



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES
345 5th Street, Colusa, CA 95932
(530) 458-0350 • Fax: (530) 458-0310

Colusa County Office of Education - Children's Services
Early Head Start, Head Start, and State Funded Programs
Regular Policy Council Meeting

Date: Wednesday, September 27, 2023

Time: 9:00 a.m.

Location: Education Village - 499 Margurite Street, Williams, CA 95932 - In Room E-2
(Enter at the front main office door)

Agenda

- 1.0 Call Meeting to Order - TIME: _____
 - 1.1 Pledge of Allegiance
- 2.0 Roll Call
- 3.0 Approve the Minutes of August 23, 2023 Policy Council Meeting **Action**
action _____ motion _____ second _____ yes _____ no _____
- 4.0 Public Comments & Presentations **Informational**
- 5.0 Program Planning/Budget **Informational**
 - 5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report
- 6.0 Reports **Informational**
 - 6.1 Secretary's Report
 - 6.2 Classroom Reports by Policy Council Representatives
 - 6.3 Content Area Training
 - 6.3.1 Fiscal Cost Allocations, Rosa Talamantes, Fiscal Specialist, Children's Services
 - 6.4 Community Member Reports
 - 6.4.1 Colusa County One-Stop, Marisa Apaseo, Employment Service Coordinator
 - 6.4.2 Colusa County Superintendent of Schools, Mike West
 - 6.5 Director's Report

- 6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries, Vicki Markss - Executive Director, Children's Services
- 6.5.2 Review of 2022-23 Program Information Report (PIR) (A copy of the PIR report was provided via email, and may be accessed via the CCOE website at, https://cdns5-ss9.sharpschool.com/UserFiles/Servers/Server_675748/File/ChildrensServices/2022-23%20EHS%20and%20HS%20PIR%20Summary%20Reports.pdf)
- 6.6 Family Engagement Coordinator Report - Family Engagement Coordinator, Lydia Navarro
- 7.0 New Business **Action**
None
- 8.0 Correspondence Informational
 - 8.1 MB 23-08: Suspension and Expulsion in the California State Preschool Program
 - 8.2 MB-23-07: Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023-24
- 9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents **Action**

action _____
motion _____
second _____
yes _____
no _____
- 10.0 Announcements
- 11.0 Advanced Planning
 - 11.1 Next Scheduled Meeting Date: October 25, 2023 at 9:00am
(**4th Wednesday of the Month**) Education Village - Room E-2
- 12.0 Adjournment - TIME: _____



COLUSA COUNTY OFFICE OF EDUCATION
CHILDREN'S SERVICES
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Oficina de Educación del Condado de Colusa - Servicios de Niños
Early Head Start/Head Start, Programas del Estado
Junta Regular del Concilio de Pólizas

Fecha: miércoles, 27 de agosto del 2023

Horario: 9:00 a.m.

Lugar: Education Village, - 499 Margurite Street en Williams - Salón E-2 (Entera por la puerta principal en la oficina)

Agenda

- 1.0 Dar comienzo a la junta-Hora: _____
 - 1.1 Juramento de Lealtad
- 2.0 Tomar lista de los presentes
- 3.0 Aprobar las minutas de la juntas del Concilio de Pólizas de 23 de agosto del 2023

Acción

acción _____ moción _____ segundo _____ si _____ no _____
- 4.0 Comentarios del Público y Presentaciones Información
- 5.0 Planificación/Presupuesto del Programa Información
 - 5.1 Reporte del Presupuesto, Total de Comidas, Gastos de Tarjeta de Crédito y de carga, Donaciones (In-Kind)
- 6.0 Reportes Información
 - 6.1 Reporte de la Secretaria
 - 6.2 Reporte de los Salones por los Representantes del Concilio
 - 6.3 Entrenamiento de Área de Formación de Contenidos
 - 6.3.1 Asignaciones de Costos Fiscales, Rosa Talamantes, Especialista Fiscal, Servicios de Niños
 - 6.4 Reportes de Miembros de la Comunidad
 - 6.4.1 Colusa County One-Stop - Marisa Apaseo, Coordinadora de Servicios de Empleo
 - 6.4.2 Superintendente del Condado de Colusa, Mike West
 - 6.5 Reporte del Director
 - 6.5.1 Inscripción, Asistencia de niños, Asistencia de los niños parcialmente financiados por otros programas, Plan de Estudios, Información del Resumen de los Programas, Vicki Markss, Directora Ejecutiva, Servicios de Niños

- 6.5.2 Revisión del Informe de información del programa (PIR) 2022-23 (Se proporcionó una copia del informe PIR por correo electrónico y se puede acceder a él a través del sitio web de CCOE en, https://cdns5-ss9.sharpschool.com/UserFiles/Servers/Server_675748/File/ChildrensServices/2022-23%20EHS%20and%20HS%20PIR%20Summary%20Reports.pdf)
- 6.6 Reporte de Compromiso Familiar - Coordinadora de Compromiso Familiar, Lydia Navarro, Servicios de Niños
- 7.0 Nuevo Negocios **Acción**
Ninguno
acción _____ moción _____ segundo _____ si _____ no _____
- 8.0 Correspondencia **Información**
- 9.0 Dar Asiento a los Nuevos Elegidos al Concilio de Pólizas Representantes, Alternativos o Miembros de la Comunidad **Acción**
acción _____ moción _____ segundo _____ si _____ no _____
- 10.0 Anuncios **Información**
- 11.0 Planificación Avanzada
11.1 Próxima fecha programada para la reunión: 27 de septiembre del 2023 a las 9:00am., **(cuarto miércoles del mes)** Education Village, Salón E-2
- 12.0 Terminar la Junta - HORA: _____

**Colusa County Office of Education
Children's Services
Early Head Start/Head Start & State Programs
Policy Council Meeting Minutes
August 23, 2023**

Policy Council Members Present: Klarissa Espindola, Patricia Medina de Salazar, Maria L. Medina, Nicol Stephenson, Marisa Apaseo, and Irene Cruz.

