Community Action Partnership of Madera County, Inc.
Board of Directors Meeting

REVISED Agenda

Thursday, September 10, 2026
CAPMC Conference Room 1/1A
1225 Gill Avenue,
Madera, CA 93637
5:30 pm

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

CALL TO ORDER BOARD OF DIRECTORS – David Hernandez, *Vice-Chair*

ROLL CALL – Kimberly Rojas-Perez

PLEDGE OF ALLEGIANCE

A. PUBLIC COMMENT
The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA
B-1 ADDITIONS TO THE AGENDA: Items identified after posting the agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF THE AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

DHS- Notice of Proposed Rule Making -(NPRM)- Released July 7, 2026.

D. CONSENT ITEMS

All items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – August 12, 2026.

D-2 Review and consider approving the Minutes for the **Madera Migrant/Seasonal** Head Start Policy Council Committee Meeting – August 11, 2026.

D-3 Review and consider approving the Minutes for the **Fresno Migrant/Seasonal** Head Start Policy Council Committee Meeting – August 12, 2026.

D-4 Review and consider approving the Minutes for the **Madera Regional & Early** Head Start Executive Policy Council Committee Meeting – April 2, 2026.

D-5 Review and consider accepting the Community West Bank Credit Card Statements:

- August 2026

D-6 Review and consider accepting the American Express & All Other Credit Card Statements:

- August 2026

D-7 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- In-Kind Report – July 2026
- CACFP Program Report – July 2026
- Program Information Report (PIR) – July 2026

D-8 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- In-Kind Report – July 2026
- CACFP Program Report – July 2026
- Program Information Report – July 2026

D-9 Review and consider approving the following **Madera Regional Head Start** Reports:

- Program Information Report – July 2026

DI-10 Review and consider approving the following **Madera Regional Early Head Start** Reports:

- In-Kind Report – July 2026

- CACFP Program Report – April and May 2026

D-11 Review and consider approving the 2026-2027 Madera Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2026-2027 Program Philosophy, Goals, and Objectives and Parent Handbook.

D-13 Review and consider approving the California State Preschool 2026-2027 program Philosophy, Goals and Parent Handbook.

D-14 Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards

D-15 Approve the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.

D-16 Review and consider approving the 2026-2027 Madera Migrant/Seasonal Head Start Program Process for conducting the self-assessment..

D-17 Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

D-18 Review the Community Services Program Report for August 2026 (Informational Only).

D-19 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for August 2026 (Informational Only).

E. DISCUSSION ITEMS – All supporting documents will be distributed at the meeting

E-1 Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the application, due September 23, 2026, to the California Office of Emergency Services (CalOES) for the Transitional Housing (XH) Program period January 1, 2027, through December 31, 2027, and to sign and submit any amendments or extensions during the funding period.

E-2 Review and ratify the Cal OES Victim Witness Assistance Program grant application for October 1, 2026 through September 30, 2027, funding period and authorize the Executive Director and Authorized agents to execute any related amendments or extensions.

E-3 Review and consider authorizing the Executive Director to submit the Cal OES Unserved/Underserved Victim Advocacy and Outreach (UV) Program application for the

January 1, 2027- December 31, 2027, funding period, and authorize the Executive Director and/or authorized agents to execute any related amendments or extensions.

E-4 Review and ratify the CACFP 2026-2027 Renewal Agreement to continue participation in the CACFP Program. Budget attached.

E-5 Board Leadership Transition: Acceptance of Chairperson Resignation; consideration of formation of officer Nominating Committee/election of Board Officers.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

F-1 Finance Committee Report – None
F-2 Personnel Committee Report – None
F-3 Executive Director Monthly Report –
F-4 Financial Statements – Summary only – July and August 2026
F-5 Head Start Policy Council/Committee Reports– None
F-6 Work Related Injury Report – August 2026
F-7 Staffing Changes – August 1- August 24 ,2026
F-8 CAPMC Board of Directors Attendance Report – August 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

I, Kimberly Rojas-Perez Executive Administrative Aide, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for September 10, 2026., in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on August 28, 2026

Kimberly Rojas-Perez

Executive Administrative Aide

Unapproved Minutes

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 13, 2026
1225 Gill Ave, Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors meeting was called to order at 5:31 p.m. by Vice-Chairperson David Hernandez.

Members Present	Members Absent
David Hernandez	Judge Eric LiCalsi
Supervisor Leticia Gonzalez	Sheriff Tyson Pogue
Councilmember Steve Montes	Deborah Martinez
Katherine Creek	Councilmember John Chavez
Martha Garcia	Debi Bray
Richard Gutierrez	Donald Holley
Molly Hernandez	Diana Palmer
Aurora Flores	

Personnel Present	Public – Others Present
Mattie Mendez	
Maritza Gomez	
Irene Yang	
Ana Gudino	
Jennifer Coronado	
Kimberly Rojas-Perez	

A. PUBLIC COMMENT

None.

B. ADOPTION OF THE AGENDA

B-1 **ADDITIONS TO THE AGENDA:** Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action items (Section E).

B-2 **ADOPTION OF THE AGENDA**: Adoption of the agenda as presented or with approved additions.

Motion: APPROVE AS PRESNENTED

Moved By: Councilmember Steve Montes, Seconded by Katherine Creek

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

DHS- Notice of Proposed Rule Making- NPRM- Released July 7, 2026. (Has been postponed to September Board Meeting).

D. CONSENT ITEMS

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Board of the Regular Board of Directors Meeting – July 9, 2026.

D-2 Review and consider approving the Minutes of the **Fresno Migrant Head Start** Policy Council Committee meeting - July 8, 2026.

D-3 Review and consider accepting the Community West bank Credit Card Statements:

- June and July 2026

D-4 Review and consider accepting the American Express and All other Credit Card Statements:

- June 2026

D-5 Review and consider approving the following **Madera Migrant and Seasonal** Head Start Reports:

- In-Kind Report – June 2026
- CACFP Program Report- June 2026
- Program Information Report (PIR) – June 2026

D-6 Review and consider approving the following **Fresno Migrant Head Start** Reports:

- In-Kind Report – June 2026
- CACFP Program Report- June 2026
- Program Information Report (PIR) – June 2026

D-7 Review and consider approving the 2026-2027 Reimbursement policy for the Policy Committee Members representing Fresno Migrant/Seasonal Headstart Program.

D-8 D-8 Review and approve the 2026-2027 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.

D-9 Review and consider approving the 2025-2026 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.

D-10 Review and consider ratifying the submission of the submission of the FY 2027 HUD Continuum of Care (CoC) Renewal Application through the Electronic Special Needs Assistance Program (E-Snaps) for the HELP Center Coordinated Entry (CE).

D-11 Review and consider ratifying the submission for the FY 2027/2028 HUD Continuum of Care (CoC) Renewal applications through the Electronic Special Needs Assistance Program (E-Snaps) for Shunammite Place Permanent Supportive Housing Program.

D-12 Review the Community Services Program Report for July 2026 (Informational Only).

D-13 Review the Homeless Engagement for Living Program (H.E.L.P.) Center Report for July 2026 (Informational Only).

D-14 Review the Victim Services Report for July 2026 (Informational Only).

D-15 Review the Victim Services (CAC) Report July 2026 (Informational Only).

D-16 Review the Child Care Alternative Payment Program and Resource & Referral Program Report for July 2026 (Informational Only).

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, seconded by Councilmember Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS - All supporting documents will be distributed at the meeting

E-1 Review and Consider Authorizing the Executive Director to submit the 2026 Community Service Block Grant Discretionary Grant Application.

Ana Gudino, Program Manager for Community Services, presented the proposed use of the $26,000 CSBG Discretionary Grant. Funding will support utility assistance, household furnishings for Shunammite participants, hygiene kits, and cleaning supplies. Ana also shared plans for a countywide homeless outreach event in October that will provide resources and services for individuals experiencing homelessness, including pet-related services. Mattie Mendez, Executive Director, emphasized the importance of

including pet services as part of the outreach effort, noting that many individuals' experiencing homelessness rely on their animals for companionship. She stated that the event, led by the HEART Team, aims to support both individuals and their pets while promoting responsible pet ownership through services such as spay and neuter assistance.

Motion: APPROVE AS PRESENTED

Moved By: Councilmember Steve Montes, seconded by Aurora Flores

Vote: Carried Unanimously

E-2 Review and consider ratifying the submitted grant application to the California office of Emergency Services (CAL OES), to support the Domestic Violence Assistance (DV) Program, due August 11,2026, and authorized agents to sign and submit any extensions and/or amendments during the funding period. (Budget will be distributed in the meeting).

Jennifer Coronado, Program Manager for Victim Services, reported that the program received the same funding allocation as the previous year, resulting in minimal budget changes. The primary adjustment was reallocating approximately $3,000 from training, program supplies, and publications to facility maintenance to support the installation of exhaust fans in shelter bathrooms. This improvement is intended to enhance ventilation and help address mold concerns during the summer months. Aside from this adjustment, the budget remains substantially unchanged from the prior year.

Motion: APPROVE AS PRESENTED

Moved By: Councilmember Steve Montes, seconded by Aurora Flores

Vote: Carried Unanimously

E-3 Review and consider authorizing the Executive Director and authorized agents to submit the grant application to the California Office of Emergency Services (Cal OES), To Support the Rape Crisis (RC) Program. Including any extensions and/or amendments during the funding period.

Jennifer Coronado, Program Manager for Victim Services, requesting authorization for the Executive Director and designated agents to submit the grant application to the California Office of Emergency Services (Cal OES) in support of the Rape Crisis Program, including any extensions and amendments during the funding period. Jennifer reported that there were no significant changes to the program budget. While the program received a slightly higher amount of federal VOCA funding and a slightly lower amount of state funding compared to the previous year, the overall funding level remained relatively unchanged. Funds will continue to support the program's 24-hour crisis line, emergency response services, counseling services, and direct client assistance. She noted that after-hours responses primarily involve assisting sexual

assault victims, including support during sexual assault forensic examinations. The program also continues to focus on providing direct client benefits, such as rental assistance and other essential support services, to help victims achieve stability during challenging circumstances. Ms. Coronado shared examples of recent assistance provided to clients, including housing support and emergency grocery assistance for a mother recovering from surgery, highlighting the program's commitment to meeting immediate client needs and reducing barriers to recovery.

Motion: APPROVE AS PRESENTED

Moved By: Richard Gutierrez, seconded by Martha Garcia

Vote: Carried Unanimously

E-4 Review and approve the Community Action Partnership of Madera County 2026-2027 MHS Basic, Blended & Admin Comparison Budget Revisions to Stanislaus County Office of Education. Comparison Budgets Included.

Maritza Gomez, Head Start Director, explained that while budget revisions are not required to be submitted for the Stanislaus grantee under the Migrant Program, the grantee does require revisions to the agency's Basic, Blended, and administrative budgets. She reviewed the proposed budget adjustments, including personnel and fringe benefit changes, as well as reductions in other budget categories to meet the required one percent adjustment. The Board reviewed the Administrative, Basic, and Blended budget revisions as presented.

Motion: APPROVE AS PRESENTED

Moved By: Aurora Flores, seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and approve Community Action Partnership of Madera County 2026-2027 Non-Federal Share Comparison Budget Revisions to Stanislaus County office of Education. Comparison Budget Included.

Maritza Gomez, Head Start Director, explained the Non-Federal Share budget revision, noting that when additional funding is received, the agency's required non-federal share must also be increased. She stated that the increase totals $10,006 and outlined how the funds will be distributed, primarily through the valuation of volunteer hours. The revision was presented to document the allocation of the additional non-federal share requirement. No questions were raised by the Board.

Motion: Supervisor Leticia Gonzalez

Moved By: Councilmember Steve Montes

Vote: Carried Unanimously

E-6 Review and approve the Madera and Fresno Head Start Program's COLA Salary Adjustments for 2026 funding year.

Maritza Gomez, Head Start Director, presented the 2026 COLA budget revisions for the Head Start programs. She explained that the federal government approved a 0.635% Cost-of-Living Adjustment (COLA); however, staff worked with the Executive Director to implement a 1% salary increase for employees by making minor adjustments within existing operating budgets. Maritza reviewed the funding allocations for the Fresno, Early Head Start, and Migrant Head Start programs, noting that small reallocations from operating budgets allowed the agency to provide the higher increase without significantly impacting program operations. Board members recognized staff's efforts to maximize employee support despite the limited federal COLA funding and commended the creative approach taken to make the increase possible.

Motion: APPROVED AS PRESENTED

Moved By: Martha Garcia, seconded by Supervisor Leticia Gonzalez

Vote: Carried Unanimously

E-7 Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.

Maritza Gomez, Head Start Director, presented a budget revision request that reallocates available funds identified primarily within the salary and fringe benefit categories. She explained that the revision would allow the agency to purchase three replacement vehicles for aging agency vehicles originally purchased around 2010. In addition, $74,000 is being reallocated for a capital improvement project at the Mendota site to replace damaged concrete walkways that have been affected by tree root growth, creating cracks and uneven surfaces. The amount reflects the lowest quote received for the project. Maritza noted that the revision does not increase the overall budget but redistributes existing funds to address operational and facility needs. She requested Board approval to proceed with the vehicle purchases and the Mendota site improvement project. No questions were raised by the Board.

Motion: APPROVE AS PRESENTED

Moved By: Councilmember Steve Montes, seconded by Aurora Flores

Vote: Carried Unanimously

E-8 Review and approve the updated employee compensation schedules and salary schedule for Community Action Partnership of Madera County (CAPMC). (Schedules will be distributed in the meeting).

Mattie Mendez, Executive Director, presented the revised Compensation Schedules, which include a 1% Cost of Living Adjustment (COLA) for Head Start employees and a corresponding increase for other agency programs. She explained that the schedules outline all agency positions by classification and salary range, including Administration, Mid-Management, Clerical, and technical positions, as well as separate schedules for SEIU-represented employees. Mattie reviewed how employees progress through salary steps A through I and noted that additional longevity increases are available for employees with 10, 15, and 20 years of service. She explained that the revised schedules reflect the new pay rates resulting from the 1% increase and provide consistency across the agency. Mattie requested Board approval of the revised Compensation Schedules so the updated rates could be implemented within the agency's fiscal and human resources systems. Staff clarified that positions highlighted in yellow represented new positions previously approved by the Board and were highlighted for tracking purposes.

Motion: APPROVE AS PRESENTED

Moved By: Martha Garcia, seconded by Aurora Flores

Vote: Carried Unanimously

E-9 Review and approve the reclassification of an existing staff member to the Accountant/Program Manager Position.

Mattie Mendez, Executive Director, presented a request for the reclassification of a current employee within the Finance Department. She explained that the opportunity was originally identified by former Finance Director Daniel, who recognized the employee's potential for growth and expanded responsibilities. Since then, the employee has demonstrated strong skills in budgeting, grants management, and financial projects while supporting the Finance Director and Grants Management team. Mattie noted that the employee has continued her education and is awaiting the conferral of her Associate of Arts (A.A.) degree, expected in early September. Due to her increased responsibilities and successful performance in managing grant-related work, the recommendation is to reclassify her position once proof of the conferred A.A. degree is provided. Board members expressed support for promoting staff within the organization and recognized the value of creating advancement opportunities for employees.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Leticia Gonzalez, seconded by Martha Garcia

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- **F-1** Finance Committee Report – None
- **F-2** Personnel Committee Report – None
- **F-3** Executive Director Monthly Report –
- **F-4** Financial Statements – Summary only – June 2026
- **F-5** Head Start Policy Council/Committee Reports – None
- **F-6** Work Related Injury Report – July 2026
- **F-7** Staffing Changes – June 30th -July 31st 2026
- **F-8** CAPMC Board of Directors Attendance Report – July 2026

G. CLOSED SESSION

None

H. CORRESPONDENCE

- **H-1** California Department of Community Services and Development (CSD)-2026 Desk Review-C-26-026 Dated July 10, 2026.
- **H-2** ACF-OHS-IM-26-01- Enrollment Reductions

I. ADJOURN

Vice-Chairperson David Hernadez Adjourned the Board of Directors Meeting at 6:01 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Katherine Creek, seconded by Aurora Flores

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Committee Meeting
Tuesday, August 11, 2026

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:35 p.m. by Lucia Lopez.

Committee Members Present	Committee Members Absent
Erica Coreas	
Mayra Espindola	
Evelyn Bobadilla	
Gloria Zurita	
Flor Perla	
Angelica Hernandez	
Lucia Lopez	
Maria Enriquez	

Personnel Present
Maritza Gomez-Zaragoza, Program Director
Maribel Morfin, Parent and Governance Specialist
Jissel Rodriguez, Executive Administrative Assistant
Tammy McDougald, Nutrition Specialist

Others
None

A. Public Comment
None.

B. Training
CACFP - Tammy McDougald: she went over the requirements for the Food Program – such as mealtime & meal pattern requirements, special needs (allergies/parental request for a fluid substitution & non-medical meal plans). She went over the way the menus are developed.

C. Adoption of the Agenda
C-2 Lucia Lopez asked for a motion to approve the agenda as presented. Motion made by Erica Coreas, seconded motion by Gloria Zurita to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes
E-1 – Lucia Lopez requested a motion to approve the minutes of the meeting on June 9, 2026. Motion made by Erica Coreas, seconded motion by Angelica Hernandez to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the 2026-2027 Reimbursement Policy for the Policy Committee Members representing Madera Migrant/Seasonal Head Start program – Ms. Gomez-Zaragoza went over the form for reimbursement and the current mileage rate. She clarified that the reimbursements for childcare and mileage.
Motion made by Myra Espindola and seconded by Gloria Zurita. Motion carried unanimously.

F-2 Review and consider approving the 2026-2027 Madera Migrant/Seasonal Head Start Planning Process Policy/Procedure and Calendar – Ms. Gomez-Zaragoza went over the calendar with the topics that will be presented for the program year. In the month of October, it's very important that parents attend. Ms. Morfin mentioned that topics may be moved to a different month if we need to cancel the meeting.
Motion made by Maria Enriquez and seconded by Evelyn Bodadilla. Motion carried unanimously.

F-3 Nominate and Elect 2 representatives to serve on the 2026-2027 Central California Migrant Head Start Policy Council – Gloria Zurita will be moved from alternate. Maria Enriquez nominated herself as a representative. Evelyn Bodadilla nominated herself for the alternate.
Motion made by Erica Coreas and seconded by Evelyn Bodadilla. Motion carried unanimously.

F-4 First Reading of the 2026-2027 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee – Ms. Morfin went over the information that's in the Bylaws. All questions can be presented during the September meeting. Item is only informational.

F-5 Review and approve Community Action Partnership of Madera County 2026-2027 MHS Basic, Blended & Admin Comparison Budget Revisions to Stanislaus County Office of Education – Ms. Gomez-Zaragoza in the month of March/April, the Office of Head Start received a 0.6% for COLA. The Basic budget was reviewed to reach a 1% for salary increase. The budget summary shows how funds were allocated. She went over the Blended budget specifically for Sierra Vista. Then she went over the Administration budget and the allocation of funds.
Mayra Espindola made the first motion, seconded by Flor Perla. Motion carried unanimously.

F-6 Review and approve Community Action Partnership of Madera County 2026-2027 Non-Federal Share Comparison Budget Revisions to Stanislaus County Office of Education – Ms. Gomez-Zaragoza explained when the agency receives additional funds to the budget, the overall amount of in-kind needs to be increased.
Maria Enriquez made the first motion, seconded by Erica Coreas. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (June & July 2026) – Ms. Morfin went over the staffing changes for the month. No questions were asked.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (May & June 2026) – Ms. Morfin reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2026) – Ms. Morfin reviewed the budget. No questions asked.

G-4 In-kind Report (June 2026) – Ms. Morfin reviewed the In-kind percentage.

G-5 CACFP Monthly Report (May & June 2026) – Ms. Morfin reviewed the CACFP monthly reports.

G-6 PIR Program Information Monthly Report (June 2026) – Ms. Morfin reviewed the PIR report and the information the report contains.

H. Policy Committee Members Reports

H-1 Center Reports – Flor (SV): construction study where her husband went out and did a demo.

H-2 Board of Directors Report – The meeting will be held this Thursday. All items discussed today will be presented at the next meeting.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez mentioned that this area concerns the safety of the children. Remind parents to close gates and ensure the latch is secured. If there are safety concerns, it should first be brought up to the center director.

I. Correspondence

I-1 Information Memorandum notice from the Office of Head Start regarding *Enrollment Reductions;* Issuance Date: 8/6/2026

J. Future Agenda Items

J-1 Approve the 2026-2027 Bylaws for the Office of Head Start Policy Committee
J-2 Approve the No Fee Policy
J-3 Approve Self-Assessment Procedure
J-4 State Parent Handbook/Goals and Objectives – CMIG
J-5 Training – Classroom Assessment Scoring System – (CLASS)

K. Adjournment

Lucia Lopez requested a motion to adjourn the session. Motion made by Gloria Zurita to adjourn the meeting at 6:52 p.m., in the afternoon, seconded by Flor Perla. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Committee Meeting
Wednesday, August 12th, 2026

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:47 p.m. by Joana Garcia.

Committee Members Present	Committee Members Absent
Joana Garcia	Nelson Ruiz
Sabina Alvarado	Laura Nava
Maria Carmona	

Personnel Present
Maritza Gomez-Zaragoza, Head Start Program Director
Maribel Morfin, Parent and Governance Specialist
Jennifer Casillas, Program Technician
Karina Enriquez, Nutrition Specialist

A. Public Comment
Ms. Morfin attached a copy of the 2026 Bylaws and schedule of Policy Council meetings.

B. Training- CACFP
Ms. Enriquez reviews the Food Program and explains the purpose of the training and why it is required. She discusses the manners participants are taught and emphasizes the importance of following dietary compliance requirements, meeting program guidelines, and maintaining proper dental hygiene. She also reviews how menus are developed, nutritional requirements, mealtime regulations, accommodations, family-style dining practices, nutrition related activities, and food safety procedures.

C. Adoption of the Agenda

C-1 Additions To The Agenda: None

C-2 Joana Garcia asked for a motion to approve the agenda as presented. Motion made by Sabina Alvarado, seconded by Maria Carmona to approve the agenda as presented. The motion was approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 –. Review and approve the Fresno Migrant/ Seasonal Head Start Policy Committee Meeting Minutes for July 8th, 2026.
First motion made by Maria Carmona, seconded motion by Sabina Alvarado to approve the minutes of the meeting. The motion was approved unanimously.

F. Discussion / Action Items –

F-1 Review and approve the 2026-2027 Fresno Migrant/Seasonal Head Start's Planning Process Policy/Procedure and Calendar.

Ms. Gomez-Zaragoza reviewed the planning calendar for the year and discussed upcoming events, activities, and important dates. No questions were asked. Ms. Gomez-Zaragoza asks for two motions to approve the calendar. First motion was made by Sabina Alvarado, seconded by Maria Alvarado. Motion carried Unanimously.

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F-2 . **Review and consider approving the 2026-2027 Reimbursement policy for the Policy committee members representing Fresno Migrant/Seasonal Head Start Program.**

Ms. Gomez-Zaragoza reviewed the reimbursement policy. She explained that, because parents are traveling from a considerable distance, their mileage reimbursement would increase from $30 to $45. A motion to approve the Reimbursement Policy was made by Sabina Alvarado, and Maria Carmona. This Policy will take effect moving forward.

F-3. Review and consider approving the 2025-2026 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self- assessment.

Ms. Gomez-Zaragoza announced that the 2026-2027 Self-Assessment will take place during the week of August 17. She explained that this assessment is conducted annually to review all program systems and ensure compliance with applicable requirements and regulations. She informed parents that they are welcome to participate in the self-assessment process and encouraged anyone interested to contact Ms. Morfin for more information.

The first motion was made by Sabin Alvarado and seconded by Maria Carmona. Motion carried unanimously.

F-4. **Review and approve the 2025-2026 Budget Revision to CAP of San Luis Obispo.**

Ms. Gomez-Zaragoza reviewed the budget revision. She explained that the Fresno Migrant/Seasonal Head Start Program has additional funds for its centers. She stated that a portion of these funds will be used to replace three older vehicles, while the remaining funds will be allocated to meet various center needs and support program operations. No questions were made.

The first motion was made by Sabina Alvarado and seconded by Maria Carmona.

F-5. First reading of the 2026-2027 Bylaws for the Fresno/Seasonal Migrant Head Start Policy Committee and make sure any suggested changes or modifications.

Ms. Morfin informed the parents that they have been given 30 days to review the bylaws. She explained that in September, parents will have the opportunity to approve and sign off on the bylaws or ask any questions they may have regarding their contents.

No motion was required. No questions were raised by the committee.

F-6. California Department of Social Services (CDSS) California Adult and Child Food Program (CACFP) 2025-2026 Program Report, Findings & Corrective Action.

Ms. Gomez-Zaragoza reviewed the CACFP report. She explained that assessments are conducted to ensure the program remains in compliance with CACFP requirements. She reported that there were some discrepancies in the meal counts, resulting in the removal of 16 meal logs. The second finding was that the posted recipes were not easy to follow. Ms. Gomez stated that corrective actions are being implemented to address these

findings. Excel tracking sheets have been created to improve the accuracy and organization of meal counts, and new recipe cards have been developed to make recipes easier to follow and implement. No motion required.

G. Administrative Reports

G-1 Staff Changes (July 2026)- Ms. Morfin goes over the changes. No questions asked.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (June 2026) – Ms. Morfin reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2026) – Ms. Morfin reviewed the budget. No questions about the budget.

G-4 In-kind Report (June 2026) – Ms. Morfin reviewed the In-kind percentage. No questions were asked.

G-5 Report of enrollment in the program and attendance report (June 2026) -Ms. Morfin reviews the report.

G-6 CACFP Monthly Report (June 2026)- Ms. Morfin goes over the report. No questions were asked.

H. Policy Committee Members Reports

H-1 Center Reports – None

H-2 Board of Directors Report- None

H-3 Active Supervision, Challenges and Best Practices Report- Ms. Gomez-Zaragoza reminds the parents to keep gates always latched and to keep an eye out for any safety concerns.

I. Correspondence

I-1 Information Memorandum notice from the office of Head Start regarding, Enrollment Reductions; Issuance Date: 08/6/2026

Ms. Gomez-Zaragoza Mentions how all parents receive this notice as a formality.

J. Future Agenda Items

J-1 Approve the 2026-2027 Bylaws
J-2 Internal Dispute Resolution
J-3 Suspension and Expulsion Policy
J-4 Approve No Fee Policy
J-5 Training: Teaching Pyramid Model & Conscious Discipline

K. Adjournment

Joana Garcia requested a motion to adjourn the meeting at 7:06 pm, the first motion made by Sabina Alvarado seconded by Maria Carmona. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera Regional & Early Head Start Policy Council Meeting
Thursday, April 2nd 2026.
MINUTES

The Madera Regional & Early Head Start Policy Council meeting was called to order by Katherine Creek at 5:39 p.m.

Committee Members Present	**Committee Members Absent**
Katherine Creek	Martha Garcia
Claudia Arellano	Luz Martinez
Kimberly Thomas	
Evelyn Guiterrez	
Ana Rodriguez	
Irene Gomez	
Jessika Ramirez	
Aimee Quirino	
Guadalupe Flores	
Heydy Pineda	
Jazmin Ortiz	

Personnel Present
Maritza Gomez-Zaragoza, Program Director
Jennifer Casillas, Program Technician
Maribel Morfin, Parent and Governance Specialist

ROLL CALL - Maribel Morfin

A. **PUBLIC COMMENT –** Mrs. Morfin welcomed the 2 newly elected Policy Council parents to the meeting. Reminded parents to say their first and last name when making\ng a motion so that the meeting minutes reflect the correct information.

B. **TRAINING** – None

C. **ADOPTION OF THE AGENDA**
C-1 No addition to the agenda**.**
C-2 The first motion was made by Ana Rodriguez, seconded by Irene Gomez. Motion carried unanimously.

D. **ADJOURN TO CLOSED SESSION** – None.

E. **APPROVAL OF MINUTES**
E-1 Minutes Madera Regular Regional and Early Head Start Policy Council Meeting – February 5, 2026.
Motion made by Aimee Quirino, seconded by Jessika Ramirez. Motion carried unanimously.

F. DISCUSSION / ACTION ITEMS

F-1 Review and consider approving the 2025-2026 Madera Head Start and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

The Self-Assessment conducted December 8–11, 2025, ensured compliance with Head Start standards. Ms. Gomez-Zaragoza reviewed key strengths and areas for improvement. Positive updates included providing attendance certificates and offering nutrition support and resources to families. Identified areas needing improvement included documentation for lockdown drills, consistency in health services records and family service case notes, and unmet enrollment targets for second-year participants.
The first motion was made by Aimee Quirino, seconded by Evelyn Guiterrez motion carried unanimously.

F-2 Review and consider approving the 2025-2026 Goals and Objectives Updates for the Madera Head Start and Early Head Start Programs. Ms. Gomez-Zaragoza reviewed the program goals and objectives established last year. The first goal focuses on education services, ensuring families and teachers have access to high-quality resources and training. The second goal emphasizes health and nutrition by offering resources and workshops, including oral health initiatives in partnership with the Madera Health Department to promote dental care. The third goal centers on supporting mental wellness for both families and staff. The fourth goal highlights family engagement through workshops, including collaborations with credit unions; families reported enjoying these sessions and gaining valuable resources. Lastly, the fifth goal addresses recruitment and enrollment, with various outreach activities planned. Aimee Quirino made the first motion, seconded by Irene Gomez.

F-3 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2025.
Mrs. Gomez- Zaragoza Reviewed the audit results, noting that there were no findings and that the program is fully in compliance. Claudia Arellano made the first motion, seconded by Aimme Quirino.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (February 2026) - Mrs. Morfin goes over the staffing changes for the centers. No further questions.

G-2 Bank of America Business Card Monthly Credit Card Statement (June & July 2025 and February 2026). Mrs. Morfin goes over the statements. No questions.

G-3 Budget Reports (February 2026)- Mrs. Morfin goes over the budget report. No further questions.

G-4 In-Kind Report (February 2026)- Mrs. Morfin goes over the In-Kind report. Multiple parents are encouraging one another to turn in their calendars.

G-5 Program Enrollment & Attendance Report (January & February 2026)- Mrs. Morfin goes over the PIR. No further questions were asked.

G-6 CACFP Monthly Report (February2026)- Mrs. Morfin goes over the CACFP monthly report. No further questions.

H. POLICY COMMITTEE MEMBER REPORTS

H-1 Center Report- Aimee (Chowchilla parent) mentions how they are trying to get someone who is certified to insect car seats and provide parents with car seat safety education. No Further reports were made.

H-2 Board of Directors Report- None.

H-3 Active Supervision- Mrs. Gomez- Zaragoza monthly reminder to latch all gates and parents are aware of their children and if anything arises to mention it to their center director.

I. CORRESPONDENCE- Parents were provided with a copy of the grant funding letter from the Office of Head Start. Parents were informed that the funding letter was for their information only since the funding amounts were already reviewed when the grant application was approved.

J. FUTURE AGENDA ITEMS

J-1 Cost Of Living Adjustment (COLA) Budget
J-2 Training – Family Data

K. ADJOURNMENT

Katherine Creek asked for a motion to adjourn the meeting at 7:05 p.m. Motion made by Kimberly Thomas, seconded by Aimee Quirino.

Community West Bank Business Card
Credit Card Charges

August 15, 2026 Statement

Mattie Mendez/ Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/15/2026	Doordash Oishii Express		NCAP Senior Leadership Training with Denise Harlow	$460.40	200.0-6121-2.0-000-90	Yes
7/15/2026	Diciccos of Madera		NCAP Senior Leadership Training with Denise Harlow	$51.44	200.0-6121-2.0-000-90	Yes
7/16/2026	Panera Bread		NCAP Senior Leadership Training with Denise Harlow	$88.73	200.0-6121-2.0-000-90	Yes
7/26/2026	Gateway Travel		Travel to Denver, CO for Executive Leadership Council & Workforce Summit Conference	$75.00	200.0-6714-2.0-000-90 $25	Yes
					330.0-6714-3.3-000-00 $12.50 330.0-6714-3.3-000-50 $12.50	Yes
					310.0-6714-3.1-000-00 $12.50 310.0-6714-3.1-000-50 $12.50	Yes
7/26/2026	Southwest Airines		Baggage	$45.00	200.0-6714-2.0-000-90	Yes
7/26/2026	Southwest Airines		Flight- Mendez/Mattie	$493.40	200.0-6714-2.0-000-90	Yes
7/26/2026	Southwest Airines		Flight- Gomez Zaragoza/Marit	$493.40	330.0-6714-3.3-000-50 $246.70 310.0-6714-3.3-000-50 $246.70	Yes
7/26/2026	Southwest Airines		Flight- Blanco/Norma	$493.40	330.0-6714-3.3-000-00 $246.70 310.0-6714-3.3-000-00 $246.70	Yes
7/30/2026	United		Baggage	$50.00	200.0-6714-2.0-000-90	Yes
8/3/2026	Joe's Mobile Tint		Window Tint in vehicle #143	$585.00	200.0-6640-2.0-000-90	Yes
			Total	**$2,835.77**		

I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attatched (if available)

_____ Date: August 15, 2026

Mattie Mendez, Executive Director

Community West Bank Business Card
Credit Card Charges

August 2026 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/20/2026	Office Max / Depot	No	Office supply – paper	88.88	200.0-6110-2.0-000-90	Yes
8/10/2026	Biometricas4all	No	Livescan relay fees	5.50 5.50 5.50 2.75 2.75 5.50	200.0-6852-2.0-000-90 272.0-6852-2.0-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 401.0-6852-4.0-000-00 500.0-6852-5.0-000-00	Yes
TOTAL:				**116.38**		

Community West Bank Business Card
Credit Card Charges

August 2026 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/16/2026	LinkedIn Corp	N/A	Video Subscription for IT	$ 239.88	200.0-6112-2.0-000-90	Yes
7/17/2026	Amazon	N/A	USB to HDMI adapter screen protector	$ 32.93	224.0-6112-2.0-000-60	Yes
7/22/2026	Amazon	N/A	Microsoft Surface keyboard	$ 63.87	331.0-6112-3.3-029-00	Yes
7/22/2026	Amazon	N/A	APC Power Station	$ 99.60	331.0-6612-3.3-030-00	Yes
7/28/2026	Amazon	N/A	AT&T Cordless phones	$ 74.63	331.0-6112-3.3-023-00	Yes
7/29/2026	Amazon	N/A	Micro USB Cable	$ 8.11	321.0-6112-3.2-051-00	Yes
7/29/2026	Amazon	N/A	Plastic storage bins	$ 59.50	200.0-6110-2.0-000-90	Yes
7/29/2026	Amazon	N/A	Plastic Label Envelopes & CAT6A plugs	$ 38.94	200.0-6112-2.0-000-90	Yes
7/29/2026	Amazon	N/A	Plastic storage box	$ 64.96	200.0-6110-2.0-000-90	Yes
7/31/2026	Amazon	N/A	Power adapter for HP Laptop	$ 36.78	321.0-6112-3.2-054-00	Yes
8/5/2026	UPS Battery Center	N/A	UPS battery replacement for backup system	$ 115.23	501.0-6112-5.0-000-00	Yes
8/6/2026	Premio	N/A	Website plugin	$ 49.00	200.0-6112-2.0-000-90	Yes
8/6/2026	Amazon	N/A	Wireless Mouse	$ 51.92	321.0-6112-3.2-053-00	Yes
8/9/2026	WonderIdea	N/A	Digital PPP Subscription	$ 35.00	200.0-6112-2.0-000-90	Yes
8/10/2026	Amazon	N/A	HDMI Cables	$ 10.81 $ 10.81 $ 10.81 $ 10.81 $ 10.81 $ 10.81	311.0-6112-3.1-001-00 311.0-6112-3.1-005-00 311.0-6112-3.1-009-00 311.0-6112-3.1-014-00 321.0-6112-3.2-053-00 321.0-6112-3.2-054-00	Yes
8/11/2026	Amazon	N/A	iPad Charger & Wall Adapter	$ 62.75 $ 62.75	331.0-6112-3.3-024-00 331.0-6112-3.3-029-00	Yes
8/13/2026	Amazon	N/A	Cordless phones	$ 146.08	331.0-6112-3.3-027-00	Yes
				$ 1,306.79		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available).

_____ _____

Xai Vang, Information Technology Program Manager Date

Community West Bank Business Card ending 6683
Credit Card Charges

August 2026 Statement
Ana Gudino / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/14/2026	Holiday Inn		Hotel Stay for APP/RR Staff (training)	$156.30	401.0-6742-4-0-000-00	Yes
7/14/2026	Holiday Inn		Hotel Stay for APP/RR Staff (training)	$205.30	401.0-6742-4.0-000-00	Yes
7/15/2026	Amtrak		HELP Center Client	$108.00	285.0-7210-2.0-000-00	Yes
7/19/2026	Zoom		Zoom Annual Renewal (Split between ADMIN & LIHEAP)	$169.90 ($84.95 & $84.95)	200.0-6130-2.0-000-00 203.0-6130-2.0-000-00	Yes
7/30/2026	Grocery Outlet		Food For HELP Center Client (ARL)	$22.04	226.0-7230-2.0-000-00	Yes
			Total	$661.54		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available)

_____August 15, 2026
Ana Gudino, Program Manager
Community Services

Community West Bank
Credit Card Charges
August / agosto 2026 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/19/2026	NA	Zoom.com	Video Conferencing system	$16.99	311.0-6130-3.1-000-00 **50%** ($8.49) 321.0-6130-3.2-000-00 **50%** ($8.50)	Yes
07/21/2026	NA	Zoom.com	Video Conferencing system	$16.99	331.0-6130-3.3-000-00	Yes
07/26/2026	NA	Lyft	Transportation from airport to conf. – HS West Executive Leadership Conf.	$85.98	311.0-6130-3.1-000-00 $42.99 331.0-6130-3.1-000-00 $42.99	Yes
07/29/2026	NA	Heart of Home Visiting	EHS online training courses	$79.00	309.0-6742-3.1-012-00	Yes
07/29/2026	NA	Heart of Home Visiting	EHS online training courses	$79.00	309.0-6742-3.1-012-00	Yes
07/30/2026	NA	Lyft	Transportation from conf. to airport. – HS West Executive Leadership Conf.	$85.07	311.0-6130-3.1-000-00 $42.53 331.0-6130-3.1-000-00 $42.54	Yes
07/28/2026	NA	Staples.com	Printer paper	$342.41	311.0-6130-3.1-000-00 ($116.42) 321.0-6130-3.2-000-00 ($116.42) 331.0-6130-3.3-000-00 ($109.57)	Yes
08/03/2026	NA	EZ Cater	Honey Baked Ham – RHS Preservice Lunch	$1,378.88	310.0-6121-3.1-000-00	Yes
08/03/2026	NA	Venngage.com	Monthly subscription for flyer software	$24.50	311.0-6130-3.1-000-00 **30%** ($7.35) 312.0-6130-3.1-000-00 **4%** ($0.98) 321.0-6130-3.2-000-00 **34%** ($8.33) 331.0-6130-3.3-000-00 **32%** ($7.84)	No
08/03/2026	NA	Teachstone	CLASS Recertification	$156.00	330.0-6742-3.3-000-00	Yes
08/11/2026	NA	Deli Delicious	MHS PC Meal	$95.87	321.0-7116-3.2-000-00	Yes
08/12/2026	NA	Round Table	FMHS PC Meal	$40.02	331.0-7116-3.3-000-00	Yes
08/13/2026	NA	Diciccos	Lunch for HS Staff Meeting	$285.49	311.0-6121-3.1-000-00 **34%** ($97.07) 321.0-6130-3.2-000-00 **34%** ($97.07) 331.0-6130-3.3-000-00 **32%** ($91.36)	
08/14/2026	NA	Amazon	Motion sensors for the classroom	$514.50	311.0-6121-3.1-000-00 **34%** ($174.93) 321.0-6130-3.2-000-00 **34%** ($174.93) 331.0-6130-3.3-000-00 **32%** ($164.64)	
			TOTAL	**$3,200.70**		

Comments: I certify that the items and charges above are true and correct and that the charges inquired have been for business purposes only. Receipts are attached (if available).

_____ _____
Maritza Gomez, Head Start Director Date

Community West Bank
Credit Card Charges

AUGUST 2026 Statement

Leticia Murillo/Child Care Alternative Payment and Resource & Referral Program

Date of Transaction	Name of Vendor	Description	P. O. Number	Amount	Account Charged	Receipt
	No Activity					
		TOTAL	$0.00			

Comments:

COSTCO Credit Card Charges

JUL 2026 Statement

Card Holder	Description	Card Amount
Maritza Gomez-Zaragoza	SNACKS, WATER FOR SFP	171.39
Jennifer Coronado	FOOD FOR CLIENTS	116.00
Ana Gudino	FOOD FOR ELAN PROGRAM	965.95
		1253.34

J

U/CARD MEMBER BOD

Credit Card Charges

JULY 2026

Fiscal

	Name of Vendor	Description	Amount	
	Home Depot	**Supplies for centers**	**9299.55**	
	Wex Bank Chevron	**Fuel**	**0.00**	
	Wex Bank Valero	**Fuel**	**6624.27**	
	JUL STMT DATES			
	LA			

08/26
J

American Express
Credit Card Charges
JULY 2026 Statement
Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	23889.59	Yes
Comcast	Net service	1406.38	Yes
Community Playthings	Supplies for centers	31560.34	Yes
Discount School Supply	Supplies for centers	0	
Fedex	Postage	282.77	Yes
Lakeshore	Supplies for centers	33371.85	Yes
PB Alarm/Matson Alarm	Alarm service	1046.52	Yes
Verizon	Wireless devices	5410.86	Yes
	TOTAL	96968.31	07/28/26 LA

J

Community Action Partnership of Madera County, Inc.
1225 Gill Avenue
Madera, CA 93637
(559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2026-2027 / REPORTE SUMARIO MENSUAL DE IN KIND 2026-2027

MIGRANT AND SEASONAL HEAD START 2026-2027 MIGRANTE/TEMPORAL HEAD START 2026-2027
Month-Year JULY 2026/ Mes-Año JULIO 2026

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	385,145.00	61,367.59	94,498.09	155,865.68	229,279.32
A. Professional Services/Servicios Profesionales	0.00	418.85		418.85	(418.85)
B. Center Volunteers/Voluntarios en el Centro	385,145.00	60,948.74	94,498.09	155,446.83	229,698.17
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00		0.00	0.00
State Collaboration/Colaboracion de Estado	1,086,195.00	147,448.17		147,448.17	938,746.83
Donated Supplies/Materiales Donanos	1,000.00	0.00		0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00		0.00	0.00
Donated Space/Sitio Donado	111,010.00	69,161.00	19,970.00	89,131.00	21,879.00
Transportation/Transportacion	0.00	0.00		0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,583,350.00	277,976.76	114,468.09	392,444.85	1,190,905.15

A. Y-T-D In-Kind / In-Kind asta ahora 392,444.85

B. Contracted In-Kind/ In-kind Contratado 1,583,350.00

C. Percent Y-T-D In-Kind/Porcentaje de in-kind ásta ahora

CONTRACT AMOUNT/CANTIDAD CONTRATADA 24.79%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
July-2026

FREE MEALS	256	71
REDUCED	0	0
BASE	0	0
TOTAL	256	71

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	100.0000%	100.0000%

MEAL	#		%		RATE		
BREAKFAST:	4,155	X	100.0000%	X	$2.5400	=	$10,553.70
LUNCH:	2,714	X	100.0000%	X	$4.7600	=	$12,918.64
	1,396	X	100.0000%	X	$4.7600	=	$6,644.96
SUPPLEMENTS:	2,069	X	100.0000%	X	$1.3000	=	$2,689.70
	1,054	X	100.0000%	X	$1.3000	=	$1,370.20

11,388 TOTAL FEDERAL REIMBURSEMENT $34,177.20

CASH IN LIEU: LUNCHES X $0.3200 $1,315.20

TOTAL REIMBURSEMENT **$35,492.40**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	**MEALS**		**STATE RATE**		**% ALLOC**	**TOTAL STATE EARNINGS**
TOTAL BREAKFAST	4,155	X	$0.2203	X	100%	$915.35
TOTAL LUNCHES	4,110	X	$0.2203	X	100%	$905.43
TOTAL:						**$1,820.78**

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **$37,313.18**

	Breakfast	**Lunch**	**Snack**	**Total**
CMIG-MADERA MIGRANT PRESCHOOL	**-**	**1,396**	**1,054**	**2,450**
MMHS-MADERA MIGRANT HEAD START	**4,155**	**2,714**	**2,069**	**8,938**
	4,155	**4,110**	**3,123**	**11,388**

	MMHS	**CMIG**	**Total**
TOTAL FEDERAL REIMBURSEMENT:	**$26,162.04**	**$8,015.16**	**$34,177.20**
CASH IN LIEU:	**$868.48**	**$446.72**	**$1,315.20**
TOTAL STATE REIMBURSEMENTS:	**$1,513.24**	**$307.54**	**$1,820.78**
	$28,543.76	**$8,769.42**	**$37,313.18**

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC) [Migrant Head Start] *July 2026*

285 cumulative children | **227** cumulative families | **48** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)		(%)
2	Homeless Children	1%
	Foster Children	0%
119	Receives Public Assistance	42%
95	Income Below Federal Poverty	33%
69	Income Above Federal Poverty	24%

CHILDREN WITH DISABILITIES

(#)		(%)
38	Disabilities *(cumulative; minimum 10%)* ★	13%

# of children with a Disability Assessment **PENDING**: 1

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)		(%)
70	New Enrollees *(cumulative)*	25%
44	Received Screening <45 Days *(Of new enrollees)*	63%

CHILDREN'S HEALTH

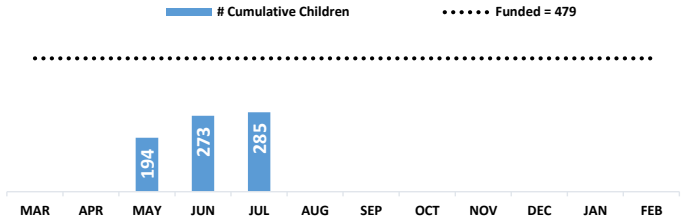
(#)		(%)
284	Has Health Insurance ★	100%
245	EPSDT Up-to-Date	86%
16	Chronic Health Condition	6%
16	Received Medical Treatment ★ *(Of children with diagnosed chronic health conditions)*	100%
285	Immunizations Up-to-Date ★ *(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)*	100%
284	Access to Dental Care ★	100%
250	Completed Dental Exam	88%
38	Received Dental Treatment ⚑ *(Of children who needed dental treatment other than*	68%
119	Healthy BMI ⚑ *(Children under 3 years are excluded)*	66%

STAFF EDUCATION

# Staff		% Meet Minimum Education Requirements
13	Preschool Teacher: BA+	38%
	Preschool Teacher: AA+ ★ *(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).*	100%
13	Preschool Assistant: CDA+ ★	100%
22	Infant/Toddler Teacher: CDA+ ★ *(Includes those who are currently enrolled in a CDA/equivalent program or*	100%

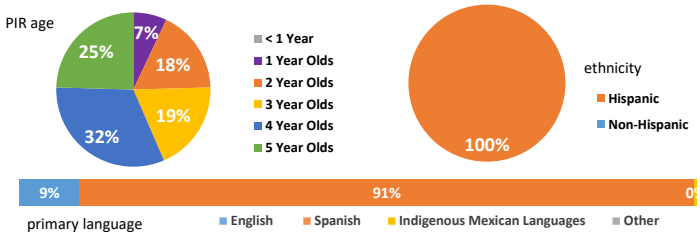
All staff should meet minimum education requirements for their position.

