indian tribe. Programs do not need to update their selection criteria at this time. However, if a program opts to change its selection criteria in response to the new provision in Section 238, it must engage in consultation with and obtain approval from its governing body and policy council. The program can then begin using the updated criteria. Additionally, all programs must include their selection criteria in their annual refunding application.

Per Section 238, AIAN Head Start programs no longer have income requirements for eligibility. This means that AIAN programs do not need to collect income information from families for the purposes of eligibility. However, if an AIAN program decides to use income as part of its selection criteria to support making determinations regarding families most in need, it should collect family income information accordingly.

This new law is effective immediately. It applies this fiscal year and for all future years. However, no child who is currently served in a Tribal Head Start program should have their enrollment disrupted to accommodate new enrollees who may qualify based on this change.

Additional Details on Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Requirements

Due to this statutory change, the Head Start Program Performance Standards (HSPPS) on eligibility now reflect some outdated requirements. To update the HSPPS, OHS must engage in a rulemaking process.

In the interim, where there is misalignment between the Further Consolidated Appropriations Act, 2024, and existing HSPPS eligibility requirements, AIAN programs should follow the new statutory provision in Section 238. For example, tribal programs are no longer required to verify eligibility based on income or maintain income eligibility records ([45 CFR §1302.12\(i\),\(k\)](#)).

While this new law changes income eligibility requirements, other HSPPS for eligibility, recruitment, selection, enrollment, and attendance remain. For example, programs must still adhere to age eligibility requirements (45 CFR §1302.12(b)). Per [45 CFR §1302.13](#), programs must develop and implement a recruitment process designed to actively inform all families within the recruitment area of the availability of program services, and to encourage and assist them in applying for admission. Existing enrollment ([45 CFR §1302.15](#)) and attendance ([45 CFR §1302.16](#)) regulations also remain.

As emphasized in Section 238, a tribal program may, at its discretion, use selection criteria to give priority to children in families where a child, a family member, or a member of the same household is a member of an Indian tribe and would benefit from the Head Start program. Tribal membership enrollment criteria are outlined in tribal constitutions, articles of incorporation, or

ordinances. The criteria vary from tribe to tribe, so [uniform membership requirements do not exist](#). Tribes have the authority to define their tribal membership requirements and how they will use those requirements for Head Start selection criteria.

Please note that guidance under ACF-IM-HS-23-02 American Indian and Alaska Native (AIAN) Eligibility Through Tribal TANF is no longer relevant. AIAN programs no longer must adhere to income eligibility requirements, inclusive of Head Start program eligibility due to receipt of public assistance.

Data and Reporting

The OHS [Program Information Report \(PIR\)](#) provides comprehensive data on the services provided and staff, children, and families served by Head Start and Early Head Start programs nationwide. All grant recipients and delegates are required to submit a PIR annually. The 2024–2025 PIR will be updated to reflect these changes to AIAN eligibility policy. OHS issued guidance to grant recipients on May 9 on how to submit the 2023–2024 PIR for those AIAN programs that deem families eligible per the new language in Section 238 during this program year.

Monitoring

The Head Start Act requires periodic federal review of all Head Start programs. Recipients with upcoming FY 2024 [monitoring reviews](#) will be monitored according to these changes to AIAN eligibility policy. FY 2025 monitoring protocols will reflect these changes.

Full Enrollment Initiative

Additional guidance will be forthcoming from OHS about how this new provision will impact the Full Enrollment Initiative (FEI). OHS plans to extend flexibility to AIAN grant recipients in the FEI to allow time to implement this new law.

Change in Scope Process

This new eligibility provision will not impact Change in Scope applications that have already been approved and implemented. If you have questions about a change in scope request, please reach out to your regional office.

Training and Technical Assistance (TTA) and Ongoing Support

With this new law, many resources and materials available to programs on the [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) need to be updated. It will take time to align the website with the new provision.

OHS encourages recipients to continue to use the TTA system, inclusive of the [four National Centers](#) and the Region XI TTA network, for support. The OHS TTA system supports program staff in delivering quality services to children and families. The TTA system offers support at the

national, regional, and recipient levels. While each level has distinct and unique functions, they are designed to complement each other.

OHS anticipates that programs will have questions about these changes. We welcome your feedback and communication throughout the implementation process. Specific opportunities to provide feedback through the Tribal consultation process will be shared soon. Please send your questions about these changes to AIANHeadStart@acf.hhs.gov.

OHS is grateful for your partnership in implementing this important change so that more families in tribal communities are eligible for Head Start services. Thank you for the work you do on behalf of children and their families. I look forward to our continued partnership.

/ Khari M. Garvin /

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