**Newly Elected Policy Council
Member Present:**

Staff Members Present: Vicki Markss, Executive Director, Children's Services
Rosa Talamantes, Fiscal Specialist
Joseph Moye, Division Manager - Family Services
Lydia Navarro, Family Engagement Coordinator

1.0 Call Meeting to Order

Chairperson, Klarissa Espindola, called the meeting to order at 9:08A.M.

2.0 Roll Call

Chairperson, Klarissa Espindola took roll call.

3.0 Approve the Minutes of March 22 and May 24, 2023, Policy Council Meetings

Result: Approved
Motion: Patricia Medina de Salazar
Second: Maria L. Medina
Ayes: Patricia Medina de Salazar, Maria L. Medina, Nicol Stephenson, Marisa Apaseo, and Irene Cruz.

4.0 Public Comments & Presentations - None

5.0 Program Planning/Budget

5.1 Budget, Meal Count, Credit Card/Charge Expense Report, In-Kind Report

Nicol Stephenson, PC Treasurer, reported on the budget, meal count, credit card/charge expense report as presented. Reports are included in your packets.

6.0 Reports

6.1 Secretary's Report - None

6.2 Classroom Reports by Policy Council Representatives

Nicol Stephenson, CPLC A classroom representative shared information about children transitioning and enrollment of child with special needs.

6.3 Content Area Training

6.3.1 Attendance & Recruitment - Joseph Moye, Family Services Division Manager, Children's Services

Joseph Moye shared a PowerPoint presentation with Policy Council as presented.

6.4 Community Member Reports

6.4.1 Colusa County One-Stop - Marisa Apaseo

Marisa Apaseo shared information about Independent Living Program for students the ages of 15-18 (Freshman to Senior) to join the ILP program. A flyer was distributed. For more information contact Maria Apaseo at (530)458-0326 ext. 109

6.4.2 Colusa County Superintendent of Schools, Michael P. West (Board of One)

- Mr. West thanked Maria Apaseo and the Colusa County One-Stop for all their support with CCOE programs.
- Free meal programs that are available to children.
- Absenteeism is a chronic problem in the county. The School Attendance Review Board (SARB) uses a multi-agency collaborative and comprehensive approach, Colusa County SARB will assist students and families in identifying and working through barriers, in order to return to school and reduce chronic absenteeism.
- A booklet "Navigating the School System" was distributed to all PC Representatives.
- Currently there is construction work to expand adult programs and also landscaping improvements.

6.5 Director's Report

6.5.1 Enrollment, Attendance, Attendance of Children Partially Funded by Other Programs, Curriculum Updates, Program Information Summaries

Vicki Markss, Executive Director Children's Services reported on enrollment, attendance of children partially funded by other programs and program information summaries as presented.

- Collaborating with community agencies to partner to support families in the county.
- Hiring event September 14th from 4:00pm to 7:00pm. In Arbuckle.

- Information on current job openings can be found on the EDJoin website: <https://www.edjoin.org/ccoe> Or by contacting Human Resources Department at (530)458-0350 or hr@ccoe.net

6.6 Family Engagement Coordinator Report - Lydia Navarro, Family Engagement Coordinator

Family Activity Nights were held for the full day programs. The theme was sensory, sand and water activities.

Currently recruiting in all the sites for new Policy Council Representatives. Parent Orientations are also taking place in all the half day and full day programs.

7.0 New Business

7.1 Approve the 2023-24 Annual Timeline

Result: Approved
 Motion: Maria L. Medina
 Second: Nicol Stephenson
 Ayes: Patricia Medina de Salazar, Maria L. Medina, Nicol Stephenson, Marisa Apaseo, and Irene Cruz.

8.0 Correspondence

Information is included in your packets. Executive Director, Vicki Markss shared information as presented.

9.0 Seat Newly Elected Policy Council Representatives, Alternates, Community Representatives/Past Parents

None

10.0 Announcements

None

11.0 Advanced Planning

11.1 Next Scheduled Meeting Date: September 27, 2023 at 9:00am
 (4th Wednesday of the Month) Education Village - Room E-2

13.0 Meeting Adjournment

Meeting was adjourned at 10:29a.m.

Minutes by: Lydia Navarro, Family Engagement Coordinator

Policy Council
Head Start Budget Report
as of

August 31, 2023

Fiscal Year 2023/2024

OPERATING COSTS	OBJECT CODE	Head Start Budget	Head Start What we have spent	Balance
		5210	5210	
Certificated Salaries = Teachers, Administrators	1000's	530,156	55,886	474,270
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	205,028	31,443	173,585
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	272,918	37,883	235,035
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	42,648	3,415	39,233
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	301,734	16,418	285,316
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	90,000	725	89,275
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		24,025	3,496	20,529
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.	7000's	99,629	10,822	88,807
TOTAL OPERATING COSTS TO DATE		1,566,138	160,089	1,406,049
% OF YEAR COMPLETED			17%	
TOTAL BUDGET FOR 23/24		1,566,138	160,089	
% OF BUDGET SPENT TO DATE			10.2%	