CUMULATIVE ENROLLMENT OF CHILDREN

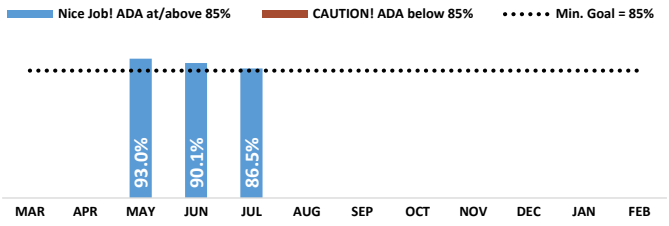


# of children on **WAITING LIST** as of the last day of the report month: 91

DEMOGRAPHICS OF ENROLLED CHILDREN



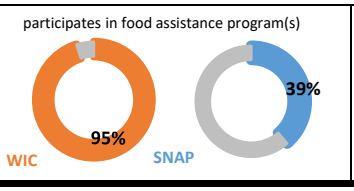
AVERAGE DAILY ATTENDANCE (ADA)

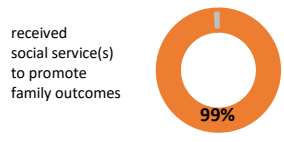


% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): 32%

FAMILY INFORMATION







symbol key:

★ = **Nice job!** *Meets or exceeds Head Start regulations or expectations*

⚑ = **Caution!** *Results lower than expected*

✖ = **Take Action!** *Does not meet Head Start regulations*

Sources: (1) Program Information Report, (2) COPA #201 (Attendance), (3) COPA #241S (Chronic Absence), (4) COPA #411 (Suspected Disabilities), (5) COPA #800N (for children, filtered by Currently Eligible)
All data is cumulative as of report month, unless otherwise indicated.

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en ingles) para el Consejo de Politicas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

julio 2026

285 Niños Acumulados

227 Familias Acumuladas

48 Maestras

Tipo de Elegibilidad

(#)		(%)
2	Niños Sin Hogar	1%
	Niños en Adopcion Temporal	0%
119	Recibe Asistencia Pública	42%
95	Ingresos por Debajo del Nivel de Pobreza Federal	33%
69	Ingresos por Encima del Nivel de Pobreza Federal	24%

Niños con Discapacidades

(#)		(%)
38	Discapacidades *(acumulados; minimo 10%)*	13%

de niños con una evaluación de discapacidad pendiente: **1**

Evaluacion del Desarollo para los Nuevos Niños(as) Inscritos

(#)		(%)
70	Nuevos Niños(as) Inscritos *(acumulados)*	25%
44	Recibio Evaluacion <45 dias	63%
	de los Nuevos Niños(as) Inscritos	

Salud de los Niños

(#)		(%)
284	Tiene Seguro Médico	100%
245	al Dia Con el Cuidado de Salud Preventivo	86%
16	Condición de Salud Crónica	6%
16	Recibieron Tratemiento Médico	100%
	de niños con enfermedades crónicas diagnosticadas	
285	al Dia con las Vecunas	100%
	También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad	
284	Acceso a Servicios Dentales	100%
250	Completaron Exámenes Dentales Profesional	88%
38	Recibio Tratemiento Dental	68%
	(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	
119	BMI Saludable	66%
	(los niños menores de 3 años están excluidos)	

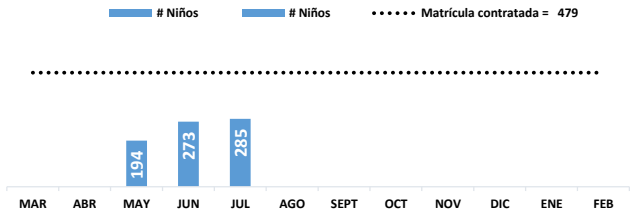
Educación del Personal

# Personal		% llenan los requisitos minimo de educación
13	Maestras de la Clase Prescolar: BA+	38%
	Maestras de la Clase Prescolar: AA+	100%
	(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.).	
13	Asistentes de Maestra de la Clase Prescolar: CDA+	100%
22	Maestras de la Clase de Infantes / Niños Pequenos: CDA+	100%

(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior.CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

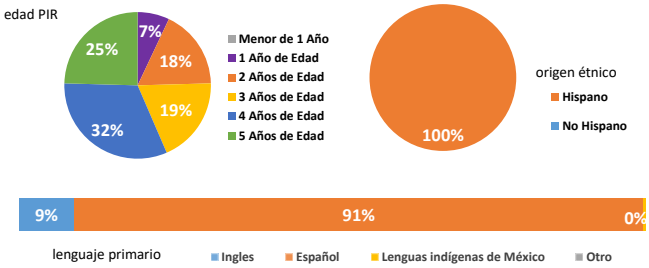
(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).

Matrícula Cumulativa de Niños

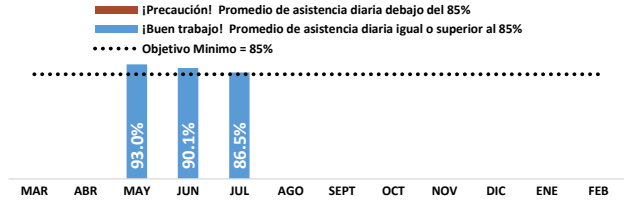


de niños en la lista de espera al último día del mes del informe: **91**

Demografía de los Niños Matriculados



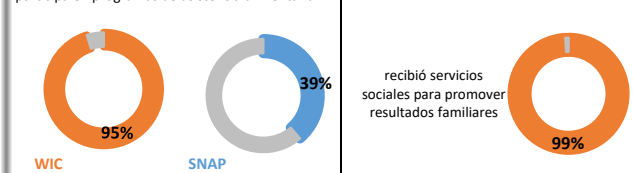
Promedio de Asistencia Diaria



% de niños **crónicamente ausentes** (ausente más del 10% de los días de clase): **32%**

Información Familiar





simbolo clave:

☆ = **¡Buen trabajo!** *Cumple o excede las regulaciones o expectativas de Head Start*

⚑ = **¡Precaución!** *Resultados más bajos de lo esperado*

✖ = **¡Tomar acción!** *No cumple con las regulaciones de Head Start*

Fuentes: (1) Informe de datos actualizados del programa (PIR), (2) COPA #201 (asistencia), (3) COPA #241S (ausentismo crónica), (4) COPA #411 (incapacidades pendientes), (5) COPA #800N (para niños, filtrado por actualmente elegibles).

Todos los datos son acumulativos al mes del informe, a menos que se indique lo contrario.

Community Action Partnership of Madera County
1225 Gill Ave
Madera, CA 93637
559-673-9173

IN-KIND MONTHLY SUMMARY REPORT

Month July **Year** 2026

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	**1,444,494.00**	300,187.37	113,149.47	413,336.84	(1,031,157.16)
A. Professional Services	**0.00**	1,149.15	**2,163.50**	3,312.65	3,312.65
B. Center Volunteers	**1,441,600.00**	299,038.22	**110,903.26**	409,941.48	(1,031,658.52)
C. Policy Concil/Committee	**2,894.00**	0.00	**82.71**	82.71	(2,811.29)
OTHER - FOOD DONATION	**0.00**	0.00		0.00	0.00
DONATED SUPPLIES	**7,883.00**	0.00	**125.00**	125.00	(7,758.00)
DONATED EQUIPMENT	**0.00**	0.00	**200.00**	200.00	200.00
DONATED - BUS STORAGE	**0.00**	(415.56)		(415.56)	(415.56)
DONATED SPACE	**217,266.00**	108,520.58	**10,810.52**	119,331.10	(97,934.90)
TRANSPORTATION	**0.00**	#VALUE!		#VALUE!	#VALUE!
TOTAL IN-KIND	**1,669,643.00**	408,292.39	**124,284.99**	532,577.38	**#VALUE!**
C. Salarie & FB (First 5)	**0.00**	0.00		0.00	0.00
Grand Total	**1,669,643.00**	408,292.39	124,284.99	532,577.38	**#VALUE!**

A.	Y-T-D In-Kind	532,577.38
B.	Contracted In-Kind	1,669,643.00
C.	Percent Y-T-D In-Kind	31.90%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
FRESNO MIGRANT HEAD START FOOD PROGRAM
INCOME CALCULATIONS
July-2026

FREE MEALS	175
REDUCED	-
BASE	-
TOTAL	175

PERCENTAGES:

FREE	100.0000%
REDUCED	0.0000%
BASE	0.0000%
TOTAL	100.0000%

MEAL		#			%		RATE		
BREAKFAST:		2,663	X		100.0000%	X	$2.5400	=	$6,764.02
LUNCH:		2,571	X		100.0000%	X	$4.7600	=	$12,237.96
SUPPLEMENTS:		2,157	X		100.0000%	X	$1.3000	=	$2,804.10
	7,391								
		TOTAL FEDERAL REIMBURSEMENT							$21,806.08
CASH IN LIEU:		LUNCHES	X	$0.3200					$822.72
TOTAL REIMBURSEMENT									**$22,628.80**

STATE REIMBURSEMENTS: **MEAL DESCRIPTION**	MEALS		STATE RATE			
TOTAL BREAKFAST	2,663	X	$0.2203	X	100%	$586.66
TOTAL LUNCHES	2,571	X	$0.2203	X	100%	$566.39
TOTAL STATE REIMBURSEMENT						**$1,153.05**

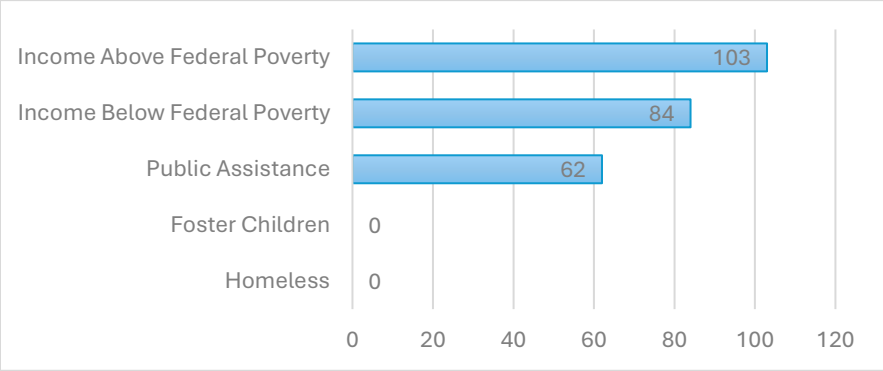
TOTAL OF FEDERAL & STATE REIMBURESMENTS: $23,781.85

Fresno Migrant & Seasonal Head Start

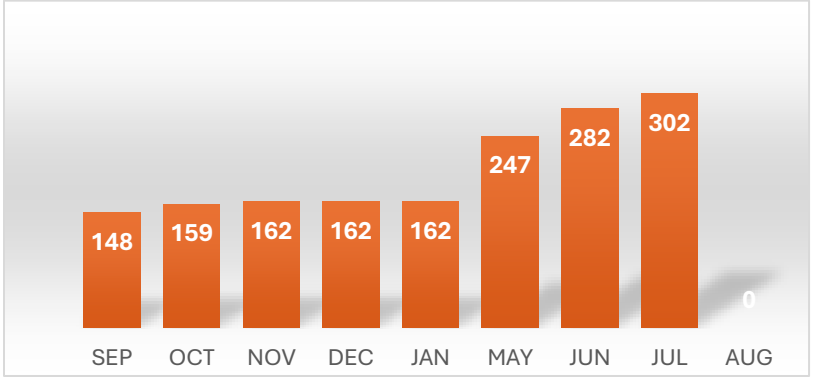
July 2026

302	254	47
Cumulative Enrollment	Participating Families	Teaching Staff

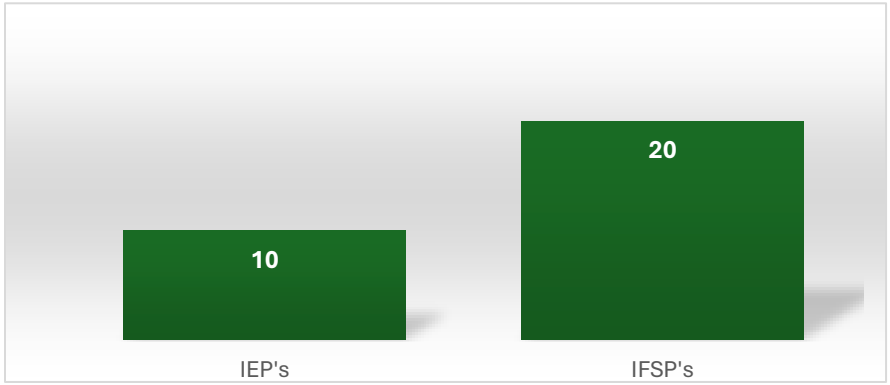
Primary Type of Eligibility



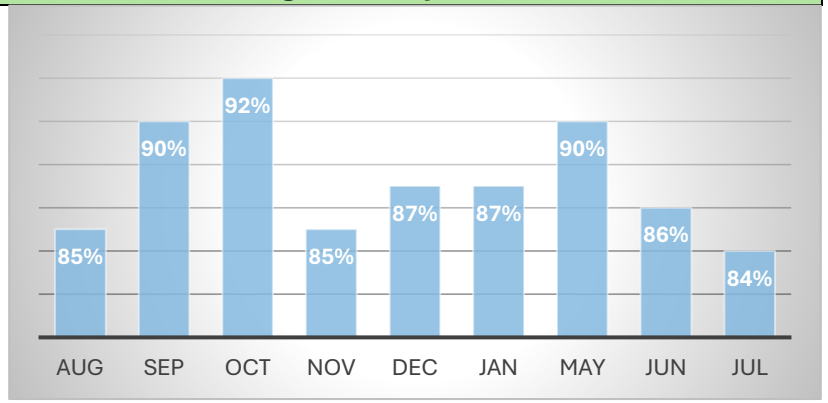
Monthly Cumulative Enrollment



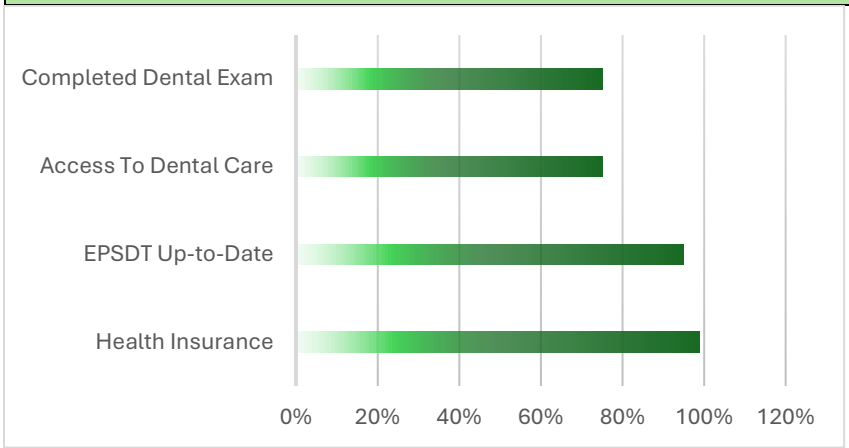
Disabilities Services

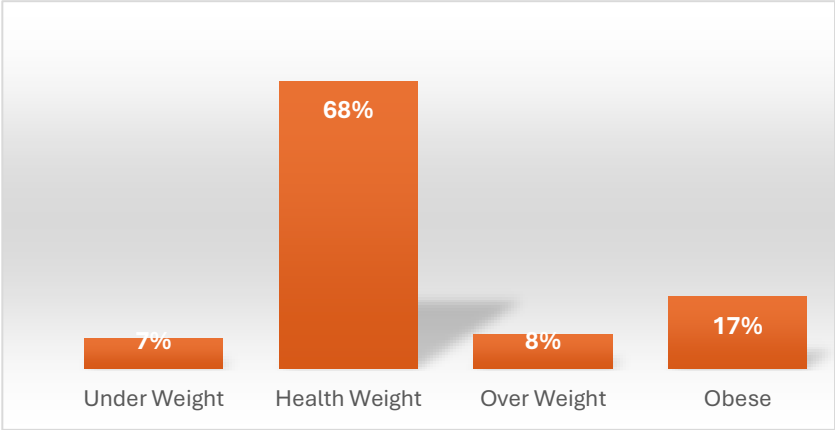


Average Monthly Attendance

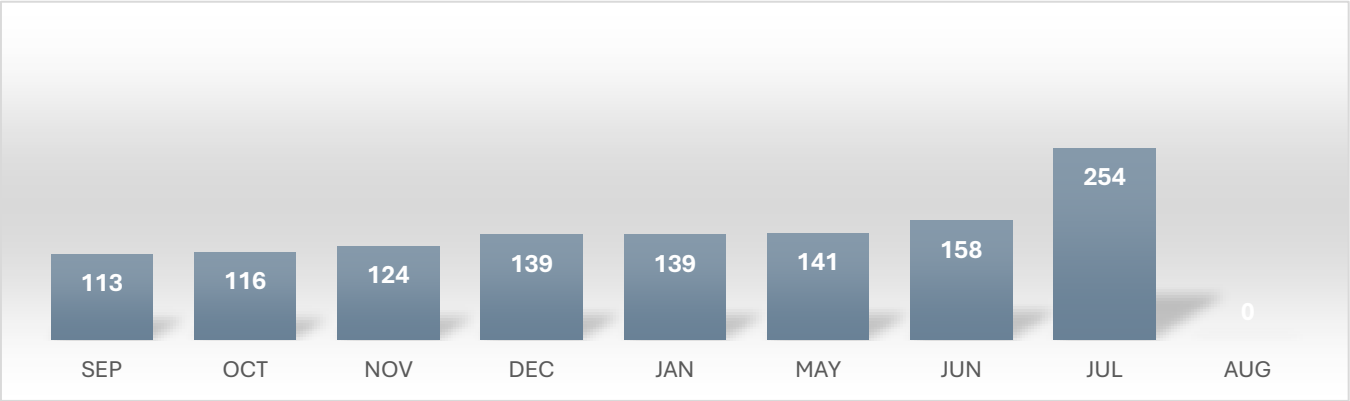


Health & Nutrition Services





Parent/Family Services



Madera County Community Action Agency
1225 Gill Ave Street
Madera, CA 93637

Regional
Basic

IN-KIND MONTHLY SUMMARY REPORT

Month July **Year** 2026-27

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	**136,819.00**	-	-	-	136,819.00
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	**134,118.00**	-		-	134,118.00
C. Other/Policy Council/Otro/Comité de Póliza	**2,701.00**	-		-	2,701.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	**4,697.00**	-		-	4,697.00
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	**459,767.00**	**19,676.55**	**19,676.55**	**39,353.10**	420,413.90
		-			
State Fund 319	**$676,616**	-		-	676,616.00
Grand Total	**1,136,383.00**	**19,676.55**	**19,676.55**	**39,353.10**	**1,097,029.90**

B.	Contracted In-Kind	$ 39,353.10
C.	Percent Y-T-D In-Kind	3.46%

Madera County Community Action Agency
1225 Gill Ave Street
Madera, CA 93637

Regional
Early Head Start

IN-KIND MONTHLY SUMMARY REPORT

Month July **Year** 2026

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	**208,787.00**	**10,444.03**	**23,935.23**	**34,379.26**	174,407.74
A. Professional Services/Servicios Profesionales	**-**	**-**		**-**	-
B. Center Volunteers/Voluntarios en el Centro	**206,086.00**	**10,444.03**	**23,935.23**	**34,379.26**	171,706.74
C. Other/Policy Council/Otro/Comité de Póliza	**2,701.00**	**-**		**-**	2,701.00
Donated Food/Comida Donada	**-**	**-**		**-**	-
Donated Supplies/Materiales Donado	**451.00**	**-**		**-**	451.00
Donated Equipment	**-**	**-**		**-**	-
Donated Bus Storage	**-**	**-**		**-**	-
Donated Space/Sitio Donado	**-**	**-**		**-**	-
Transportation/ Transportación	**-**	**-**		**-**	-
TOTAL IN-KIND	**209,238.00**	**10,444.03**	**23,935.23**	**34,379.26**	174,858.74
		-			
		-	**-**	-	-
Grand Total	**209,238.00**	**10,444.03**	**23,935.23**	**34,379.26**	**174,858.74**

B.	Contracted In-Kind	$ 34,379.26
C.	Percent Y-T-D In-Kind	16.43%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
April-2026

FREE MEALS	195	136
REDUCED	0	0
BASE	0	0
TOTAL	195	136

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	100.0000%	100.0000%

MEAL	#		%		RATE		
BREAKFAST:	2,432	X	100.0000%	X	$2.4600	=	$5,982.72
LUNCH:	2,701	X	100.0000%	X	$4.6000	=	$12,424.60
SUPPLEMENTS:	183	X	100.0000%	X	$1.2600	=	$230.58
5,316							
	TOTAL FEDERAL REIMBURSEMENT						$18,637.90
CASH IN LIEU:	LUNCHES	X	$0.3050				$823.81
TOTAL REIMBURSEMENT							**$19,461.71**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	**MEALS**		**STATE RATE**		**% ALLOC**	**TOTAL STATE EARNINGS**
TOTAL BREAKFAST	2,432	X	$0.2137	X	100%	$519.72
TOTAL LUNCHES	2,701	X	$0.2137	X	100%	$577.20
TOTAL:						**$1,096.92**

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **$20,558.63**

	Breakfast	**Lunch**	**Snack**	**Total**
RHS	**394**	**2,701**	**183**	**3,278**
CSPP	**2,038**	**-**	**-**	**2,038**
	2,432	**2,701**	**183**	**5,316**

	RHS	**CSPP**	**Total**
TOTAL FEDERAL REIMBURSEMENT:	**$13,624.42**	**$5,013.48**	**$18,637.90**
CASH IN LIEU:	**$823.81**	**$0.00**	**$823.81**
TOTAL STATE REIMBURSEMENTS:	**$519.72**	**$577.20**	**$1,096.92**
	$14,967.95	**$5,590.68**	**$20,558.63**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
May-2026

	FREE MEALS	191	134
	REDUCED	0	0
	BASE	0	0
	TOTAL	191	134
PERCENTAGES:			
	FREE	100.0000%	100.0000%
	REDUCED	0.0000%	0.0000%
	BASE	0.0000%	0.0000%
	TOTAL	100.0000%	100.0000%

MEAL	#		%		RATE		
BREAKFAST:	2,272	X	100.0000%	X	$2.4600	=	$5,589.12
LUNCH:	2,461	X	100.0000%	X	$4.6000	=	$11,320.60
SUPPLEMENTS:	114	X	100.0000%	X	$1.2600	=	$143.64
4,847							
	TOTAL FEDERAL REIMBURSEMENT						$17,053.36
CASH IN LIEU:	LUNCHES	X	$0.3050				$750.61
TOTAL REIMBURSEMENT							**$17,803.97**

STATE REIMBURSEMENTS: MEAL DESCRIPTION	**MEALS**		**STATE RATE**		**% ALLOC**	**TOTAL STATE EARNINGS**
TOTAL BREAKFAST	2,272	X	$0.2137	X	100%	$485.53
TOTAL LUNCHES	2,461	X	$0.2137	X	100%	$525.92
TOTAL:						**$1,011.45**

TOTAL OF FEDERAL & STATE REIMBURESMENTS: **$18,815.42**

	Breakfast	**Lunch**	**Snack**	**Total**
RHS	**327**	**2,461**	**114**	**2,902**
CSPP	**1,945**	**-**	**-**	**1,945**
	2,272	**2,461**	**114**	**4,847**

	RHS	**CSPP**	**Total**
TOTAL FEDERAL REIMBURSEMENT:	**$12,268.66**	**$4,784.70**	**$17,053.36**
CASH IN LIEU:	**$750.61**	**$0.00**	**$750.61**
TOTAL STATE REIMBURSEMENTS:	**$485.53**	**$525.92**	**$1,011.45**
	$13,504.80	**$5,310.62**	**$18,815.42**

Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: September 10, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 25, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera Regional and Early Head Start 2026-2027 Planning Process and Calendar

I. RECOMMENDATIONS

Review and consider approving the 2026-2027 Madera 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.

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:	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.

Planning Calendar for Madera Regional and Early Head Start Program Activities
Governing Bodies
August 2026 to August 2027

	August 26, 2026	September 3, 2026	October 1, 2026	November 5, 2026	December 3, 2026	January 7, 2027
Policy Council	***Representatives/Alternates** ***Training** – Purpose – Brown Act – Shared Governance – Proposed Governance – Roberts Rule – Head Start Overview – Regulations/Ethics – PC Code of Conduct – Active Supervision – ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance	**Action** *Seating of 2026- 2027 Policy Council – 2026-2027 Policy Council Executive Committee Elected – Election of Executive Committee Rep. – Appoint Policy Council Rep. to Board of Director – HS/CSPP Parent Handbook – Planning Calendar ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence	***Action** – Bylaws 2026-2027 First Reading – Internal Dispute Resolution – Election of the Community Member – 2026-2027 Reimbursement Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence ***Training** – CACFP	*** Action** – 2025-2026 Program Information Report (PIR) – Approve 2026-2027 Bylaws – Self-Assessment Process – Behavior Policy/Suspension and Expulsion Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence ***Training** – Conscious Discipline/Teaching Pyramid Model	***Action** – 2026-2027 Community Assessment Update – 2026-2027 Goals & Objectives Update – No Fee Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence ***Training** – Child Outcomes	***Action** -None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence
		September 10, 2026	**October 8, 2026**	**November 12, 2026**	**December 10, 2026**	**January 14, 2027**
Board of Directors		**Action** – Planning Calendar 26-27 – HS/CSPP Parent Handbook – Submit PC parent Rep. for BOD ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence	***Action** – Internal Dispute Resolution – 2026-2027 Reimbursement Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence	*** Action** – 2025-2026 Program Information Report (PIR) – Self-Assessment Process – Behavior Policy/Suspension and Expulsion Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence	***Action** – 2026-2027 Community Assessment Update – 2026-2027 Goals & Objectives Update – No Fee Policy ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence	***Action** None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR) – Correspondence

Planning Calendar for Madera/Mariposa Regional and Early Head Start Program Activities
Governing Bodies
August 2026 to August 2027

	February 4, 2027	March 4, 2027	April 1, 2027	May 6, 2027	June 3, 2027	July 1, 2027	August 5 2027
Policy Council	***Action** – Approve 2027-2028 Application/ Budget for Madera Regional & Early Head Start – ***Training Plan*** – ***Administrative Budget*** – ***Non Federal Share*** – Self-Assessment Results and Corrective Plan of Action – 2025-2026 Annual Report *Training – Classroom Assessment Scoring System (CLASS) ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – CAPMC Audit Reports – Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2027-2028 *Training Family Engagement Data ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP Program Information Report (PIR)
	February 11, 2027	**March 11, 2027**	**April 8, 2027**	**May 13, 2027**	**June 10, 2027**	**July 8, 2027**	**August 12, 2027**
Board of Directors	***Action** – Approve 2027-2028 Application/ Budget for Madera Regional & Early Head Start – ***Training Plan*** – ***Administrative Budget*** – ***Non Federal Share*** – Self-Assessment Results and Corrective Plan of Action – 2025-2026 Annual Report ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – CAPMC Audit Reports – Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) 2027-2028 ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP – Program Information Report (PIR)	***Action** – None ***Monthly Reports** – Staffing Changes – Budget Report – In-Kind – Program Enrollment & Attendance Report – CACFP Program Information Report (PIR)

Report to the Board of Directors

Agenda Item Number:D-12

Board of Directors Meeting for: September 10, 2026

Author: Maru Gasca Sanchez

DATE: August 24, 2026

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Child and Family Services

SUBJECT: CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2026-2027 Program Philosophy, Goals and Objectives and Parent Handbook.

I. RECOMMENDATIONS

Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Social Services, Migrant Child Care and Development 2026-2027 Program Philosophy, Goals and Objectives and Parent Handbook.

II. SUMMARY

The California Department of Social Services requires that the Program's Philosophy, Goals and Objectives and Parent Handbook be approved by CAPMC Board of Directors annually

III. DISCUSSION

a. Included in the parent handbook is CAPMC's philosophy statement and goals and objectives that support the philosophy.

b. The parent handbook provides parents with information regarding but not limited to the following topics:

- Days and hours of service and holiday schedule
- Registration process and eligibility requirements, and parent responsibilities
- Open door policy
- Sexual Harassment
- Attendance and absences
- Communication with staff
- Health and emergency procedures
- Uniform Complaint Procedure

c. Families received a copy of the link/QR code to access the electronic parent handbook. Hard copies are available upon request.

d. Information will be reviewed with parents at time of registration and/or at the first orientation and/or parent meeting.

IV. FINANCING

None



CAPMC Madera Head Start Program In Collaboration with California Department of Social Services Migrant Child Care and Development Program

Parent Handbook

2026-2027

Addressing the Needs of our Community Since 1965

Helping People, Changing Lives.

Community Action Partnership of Madera County

Community Action Partnership of Madera County welcomes your family to our Head Start/State Based Program

This handbook was designed to assist families with understanding the requirements to participate in a Head Start/State funded preschool program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.



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PROGRAM DESIGN

Dear Head Start Parents,

Welcome to Head Start Preschool Program!

We hope that you and your family enjoy your experiences and path to continuous learning during your enrollment and participation in the program.

Head Start provides quality services to children and families that are designed to ensure the growth and developmental success of your child/ren. We welcome your input and ideas but most of all your engagement in the program and your child's education.

We are here to answer any questions or provide you with any support you need for your child or family. Please contact the Center Director or Family Advocate at any time.

Thank you for allowing us to serve you.

Maritza Gomez-Zaragoza
Head Start Program Director

Our 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.

Our Vision

Community Action Partnership of Madera County will be recognized as a premier social services 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.

PROGRAM DESIGN

Services

Our program provides services in centers in Madera County. Services are provided to children from 6 weeks to 5 years of age. Centers are open from 8 to 10 hours. The Madera Migrant Head Start Centers hours of operation will vary depending on the needs of families.

Center Schedule

During the peak season, the center schedule MAY change to accommodate the family's needs. In order to do so, parents will need to communicate their needs to the Center Director. Also, when work schedules change and the need to keep a center open early is no longer necessary, parents need to share the information with the Center Director. The program will work with the families to meet their needs, within the program's ability to do so.

All Individuals are valued and respect

Staff and visitors honor the individuality of every child and family, ensuring they are welcome and treated with respect.

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

Our program ensures all children with disabilities are protected from discrimination and provided with all services and program modifications as required by section 504 of the Rehabilitation Act, the Americans with Disabilities Act and implementing regulations. Each child has access to and can fully participate in the full range of activities and services. Head Start will provide any necessary modifications to the environment, use multiple and varied formats for instruction, and encourage the participation of children with a disability.

Central Office

1225 Gill Avenue
Madera, CA 93637
Phone: 559-673-0012
Fax: (559) 661-8459
www.maderacap.org

Center Location

SIERRA VISTA

917 Olive Ave. Madera, CA 93638

559-675-8425

Center Supervisor: Lina Bojorquez
Contact Number: 559-675-9137
Fax Number: 559-675-3857

Family Advocate: Maria Eugenia Castillo
Contact Number: 559-675-8425

Family Advocate: Paola Hernandez
Contact Number: 559-675-8425

Family Advocate: Geidy Mendoza
Contact Number: 559-675-9137

Deputy Director Child Development Services: Norma Blanco
Contact Number: 559-507-8030

Child and Family Services

Eligibility,Recruitment, Selection, Enrollment and Attendance (ERSEA)
ERSEA Content Specialist, Marissa Estrada
Contact Number: 559-507-8035

Parent & Program Governance Specialist.
Maribel Aguirre
Contact Number: 559-507-8045

Disabilities & Mental Health Services:
Specialist: Julie Doll
Contact Number: 559-507-8026

Health Services:
Content Specialist: Mayra Gonzalez
Contact Number: 559-507-8031

Nutrition Services:
Content Specialist: Tammy McDougald
Contact Number: 559-507-8033

Family & Child Services:
Deputy Director Child & Family Services:
Maru Gasca Sanchez
Contact Number: 559-507-8029

PROGRAM DESIGN

Open Door Policy

We welcome parents at any time, in any area of our school. Parents are always welcome to call or drop in to see your children at any time during regular childcare hours. We encourage parent involvement, especially on special events that happen during the program.

Refrain from Religious Instruction

Our program refrains from religious instruction or worship.

Sexual Harassment

CAPMC shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

Confidentiality

Authorized representatives from the program, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child files. The disclosure or release of any information that pertains to the program services is restricted to purposes that are directly related the administration and delivery our services. CAPMC-Head Start staff members do not provide information to outside sources.

Program Self-Evaluation

The state requires that all state preschool programs complete the self-evaluation process. This is an opportunity where program staff review data collected and make instructional decisions based upon the findings.
Programs are measured according to the following areas:

- Environment Rating Scale (ERS): Classes are rated and reviewed. Summaries are used to improve the program environment.
- Desired Results: Observational assessment system that is completed twice a year. The results are shared in parent conferences.
- Parent Survey: Parent surveys are completed each school year to provide feedback from our parents.

Information from all three documents is summarized into a program summary for reviewing areas of strength, challenges, and expectations.

Center Group Sizes

Adult to child ratios are planned for in advance and followed for each age group based on the State of California Title 5 regulations and Head Start Performance Standards; whichever is most restrictive.

Infant (Birth to 18 Months)	Toddler (18 Month to 36 Months)	Preschool (36 Months to enrollment in Kinder
1 adult for every 2 infants Maximun of 9 children	1 adult for every 4 toddlers Maximun 9 children	1 adult for every 8 preschoolers Maximum 20 chidlren

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Program Philosophy

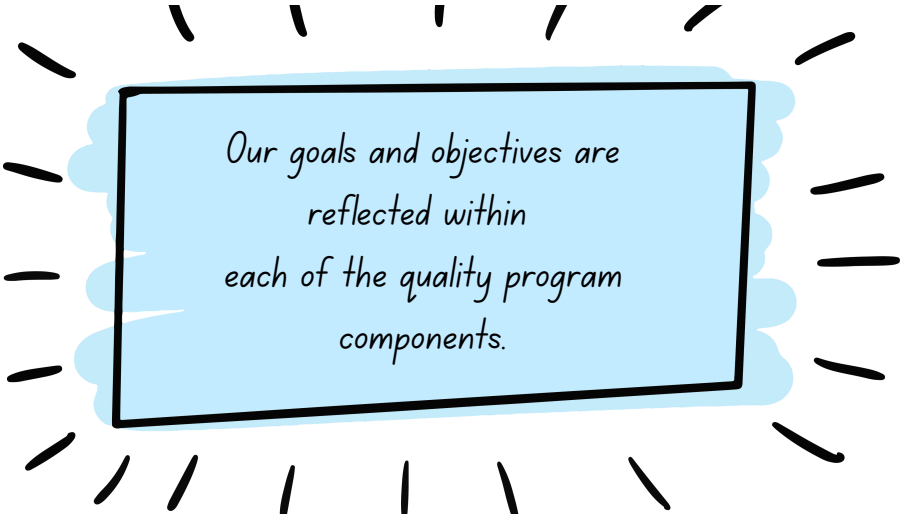
We believes parents enrolled in the program are the program's greatest strength. Parents are involved in all aspects of the program including making policy and program decisions. Teacher and parents operate with a common purpose, to improve the lives of children and families.

In this shared partnership, parents play an important role as they join the teachers in preparing and educating the children. Because parents are their child's first teacher, they can assure that the child's unique characteristics, individual preferences and values are respected.

Teachers and parents work together to enhance the child's normal developmental process by being understanding and flexible.

We also believe:

- That the early years of child development are the most important years in the lives of all persons.
- That all children should have a nurturing environment, which promotes a successful (early childhood) experience.
- That optimal growth is accomplished by providing a curriculum designed to meet the needs of children while integrating the development of the child's physical, emotional, creative, intellectual, social and cultural skills through experiential learning activities.
- That each family's culture is unique, and their culture, social backgrounds, and religious beliefs should be appreciated, supported and respected.
- That the life and healthy development of each individual is important to society.
- That the contributions of healthy families hold the potential to affect positive change in our society.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PARENT EDUCATION AND ENGAGEMENT

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

As parents and families of our program children, there are many ways for you to become involved and stay engaged in the program, and in your children's education and future. Research shows that children whose parents are involved in their education do better in school.

As parents and family members, our program welcomes you in the classroom. The program also teaches you how to create a learning environment at home in an effort to support classroom learning.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences and Home Visits are held each year. Conferences & Home Visits provide an opportunity for parents to collaborate with educators and develop goals for their child
- Completing Parent Surveys
- Home Activities to support your child's learning at and help us earn in-kind
- Participating or helping at family events
- Reading to children during drop-off/pick-up
- Assisting with meal preparation and/or recommendations
- Parent Meetings-learn about a variety of educational topics such as child development, parenting strategies and topics identified in the parent survey. Meetings offer a great time to network and provide input on the nature and operation of the program.
- CAPMC Policy Committee and CCMHS Policy Council meetings offer opportunities to provide input on policies and contribute to program decisions.

WAYS TO PARTICIPATE



Parent Curriculum - Ready Rosie

Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge and skills by viewing videos on the platform. Ready Rosie also has a variety of Family Workshops that are offered to parents during the parent meetings.

Parents may participate in the Ready Rosie curriculum by registering to the platform and/or by attending the family workshops.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

OTHER WAYS TO PARTICIPATE

Family Partnership Agreement

The family partnership agreement process provides opportunities for families to set goals that support family well-being, including family safety, health, and economic stability, to support child learning and development and to design an individualize approach for achieving those goals. Staff will assist and support parents, in identifying and defining goals in measurable terms, discussing steps to achieve goals.

Family Assessment

Our program provides parents the opportunity to complete pre and post family assessment to find their needs, strengths and aspirations on how the program may support them with referrals and/or informaition requested.

Resources/Referrals

Our goal is for families to know where to access community health and social services to meet their unique family needs.

A resource book is provided to family with information on programs and services available for low-income families in the community. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc.

Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where receive or provide support for families.

Surveys/Data Process

In order to ensure our program offers quality services to parents and children, we encourage you to complete surveys provided throughout the program year. By completing the surveys, you will be providing your input and suggestions to enhance services for children and families.

Collected survey data, child/family assessment data and environmental assessment is entered into our data based (COPA/CARE) systems which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Father/Male Figure Engagement

The program creates opportunities for fathers to grow their skills, build confidence, and understand the value of staying connected with their children. Engagement ideas include daily communication, a welcoming space for dads, helpful resources, and fun activities.

Fathers are encouraged to provide recommendations to enhance activities for fathers.

More ways to participate:

- Classroom Projects
- Policy Committees
- Policy Councils
- Home Activities
- Center Events



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

HEALTH SERVICES

Our goal is for families to identify their own strengths and needs. We ensure families know where to access community health and social services to meet their unique family needs. Referrals include medical & dental care, mental health, adult education, emergency food/clothing, employment & training, housing and parenting assistance. In addition, staff follow-up with parents to ensure their needs have been met. We engage with families to help them select family goals, develop strategies to accomplish them and identify how we can provide support.

Children enrolled in the program are required to meet Immunization Requirements prior to enrollment and have a current age-appropriate well child exam (physical), as well as Tuberculin Test (TB) or risk assessment within 30 calendar days of enrollment (Per California Community Care Licensing). Children who do not have a physical or TB test within the 30-calendar day timeframe will be excluded from the program.

Our program will provide you with resources; if necessary, to ensure that your child has access to health and dental insurance, connected to a medical provider, and receives a complete age-appropriate health assessment. This may include:

- All needed immunizations
- Growth and development assessment(s)
- Dental Assessment
- Dental Exam
- Vision and Hearing screening
- Nutrition evaluation

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child.
NOTE No assessment will be completed without parent's notification and approval.

Physical Assessment/Screenings

Each child is required to have a physical examination within 30 calendar days of enrollment. This may be provided by the child's family physician or by a CHDP (Child Health Disability & Prevention Program) provider. The assessment covers the following: vision, hearing, height and weight, head circumference, hemoglobin test, lead level, review of body systems, health & developmental history, and tuberculin assessment/screening following the CHDP Periodicity Schedule.

Daily Health Observation

A Daily Health check will be conducted on each child and upon arrival at the center and before the child is accepted. Inform centers staff or any recent illness, injuries, or concerns to insure your child is in good health to participate in the daily activities.

Keep your child home if they are ill If it is determined that child is ill once you have left, your child will be isolated from others, and you will be contacted to pick your child up form for the day.

Immunizations

All children must comply with the State of California entrance requirements. Parents must submit immunization records to verify immunization data.