Policy Council
Early Head Start Budget Report
as of

August 31, 2023

Fiscal Year 2023-2024

Certificated Salaries = Teachers, Administrators	1000's	256,504	34,209	222,295
Classified Salaries = Aides, Clerical staff and PSAs.	2000's	173,377	31,766	141,611
Benefits = Employer pays this portion of the employee's benefits - retirement, health insurance, workers comp, medicare, social security, state unemployment insurance.	3000's	187,287	30,229	157,058
Materials & Supplies = Books, classroom supplies such as paper, crayons or markers, cleaning supplies, soap and detergent.	4000's	35,906	5,150	30,756
Operating Costs = Rent, mileage, repairs, utilities such as phone, PG&E, water etc.	5000's	109,801	9,355	100,446
Equipment = This is for larger items such as computers, new playground equipment or items with a cost of over \$5,000.	6000's	0	0	0
Training and Technical Assistance = This is the money we use to send staff and parents to conferences, hire consultants to help us with the annual self review and train us on changes to our data processing program, hold training for teaching staff.		14,702	2,303	12,399
Indirect Costs = 7.25%, This is what we pay to CCOE so they provide us with help to process our payroll, write checks, do our annual audit, IT support.		51,453	8,193	43,260
TOTAL OPERATING COSTS TO DATE		829,030	121,205	707,825
% OF YEAR COMPLETED			17%	
TOTAL BUDGET FOR 23/24		829,030	121,205	
% OF BUDGET SPENT TO DATE			14.6%	

Credit Card and Charge Account Expenditure Report

As of 8/31/2023

COLUSA COUNTY OFFICE OF EDUCATION



Credit Card Ending #	Bank Institution	Date of Purchase	Vendor	Amount	Staff Using Card	Purchase	Reason for Purchase
9867	US Bank	8/01/23-8/31/23	Cal Card	\$ 324.92	Vicki Markss	Amazon	WCC - Staff Break Room Furniture
				\$ 83.98	Vicki Markss	Amazon	CPLC A- Site Staff Room Supplies
				\$ 21.64	Vicki Markss	Amazon	CCC - Infant Classroom Materials
				\$ 113.70	Vicki Markss	Amazon	CPLC B - Classroom Materials
				\$ 20.65	Vicki Markss	Amazon	CELC-Toddler Classroom Materials
				\$ 20.65	Vicki Markss	Amazon	CCC - Preschool Classroom Materials
				\$ 281.18	Vicki Markss	Amazon	WCC P2 - Nap Mat Covers
				\$ 21.69	Vicki Markss	Amazon	CCC - Infant Classroom Replacement
				\$ 56.52	Vicki Markss	Amazon	CPLC-B Classroom Materials
				\$ 29.56	Vicki Markss	Amazon	CPLC-A Classroom Materials
				\$ 628.39	Vicki Markss	Amazon	All Sites - Wireless Bluetooth Headset
				\$ 559.86	Vicki Markss	Amazon	CELC -Infant/Toddler Classroom Supplies
				\$ 197.37	Vicki Markss	Amazon	CPLC-B Classroom Materials
				\$ 179.39	Vicki Markss	Amazon	WPLC-A Classroom Supplies
				\$ 9.78	Vicki Markss	Amazon	CPLC-B Classroom Materials
				\$ 19.56	Vicki Markss	Amazon	Staff Wellness Supplies
				\$ 31.13	Vicki Markss	Amazon	ACC EPS - Offices Supplies
				\$ 23.49	Vicki Markss	Amazon	CCC - Safety Materials
				\$ 21.69	Vicki Markss	Walmart	CCC EPS - Office Supplies
				\$ 21.69	Vicki Markss	Walmart	CCC - Infant Classroom Replacement
				\$ 273.66	Vicki Markss	Walmart	All Preschool Classroom Materials
				\$ 41.30	Vicki Markss	Walmart	CCC - Outside Classroom Supplies
				\$ 31.96	Vicki Markss	Walmart	CPLC-A Outside Classroom Supplies
				\$ 74.91	Vicki Markss	Walmart	CCC - Outside Classroom Supplies
			Wayman's 76	\$ 346.65	Food Service Staff	Fuel	Food Transportation
			Alsco Geyer	\$ 12.16	EPS	Supplies	ACC- T Fish Food
			Messick's	\$ 60.81	Maintenance	Supplies	CPLC B - Ticket # 2381
			Messick's	\$ 71.74	Maintenance	Supplies	WCC - Landscaping Supplies
			Messick's	\$ 381.29	Maintenance	Supplies	WCC P1 - Play Sand
			Messick's	\$ 32.60	Maintenance	Supplies	Recruitment Supplies
			Messick's	\$ 58.65	Maintenance	Supplies	CPLC B - Ticket # 2381
			Alsco Geyer Irrigation Inc	\$ 46.52	Maintenance	Supplies	WCC - Landscaping Supplies

9/20/2023

11:54 AM

Colusa County Office of Education

Pag 1

ChildPlus

rtalamantes

4315 - Monthly In-Kind Amounts

Transaction Date: 7/1/2023 - 8/31/2023

Colusa County Office of Education

Policy Council

	Jul 23	Aug 23	Total
Total		\$325.60	\$325.60

Arbuckle Children's Center

	Jul 23	Aug 23	Total
Total	\$7748.58	\$6056.16	\$13804.74

Arbuckle Early Care & Ed. Center

	Jul 23	Aug 23	Total
Total		\$6748.06	\$6748.06

Colusa Children's Center

	Jul 23	Aug 23	Total
Total	\$6674.36	\$6568.98	\$13243.34

Colusa PLC A

	Jul 23	Aug 23	Total
Total		\$7163.20	\$7163.20

Williams Children's Center

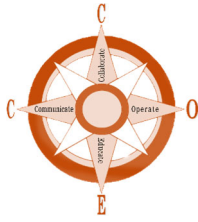
	Jul 23	Aug 23	Total
Total	\$3247.86	\$2018.72	\$5266.58

Williams PLC

	Jul 23	Aug 23	Total
Total	\$28779.32	\$3402.52	\$32181.84

Report Totals

	Jul 23	Aug 23	Total	Requirement	% YTD	% Earned
Total	\$46,450.12	\$32,283.24	\$78,733.36	\$575,899	16%	14%



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
345 5th Street, Suite A, Colusa CA 95932 ♦ www.ccoe.net
mwest@ccoe.net ♦ p 530.458.0350 ♦ f 530.458.8054

Item # 6.4.2

COLUSA COUNTY BOARD OF EDUCATION PUBLIC HEARING AND REGULAR MEETING

DATE: Wednesday, September 13, 2023

TIME: 4:00 pm Public Hearing on Availability of Textbooks and Instructional Materials followed by the Board Business Meeting

PLACE: 345 5th Street, Colusa, Large Conference Room

NOTICES: *The Colusa County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, contact the Superintendent's Office at 530.458.0350 well in advance of the meeting that you wish to attend so that we may make every reasonable effort to accommodate you (Cal. Gov't. Code, § 54954.2, subd. (a)(1)).*

The agenda packet and supporting materials can be viewed at the Colusa County Office of Education located at 345 5th Street, Colusa, CA, or online at ccoe.net. For more information, please call 530.458.0350.