Dental Health

Children ages 0-1 are required to receive a dental screening as part of their series of well-baby exams. Children ages 1-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment. Please ask us if you need help finding a dentist.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

HEALTH SERVICES

Medical and Dental Emergencies

At time of registration, emergency contacts, health history of the child, health insurance information, and name of medical & dental provider will be obtained from parent/guardian. In case of an emergency, the following steps will take place:

Minor Incident:

- First aid will be provided on site.
- Parent/guardian will be notified of any accident.
- CAPMC Incident Report will be completed and provided when child is picked up.

Life Threatening Condition

- CALL 911
- Parent/guardian will be contacted immediately. If unavailable, emergency contacts will be contacted.
- Staff will complete the CAPMC Incident Report and CCL Unusual Incident/Injury Report.

When your child is ill...

Although we expect your child to attend classes regularly, there are reasons to keep a child home from school:

- A sore throat, accompanied with other symptoms (fever, redness, swollen glands, etc.)
- A cold or cough, when symptoms are not due to an allergy or chronic condition.
- Eye Discharge and/redness
- Shortness of breath
- Chills or repeated shaking
- Muscle pain or headache
- A fever of 100.4 degrees >
- Nausea and/or vomiting
- Earache
- Runny nose or congestion
- Stomachache/ Diarrhea
- An unidentified rash
- Any infectious disease diagnosed by your family physician.
- Lice or Nits, dead or alive
- Your child is overly tired.
- Combination of symptoms

Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes over the counter medication AND emergency medication for such conditions as asthma, allergies, or seizures.

The following process must be followed prior to any medication being brought to the center:

- Completed Consent for Administration of Medication and/or other necessary Individualized Health Care Plans.
- Parent/Guardian and Physician's signatures must be present on all required forms and medication.
- Medication MUST be in its original container have: name of child, name of medication, dosage/route of medication, administration schedule, and possible reactions.
- Staff will be trained by parent/guardian on the proper steps of administration, any side effects and the expected outcomes from the medication.

Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days. Failure to provide medication and documentation will result in exclusion of your child from the program.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

NUTRITION SERVICES



Our goal is to ensure children have nutritious meals and snacks during their time in the program. We believe children need healthy nutritious food for optimum growth and development. The menu exposes the children to a variety of foods. Through family style meal service, children develop socialization, fine motor skills, learn personal hygiene, manners, how to serve food themselves, and learn to help with setup and cleanup of meals. Children also learn about living healthy through classroom nutrition projects, an exercise program and food experiences.

Community Action Partnership of Madera County (CAPMC) participates in the Child and Adult Care Food Program (CACFP), which helps us provide free meals to all children enrolled. The Child Care Food Program, however, does not cover the cost of meals eaten by staff or parents. If you wish to participate in a meal, you will need to follow these requirements: volunteer in the classroom at least two hours before or after the meal (please sign up with your center) and serve yourself one child size portion to ensure enough food is available for seconds for the children. If your child is on a special diet for either medical reasons or family beliefs, please let your child's teacher or advocate know. The food service program will do its best to accommodate your child's needs.

All individuals are valued and respected

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Meal Services

Our program participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no charge to all enrolled children. The reimbursement received from the CACFP helps with food costs. All children in center-based settings receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as required by the USDA meal pattern.

Kitchens are fully equipped for producing meals and snacks for multiple sites. Full Day Program will receive breakfast, lunch and an afternoon snack. The meals offered are nutritious foods that are moderate in sugar, salt, and fat as recommended by the Dietary Guidelines for Americans. Food will not be removed from the center.

We invite you to help plan our menu by either participating by completing a food service and menu evaluation at the end of the program, sharing a family recipe with your child's teacher, or making a suggestion on the Cook's Choice/Parent Suggestions Form.

*Note: Parents, staff and community volunteers CANNOT bring food or drinks into the classroom to feed the children during school hours.



If your child has any food allergies or cannot eat certain foods for religious or personal reasons, please notify the educator and health staff immediately. Substitutions will be based on individual needs.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social -emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

Families and educators collaborate to establish school readiness goals for children along strategies for home and school. Progress on school readiness goals is discussed and plans are adjusted to meet children's developmental needs.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and competence in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development
- Supporting home language and English language development



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Assessment

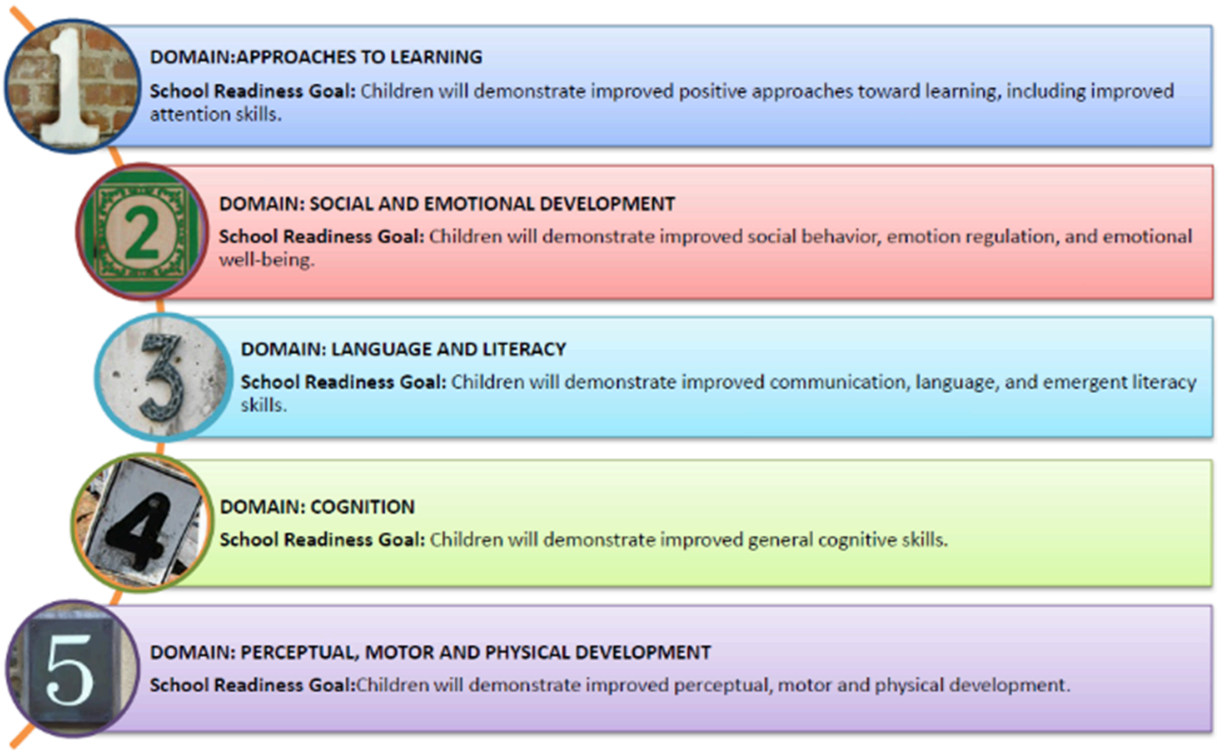
The program utilizes The Desired Results Developmental Profile DRDP 2015. The DRDP© is an assessment instrument developed by the California Department of Education for young children and their families to inform instruction and program development. This assessment is designed for teachers to observe, document, and reflect on children's learning, development, and progress; it is intended to support teachers with planning and scaffolding young children's education.

Parent Conferences/Home Visits

Teachers will meet with parents at least four times a year to share information and plan individual child goals to improve skills.

1. During these conferences, parents can ask questions they might have about the DRDP (2015) results and their child's progress, and an individualized plan is developed.
2. Parents can talk with teachers about what to expect from their child's development.
3. Parents can communicate with the teacher about any classroom adaptations a child might need.

School Readiness Goals



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Curriculum

The Madera Head Start program utilizes the Creative Curriculum, a developmentally and linguistically appropriate curriculum that recognizes children's development rates, individual interests, temperaments, languages, and learning styles. This curriculum provides strategies and practices that support children in ensuring full access to and effective participation in daily learning experiences.

The Creative Curriculum identifies nine areas of development: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and the Arts, and provides a structured environment of learning experiences, allowing teachers to scaffold and individualize learning to meet children's needs. It offers resources to implement a high-quality education program for children aged zero to five. This curriculum emphasizes hands-on exploration, nurturing environments, and responsive relationships, fostering social, emotional, physical, and cognitive development. By providing a variety of formats for instruction, teachers offer children multiple ways of acquiring knowledge and skills.

Preschool Schedule

A daily schedule is designed to provide a plan that outlines the activities and routines young children follow throughout the day. It gives a predictable framework that supports their learning, development, and overall well-being. Below is a general daily schedule for preschool children.

Breakfast
Brush Teeth / Free Play
Clean up time
Outside Play/Activities**
Wash Hands
Indoor Activities
Circle Time (stories & music)
Wash Hands
Lunch Time
Rest & Quiet Activities
Snack
Choice time
Dismissal

**On very rainy, snowy, or cold days we will plan outside time with indoor gross motor activities. Children will wear warm clothes, including coats, hats & mittens or gloves on cold or snowy days.

Transition Activities

The program ensures that all families and children receive optimal services during transitions. Teachers complete a Child and Family Transition Plan for all children during the first days of attendance. Effective strategies will be utilized with children and families during times of transition. Activities will ensure a smooth transition to meet the child's individual needs. This process will include parent involvement and staff support, and parents will be supported in their role as their child's primary teacher and advocate.

Field Trips

The program includes nature walks and visitors do presentation for our children as part of field trips.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Head Start Early Learning Outcomes Framework (ELOFT)

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

The first five years of life is a time of wondrous and rapid development and learning. The Head Start Early Learning Outcomes Framework: Ages Birth to Five outlines and describes the skills, behaviors, and concepts that programs must foster in all children, including children who are dual language learners (DLLs) and children with disabilities.

Parent, Family, and Community Engagement Framework (PFCE)

Positive & Goal-Oriented Relationships

Cultural and Linguistic Responsiveness

PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY OUTCOMES	CHILD OUTCOMES
Program Leadership	Program Environment	Family Well-being	Children are:
Professional Development	Family Partnerships	Positive Parent-Child Relationships	Safe
Continuous Learning and Quality Improvement	Teaching and Learning	Families as Lifelong Educators	Healthy and well
	Community Partnerships	Families as Learners	Learning and developing
	Access and Continuity	Family Engagement in Transitions	Engaged in positive relationships with family members, caregivers, and other children
		Family Connections to Peers and Community	Ready for school
		Families as Advocates and Leaders	Successful in school and life

Families play a critical role in helping their children be ready for school and for a lifetime of academic success. The Head Start Parent, Family, and Community Engagement Framework supports engaging families in children's ongoing learning and development.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

DISABILITIES SERVICES

Our program maintains a nation-wide policy of open enrollment for all eligible children by welcoming children with exceptional needs in an integrated setting". Quality services for young children with exceptional needs must include several components such as a program design which addresses the unique learning style of a young child, a strong commitment to family involvement, interagency coordination and cooperation, on-going staff development and program evaluation. From identification to transition, we believe that effective intervention occurs only if a team approach is used.

Disability Services Area Objectives

1. Promote cooperation, coordination and collaboration between our program and the School Districts, Regional Centers, Children's Hospitals and other medical professionals.
2. To provide the least restrictive environment to children with exceptional needs by modifying the environment.
3. To work with Head Start children with disabilities based on their written individualized IFSP or IEP goals.
4. To encourage parents to be strong advocates for the rights of their children with exceptional needs.
5. To provide children with exceptional needs the same Head Start comprehensive services offered to children without special needs.

Developmental screening (Ages Stages Questionnaires 3 and Ages Stages Questionnaire Social Emotional 2) are completed every year for all children enrolled in the program. The screening includes the following areas: speech/language, gross & fine motor, personal social and cognitive. The developmental screening will give staff information about potential areas of concern and assist teachers in individualizing the curriculum.

Children under the age of 3 years old that have an IFSP and children older than 3 years old with an IEP for speech delays may receive services during program hours. Please assist us with your child's development by keeping us up updated with any changes pertaining to these documents.

All enrolled children have access to our mental health (behavior management) consultant services. All parents/guardians have regular opportunities to engage with the mental health consultant to discuss concerns about their child's behavior and receive immediate feedback.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Prevention Goals

1. Enhance positive self-concept
2. Building positive relationships between children, their peers and their teachers
3. Develop coping skills to solve problems and manage stress

Identification and Referral

Early detection of problems is the focus of this area. Services to children and families include:

1. Identification of possible problems through observation, screening and assessment
2. Referral of children to a mental health professional when necessary with authorization from parent/guardian.

Treatment

Treatment can be recommended as part of the assessment so that a child and family can benefit from these services. A Positive Behavior Support plan will be developed with input from the family and teachers. This plan will include strategies provided by the Mental Health Consultant. Teaching staff will implement the Positive Behavior Support plan, individualize the curriculum based on amended goals and objectives and document progress in the child's file. The Disability Mental Health Specialist will monitor the child's progress.

Helping children make good choices

The development of social skills is crucial to the success of
children in public school. Our programs are implementing Conscious Discipline and the Social Emotional Teaching Pyramid strategies to teach our children social emotional skills that will promote school readiness.

The Social Emotional Teaching Pyramid focuses on promoting the social emotional development and school readiness of young children birth to age 5 years old. Teaching Pyramid is a resource center that provides resources to teachers and parents.

Conscious Discipline is a research-based discipline approach that can organize classrooms around the concept of a School Family.
Each member of the family-both adult and child-learns the skills needed to successfully manage life tasks such as learning, self-regulating, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Visit the website at https://challengingbehavior.org/implementation/family-engagement/

Social Emotional Curriculum

Our program uses a positive approach to discipline. Young children can be helped to make good choices and be redirected in a firm, loving manner. Children make good choices when:

- Their needs are being met.
- They have a consistent daily schedule, know what will happen next, have expectations with pictures to support understanding, and in a safe supervised environment.
- They have materials and equipment that are age appropriate and stimulating.
- Teachers utilize relationship-based practices.
- Staff will not utilize any inappropriate discipline methods, including:

*Time outs (Performance Standards 1304.52(h)(iii-iv))
*Using food as a punishment or reward (Performance Standards 1304.23(c)(2))
*Use of corporal punishment (State Licensing Sec.
101223)

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications. If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

Our program affirms that all children are entitled to a safe environment. In cases where a child continues to use inappropriate behavior, even after staff has provided redirection, the following will take place:

Step 1

Parent will be notified by the teacher of all incidents involving their child in relation to aggressive behavior. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically or verbally. The child's parent will be encouraged to use positive methods of child guidance. Staff will develop a plan/strategy and encourage parent's support at home. The parent-teacher contact will be recorded.

Step 2

If a child continues to physically hurt others or display destructive behaviors, the teacher will submit a Child Concern Form and then schedule a Child Success Team meeting once the Disabilities/Mental Health Specialist has indicated what steps to take next. This meeting with the parent is to formally discuss behavioral concerns, discuss referral options, and if warranted, have parent sign the Concern Form, and together will identify other social emotional strategies that can be used both at school and at home.

If the child has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure that the child receives support services as needed. This may require additional special education assessments.

Step 3

It may be determined that a Mental Health Consultant will conduct an observation on the child with parental permission. Further referrals to an appropriate agency and/or outside consultant may be made. During a scheduled meeting between parent(s) and teaching staff, a positive Behavior Support Plan will be developed for children with extreme behavior challenges, to be used by all adults that support the child (home/classroom). At this level it is crucial that parents/guardians participate to address safety concerns.

Step 4

Other Child Success Team meetings may take place as needed to identify progress or lack thereof. Other strategies may be offered to try in the classroom and at home.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Step 5

If the behavior continues and none of the actions previously taken have improved, an interdisciplinary meeting will be scheduled to determine if the program can adequately meet the needs of the child. A schedule modification may take place and as a last resort a determination of the continuation of our program services will be made by the multi-disciplinary team and Program Director based on the following factors:

- The child is of danger to him/herself or to others;
- Lack of parent participation in the implementation of the Positive Behavior Support Plan.
- There is sufficient documentation to reflect the implementation of behavior policy and that every attempt has been made to modify the behavior problem.

If it is determined that the child's continued enrollment presents a serious safety threat, the program may determine it is not the most appropriate placement for the child. The program will work to support the transition of the child to a more appropriate placement.

If CAPMC deems is necessary to suspend or expel a child, the parent or guardian has the right to file an appeal of the action directly with the following departments no later than 14 calendar days after the receipt of notice to:

California Department of Social Division
Child Care and Development Division
Att: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, CA 95814
Phone 1(833) 559-2417
Fax: (916) 654-1048
Email: CCDDAppeals@dss.ca.gov



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Something important to share with you!

Here in Head Start we understand the importance of your child having the necessary social-emotional skills to be successful in school. For this reason we use Teaching Pyramid and Conscious Discipline research-based practices every day with your child.

Our focus is building positive relationships between our program families and children and for children to establish relationships with their peers in a nurturing, kind learning environment that is safe and interesting. Our goal is that your child will have the skills he/she needs to make and keep friends, share, take turns, have empathy, to recognize and express emotions as well as to manage them appropriately. We work closely with classrooms to incorporate routines and practices so that the children understand behavior expectations, talk about feelings, practice calm breathing, and learn strategies to help self-regulate. Our classrooms offer a designated space equipped with carefully selected materials for children to choose from to help regulate their emotions and calm themselves. All our children receive instruction in social skills and teaching staff will work closely with those needing more support.

Having the needed social emotional skills foster a child's overall well-being. We want that for all children! Our program families will be provided resources to support you in promoting the necessary skills to improve your child's readiness for kindergarten. We invite you to check out the additional free resources to parents offered through Teaching Pyramid and Conscious Discipline websites.

To learn more about Teaching Pyramid go to ChallengingBehavior.org

To learn more about Conscious Discipline go to consciousdiscipline.com

SELECTION & ENROLLMENT PROCESS

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Families must qualify for both Head Start and State Programs to be eligible for enrollment. Children with disabilities are encouraged to apply.

Head Start Selection Criteria

A family wishing to enroll their children in the Migrant/Seasonal Head Start Program must meet all four of the following requirements:

1. Age: Children must be under the age of compulsory school attendance.
2. Migrant Status: The family must have moved during the past twenty-four months for the purpose of engaging in agricultural employment.
3. Source of Income: More than 50% of the earned income during the previous 12 months was earned from seasonal agricultural work by one family member.

Agricultural work means, for the purpose of eligibility, all service performed:

- on a farm or ranch, in the employment of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and furbearing animals and wildlife;
- in the employment of the operator of a farm or ranch, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment including irrigation, or in salvaging timber(forestry) or clearing land of brush and other debris left by a hurricane or similar environment event.
- in the employment of the operator of a farm or ranch in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured, or unprocessed state, any agricultural or horticultural commodity.

The definition of agricultural work shall be deemed to be applicable with respect to service performed in connection with any agricultural, horticultural, viticulture, or apiculture commodity or steps thereof prior to its delivery to a terminal market for distribution for consumption: or on a farm or ranch operated for profit as long as such service is in the course of the employer's trade or business or is domestic service in a private home of the employer. As used in this subsection, the term "farm" includes stock, the raising, feeding and management of livestock, dairy, poultry, fishing, mollusks, and insects, including but not limited to herding, housing, hatching, milking, shearing, handling eggs, and extracting honey; fruit, furbearing animal, and truck farms, plantations, ranches, nurseries, wineries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

State Admission Priorities

Admission Priorities (WIC 10236)
Children of migrant agricultural worker families shall be enrolled in the CMIG program based on the following priorities:

- The family moves from place to place.
- The family has qualified under subparagraph (1) above within the past five years and is currently dependent for its income on agricultural employment but is currently settled near agricultural areas.
- The family resides in a rural agricultural area and is dependent upon seasonal agricultural work.
- One family member earns at least 40 percent of income from agricultural work.

SELECTION & ENROLLMENT PROCESS

Ways to Apply

Step 1: Contact us
Call (559) 675-8425 or 559-675-9137

You may also scan the QR code below to submit an interest form:

Step 2: Complete the application and submit documentation.

Complete forms, gather documents.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference

Within 2 weeks of being contacted by the program, the parent must make contact with the program to schedule an appointment to begin an application to apply for this enrollment period.

The Advocate will review the application and contact you to complete your Head Start application. You will now be on the eligibility list.

Step 3: Verify Eligibility

Attend in person appointment at the preferred center location.

When an opening occurs: The advocate will contact you to collect any updated eligibility documentation and have you sign your State application.

Family Data File

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents, eligibility must be determined separately for each household in which the child is residing during the time services are needed.



REGISTRATION PROCESS AND ELIGIBILITY

To be eligible to receive subsidized childcare and development services, families must meet the income eligibility and need requirements as specified in the Funding Terms and Conditions and Head Start Performance Standards. The child must also meet the age criteria for which the center is licensed. The Funding Terms and Conditions and Head Start Performance Standards are available for review at each center.

Priorities for Admission

If there are no vacancies in the program, families will be placed on a waiting list. As vacancies occur families will be contacted by income ranking order according to the following priorities:

HEAD START

First priority must be given to children that have been identified at risk of abuse, neglect, or exploitation or who are receiving child protective services in accordance with the California Code of Regulations, Title 5, Section 18092.

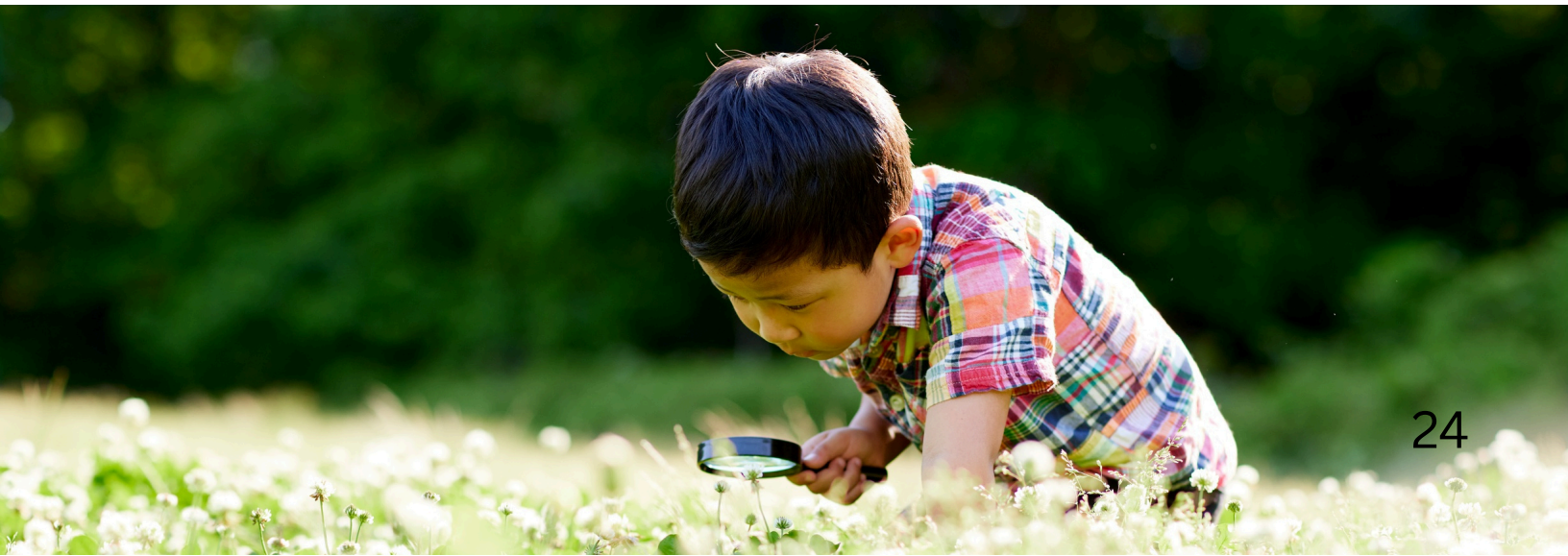
Second priority must be given to children from families that meet Head Start income guidelines, in income ranking order based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction.

Third priority must be given to children from eligible families that meet applicable Head Start priorities as stipulated in the Eligibility, Recruitment, Selection, Enrollment, and Attendance requirements (45 C.F.R. Part 1305).

Children of migrant agricultural worker families shall be enrolled in Migrant Child Care and Development Program on the basis of the following priorities:

STATE

- First: Current Move (moved within 12 months preceding)
- Second: Former Move (qualified under 1st priority in past 5 years & is currently dependent on agricultural work)
- Third: No Move: (Family resides in rural agricultural area)



REGISTRATION PROCESS AND ELIGIBILITY

Family Member Requirements

Verification of the parents and the names, gender, and birthdates of the children identified in the family size that link the child to the parent/guardian. Documentation may include:

- Birth certificates
- Court orders regarding child custody
- Adoption documents
- Records of Foster Care placements
- School or medical records
- County welfare department records

Types of Eligibility

- A current aid recipient
- Income eligible
- Experiencing homeless
- One whose child(ren) are recipients of protective services, or whose child(ren) have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, r exploited.
- Means Tested Government Program

Income Requirement

Income will be calculated based on the previous 2-12 months – the 2- 12 months will be based on when the enrollment application is taken. One member of the family must have earned at least fifty percent of its total gross income from employment in fishing, agriculture, or agriculturally related work. Verification of all gross income earned from the past 2- 12 months for each adult counted in the family size is required. Income documentation may include:

- Employee wage stubs
- Cash Aid and other benefits (statement or Verification of Benefits of Cash Aid and other benefits received, itemized by the months)
- Child support received and/or paid out
- Disability or Unemployment Compensation
- Gross Income from Self-Employment (minus business expenses, except wage draws)
- Workers Compensation
- Survivor Benefits
- Retirement Benefits
- Dividends, interest on bonds, income from estates or trust, net rental income or royalties
- Rent for Room within the Family's Residence
- CalWORKs/Medi-Cal
- CalFresh/California Food Assistance Program
- California Special Supplemental Nutrition
- Program for Women, Infants, and Children (WIC)
- Financial Aid received for the care of a child living with an adult who is not the child's biological or adoptive parent
- Veteran's Pension
- Pensions or Annuities
- Inheritance
- Portion of Student Grants/Scholarships not identified for educational purposes as tuition, books or supplies

REGISTRATION PROCESS AND ELIGIBILITY

Income Requirement Cont.

- Social security pay document
- Other Enterprise For Gain
- Unemployment award letter/stubs
- Employee payroll summary from your employer
- For self-employed parents-copies of your tax returns, receipt for services, documentation of deductions etc.

To calculate a family's adjusted monthly income for purposes of determining income eligibility and/or calculation a family fee:

a. Weekly for 52 pay periods;
b. Every two weeks for 26 pay periods;
c. Twice monthly for 24 pay periods; or
d. Monthly for 12 pay periods.

When a family experiences income fluctuation, the adjusted monthly income shall be determined by averaging the total countable income from at least two months, as applicable based on the income provided, to determine average adjusted monthly income for purposes of determining income eligibility or calculating a family fee. A family may choose to provide up to the 12 preceding months of income if the additional time of income provided contributes to an affirmative eligibility determination and or reduced applicable family fee.

Note: If the family is receiving services because the child is at risk of abuse, neglect, or exploitation or receiving child protective services and the written referral specifies that it is necessary to exempt the family from paying a fee, then the parent will not be required to provide documentation of income.

We will not collect your packet application without the complete income documentation.

Need Requirement

In addition to meeting the income requirement, every adult counted in the family size must have a need for services. A family has a need for services when they meet one of the following criteria: Employed, actively seeking employment, participating in a vocational training or education program to attain High School diploma or High School equivalency certificate, engaged in an English language learners' course, be incapacitated, seeking permanent housing or experiencing homelessness, be at-risk of abuse, neglect or exploitation, or have an active child protective service case.

Need documentation requirements are as follows:

Employed

Parents/Guardians who are employed must submit an Employment Verification form completed and signed by the employer, payroll clerk, or authorized representative.

If self-employed, a Self-Employment Verification form must be completed. The nature of the work must preclude the supervision of your children.

Parents/Guardians who are employed by a temporary agency, who are "on-call," do pick-up work or whose work schedule is not predictable must submit records regarding the time worked in the preceding 4 weeks.

REGISTRATION PROCESS AND ELIGIBILITY

Employed Cont.

If the parent's/guardian's employment is in the family's home or on property that includes the family's home, the parent must provide justification for requesting subsidized childcare and development services based on the type of work being done and its requirements, the age of the family's child for whom services are sought.

If the parent/guardian is a licensed family day care home provider, he/she is not eligible for subsidized services during the parent's/guardian's business hours because the employment does not preclude the supervision of the family's child.

Travel time to and from the location at which services are provided and the place of employment cannot exceed half of the daily hours authorized for employment to a maximum of four hours per day. If the parent/guardian is employed anytime between 10:00 p.m. and 6:00 a.m., sleep time cannot exceed the number of hours authorized for employment and travel between those hours.

Vocational Training or Education Program

Parents/Guardians in a vocational training program leading directly to a recognized trade, paraprofessional, or profession, shall be limited to six years of enrollment from the initiation of services, or 24 semester units after attaining a Bachelor of Arts Degree, whichever expires first.

1. Parents/Guardians must have on file a Training Verification form from the sponsoring agent/school regarding the type of training and the number of hours per week during which the training takes place. Training verifications will only be accepted if they contain the following:
   a. The parent's/guardian's vocational goal and anticipated completion dates of all training to meet the vocational goals are clearly stated
   b. The beginning and ending dates of the current semester/term are clearly stated the training schedule, including the course titles, times and days of classes, is filled out completely and properly
   c. Signature of the parent/guardian, and the signature and stamp of the school seal by the agency/school or registrar/program director.

2. If the training institution will not complete the training verification, then the following documentation required:
   a. Parent/Guardian completes and signs the Training Verification as outlined in Section 1, leaving the "Signature and stamp of registrar of school organization".
   b. Attach an electronic class schedule printout with the current class schedule, with course titles, days and times of each class or
   c. Attach an official letter signed and stamped from the training organization that states name of school, date training will begin/end and anticipated completion date for training/education

3. Report cards, transcripts or other records must be provided to document adequate progress. Documentation will be reviewed and monitored for ongoing eligibility for services based on vocational training programs at re-certification. Parent/guardian must earn 2.0 GPA or in a non-graded program, pass the program's requirements in at least 50 percent of the classes. The first time the parent/guardian does not make adequate progress the parent/guardian may be recertified and may continue to receive ongoing services. If adequate progress is not made at the conclusion of this eligibility period, services for this purpose shall be discontinued.
   a. Online or televised instructional classes that are unit bearing classes from an accredited training institution shall be counted as class time at one hour per week for each unit. The parent/guardian must provide a copy of the syllabus or other class documentation and the Web address of the online program. The accrediting body of the training institution shall be those recognized by the United States Department of Education.

REGISTRATION PROCESS AND ELIGIBILITY

Vocational Training or Education Program Cont.

b. Travel time to and from the location at which services are provided and the training location cannot exceed half of the weekly hours authorized for training to a maximum of four hours per day
c. Study time may be granted for two hours per week per academic unit in which the parent/guardian is enrolled

Engaged in English Language Learners Courses or Attain High School Diploma or High School Equivalency Certificate

Parents engaged in an educational program for English Language Learners (ELL) or a program to attain a high school diploma or general educational development (GED) certificate (which is now referred to in law as a High School Equivalency (HSE) certificate) must have an Educational Program Verification form on file for the agency/school attending including the type of training and days/hours during which the training takes place. Educational Program Verification will only be accepted if they contain the following:

1. The beginning and ending dates of the current semester/term are clearly stated.
2. An electronic class schedule printout or a written training schedule that includes the course titles, times and days of classes.
3. Signature of the parent/guardian and the signature or stamp of the school seal by the agency/school registrar/program
4. Director will be required if an electronic class schedule is not available.

Actively Seeking Employment

Parents/Guardians must submit a Request to Actively Seek Employment form. Actively seeking employment is limited to no more than five days per week and for less than 3

Incapacitation

An adult counted in the family size may be incapacitated. Verification by a legally qualified professional must be provided on a Statement of Incapacity form (CD-9606). The form must be completed and submitted before subsidized child care services may begin. Child care and development services shall not exceed 50 hours per week.

At-Risk or Child Protective Services

- Children at-risk of abuse, neglect, or exploitation, and referred from a child welfare service worker or a legally qualified professional in a legal, medical, social services agency, or an emergency shelter may receive child care and development services. The written referral must be dated within six (6) months of the date of application for services.
- Children receiving child protective services (CPS) through the county welfare department may receive child care and development services if referred by a county child welfare service worker. The referral must stipulate that child care and development services are a necessary component of the child protective services plan. The referral must be dated within six (6) months of the date of application for services.

REGISTRATION PROCESS AND ELIGIBILITY

Both At-Risk and CPS written referrals for families/children must contain each of the following items:

1. The name and birth date of each child being referred for service
2. The frequency of needed child care services (number of days per week and number of hours per day child care is needed for each child)
3. The referral must be written on the referring agency's letterhead
4. The probable duration of the child protective service plan or the at-risk situation, and the need for child care and development services
5. The name, business address, telephone number, license number and signature of the "legally qualified professional" who is making the referral
6. For CPS- A referral letter by a county child welfare service worker from the local county welfare department certifying that the child is receiving child protective services, and child care and development services are a necessary component of the child protective services case plan
7. For At-Risk- A referral letter by a legally qualified professional from a legal, medical, or social service agency, or an emergency shelter certifying that the family is at-risk of abuse, neglect, or exploitation and child care and development services are needed to reduce or eliminate that risk

Seeking Permanent Housing

Child care and development services are limited to no more than 5 days per week and for less than 30 hours per week. Parent/Guardian must submit a Request to Seek Permanent Housing form. If the family is residing in a shelter, services may also be provided while the parent/guardian attends appointments or activities necessary to comply with shelter participation requirements.

Homelessness

The family must submit a written referral from an emergency shelter or other legal, medical or social services agency.

Documentation of Child's Exceptional Needs

For children with exceptional needs, the basic data file will contain the following:

1. Active Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) developed by IEP Team.
2. Include information as specified in Education Code Section 56026 and Title 5 California Code of Regulations, Section 3030 and 3031.

Duration of Service Requirement

Once the family has met the eligibility and need requirements, the family is eligible for childcare and development services for not less than twenty-four (24) months.

Exceptions

- Families who are certified as income eligible & during their certification period, their income exceeds 85% of the state median income as notified at the time of certification and recertification.
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

REGISTRATION PROCESS AND ELIGIBILITY

Verifying Ongoing Eligibility

Recertification of eligibility is required every 24 months. Families will be required to provide documentation to support ongoing eligibility and need for services and will be notified in advance of the recertification date.

Change in Services Level

Parents may voluntarily report changes by submitting a Request to Change Services Form. The form must contain the requested change with the days and hours per day requested of care, effective date of the proposed change, acknowledgment that the parent understands that they may retain their current service level and support documentation. Changes can only be approved if funding is available. Notice to approve and/or deny changes will be issued not later than ten (10) business days after receipt of applicable. Changes in service level include:

- Increase days and/or hours of care
- Change in Income over 85%
- Vacation of parent or child

Please notify staff within five (5) calendar days of your address or telephone number changing to ensure we always have accurate contact information.

Continuity of Care

To promote the continuity of child care and development services, a family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services. The transfer of enrollment may be to another program within the same contracting agency or to another agency that administers state or federally funded child care and development programs.

Family Disenrollment Including Fraud

When a family chooses to disenroll from the program, it is required that they notify the program in writing at least two (2) weeks in advance of the last day of attendance.

The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

a. Non-compliance of the program policies

b. Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive. This includes the following:

- Knowingly, and with intent, makes a false statement or representation to obtain benefits, obtain a continuance or an increase in benefits, or to avoid a reduction of benefits.
- Knowingly, and with intent, fails to disclose a fact which, if disclosed, could result in denial, reduction, or discontinuance of benefits
- Knowingly accepts benefits that the individual is not entitled to or are greater than what the individual is entitled.

c. Abandonment of Care starts after 7 consecutive days of no contact from families Abandoned childcare for seven (7) consecutive days without notice. The - program does not allow families to be enrolled in the program

REGISTRATION PROCESS AND ELIGIBILITY

Family Disenrollment Including Fraud Cont.

if they are not using child care unless a gap in service has previously been approved. CAPMC shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the program for a total of 30 consecutive calendar days.

d. Failure to adhere to Child Attendance Plan
e. Failure to provide current and correct information at the time of certification or recertification
f. Failure to use certified care as agreed upon between the parent and the program
g. Delinquency in the payment of family fees
h. Family income exceeds the maximum income guidelines
I. Failure to keep appointments
j. Unavailability of program funds
k. Violation of the Safe School policy. Our office and childcare facilities are alcohol, drug and weapon free zones

In accordance with CDSS, CCD, Child Care and Development Division guidelines, families will be mailed a Notice of Action at least nineteen (19) days prior to disenrollment from the program.

Those families who are disenrolled for not following the programs policies shall be placed on a one (1) year penalty period during which the family shall not be eligible for services. The penalty period shall start from the termination effective date included in the Notice of Action. This penalty does not apply to families who have discontinued services by their own request.

Family Fee Policy

Enrollment in this collaboration program requires parents to follow both Head Start and State requirements. Head Start does not require parents to pay a fee; however, California Department of Social Services, Child Care and Development (CDSS, CCD) may. When a family's income falls above a certain range and is enrolled in a program requiring a need, the family will be required to pay a family fee. Family fees are charged and collected in accordance with CDSS, CCD regulations. A family fee is based on the level of adjusted gross monthly family income and family size.

Fee Assessment

A family whose income falls within a certain range will be required to pay a family fee. Family fees are charged and collected in accordance with California Department of Social Services, Child Care and Development (CDSS, CCD) regulations. A family fee is based on the level of adjusted gross monthly family income and family size. The family fee is assessed per family, not per individual child.

The fee is based on the child using the most hours of care per month. A part-time fee is assessed per month if childcare is less than 130 hours per month. A full-time fee is assessed per month if childcare is 130 hours or more per month.

Fees will be assessed for families with unpredictable or variable income based upon the average income of the verified income source(s) from at least two (2) months or if the family chooses, up to 12 preceding months of income.

In the event that a family no longer has a fee or is terminated from the program resulting in a family fee credit, a refund will be issued within ninety (90) calendar days.

REGISTRATION PROCESS AND ELIGIBILITY

Exclusions from Fee Assessment

No fees shall be collected from families with an income level that, in relation to family size, is less than the first entry in the fee schedule or if any individual counted in the family size is currently receiving CalWORKS cash aid. Families receiving services because the child is at risk of abuse, neglect or exploitation, may be exempt from paying fees for up to twelve (12)
months if the referral specifies that it is necessary to waive the family fee. Families receiving services because the child is receiving protective services may be exempt from paying fees for up to twelve (12) months if the referral specifies that it is necessary to waive the family from paying a fee.

Credit for Fees Paid to Others Service Providers

When the childcare and development program cannot meet all of a family's needs for childcare for which eligibility and need have been established, and services are being provided by another service provider, a fee credit equal to the amount paid to the other provider may be granted not to exceed the fee amount due for the same month. A receipt of payment or canceled check to the other service provider must be submitted on a monthly basis. The parent/guardian must pay any difference. The credit will be applied to the family's subsequent fee billing period. The family may not carry over a fee credit beyond the subsequent fee billing period.

Policy for Collection of Fees

Family fees are accrued monthly and are to be paid in advance of service. They are due on the last business day of each month, prior to service. Fees will be considered delinquent if not paid prior to the seventh day of services in any payment period. Payments are payable in the form of check or money order (Cash will not be accepted).

Upon determination of delinquent fees, the family will be mailed a written Notice of Delinquent Fees to discontinue services. It will state the amount of unpaid fees, the monthly fee, and the period of delinquency.

- **First** Delinquent Fee: If delinquent fees are paid by the effective date of the Notice of Action, the notice to disenroll will be rescinded. If the fees are unpaid, services will be discontinued.
- **Second** Delinquent Fee: If fees are delinquent a second time, the parent will be required to attend a meeting with their ERSEA Specialist to review the family fee policy and must pay delinquent fees by the effective date for the termination to be rescinded. If the fees remain unpaid and parent does not attend a meeting, services will be discontinued as of the effective date of the Notice of Action.
- **Third** Delinquent Fee: If fees are delinquent a third time, the termination will stand. If the parent/guardian disagrees with the agencies action, they may appeal the notice to disenroll.

For information on how to submit a request for an appeal hearing, see "Notice of Action Complaints - Fair Hearing/Appeal" within this handbook. The family shall be ineligible for childcare and development services until all delinquent fees are paid. A reasonable request for a payment plan from the parent/guardian for payment of delinquent fees may be accepted but may be limited to three (3) months.

Families on a payment plan must stay current with their current month's fees and make additional payments for past due amounts as agreed upon in the payment plan.

To promote the continuity of childcare and development services, a family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services. The transfer of enrollment may be to another program within the same contracting agency or to another agency that administers state or federally funded childcare and development programs.

Note: If a family does not receive a bill, they are still responsible to pay their family fee on time.

REGISTRATION PROCESS AND ELIGIBILITY

Countable/Non-Countable Income Reference

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for the purposes of determining income eligibility and family fees.

1. Gross wages or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings
2. Wages for migrant, agricultural, or seasonal work
3. CalWORKSs cash aid
4. Gross income from self-employment less business expenses with the exception of wage draws
5. Disability or unemployment compensation
6. Worker's compensation
7. Survivor (i.e., SSA and retirement benefits
8. Dividend, interest on bonds, income from estates or trust, net rental income or royalties
9. Rent for room within the family's residence
10. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
11. Veteran's pension
12. Pension or annuities
13. Inheritance
14. Allowances for housing or automobiles provided as part of compensation
15. Insurance or court settlements for lost wages or punitive damages
16. Net proceeds from the sale or real property, stocks or inherited property
17. other enterprise for gain

Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for the purposes of determining income eligibility and family fees.

1. Earnings of child under eighteen (18) years
2. Loans
3. grants or scholarships to students for educational purposes
4. Federal Supplemental Assistance Program (CalFresh/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance
5. Earned Income Tax Credit or tax refund
6. Foster care grants, payment or clothing allowances for children placed through child welfare services
7. Relative Caregiver Funding Program
8. California Guaranteed Income Pilot Program
9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay
10. Adoption assistance payments
11. Non-cash assistance or gifts
12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits
13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages
14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging
15. Business expenses for self-employed family members
16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay
17. Disaster relief grants or payments, except any portion for rental assistance or unemployment
18. AmeriCorps Volunteers in Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

ELIGIBILITY, RECRUITMENT, SLECTION, ENROLLMENT, ATTENDANCE

Sing In/Out

It is a Head Start and Licensing requirement that children MUST be sign in and out every day by an authorized adult. The following process must take place daily:

- An authorized adult must sign their full legal signature and document the time the child is pick up and/or dropped off.
- The authorized adult dropping off the child MUST be listed on the emergency card.
- When child is picked up, authorized adult must again sign their full legal signature and document time child is being picked up.
- The authorized adult must provide a contact/emergency number if different from number on emergency card.
- When another person is picking up a child, the person's name MUST appear on the emergency card. The individual being assigned to pick up a child must provide valid picture identification. If the person is not on the emergency card or is unable to provide identification, the child will not be release until the parent, guardian or designee comes to pick up the child.
- To add a new emergency contact person, please see the Advocate or center staff. All changes to the emergency contact list must be done in person.

If the authorized adult fails to sign-in the child and an emergency happens, Child Protective Services will be notified. They will make the decision for the child as to how to proceed with the emergency and therefore, the program is not authorized to assist the child.

Anyone authorized to drop off or pick up a child from the center, other than the parent, must be at least 18-year-old. Teaching staff reserves the right to request identification to verify the age of the individual.

In addition, our programs have established a safeguard to the children enrolled in the program. If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be release to that individual/parent. In addition, Staff will contact law enforcement.



ELIGIBILITY, RECRUITMENT, SLECTION, ENROLLMENT, ATTENDANCE

Attendance and Absences

Your child's regular attendance is very important not only to assure a continuous educational program but also to assure the program meets the attendance percentage required by the grantee. We encourage parents to bring their children daily and maintain regular attendance unless the child is ill.

- If your child is ill or any other emergency occurs, contact your child's teacher within one hour of the program's start time.
- After TWO (2) consecutive absences without parent contact, the advocate may conduct a home visit or make other direct contact with a child's parents.
- After THREE (3) unexcused absences without contact from parents, the child will be dropped from the program and placed back on the waiting list.
- When a child has accumulated, FOUR (4) absences whether excused or unexcused a letter on attendance concerns will be issued to the parent letting them know that the child is at risk of missing ten percent of program instruction.
- Staff will make every effort to support families to promote the children regular attendance by providing support and resources as needed. Staff will keep documentation of children's absences and parent contacts in the child's file.
- When a child has accumulated SIX (6) or more absences whether excused or unexcused. Center Director with the advocate and family will develop a plan to ensure children maintain regular attendance, beginning immediately. If no improvement in attendance occurs and absences exceed the numbers of best interest days (limit 10), staff will make a determination whether to continue providing services or referring child to another program that best meets the needs of the family. Staff understands that each case is unique and as such each case will be discussed and evaluated before any determination is made.
- The ERSEA Specialist in consensus with the Head Start Director will have the authority to formally drop a child when absenteeism has not been resolved. If services are terminated, the family will be provided with resources/referrals to other preschool services.
- **STATE:** When the family has not been in communication with the center staff for seven (7) consecutive calendar days and has not notified the staff of the reason the family is not using services, the staff shall promptly notify the management. A notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the family or management for a total of 30 consecutive calendar days will be issued.

**NOTE – A child who is ill and has been out for 3 days may need a doctor's note – this will be determined on a case-by-case basis. The Center Director and ERSEA Content Specialist will discuss and determine if a doctor's note is required.

POLICIES

Standards of Conduct - All Adults

Staff, consultants, contractors, volunteers, and visitors are expected to abide by the following program's standards of conduct:

- Implement positive strategies to support children's well-being and prevent and address challenging behavior.
- Do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:
  - Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
  - Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
  - Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
  - Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;
- Report reasonably suspected or known incidents of child abuse and neglect, as defined.
- Promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
- Ensure no child is left alone or unsupervised.
- Comply with CAPMC's Drug-Free Workplace Policy and maintain an environment that is free of drugs, alcohol or any mind-altering substances.
- Follow health and safety standards established by CAPMC Head Start to ensure my health and the health of others.

Behaviors that are inappropriate and **WILL NOT** be tolerated in the Head Start classrooms/centers are:

- Physical violence
- Shouting
- Cursing
- Talking in a negative or degrading manner
- Scolding, threatening or hitting children
- Use of cell phones in the classroom and while interacting with children and/or staff

POLICIES

Understanding Active Supervision & Child Safety

WE WILL ASK YOU:

- Has your child ever engaged in the following child safety concern behaviors?

WANDERING/ELOPMENT

HIDING

ULLING AWAY OR FLEEING DURING CONFLICT

YOU CAN ASK US: HOW DO I KNOW WHEN TO SAY "YES" TO A CHILD SAFETY CONCERN?

- Running away from caregivers, hiding, and fleeing from conflict are all part of the developmental process and for most young children, these types of behaviors are developmentally appropriate behaviors.

YOU SHOULD KNOW: WHAT IS DEVELOPMENTALLY APPROPRIATE?

- Children ages 0-5 years old are all working on their social emotional development and self-regulation skills at different levels, depending on their age and individual circumstances. Through relationships with a modeling from their caregivers' children are learning how to:
  - listen and understand language
  - communicate and express themselves
  - name and identify their feelings
  - regulate their feelings and behavior
  - problem solve
  - socialize with other children
  - cope with and resolve conflict
  - keep themselves and others safe

Child safety concerns arise when a child struggles to learn or has never been taught these skills before and then engages in unsafe behaviors as a result.



POLICIES

Understanding Active Supervision & Child Safety

If you can check the box below any of these three behaviors, you should mark "Yes" to Child Safety Concerns on your child's Getting to Know You form

- **WANDERING/ELOPEMENT** - Wandering, also called elopement, refers to when a child leaves a safe area or a responsible caregiver. This typically includes situations where the child may be injured or harmed as a result.

- **HIDING**- Hide and seek is a normal part of childhood. However, hiding becomes a concern when a child can't be found for an extended period of time and doesn't respond when their name is called or to an adult's verbal prompts for discovery.

- **PULLING AWAY OR FLEEING DURING CONFLICT** - When a child pulls away and flees from conflict with adults or peers and runs away to an unsafe, unsupervised location or does not stop when an adult calls for them or comes after them, this type of behavior can put a child in danger and is considered unsafe.

WHY SHARING THIS INFORMATION WITH YOUR CHILD'S TEACHERS IS IMPORTANT

Our main priority when you entrust your child to our care is that we keep them safe. Knowing about these types of incidences helps us know how best support your child to teach them and keep them safe.

It is a performance standard of the Head Start program and a childcare licensing requirement that all of our staff ensure that a child is never left unsupervised or alone at any time. Our staff are thoroughly trained in providing active supervision of your children at all times.

In all of our early childhood classrooms and outdoor environments, we have implemented multiple active supervision and safety systems that ensure that your child is seen, heard, and kept safety at all times:

- meaningful teacher-child interactions and guided play experiences
- individualized child goals and behavior support that are planned specifically for your child.
- high-quality learning environments with developmentally appropriate and safe furniture, equipment, and materials
- frequent scanning, counting, & documenting of children in attendance
- locks & latches on doors, gates, and cupboards are secured and closed.

For more information about how to keep your children safe while they are at school, please contact your Center Director or Family Advocate at your center.

POLICIES

Child Supervision

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques
to ensure our environments are safe.
Staff /Providers will:

- Actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include
    - Arrival//Departure
    - Restroom Planning/Diapering
    - Indoor/Outdoor Transition
    - Meal & Nap Times
    - Zoning & Child Counts
    - Plans for children needing extra support
    - Participate in training and monitoring support compliance

Parents will:

- Ensure gate and door is closed and secured
- Follow the no Cell Phone policy when dropping off/picking-up your child. Cell phones/Headphones can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately



POLICIES

No Siblings Allowed in the Classrooms

The agency's center license restricts the number of children in the center. All children in the centers must be enrolled in the program. Children not enrolled in the program are not permitted to visit the center or classroom.

Adult Immunization Requirement

Health and safety is a primary concern at our centers. For this reason, all children enrolled, parents and adults or volunteers working at our centers must meet the State of California immunization requirements. Adults and parents are required to provide proof of T.B. -Tuberculosis exam, vaccinations for TDaP and MMR, as well as an annual flu vaccination or documented flu refusal. Adults will comply with the following:

- Encourage children to blow their own nose and to wash their hand afterwards.
- Periodically, the center holds fire, earthquake and evacuation drills. You are to assist when there is a drill; follow the teacher's directions in assisting the children out of the building calmly.
- When a child has an accident, you are to assist the child; but notify the teacher immediately.
- All information concerning children is confidential and is not to be discussed outside the center. This protects all children and parents right to privacy.

**You are a part of the teaching team. Your assistance as an adult supervising children is important in the safety of children. Report any concerns regarding children to the teacher promptly.

NOTE: A community volunteer may have to be fingerprinted depending on the activity he/she is performing and the length of time he/she may be at the center.

Holiday/Celebrations Policy

Our curriculum is based, in part, on children's ideas and interests. Rather than focusing exclusively on holidays, we explore multicultural observances. All program activities are geared to children's ages and developmental levels and respect individual family practices.

Clothing and Items from Home

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great. Please send a change of clothes for your child in case of a spill or accident. Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.



POLICIES

Child Abuse Reporting

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Family Advocate.

There are resources available to help you, at no charge.

Infant and Child Car Seat

Per California Law V.C.27360(a), all children under 8 years of age MUST be properly secured in a car seat or booster seat in the back seat. California car seat law states that children under 2 years old must be rear-facing unless they weight 40lbs. or more, or are 40 inches tall or more.

Parents should always have a car seat for their child whenever they are being dropped off or picked up from the center. By Law, Head Start staff must report any violation to such law. Taken from: CA Office of Traffic Safety

NOTE: Please do not leave your child(ren) unattended in the car. It is against the law and reportable if observed by staff.

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Staff use active supervision strategies to make sure children of all ages explore their environments safely. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Classroom Zoning

- Zoning is a technique used to organize. classroom staff.
- Each staff member is assigned a role.
- Zoning can be used throughout the whole day, not just for free choice time.

Child Count Board

Count boards are used in the classroom to document how many children are present. The staff can use your assistance in changing the number on the count board when your child arrives and leaves as requested by the staff.

Doors and Gates

To ensure the health and safety of the children, we encourage parents to use the assigned door for entering and leaving the facility at all times. Close doors when entering and leaving to ensure no other child/ren besides your leave the facility without an authorized adult. Gates – close and lock with the latch.

POLICIES

Children with Special Health Needs

Our program will make every effort to work with parents and physicians to make accommodations for children with special health needs. An Individualized Health Care Plan (IHP) can be developed between staff, parent and child's physician. The plan is established prior to the child's entry date, or as the need arises.

Pets

Pets are not allowed on the premises except guide dogs. Contact your Center Director if you need to bring a guide dog.

Safe School Notice

Active supervision and safety of children is every staff and parent/guardian responsibility. Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Staff use active supervision strategies to make sure children of all ages explore their environments safely. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

For the safety of everyone in our program, the following rules will be enforced:

- No real or pretend weapons.
- No drugs, tobacco, vaping or alcohol.
- No fighting, harassment or discrimination.
- No disruptive behavior
- No fire setting, vandalism and/or graffiti



Safe Environments

Health and Safety Screener is completed prior to the start of the year. A Daily Indoor/Outdoor safety check is completed to ensure there are no current hazards. Background checks are completed for all adults in the center prior to working with children. We ensure that a healthy, safe, nurturing environment. Center has emergency plans in place and conducts monthly Emergency Drills and inspections.

POLICIES

Emergencies

Each center emergency plan is posted in the classroom and emergency drills are conducted monthly.

Diapers

The program provides diapers/pull ups while children are in care for children who are not yet potty-trained. Children in diapers/pull ups must come to the center with a clean diaper on. If child arrives with soiled diaper/pull up, the person dropping off child may be directed to change the child's diaper.

Napping

Children have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping space and a cot or mat. Any child who chooses not to sleep will be given the opportunity to do a quiet activity of their choosing.

Infants have their own individualized nap schedule. All infants must have a sleep environment that prevents injury and decreases the risk of Sudden Infant Death Syndrome (SIDS)

- Nothing is covering the infants head
- Sleeping on his or her back
- Dressed in sleep clothing, such as a one-piece sleeper
- No blanket, pillows, toys or loose objects
- Staff supervise napping infants and document sleep checks every 15 minutes
- Sleep plans will be developed with parents. Plans document the infants' first time rolling over.

Procedures for Walking Your Child to Head Start Center

Children move quickly and are often unaware of danger. Most children are injured near their home or on their own street. Listed below are safety procedures to take into consideration as you and your child walk to our center.

When you cross the street with your child:

- Always hold your child's hand. Never allow a child to cross the street alone.
- Always stop at the edge of the curb or at parked cars before crossing the street.
- Always look LEFT, RIGHT, and LEFT again for moving cars.
- Only cross when it is clear and keep looking LEFT, RIGHT, and LEFT again.
- Always look for signs that a car is about to move (rear lights, exhaust smoke, sound of motor, wheels turning, etc.) and never walk behind vehicles that are backing up.
- Having a green light, the "WALK" signal, or being on a cross walk does not mean that it is safe to cross.
- Some drivers do not stop at red lights, or they turn right on red lights. Other drivers do not look out for pedestrians, or their view may be blocked. You must look LEFT, RIGHTS, and LEFT again before stepping off the curb. Cross when the street is clear and continue to look LEFT, RIGHT, and LEFT while crossing the street.
- Although a pedestrian may be able to see a driver, a driver may not be able to see the pedestrian. Be sure that the driver sees you and stops before you cross in front of him/her. Try to make eye contact with the driver.

POLICIES

Parent and Child Rights

During the registration process, families will receive the Parent's Rights and Personal Rights. It is the intent of the program to adhere to those requirements at all times. Below is a brief summary of the parent's and child's rights.

Parents have the right to:

- Inspect the center without notice
- File a complaint
- Review report of licensing visits and substantiated complaints against the licensee
- Make a complaint without discrimination or retaliation against you or your child
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order
- Receive from the licensee the name, address and telephone number of the local licensing agency
- Be informed about criminal record exemptions
- Received from the licensee the Caregiver Background Check Process form

Children have the right to:

- Be accorded dignity in his/her personal relationships with staff and other persons.
- Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- Be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Please refer to the Personal Rights & Parent's Rights Form for more information. When submitting a complaint to the Community Care Licensing send information to: Department of Social Services, Community Care Licensing, 1310 E. Shaw Avenue MS 29-01, Fresno, CA 93710, Phone # (559) 243-4588

POLICIES

Parent Complaint Procedures

STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.

STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.

STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.

STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.

STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step
six.

STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.

STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state
the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).

STEP 8: If you remain dissatisfied, you may file the complaint with Stanislaus County Office of Education al 1100 "H"Street, Modesto, CA 95354.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM

Date:_____

Personnel about which complaint is issued:

Name:_____ Site Location:_____
Date of Incident: _____ Approximate Time of Incident:_____
Location of Incident: _____

Description of the problem (including names of participants/witnesses). Attach additional sheets if needed.

Describe in detail of your efforts to resolve the grievance at point of origin (inclusive of names and dates).

State desired solution.

Person filing complaint: Name (Please Print): _____

Signed: _____

Date Submitted: _____

PARENT COMPLAINT PROCEDURES (5 CCR 18094, 18118)

Notice of Action - Parent Appeal Process

Parents/Guardians enrolled in the CAPMC-State Base Migrant Preschool Program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, intended action shall be suspended and child care services shall continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent/guardian abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request a Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents/guardians. A request for an appeal hearing must be filed within fourteen (14) calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone, fax or e-mail to:

Community Action Partnership of Madera County
Attention: Deputy Director Direct Services
1225 Gill Ave.
Madera, CA 93637
(559) 507-507-8029

Step 2: Scheduling a Hearing

Within ten (10) days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than fourteen (14) calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time. Note: At any reasonable time, including before a hearing, a parent or the parent's Authorized Representative has the right to review the data file.

Step 3: Conduct the Hearing

In accordance with state regulation, the hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at the Child Development Services – Madera Head Start, 1225 Gill Ave., Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will

PARENT COMPLAINT PROCEDURES (5 CCR 18094, 18118)

Notice of Action - Parent Appeal Process Cont.

be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons the parent disagrees with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform CAPMC-MHS in writing prior to the hearing. Please do not bring people to the hearing unless they are the designated Authorized Representative. No children are allowed to be present during the hearing. If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision Letter

The hearing officer will send notification in writing, of the decision within ten (10) calendar days after the hearing. If parent disagrees with the written decision, they have fourteen (14) days from the date of the written decision to file an appeal with the California Department of Social Services Child Care and Development Division Attn: Appeals Coordinator 744 P Street, MS 9-8-351 Sacramento, CA 95814. The appeal to CDSS, CCD must include a written statement specifying the reasons the parent believes CAPMC's decision was incorrect, a copy of the CAPMC's decision letter and a copy of both sides of the NOA. Once CDSS, CCD has rendered a decision, their decision is final.

Uniform Complaint

It is the intent of the CAPMC State Based Migrant Preschool to adopt the uniform complaint procedures (UCP) that provides civil rights guarantees and annually notifies its students, employees, parents or guardians of its students, school advisory committees, and other interested parties of the complaint procedures. (These procedures address allegations of unlawful discrimination regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, gender identification, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.) (See Attachment A for procedure)

PARENT COMPLAINT PROCEDURES

Attachment A

Administrative Regulation

AR 1312.3
Community Relations

Uniform Complaint Procedures

Compliance Officers

Superintendent of Schools designates the following compliance officer(s) to receive and investigate complaints and to ensure County Office of Education compliance with law:

Jason Maggard
Chief of Staff: Human Resources
1100 H Street
Modesto, CA
(209) 238-1600

The Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined.
by the County Superintendent or designee.
(cf. 9124 - Attorney)

Notifications

The County Superintendent or designee shall annually provide written notification of the County Office's uniform complaint procedures to students, employees, parents/guardians, the County Office advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The County Superintendent or designee shall make available copies of the County Office's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable

PARENT COMPLAINT PROCEDURES

Attachment A

3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Social Services, Child Care and Development (CDSS, CCD) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
   a. The County Office is primarily responsible for compliance with state and federal laws and regulations.
   b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
   c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
   d. The complainant has a right to appeal the CDSS, CCD by filing a written appeal within 15 days of receiving the County Office's decision.
   e. The appeal to the CDE must include a copy of the complaint filed with the County Office and a copy of the County's Office's decision (cf.5145.6- Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the County Office has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the County Office. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

PARENT COMPLAINT PROCEDURES

Procedures Cont.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County Office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the County Office's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the County Office's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The County Office's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has
occurred and may result in the imposition of a remedy in favor of the complainant. (5
CCR 4631)

PARENT COMPLAINT PROCEDURES

Procedures Cont.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the County Office's investigation and decision, as described in Step #5 below, within 60 days of the County Office's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision
The County Office's decision shall be in writing and sent to the complainant. (5 CCR 4631)
The County Office's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the County Office's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS, CCD before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken, and that the employee was informed of County Office expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Social Services Child Care and Development Division

If dissatisfied with the County Office's decision, the complainant may appeal in writing to the CDSS, CCD within 15 days of receiving the County Office's decision. When appealing to the CDSS, CCD, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County Office's decision. (5 CCR 4632)

Upon notification by the CDSS, CCD that the complainant has appealed the County Office's decision, the County Superintendent or designee shall forward the following documents to the CDSS, CCD: (5 CCR 4633)

PARENT COMPLAINT PROCEDURES

Procedures Cont.

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the County Office, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the County Office's complaint procedures
7. Other relevant information requested by the CDSS, CCD

The CDSS, CCD may directly intervene in the complaint without waiting for action by the County Office when one of the conditions listed in 5 CCR 4650 exists, including cases in which the County Office has not taken action within 60 days of the date the complaint was filed with the County Office.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS, CCD before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the County Office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Regulation STANISLAUS COUNTY OFFICE OF EDUCATION approved: November 9, 2006 Modesto, California

CAPMC RESOURCES

Community Services
559-673-9173
Energy Assistance
Weatherization
Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral
APP: 559-661-0779
R&R: 559-675-8469
Subsidized Child Care
Finding Quality Child Care
Child Care Initiative Project

Head Start
Fresno/Madera: 559-673-0012

Strengthening Families Program
Positive Parenting Program
325 S Pine St. #103
Madera, CA 93637
559-416-5655

Victim Services
559-661-1000
Hotline: 1(800)355-8989
Martha Diaz Shelter
Domestic Violence
Rape/ Sexual Assault
Victim &Witness Services
24-Hour Crisis Hotline
Unserved/ Underserved

OTHER RESOURCES

Crisis Line
888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline
1.888.506.5991

Crisis Text Line
741-741

Mobile Crisis Services & Non-Crisis Services for All
Call Anytime
Mobile Crisis Line: (559) 533-1000
If you or someone you care about is in crisis, call now. Help is always available.

BRIGHTLIFE KIDS - free behavioral health program that offers live 1:1 coaching support, personalized digital resources, connections to community resources, and online peer communities at no cost to families with children ages 0-12.
(888) 275-5357

If you need additional resources, contact your Family Advocate or Center Director.

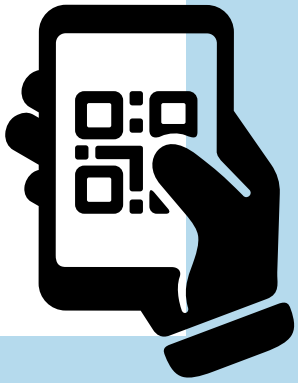
CAPMC MADERA HEAD START PROGRAM IN COLLABORATION WITH CALIFORNIA DEPARTMENT OF SOCIAL SERVICES MIGRANT CHILD CARE AND DEVELOPMENT PROGRAM

TO VIEW THE PARENT HANDBOOK AND RESOURCE GUIDE 2026-2027

Scan Here!

PARENT HANDBOOK

RESOURCE BOOK



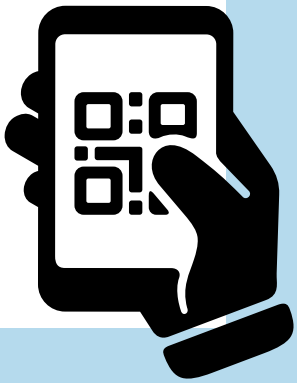
CAPMC-PROGRAMA DE HEAD START EN COLABORACIÓN CON EL PROGRAMA DE DESARROLLO Y CUIDADO INFANTIL MIGRANTE DEL DEPARTAMENTO DE SERVICIOS SOCIALES DE CALIFORNIA

PARA VER EL MANUAL DE PADRES Y
LA GUÍA DE RECURSOS 2026-2027

¡Escanee aquí!

MANUAL PARA PADRES

LIBRO DE RECURSOS



Report to the Board of Directors

Agenda Item Number:D-13

Board of Directors Meeting for: September 10, 2026

Author: Maru Gasca Sanchez

DATE: August 24, 2026

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Child & Family Services

SUBJECT: CAPMC California State Preschool Program 2026-2027 Program Philosophy, Goals and Parent Handbook.

I. RECOMMENDATIONS

Review and consider approving the California State Preschool 2026-2027 Program Philosophy, Goals and Parent Handbook.

II. SUMMARY

The California Department of Education requires that the Program's Philosophy, Goals and Parent Handbook be approved by CAPMC Board of Directors annually.

III. DISCUSSION

a. Included in the parent handbook is CAPMC's philosophy statement and goals that support the philosophy.

b. The parent handbook provides parents with information regarding, but not limited to the following topics:

- ✓ Days and hours of service
- ✓ Registration process and eligibility requirements, and parent responsibilities
- ✓ Open door policy
- ✓ Sexual Harassment
- ✓ Attendance and absences
- ✓ Communication with staff
- ✓ Health and emergency procedures
- ✓ Understanding Active Supervision and Child Safety
- ✓ Complaint Procedure

c. Handbook will be given to families enrolled at the following sites: Fairmead, Chowchilla, Cottonwood, Mis Tesoros, Ruth Gonzales Verdell McKelvey, Oakhurst and Eastside.

d. Information will be reviewed with parents at time of registration and/or during parent meetings.

IV. FINANCING: Minimal



MADERA HEAD START–CALIFORNIA STATE PRESCHOOL PROGRAM/REGIONAL HEAD START (CSPP/RHS)

Parent Handbook

2026-2027

Addressing the Needs of our Community Since 1965
Helping People, Changing Lives.
Community Action Partnership of Madera County

Community Action Partnership of Madera County welcomes your family to our Madera Head Start –California State Preschool Program/Regional Head Start (CSPP/RHS)

This handbook was designed to assist families with understanding the requirements to participate in Madera Head Start-California State Preschool/Regional Head Start (CSPP/RHS) program.

We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.



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PROGRAM DESIGN

Dear Head Start Parents,

Welcome to Head Start Preschool Program!

We hope that you and your family enjoy your experiences and path to continuous learning during your enrollment and participation in the program.

Head Start provides quality services to children and families that are designed to ensure the growth and developmental success of your child/ren. We welcome your input and ideas but most of all your engagement in the program and your child's education.

We are here to answer any questions or provide you with any support you need for your child or family. Please contact the Center Director or Family Advocate at any time.

Thank you for allowing us to serve you.

Maritza Gomez-Zaragoza
Head Start Program Director

Our 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.

Our Vision

Community Action Partnership of Madera County will be recognized as a premier social services 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.

PROGRAM DESIGN

Services

Provides free services to children ages 3-5 years of age residing in Madera/Mariposa Counties. The program offers center base option for children and families to participate.

Center Based-Children receive 3.5 hours of services for part day and 6 for full sessions at selected sites.

All Individuals are valued and respect

Staff and visitors honor the individuality of every child and family, ensuring they are welcome and treated with respect.

Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff.

Our program ensures all children with disabilities are protected from discrimination and provided with all services and program modifications as required by section 504 of the Rehabilitation Act, the Americans with Disabilities Act and implementing regulations. Each child has access to and can fully participate in the full range of activities and services. Head Start will provide any necessary modifications to the environment, use multiple and varied formats for instruction, and encourage the participation of children with a disability.

Center Location

Chowchilla Head Start
Serving Children Ages 3 –5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559)665-0291
265 Hospital Dr.
Chowchilla, CA 93610

Cottonwood Head Start
Serving Children Ages 3–5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 664-1109
2236 Tozer Ave,
Madera, CA 93638

Eastside Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 674-1268
1112 South A St,
Madera, CA 93638

Oakhurst Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 12:00 pm - 3:30 pm
(559) 658-8171
40094 Indian Springs Rd.
Oakhurst, CA 93644

Fairmead Head Start
Serving Children Ages 3–5 years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 665-5559
22850 Rd. 19 ½
Chowchilla, CA 93610

Mis Tesoros Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 673-1011
131 Mace St.
Madera, CA 93638

Ruth Gonzales Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 pm
(559) 675-8518
838 Lilly St.
Madera, CA 93638

Verdell McKelvey Head Start
Serving Children Ages 3 –5years
Full-Day Site Operating 7:30 am –1:30 m
(559) 673-1500
1901 Clinton St.
Madera, CA 93638

PROGRAM DESIGN

Open Door Policy

Open Door Policy: You may visit your child's classroom unannounced to observe your child at any time during operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Refrain from Religious Instruction

Our program refrains from religious instruction or worship.

Sexual Harassment

Our program shall maintain an educational, employment and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

Program Self-Evaluation

The state requires that all state preschool programs complete the self-evaluation process. This is an opportunity where program staff review data collected and make instructional decisions based upon the findings.
Programs are measured according to the following areas:

- Classroom Assessment Scoring System (CLASS) - Classroom observations are conducted to assess classroom quality, including teacher-child interaction that are linked to positive child outcomes. Results are shared with parents and staff.
- Desired Results: Observational assessment system that is completed twice a year. The results are shared in parent conferences.
- Parent Survey: Parent surveys are completed each school year to provide feedback from our parents.

Information from all three documents is summarized into a program summary for reviewing areas of strength, challenges, and expectations.

Confidentiality

Authorized representatives from the program, fiscal auditors, legal/court ordered and the California Department of Education are allowed access to the family and child files. The disclosure or release of any information that pertains to the program services is restricted to purposes that are directly related the administration and delivery our services. CAPMC-Head Start staff members do not provide information to outside sources.

Center Group Sizes

Adult to child ratios are planned for in advance and followed for each age group based on the State of California Title 5 regulations and Head Start Performance Standards; whichever is most restrictive.

Preschool (36 Months to erollment in Kinder)
1 adult for every 8 preschoolers maximum 20 children

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Program Philosophy

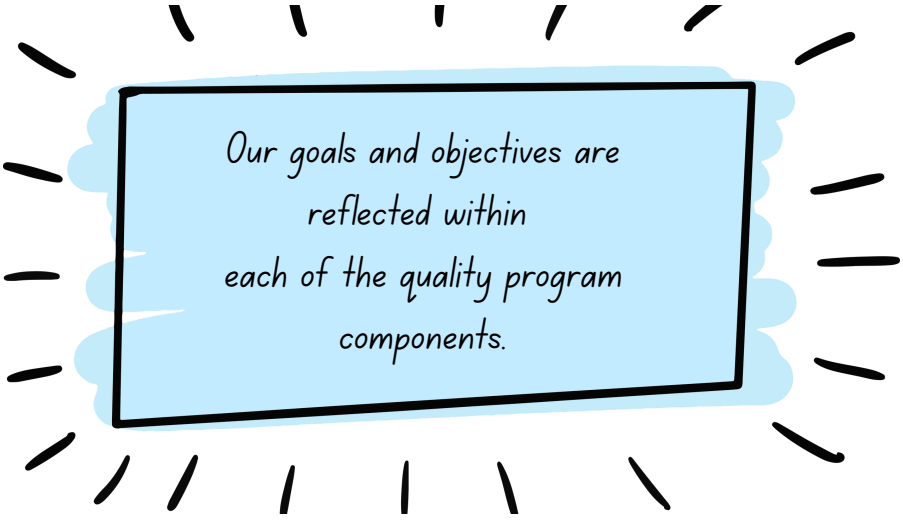
We believes parents enrolled in the program are the program's greatest strength. Parents are involved in all aspects of the program including making policy and program decisions. Teacher and parents operate with a common purpose, to improve the lives of children and families.

In this shared partnership, parents play an important role as they join the teachers in preparing and educating the children. Because parents are their child's first teacher, they can assure that the child's unique characteristics, individual preferences and values are respected.

Teachers and parents work together to enhance the child's normal developmental process by being understanding and flexible.

We also believe:

- That the early years of child development are the most important years in the lives of all persons.
- That all children should have a nurturing environment, which promotes a successful (early childhood) experience.
- That optimal growth is accomplished by providing a curriculum designed to meet the needs of children while integrating the development of the child's physical, emotional, creative, intellectual, social and cultural skills through experiential learning activities.
- That each family's culture is unique, and their culture, social backgrounds, and religious beliefs should be appreciated, supported and respected.
- That the life and healthy development of each individual is important to society.
- That the contributions of healthy families hold the potential to affect positive change in our society.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

PARENT EDUCATION AND ENGAGEMENT

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

As parents and families of our program children, there are many ways for you to become involved and stay engaged in the program, and in your children's education and future. Research shows that children whose parents are involved in their education do better in school.

As parents and family members, our program welcomes you in the classroom. The program also teaches you how to create a learning environment at home in an effort to support classroom learning.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences and Home Visits are held each year. Conferences & Home Visits provide an opportunity for parents to collaborate with educators and develop goals for their child
- Completing Parent Surveys
- Home Activities to support your child's learning at and help us earn in-kind
- Participating or helping at family events
- Reading to children during drop-off/pick-up
- Assisting with meal preparation and/or recommendations
- Parent Meetings-learn about a variety of educational topics such as child development, parenting strategies and topics identified in the parent survey. Meetings offer a great time to network and provide input on the nature and operation of the program.
- CAPMC Policy Committee and CCMHS Policy Council meetings offer opportunities to provide input on policies and contribute to program decisions.

WAYS TO PARTICIPATE



Parent Curriculum - Ready Rosie

Ready Rosie is a research-based parenting curriculum that builds on parents' knowledge and skills by viewing videos on the platform. Ready Rosie also has a variety of Family Workshops that are offered to parents during the parent meetings.
Parents may participate in the Ready Rosie curriculum by registering to the platform and/or by attending the family workshops.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

OTHER WAYS TO PARTICIPATE

Family Partnership Agreement

The family partnership agreement process provides opportunities for families to set goals that support family well-being, including family safety, health, and economic stability, to support child learning and development and to design an individualize approach for achieving those goals. Staff will assist and support parents, in identifying and defining goals in measurable terms, discussing steps to achieve goals.

Family Assessment

Our program provides parents the opportunity to complete pre and post family assessment to find their needs, strengths and aspirations on how the program may support them with referrals and/or informaition requested.

Resources/Referrals

Our goal is for families to know where to access community health and social services to meet their unique family needs.

A resource book is provided to family with information on programs and services available for low-income families in the community. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc.

Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where receive or provide support for families.

Surveys/Data Process

In order to ensure our program offers quality services to parents and children, we encourage you to complete surveys provided throughout the program year. By completing the surveys, you will be providing your input and suggestions to enhance services for children and families.

Collected survey data, child/family assessment data and environmental assessment is entered into our data based (COPA/CARE) systems which generates reports for staff to review, analyze and evaluate. Based on the results, staff make recommendation for changes, additions, or enhancement to program services.

Father/Male Figure Engagement

The program creates opportunities for fathers to grow their skills, build confidence, and understand the value of staying connected with their children. Engagement ideas include daily communication, a welcoming space for dads, helpful resources, and fun activities.

Fathers are encouraged to provide recommendations to enhance activities for fathers.

More ways to participate:

- Classroom Projects
- Policy Committees
- Policy Councils
- Home Activities
- Center Events



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

HEALTH SERVICES

Our goal is for families to identify their own strengths and needs. We ensure families know where to access community health and social services to meet their unique family needs. Referrals include medical & dental care, mental health, adult education, emergency food/clothing, employment & training, housing and parenting assistance. In addition, staff follow-up with parents to ensure their needs have been met. We engage with families to help them select family goals, develop strategies to accomplish them and identify how we can provide support.

Children enrolled in the program are required to meet Immunization Requirements prior to enrollment and have a current age-appropriate well child exam (physical), as well as Tuberculin Test (TB) or risk assessment within 30 calendar days of enrollment (Per California Community Care Licensing). Children who do not have a physical or TB test within the 30-calendar day timeframe will be excluded from the program.

Our program will provide you with resources; if necessary, to ensure that your child has access to health and dental insurance, connected to a medical provider, and receives a complete age-appropriate health assessment. This may include:

- All needed immunizations
- Growth and development assessment(s)
- Dental Assessment
- Dental Exam
- Vision and Hearing screening
- Nutrition evaluation

Test for anemia, lead poisoning, tuberculosis, blood pressure and other screening as needed by each individual child.
NOTE No assessment will be completed without parent's notification and approval.

Physical Assessment/Screenings

Each child is required to have a physical examination within 30 calendar days of enrollment. This may be provided by the child's family physician or by a CHDP (Child Health Disability & Prevention Program) provider. The assessment covers the following: vision, hearing, height and weight, head circumference, hemoglobin test, lead level, review of body systems, health & developmental history, and tuberculin assessment/screening following the CHDP Periodicity Schedule.

Daily Health Observation

A Daily Health check will be conducted on each child and upon arrival at the center and before the child is accepted. Inform centers staff or any recent illness, injuries, or concerns to insure your child is in good health to participate in the daily activities.

Keep your child home if they are ill If it is determined that child is ill once you have left, your child will be isolated from others, and you will be contacted to pick your child up form for the day.

Immunizations

All children must comply with the State of California entrance requirements. Parents must submit immunization records to verify immunization data.

Dental Health

Children ages 1-5 are required to see a dentist for a dental exam within 90 calendar days of enrollment. Please ask us if you need help finding a dentist.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

HEALTH SERVICES

Medical and Dental Emergencies

At time of registration, emergency contacts, health history of the child, health insurance information, and name of medical & dental provider will be obtained from parent/guardian. In case of an emergency, the following steps will take place:

Minor Incident:

- First aid will be provided on site.
- Parent/guardian will be notified of any accident.
- CAPMC Incident Report will be completed and provided when child is picked up.

Life Threatening Condition

- CALL 911
- Parent/guardian will be contacted immediately. If unavailable, emergency contacts will be contacted.
- Staff will complete the CAPMC Incident Report and CCL Unusual Incident/Injury Report.

When your child is ill...

Although we expect your child to attend classes regularly, there are reasons to keep a child home from school:

- A sore throat, accompanied with other symptoms (fever, redness, swollen glands, etc.)
- A cold or cough, when symptoms are not due to an allergy or chronic condition.
- Eye Discharge and/redness
- Shortness of breath
- Chills or repeated shaking
- Muscle pain or headache
- A fever of 100.4 degrees >
- Nausea and/or vomiting
- Earache
- Runny nose or congestion
- Stomachache/ Diarrhea
- An unidentified rash
- Any infectious disease diagnosed by your family physician.
- Lice or Nits, dead or alive
- Your child is overly tired.
- Combination of symptoms

Medication Procedure

When a child must take medication at school, the proper medication forms and documentation must be submitted prior to any medication being administered to the child or accepted at the site. This includes over the counter medication AND emergency medication for such conditions as asthma, allergies, or seizures.

The following process must be followed prior to any medication being brought to the center:

- Completed Consent for Administration of Medication and/or other necessary Individualized Health Care Plans.
- Parent/Guardian and Physician's signatures must be present on all required forms and medication.
- Medication MUST be in its original container have: name of child, name of medication, dosage/route of medication, administration schedule, and possible reactions.
- Staff will be trained by parent/guardian on the proper steps of administration, any side effects and the expected outcomes from the medication.

Emergency Medication and all documentation must be submitted prior to a child's enrollment. Additional documentation may be requested. If the center is informed of a child's diagnosis and need of emergency medication AFTER enrollment, the emergency medication and all forms must be submitted to the center within 10 calendar days. Failure to provide medication and documentation will result in exclusion of your child from the program.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

NUTRITION SERVICES



Our goal is to ensure children have nutritious meals and snacks during their time in the program. We believe children need healthy nutritious food for optimum growth and development. The menu exposes the children to a variety of foods. Through family style meal service, children develop socialization, fine motor skills, learn personal hygiene, manners, how to serve food themselves, and learn to help with setup and cleanup of meals. Children also learn about living healthy through classroom nutrition projects, an exercise program and food experiences.

Community Action Partnership of Madera County (CAPMC) participates in the Child and Adult Care Food Program (CACFP), which helps us provide free meals to all children enrolled. The Child Care Food Program, however, does not cover the cost of meals eaten by staff or parents. If you wish to participate in a meal, you will need to follow these requirements: volunteer in the classroom at least two hours before or after the meal (please sign up with your center) and serve yourself one child size portion to ensure enough food is available for seconds for the children. If your child is on a special diet for either medical reasons or family beliefs, please let your child's teacher or advocate know. The food service program will do its best to accommodate your child's needs.

All individuals are valued and respected

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Meal Services

Our program participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no charge to all enrolled children. The reimbursement received from the CACFP helps with food costs. All children in center-based settings receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as required by the USDA meal pattern.

Kitchens are fully equipped for producing meals and snacks for multiple sites. Full Day Program will receive breakfast, lunch and an afternoon snack. The meals offered are nutritious foods that are moderate in sugar, salt, and fat as recommended by the Dietary Guidelines for Americans. Food will not be removed from the center.

We invite you to help plan our menu by either participating by completing a food service and menu evaluation at the end of the program, sharing a family recipe with your child's teacher, or making a suggestion on the Cook's Choice/Parent Suggestions Form.

*Note: Parents, staff and community volunteers CANNOT bring food or drinks into the classroom to feed the children during school hours.



If your child has any food allergies or cannot eat certain foods for religious or personal reasons, please notify the educator and health staff immediately. Substitutions will be based on individual needs.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social -emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

Families and educators collaborate to establish school readiness goals for children along strategies for home and school. Progress on school readiness goals is discussed and plans are adjusted to meet children's developmental needs.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and competence in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development
- Supporting home language and English language development



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Assessment

The program utilizes The Desired Results Developmental Profile DRDP 2015. The DRDP© is an assessment instrument developed by the California Department of Education for young children and their families to inform instruction and program development. This assessment is designed for teachers to observe, document, and reflect on children's learning, development, and progress; it is intended to support teachers with planning and scaffolding young children's education.

Parent Conferences/Home Visits

Teachers will meet with parents at least four times a year to share information and plan individual child goals to improve skills.

1. During these conferences, parents can ask questions they might have about the DRDP (2015) results and their child's progress, and an individualized plan is developed.
2. Parents can talk with teachers about what to expect from their child's development.
3. Parents can communicate with the teacher about any classroom adaptations a child might need.

School Readiness Plan and Objectives

Goal #1	Goal #2	Goal #3	Goal #4	Goal #5
APPROACHES TO LEARNING	SOCIAL EMOTIONAL DEVELOPMENT	LANGUAGE & LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
Children will be persistent in demonstrating an interest in different topics and activities, desire to learn, creativeness, and independence in learning.	Children will be able to recognize, and regulate emotions, attention, impulses, and behavior.	Children will demonstrate improvement on understanding complex communication, language, and literacy skills.	Children will use cognitive skills in every day routines to count, compare, relate, pattern, and problem solve	Children will participate in activities and play to develop increased control in gross and fine motor skills, to support and demonstrate an understanding of healthy practices

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Curriculum

The Madera Head Start program utilizes the Creative Curriculum, a developmentally and linguistically appropriate curriculum that recognizes children's development rates, individual interests, temperaments, languages, and learning styles. This curriculum provides strategies and practices that support children in ensuring full access to and effective participation in daily learning experiences.

The Creative Curriculum identifies nine areas of development: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, and the Arts, and provides a structured environment of learning experiences, allowing teachers to scaffold and individualize learning to meet children's needs. It offers resources to implement a high-quality education program for children aged zero to five. This curriculum emphasizes hands-on exploration, nurturing environments, and responsive relationships, fostering social, emotional, physical, and cognitive development. By providing a variety of formats for instruction, teachers offer children multiple ways of acquiring knowledge and skills.

Preschool Schedule

A daily schedule is designed to provide a plan that outlines the activities and routines young children follow throughout the day. It gives a predictable framework that supports their learning, development, and overall well-being. Below is a general daily schedule for preschool children.

Breakfast
Brush Teeth / Free Play
Clean up time
Outside Play/Activities**
Wash Hands
Indoor Activities
Circle Time (stories & music)
Wash Hands
Lunch Time
Rest & Quiet Activities
Snack
Choice time
Dismissal

**On very rainy, snowy, or cold days we will plan outside time with indoor gross motor activities. Children will wear warm clothes, including coats, hats & mittens or gloves on cold or snowy days.

Transition Activities

The program ensures that all families and children receive optimal services during transitions. Teachers complete a Child and Family Transition Plan for all children during the first days of attendance. Effective strategies will be utilized with children and families during times of transition. Activities will ensure a smooth transition to meet the child's individual needs. This process will include parent involvement and staff support, and parents will be supported in their role as their child's primary teacher and advocate.

Field Trips

The program includes nature walks and visitors do presentation for our children as part of field trips.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

EDUCATION SERVICES

Head Start Early Learning Outcomes Framework (ELOFT)

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

The first five years of life is a time of wondrous and rapid development and learning. The Head Start Early Learning Outcomes Framework: Ages Birth to Five outlines and describes the skills, behaviors, and concepts that programs must foster in all children, including children who are dual language learners (DLLs) and children with disabilities.

Parent, Family, and Community Engagement Framework (PFCE)

Positive & Goal-Oriented Relationships

Cultural and Linguistic Responsiveness

PROGRAM FOUNDATIONS	PROGRAM IMPACT AREAS	FAMILY OUTCOMES	CHILD OUTCOMES
Program Leadership	Program Environment	Family Well-being	Children are:
Professional Development	Family Partnerships	Positive Parent-Child Relationships	Safe
Continuous Learning and Quality Improvement	Teaching and Learning	Families as Lifelong Educators	Healthy and well
	Community Partnerships	Families as Learners	Learning and developing
	Access and Continuity	Family Engagement in Transitions	Engaged in positive relationships with family members, caregivers, and other children
		Family Connections to Peers and Community	Ready for school
		Families as Advocates and Leaders	Successful in school and life

Families play a critical role in helping their children be ready for school and for a lifetime of academic success. The Head Start Parent, Family, and Community Engagement Framework supports engaging families in children's ongoing learning and development.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

DISABILITIES SERVICES

Our program maintains a nation-wide policy of open enrollment for all eligible children by welcoming children with exceptional needs in an integrated setting". Quality services for young children with exceptional needs must include several components such as a program design which addresses the unique learning style of a young child, a strong commitment to family involvement, interagency coordination and cooperation, on-going staff development and program evaluation. From identification to transition, we believe that effective intervention occurs only if a team approach is used.

Disability Services Area Objectives

1. Promote cooperation, coordination and collaboration between our program and the School Districts, Regional Centers, Children's Hospitals and other medical professionals.
2. To provide the least restrictive environment to children with exceptional needs by modifying the environment.
3. To work with Head Start children with disabilities based on their written individualized IFSP or IEP goals.
4. To encourage parents to be strong advocates for the rights of their children with exceptional needs.
5. To provide children with exceptional needs the same Head Start comprehensive services offered to children without special needs.

Developmental screening (Ages Stages Questionnaires 3 and Ages Stages Questionnaire Social Emotional 2) are completed every year for all children enrolled in the program. The screening includes the following areas: speech/language, gross & fine motor, personal social and cognitive. The developmental screening will give staff information about potential areas of concern and assist teachers in individualizing the curriculum.

Children under the age of 3 years old that have an IFSP and children older than 3 years old with an IEP for speech delays may receive services during program hours. Please assist us with your child's development by keeping us up updated with any changes pertaining to these documents.