This meeting will be recorded.

4:00 p.m.

Public Hearing on Availability of Textbooks and Instructional Materials

AGENDA

DECISION

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

2.0 ORDERING OF AGENDA

3.0 STAFF QUESTIONS AND COMMENTS

4.0 LETTERS AND COMMUNICATIONS

4.1 Years of Service Awards, 2023

4.2 YCCD update - Susan Alves, Trustee – Area 6

5.0 PUBLIC INPUT – *Items not on the agenda*

6.0 REPORTS FROM SUPERINTENDENT AND STAFF

Note: **Bold** indicates oral report

6.1 Superintendent's Reports

6.1.1 Superintendent's Monthly Report

6.1.2 Superintendents Council – August Meeting

information

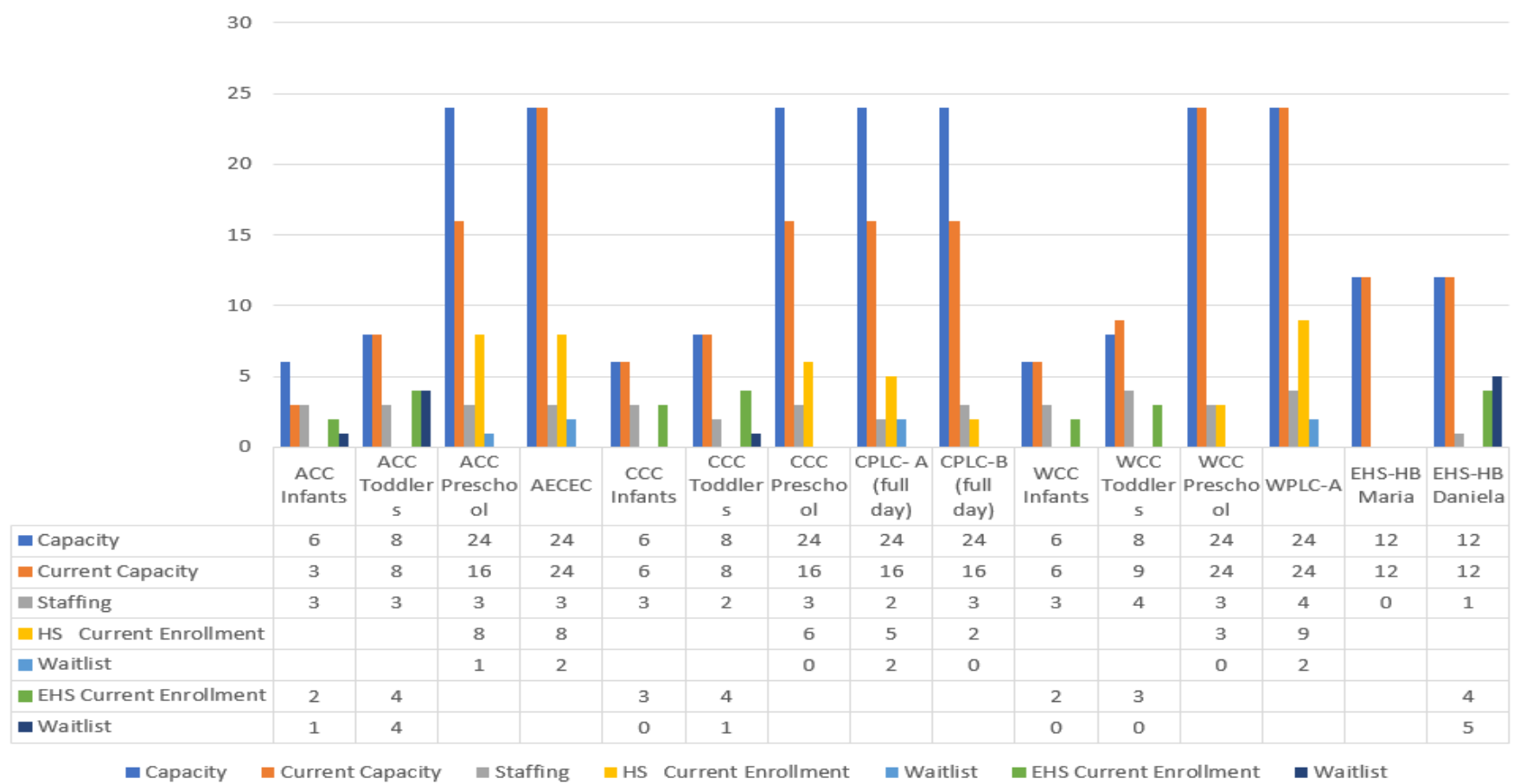
		<u>DECISION</u>
6.2	Administrative Services – Aaron Heinz	information
6.3	Student Services – Chuck Wayman	information
6.4	Technology Services – Alex Evans	information
7.0	BOARD QUESTIONS AND COMMENTS	
7.1	Board President’s Report	information
8.0	PUBLIC INPUT – <i>Items on the agenda</i>	
9.0	CONSENT AGENDA	
	(All items are approved by one motion unless pulled by a Board member for separate discussion or action.)	
9.1	Approve Minutes of the August 9, 2023, Regular Board Meeting	action
10.0	OLD BUSINESS	
10.1	Community College District Territory (standing item)	information
10.2	Facilities Update (standing item)	information
10.3	LCAP Update (standing item)	information
10.4	Universal Prekindergarten (standing item)	information
11.0	NEW BUSINESS	
11.1	Approve Board Resolution No. 23/24-01 of the Colusa County Superintendent of Schools and the Colusa County Board of Education Regarding Sufficiency or Insufficiency of Instructional Materials for Fiscal Year 2023-24	action
11.2	Review Board Liaison Assignments and Consider Adding CCBE Voting Representative as a Board President or Designee Assignment	action
11.3	Second Reading: Board Policy Revision	action
	11.3.1 BP 9100 Organization	
	11.3.2 BP 9122 Ex Officio Secretary and Executive Officer	
	11.3.3 BP 9320 Meetings and Notices	
	11.3.4 BP 9322 Agenda/Meeting Materials	
11.4	Approve Board Photo Session on October 11	action
11.5	Acknowledge Receipt of Sunshine Proposal for 2023-24 from Educators of Colusa County Office of Education (ECCOE)	information
11.6	Superintendent’s Response to Sunshine Proposal for 2023-24 from Educators of Colusa County Office of Education (ECCOE)	information

DECISION

- | | | |
|------|--|-------------|
| 11.7 | Acknowledge Receipt of Sunshine Proposal for 2023-24 from Colusa County Educational Support Professionals (CCESP) | information |
| 11.8 | Superintendent's Response to Sunshine Proposal for 2023-24 from Colusa County Educational Support Professionals (CCESP) | information |
|
 | | |
| 12.0 | ADVANCED PLANNING | |
| 12.1 | Items to be Considered for the Next Board Meeting | |
| 12.2 | Next Regular Board Meeting
<u>Gann Limits and Unaudited Actuals</u>
October 11, 2023, 4:00 p.m.
345 5th Street, Colusa, Large Conference Room | information |
|
 | | |
| 13.0 | ADJOURNMENT | |

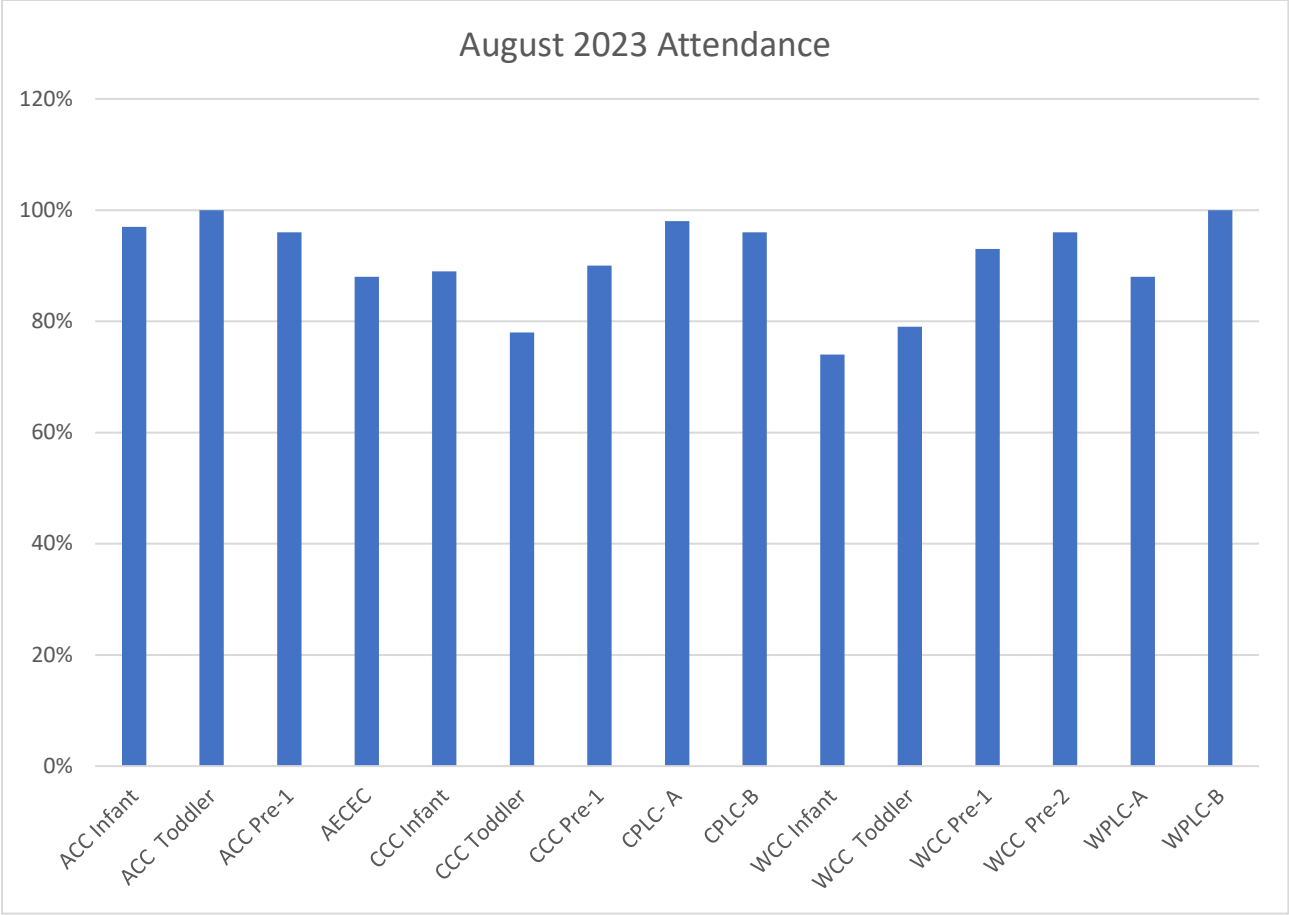


CCOE- Children's Services Head Start and Early Head Start Enrollment





CCOE Children’s Services





2022-2023 HEAD START PROGRAM INFORMATION REPORT

09CH011054-000 Colusa County Office of Education

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011054
Program Number	000
Program Type	Head Start
Program Name	Colusa County Office of Education
Program Address	345 5th St, Ste B
Program City, State, Zip Code (5+4)	Colusa, CA, 95932-2445
Program Phone Number	(530) 458 0350
Head Start or Early Head Start Director Name	Mrs. Vicki Markss
Head Start or Early Head Start Director Email	vmarkss@ccoe.net
Agency Email	vmarkss@ccoe.net
Agency Web Site Address	http://www.ccoe.net
Name and Title of Approving Official	Mr. Michael West, Superintendent of Schools
Unique Entity Identifier (UEI)	VLFLZLNJW281
Agency Type	School System
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.1 Funded Enrollment:	106
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	106
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	46
1. Of these, the number that are available for the full-working-day and full-calendar-year	24
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	60
1. Of these, the number that are available for 3.5 hours per day for 128 days	60
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	106
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	8
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	7
d. 3 years old	32
e. 4 years old	26
f. 5 years and older	0
g. Total cumulative enrollment of children	65

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	65

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	47
b. Public assistance (TANF, SSI, and SNAP)	1
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	4
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	13

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

CCOE- Children's Services uses the priorities list to determine family (income) eligibility.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	9
b. Three or more years	0

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	6
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	0

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	24

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	65
a. Of these children, the number of children that were chronically absent	47
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	34

A.23 Comments on children that were chronically absent:

CCOE- Children's Services is implementing a Family Service Action Report to identify and address chronic absenteeism. We are also educating the parents regarding the importance of attendance in the wake of COVID restrictions.

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

# of children	
(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin

A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	1	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	53	11
f. Bi-racial/Multi-racial	0	0
g. Other	0	0

*# of children /
pregnant women*

h. Unspecified ethnicity or race	0
----------------------------------	---

Primary language of family at home

	<i># of children</i>
A.26 Primary language of family at home:	
a. English	23
1. Of these, the number of children acquiring/learning another language in addition to English	3
b. Spanish	40
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	2

Dual language learners

	<i># of children</i>
A.27 Total number of Dual Language Learners	45

Transportation

	<i># of children</i>
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.	
Name/title	
ChildPlus	

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	35	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	6	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	107
a. Of these, the number who are current or former Head Start or Early Head Start parents	72

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	7	13

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	4	2

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	3	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	6

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	3
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	1

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	6
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	3

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0

	# of home visitors
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0
	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	17	2
f. Biracial/Multi-racial	0	0
g. Other	0	1
Explain:	East Indian	
	# of non-supervisory education and child development staff	
h. Unspecified ethnicity or race	0	

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	10
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	9
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	1
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	1	0
a. Of these, the number who were replaced	0	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	1
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were teachers who left the program	1
	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	1

1. Specify:	Reason not provided.	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	65	65
a. Of these, the number enrolled in Medicaid and/or CHIP	63	63
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	2	2