All enrolled children have access to our mental health (behavior management) consultant services. All parents/guardians have regular opportunities to engage with the mental health consultant to discuss concerns about their child's behavior and receive immediate feedback.



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Children grow and develop rapidly during the preschool years. Our program is concerned with the total development of each child. The Mental Health portion of the program focuses on the promotion of positive self-worth, respect for individual differences, and the ability to develop appropriate social skills. Accomplishments in these areas will affect a child's ability to play, love, learn and work at home, school, and in other environments.

Prevention Goals

1. Enhance positive self-concept
2. Building positive relationships between children, their peers and their teachers
3. Develop coping skills to solve problems and manage stress

Identification and Referral

Early detection of problems is the focus of this area. Services to children and families include:

1. Identification of possible problems through observation, screening and assessment
2. Referral of children to a mental health professional when necessary with authorization from parent/guardian.

Treatment

Treatment can be recommended as part of the assessment so that a child and family can benefit from these services. A Positive Behavior Support plan will be developed with input from the family and teachers. This plan will include strategies provided by the Mental Health Consultant. Teaching staff will implement the Positive Behavior Support plan, individualize the curriculum based on amended goals and objectives and document progress in the child's file. The Disability Mental Health Specialist will monitor the child's progress.

Helping children make good choices

The development of social skills is crucial to the success of
children in public school. Our programs are implementing Conscious Discipline and the Social Emotional Teaching Pyramid strategies to teach our children social emotional skills that will promote school readiness.

The Social Emotional Teaching Pyramid focuses on promoting the social emotional development and school readiness of young children birth to age 5 years old. Teaching Pyramid is a resource center that provides resources to teachers and parents.

Conscious Discipline is a research-based discipline approach that can organize classrooms around the concept of a School Family.
Each member of the family-both adult and child-learns the skills needed to successfully manage life tasks such as learning, self-regulating, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others. Visit the website at https://challengingbehavior.org/implementation/family-engagement/

Social Emotional Curriculum

Our program uses a positive approach to discipline. Young children can be helped to make good choices and be redirected in a firm, loving manner. Children make good choices when:

- Their needs are being met.
- They have a consistent daily schedule, know what will happen next, have expectations with pictures to support understanding, and in a safe supervised environment.
- They have materials and equipment that are age appropriate and stimulating.
- Teachers utilize relationship-based practices.
- Staff will not utilize any inappropriate discipline methods, including:

*Time outs (Performance Standards 1304.52(h)(iii-iv))
*Using food as a punishment or reward (Performance Standards 1304.23(c)(2))
*Use of corporal punishment (State Licensing Sec.
101223)

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Our program prohibits or severely limits the use of suspension and expulsion. Children will not be unenrolled or expelled based solely on their behavior. Temporary suspensions for behavior will only be used as a last resort in unusual situations where there is a serious threat that doesn't improve through reasonable modifications. If a temporary suspension is deemed necessary, the program will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by continuing to work with the parents and a mental health consultant, and continuing to utilize appropriate community resources.

Our program affirms that all children are entitled to a safe environment. In cases where a child continues to use inappropriate behavior, even after staff has provided redirection, the following will take place:

Step 1

Parent will be notified by the teacher of all incidents involving their child in relation to aggressive behavior. Aggressive behavior is defined as deliberate, repeated and uncontrolled attacks on others physically or verbally. The child's parent will be encouraged to use positive methods of child guidance. Staff will develop a plan/strategy and encourage parent's support at home. The parent-teacher contact will be recorded.

Step 2

If a child continues to physically hurt others or display destructive behaviors, the teacher will submit a Child Concern Form and then schedule a Child Success Team meeting once the Disabilities/Mental Health Specialist has indicated what steps to take next. This meeting with the parent is to formally discuss behavioral concerns, discuss referral options, and if warranted, have parent sign the Concern Form, and together will identify other social emotional strategies that can be used both at school and at home.

If the child has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), the program will consult with the agency responsible for the IFSP or IEP to ensure that the child receives support services as needed. This may require additional special education assessments.

Step 3

It may be determined that a Mental Health Consultant will conduct an observation on the child with parental permission. Further referrals to an appropriate agency and/or outside consultant may be made. During a scheduled meeting between parent(s) and teaching staff, a positive Behavior Support Plan will be developed for children with extreme behavior challenges, to be used by all adults that support the child (home/classroom). At this level it is crucial that parents/guardians participate to address safety concerns.

Step 4

Other Child Success Team meetings may take place as needed to identify progress or lack thereof. Other strategies may be offered to try in the classroom and at home.

PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Step 5

If the behavior continues and none of the actions previously taken have improved, an interdisciplinary meeting will be scheduled to determine if the program can adequately meet the needs of the child. A schedule modification may take place and as a last resort a determination of the continuation of our program services will be made by the multi-disciplinary team and Program Director based on the following factors:

- The child is of danger to him/herself or to others;
- Lack of parent participation in the implementation of the Positive Behavior Support Plan.
- There is sufficient documentation to reflect the implementation of behavior policy and that every attempt has been made to modify the behavior problem.

If it is determined that the child's continued enrollment presents a serious safety threat, the program may determine it is not the most appropriate placement for the child. The program will work to support the transition of the child to a more appropriate placement.

If CAPMC deems is necessary to suspend or expel a child, the parent or guardian has the right to file an appeal of the action directly with the following departments no later than 14 calendar days after the receipt of notice to:

California Department of Social Division
Child Care and Development Division
Att: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, CA 95814
Phone 1(833) 559-2417
Fax: (916) 654-1048
Email: CCDDAppeals@dss.ca.gov



PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

MENTAL HEALTH SERVICES

Something important to share with you!

Here in Head Start we understand the importance of your child having the necessary social-emotional skills to be successful in school. For this reason we use Teaching Pyramid and Conscious Discipline research-based practices every day with your child.

Our focus is building positive relationships between our program families and children and for children to establish relationships with their peers in a nurturing, kind learning environment that is safe and interesting. Our goal is that your child will have the skills he/she needs to make and keep friends, share, take turns, have empathy, to recognize and express emotions as well as to manage them appropriately. We work closely with classrooms to incorporate routines and practices so that the children understand behavior expectations, talk about feelings, practice calm breathing, and learn strategies to help self-regulate. Our classrooms offer a designated space equipped with carefully selected materials for children to choose from to help regulate their emotions and calm themselves. All our children receive instruction in social skills and teaching staff will work closely with those needing more support.

Having the needed social emotional skills foster a child's overall well-being. We want that for all children! Our program families will be provided resources to support you in promoting the necessary skills to improve your child's readiness for kindergarten. We invite you to check out the additional free resources to parents offered through Teaching Pyramid and Conscious Discipline websites.

To learn more about Teaching Pyramid go to ChallengingBehavior.org

To learn more about Conscious Discipline go to consciousdiscipline.com

SELECTION & ENROLLMENT PROCESS

Head Start Selection Criteria

A family wishing to enroll their children in the Head Start/State Program must meet the following requirements:

1. Age: Children must be under the age of compulsory school attendance.
2. Income Level: The gross family income during the past 12 months or calendar year is at or below Head Start Family Income Guidelines.

Proof of Family Size

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for EACH child counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

State Selection Criteria / Waiting List

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- First: Child protective services, or at-risk of abuse, neglect or exploitation
- Second: Admission priority based on adjusted gross monthly income & family size.

When multiple families are within the same ranking.

1. Child with Exceptional needs within same ranking is admitted first.
2. If number 1 is not applicable, then the child who is Dual Language within the same ranking should be admitted first.
3. If number 1 nor 2 are applicable, then the child with the oldest application date is admitted first.

State Admission Priority

1. Exceptional needs or severely disabled.
2. Dual Language Learners.
3. Entry with oldest application date.

Verifying Ongoing Eligibility

Recertification of eligibility is required every 24 months and not to exceed 24 months and a day of certified services. Families will be required to provide documentation to support ongoing eligibility and need for services and will be notified in advance of the recertification date.

SELECTION & ENROLLMENT PROCESS

Head Start Selection Criteria

- A current aid recipient
- Income eligible
- Experiencing homeless
- The child is a recipient of child protective services, or are identified as at-risk of being abused, neglected, or exploited.
- Families who have a member of its household who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by the department, will be categorically eligible.
- The child has a disability; only the children in the family with a disability may enroll under this eligibility category (New eligibility category)

Family Disenrollment

Abandonment of childcare starts at seven (7) consecutive days without notice. At 30th consecutive day without notice your child/family will be disenrolled from the program. The program does not allow families to be enrolled in the program if they are not using childcare.



SELECTION & ENROLLMENT PROCESS

Income Guidelines and Age 2026-2027

HEAD START			CDSS STATE PROGRAMS 85% SMI			CDE STATE PROGRAM 100% SMI			CDE STATE PROGRAM 15% OVER SMI	
Effective January 13, 2026			Effective July 1, 2026			Effective July 1, 2026			Effective July 1, 2026	
Family Size	Gross Annual Income	130%	Family Size	Gross Monthly Income	Gross Annual Income	Family Size	Gross Monthly Income	Gross Annual Income	Family Size	Gross Monthly Income
1	15,960	20,748								
2	21,640	28,132	1 to 2	7,119	85,434	1 to 2	8,376	100,510	1 to 2	9,632
3	27,320	35,516	3	8,054	96,652	3	9,476	113,708	3	10,897
4	33,000	42,900	4	9,636	115,637	4	11,337	136,044	4	13,038
5	38,680	50,284	5	11,178	134,139	5	13,151	157,811	5	15,124
6	44,360	57,668	6	12,720	152,641	6	14,965	179,578	6	17,210
7	50,040	65,052	7	13,009	156,110	7	15,305	183,659	7	17,601
8	55,720	72,436	8	13,298	159,580	8	15,645	187,741	8	17,992
9	61,400	79,820	9	13,587	163,049	9	15,985	191,822	9	18,383
10	67,080	87,204	10	13,876	166,518	10	16,665	195,903	10	18,774
11	72,760	94,588	11	14,166	169,987	11	16,325	199,985	11	19,165
12	78,440	101,972	12	14,455	173,456	12+	17,006	204,066	12+	19,556
Other Qualifying Factors: Homeless, Cash Aid Recipient, SNAP Recipient, Foster Children & Children with Disabilities			Other Qualifying Factors: CPS, At-Risk, Homeless, Receiving Benefits from Certain Governmental Programs (including Head Start), or current Aid Recipient			Other Qualifying Factors: CPS, At-Risk, Homeless, receiving benefits from certain governmental programs (including Head Start) or current Aid Recipient. In addition, families with a child who has exceptional needs regardless of income.			Other Qualifying Factors: CPS, At-Risk, Homeless, receiving benefits from certain governmental programs (including Head Start) or current aid recipient. In addition, families with a child who has exceptional needs, regardless of income.	
Note: For approved CSPP sites operating within the attendance boundary of a qualified Free & Reduced Priced Meal School, 4-year children whose families reside within the attendance boundary of a qualified FRPM elementary school may enroll without establishing eligibility or need once all eligible children are served.										

AGE ELIGIBILITY:

KINDERGARTEN
Children turning 5 years of age on or before September 1, 2026.

TRANSITIONAL KINDERGARTEN
Minimum age to enroll: Must be 4 years old by September 1, 2026

HEAD START/STATE PRESCHOOL/HEAD START BLENDED/LAYERED
FOUR YEAR OLDS
Children turning 4 years of age on or before December 1, 2026.

THREE YEAR OLDS
**Outside of the below windows, a child may be enrolled on or after their 3rd birthday*
Children turning 3 years of age on or before December 1, 2026.

INFANTS & TODDLERS
Children who **will not** be turning 3 years of age by December 1, 2026.
* Children who are not chronologically 3 years-old may be enrolled in General Child Care program until their 3rd birthday if served in a toddler setting

SELECTION & ENROLLMENT PROCESS

Countable/Non-Countable Income Reference Sheet

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for the purposes of determining income eligibility and family fees.	Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for the purposes of determining income eligibility and family fees.
• Gross wages or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings • Wages for migrant, agricultural, or seasonal work • CalWORKSs cash aid • Gross income from self-employment less business expenses with the exception of wage draws • Disability or unemployment compensation • Worker's compensation • Survivor (i.e., SSA and retirement benefits • Dividend, interest on bonds, income from estates or trust, net rental income or royalties • Rent for room within the family's residence • Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent • Veteran's pension • Pension or annuities • Inheritance • Allowances for housing or automobiles provided as part of compensation • Insurance or court settlements for lost wages or punitive damages • Net proceeds from the sale or real property, stocks or inherited property • other enterprise for gain	• Earnings of child under eighteen (18) years • Loans • grants or scholarships to students for educational purposes • Federal Supplemental Assistance Program (CalFresh/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance • Earned Income Tax Credit or tax refund • Foster care grants, payment or clothing allowances for children placed through child welfare services • Relative Caregiver Funding Program • California Guaranteed Income Pilot Program • GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay • Adoption assistance payments • Non-cash assistance or gifts • All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits • Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages • Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging • Business expenses for self-employed family members • When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay • Disaster relief grants or payments, except any portion for rental assistance or unemployment • AmeriCorps Volunteers in Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

SELECTION & ENROLLMENT PROCESS

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility for services. The steps are as follows:

Step 1: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference (see contact information on page 2).

Note: Within 2 weeks of being contacted by the program, the parent must make contact with the program to schedule an appointment to begin an application to apply for this enrollment period.

Step 2: Verify Eligibility

Attend in-person appointment at the preferred center location. Please note that you will be turned away if your packet/information is not complete at the time of your appointment



SELECTION & ENROLLMENT PROCESS

Certification

Enrollment into the program is determined by specific family eligibility criteria. In addition, the family must live in California. Family's complete a certification process at initial enrollment and remain eligible until the end of the school year. The family will remain eligible for 24 months or until they are no longer age eligible. If the family is deemed ineligible at time of recertification, they will remain in the program for the remainder of the program year or until they are no longer age eligible, whichever comes first."

Data File

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency

Determination of eligibility for services shall be
without regard to the immigration status of the
child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child

If your child has exceptional needs, the file must
contain the following documentation in order for us
to best serve your child:

- Individual Education Plan (IEP) or Infant & Family Service Plan (IFSP).
- Please understand you are responsible for keeping the program updated on any changes related to the IEP and/or IFSP.

Court Order

If there is a court order regarding child custody that impact child care services, it shall be included in the family data file

Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

ELIGIBILITY, RECRUITMENT, SLECTION, ENROLLMENT, ATTENDANCE

Sing In/Out

It is a Head Start and Licensing requirement that children MUST be sign in and out every day by an authorized adult. The following process must take place daily:

- An authorized adult must sign their full legal signature and document the time the child is pick up and/or dropped off.
- The authorized adult dropping off the child MUST be listed on the emergency card.
- When child is picked up, authorized adult must again sign their full legal signature and document time child is being picked up.
- The authorized adult must provide a contact/emergency number if different from number on emergency card.
- When another person is picking up a child, the person's name MUST appear on the emergency card. The individual being assigned to pick up a child must provide valid picture identification. If the person is not on the emergency card or is unable to provide identification, the child will not be release until the parent, guardian or designee comes to pick up the child.
- To add a new emergency contact person, please see the Advocate or center staff. All changes to the emergency contact list must be done in person.

If the authorized adult fails to sign-in the child and an emergency happens, Child Protective Services will be notified. They will make the decision for the child as to how to proceed with the emergency and therefore, the program is not authorized to assist the child.

Anyone authorized to drop off or pick up a child from the center, other than the parent, must be at least 18-year-old. Teaching staff reserves the right to request identification to verify the age of the individual.

In addition, our programs have established a safeguard to the children enrolled in the program. If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be release to that individual/parent. In addition, Staff will contact law enforcement.



ELIGIBILITY, RECRUITMENT, SLECTION, ENROLLMENT, ATTENDANCE

Attendance and Absences

Your child's regular attendance is very important not only to assure a continuous educational program but also to assure the program meets the attendance percentage required by the grantee. We encourage parents to bring their children daily and maintain regular attendance unless the child is ill.

- If your child is ill or any other emergency occurs, contact your child's teacher within one hour of the program's start time.
- After TWO (2) consecutive absences without parent contact, the advocate may conduct a home visit or make other direct contact with a child's parents.
- After THREE (3) unexcused absences without contact from parents, the child will be dropped from the program and placed back on the waiting list.
- When a child has accumulated, FOUR (4) absences whether excused or unexcused a letter on attendance concerns will be issued to the parent letting them know that the child is at risk of missing ten percent of program instruction.
- Staff will make every effort to support families to promote the children regular attendance by providing support and resources as needed. Staff will keep documentation of children's absences and parent contacts in the child's file.
- When a child has accumulated SIX (6) or more absences whether excused or unexcused. Center Director with the advocate and family will develop a plan to ensure children maintain regular attendance, beginning immediately. If no improvement in attendance occurs and absences exceed the numbers of best interest days (limit 10), staff will make a determination whether to continue providing services or referring child to another program that best meets the needs of the family. Staff understands that each case is unique and as such each case will be discussed and evaluated before any determination is made.
- The ERSEA Specialist in consensus with the Head Start Director will have the authority to formally drop a child when absenteeism has not been resolved. If services are terminated, the family will be provided with resources/referrals to other preschool services.
- **STATE:** When the family has not been in communication with the center staff for seven (7) consecutive calendar days and has not notified the staff of the reason the family is not using services, the staff shall promptly notify the management. A notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the family or management for a total of 30 consecutive calendar days will be issued.

**NOTE – A child who is ill and has been out for 3 days may need a doctor's note – this will be determined on a case-by-case basis. The Center Director and ERSEA Content Specialist will discuss and determine if a doctor's note is required.

ELIGIBILITY, RECRUITMENT, SLECTION, ENROLLMENT, ATTENDANCE

Excused Absence

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling
- Transportation
- Moving and temporary loss of housing

Unexcused Absence

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 "best interest" day limit
- Abandoned care (No show or contact)

Best Interest Days (maximum of 10 days per program year between August - May

- Parent determines that another activity is better for the child to attend, such as:
- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Religious observance, holiday or ceremony
- Personal or family business
- *There is no limitation to the number of Best Interest Days for children who are recipient of CPS/At Risk.

POLICIES

Standards of Conduct - All Adults

Staff, consultants, contractors, volunteers, and visitors are expected to abide by the following program's standards of conduct:

- Implement positive strategies to support children's well-being and prevent and address challenging behavior.
- Do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:
  - Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;
  - Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;
  - Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and
  - Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment;
- Report reasonably suspected or known incidents of child abuse and neglect, as defined.
- Promote the unique identity of each individual and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
- Ensure no child is left alone or unsupervised.
- Comply with CAPMC's Drug-Free Workplace Policy and maintain an environment that is free of drugs, alcohol or any mind-altering substances.
- Follow health and safety standards established by CAPMC Head Start to ensure my health and the health of others.

Behaviors that are inappropriate and **WILL NOT** be tolerated in the Head Start classrooms/centers are:

- Physical violence
- Shouting
- Cursing
- Talking in a negative or degrading manner
- Scolding, threatening or hitting children
- Use of cell phones in the classroom and while interacting with children and/or staff

POLICIES

Understanding Active Supervision & Child Safety

WE WILL ASK YOU:

- Has your child ever engaged in the following child safety concern behaviors?

WANDERING/ELOPEMENT

HIDING

ULLING AWAY OR FLEEING DURING CONFLICT

YOU CAN ASK US: HOW DO I KNOW WHEN TO SAY "YES" TO A CHILD SAFETY CONCERN?

- Running away from caregivers, hiding, and fleeing from conflict are all part of the developmental process and for most young children, these types of behaviors are developmentally appropriate behaviors.

YOU SHOULD KNOW: WHAT IS DEVELOPMENTALLY APPROPRIATE?

- Children ages 0-5 years old are all working on their social emotional development and self-regulation skills at different levels, depending on their age and individual circumstances. Through relationships with a modeling from their caregivers' children are learning how to:
  - listen and understand language
  - communicate and express themselves
  - name and identify their feelings
  - regulate their feelings and behavior
  - problem solve
  - socialize with other children
  - cope with and resolve conflict
  - keep themselves and others safe

Child safety concerns arise when a child struggles to learn or has never been taught these skills before and then engages in unsafe behaviors as a result.



POLICIES

Understanding Active Supervision & Child Safety

If you can check the box below any of these three behaviors, you should mark "Yes" to Child Safety Concerns on your child's Getting to Know You form

- **WANDERING/ELOPEMENT** - Wandering, also called elopement, refers to when a child leaves a safe area or a responsible caregiver. This typically includes situations where the child may be injured or harmed as a result.

- **HIDING**- Hide and seek is a normal part of childhood. However, hiding becomes a concern when a child can't be found for an extended period of time and doesn't respond when their name is called or to an adult's verbal prompts for discovery.

- **PULLING AWAY OR FLEEING DURING CONFLICT** - When a child pulls away and flees from conflict with adults or peers and runs away to an unsafe, unsupervised location or does not stop when an adult calls for them or comes after them, this type of behavior can put a child in danger and is considered unsafe.

WHY SHARING THIS INFORMATION WITH YOUR CHILD'S TEACHERS IS IMPORTANT

Our main priority when you entrust your child to our care is that we keep them safe. Knowing about these types of incidences helps us know how best support your child to teach them and keep them safe.

It is a performance standard of the Head Start program and a childcare licensing requirement that all of our staff ensure that a child is never left unsupervised or alone at any time. Our staff are thoroughly trained in providing active supervision of your children at all times.

In all of our early childhood classrooms and outdoor environments, we have implemented multiple active supervision and safety systems that ensure that your child is seen, heard, and kept safety at all times:

- meaningful teacher-child interactions and guided play experiences
- individualized child goals and behavior support that are planned specifically for your child.
- high-quality learning environments with developmentally appropriate and safe furniture, equipment, and materials
- frequent scanning, counting, & documenting of children in attendance
- locks & latches on doors, gates, and cupboards are secured and closed.

For more information about how to keep your children safe while they are at school, please contact your Center Director or Family Advocate at your center.

POLICIES

Child Supervision

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.
Staff /Providers will:

- Actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.
- Develop a Child Active Supervision Plan which describes how staff actively ensures that our environments are safe and that children are actively supervised. Elements include
    - Arrival//Departure
    - Restroom Planning/Diapering
    - Indoor/Outdoor Transition
    - Meal & Nap Times
    - Zoning & Child Counts
    - Plans for children needing extra support
    - Participate in training and monitoring support compliance

Parents will:

- Ensure gate and door is closed and secured
- Follow the no Cell Phone policy when dropping off/picking-up your child. Cell phones/Headphones can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately



POLICIES

No Siblings Allowed in the Classrooms

The agency's center license restricts the number of children in the center. All children in the centers must be enrolled in the program. Children not enrolled in the program are not permitted to visit the center or classroom.

Adult Immunization Requirement

Health and safety is a primary concern at our centers. For this reason, all children enrolled, parents and adults or volunteers working at our centers must meet the State of California immunization requirements. Adults and parents are required to provide proof of T.B. -Tuberculosis exam, vaccinations for TDaP and MMR, as well as an annual flu vaccination or documented flu refusal. Adults will comply with the following:

- Encourage children to blow their own nose and to wash their hand afterwards.
- Periodically, the center holds fire, earthquake and evacuation drills. You are to assist when there is a drill; follow the teacher's directions in assisting the children out of the building calmly.
- When a child has an accident, you are to assist the child; but notify the teacher immediately.
- All information concerning children is confidential and is not to be discussed outside the center. This protects all children and parents right to privacy.

**You are a part of the teaching team. Your assistance as an adult supervising children is important in the safety of children. Report any concerns regarding children to the teacher promptly.

NOTE: A community volunteer may have to be fingerprinted depending on the activity he/she is performing and the length of time he/she may be at the center.

Holiday/Celebrations Policy

Our curriculum is based, in part, on children's ideas and interests. Rather than focusing exclusively on holidays, we explore multicultural observances. All program activities are geared to children's ages and developmental levels and respect individual family practices.

Clothing and Items from Home

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great. Please send a change of clothes for your child in case of a spill or accident. Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.



POLICIES

Child Abuse Reporting

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Family Advocate.

There are resources available to help you, at no charge.

Infant and Child Car Seat

Per California Law V.C.27360(a), all children under 8 years of age MUST be properly secured in a car seat or booster seat in the back seat. California car seat law states that children under 2 years old must be rear-facing unless they weight 40lbs. or more, or are 40 inches tall or more.

Parents should always have a car seat for their child whenever they are being dropped off or picked up from the center. By Law, Head Start staff must report any violation to such law. Taken from: CA Office of Traffic Safety

NOTE: Please do not leave your child(ren) unattended in the car. It is against the law and reportable if observed by staff.

Active Supervision

Active supervision and safety of children is every staff and parent/guardian responsibility. Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Staff use active supervision strategies to make sure children of all ages explore their environments safely. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

Classroom Zoning

- Zoning is a technique used to organize. classroom staff.
- Each staff member is assigned a role.
- Zoning can be used throughout the whole day, not just for free choice time.

Child Count Board

Count boards are used in the classroom to document how many children are present. The staff can use your assistance in changing the number on the count board when your child arrives and leaves as requested by the staff.

Doors and Gates

To ensure the health and safety of the children, we encourage parents to use the assigned door for entering and leaving the facility at all times. Close doors when entering and leaving to ensure no other child/ren besides your leave the facility without an authorized adult. Gates – close and lock with the latch.

POLICIES

Children with Special Health Needs

Our program will make every effort to work with parents and physicians to make accommodations for children with special health needs. An Individualized Health Care Plan (IHP) can be developed between staff, parent and child's physician. The plan is established prior to the child's entry date, or as the need arises.

Pets

Pets are not allowed on the premises except guide dogs. Contact your Center Director if you need to bring a guide dog.

Safe School Notice

Active supervision and safety of children is every staff and parent/guardian responsibility. Active supervision promotes a safe environment and prevents injuries in young children. It requires focused attention and intentional observation at all times. Staff use active supervision strategies to make sure children of all ages explore their environments safely. No child will be left alone or unsupervised at any time by staff and/or parent/guardian.

For the safety of everyone in our program, the following rules will be enforced:

- No real or pretend weapons.
- No drugs, tobacco, vaping or alcohol.
- No fighting, harassment or discrimination.
- No disruptive behavior
- No fire setting, vandalism and/or graffiti



Safe Environments

Health and Safety Screener is completed prior to the start of the year. A Daily Indoor/Outdoor safety check is completed to ensure there are no current hazards. Background checks are completed for all adults in the center prior to working with children. We ensure that a healthy, safe, nurturing environment. Center has emergency plans in place and conducts monthly Emergency Drills and inspections.

POLICIES

Emergencies

Each center emergency plan is posted in the classroom and emergency drills are conducted monthly.

Diapers

The program provides diapers/pull ups while children are in care for children who are not yet potty-trained. Children in diapers/pull ups must come to the center with a clean diaper on. If child arrives with soiled diaper/pull up, the person dropping off child may be directed to change the child's diaper.

Napping

Children have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping space and a cot or mat. Any child who chooses not to sleep will be given the opportunity to do a quiet activity of their choosing.



Procedures for Walking Your Child to Head Start Center

Children move quickly and are often unaware of danger. Most children are injured near their home or on their own street. Listed below are safety procedures to take into consideration as you and your child walk to our center.

When you cross the street with your child:

- Always hold your child's hand. Never allow a child to cross the street alone.
- Always stop at the edge of the curb or at parked cars before crossing the street.
- Always look LEFT, RIGHT, and LEFT again for moving cars.
- Only cross when it is clear and keep looking LEFT, RIGHT, and LEFT again.
- Always look for signs that a car is about to move (rear lights, exhaust smoke, sound of motor, wheels turning, etc.) and never walk behind vehicles that are backing up.
- Having a green light, the "WALK" signal, or being on a cross walk does not mean that it is safe to cross.
- Some drivers do not stop at red lights, or they turn right on red lights. Other drivers do not look out for pedestrians, or their view may be blocked. You must look LEFT, RIGHTS, and LEFT again before stepping off the curb. Cross when the street is clear and continue to look LEFT, RIGHT, and LEFT while crossing the street.
- Although a pedestrian may be able to see a driver, a driver may not be able to see the pedestrian. Be sure that the driver sees you and stops before you cross in front of him/her. Try to make eye contact with the driver.

POLICIES

Parent and Child Rights

During the registration process, families will receive the Parent's Rights and Personal Rights. It is the intent of the program to adhere to those requirements at all times. Below is a brief summary of the parent's and child's rights.

Parents have the right to:

- Inspect the center without notice
- File a complaint
- Review report of licensing visits and substantiated complaints against the licensee
- Make a complaint without discrimination or retaliation against you or your child
- Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order
- Receive from the licensee the name, address and telephone number of the local licensing agency
- Be informed about criminal record exemptions
- Received from the licensee the Caregiver Background Check Process form

Children have the right to:

- Be accorded dignity in his/her personal relationships with staff and other persons.
- Be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- Be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Please refer to the Personal Rights & Parent's Rights Form for more information. When submitting a complaint to the Community Care Licensing send information to: Department of Social Services, Community Care Licensing, 1310 E. Shaw Avenue MS 29-01, Fresno, CA 93710, Phone # (559) 243-4588

POLICIES

Parent Complaint Procedures

STEP 1: Discuss the issue with the person with whom you have an issue or concern within 30 days of the incident. If the individual with whom you have an issue/concern with is unable to resolve the matter to your satisfaction, proceed to step two.

STEP 2: Request a Parent/Community Complaint Form from the Center Director/Site Supervisor/Teacher. Complete the form and include: a description of the problem, dates of occurrence, name of person/people involved, and possible solution. The completed form must be returned to the Center Director/Site Supervisor/Teacher within 5 working days of meeting with the individual with whom you have a concern. Request a meeting with the Center Director/Site Supervisor/Teacher to resolve the issue. If no resolution has resulted, then proceed to step three.

STEP 3: Request an appointment with the Head Start Program Director within 5 working days of your meeting with the Center Director/Site Supervisor/Teacher. If the Head Start Program Director determines that the complaint is related to the Nutrition Program, the appropriate form will be given and assistance provided. The Head Start Program Director shall issue a written response to you within 5 days after the meeting. If no resolution has been reached, proceed to step four.

STEP 4: Request a meeting with Community Action Partnership of Madera County Executive Director within 5 working days of receiving Head Start Program Director's decision. The Executive Director shall issue a written response to you within 5 working days after the meeting. If no resolution has been reached, proceed to step five.

STEP 5: Request the issue to be presented to the Head Start Policy Council/Committee Executive Committee within 5 working days of receiving the Executive Director's decision. The Executive Committee shall issue a written response to you within 5 working days after the hearing. If no resolution has been reached, proceed to step
six.

STEP 6: You may request that the issue be brought to the attention of the full Policy Policy/Committee within 3 working days of receiving the Executive Committee's decision. The Policy Council/Committee will hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review). If you remain dissatisfied, proceed to step seven.

STEP 7: An appeal to the Community Action Partnership of Madera County's Board of Directors Chairperson may be made in writing within 3 working days of receiving the Policy Council/Committee's decision. You must state
the problem and desired solution. The Board of Directors shall hear the complaint and render a decision in writing within 5 working days of the hearing. (All materials and documents shall be forwarded for review).

STEP 8: If you remain dissatisfied, you may file the complaint with the Administration for Children and Families Office,50 United Nations Plaza, San Francisco, CA 9410.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
PARENT/COMMUNITY COMPLAINT FORM

Date:_____

Personnel about which complaint is issued:

Name:_____ Site Location:_____
Date of Incident: _____ Approximate Time of Incident:_____
Location of Incident: _____

Description of the problem (including names of participants/witnesses). Attach additional sheets if needed.

Describe in detail of your efforts to resolve the grievance at point of origin (inclusive of names and dates).

State desired solution.

Person filing complaint: Name (Please Print): _____

Signed: _____

Date Submitted: _____

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURE

Disenrollment Policy

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of anticipated last day of attendance.
Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in the program if they are not using child care.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification
- Failure to use certified care as agreed upon
- Failure to complete attendance records accurately and on a daily basis
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and child care facilities are alcohol, drug and weapon free zones.

Grievance/Complaint Procedures

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Levels

Level 1: Complaint is brought to the attention of the Teacher.
Level 2: If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.
Level 3: If complaint is not resolved by the Supervisor, it is brought to the attention of the Director

CALIFORNIA STATE PRESCHOOOL PARENT COMPLAINT PROCEDURE

Program Complaints (Disagree with Notice of Action):

Notice of Action –Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and childcare services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Requesting Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents. Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Community Action Partnership of Madera County
Attention: Maru Gasca Sanchez
1225 Gill Avenue
Madera, CA 93637
(559) 507-8029

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than14calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time.
Note: At any reasonable time, including before a hearing, a parent has the right to review the data file.

CALIFORNIA STATE PRESCHOOL PARENT COMPLAINT PROCEDURE

Program Complaints (Disagree with Notice of Action):

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.
This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing.

Failure to comply with directions will result in the hearing being concluded and the contested action being taken. A parent
designating an Authorized Representative to be present must inform Community Action Partnership of Madera County in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. Children are not allowed to be present during the hearing.
If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the

California Department of Education
Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814
Phone: 916-322-6233
Fax: 916-323-6853

The appeal to CDE must include a written statement specifying the reasons the parent believes the decision of Community Action Partnership of Madera County decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, EED will issue a written decision to you and the agency. Once EED has rendered a decision, the decision is final.

CAPMC RESOURCES

Community Services
559-673-9173
Energy Assistance
Weatherization
Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral
APP: 559-661-0779
R&R: 559-675-8469
Subsidized Child Care
Finding Quality Child Care
Child Care Initiative Project

Head Start
Fresno/Madera: 559-673-0012

Strengthening Families Program
Positive Parenting Program
325 S Pine St. #103
Madera, CA 93637
559-416-5655

Victim Services
559-661-1000
Hotline: 1(800)355-8989
Martha Diaz Shelter
Domestic Violence
Rape/ Sexual Assault
Victim &Witness Services
24-Hour Crisis Hotline
Unserved/ Underserved

OTHER RESOURCES

Crisis Line
888.275.9799 or 559.673-3508

Central Valley Suicide Prevention Hotline
1.888.506.5991

Crisis Text Line
741-741

Mobile Crisis Services & Non-Crisis Services for All
Call Anytime
Mobile Crisis Line: (559) 533-1000
If you or someone you care about is in crisis, call now. Help is always available.

BRIGHTLIFE KIDS - free behavioral health program that offers live 1:1 coaching support, personalized digital resources, connections to community resources, and online peer communities at no cost to families with children ages 0-12.
(888) 275-5357

If you need additional resources, contact your Family Advocate or Center Supervisor.

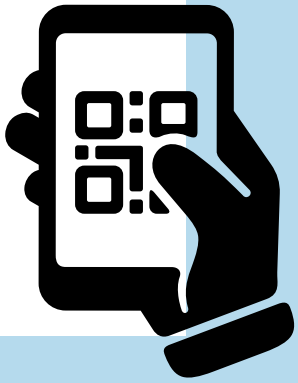
MADERA HEAD START PRESCHOOL / STATE PROGRAMS-CSPP

TO VIEW THE PARENT HANDBOOK AND RESOURCE GUIDE **2026-2027**

Scan Here!

PARENT HANDBOOK

RESOURCE BOOK



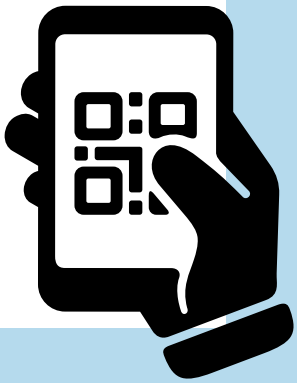
MADERA HEAD START PRESCHOOL / STATE PROGRAMS-CSPP

PARA VER EL MANUAL DE PADRES Y
LA GUÍA DE RECURSOS 2026-2027

¡Escanee aquí!

MANUAL PARA PADRES

LIBRO DE RECURSOS



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: September 10, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 25, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS:

Review and approve the Fresno Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY:

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION:

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceed the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

- The Head Start No Fee Policy will be presented for review and approval to the Policy Committee on September 9, 2026.

IV. FINANCING:

None

Policy Number: EL 1.4	Relates to CFR #: 1302.18 (a)	Page #1 of 1
Notes:		

SUBJECT: Policy on Fees

PERFORMANCE OBJECTIVE: Fresno Migrant and Seasonal Head Start Program must not prescribe any fee schedule for participation in the program, 1302.1BThe program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Fresno Migrant/Seasonal Head Start Program solicit, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.

2. Parent participation is encouraged but parents are never forced to volunteer.

4. Parents are welcomed at the center and are considered vital partners in their child's care and education.

5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs.

Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: September 10, 2026

Author: Maria Garcia

DATE: August 25, 2026

TO: Board of Directors

FROM: Maria Garcia, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

I. RECOMMENDATIONS

Approve the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.

II. SUMMARY

Review and consider approving the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

III. DISCUSSION

Suspension may be used as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors, staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classroom's positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultants provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.
- Additional strategies may be recommended by the Mental Health Consultant.

- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/childcare.

- The Suspension and Expulsion Procedure will be presented for review and approval to the Policy Committee on September 9, 2026.

IV. <u>FINANCING</u>: None

ELIGIBILITY, RECRUITMENTS, SELECTION ELROLLMENT POLICIES AND PROCEDURES

Policy Number: 17 **Effective Date: 07/2025**	**HSPPS: 1302.17 (a)-(b)(3)**	**Page: 1 of 3**

SUBJECT: Suspension and Expulsion

Performance Objective: Head Start Program must severely limit the use of Suspension and Prohibit expulsion.

Operational Procedure:

1. Suspension may only be:

a. Temporary in nature used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications

- If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child's parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Executive Director, Mattie Mendez or Disability Mental Health Content Specialist, Maria Garcia in consultation with Maru Sanchez Deputy Director—Direct services
- The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
- When there is a serious safety issue involving extreme aggressive behavior, reduce schedule (temporary suspension) may be utilized.
- The reduced scheduled will be based on the child ability to cope within a special environment and will be assessed through child observation and progress notes to determine periods successes and challenges.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will

a. Have Disability/Mental Health Specialist observe child's classroom management strategies for effectiveness (reference Policy 45) and provide supportive recommendations.
b. Have teachers complete ASQ3 and ASQ-SE2 from classroom environment perspective.
c. If deemed necessary schedule a Team management meeting to develop a support plan.
d. Engage the mental health consultant as determined by the team.
e. Collaborate with parent/guardian.
f. Utilize appropriate community resources- i.e. Behavioral Health, psychologist or other specialist
g. Disability/Mental Health Specialist will enter in Child Plus for areas of concern and strategies provided.

3. If temporary suspension is deemed necessary, the program will help the child return to full Participation in all activities as quickly as possible while ensuring child safety by:

    a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow-up on Student access log.
    b. If needed, holding a Case study team meeting to discuss need for a formal observation by mental health consultant and provide strategies for classroom and home.
    c. Continuing to use appropriate community resources.
    d. Developing written plan-Positive Behavior Support Plan (PBSP) to document the action and supports needed.
        - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook understanding and development of parenting skills.
    e. Determining whether a referral to a local agency responsible for implementing IDRA is appropriate.

4. Our program will not expel or unenroll a child because of a child's behavior.

    a. When a child continues to exhibit persistent and serious challenging behavior staff will: Explore all possible steps and document all steps taken to address behavior(s) which of the focus was and continues to be to assist the child in learning appropriate behavior.

- Continuing engagement of mental health consultant
- Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability.
- Disability/Mental Health Specialist will consult with the parent/guardian(s).
- If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
- Of a child does not have an IFSP/IEP, the program will refer child. With parental consent, to the local agency responsible for implementing IDEA to determine child's eligible for services.
- Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.

5. Children may be expelled from the program only if management (EHS, MSHS) Disability /Mental Health Content Specialist concludes:

    a. That the safety of the environment cannot be maintained due to a child's persistent serious challenging behavior.
    b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights.
    c. The child puts self in unsafe and dangerous situations.

- Staff will work with family and other involve individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family childcare home with less children, Special Day class, etc. that provide a better environment for the child's success.

- If child has an IFSP/IEP, the appropriate agency will be notified to update the agency efforts taken and the need for a more appropriate placement.
- Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessment.

6.When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Case Conference, Results of Child Success Team Meeting, Positive Behavior Support Plan

Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: September 10, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 24, 2026

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2026-2027 Madera Migrant/Seasonal Self-Assessment procedure, process and planning guide

I. RECOMMENDATIONS:

Review and consider approving the 2026-2027 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.

II. SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklist that reflect compliance with OHS Program Performance Standards will be utilized to conduct the self-assessment. Staff have developed a process to ensure all service areas are assessed and ensure compliance.

III. DISCUSSION:

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Recipient's staff in conjunction with sub-recipient's staff will conduct file review, and staff interviews based on the OHS Protocol.
- In preparation, CAPMC staff will review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of COPA data
- Program data, CLASS, curriculum to fidelity results, parent services & goal setting, and other data; will also be reviewed to ensure program compliance.

Once all information is gathered it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Committee and Board of Directors by October 2026 detailing the result of the program's self-assessment.

- The 2026-2027 Madera Migrant/Seasonal Self-Assessment procedure, process and planning guide will be presented for review and approval to the Policy Committee on September 8, 2026.

IV. FINANCING: None

Report to the Board of Directors

Agenda Item Number:D-17

Board of Directors Meeting for: September 10, 2026

Author: Maritza Gomez-Zaragoza

DATE: August 25, 2026

TO: Board of Directors

.

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS:

Review and consider approving the Madera Migrant/Seasonal Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY:

Per Head Start Performance Standard 1302.18 states; Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION:

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceed the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.

- The Head Start No Fee Policy will be presented for review and approval to the Policy Committee on September 8, 2026.

IV FINANCING:

None

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE POLICIES AND PROCEDURES

Policy Number: 18 **Effective Date: 11/7/16**	**HSPPS: 1302.18**	**Page: 1 of 1**
Policy Council Approval Date:	**Policy Committee Approval Date:**	**Board of Directors Approval Date:**

SUBJECT: Policy on fees

PERFORMANCE OBJECTIVE: The Migrant/Seasonal and Regional Head Start Programs must not prescribe any fee schedule for participation in the program, 1302.18The program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Regional or Migrant Head Start Program solicit, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.

2. Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.