C.2 Number of children with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	65	65
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	16	62
	# of children	
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		10
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children	
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	5
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	1
d. Seizures	2
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	2
f. Hearing Problems	1
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	2
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	49
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	7
d. Obese (BMI at or above 95th percentile for child's age and sex)	7

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	65	65
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	65	65

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	60
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	60
a. Of these, the number of children diagnosed as needing dental treatment during the program year	0
1. Of these, the number of children who have received or are receiving dental treatment	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	7
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	5
a. Of these, the number who received an evaluation to determine IDEA eligibility	4
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	3
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	1
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	1

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	1
1. Specify: Child abandoned the program.	

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	18
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	16
2. During this program year	2
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	11	11
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	3	3
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	3	3
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	51
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	38
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	1
C.29 The instrument(s) used by the program for developmental screening	
Name/title	
Other (Please Specify)	
Other (Please Specify)	

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Name/title
Other (Please Specify)

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
Name/title
Creative Curriculum (Early Childhood)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
Name/title
Other (Please Specify)
Five Protective Factors

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes
C.33 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
Name/title	
Other (Please Specify)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	65
a. Of these, the number of two-parent families	15
b. Of these, the number of single-parent families	50
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	61
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	48
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	1
b. Grandparents	1
c. Relative(s) other than grandparents	1
d. Foster parent(s) not including relatives	2
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	2
b. An associate degree, vocational school, or some college	15
c. A high school graduate or GED	41
d. Less than high school graduate	7

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	52
1. Of these families, the number in which one or more parent/guardian is employed	52
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	7
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	2
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	13

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	53
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	50
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	3
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.37.a	2
2. Of these families, the number of families that were also counted in C.37.b	10

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	3	3
C.41 Total number of families receiving Supplemental Security Income (SSI)	2	2
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	13	12
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	2	2

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	4
b. Housing assistance (e.g., subsidies, utilities, repairs)	2
c. Asset building services (e.g., financial education, debt counseling)	0
d. Mental health services	1
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	1
h. Assistance in enrolling into an education or job training program	1
i. Research-based parenting curriculum	64
j. Involvement in discussing their child's screening and assessment results and their child's progress	33
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	61
l. Education on preventive medical and oral health	32
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	64

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	0
b. Family goal setting	4
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	15
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	0

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	1
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	<i># of education and child development staff</i>
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	4
	<i># of coaches</i>
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	6

FAMILY SERVICES STAFF QUALIFICATIONS

	<i># of family services staff</i>
D.5 Total number of family services staff:	0
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	0
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	<i># of partners or agencies</i>
D.6 Total number of child care partners in which a formal agreement was in effect	4
D.7 Total number of LEAs in the service area	4
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	1
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	4
D.8 Total number of Part C agencies in the service area	1
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23083059234
Last Update Date	08/30/2023



2022-2023 EARLY HEAD START PROGRAM INFORMATION REPORT

09CH011054-200 Colusa County Office of Education

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	09CH011054
Program Number	200
Program Type	Early Head Start
Program Name	Colusa County Office of Education
Program Address	345 5th St, Ste B
Program City, State, Zip Code (5+4)	Colusa, CA, 95932-2445
Program Phone Number	(530) 458 0350
Head Start or Early Head Start Director Name	Mrs. Vicki Markss
Head Start or Early Head Start Director Email	vmarkss@ccoe.net
Agency Email	vmarkss@ccoe.net
Agency Web Site Address	http://www.ccoe.net
Name and Title of Approving Official	Mr. Michael West, Superintendent of Schools
Unique Entity Identifier (UEI)	VLFLZLNJW281
Agency Type	School System
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children / pregnant women
A.1 Funded Enrollment:	62
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	62
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	36
1. Of these, the number that are available for the full-working-day and full-calendar-year	36
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	26
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	36
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	7
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	13
b. 1 year old	12
c. 2 years old	9
d. 3 years old	1
g. Total cumulative enrollment of children	35

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	1

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	36

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	23
b. Public assistance (TANF, SSI, and SNAP)	1
c. Foster care	1
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	4

	<i># of children / pregnant women</i>
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	6
A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
CCOE- Children's Services uses the priorities list to determine family (income) eligibility.	

Prior enrollment

	<i># of children</i>
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	13
b. Three or more years	0

Transition and turnover

	<i># of children</i>
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	2
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	1
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	<i># of pregnant women</i>
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	1
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	1
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Attendance

	<i># of children</i>
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	27
a. Of these children, the number of children that were chronically absent	21
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	14

A.23 Comments on children that were chronically absent:

CCOE- Children's Services is implementing a Family Service Action Report to identify and address chronic absenteeism. We are also educating the parents regarding the importance of attendance in the wake of COVID restrictions.

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	31	5
f. Bi-racial/Multi-racial	0	0
g. Other	0	0

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	12
1. Of these, the number of children acquiring/learning another language in addition to English	2
b. Spanish	23
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0

m. Unspecified (language is not known or parents declined identifying the home language)	1
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Dual language learners

	# of children
A.27 Total number of Dual Language Learners	26

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
Name/title
ChildPlus
Other (Please Specify)
Other (Please Specify)

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	34	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	11	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	45
a. Of these, the number who are current or former Head Start or Early Head Start parents	27

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	6

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	5

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	2
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	2
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

		# of non-supervisory education and child development staff	
		(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity			
a. American Indian or Alaska Native		0	0
b. Asian		0	0
c. Black or African American		0	0
d. Native Hawaiian or other Pacific Islander		0	0
e. White		5	2
f. Biracial/Multi-racial		0	0
g. Other		0	1
Explain:	Russian		

	# of non-supervisory education and child development staff
h. Unspecified ethnicity or race	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	6
a. Of these, the number who are proficient in more than one language other than English	6

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	5
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	1
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	1	0
a. Of these, the number who were replaced	0	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	1
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were teachers who left the program	1
	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	1
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	0
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	35	35
a. Of these, the number enrolled in Medicaid and/or CHIP	34	34
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	1	1
C.2 Number of children with no health insurance	0	0

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	1	1
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	1	1
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	35	35
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	1	1

Medical services – children

	⁽¹⁾ # of children at enrollment	⁽²⁾ # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	8	25

	# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	1
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	0

b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	1
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	⁽¹⁾ # of children at enrollment	⁽²⁾ # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	35	35
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	1
b. Postpartum health care	1
c. A professional oral health assessment, examination, and/or treatment	1
d. Mental health interventions and follow-up	1
e. Education on fetal development	1
f. Education on the benefits of breastfeeding	1
g. Education on the importance of nutrition	1
h. Education on infant care and safe sleep practices	1
i. Education on the risks of alcohol, drugs, and/or smoking	1
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	1

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	1
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	35	35

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.20 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	24

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	8
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	2
a. Of these, the number who received an evaluation to determine IDEA eligibility	0
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	0
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	2

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	3
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	2
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	16
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	7
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.29 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
Other (Please Specify)
Other (Please Specify)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
Other (Please Specify)

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Creative Curriculum (Early Childhood)
c. For home-based services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
d. For pregnant women services
<i>Name/title</i>
Partners For A Healthy Baby (Florida State University)
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
<i>Name/title</i>
Other (Please Specify)
Strengthening Families Five Protective Factors

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes
C.33 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
<i>Name/title</i>	
Other (Please Specify)	
b. Home-based settings	
<i>Name/title</i>	
Other (Please Specify)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	32
a. Of these, the number of two-parent families	5
b. Of these, the number of single-parent families	27
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	30
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	25
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	2
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	4
b. An associate degree, vocational school, or some college	11
c. A high school graduate or GED	16
d. Less than high school graduate	1

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	28
1. Of these families, the number in which one or more parent/guardian is employed	27
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	4
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	4

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	30
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	26
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	4
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	2
1. Of these families, the number of families that were also counted in C.37.a	2
2. Of these families, the number of families that were also counted in C.37.b	0

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	1	1
C.41 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	14	13
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	0	0

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	7
b. Housing assistance (e.g., subsidies, utilities, repairs)	0
c. Asset building services (e.g., financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	1
h. Assistance in enrolling into an education or job training program	2
i. Research-based parenting curriculum	29
j. Involvement in discussing their child's screening and assessment results and their child's progress	1
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	27
l. Education on preventive medical and oral health	2
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	1
o. Education on postpartum care (e.g., breastfeeding support)	3
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	29

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	0
b. Family goal setting	2
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	4
d. Head Start program governance, such as participation in the Policy Council or policy committees	1
e. Parenting education workshops	1

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	2
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	2

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	1
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23083059266
Last Update Date	08/30/2023



[Home](#) / [Specialized Programs](#) / [Early Education](#) / [Contractor Information](#)

Management Bulletin 23-08

Guidance on Suspension and Expulsion in the California State Preschool Program.