3. Parent participation is encouraged but parents are never forced to volunteer.

4. Parents are welcomed at the center and are considered vital partners in their child's care and education.

5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs

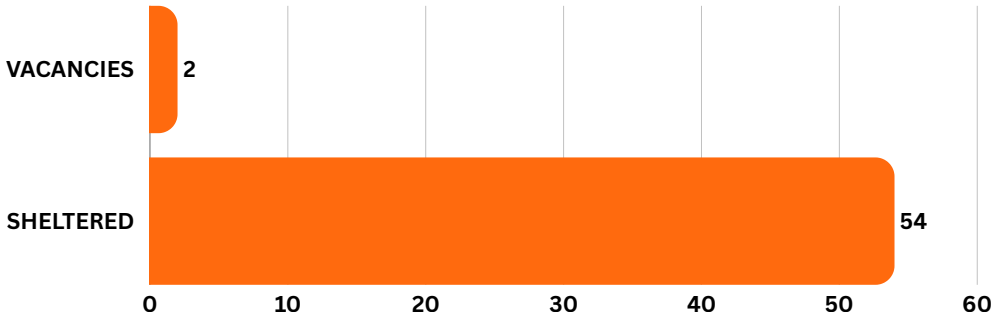
Forms Needed: N/A

COMMUNITY SERVICES

MONTHLY REPORT

AUGUST 2026

SHUNAMMITE PLACE



VACANCIES
2 VACANCIES

SHELTERED
54 SHELTERED

MMHSA (CHOWCHILLA)



BEDS
8 BEDS

VACANCIES
2 VACANCIES

MMHSA (MADERA)

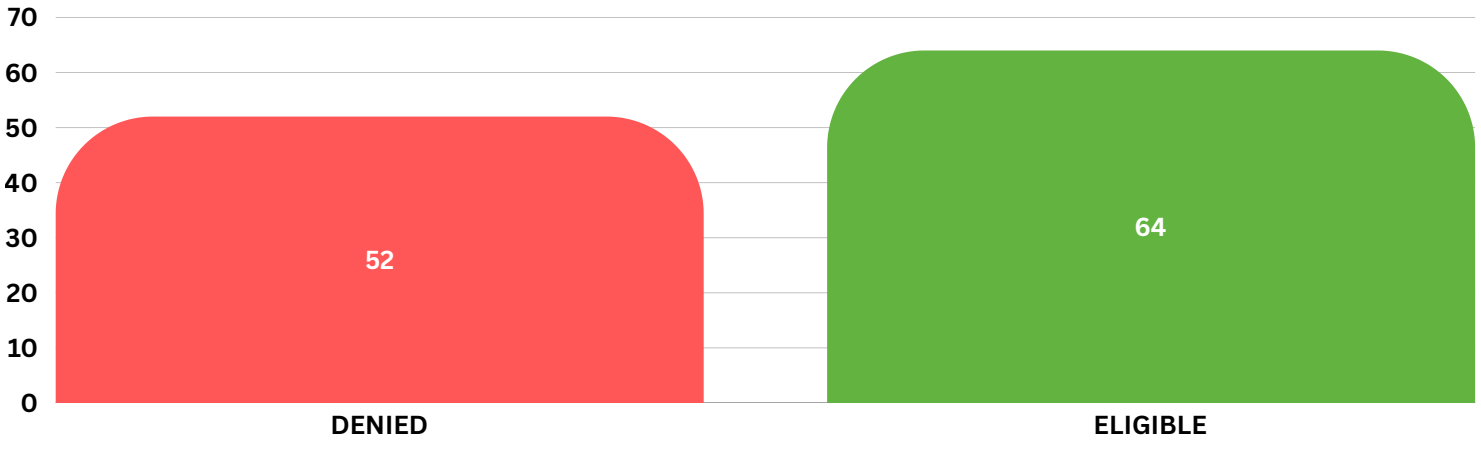


BEDS
4 BEDS

VACANCY
1 Vacancy

LIHEAP

116 APPLICATIONS PROCESSED



Community Action Partnership of Madera County

HELPING PEOPLE, CHANGING LIVES

HELP CENTER

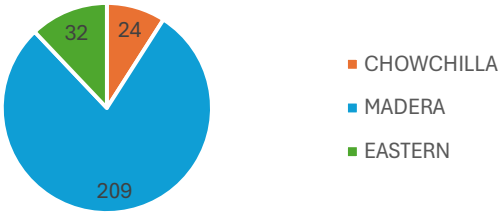
MONTHLY HOMELESS SERVICES DASHBOARD

REPORTING PERIOD
AUGUST 2026

AT A GLANCE

CLIENTS SERVED	HOUSED	SHELTERED	REFERRALS RECEIVED
178	5	14	23

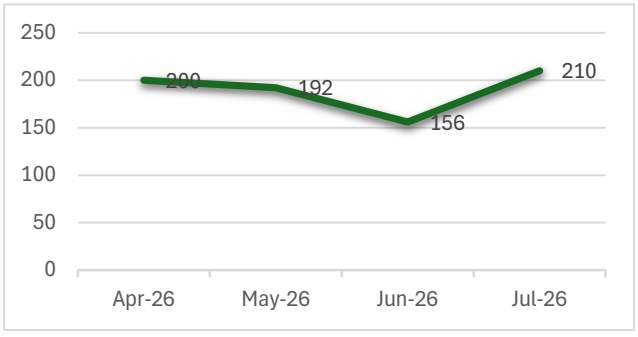
TOTAL CLIENTS SERVED BY LOCATION YTD



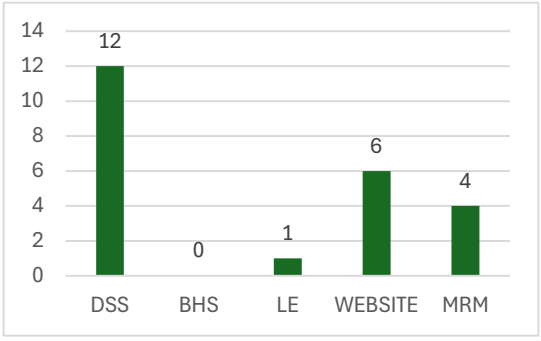
DEMOGRAPHICS SNAPSHOT YTD

SINGLE	FAMILIES	YOUTH	VETERANS
256	9	13	4

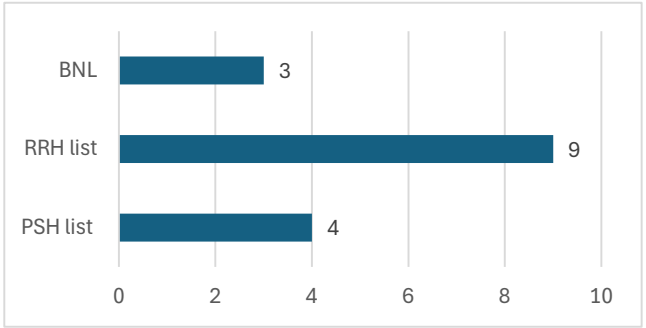
CLIENTS SERVED TREND (LAST 4 MONTHS)



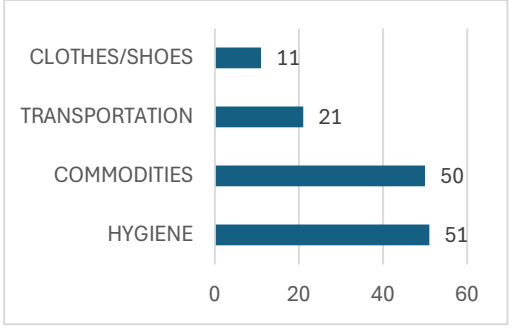
REFERRALS RECEIVED



COORDINATED ENTRY



OTHER SERVICES



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: September 10, 2026

Author: Jennifer Coronado

DATE: August 25, 2026

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and consider authorizing the Executive Director and authorized agents of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Transitional Housing (XH) Program application due September 23, 2026, for the program period January 1, 2027, through December 31, 2027.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the application, due September 23, 2026, to the California Office of Emergency Services (Cal OES) for the Transitional Housing (XH) Program period January 1, 2027, through December 31, 2027, and to sign and submit any amendments or extensions during the funding Period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES) for the purpose of the XH Program is to operate and maintain Transitional Housing (XH) Program from January 1, 2027, to December 31, 2027, including any extensions and/or amendments during the funding period.

III. DISCUSSION:

The purpose of the XH Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services, including follow-up services and advocacy that move victims/survivors into permanent housing. The Transitional Housing program provides a range of optional supportive services and lets victims choose the course that best fits their needs.

IV. FINANCING:

The total project costs are $135,000 comprised of the following:
2026 VCGF: $30,162
2026 VOCA: $104,838

FISCAL YEAR 2026-27
TRANSITIONAL HOUSING (XH) PROGRAM SUPPLEMENTAL

This Program Supplemental provides programmatic information and the requirements necessary to prepare an application for Cal OES grant funds. The provisions of this Program Supplemental supersede previous Non-Competitive Funding Opportunities and conflicting administrative and fiscal requirements in the *Subrecipient Handbook (SRH)*. The SRH outlines all non-conflicting requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

At the time of the submission of the Grant Subaward Application, Applicants must:

- **Not** have an exclusion record within SAM.gov. An exclusion record within SAM.gov indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.

- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). Check non-profit status.

- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. Check IRS Status.

- Have an "active" status and "good" standing for both the Secretary of State and Franchise Tax Board on the California Secretary of State website. Check California Secretary of State status.

- Upload the written Proof of Authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Authorized Agent to enter the Subrecipient into Grant Subaward with Cal OES. (Governmental organizations may upload a Letter of Intent, however a Proof of Authority must be uploaded prior to finalizing the Grant Subaward.)

To remain eligible for payments of Grant Subaward funds, Subrecipients must maintain the above requirements throughout the Grant Subaward performance period.

B. FUNDING INFORMATION

Funding is contingent upon availability of funds.

Please note that this will be the final Grant Subaward performance period for the Program. The Victim Services Branch will release a Competitive Funding Opportunity Program Supplemental for the Program for FY 2027-28. Subrecipients will be competitively selected for this new grant cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning January 1, 2028.

Detailed information on all VS Branch federal fund sources can be found in the VS Branch Federal Fund Information Guide. Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

    - Supports eligible crime victim assistance programs.

    - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.

2. Victims of Crime General Funds (State General Funds)

- Supplements the VOCA Victim Assistance Formula Grant Program funds.

- There is no match requirement.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services with the goal of moving victims/survivors into safe, permanent housing.

2. Programmatic Components

a. Housing First Model

Housing First is defined as the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

Components referring to "tenants" should be applied broadly to participants in all programs. "Tenants" generally refers to those housed in permanent housing. However, for purposes of implementing the Housing First statute, this term should also apply to anyone residing in temporary housing or participating in

housing-based services programs that fit within the law. **For the purpose of this Program tenant and applicant are synonymous with "Victim/Survivor."**

Leases generally apply to permanent, long-term, and time-limited housing where participants have sole and exclusive possession of real property. Oftentimes, tenants receive public subsidies to help them pay for their rent. Settings such as non-congregate emergency shelters and safe havens do not require participants to enter into leases. A non-congregate, temporary shelter, for example, does not require a lease because a leasehold interest—which grants exclusive and sole possession over real property for a fixed period of time—would be unworkable in a shelter setting. Additionally, leases do not apply to day centers, where participants can stay the day, but not overnight. Occupancy requirements for interim homelessness programs and emergency shelter are defined in California Civil Code Section 1954.08 - 1954.093 and should be followed in addition to Housing First core components, whenever applicable.

Subrecipients are required to comply with the eleven core components outlined of the Housing First Model outlined in Welfare and Institutions Code section 8255.

b. Transitional/Short-Term Housing Assistance

Subrecipients must offer transitional/short-term housing assistance to victims/survivors of crime for a period of 12 to 24 months. Subrecipients must meet with victims/survivors to understand their individual housing needs, and advocate on their behalf. This can include accompanying victims/survivors to housing appointments, acting as a liaison with landlords, and negotiating leases.

c. Community Engagement

Subrecipients must provide outreach and education to landlords and housing authorities. In addition, Subrecipients must also provide outreach and education to key stakeholders such as city

government, housing councils, and other homeless/housing programs regarding the need for transitional/short-term housing assistance for victims/survivors of crime to prevent homelessness. Subrecipients must develop relationships with other entities to assist victims/survivors (e.g., legal assistance, law enforcement, employment agencies, Child Protective Services, etc.)

d. Supportive Services

Subrecipients must offer supportive services while victims/survivors of crime participate in the Program. Supportive services may include, but are not limited to, transportation subsidies, financial assistance, career training, employment assistance, legal assistance, counseling, and childcare.

Subrecipients cannot require participation in supportive services for victims/survivors of crime to have access to transitional/short-term housing assistance. Subrecipients may not impose restrictive conditions to receive services.

Supportive Services may be provided by the Subrecipient, and/or through the development and implementation of written Operational Agreements (OAs) and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area.

e. Accessibility of Services

Subrecipients must address the barriers victims/survivors of crime experience when accessing transitional/short-term housing and supportive services, including lack of knowledge about these resources, language barriers, social and cultural challenges, and accessibility for victims/survivors of crime with disabilities. Subrecipients must ensure victims/survivors are provided with resources that allow them to access the full range of direct and supportive services.

f. Follow-up Services

Subrecipients must work with victims/survivors to locate safe and permanent housing after 12 to 24 months of being in transitional/short-term housing. Subrecipients must provide follow-up supportive services for a minimum of three months after a victim/survivor has secured permanent housing. Follow-up services should include, but not be limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposits, first month's rent, or childcare) when a victim/survivor is establishing permanent housing.

g. Staffing

Subrecipients must maintain a staff that is suitably equipped to execute all programmatic components. In addition, Subrecipients must employ a minimum of one-half fulltime equivalent (0.5 FTE) advocate as a Housing Coordinator. Subrecipients may use multiple part-time advocates if their combined time working on the Transitional Housing Program is equal to or greater than 0.5 FTE.

The advocates(s) must:

- Serve as the voice of the Program and coordinate the implementation of all services related to the Program.
- Provide transitional/short-term housing that meets the needs of victims/survivors of crime experiencing homelessness.
- Conduct community outreach and referrals.
- Be responsible for performing landlord liaison activities.

h. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into at least three Operational Agreements (OAs) or Second-Tier Subawards with participating agencies that will expand the Program's scope of services and

assist in the implementation of the programmatic requirements, such as:

- Victim service providers
- Housing and homeless organizations
- Job training organizations
- Legal services agencies
- Underserved population-specific organizations

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will plan in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between the Subrecipient and a participating agency/organization to further the goals of the Grant Subaward (*SRH Section 7.010*).

i. California Victim Compensation Board (CalVCB)

1. Direct Assistance

Subrecipients are strongly encouraged to assist victims/survivors with applications for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits.
- Assisting with application forms and understanding procedures.
- Obtaining necessary documentation to support the claim.
- Monitoring claim status.
- Referring victims/survivors to a victim services provider for the services noted above.

2. Training

All Grant Subaward-funded personnel who provide direct services to victims/survivors are required to participate in online or in-person CalVCB claims assistance training on a yearly basis. Advocate e-learning is available.

j. Cal OES Training

Subrecipients are required to have two Grant Subaward personnel attend a one-day Cal OES training webinar. The webinar will be offered on three dates between February – May, 2027.

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are four Progress Reports required for the Program. See the chart below for report periods. Progress Reports are due 30 days following the report period. Specific due dates will be identified in GCS.

Report	Report Period
1st Report	January 1, 2027 – March 31, 2027
2nd Report	April 1, 2027 – June 30, 2027
3rd Report	July 1, 2027 – September 30, 2027
Final Report	October 1, 2027 – December 31, 2027

2. Office for Victims of Crime (OVC) Reports

There are two on-line OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Management Tool (PMT). Once the Subrecipient completes the report, Cal OES will have 30 days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
January 1, 2027 – March 31, 2027	April 14, 2027
April 1, 2027 – June 30, 2027	July 14, 2027
July 1, 2027 – September 30, 2027	October 14, 2027
October 1, 2027 – December 31, 2027	January 14, 2028

* Exact dates will be provided by your Grants Analyst at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call (844)884-2503. .

Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: September 10, 2026

Author: Jennifer Coronado

DATE: August 21, 2026

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the Victim Witness Assistance (VW) Program application submitted September 4, 2026, to operate to the California office of Emergency Services (Cal OES) Due September 4, to operate the Victim Services Witness Assistance Program from October 1,2026, through September 30, 2027 and authorize the Executive Director and Authorized agents to sign and submit any extensions and/or amendments during the funding period.

I. RECOMMENDATION:

Review and ratify the Cal OES Victim Witness Assistance Program grant application for October 1, 2026 through September 30, 2027, funding period and authorize the Executive Director and authorized agents to execute any related amendments or extensions.

II. SUMMARY:

The grant application submitted to Cal OES for the purpose of the VW Program is to operate and maintain the Victim Witness Assistance Centers. The purpose of the VW Program is to assist victims and witnesses of violent crimes, with comprehensive services pursuant to California Penal Code §13835, in each of California's 58 counties.

III. DISCUSSION:

The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

IV. FINANCING:

The total project costs are $437,832, comprised of the following:
2026 VOCA: $231,621
2026 VCGF: $189,415
2026 VWAO: $16,796

FISCAL YEAR 2026-27
VICTIM WITNESS ASSISTANCE (VW) PROGRAM SUPPLEMENTAL

This Program Supplemental provides programmatic information and the requirements necessary to prepare an application for Cal OES grant funds. The provisions of this Program Supplemental supersede previous Non-Competitive Funding Opportunities and conflicting administrative and fiscal requirements in the *Subrecipient Handbook (SRH)*. The *SRH* outlines all non-conflicting requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

At the time of the submission of the Grant Subaward Application, Applicants must:

- **Not** have an exclusion record within SAM.gov. An exclusion record within SAM.gov indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.

- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). Check non-profit status.

- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. Check IRS Status.

- Have an "active" status and "good" standing for both the Secretary of State and Franchise Tax Board on the California Secretary of State website. Check California Secretary of State status.

- Upload the written Proof of Authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Authorized Agent to enter the Subrecipient into Grant Subaward with Cal OES.

  The written authorization must include the name of the Cal OES Program(s) or state "All Cal OES Programs," state the individual(s) (by title) authorized to act as the Authorized Agent (as indicated on the applicable Grant Subaward Contact Information form in GCS). Include the signature of the governing body representative, include the date signed, and state the Authorized Agent has authority to enter into Grant Subaward (this includes subsequent amendments unless otherwise stated).

To remain eligible for payments of Grant Subaward funds, Subrecipients must maintain the above requirements throughout the Grant Subaward performance period.

B. FUNDING INFORMATION

Funding is contingent upon availability of funds and passage of the 2026-27 State Budget Act.

Detailed information on all VS Branch federal fund sources can be found in the VS Branch Federal Fund Information Guide. Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following fund(s):

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

   - Supports eligible crime victim assistance programs.

   - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.

2. Victims of Crime General Funds (State General Funds)

   - Supplements the VOCA Victim Assistance Formula Grant Program funds.

   - There is no match requirement.

3. State Penalty Funds

   - These funds are provided through the 2026-27 State Budget Act.

   - The State Penalty Fund was created as a depository for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses and used to support victim service programs, amongst others. These State funds can be used for match requirements following the provisions of the *SRH,* Section 9.060.

   - There is no match requirement for these funds.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

   The fiscal year 2026-27 VW Program funding formula provides Los Angeles County with 17.2% of the total available funding and allocates the remaining funds to all other Subrecipients by establishing a $250,000 baseline per Grant Subaward and distributing funding by percentage utilizing 2024 Violent Crimes Reported by County and 2025 California Population by County.

Statistics were obtained from the following websites:

2024 Violent Crimes Reported by County

2025 California Population by County

Pursuant to California Penal Code section 13835, the Legislative intent is to provide services to victims/survivors and witnesses of a crime through the funding of local comprehensive Centers for victim/survivor and witness assistance. Funds appropriated from the Victim Witness Assistance Fund are made available through the Office of Emergency Services.

The purpose of the Program is to maintain Centers in each of California's 58 counties to provide comprehensive services to victims/survivors and witnesses of all types of violent crime, pursuant to California Penal Code section 13835.

2. Programmatic Components

a. Mandatory Services

- Crisis Intervention

  Centers must provide a timely and comprehensive response via in-person or telephone contact with a victim/survivor or witness who has been negatively affected, or is in emotional crisis, as a result of a crime. After victimization, when the victim/survivor or witness needs crisis counseling, the Center shall provide the necessary intervention services and arrange for additional services as needed with local service agencies.

- Emergency Assistance

  Centers must provide emergency assistance directly or indirectly by providing food, housing, clothing, and when necessary, cash. Assistance provided directly by the Center is subject to the availability of funds.

- Resource and Referral Assistance

  Centers must provide resources and referrals, based on need assessments or upon request, to individual(s) or agencies to meet the victim/survivor's needs. Subrecipients are also encouraged to collaborate with local agencies and to form local committees that meet regularly to coordinate services for victims/survivors.

- Direct Counseling

  Centers must provide in-person or telephone contact for the purpose of providing guidance or emotional support. This includes empathic listening, checking on a victim/survivor's progress, etc. Center staff will refer victims/survivors to other appropriate resources for professional counseling.

- California Victims Compensation Board

  1) Direct assistance

     Subrecipients are strongly encouraged to assist victims/survivors with applications for compensation benefits through the California Victim Compensation Board. Activities may include:

     - Advising on the availability of such benefits
     - Assisting with application forms and understanding procedures
     - Obtaining necessary documentation to support the claim
     - Monitoring status of claims
     - Referring victims/survivors to an allied services provider for the services noted above

2) Training

All Grant Subaward-funded personnel who provide direct services to victims/survivors are required to participate in online or in-person CalVCB claims assistance training on a yearly basis. Advocate e-learning is available.

- Property Return

  Upon request, Centers must assist in obtaining the return of property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the victim/survivor, witness, or family member.

- Orientation to the Criminal Justice System

  Centers must provide in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients must have printed information available in languages appropriate to local ethnic populations.

- Court Escort

  Centers must provide accompaniment to in-person court proceedings. Subrecipients must provide information on the status of the case and support during court appearances. Physical or virtual accompaniment must occur for court escort services to be counted in the data collection. Preparation for court appearances should be counted as orientation to the criminal justice system.

- Presentation and Training for Criminal Justice Agencies

  Centers must conduct informational presentations and training for criminal justice agencies on the victim/survivor

services provided by the VW Center and explain the rights and needs of victims/survivors.

- Public Presentations and Publicity

  Centers must conduct public awareness activities for advertising program services via public media (e.g., online information, newspapers, radio, and television) and presentations to victim service organizations and community groups, service clubs, and schools. Subrecipients are encouraged to participate in media/public awareness events promoting victim services, including the annual National Crime Victims' Rights Week.

- Case Status

  Centers must keep victims/survivors and witnesses apprised of the progress and outcome of their case as it progresses through the criminal justice system.

- Family/Friend/Employer Notification

  Centers must notify friends, relatives, and employers of the occurrence of the crime and the victim/survivor's condition upon request of the victim/survivor.

- Employer Notification/Intervention

  Upon request of the victim/survivor or witness, Centers must notify employer(s) that the employee was a victim/survivor of, or witness to, a crime and ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

- Restitution

  Upon request of the victim/survivor, Centers must assist with restitution, offer services as needed and requested on a voluntary basis in ascertaining economic loss, and provide the probation department, district attorney, and court with information relevant to losses prior to the imposition of sentence.

b. Optional Services

- Employer Intervention

  Additional intervention with employers, aside from that described in Mandatory Services.

- Creditor Intervention

  Assistance in providing information to creditors of the temporary inability to meet current financial obligations due to the financial hardship precipitated by the crime.

- Child Care Assistance

  Arrange for temporary childcare for court appearances, meetings with prosecution or law enforcement officials, or otherwise take part in criminal justice proceedings.

- Witness Notification

  Notification of cancellations or continuances for calendared court appearances when an Advocate is assigned to assist the victim/survivor in the case.

- Funeral Arrangements

  Assist family members of deceased victims with funeral or burial arrangements.

- Crime Prevention Information

  Provide crime prevention information.

- Witness Protection

  Arrange for law enforcement protection or relocation to a new residence when a victim/survivor's safety is threatened.

- Temporary Restraining Order (TRO)Assistance

  Assistance obtaining a TRO.

- Transportation Assistance

  Arrange transportation for victims/survivors assigned to an Advocate.

- Court Waiting Area

  Provision of a waiting area during court proceedings, separate from defendants and their family/friends.

c. Additional Program Components

Subrecipients are required to provide Cal OES with the addresses of all field offices providing VW services within the county. Include the following information:

- Multiple Field Offices

  - Office Address
  - Telephone Numbers
  - Number of employees assigned to each office
  - Supervisor's name, email address, and phone number

- After-Hours Contact Information

  Subrecipients must provide after-hours contact information (for Cal OES use only) for critical incidents outside of business hours.

- Training

  Subrecipients must budget for untrained Advocates who provide direct victim/survivor services to attend the California Crime Victims Assistance Association (CCVAA) 40-hour Entry Level Victim Advocate training within their first year of employment. Crisis Response (CR) training is also highly encouraged. Subrecipients must contact CCVAA for enrollment.

d. Program Restrictions

- Centers located in district attorney offices must not operate within the Investigations Division.

- Under no circumstances shall Cal OES-funded Advocates be utilized as expert witnesses.

- Advocates shall not be split-funded with domestic violence or rape crisis programs due to a conflict of confidentiality privilege.

- The Center shall not perform the function of restitution notification or assistance to all victims/survivors assigned to the district attorney's office or probation department. The victim/survivor must be assigned to the Advocate's caseload for a full range of victim services, not just restitution recovery.

- Advocates shall not provide direct childcare.

- Advocates shall not be tasked with preparing Criminal Protective Orders (CPO), as this is a prosecutorial activity.

e. Crime Related/Terrorism Mass Victimization Readiness (Optional)

Centers may utilize funding for a Mass Victimization Advocate (MVA) and support victim/survivor crisis response assistance efforts for crime-related mass victimization/terrorism incidents. The MVA shall maintain a modified VW caseload in conjunction with meeting position objectives. The MVA must complete the CCVAA 40-hour Victim Advocate Entry Level, Crisis Response, and Advanced Crisis Response trainings. The MVA must attend and actively participate during the quarterly MVA Roundtable virtual meetings. The MVA is responsible for the following objectives:

- Update the crisis response MV assistance plan objectives to ensure they are structured to identify and respond to victim/survivor needs such as safety, food, shelter, and immediate emergency services in the aftermath of a crime-related/mass victimization terrorism incident. The plan must include a needs assessment, emergency assistance measures, and resource and referral information. The plan must be adaptable to support and enhance the existing community and county emergency response plan.

- Develop, update, and implement mutual-aid Memorandums of Understanding (MOUs) with Centers in neighboring counties within the CCVAA identified crisis response training regions. Centers are to leverage resources to facilitate a regional response to crime-related/mass victimization terrorism incidents.

- Establish and/or update MOUs with allied service providers, including, but not limited to, county and city government and local Emergency Operation Centers, for integration into the county mass victimization response plan, and to delineate

the Center's role in facilitating victim/survivor assistance in crime-related/mass victimization terrorism incidents.

f. Operational Agreements

Operational Agreements (OAs) with the following agencies are required:

- Local Domestic Violence Centers
- Rape Crisis Centers
- Agencies that provide services for child crime victims/survivors

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*).

g. Second-Tier Subawards

Although not required by the Program, Subrecipients may choose to enter into a Second-Tier Subaward with one or more participating agencies to assist with the implementation of the Grant Subaward.

A Second-Tier Subaward is a formal agreement that includes the exchange of money between the Subrecipient and a participating agency/organization to further the goals of the Grant Subaward. *(SRH7.010)*

h. Cal OES Training

Subrecipients are required to have two Grant Subaward personnel attend a one-day Cal OES training webinar. The webinar will be offered on three dates between February and May 2027.

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1st Report	October 1, 2026 – March 31, 2027	April 30, 2027
Final Report	April 1, 2027 – September 30, 2027	October 29, 2027

2. Office for Victims of Crime (OVC) Reports

There are two online OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This online report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access, and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Management Tool (PMT). Once the Subrecipient completes the report, Cal OES will have 30 days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
October 1, 2027 – December 31, 2026	January 14, 2027
January 1, 2027 – March 31, 2027	January 14, 2027
April 1, 2027 – June 30, 2027	April 14, 2027
July 1, 2027 – September 30, 2027	October 14, 2027

* Exact dates will be provided by your Grants Analyst at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call (844)884-2503.

Report to the Board of Directors

Agenda Item Number:E-3

Board of Directors Meeting for: September 10, 2026

Author: Jennifer Coronado

DATE: August 26, 2026

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Revie and consider authorizing the Executive Director of Community Action Partnership of Madera County, Inc. to submit the request for application to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Due September 23, 2026. Program period from January 1, 2027, through December 31, 2027.

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to submit the Cal OES Unserved/Underserved Victim Advocacy and Outreach (UV) Program application for the January 1, 2027- December 31, 2027, funding period, and authorize the Executive Director and/or authorized agents to execute any related amendments or extensions.

II. SUMMARY:

The purpose of the UV Program is to increase access to culturally appropriate victim services for unserved/underserved victims and survivors of crime in Madera County. The target population for this grant is monolingual, Spanish-Speaking individuals.

III. DISCUSSION:

CAPMC-Victim Services will improve meeting the objectives of the direct services by targeting the unserved/underserved population through collaboration with agency's partners and community outreach. A minimum of one FTE for direct services is required solely for this program.

IV. FINANCING:

The total project costs are $196,906 comprised of the following:
2026 VOCA: $152,912
2026 VCGF: $43,994

FISCAL YEAR 2026-27
TRANSITIONAL HOUSING (XH) PROGRAM SUPPLEMENTAL

This Program Supplemental provides programmatic information and the requirements necessary to prepare an application for Cal OES grant funds. The provisions of this Program Supplemental supersede previous Non-Competitive Funding Opportunities and conflicting administrative and fiscal requirements in the *Subrecipient Handbook (SRH)*. The SRH outlines all non-conflicting requirements that apply to Cal OES Victim Services Branch Grant Subawards.

A. PREREQUISITES

At the time of the submission of the Grant Subaward Application, Applicants must:

- **Not** have an exclusion record within SAM.gov. An exclusion record within SAM.gov indicates that a contractor (agency) is listed in the federal government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.

- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applied to non-profit organizations only). Check non-profit status.

- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. Check IRS Status.

- Have an "active" status and "good" standing for both the Secretary of State and Franchise Tax Board on the California Secretary of State website. Check California Secretary of State status.

- Upload the written Proof of Authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Authorized Agent to enter the Subrecipient into Grant Subaward with Cal OES. (Governmental organizations may upload a Letter of Intent, however a Proof of Authority must be uploaded prior to finalizing the Grant Subaward.)

To remain eligible for payments of Grant Subaward funds, Subrecipients must maintain the above requirements throughout the Grant Subaward performance period.

B. FUNDING INFORMATION

Funding is contingent upon availability of funds.

Please note that this will be the final Grant Subaward performance period for the Program. The Victim Services Branch will release a Competitive Funding Opportunity Program Supplemental for the Program for FY 2027-28. Subrecipients will be competitively selected for this new grant cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning January 1, 2028.

Detailed information on all VS Branch federal fund sources can be found in the VS Branch Federal Fund Information Guide. Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

    - Supports eligible crime victim assistance programs.

    - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. To request a match waiver, Applicants must upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.

2. Victims of Crime General Funds (State General Funds)

- Supplements the VOCA Victim Assistance Formula Grant Program funds.

- There is no match requirement.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to provide victims/survivors of crime with transitional/short-term housing assistance and a range of supportive services with the goal of moving victims/survivors into safe, permanent housing.

2. Programmatic Components

a. Housing First Model

Housing First is defined as the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

Components referring to "tenants" should be applied broadly to participants in all programs. "Tenants" generally refers to those housed in permanent housing. However, for purposes of implementing the Housing First statute, this term should also apply to anyone residing in temporary housing or participating in

housing-based services programs that fit within the law. **For the purpose of this Program tenant and applicant are synonymous with "Victim/Survivor."**

Leases generally apply to permanent, long-term, and time-limited housing where participants have sole and exclusive possession of real property. Oftentimes, tenants receive public subsidies to help them pay for their rent. Settings such as non-congregate emergency shelters and safe havens do not require participants to enter into leases. A non-congregate, temporary shelter, for example, does not require a lease because a leasehold interest—which grants exclusive and sole possession over real property for a fixed period of time—would be unworkable in a shelter setting. Additionally, leases do not apply to day centers, where participants can stay the day, but not overnight. Occupancy requirements for interim homelessness programs and emergency shelter are defined in California Civil Code Section 1954.08 - 1954.093 and should be followed in addition to Housing First core components, whenever applicable.

Subrecipients are required to comply with the eleven core components outlined of the Housing First Model outlined in Welfare and Institutions Code section 8255.

b. Transitional/Short-Term Housing Assistance

Subrecipients must offer transitional/short-term housing assistance to victims/survivors of crime for a period of 12 to 24 months. Subrecipients must meet with victims/survivors to understand their individual housing needs, and advocate on their behalf. This can include accompanying victims/survivors to housing appointments, acting as a liaison with landlords, and negotiating leases.

c. Community Engagement

Subrecipients must provide outreach and education to landlords and housing authorities. In addition, Subrecipients must also provide outreach and education to key stakeholders such as city

government, housing councils, and other homeless/housing programs regarding the need for transitional/short-term housing assistance for victims/survivors of crime to prevent homelessness. Subrecipients must develop relationships with other entities to assist victims/survivors (e.g., legal assistance, law enforcement, employment agencies, Child Protective Services, etc.)

d. Supportive Services

Subrecipients must offer supportive services while victims/survivors of crime participate in the Program. Supportive services may include, but are not limited to, transportation subsidies, financial assistance, career training, employment assistance, legal assistance, counseling, and childcare.

Subrecipients cannot require participation in supportive services for victims/survivors of crime to have access to transitional/short-term housing assistance. Subrecipients may not impose restrictive conditions to receive services.

Supportive Services may be provided by the Subrecipient, and/or through the development and implementation of written Operational Agreements (OAs) and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area.

e. Accessibility of Services

Subrecipients must address the barriers victims/survivors of crime experience when accessing transitional/short-term housing and supportive services, including lack of knowledge about these resources, language barriers, social and cultural challenges, and accessibility for victims/survivors of crime with disabilities. Subrecipients must ensure victims/survivors are provided with resources that allow them to access the full range of direct and supportive services.

f. Follow-up Services

Subrecipients must work with victims/survivors to locate safe and permanent housing after 12 to 24 months of being in transitional/short-term housing. Subrecipients must provide follow-up supportive services for a minimum of three months after a victim/survivor has secured permanent housing. Follow-up services should include, but not be limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposits, first month's rent, or childcare) when a victim/survivor is establishing permanent housing.

g. Staffing

Subrecipients must maintain a staff that is suitably equipped to execute all programmatic components. In addition, Subrecipients must employ a minimum of one-half fulltime equivalent (0.5 FTE) advocate as a Housing Coordinator. Subrecipients may use multiple part-time advocates if their combined time working on the Transitional Housing Program is equal to or greater than 0.5 FTE.

The advocates(s) must:

- Serve as the voice of the Program and coordinate the implementation of all services related to the Program.
- Provide transitional/short-term housing that meets the needs of victims/survivors of crime experiencing homelessness.
- Conduct community outreach and referrals.
- Be responsible for performing landlord liaison activities.

h. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into at least three Operational Agreements (OAs) or Second-Tier Subawards with participating agencies that will expand the Program's scope of services and

assist in the implementation of the programmatic requirements, such as:

- Victim service providers
- Housing and homeless organizations
- Job training organizations
- Legal services agencies
- Underserved population-specific organizations

An OA (also referred to as a Memorandum of Understanding) is a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency/organization. The OA reflects the roles each agency/organization will plan in achieving the goals and objectives of the Grant Subaward (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between the Subrecipient and a participating agency/organization to further the goals of the Grant Subaward (*SRH Section 7.010*).

i. California Victim Compensation Board (CalVCB)

1. Direct Assistance

Subrecipients are strongly encouraged to assist victims/survivors with applications for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits.
- Assisting with application forms and understanding procedures.
- Obtaining necessary documentation to support the claim.
- Monitoring claim status.
- Referring victims/survivors to a victim services provider for the services noted above.

2. Training

All Grant Subaward-funded personnel who provide direct services to victims/survivors are required to participate in online or in-person CalVCB claims assistance training on a yearly basis. Advocate e-learning is available.

j. Cal OES Training

Subrecipients are required to have two Grant Subaward personnel attend a one-day Cal OES training webinar. The webinar will be offered on three dates between February – May, 2027.

D. PROGRAM REPORTING REQUIREMENTS

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1. Cal OES Progress Reports

There are four Progress Reports required for the Program. See the chart below for report periods. Progress Reports are due 30 days following the report period. Specific due dates will be identified in GCS.

Report	Report Period
1st Report	January 1, 2027 – March 31, 2027
2nd Report	April 1, 2027 – June 30, 2027
3rd Report	July 1, 2027 – September 30, 2027
Final Report	October 1, 2027 – December 31, 2027

2. Office for Victims of Crime (OVC) Reports

There are two on-line OVC Reports Subrecipients will also need to complete:

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Management Tool (PMT). Once the Subrecipient completes the report, Cal OES will have 30 days to either approve the SAR or work with the Subrecipient on corrections before approving the SAR.

b. Subgrantee Report

Subrecipients receiving VOCA Victim Assistance Formula Grant Program funds must complete this report no later than two weeks following the end of each federal fiscal year quarter.

Subrecipients will report data directly into the OVC PMT database no later than the due dates in the table below, unless otherwise instructed by your Grants Analyst.

Report Period	Due Date (on or about)
January 1, 2027 – March 31, 2027	April 14, 2027
April 1, 2027 – June 30, 2027	July 14, 2027
July 1, 2027 – September 30, 2027	October 14, 2027
October 1, 2027 – December 31, 2027	January 14, 2028

* Exact dates will be provided by your Grants Analyst at the end of each quarter.

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Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: September 10, 2026

Author: Yessenia Casillas

DATE: August 25, 2026

TO: Board of Directors

FROM: Yessenia Casillas, Finance Director – Grants Management

SUBJECT: Child and Adult Care Food Program (CACFP) 2026-27 program year renewal.

I. RECOMMENDATION:

Review and ratify the CACFP 2026-27 Renewal Agreement to continue participation in the CACFP program. Budget attached.

II. SUMMARY:

Community Action Partnership of Madera County, Inc. (CAPMC) received notification from California Department of Social Services-Family Engagement & Empowerment Division on July 28, 2026, to submit 2026-27 Child and Adult Care Food Program Renewal Application by August 31, 2026. Program year is October 1, 2026 – September 30, 2027.

III. DISCUSSION:

A. CACFP program reimburses allowable meals served to children enrolled in Head Starts and State center base programs.

B. Finance Director – Grants Management, the Program Accountant and Nutrition Specialists review the renewal application for necessary changes to transmit application through Child Nutrition Information and Payment System (CNIPS) program website.

Renewal responsibilities of Nutrition Specialists include:

- Review 2026-2027 Application to make necessary updates. Updates include staff rosters, mealtimes, kitchen information, and site information from (Madera Regional Head Start, State Base Preschool program (CCSP), Madera Migrant/Seasonal Head Start, State Based Migrant program (CMIG), and Fresno Migrant Head Start.

Renewal responsibilities of Fiscal include:

- Create Budget from projected number of meals per day by number of operating days.
- Verify Program Administrative Costs do not exceed the 15% limitation.
- Submit application online by due date.

IV. FINANCING: The Child and Adult Care Food Program agreement supplements four CAPMC programs. The Proposed Budget Amount is $632,903

CHILD AND ADULT CARE FOOD PROGRAM
2026-2027 ANNUAL BUDGET

			A	B	
	DESCRIPTIONS	**Total Budget**	**Operating Budget**	**Admin Budget**	
5010	**SALARY**	**19,900**	19,900		To cover a portion of salaries & benefits for cooks and food service workers
5020	**ACCRUED VAC PAY**	**1,440**	1,440		
5112	**HEALTH INSURANCE**	**4,015**	4,015		
5114	**WORK-COMP.**	**800**	800		
5116	**RETIREMENT**	**1,075**	1,075		
5122	**FICA**	**1,585**	1,585		
5124	**S.U.I**	**210**	210		
5130	**ACCRUED VAC FRINGE (fica)**	**122**	122		
6110	**OFFICE SUPPLIES**	**-**	-	-	
6112	**DATA PROCESS.**	**-**			
6121	**FOOD**	**453,466**	453,466		
6122	**KITCHEN SUPPLIES**	**66,604**	66,604		
6130	**PROGRAM SUPPLIES**	**-**			
6140	**CUSTODIAL SUPP.**	**-**			
6212	**EQUIPMENT <500**	**-**			
6180	**EQUIPMENT RENTAL**	**23,562**	23,562		Rental agreements for dishwashers
6181	**EQUIP. REPAIR/MAINT.**	**2,200**	2,200		Repairs for kitchen equipment as needed
6310	**PUB. & PRINT**	**-**			
6332	**BUILDING REPAIRS/ MAINTENANCE**	**-**			
6437	**BURGLAR & FIRE ALARM**	**-**			
6524	**CONTRACTS**	**-**			
6610	**GAS & OIL**	**2,500**	2,500		Fuel for food delivery vehicles
6640	**VEHICLE REPAIR & MAINTENANCE**	**2,500**	2,500		Delivery vehicle repairs & maint.
6612	**STAFF TRAVEL-LOCAL**	**-**	-		
6614	**STAFF TRAVEL-OUT OF AREA**	**-**	-		
6722	**PER DIEM - STAFF**	**-**			
6742	**TRAINING - STAFF**	**-**	-	-	
6850	**FEES & LICENSES**	**135**	-	135	Membership dues for CCFP RoundTable Membership
9010	**INDIRECT COST 9.1%**	**52,789**		52,789	Indirect costs
	TOTAL	**632,903**	579,979	52,924	

Salaries and Taxes	23,257	23,257		
Benefits	5,890	5,890		
admin costs (office supplies, training, dues, Indirect)	52,924		52,924	8.36%
operating costs (equipt rental, repair & maint, fire alarm)	30,762	30,762		
Food costs (food and kitchen supplies)	520,070	520,070		
	632,903	**579,979**	**52,924**	

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2026 - 12/31/2026 218	318,202.00	127,115.01	66.67%	39.95%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY NO CONTRACT 217	0.00	0.00	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/26 - 05/31/27 311/380	4,525,023.00	584,566.42	25.00%	12.92%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/1/26 - 05/31/27 310	46,025.00	11,682.82	25.00%	25.38%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/1/26 - 05/31/27 312	831,864.00	162,670.45	25.00%	19.55%	Provide early HS services to 50 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/1/26 - 05/31/27 309	13,373.00	4,153.55	25.00%	31.06%	Provide training for staff and parents
MADERA STATE CSPP/RHS SB140 COST OF CARE 11/01/25 - 06/30/27 314	688,560.00	0.00	50.00%	0.00%	Provide child care services to HS preschool children and families
MADERA STATE CSPP/RHS LAYERED 07/01/26 - 06/30/27 319	1,182,560.00	0.00	16.67%	0.00%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/25 - 09/30/26 390	608,357.00	419,043.88	91.67%	68.88%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/26 - 02/28/27 321/362	6,303,222.00	2,962,481.57	50.00%	47.00%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/26 - 02/28/27 320	30,177.00	26,653.28	50.00%	88.32%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/26 - 06/30/27 322/324	992,716.00	101,796.69	16.67%	10.25%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/26 - 06/30/27 325	169,936.00	14,092.25	16.67%	8.29%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2026 - 05/31/2027 356	187,412.76	0.00	25.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/25 - 08/31/26 331	6,566,001.00	5,728,202.93	100.00%	87.24%	Provide HS services to to migrant and seasonal children and families
FRESNO MIGRANT HS -TRAINING 09/01/25 - 08/31/26 330	82,690.00	57,147.37	100.00%	69.11%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2025 - 08/31/2026 351	425,745.25	0.00	100.00%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2026 - 06/30/2027 371	318,795.00	39,301.05	16.67%	12.33%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/26 - 06/30/27 411	7,997.00	0.00	16.67%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/26 - 06/30/27 401	297,087.00	37,918.40	16.67%	12.76%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/26 - 06/30/27 407	307,121.00	20,019.01	16.67%	6.52%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/26 - 06/30/27 424	55,064.00	3,819.15	16.67%	6.94%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/26 - 06/30/27 426	8,294,765.00	599,211.55	16.67%	7.22%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 07/01/26 - 06/30/27 427	1,848,171.00	122,148.09	16.67%	6.61%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/26 - 06/30/27 428	1,166,253.00	127,376.94	16.67%	10.92%	Provide subsidized child care for eligible families

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES 10/01/25 - 09/30/26 500	340,289.00	306,072.33	91.67%	89.94%	Assist victims of sexual assault
VICTIM WITNESS/CALOES 10/01/25 - 09/30/26 501	435,577.00	323,565.27	91.67%	74.28%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE 10/01/25 - 09/30/26 533	539,465.00	448,771.21	91.67%	83.19%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE 07/01/26 - 06/30/27 502	22,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION 07/01/26 - 06/30/27 504	4,000.00	0.00	16.67%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND 07/01/26 - 06/30/27 DONATIONS ONLY 507/525	2,000.00	0.00	16.67%	0.00%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND 07/01/25 - 06/30/26 DONATIONS ONLY 510	2,500.00	21.19	16.67%	0.85%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH 01/01/26 - 12/31/26 508	196,906.00	112,220.80	66.67%	56.99%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING 01/01/26 - 12/31/26 531	135,000.00	88,683.53	66.67%	65.69%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER 07/01/26 - 06/30/27 516	1,000.00	0.00	16.67%	0.00%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2026 -03/31/2027 535	200,000.00	67,765.32	41.67%	33.88%	Provide funding to operate child advocacy center and provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
FEMA NO CONTRACT YET 205	0.00	0.00	#DIV/0!	#DIV/0!	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/25 - 06/30/27) 203	785,672.00	391,787.23	50.00%	49.87%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT 07/01/26 - 06/30/27 216	50,000.00	3,041.76	16.67%	6.08%	Provides property management services for the County of Madera Behavioral Health

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED AUGUST 25, 2026

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
SHUNAMMITE PLACE 11/01/25 - 10/31/26 224	848,597.00	682,899.57	83.33%	80.47%	Provides permanent supportive housing for homeless people with disabilities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH 01/01/24 - 6/30/27 246	346,709.12	326,018.48	76.19%	94.03%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-V) BEHAVIORAL HEALTH 05/01/25 - 04/30/28 276	665,155.00	177,591.23	44.44%	26.70%	Provides rapid rehousing, and street outreach for coordination, prevention and shelter diversion to permanent housing
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER 11/01/25 - 10/31/26 284	539,797.00	402,660.52	83.33%	74.59%	Provides coordinated entry supportive housing for homeless people within the FMCoC area
MADERA CO. PROP 47 COMMUNITY & HOUSING OUTREACH SERVICE 6/17/25 - 3/31/28 285	1,000,000.00	265,226.96	42.42%	26.52%	Provides shelter, case management, essential resources, and street outreach services to unsheltered with Madera Co. Task Force members

Madera Regional Head Start
Budget to Actual
For the period ending May 31, 2026

Account Descpription	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,542,495.00	628,679.67	4,545,608.99	3,916,929.32	4,526,688.00	100.07%	11,877.00	4,557,485.99	(14,990.99)
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,135,624.00	228,734.49	790,966.61	562,232.12	1,135,624.00	69.65%	-	790,966.61	344,657.39
4330- SALE OF ASSETS	0.00	0.00	7,100.00	7,100.00	0.00	0.00%	-	7,100.00	(7,100.00)
4350- RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4390- MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
Total Revenues	**5,678,119.00**	**857,414.16**	**5,343,675.60**	**4,486,261.44**	**5,662,312.00**	**94%**	**11,877.00**	**5,355,552.60**	**322,566.40**
5010 SALARIES & WAGES	1,942,620.90	354,647.84	2,290,645.35	1,935,997.51	1,942,620.90	117.92%	0.00	2,290,645.35	(348,024.45)
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	155,141.48	21,242.34	147,646.26	126,403.92	155,141.48	95.17%	0.00	147,646.26	7,495.22
5112 HEALTH INSURANCE	317,152.62	30,667.24	240,664.66	209,997.42	317,152.62	75.88%	0.00	240,664.66	76,487.96
5114 WORKER'S COMPENSATION	61,414.71	11,201.79	67,957.50	56,755.71	61,414.71	110.65%	0.00	67,957.50	(6,542.79)
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	122,821.03	20,826.82	147,139.78	126,312.96	122,821.03	119.80%	0.00	147,139.78	(24,318.75)
5117- Pension C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	155,600.00	29,049.59	186,722.18	157,672.59	155,600.00	120.00%	0.00	186,722.18	(31,122.18)
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	27,102.74	123.41	24,213.84	24,090.43	27,102.74	89.34%	0.00	24,213.84	2,888.90
5130 ACCRUED VACATION FRINGE	12,422.00	1,625.05	11,275.04	9,649.99	12,422.00	90.77%	0.00	11,275.04	1,146.96
6110 OFFICE SUPPLIES	47,300.00	1,111.07	11,468.28	10,357.21	46,800.00	24.25%	0.00	11,468.28	35,831.72
6112 DATA PROCESSING SUPPLIES	80,000.00	3,095.56	92,058.26	88,962.70	80,000.00	115.07%	6,724.93	98,783.19	(18,783.19)
6121 FOOD	4,000.00	90.61	11,282.09	11,191.48	4,000.00	282.05%	0.00	11,282.09	(7,282.09)
6122 KITCHEN SUPPLIES	1,000.00	0.00	2,874.92	2,874.92	1,000.00	287.49%	0.00	2,874.92	(1,874.92)
6130 PROGRAM SUPPLIES	164,700.00	21,754.12	56,003.68	34,249.56	164,200.00	34.00%	4,161.41	60,165.09	104,534.91
6132 MEDICAL & DENTAL SUPPLIES	8,200.00	0.00	5,750.01	5,750.01	8,200.00	70.12%	0.00	5,750.01	2,449.99
6134 INSTRUCTIONAL SUPPLIES	10,000.00	8,201.42	8,582.29	380.87	10,000.00	85.82%	0.00	8,582.29	1,417.71
6140 CUSTODIAL SUPPLIES	33,000.00	1,425.10	31,615.40	30,190.30	33,000.00	95.80%	0.00	31,615.40	1,384.60
6142 LINEN/LAUNDRY	100.00	70.00	160.00	90.00	100.00	160.00%	0.00	160.00	(60.00)
6150 UNIFORM RENTAL/PURCHASE	300.00	292.49	723.49	431.00	300.00	241.16%	0.00	723.49	(423.49)
6170 POSTAGE & SHIPPING	745.00	64.16	815.33	751.17	745.00	109.44%	0.00	815.33	(70.33)
6180 EQUIPMENT RENTAL	34,000.00	4,081.70	40,937.27	36,855.57	34,000.00	120.40%	0.00	40,937.27	(6,937.27)
6181 EQUIPMENT MAINTENANCE	13,500.00	1,533.08	12,610.63	11,077.55	13,500.00	93.41%	0.00	12,610.63	889.37
6221 EQUIPMENT OVER >$5000	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	12,014.00	0.00	8,513.72	8,513.72	11,000.00	70.86%	0.00	8,513.72	3,500.28
6312 ADVERTISING AND PROMOTION	400.00	0.00	350.00	350.00	400.00	87.50%	0.00	350.00	50.00
6320 TELEPHONE	110,000.00	(752.17)	82,171.29	82,923.46	110,000.00	74.70%	0.00	82,171.29	27,828.71
6410 RENT	260,000.00	23,522.94	259,174.93	235,651.99	260,000.00	99.68%	0.00	259,174.93	825.07
6420 UTILITIES/ DISPOSAL	111,000.00	12,006.25	111,987.81	99,981.56	111,000.00	100.89%	0.00	111,987.81	(987.81)
6432 BUILDING REPAIRS/ MAINTEN	170,000.00	4,920.28	110,066.86	105,146.58	170,000.00	64.75%	0.00	110,066.86	59,933.14
6433 GROUNDS MAINTENANCE	35,000.00	0.00	1,043.56	1,043.56	35,000.00	2.98%	0.00	1,043.56	33,956.44
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	10,000.00	846.57	9,388.20	8,541.63	10,000.00	93.88%	0.00	9,388.20	611.80
6437 BURGLAR & FIRE ALARM	4,300.00	174.98	4,358.08	4,183.10	4,300.00	101.35%	0.00	4,358.08	(58.08)
6440 PROPERTY INSURANCE	17,000.00	1,641.17	20,067.67	18,426.50	17,000.00	118.05%	0.00	20,067.67	(3,067.67)
6520 CONSULTANTS	7,000.00	380.00	6,331.64	5,951.64	7,000.00	90.45%	0.00	6,331.64	668.36
6522 CONSULTANT EXPENSES	500.00	47.13	624.38	577.25	500.00	124.88%	0.00	624.38	(124.38)
6524 CONTRACTS	49,000.00	153.14	1,666.87	1,513.73	49,000.00	3.40%	0.00	1,666.87	47,333.13
6530 LEGAL	7,500.00	96.90	3,296.36	3,199.46	7,500.00	43.95%	0.00	3,296.36	4,203.64
6540 CUSTODIAL SERVICES	10,500.00	2,123.51	12,240.51	10,117.00	10,500.00	116.58%	0.00	12,240.51	(1,740.51)

Madera Regional Head Start
Budget to Actual
For the period ending May 31, 2026

Account Descpription	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	2,500.00	409.50	1,879.50	1,470.00	2,500.00	75.18%	0.00	1,879.50	620.50
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	12,000.00	1,570.50	12,672.03	11,101.53	12,000.00	105.60%	0.00	12,672.03	(672.03)
6620 VEHICLE INSURANCE	30,000.00	2,807.13	35,767.72	32,960.59	30,000.00	119.23%	0.00	35,767.72	(5,767.72)
6630- VEHICLE LICENSE & FEES	0.00	0.00	5.20	5.20	0.00	0.00%	0.00	5.20	(5.20)
6640 VEHICLE REPAIR & MAINTENA	15,000.00	441.86	17,842.02	17,400.16	15,000.00	118.95%	0.00	17,842.02	(2,842.02)
6712 STAFF TRAVEL-LOCAL	5,500.00	602.48	4,419.41	3,816.93	5,500.00	80.35%	0.00	4,419.41	1,080.59
6714 STAFF TRAVEL-OUT OF AREA	23,875.00	3,586.78	8,559.66	4,972.88	13,435.00	35.85%	0.00	8,559.66	15,315.34
6722 PER DIEM - STAFF	2,202.00	0.00	183.52	183.52	168.00	8.33%	0.00	183.52	2,018.48
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	27,595.00	274.99	21,495.02	21,220.03	27,595.00	77.89%	0.00	21,495.02	6,099.98
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	7,500.00	0.00	0.00	0.00	7,500.00	0.00%	0.00	0.00	7,500.00
6750 FIELD TRIPS	750.00	434.35	434.35	0.00	750.00	57.91%	0.00	434.35	315.65
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	(220.50)	(220.50)	0.00	0.00	0.00%	0.00	(220.50)	220.50
6832 LIABILITY INSURANCE	400.00	29.68	357.06	327.38	400.00	89.27%	0.00	357.06	42.94
6834 STUDENT ACTIVITY INSURANC	2,200.00	158.87	1,590.20	1,431.33	2,200.00	72.28%	0.00	1,590.20	609.80
6840 PROPERTY TAX	150.00	0.00	0.00	0.00	150.00	0.00%	0.00	0.00	150.00
6850 FEES & LICENSES	23,000.00	9,450.00	25,645.26	16,195.26	23,000.00	111.50%	0.00	25,645.26	(2,645.26)
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	1,000.00	76.75	3,370.25	3,293.50	1,000.00	337.03%	0.00	3,370.25	(2,370.25)
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	12,384.70	12,384.70	0.00	0.00	0.00%	0.00	12,384.70	(12,384.70)
6875- EMPLOYEE HEALTH & WELFARE COST	7,600.00	(12,384.70)	(0.23)	12,384.47	7,600.00	0.00%	0.00	(0.23)	7,600.23
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	43.40	43.40	0.00	0.00	0.00%	0.00	43.40	(43.40)
7111 PARENT MILEAGE	3,000.00	0.00	817.85	817.85	3,000.00	27.26%	0.00	817.85	2,182.15
7112 PARENT INVOLVEMENT	1,000.00	330.59	764.09	433.50	1,000.00	76.41%	0.00	764.09	235.91
7114 PPC ALLOWANCE	2,000.00	0.00	1,849.77	1,849.77	2,000.00	92.49%	0.00	1,849.77	150.23
7115 PPC FOOD ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PARENT COMM. FOOD ALLOWAN	1,000.00	0.00	699.19	699.19	1,000.00	69.92%	0.00	699.19	300.81
8110 IN KIND SALARIES	50,507.00	149,828.29	534,786.46	384,958.17	50,507.00	1058.84%	0.00	534,786.46	(484,279.46)
8120 IN KIND RENT	315,851.00	78,706.20	255,795.15	177,088.95	315,851.00	80.99%	0.00	255,795.15	60,055.85
8130 IN KIND - OTHER	769,266.00	200.00	385.00	185.00	769,266.00	0.05%	0.00	385.00	768,881.00
9010 INDIRECT COST ALLOCATION	378,888.52	52,419.20	379,721.38	327,302.18	377,569.52	100.22%	990.66	380,712.04	(1,823.52)
Total Expenses	5,678,119.00	857,414.16	5,343,675.60	4,486,261.44	5,662,312.00	94.11%	11,877.00	5,355,552.60	322,566.40
Excess Revenue Over (Under) Expenditures	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Contract % **100.33%**

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending July 31, 2026

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	Current vs Budget YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES											
4110 GRANT INCOME-FEDERAL		6,566,001.00	662,546.02	**4,965,209.25**	**4,302,663.23**	**(548,527.61)**	**5,513,736.86**	75.62%	135,874.45	5,101,083.70	1,464,917.30
4130 GRANT INCOME-AREA		0.00	0.00			**-**		0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00			**-**		0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		1,662,173.00	26,556.80	**418,238.24**	**391,681.44**	**(977,555.76)**	**1,395,794.00**	25.16%	0.00	418,238.24	1,243,934.76
4330- SALE OF ASSETS		0.00	1,200.00	**1,200.00**		**1,200.00**	**0.00**	0.00%	0.00	1,200.00	(1,200.00)
4390 MISC INCOME		0.00	0.00			**-**		0.00%	0.00	0.00	0.00
TOTAL REVENUES		8,228,174.00	690,302.82	**5,358,255.69**	**4,694,344.67**	(1,524,883.37)	**6,909,530.86**	65.12%	135,874.45	5,520,521.94	2,707,652.06
5010 SALARIES & WAGES	**6A**	3,652,772.03	255,356.42	**2,611,823.64**	**2,356,467.22**	**(460,123.36)**	**3,071,947.00**	71.50%	0.00	2,611,823.64	1,040,948.39
5012- DIRECTOR'S SALARY	**6A**	0.00	147,968.30	**147,968.30**		**(31,074.00)**	**179,042.30**	0.00%	0.00	147,968.30	(147,968.30)
5019- SALARIES & WAGES C19	**6A**	0.00	0.00			**-**		0.00%		0.00	0.00
5020 ACCRUED VACATION PAY	**6A**	229,877.34	(131,244.72)		**131,244.72**	**-**		0.00%		0.00	229,877.34
5112 HEALTH INSURANCE	**6B**	235,582.41	28,248.55	**189,701.77**	**161,453.22**	**(44,899.01)**	**234,600.78**	80.52%	0.00	189,701.77	45,880.64
5114 WORKER'S COMPENSATION	**6B**	109,715.17	8,761.11	**87,974.07**	**79,212.96**	**(18,467.09)**	**106,441.16**	80.18%	0.00	87,974.07	21,741.10
5115- Worker's Compensation C19	**6B**	0.00	0.00			**-**		0.00%		0.00	0.00
5116 PENSION	**6B**	275,865.64	22,446.36	**189,809.42**	**167,363.06**	**(89,906.55)**	**279,715.97**	68.81%	0.00	189,809.42	86,056.22
5117- Pension C19	**6B**	0.00	0.00			**-**		0.00%		0.00	0.00
5121- FICA C19	**6B**	0.00	0.00			**-**		0.00%		0.00	0.00
5122 FICA	**6B**	298,750.24	20,376.59	**217,649.17**	**197,272.58**	**(45,686.34)**	**263,335.51**	72.85%	0.00	217,649.17	81,101.07
5124 SUI	**6B**	44,358.61	1,202.34	**35,067.33**	**33,864.99**	**1,325.33**	**33,742.00**	79.05%	0.00	35,067.33	9,291.28
5125- DIRECTOR'S FRINGE	**6B**	0.00	0.00			**-**		0.00%		0.00	0.00
5130 ACCRUED VACATION FRINGE	**6B**	18,758.21	1,279.46	**11,339.14**	**10,059.68**	**(4,008.75)**	**15,347.89**	60.45%	0.00	11,339.14	7,419.07
6714 STAFF TRAVEL-OUT OF AREA	**6C**	0.00	0.00	**133.53**	**133.53**	**133.53**	**0.00**	0.00%	0.00	133.53	(133.53)
6722 PER DIEM - STAFF	**6C**	0.00	0.00			**-**		0.00%		0.00	0.00
6221 EQUIPMENT OVER > $5000	**6D**	116,018.00	0.00			**-**		0.00%		0.00	116,018.00
6110 OFFICE SUPPLIES	**6E**	20,000.00	2,173.01	**10,836.68**	**8,663.67**	**(7,227.32)**	**18,064.00**	54.18%	2,347.92	13,184.60	6,815.40
6112 DATA PROCESSING SUPPLIES	**6E**	95,000.00	49,664.60	**137,303.40**	**87,638.80**	**50,223.40**	**87,080.00**	144.53%	162.14	137,465.54	(42,465.54)
6121 FOOD	**6E**	10,000.00	0.00	**2,513.21**	**2,513.21**	**(1,416.79)**	**3,930.00**	25.13%	0.00	2,513.21	7,486.79
6122 KITCHEN SUPPLIES	**6E**	7,500.00	286.70	**3,458.57**	**3,171.87**	**458.57**	**3,000.00**	46.11%	1,303.31	4,761.88	2,738.12
6130 PROGRAM SUPPLIES	**6E**	73,000.00	89,647.76	**176,018.76**	**86,371.00**	**78,826.76**	**97,192.00**	241.12%	74,584.87	250,603.63	(177,603.63)
6134 INSTRUCTIONAL SUPPLIES	**6E**	5,000.00	0.00	**0.00**	**0.00**	**(8,440.00)**	**8,440.00**	0.00%	1,429.85	1,429.85	3,570.15
6140 CUSTODIAL SUPPLIES	**6E**	12,000.00	112.27	**20,631.13**	**20,518.86**	**(10,297.87)**	**30,929.00**	171.93%	0.00	20,631.13	(8,631.13)
6142 LINEN/LAUNDRY	**6E**	0.00	0.00			**-**		0.00%		0.00	0.00
6143 FURNISHINGS		0.00	351.79	**5,511.72**	**5,159.93**	**5,511.72**	**0.00**	0.00%	0.00	5,511.72	(5,511.72)
6170 POSTAGE & SHIPPING	**6E**	710.00	100.79	**490.96**	**390.17**	**(149.04)**	**640.00**	69.15%	0.00	490.96	219.04
6132 MEDICAL & DENTAL SUPPLIES	**6H**	1,000.00	47,043.81	**55,217.94**	**8,174.13**	**46,042.94**	**9,175.00**	5521.79%	2,851.84	58,069.78	(57,069.78)
6150 UNIFORM RENTAL/PURCHASE	**6H**	0.00	0.00	**215.14**	**215.14**	**65.14**	**150.00**	0.00%	0.00	215.14	(215.14)
6180 EQUIPMENT RENTAL	**6H**	40,000.00	3,229.13	**43,519.41**	**40,290.28**	**10,521.41**	**32,998.00**	108.80%	0.00	43,519.41	(3,519.41)
6181 EQUIPMENT MAINTENANCE	**6H**	30,000.00	446.11	**6,168.73**	**5,722.62**	**(19,021.27)**	**25,190.00**	20.56%	0.00	6,168.73	23,831.27
6212 EQUIPMENT PURCHASES < $500	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6214 EQUIPMENT OVER > 500	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6216 EQUIPMENT OVER > $1000	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6231 BUILDING RENOVATION	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6232 BUILDING IMPROVEMENTS	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6310 PRINTING & PUBLICATIONS	**6H**	15,000.00	1,079.17	**10,552.57**	**9,473.40**	**5,552.57**	**5,000.00**	70.35%	0.00	10,552.57	4,447.43
6312 ADVERTISING & PROMOTION	**6H**	0.00	0.00			**-**		0.00%		0.00	0.00
6320 TELEPHONE	**6H**	150,000.00	475.22	**55,796.25**	**55,321.03**	**(12,931.75)**	**68,728.00**	37.20%	0.00	55,796.25	94,203.75
6410 RENT	**6H**	150,907.00	15,835.45	**172,204.47**	**156,369.02**	**34,704.47**	**137,500.00**	114.11%	0.00	172,204.47	(21,297.47)
6420 UTILITIES/ DISPOSAL	**6H**	90,000.00	8,880.84	**54,217.87**	**45,337.03**	**(7,198.13)**	**61,416.00**	60.24%	0.00	54,217.87	35,782.13
6432 BUILDING REPAIRS/ MAINTE	**6H**	100,000.00	12,073.73	**100,947.78**	**88,874.05**	**55,947.78**	**45,000.00**	100.95%	17,139.97	118,087.75	(18,087.75)
6433 GROUNDS MAINTENANCE	**6H**	35,000.00	0.00	**(4.17)**	**(4.17)**	**(20,168.17)**	**20,164.00**	-0.01%	0.00	(4.17)	35,004.17
6436 PEST CONTROL	**6H**	8,000.00	875.46	**9,047.51**	**8,172.05**	**4,926.51**	**4,121.00**	113.09%	0.00	9,047.51	(1,047.51)
6437 BURGLAR & FIRE ALARM	**6H**	5,500.00	1,307.47	**9,308.16**	**8,000.69**	**4,026.16**	**5,282.00**	169.24%	0.00	9,308.16	(3,808.16)
6440 PROPERTY INSURANCE	**6H**	25,000.00	3,837.92	**40,491.66**	**36,653.74**	**17,577.66**	**22,914.00**	161.97%	0.00	40,491.66	(15,491.66)
6520 CONSULTANTS	**6H**	25,000.00	2,465.00	**7,502.42**	**5,037.42**	**(13,317.58)**	**20,820.00**	30.01%	8,805.90	16,308.32	8,691.68
6522 CONSULTANT EXPENSES	**6H**	1,500.00	409.63	**566.23**	**156.60**	**(663.77)**	**1,230.00**	37.75%	0.00	566.23	933.77
6524 CONTRACTS	**6H**	15,000.00	0.00	**1,468.87**	**1,468.87**	**(13,531.13)**	**15,000.00**	9.79%	3,750.00	5,218.87	9,781.13
6530 LEGAL	**6H**	5,000.00	0.00	**977.37**	**977.37**	**(1,272.63)**	**2,250.00**	19.55%	0.00	977.37	4,022.63
6540 CUSTODIAL SERVICES	**6H**	0.00	0.00	**10,074.47**	**10,074.47**	**9.47**	**10,065.00**	0.00%	0.00	10,074.47	(10,074.47)

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending July 31, 2026

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	Current vs Budget YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	0.00	0.00	(3,000.00)	3,000.00	0.00%	0.00	0.00	1,000.00
6562 MEDICAL EXAM	6H	0.00	0.00			-		0.00%		0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00			-		0.00%		0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00			-		0.00%		0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00			-		0.00%		0.00	0.00
6610 GAS & OIL	6H	12,000.00	3,037.38	13,917.54	10,880.16	167.54	13,750.00	115.98%	0.00	13,917.54	(1,917.54)
6620 VEHICLE INSURANCE	6H	30,000.00	3,713.33	40,809.42	37,096.09	8,726.05	32,083.37	136.03%	0.00	40,809.42	(10,809.42)
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00			-		0.00%		0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	4,430.91	22,750.27	18,319.36	4,416.90	18,333.37	113.75%	0.00	22,750.27	(2,750.27)
6712 STAFF TRAVEL-LOCAL	6H	12,000.00	1,278.79	4,706.63	3,427.84	(5,750.37)	10,457.00	39.22%	0.00	4,706.63	7,293.37
6724 PER DIEM - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00			-		0.00%		0.00	0.00
6742 TRAINING - STAFF	6H	1,000.00	436.80	4,775.49	4,338.69	2,025.49	2,750.00	477.55%	0.00	4,775.49	(3,775.49)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00			-		0.00%		0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00			-		0.00%		0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00			-		0.00%		0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	(7,500.00)	7,500.00	0.00%	0.00	0.00	10,000.00
6750 FIELD TRIPS	6H	0.00	0.00			-		0.00%		0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6832 LIABILITY INSURANCE	6H	600.00	0.00	400.91	400.91	(58.09)	459.00	66.82%	0.00	400.91	199.09
6834 STUDENT ACTIVITY INSURAN	6H	1,086.00	150.75	932.87	782.12	(315.13)	1,248.00	85.90%	0.00	932.87	153.13
6840 PROPERTY TAXES	6H	5,200.00	0.00	3,101.18	3,101.18	(1,898.82)	5,000.00	59.64%	0.00	3,101.18	2,098.82
6850 FEES & LICENSES	6H	25,000.00	50.00	29,610.39	29,560.39	8,627.04	20,983.35	118.44%	1,820.00	31,430.39	(6,430.39)
6851 CPR FEES	6H	0.00	0.00			-		0.00%		0.00	0.00
6852 FINGER PRINTING	6H	700.00	0.00	782.00	782.00	282.00	500.00	111.71%	0.00	782.00	(82.00)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00			-		0.00%		0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00			-		0.00%		0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,545.00	0.00	0.00	0.00	(13,475.00)	13,475.00	0.00%	0.00	0.00	6,545.00
6892 CASH SHORT/OVER	6H	0.00	0.00			-		0.00%		0.00	0.00
7110 PARENT ACTIVITIES	6H	600.00	246.31	2,619.13	2,372.82	1,869.13	750.00	436.52%	10,345.40	12,964.53	(12,364.53)
7111- PARENT MILEAGE	6H	0.00	138.62	275.82	137.20	(156.18)	432.00	0.00%	0.00	275.82	(275.82)
7112 PARENT INVOLVEMENT	6H	600.00	0.00	137.34	137.34	(2,528.66)	2,666.00	22.89%	0.00	137.34	462.66
7114 PC ALLOWANCE	6H	0.00	210.00	840.00	630.00	840.00	0.00	0.00%	0.00	840.00	(840.00)
7116 PC FOOD	6H	0.00	0.00			-		0.00%		0.00	0.00
8110 INKIND SALARIES		1,437,024.00	33,268.48	299,322.70	266,054.22	(913,678.30)	1,213,001.00	20.83%	0.00	299,322.70	1,137,701.30
8120 INKIND RENT		217,266.00	(6,711.68)	118,915.54	125,627.22	(63,531.46)	182,447.00	54.73%	0.00	118,915.54	98,350.46
8130 INKIND OTHER		7,883.00	0.00	-	-	(346.00)	346.00	0.00%	0.00	0.00	7,883.00
9010 INDIRECT EXPENSE	6J	537,855.35	55,362.86	414,246.78	358,883.92	(45,652.38)	459,899.16	77.02%	11,333.25	425,580.03	112,275.32
TOTAL EXPENSES		**8,228,174.00**	690,302.82	**5,358,255.69**	**4,694,344.67**	(1,524,883.37)	**6,909,530.86**	65.12%	135,874.45	5,520,521.94	2,707,652.06
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	TOTAL YTD INDIRECT EXP	9.1% INDIRECT EXP	
Prior Mth	3,943,779.31	**358,883.92**	0.00
Curr Mth	4,525,770.67	**411,845.13**	2,401.65

Administrative	
YTD Expense	5,293,862.26
YTD Inkind	418,238.24
	5,712,100.50
YTD Admin	515,856.00
YTD %	9.03%

Madera Regional Head Start
Budget to Actual
For the period ending July 31, 2026

Account Descpription	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,571,048.00	110,870.60	252,000.23	141,129.63	0.00	5.51%	44,209.79	296,210.02	4,274,837.98
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,142,762.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	1,142,762.00
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4390- MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
Total Revenues	**5,713,810.00**	**110,870.60**	**252,000.23**	**141,129.63**	**0.00**	**4%**	**44,209.79**	**296,210.02**	**5,417,599.98**
5010 SALARIES & WAGES	2,087,477.00	31,595.11	69,626.47	38,031.36	0.00	3.34%	0.00	69,626.47	2,017,850.53
5019- SALARIES & WAGES C19	166,632.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	166,632.00
5020 ACCRUED VACATION PAY	0.00	2,165.45	4,698.71	2,533.26	0.00	0.00%	0.00	4,698.71	(4,698.71)
5112 HEALTH INSURANCE	283,468.00	4,706.96	8,161.82	3,454.86	0.00	2.88%	0.00	8,161.82	275,306.18
5114 WORKER'S COMPENSATION	54,095.00	570.46	2,410.42	1,839.96	0.00	4.46%	0.00	2,410.42	51,684.58
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	157,245.00	1,990.85	4,160.14	2,169.29	0.00	2.65%	0.00	4,160.14	153,084.86
5117- Pension C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	169,295.00	2,630.90	5,657.51	3,026.61	0.00	3.34%	0.00	5,657.51	163,637.49
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	27,717.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	27,717.00
5130 ACCRUED VACATION FRINGE	13,500.00	165.67	348.88	183.21	0.00	2.58%	0.00	348.88	13,151.12
6110 OFFICE SUPPLIES	30,166.00	378.80	529.25	150.45	0.00	1.75%	0.00	529.25	29,636.75
6112 DATA PROCESSING SUPPLIES	85,000.00	6,427.80	12,279.41	5,851.61	0.00	14.45%	0.00	12,279.41	72,720.59
6121 FOOD	3,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,000.00
6122 KITCHEN SUPPLIES	100.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	100.00
6130 PROGRAM SUPPLIES	124,637.00	381.69	4,202.90	3,821.21	0.00	3.37%	25,844.58	30,047.48	94,589.52
6132 MEDICAL & DENTAL SUPPLIES	8,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	8,000.00
6134 INSTRUCTIONAL SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	15,000.00
6140 CUSTODIAL SUPPLIES	40,000.00	133.34	186.51	53.17	0.00	0.47%	0.00	186.51	39,813.49
6142 LINEN/LAUNDRY	100.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	100.00
6150 UNIFORM RENTAL/PURCHASE	450.00	0.00	96.00	96.00	0.00	21.33%	0.00	96.00	354.00
6170 POSTAGE & SHIPPING	826.00	56.82	63.48	6.66	0.00	7.69%	0.00	63.48	762.52
6180 EQUIPMENT RENTAL	28,400.00	943.05	2,777.39	1,834.34	0.00	9.78%	0.00	2,777.39	25,622.61
6181 EQUIPMENT MAINTENANCE	14,000.00	385.13	2,087.69	1,702.56	0.00	14.91%	0.00	2,087.69	11,912.31
6221 EQUIPMENT OVER >$5000	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	18,014.00	706.98	706.98	0.00	0.00	3.92%	4,249.90	4,956.88	13,057.12
6312 ADVERTISING AND PROMOTION	466.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	466.00
6320 TELEPHONE	75,000.00	1,927.50	13,871.32	11,943.82	0.00	18.50%	0.00	13,871.32	61,128.68
6410 RENT	230,000.00	18,316.05	38,231.07	19,915.02	0.00	16.62%	0.00	38,231.07	191,768.93
6420 UTILITIES/ DISPOSAL	118,944.00	7,452.50	15,864.11	8,411.61	0.00	13.34%	0.00	15,864.11	103,079.89
6432 BUILDING REPAIRS/ MAINTEN	124,000.00	9,192.15	11,309.17	2,117.02	0.00	9.12%	3,427.78	14,736.95	109,263.05
6433 GROUNDS MAINTENANCE	40,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	40,000.00
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	9,072.00	632.29	1,248.76	616.47	0.00	13.76%	0.00	1,248.76	7,823.24
6437 BURGLAR & FIRE ALARM	4,248.00	124.98	1,875.96	1,750.98	0.00	44.16%	0.00	1,875.96	2,372.04
6440 PROPERTY INSURANCE	24,000.00	1,641.17	3,282.34	1,641.17	0.00	13.68%	0.00	3,282.34	20,717.66
6520 CONSULTANTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6522 CONSULTANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	24,000.00	0.00	80.60	80.60	0.00	0.34%	3,750.00	3,830.60	20,169.40
6530 LEGAL	7,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	7,500.00
6540 CUSTODIAL SERVICES	12,900.00	0.00	1,100.50	1,100.50	0.00	8.53%	0.00	1,100.50	11,799.50

Madera Regional Head Start
Budget to Actual
For the period ending July 31, 2026

Account Descpription	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	2,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	2,500.00
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	13,008.00	1,162.32	2,554.33	1,392.01	0.00	19.64%	0.00	2,554.33	10,453.67
6620 VEHICLE INSURANCE	42,000.00	2,733.63	5,467.26	2,733.63	0.00	13.02%	0.00	5,467.26	36,532.74
6630- VEHICLE LICENSE & FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENA	25,008.00	332.57	2,178.18	1,845.61	0.00	8.71%	0.00	2,178.18	22,829.82
6712 STAFF TRAVEL-LOCAL	5,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	5,500.00
6714 STAFF TRAVEL-OUT OF AREA	23,875.00	1,697.26	1,697.26	0.00	0.00	7.11%	0.00	1,697.26	22,177.74
6722 PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	2,202.00
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	27,595.00	1,021.48	5,781.07	4,759.59	0.00	20.95%	0.00	5,781.07	21,813.93
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	3,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,000.00
6750 FIELD TRIPS	750.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	750.00
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	420.00	0.00	30.34	30.34	0.00	7.22%	0.00	30.34	389.66
6834 STUDENT ACTIVITY INSURANC	2,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	2,500.00
6840 PROPERTY TAX	150.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	150.00
6850 FEES & LICENSES	24,500.00	2,150.00	6,070.00	3,920.00	0.00	24.78%	3,250.00	9,320.00	15,180.00
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	1,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	1,000.00
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	11,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	11,000.00
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	2,345.13	2,345.13	0.00	0.00%	0.00	2,345.13	(2,345.13)
7111 PARENT MILEAGE	500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	500.00
7112 PARENT INVOLVEMENT	4,900.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	4,900.00
7114 PPC ALLOWANCE	3,500.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	3,500.00
7115 PPC FOOD ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PARENT COMM. FOOD ALLOWAN	1,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	1,000.00
8110 IN KIND SALARIES	52,997.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	52,997.00
8120 IN KIND RENT	312,636.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	312,636.00
8130 IN KIND - OTHER	777,129.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	777,129.00
9010 INDIRECT COST ALLOCATION	378,888.00	9,247.69	21,019.27	11,771.58	0.00	5.55%	3,687.53	24,706.80	354,181.20
Total Expenses	5,713,810.00	110,870.60	252,000.23	141,129.63	0.00	4.41%	44,209.79	296,210.02	5,417,599.98
Excess Revenue Over (Under) Expenditures	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Contract % **6.48%**

Madera Migrant Head Start
Budget to Actual

For the Period Ending **7/31/2026**

Start Date 3/1/2025
Current Mnth 5.00
40%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
	REVENUES									
4110	GRANT INCOME-FEDERAL	**6,303,222**	484,720.50	2,335,912.00	1,851,191.50	12,606,444	37%	**31,366.62**	2,367,278.62	3,935,943.38
4220	IN KIND CONTRIBUTIONS	**497,155**	114,386.69	244,652.93	130,266.24	994,310	49%	-	244,652.93	252,502.07
4330	SALE OF ASSETS	-	-	-	-	-		-	-	-
	TOTAL REVENUES	**6,800,377**	**599,107.19**	**2,580,564.93**	**1,981,457.74**	**13,600,754**	**38%**	**31,366.62**	**2,611,931.55**	**4,188,445.45**
	EXPENDITURES									
5010	Salaries & Wages	**3,540,352**	238,346.37	**1,247,894.34**	**1,009,547.97**	7,080,704	35%	-	1,247,894.34	2,292,457.66
5020	Accrued Vacation Pay	**210,703**	14,741.35	**56,062.36**	**41,321.01**	421,406	27%	-	56,062.36	154,640.64
5112	Health Insurance	**378,734**	45,670.08	**151,628.29**	**105,958.21**	757,468	40%	-	151,628.29	227,105.71
5114	Worker's Compensation	**101,699**	7,538.50	**37,390.71**	**29,852.21**	203,398	37%	-	37,390.71	64,308.29
5116	Pension	**192,969**	13,804.86	**65,672.72**	**51,867.86**	385,938	34%	-	65,672.72	127,296.28
5122	FICA	**270,836**	18,146.58	**95,253.42**	**77,106.84**	541,672	35%	-	95,253.42	175,582.58
5124	SUI	**33,477**	404.63	**3,327.34**	**2,922.71**	66,954	10%	-	3,327.34	30,149.66
5130	Accrued Vacation Fringe	**16,119**	1,127.72	**4,314.14**	**3,186.42**	32,238	27%	-	4,314.14	11,804.86
6110	Office supplies	**10,776**	1,485.58	**5,044.08**	**3,558.50**	21,552	47%	**928.90**	5,972.98	4,803.02
6112	Data Processing Supplies	**90,060**	15,482.01	**61,459.25**	**45,977.24**	180,120	68%	-	61,459.25	28,600.75
6121	Food	**3,000**	4,921.51	**5,277.63**	**356.12**	6,000	176%	-	5,277.63	(2,277.63)
6122	Kitchen Supplies	**1,500**	-	-	-	3,000	0%	-	-	1,500.00
6130	Program Supplies	**34,940**	3,055.61	**12,391.98**	**9,336.37**	69,880	35%	**17,450.48**	29,842.46	5,097.54
6132	Medical & Dental Supplies	**18,751**	1,260.76	**8,404.58**	**7,143.82**	37,502	45%	**2,649.41**	11,053.99	7,697.01
6134	Instructional Supplies	**15,337**	3,908.82	**5,197.91**	**1,289.09**	30,674	34%	-	5,197.91	10,139.09
6140	Custodial Supplies	**25,570**	84.33	**10,177.71**	**10,093.38**	51,140	40%	-	10,177.71	15,392.29
6142	Linen / Laundry	-	-	-	-	-		-	-	-
6143	Furnishing	-	3,725.97	**11,747.95**	**8,021.98**	-	#DIV/0!	**346.39**	12,094.34	(12,094.34)
6150	Uniform Rental / Purchases	**86**	-	**167.33**	**167.33**	172	195%	-	167.33	(81.33)
6170	Postage & Shipping	**529**	-	**234.86**	**234.86**	1,058	44%	-	234.86	294.14
6221	Equipment Over > $5,000	-	-	-	-	-		-	-	-
6233	Land Improvements	-	-	-	-	-		-	-	-
6180	Equipment Rental	**60,000**	3,843.69	**16,942.85**	**13,099.16**	120,000	28%	-	16,942.85	43,057.15
6181	Equipment Maintenance	**19,080**	2,752.19	**6,660.11**	**3,907.92**	38,160	35%	-	6,660.11	12,419.89
6310	Printing & Publications	**2,400**	-	**1,940.62**	**1,940.62**	4,800	81%	-	1,940.62	459.38
6312	Advertising & Promotion	-	-	-	-	-		-	-	-
6320	Telephone	**49,560**	2,409.27	**26,961.08**	**24,551.81**	99,120	54%	-	26,961.08	22,598.92
6410	Rent	**222,120**	21,214.63	**96,811.57**	**75,596.94**	444,240	44%	-	96,811.57	125,308.43
6420	Utilities / Disposal	**148,500**	12,778.97	**56,730.39**	**43,951.42**	297,000	38%	-	56,730.39	91,769.61
6432	Building Repairs / Maintenanc	**57,000**	12,083.64	**52,169.22**	**40,085.58**	114,000	92%	**3,625.16**	55,794.38	1,205.62
6433	Grounds Maintenance	-	-	-	-	-	#DIV/0!	-	-	-
6436	Pest Control	**6,060**	749.99	**3,327.74**	**2,577.75**	12,120	55%	-	3,327.74	2,732.26
6437	Burglar & Fire Alarm	**6,600**	221.58	**731.81**	**510.23**	13,200	11%	-	731.81	5,868.19
6440	Property Insurance	**53,640**	3,513.02	**17,788.36**	**14,275.34**	107,280	33%	-	17,788.36	35,851.64
6520	Consultants	**12,500**	3,832.00	**4,565.07**	**733.07**	25,000	37%	-	4,565.07	7,934.93
6522	Consultants Expense	**280**	247.26	**247.26**	-	560	88%	-	247.26	32.74
6524	Contracts	-	-	-	-	-		**3,750.00**	3,750.00	(3,750.00)
6530	Legal	**4,500**	-	**255.33**	**255.33**	9,000	6%	-	255.33	4,244.67
6540	Custodial Services	**88,375**	1,543.70	**26,278.20**	**24,734.50**	176,750	30%	-	26,278.20	62,096.80
6555	Medical Screening / DEAT / Staff	**5,000**	-	**1,559.25**	**1,559.25**	10,000	31%	-	1,559.25	3,440.75
6562	Medical Exam	-	-	-	-	-		-	-	-
6564	Medical Follow-up	-	-	-	-	-		-	-	-
6566	Dental Exam	-	-	-	-	-		-	-	-

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
6568	Dental Follow-up	-	-	-	-	-		-	-	-
6610	Gas & Oil	10,800	1,329.60	5,418.13	4,088.53	21,600	50%	-	5,418.13	5,381.87
6620	Vehicle Insurance	40,500	4,541.78	22,708.90	18,167.12	81,000	56%	-	22,708.90	17,791.10
6630	Vehicle License & Fees	-	-	-	-	-		-	-	-
6640	Vehicle Repair & Maintenanc	11,160	757.43	7,216.40	6,458.97	22,320	65%	-	7,216.40	3,943.60
6712	Staff Travel-Local	1,400	204.41	908.98	704.57	2,800	65%	-	908.98	491.02
6714	Staff Travel-Out of Area	-	-	-	-	-		-	-	-
6722	Per Diem-Staff	-	-	-	-	-		-	-	-
6724	Per Diem-Parent	-	-	-	-	-		-	-	-
6730	Volunteer Travel	-	-	-	-	-		-	-	-
6742	Training - Staff	-	(2,226.78)	-	2,226.78	-	#DIV/0!	-	-	-
6746	Training - Parent	-	-	-	-	-		-	-	-
6748	Education Reimbursement	420	-	-	-	840		-	-	420.00
6750	Field Trips	-	-	-	-	-		-	-	-
6810	Bank Charges	-	-	-	-	-		-	-	-
6820	Interest Expense	-	-	-	-	-		-	-	-
6832	Liability Insurance	660	-	171.23	171.23	1,320	26%	-	171.23	488.77
6834	Student Activity Insurance	2,880	152.28	549.43	397.15	5,760	19%	-	549.43	2,330.57
6840	Property Taxes	-	-	-	-	-		-	-	-
6850	Fees & Licenses	10,500	50.00	7,419.60	7,369.60	21,000	71%	-	7,419.60	3,080.40
6852	Finger Printing	2,600	307.00	690.75	383.75	5,200	27%	-	690.75	1,909.25
6860	Depreciation Expense	-	-	-	-	-		-	-	-
6875	Employee Health & Welfare	9,434	-	-	-	18,868	0%	-	-	9,434.00
7110	Parent Activities	-	-	-	-	-	#DIV/0!	-	-	-
7111	Parent Mileage	315	-	110.38	110.38	630	35%	-	110.38	204.62
7112	Parent Involvement	3,250	226.58	491.80	265.22	6,500	15%	-	491.80	2,758.20
7114	PPC Allowance	1,812	-	720.00	720.00	3,624	40%	-	720.00	1,092.00
7116	PPC Food Allowance	688	53.18	53.18	-	1,376	8%	-	53.18	634.82
8110	In-Kind Salaries	385,145	94,416.69	155,521.93	61,105.24	770,290	40%	-	155,521.93	229,623.07
8120	In-Kind Rent	111,010	19,970.00	89,131.00	69,161.00	222,020	80%	-	89,131.00	21,879.00
8130	In-Kind Other	1,000	-	-	-	2,000		-	-	1,000.00
9010	In-Direct Cost Allocation	525,750	40,430.40	194,837.76	154,407.36	1,051,500	37%	2,616.28	197,454.04	328,295.96
	Total Expenses	**6,800,377**	**599,107.19**	**2,580,564.93**	**1,981,457.74**	**13,600,754**	**38%**	**31,366.62**	**2,611,931.55**	**4,188,445.45**
	Excess Revenue Over	-	-	-	-	-		-	-	-
	Total Expenses	6,800,377	599,107.19	2,580,564.93						
	In-Kind	(497,155)	(114,386.69)	(244,652.93)						
	Total Expenses w/o In Kind	**6,303,222**	**484,720.50**	**2,335,912.00**	**1,851,191.50**				**2,367,278.62**	3,935,943.38
									37.56%	

ADMINISTRATION BUDGET LIMIT	**$752,091**
YEAR-TO DATE ADMIN EXP.	**$289,960**
PERCENT OF TOTAL EXPENSES	**3.66%**
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
194,837.76
194,837.76

State Migrant Full-Day Program - 322 CMIG Program
Budget to Actual
July 1, 2026 - June 30, 2027

For the Period Ending **7/31/2026**

Start Date **7/1/2026**
Current Mnth 1
12.59%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
	REVENUES									
4120	GRANT INCOME-STATE	**861,626**	101,796.69	**101,796.69**	-	108,479	11.81%	-	101,796.69	759,829.31
4220	IN KIND CONTRIBUTIONS	-	-		-			-	-	-
4315	CHILD CRE REVENUE-STATE	-	-		-			-	-	-
4350	RENTAL INCOME	-	-					-	-	-
	TOTAL REVENUES	**861,626**	**101,796.69**	**101,796.69**	**-**	**108,479**	**11.81%**	**-**	**101,796.69**	**759,829.31**
	EXPENDITURES									
5010	SALARIES & WAGES	**589,787**	64,906.54	**64,906.54**	-	6,188	11.01%	-	64,906.54	524,880.46
5020	ACCRUED VACATION PAY	**37,746**	3,687.02	**3,687.02**	-	396	9.77%	-	3,687.02	34,058.98
5112	HEALTH INSURANCE	**49,364**	9,770.27	**9,770.27**	-	518	19.79%	-	9,770.27	39,593.73
5114	WORKER'S COMPENSATION	**21,980**	2,413.70	**2,413.70**	-	231	10.98%	-	2,413.70	19,566.30
5116	PENSION	**31,250**	3,521.67	**3,521.67**	-	328	11.27%	-	3,521.67	27,728.33
5122	FICA	**45,586**	4,975.52	**4,975.52**	-	478	10.91%	-	4,975.52	40,610.48
5124	SUI	**5,625**	279.65	**279.65**	-	59	4.97%	-	279.65	5,345.35
5130	ACCRUED VACATION FRINGE	**2,420**	282.06	**282.06**	-	25	11.66%	-	282.06	2,137.94
6110	OFFICE SUPPLIES	**500**	-	-	-	5	0.00%	-	-	500.00
6112	DATA PROCESSING SUPPLIES	-	-	-		-	#DIV/0!	-	-	-
6121	FOOD	-	-	-		-	#DIV/0!	-	-	-
6122	KITCHEN SUPPLIES	-	-			-		-	-	-
6130	PROGRAM SUPPLIES	**1,000**	32.22	**32.22**		10		-	32.22	967.78
6132	MEDICAL & DENTAL SUPPLIES	-	68.40	**68.40**	-	-		-	68.40	(68.40)
6134	INSTRUCTIONAL SUPPLIES	**1,000**	-			10		-	-	1,000.00
6140	CUSTODIAL SUPPLIES	**3,500**	-	-	-	37	0.00%	-	-	3,500.00
6142	LINEN/LAUNDRY	-	-			-		-	-	-
6143	FURNISHINGS	-	-	-		-		-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-			-		-	-	-
6170	POSTAGE & SHIPPING	-	-			-		-	-	-
6180	EQUIPMENT RENTAL	-	990.01	**990.01**	-	-		-	990.01	(990.01)
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-		-	-	-
6320	TELEPHONE	-	285.67	**285.67**	-	-		-	285.67	(285.67)
6410	RENT	-	-	-	-	-		-	-	-
6420	UTILITIES/ DISPOSAL	-	53.04	**53.04**	-	-		-	53.04	(53.04)
6432	BUILDING REPAIRS/ MAINTENANCE	-	305.70	**305.70**	-	-		-	305.70	(305.70)
6436	PEST CONTROL	-	88.23	**88.23**	-	-		-	88.23	(88.23)
6437	BURGLAR & FIRE ALARM	-	-	-	-	-		-	-	-
6440	PROPERTY INSURANCE	-	72.73	**72.73**	-	-		-	72.73	(72.73)
6520	CONSULTANTS	-	-	-	-	-		-	-	-
6522	CONSULTANT EXPENSES	-	-	-	-	-		-	-	-
6524	CONTRACTS	-	-	-	-	-		-	-	-
6540	CUSTODIAL SERVICES	-	1,509.30	**1,509.30**	-	-		-	1,509.30	(1,509.30)
6834	STUDENT ACTIVITY INSURANCE	-	64.13	**64.13**	0.00	-		-	64.13	(64.13)
9010	INDIRECT COST ALLOCATION	**71,868**	8,490.83	**8,490.83**	-	9,048	11.81%	-	8,490.83	63,377.17
	Total Expenses	**861,626**	101,796.69	101,796.69	0.00	108,479	11.81%	-	101,796.69	759,829.31
		-	-	-	-	-			11.81%	

In Direct Calc. @ 9.1%
8,490.83
8,490.83 Total

Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
July 31, 2026

	This Year
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	(493,944.26)
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(62,425.96)
1122- SAVINGS - WESTAMERICA	6,279,141.38
1124- CD VICTIM SERVICES - COMMUNITY WEST BANK	13.33
1125- MONEY MARKET VICTIM SERVICES - COMMUNITY WEST BANK	408,355.79
1130- PETTY CASH	650.00
1197- EFT CLEARING - ACCTS. PAY.	398.42
1310- GRANTS RECEIVABLE	3,698,361.13
1320- ACCOUNTS RECEIVABLE	(29.93)
1323- A/R IGNITE MY CITY CHURCH	956.09
1328- EMPLOYEE & TRAVEL ADVANCES	1,585.50
1329- ADVANCE CLEARING	0.00
1410- PREPAID EXPENSES	94,593.24
1412- PREPAID POSTAGE	10,303.17
1420- SECURITY DEPOSITS	43,261.04
1421- WORKERS' COMP DEPOSIT	80,025.00
1450- INVENTORY	41,532.27
1512- EQUIPMENT	2,064,525.39
1513- VEHICLES	1,540,662.30
1514- BUILDINGS	3,871,500.45
1515- LAND IMPROVEMENTS	318,790.84
1516- BUILDING IMPROVEMENTS	683,991.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,222,395.19)
1523- ACC DEPR - VEHICLES	(1,094,053.14)
1524- ACC DEPR - BUILDINGS	(3,511,935.66)
1525- ACC DEPR - LAND IMPROVE.	(191,167.69)
1526- ACC DEPR - BUILDING IMPROVE.	(286,844.52)
1590- ROU ASSETS - OPERATING LEASES	16,780,224.00
Total Assets	29,115,079.11
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,370,769.49
2111- ACCOUNTS PAYABLE - MANUAL	0.02
2112- ACCOUNTS PAY-FUNDING SOURCE	626,042.48
2115- A/P OTHERS	2,433.40
2122- ACCRUED VACATION	1,236,574.90
2123- ACCRUED PAYROLL - MANUAL	849.40

2211- FICA PAYABLE	0.00
2212- FICA-MED PAYABLE	0.00
2215- SIT PAYABLE	0.00
2216- SDI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	3,592.73
2231- RETIREMENT PAYABLE-ER CONTRIB	1,092,313.89
2232- W/H RETIREMENT	(10.00)
2244- KAISER MID20	(1,824.49)
2245- KAISER HIGH15	(1,694.63)
2248- KAISER LOW30	(24.61)
2249- KAISER DHMO40	3,008.69
2252- SELF INSURANCE - LIFE & ADD	(26.53)
2253- VISION INSURANCE PAYABLE	(962.27)
2254- SELF INSURANCE - DENTAL	71,321.94
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	112.00
2259- TELEMEDICINE BUNDLE PLAN	(96.50)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,804.81
2410- DEFERRED GRANT REVENUE	4,056,865.25
2415- RESERVE ACCOUNT	109,966.00
2420- OTHER DEFERRED REVENUE	424,966.90
2690- OPERATING LEASE LIABILITY	17,190,404.00
Total Liabilities	26,192,987.69
3000- NET ASSETS W/O DONOR RESTRICTIONS	144,717.85
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,722,430.11
Change in Net Assets	494,943.46
Total Net Assets	2,922,091.42
Total Liabilities and Net Assets	29,115,079.11

F-4B

Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
July 31, 2026

	This Year
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	(493,944.26)
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	(62,425.96)
1122- SAVINGS - WESTAMERICA	6,279,141.38
1124- CD VICTIM SERVICES - COMMUNITY WEST BANK	13.33
1125- MONEY MARKET VICTIM SERVICES - COMMUNITY WEST BANK	408,355.79
1130- PETTY CASH	650.00
1197- EFT CLEARING - ACCTS. PAY.	398.42
1310- GRANTS RECEIVABLE	3,698,361.13
1320- ACCOUNTS RECEIVABLE	(29.93)
1323- A/R IGNITE MY CITY CHURCH	956.09
1328- EMPLOYEE & TRAVEL ADVANCES	1,585.50
1329- ADVANCE CLEARING	0.00
1410- PREPAID EXPENSES	94,593.24
1412- PREPAID POSTAGE	10,303.17
1420- SECURITY DEPOSITS	43,261.04
1421- WORKERS' COMP DEPOSIT	80,025.00
1450- INVENTORY	41,532.27
1512- EQUIPMENT	2,064,525.39
1513- VEHICLES	1,540,662.30
1514- BUILDINGS	3,871,500.45
1515- LAND IMPROVEMENTS	318,790.84
1516- BUILDING IMPROVEMENTS	683,991.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,222,395.19)
1523- ACC DEPR - VEHICLES	(1,094,053.14)
1524- ACC DEPR - BUILDINGS	(3,511,935.66)
1525- ACC DEPR - LAND IMPROVE.	(191,167.69)
1526- ACC DEPR - BUILDING IMPROVE.	(286,844.52)
1590- ROU ASSETS - OPERATING LEASES	16,780,224.00
Total Assets	29,115,079.11
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,370,769.49
2111- ACCOUNTS PAYABLE - MANUAL	0.02
2112- ACCOUNTS PAY-FUNDING SOURCE	626,042.48
2115- A/P OTHERS	2,433.40
2122- ACCRUED VACATION	1,236,574.90
2123- ACCRUED PAYROLL - MANUAL	849.40

2211- FICA PAYABLE	0.00
2212- FICA-MED PAYABLE	0.00
2215- SIT PAYABLE	0.00
2216- SDI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	3,592.73
2231- RETIREMENT PAYABLE-ER CONTRIB	1,092,313.89
2232- W/H RETIREMENT	(10.00)
2244- KAISER MID20	(1,824.49)
2245- KAISER HIGH15	(1,694.63)
2248- KAISER LOW30	(24.61)
2249- KAISER DHMO40	3,008.69
2252- SELF INSURANCE - LIFE & ADD	(26.53)
2253- VISION INSURANCE PAYABLE	(962.27)
2254- SELF INSURANCE - DENTAL	71,321.94
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	112.00
2259- TELEMEDICINE BUNDLE PLAN	(96.50)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,804.81
2410- DEFERRED GRANT REVENUE	4,056,865.25
2415- RESERVE ACCOUNT	109,966.00
2420- OTHER DEFERRED REVENUE	424,966.90
2690- OPERATING LEASE LIABILITY	17,190,404.00
Total Liabilities	26,192,987.69
3000- NET ASSETS W/O DONOR RESTRICTIONS	144,717.85
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,722,430.11
Change in Net Assets	494,943.46
Total Net Assets	2,922,091.42
Total Liabilities and Net Assets	29,115,079.11

MADERA COUNTY

246- HHAP R4

1/01/2024-07/31/2026

Year to Date Expenses

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
4350/4 Rental/Misc. Income								0.00
5010 Salaries & Wages	28.39			833.28	61,801.56	9,403.40	3,129.13	75,195.76
5020 Accrued Vacation Pay	1.36			41.97	3,969.03	469.14	183.77	4,665.27
5112 Health Insurance		-0.80		33.04	11,062.26	484.52	389.27	11,968.29
5114 Workers' Compensation	30.50		0.29	33.25	3,688.70	495.09	146.33	4,394.16
5116 Pension	1.71			53.01	3,083.53	496.39	173.17	3,807.81
5122 FICA	2.27			70.14	5,264.77	759.47	264.92	6,361.57
5124 SUI					687.29	151.61		838.90
5130 Accrued Vacation FICA	-0.09			-2.71	(31.31)	10.40	-13.94	-37.65
6110 Office Supplies					531.59			531.59
6112 Data Processing Supplies					294.21			294.21
6130 Program Supplies								0.00
6132 Medical & Dental Supplies								0.00
6140 Custodial Supplies								0.00
6143 Furnishings					588.26			588.26
6170 Postage & Shipping					2.76			2.76
6180 Equipment Rental								0.00
6181 Equipment Maintenance								0.00
6310 Printing & Publications					123.45			123.45
6320 Telephone	652.09			23.48	3,219.21	154.59	46.13	4,095.50
6410 Rent	2,120.94			76.72	5,243.73	852.98	239.41	8,533.78
6420 Utilities	537.19			16.95	1,217.58	158.86	57.04	1,987.62
6432 Building R & M								0.00
6433 Grounds Maintenance								0.00
6440 Property Insurance	73.34			2.56	351.84	50.17	16.07	493.98
6510 Audit								0.00
6520 Consultants								0.00
6530 Legal								0.00
6562 Medical Exam								0.00
6564 Medical Follow-Up								0.00
6566 Dental Exam								0.00
6568 Dental Follow-Up								0.00
6610 Gas & Oil			130.82	4.45	3,424.88	29.54	45.62	3,635.31
6640 Vehicle Repair & Maintenance					1,605.06			1,605.06
6712 Staff Travel Local				6.03				6.03
6742 Training - Staff								0.00
6820 Interest Expense								0.00
6832 Liability Insurance								0.00
6850 Fees & Licenses	1,015.49	0.61			77.96	0.51	0.38	1,094.95
6860 Depreciation Expense								0.00
6875 Employee Health & Welfare								0.00
7210 Transportation Vouchers								0.00
7222 Motel Vouchers								0.00
7224 Client Rent	64,010.01	4,796.02						68,806.03
7226 Client Lodging/ Shelter			86,213.51	9,273.72				95,487.23
7224 Client Food								0.00
7240 Direct Benefits								0.00
9010 Indirect	6,231.06	436.42	7,857.36	952.40	9,664.78	1,230.02	425.63	26,797.67
Subtotal - HUD Funding	74,704.26	5,232.25	94,201.98	11,418.29	115,871.14	14,746.69	5,102.93	321,277.54

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	
Budget:	74,704.26	8,505.93	107,193.17	11,418.29	115,871.14	14,746.69	14,269.64	346,709.12
Direct Budget:	68,473.20	7,796.45	98,252.22	10,465.89	106,206.36	13,516.67	13,079.41	317,790.20
Remaining balance for total funding:	-	3,273.68	12,991.19	-	-	-	9,166.71	25,431.58
Remaining direct cost:	-	3,000.62	11,907.60	-	-	-	8,402.11	23,310.33
Total direct exp	68,473.20	4,795.83	86,344.62	10,465.89	106,206.36	13,516.67	4,677.30	

HHAP Report Information

	Total Obligated	Youth Obligated	Total Expended	Youth Expended
Rapid Rehousing	83,210.19	8,505.93	79,936.51	5,232.25
Operating Subsidies	118,611.46	11,418.29	105,620.27	11,418.29
Street Outreach	130,617.83	14,746.69	130,617.83	14,746.69
Permanent Housing & Innovative Solutions	-	-	-	-
Administrative Costs	14,269.64	-	5,102.93	-
	346,709.12	34,670.91	321,277.54	31,397.23

MADERA COUNTY

276- HHAP R5

5/01/2025-7/31/2026

Year to Date Expenses

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	Total
4350/4 Rental/Misc. Income								0.00
5010 Salaries & Wages					36,867.38	2,190.42		39,057.80
5020 Accrued Vacation Pay					1,539.29	120.10		1,659.39
5112 Health Insurance					154.20	150.21		304.41
5114 Workers' Compensation					2,035.86	109.48		2,145.34
5116 Pension					218.75	99.23		317.98
5122 FICA					2,874.26	171.13		3,045.39
5124 SUI					1,081.22	5.79		1,087.01
5130 Accrued Vacation FICA					44.42	5.57		49.99
6110 Office Supplies					612.82			612.82
6112 Data Processing Supplies					6,027.75			6,027.75
6130 Program Supplies					113.71			113.71
6132 Medical & Dental Supplies								0.00
6140 Custodial Supplies								0.00
6143 Furnishings								0.00
6170 Postage & Shipping								0.00
6180 Equipment Rental								0.00
6181 Equipment Maintenance								0.00
6221 Equipment Over > $5000					49,427.40			49,427.40
6310 Printing & Publications					107.42			107.42
6320 Telephone					607.68	13.25		620.93
6410 Rent					3,879.19	88.32		3,967.51
6420 Utilities			17.23		661.76	10.89		689.88
6432 Building R & M								0.00
6433 Grounds Maintenance								0.00
6440 Property Insurance					227.73	5.28		233.01
6510 Audit								0.00
6520 Consultants								0.00
6524 Contracts			26,748.00	2,972.00				29,720.00
6530 Legal								0.00
6562 Medical Exam								0.00
6564 Medical Follow-Up								0.00
6566 Dental Exam								0.00
6568 Dental Follow-Up								0.00
6610 Gas & Oil					1,524.18			1,524.18
6620 Vehicle Insurance					275.76			275.76
6640 Vehicle Repair & Maintenance					473.44			473.44
6712 Staff Travel Local								0.00
6742 Training - Staff								0.00
6820 Interest Expense								0.00
6832 Liability Insurance								0.00
6850 Fees & Licenses	252.12				0.66			252.78
6860 Depreciation Expense								0.00
6875 Employee Health & Welfare								0.00
7210 Transportation Vouchers								0.00
7222 Motel Vouchers								0.00
7224 Client Rent	20,786.88							20,786.88
7226 Client Lodging/ Shelter								0.00
7224 Client Food								0.00
7240 Direct Benefits								0.00
9010 Indirect	1,914.55	-	1.57	-	5,398.80	270.24	-	7,585.16
Subtotal - HUD Funding	22,953.55	0.00	26,766.80	2,972.00	114,153.68	3,239.91	0.00	170,085.94

	-000-74 Rapid Rehousing	-077-74 Rapid Rehousing YSA	-000-75 Operating Subsidies	-077-75 Operating Subsidies YSA	-000-18 Street Outreach	-077-18 Street Outreach YSA	-000-90 Administration	
Budget:	84,725.78	-	38,522.12	17,511.45	515,189.20	9,205.23	-	665,153.78
Direct Budget:	77,658.82	-	35,309.00	16,050.82	477,222.00	8,438.24	-	614,678.88
Remaining balance for total funding:	61,772.23	-	11,755.32	14,539.45	401,035.52	5,965.32	-	495,067.84
Remaining direct cost:	56,619.82	-	8,543.77	13,078.82	368,467.12	5,468.57	-	452,178.10
Total direct exp	21,039.00	-	26,765.23	2,972.00	108,754.88	2,969.67	-	162,500.78

HHAP Report Information

	Total Obligated	Youth Obligated	Total Expended	Youth Expended
Rapid Rehousing	84,725.78	-	22,953.55	-
Operating Subsidies	56,033.57	17,511.45	29,738.80	2,972.00
Street Outreach	524,394.43	9,205.23	117,393.59	3,239.91
Permanent Housing & Innovative Solutions	-	-	-	-
Administrative Costs	-	-	-	-
	665,153.78	26,716.68	170,085.94	6,211.91

CES HELP CENTER
HUD

11/01/2025-07/31/2026

HUD -224

		-80 Supportive	-85 VAWA	-90 Adm.	All Total
4350/4	Rental/Misc. Income				0.00
5010	Salaries & Wages	215,953.04		3,889.94	219,842.98
5012	Director's Salary				0.00
5020	Accrued Vacation Pay	11,215.53		269.59	11,485.12
5112	Health Insurance	23,374.56		467.81	23,842.37
5114	Workers' Compensation	11,945.21		79.47	12,024.68
5116	Pension	12,456.71		203.56	12,660.27
5122	FICA	17,631.59		311.43	17,943.02
5124	SUI	2,567.77		11.15	2,578.92
5125	Director's Fringe				0.00
5130	Accrued Vacation FICA	(36.97)		2.68	-34.29
6110	Office Supplies	613.99			613.99
6112	Data Processing Supplies	452.64			452.64
6122	Kitchen Supplies				0.00
6130	Program Supplies				0.00
6132	Medical & Dental Supplies				0.00
6140	Custodial Supplies				0.00
6143	Furnishings				0.00
6170	Postage & Shipping				0.00
6180	Equipment Rental	263.39			263.39
6181	Equipment Maintenance	6.39			6.39
6216	Capital Expenditures >$1000				0.00
6310	Printing & Publications				0.00
6320	Telephone	6,308.61		42.59	6,351.20
6410	Rent	21,371.06		341.42	21,712.48
6420	Utilities	3,615.42		57.73	3,673.15
6432	Building R & M	178.73			178.73
6433	Grounds Maintenance				0.00
6436	Pest Control				0.00
6440	Property Insurance	1,287.89		21.03	1,308.92
6540	Custodial Services				0.00
6520	Consultants				0.00
6530	Legal				0.00
6562	Medical Exam				0.00
6564	Medical Follow-Up				0.00
6566	Dental Exam				0.00
6568	Dental Follow-Up				0.00
6610	Gas & Oil	1,602.31		13.94	1,616.25
6620	Vehicle Insurance				0.00
6640	Vehicle Repair & Maintenance	46.00			46.00
6712	Staff Travel Local				0.00
6745	Training - Participants				0.00
6820	Interest Expense				0.00
6832	Liability Insurance				0.00
6850	Fees & Licenses	108.00		58.92	166.92
6860	Depreciation Expense				0.00
6875	Employee Health & Welfare				0.00
7210	Transportation Vouchers				0.00
7224	Client Rent				0.00
7226	Client Lodging/Shelter				0.00
7230	Client Food				0.00
7232	Food Vouchers				0.00
7240	Direct Benefits				0.00
9010	Indirect Cost Allocation	30,117.52	0.00	525.18	30,642.70
	Subtotal - HUD Funding	361,079.39	0.00	6,296.44	367,375.83
		330,961.87	**0.00**	**5,771.26**	

CES HELP CENTER
HUD
11/01/2025-07/31/2026

Check Sum 284	**331,991.04**	**0.00**	**5,359.58**	**337,350.62**
Check Sum Rent/Misc. Income/ IN KIND	**0.00**	**0.00**		**0.00**
Difference	29,088.35	0.00	936.86	30,025.21
Match Required				
HUD Costs That Need Match	361,079.39	0.00	6,296.44	367,375.83
25% Match Required				25%
Match Required				$91,844.00
CCP 272 7c				
HHAP4 246 7c				
HHAP 278 7c				
(-)Excess/Short CSBG Match				91,844.00
Total matching funds				0.00

Fiscal Year
July 31, 2026

285 0	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	1,000,000.00	14,187.12	238,713.22	0.00	(0.24)	0.00	238,713.22	761,286.78
Total Revenues	1,000,000.00	14,187.12	238,713.22	0.00	(0.24)	0.00	238,713.22	761,286.78
Expenses								
5010- SALARIES & WAGES	290,650.00	7,858.94	97,461.05	0.00	0.34	0.00	97,461.05	193,188.95
5020- ACCRUED VACATION PAY	0.00	444.46	4,720.18	0.00	0.00	0.00	4,720.18	(4,720.18)
Total Salaries	290,650.00	8,303.40	102,181.23	0.00	0.35	0.00	102,181.23	188,468.77
5112- HEALTH INSURANCE	54,328.00	2,155.87	16,948.62	0.00	0.31	0.00	16,948.62	37,379.38
5114- WORKER'S COMPENSATION	13,615.00	434.21	5,282.05	0.00	0.39	0.00	5,282.05	8,332.95
5116- PENSION	14,532.00	289.12	4,485.86	0.00	0.31	0.00	4,485.86	10,046.14
5122- FICA	26,106.00	617.79	7,533.19	0.00	0.29	0.00	7,533.19	18,572.81
5124- SUI	2,604.00	0.00	1,266.66	0.00	0.49	0.00	1,266.66	1,337.34
5130- ACCRUED VACATION FICA	0.00	(21.02)	158.70	0.00	0.00	0.00	158.70	(158.70)
Total Fringe Benefits	111,185.00	3,475.97	35,675.08	0.00	0.32	0.00	35,675.08	75,509.92
6110- OFFICE SUPPLIES	1,800.00	0.00	942.43	0.00	0.52	39.58	982.01	817.99
6112- DATA PROCESSING SUPPLIES	4,000.00	0.00	9,964.68	0.00	2.49	178.26	10,142.94	(6,142.94)
6130- PROGRAM SUPPLIES	3,000.00	0.00	151.05	0.00	0.05	0.00	151.05	2,848.95
6143- FURNISHINGS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6170- POSTAGE & SHIPPING	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
Total Supplies	14,160.00	0.00	11,058.16	0.00	0.78	217.84	11,276.00	2,884.00
6180- EQUIPMENT RENTAL	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00
6181- EQUIPMENT MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6310- PRINTING & PUBLICATIONS	200.00	0.00	107.43	0.00	0.54	0.00	107.43	92.57
6312- ADVERTISING & PROMOTION	520.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00
6320- TELEPHONE	5,550.00	0.00	3,245.02	0.00	0.58	0.00	3,245.02	2,304.98
6410- RENT	14,400.00	0.00	6,243.54	0.00	0.43	0.00	6,243.54	8,156.46
6420- UTILITIES/ DISPOSAL	4,680.00	0.00	1,170.39	0.00	0.25	0.00	1,170.39	3,509.61
6440- PROPERTY INSURANCE	0.00	0.00	357.25	0.00	0.00	0.00	357.25	(357.25)
6555- MEDICAL SCREENING/DEAT/STAFF	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6610- GAS & OIL	6,600.00	517.41	3,539.96	0.00	0.54	0.00	3,539.96	3,060.04
6620- VEHICLE INSURANCE	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00	1,440.00
6640- VEHICLE REPAIR & MAINTENANCE	1,320.00	23.00	1,024.66	0.00	0.78	0.00	1,024.66	295.34
6712- STAFF TRAVEL-LOCAL	1,005.00	0.00	0.00	0.00	0.00	0.00	0.00	1,005.00
6840- PROPERTY TAXES	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6850- FEES & LICENSES	200.00	0.00	5.50	0.00	0.03	0.00	5.50	194.50

Fiscal Year
July 31, 2026

285 0	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6852- FINGERPRINT	34.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00
Total Other & Services	40,989.00	540.41	15,693.75	0.00	0.38	0.00	15,693.75	25,295.25
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7224- CLIENT RENT	68,400.00	0.00	0.00	0.00	0.00	0.00	0.00	68,400.00
7226- CLIENT LODGING/SHELTER	380,406.00	684.00	54,194.00	0.00	0.14	0.00	54,194.00	326,212.00
7240- DIRECT BENEFITS	10,800.00	0.00	0.00	0.00	0.00	0.00	0.00	10,800.00
Total Direct Benefits	459,606.00	684.00	54,194.00	0.00	0.12	0.00	54,194.00	405,412.00
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	83,410.00	1,183.34	19,911.00	0.00	0.24	0.00	19,911.00	63,499.00
Total Expenses	**1,000,000.00**	**14,187.12**	**238,713.22**	**0.00**	**0.24**	**217.84**	**238,931.06**	**761,068.94**
Excess Revenue Over (Under) Expenditures	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**(217.84)**	**(217.84)**	**217.84**

Fiscal Year
July 31, 2026

426 0 ALT. PYMT. PROG- CAPP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	2,519,289.00	174,610.94	174,610.94	0.00	(0.07)	0.00	174,610.94	2,344,678.06
4120- GRANT INCOME-STATE	5,775,476.00	388,650.17	388,650.17	0.00	(0.07)	0.00	388,650.17	5,386,825.83
4315- CHILD CRE REVENUE-STATE	0.00	574.00	574.00	0.00	0.00	0.00	574.00	(574.00)
Total Revenues	8,294,765.00	563,835.11	563,835.11	0.00	(0.07)	0.00	563,835.11	7,730,929.89
Expenses								
5010- SALARIES & WAGES	523,129.00	14,809.69	14,809.69	0.00	0.03	0.00	14,809.69	508,319.31
5020- ACCRUED VACATION PAY	9,500.00	841.61	841.61	0.00	0.09	0.00	841.61	8,658.39
Total Salaries	532,629.00	15,651.30	15,651.30	0.00	0.03	0.00	15,651.30	516,977.70
5112- HEALTH INSURANCE	22,273.00	1,669.69	1,669.69	0.00	0.07	0.00	1,669.69	20,603.31
5114- WORKER'S COMPENSATION	1,339.00	62.40	62.40	0.00	0.05	0.00	62.40	1,276.60
5116- PENSION	16,462.00	1,154.65	1,154.65	0.00	0.07	0.00	1,154.65	15,307.35
5122- FICA	24,585.00	1,105.51	1,105.51	0.00	0.04	0.00	1,105.51	23,479.49
5124- SUI	2,494.00	0.00	0.00	0.00	0.00	0.00	0.00	2,494.00
5130- ACCRUED VACATION FICA	400.00	54.53	54.53	0.00	0.14	0.00	54.53	345.47
Total Fringe Benefits	67,553.00	4,046.78	4,046.78	0.00	0.06	0.00	4,046.78	63,506.22
6110- OFFICE SUPPLIES	4,144.00	100.54	100.54	0.00	0.02	0.00	100.54	4,043.46
6112- DATA PROCESSING SUPPLIES	23,162.00	419.73	419.73	0.00	0.02	0.00	419.73	22,742.27
6170- POSTAGE & SHIPPING	7,770.00	0.00	0.00	0.00	0.00	0.00	0.00	7,770.00
Total Supplies	35,076.00	520.27	520.27	0.00	0.01	0.00	520.27	34,555.73
6180- EQUIPMENT RENTAL	5,920.00	312.68	312.68	0.00	0.05	0.00	312.68	5,607.32
6181- EQUIPMENT MAINTENANCE	3,552.00	292.21	292.21	0.00	0.08	0.00	292.21	3,259.79
6310- PRINTING & PUBLICATIONS	740.00	0.00	0.00	0.00	0.00	0.00	0.00	740.00
6312- ADVERTISING & PROMOTION	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.00
6320- TELEPHONE	2,590.00	137.96	137.96	0.00	0.05	0.00	137.96	2,452.04
6410- RENT	65,120.00	4,994.21	4,994.21	0.00	0.08	0.00	4,994.21	60,125.79
6420- UTILITIES/ DISPOSAL	13,098.00	661.25	661.25	0.00	0.05	0.00	661.25	12,436.75
6432- BUILDING & GROUNDS	3,276.00	0.00	0.00	0.00	0.00	0.00	0.00	3,276.00
6436- PEST CONTROL	0.00	0.77	0.77	0.00	0.00	0.00	0.77	(0.77)
6437- BURGLAR & FIRE ALARM	0.00	0.23	0.23	0.00	0.00	0.00	0.23	(0.23)
6440- PROPERTY INSURANCE	3,108.00	272.04	272.04	0.00	0.09	0.00	272.04	2,835.96
6530- LEGAL	440.00	0.00	0.00	0.00	0.00	0.00	0.00	440.00

Fiscal Year
July 31, 2026

426 0 ALT. PYMT. PROG- CAPP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6555- MEDICAL	148.00	0.00	0.00	0.00	0.00	0.00	0.00	148.00
6610- GAS & OIL	74.00	0.00	0.00	0.00	0.00	0.00	0.00	74.00
6620- VEHICLE INSURANCE	555.00	34.77	34.77	0.00	0.06	0.00	34.77	520.23
6640- VEHICLE REPAIR &	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6742- TRAINING - STAFF	3,700.00	0.00	0.00	0.00	0.00	0.00	0.00	3,700.00
6850- FEES & LICENSES	19,240.00	6,358.56	6,358.56	0.00	0.33	0.00	6,358.56	12,881.44
6875- EMPLOYEE HEALTH & WELFARE	1,687.00	0.00	0.00	0.00	0.00	0.00	0.00	1,687.00
Total Other & Services	124,462.00	13,064.68	13,064.68	0.00	0.10	0.00	13,064.68	111,397.32
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	6,843,181.00	482,996.63	482,996.63	0.00	0.07	0.00	482,996.63	6,360,184.37
7245- DIRECT BENEFITS - STATE	0.00	574.00	574.00	0.00	0.00	0.00	574.00	(574.00)
Total Direct Benefits	6,843,181.00	483,570.63	483,570.63	0.00	0.07	0.00	483,570.63	6,359,610.37
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rev/ Obj w Encumbrances
July 31, 2026

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	166,019.00	0.00	0.00	0.00	0.00	0.00	0.00	166,019.00
4120- GRANT INCOME-STATE	1,074,163.00	114,000.25	114,000.25	0.00	(0.11)	0.00	114,000.25	960,162.75
4315- CHILD CRE REVENUE-STATE	0.00	64.00	64.00	0.00	0.00	0.00	64.00	(64.00)
Total Revenues	1,240,182.00	114,064.25	114,064.25	0.00	(0.09)	0.00	114,064.25	1,126,117.75
Expenses								
5010- SALARIES & WAGES	62,853.00	3,040.43	3,040.43	0.00	0.05	0.00	3,040.43	59,812.57
5020- ACCRUED VACATION PAY	4,000.00	167.35	167.35	0.00	0.04	0.00	167.35	3,832.65
Total Salaries	66,853.00	3,207.78	3,207.78	0.00	0.05	0.00	3,207.78	63,645.22
5112- HEALTH INSURANCE	4,000.00	258.00	258.00	0.00	0.06	0.00	258.00	3,742.00
5114- WORKER'S COMPENSATION	156.00	13.38	13.38	0.00	0.09	0.00	13.38	142.62
5116- PENSION	3,450.00	283.61	283.61	0.00	0.08	0.00	283.61	3,166.39
5122- FICA	5,267.00	237.01	237.01	0.00	0.04	0.00	237.01	5,029.99
5124- SUI	582.00	0.00	0.00	0.00	0.00	0.00	0.00	582.00
5130- ACCRUED VACATION FICA	120.00	10.32	10.32	0.00	0.09	0.00	10.32	109.68
Total Fringe Benefits	13,575.00	802.32	802.32	0.00	0.06	0.00	802.32	12,772.68
6110- OFFICE SUPPLIES	672.00	15.46	15.46	0.00	0.02	0.00	15.46	656.54
6112- DATA PROCESSING SUPPLIES	4,260.00	192.03	192.03	0.00	0.05	0.00	192.03	4,067.97
6170- POSTAGE & SHIPPING	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
Total Supplies	6,192.00	207.49	207.49	0.00	0.03	0.00	207.49	5,984.51
6180- EQUIPMENT RENTAL	960.00	67.61	67.61	0.00	0.07	0.00	67.61	892.39
6181- EQUIPMENT MAINTENANCE	576.00	44.96	44.96	0.00	0.08	0.00	44.96	531.04
6310- PRINTING & PUBLICATIONS	72.00	0.00	0.00	0.00	0.00	0.00	0.00	72.00
6312- ADVERTISING & PROMOTION	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
6320- TELEPHONE	420.00	32.69	32.69	0.00	0.08	0.00	32.69	387.31
6410- RENT	17,760.00	1,482.30	1,482.30	0.00	0.08	0.00	1,482.30	16,277.70
6420- UTILITIES/ DISPOSAL	2,124.00	134.58	134.58	0.00	0.06	0.00	134.58	1,989.42
6432- BUILDING & GROUNDS	120.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6440- PROPERTY INSURANCE	504.00	81.65	81.65	0.00	0.16	0.00	81.65	422.35
6530- LEGAL	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6555- MEDICAL	48.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
6610- GAS & OIL	12.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00

Rev/ Obj w Encumbrances
July 31, 2026

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	90.00	34.77	34.77	0.00	0.39	0.00	34.77	55.23
6640- VEHICLE REPAIR &	17.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
6742- TRAINING - STAFF	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6840- PROPERTY TAXES	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
6850- FEES & LICENSES	3,120.00	979.99	979.99	0.00	0.31	0.00	979.99	2,140.01
6852- FINGERPRINT	48.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
Total Other & Services	26,969.00	2,858.55	2,858.55	0.00	0.11	0.00	2,858.55	24,110.45
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,023,150.00	97,415.38	97,415.38	0.00	0.10	0.00	97,415.38	925,734.62
7245- DIRECT BENEFITS - STATE	0.00	64.00	64.00	0.00	0.00	0.00	64.00	(64.00)
Total Direct Benefits	1,023,150.00	97,479.38	97,479.38	0.00	0.10	0.00	97,479.38	925,670.62
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FISCAL YEAR
July 31, 2026

428 0 ALT. PYMT. PROG. C3AP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	528,235.00	58,131.83	58,131.83	0.00	(0.11)	0.00	58,131.83	470,103.17
4120- GRANT INCOME-STATE	580,788.00	62,976.15	62,976.15	0.00	(0.11)	0.00	62,976.15	517,811.85
4315- CHILD CRE REVENUE-STATE	0.00	125.00	125.00	0.00	0.00	0.00	125.00	(125.00)
Total Revenues	1,109,023.00	121,232.98	121,232.98	0.00	(0.11)	0.00	121,232.98	987,790.02
Expenses								
5010- SALARIES & WAGES	62,294.00	2,639.32	2,639.32	0.00	0.04	0.00	2,639.32	59,654.68
5020- ACCRUED VACATION PAY	1,350.00	145.45	145.45	0.00	0.11	0.00	145.45	1,204.55
Total Salaries	63,644.00	2,784.77	2,784.77	0.00	0.04	0.00	2,784.77	60,859.23
5112- HEALTH INSURANCE	3,896.00	364.60	364.60	0.00	0.09	0.00	364.60	3,531.40
5114- WORKER'S COMPENSATION	149.00	11.27	11.27	0.00	0.08	0.00	11.27	137.73
5116- PENSION	3,500.00	207.48	207.48	0.00	0.06	0.00	207.48	3,292.52
5122- FICA	4,240.00	199.84	199.84	0.00	0.05	0.00	199.84	4,040.16
5124- SUI	560.00	0.00	0.00	0.00	0.00	0.00	0.00	560.00
5130- ACCRUED VACATION FICA	200.00	8.50	8.50	0.00	0.04	0.00	8.50	191.50
Total Fringe Benefits	12,545.00	791.69	791.69	0.00	0.06	0.00	791.69	11,753.31
6110- OFFICE SUPPLIES	560.00	12.89	12.89	0.00	0.02	0.00	12.89	547.11
6112- DATA PROCESSING SUPPLIES	3,130.00	135.08	135.08	0.00	0.04	0.00	135.08	2,994.92
6170- POSTAGE & SHIPPING	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
Total Supplies	4,740.00	147.97	147.97	0.00	0.03	0.00	147.97	4,592.03
6180- EQUIPMENT RENTAL	800.00	42.25	42.25	0.00	0.05	0.00	42.25	757.75
6181- EQUIPMENT MAINTENANCE	480.00	37.46	37.46	0.00	0.08	0.00	37.46	442.54
6310- PRINTING & PUBLICATIONS	60.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
6312- ADVERTISING & PROMOTION	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6320- TELEPHONE	350.00	31.14	31.14	0.00	0.09	0.00	31.14	318.86
6410- RENT	13,000.00	988.20	988.20	0.00	0.08	0.00	988.20	12,011.80
6420- UTILITIES/ DISPOSAL	1,770.00	121.64	121.64	0.00	0.07	0.00	121.64	1,648.36
6432- BUILDING & GROUNDS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6440- PROPERTY INSURANCE	420.00	54.37	54.37	0.00	0.13	0.00	54.37	365.63
6530- LEGAL	420.00	0.00	0.00	0.00	0.00	0.00	0.00	420.00

FISCAL YEAR
July 31, 2026

428 0 ALT. PYMT. PROG. C3AP	Grant Budget	Current Month Actual	YTD Actual July 31, 2026	YTD Budget July 31, 2026	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6555- MEDICAL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6610- GAS & OIL	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6620- VEHICLE INSURANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6640- VEHICLE REPAIR &	14.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00
6742- TRAINING - STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6850- FEES & LICENSES	2,600.00	817.20	817.20	0.00	0.31	0.00	817.20	1,782.80
6875- EMPLOYEE HEALTH & WELFARE	228.00	0.00	0.00	0.00	0.00	0.00	0.00	228.00
Total Other & Services	20,647.00	2,092.26	2,092.26	0.00	0.10	0.00	2,092.26	18,554.74
Equipment & Blding Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel-Out of Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	914,944.00	105,189.71	105,189.71	0.00	0.11	0.00	105,189.71	809,754.29
7245- DIRECT BENEFITS - STATE	0.00	125.00	125.00	0.00	0.00	0.00	125.00	(125.00)
Total Direct Benefits	914,944.00	105,314.71	105,314.71	0.00	0.12	0.00	105,314.71	809,629.29
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9010- INDIRECT COST ALLOCATION	92,503.00	10,101.58	10,101.58	0.00	0.11	0.00	10,101.58	82,401.42

CAPMC
Work Related Injuries Report - August 2026
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medical Triage:							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	
Instructional Aide III / Fresno Migrant Head Start	Mendota	Rash / Hives	8/18/2026	2:54 PM	EE states after she finished lunch she began noticing hives to both arms and her face. EE believes the hives were from something she ate. Supervisor is aware	0	EE sought medical triage assessment and elected first aid self-care.
Teacher II / Madera Migrant Head Start	Sierra Vista	Masquito Bite	8/21/2026	8:36 AM	EE reports she was in her classroom when she was bitten by a mosquito just above right eyebrow, back of left calf, and right lower stomach	0	EE sought medical triage assessment and elected first aid self-care.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Up To Date Injuries: January 2026 to December 2026							
(1) Hand Injuries	(0) Feet Injuries	(2) Chest Injuries					
(2) Back Injuries	(1) Eye Injuries	(0) Neck Injuries	(0) Bottom				
(2) Knee Injuries	(7) Leg Injuries	(3) Head Injuries	(0) Hip				
(6) Arm Injuries	(0) Wrist Injuries	(0) Ankle Injuries					
(1) Elbow Injuries	(0) Burn Injuries	(0) Respiratory Injuries					
(0) Shoulder Injuries	(3) Abdomen Injuries	(2) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					

STAFFING CHANGES
August 1, 2026 - August 24, 2026
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61547	Housing Case Worker	HELP Center - Community Services	8/4/2026	80	Open Position
06615	Administrative Aide	Yosemite - Victim Services	8/10/2026	80	Open Position
61205	Victim Services Coordinator	Yosemite - Victim Services	8/10/2026	80	Open Position
61548	Housing Case Worker	HELP Center - Community Services	8/20/2026	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61346	Accounting Technician	Gill - Fiscal	8/5/2026	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61514	Food Service Worker	Cottonwood - Madera Regional Head Start	8/3/2026	70	Lateral Transfer
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61546	Instructional Aide I / Janitor	Fairmead - Madera Regional Head Start	8/10/2026	80	Resignation
TERMINATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification

BOARD OF DIRECTORS 2026 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Vivian Garcia	Department of Social Services	P	P	N/A	-	Alt: P	Alt: P	Alt: P	-				
David Hernandez ***Vice-Chairperson***	Madera Unified School District	P	P	N/A	P	-	P	P	P				
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	N/A	-	-	P	P	P				
Steve Montes A: Mayor Cece Gallegos	Madera City Council	P	P	N/A	P	P	P	P	P				
John Chavez	Chowchilla City Council	P	-	N/A	P	-	-	P	-				
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	--	P	N/A	P	-	P	P	-				
Katherine Creek	Head Start Policy Council	--	P	N/A	P	P	-	P	P				
Donald Holley	Community Affairs	P	P	N/A	P	P	P	P	-				
Eric LiCalsi ***Chairperson***	Attorney at Law	P	-	N/A	P	-	-	P	-				
Molly Hernandez	Early Childhood Education & Development	P	P	N/A	-	P	P	-	P				
Martha Garcia	Central Madera/Alpha	P	-	N/A	P	-	P	-	P				
Tyson Pogue ***Secretary/Treasurer***	Eastern Madera County	P	P	N/A	P	P	-	-	-				
Richard Gutierrez	Eastside/Parksdale	P	P	N/A	P	P	P	P	P				
Diana Plamer *(Seated on 1/11/2024)*	Fairmead/Chowchilla	--	P	N/A	P	P	P	-	-				
Aurora Flores	Monroe/Washington	--	P	N/A	-	-	-	-	P				
	Total Directors	1/8/26	2/12/26	3/12/26	4/9/26	5/14/26	06/11/26	07/09/26	08/13/26				