Early Education Division

Subject: Suspension and Expulsion in the California State Preschool Program

Number: 23-08

Date: September 2023

Expires: Until rescinded or superseded by regulations

Authority: Assembly Bill (AB) 2806 (Chapter 915, Statutes of 2022); California *Education Code (EC)* sections 8243, 8489, and 8489.1

Attention: Executive Directors and Program Directors of all California State Preschool Programs

Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the new requirements for suspension and updated requirements for expelling or unenrolling a child from a program due to a child's behavior. This MB supersedes and nullifies the *California Code of Regulations*, Title 5 (5 CCR) Section 17731 that contains requirements on expulsion or unenrollment of a child due to behavior. This MB also rescinds and replaces MB 18-06.

Policy

Except in specific circumstances listed below in the "Directives for Implementation" section, per *Education Code (EC)* Section 8489.1(a) and (b), a program must not:

1. Suspend a child due to a child's behavior.
2. Encourage or persuade a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.
3. Expel or unenroll a child because of a child's behavior.
4. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

Directives for Implementation

Definitions

“Suspension” means any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child’s behavior.

Note: Moving a child to an isolated or separate room is considered "removing the child from the program." Programs may remove children from specific situations to allow the child to calm down or regain composure, such as taking the child for a walk or accompanying the child to an outdoor environment; however, the child must return to the classroom as soon as they have calmed down and may not be removed for longer than 30 minutes.

“Expulsion” means the permanent dismissal of a child from a program in response to a child’s behavior.

“Persistent and serious behaviors” means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.

Notification to Families Prior to Expulsion or Suspension

Beginning July 1, 2023, upon enrollment of a child, a CSPP contractor must notify the child’s parents or legal guardians of the policy on disenrollment, including expulsion and suspension. This notification must be in writing and must inform parents on how they may file an appeal to the California Department of Education (CDE) in the event of the expulsion or suspension of a child.

In addition, beginning July 1, 2023, in the event a program suspends or expels a child:

- The CSPP contractor must issue the child’s parent or legal guardian a written Notice of Action (NOA), Recipient of Services and follow the requirements described in 5 CCR Section 17783, except as noted below.
 - ◆ Since the action to suspend or expel a child involves persistent and serious behaviors impacting the safety of children, the child may not attend the program during the appeal process.
- The effective date of the action may be no less than 24 hours after service of the notice. **This is an exception to the notice periods in 5 CCR Section 17783(d)(1) through (3).**
- The CSPP contractor must, at the same time as issuing a NOA, inform the parent or guardian in writing of their right to file an appeal of the action to expel or suspend their child directly with the CDE by submitting a written request for an appeal hearing to EEDappeals@cde.ca.gov, no later than 14 calendar days after receipt of the notice. **Note:** This is a change to current requirements. State law now includes a specific appeal procedure for suspension and expulsion of children in CSPP, which differs from the procedure required in 5 CCR Section 17785.

Suspension

Except in specific circumstances listed below, a CSPP contractor shall not:

1. Suspend a child due to a child's behavior.
2. Encourage, persuade, or require a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.

Suspension must only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal of the child. To the greatest extent possible, a program must endeavor to ensure the full participation of enrolled children in all program activities.

Before a CSPP contractor determines that suspension is necessary, they must collaborate with the child's parents or legal guardians and use appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provide written notice through a Notice of Action to the child's parents or legal guardians.

If suspension is deemed necessary, a CSPP contractor must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing at least, all the following:

- Continuing to engage with the parents or legal guardians and continuing to use, and provide referrals to appropriate community resources, such as, but not limited to, an early childhood mental health consultant and the local resource and referral agency
- Developing a written plan to document the action and supports needed
- If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the CSPP contractor, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child

Note: If removing the child from a specific situation to calm down for a brief time is a strategy used by the contractor to return the child to full participation in program activities, then it must be documented in the child's written plan and teacher to child ratio requirements must be followed at all times, meaning a fully qualified teacher must be present with the child at all times.

Expulsion

Except in specific circumstances listed below, a CSPP contractor shall not:

1. Expel or unenroll a child because of a child's behavior.
2. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

If a child exhibits persistent and serious behaviors, the CSPP contractor must:

- Expedientiously pursue and document reasonable steps to maintain the child's safe participation in the program, including, but not limited to, consulting with the child's parents or legal guardians and teacher, and, if available, engaging an early childhood mental health consultant.
- Provide written notice of the process programs must follow to the parents or legal guardians of a child exhibiting persistent and serious behaviors. This must include a description of the behaviors of the child and the program's plan for maintaining the child's safe participation in the program.
- If the child has an IFSP or IEP, the CSPP, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child.
- Consider, if appropriate, completing a comprehensive screening to identify the needs of the child, including, but not limited to:
 - ❖ Screening the child's social and emotional development using resources such as, but not limited to, the "Ages & Stages Questionnaires: Social-Emotional" and the Centers for Disease Control and Prevention's (CDC) "Learn the Signs. Act Early." materials
 - ❖ Referring the child's parents or legal guardians to community resources
 - ❖ Implementing behavior supports within the program

If a CSPP contractor has expedientiously pursued and documented the above reasonable steps to maintain the child's safe participation in the program and determines that the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the program may expel the child and must refer the parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or other referral service available in the local community, and, to the greatest extent possible, support direct transition to a more appropriate placement. This determination to expel the child must be made in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the IFSP or IEP, as described above.

The CSPP program has up to 180 days to complete the expulsion process, as described above.

Community Care Licensing

Pursuant to Section 1596.893c of the *Health and Safety Code (HSC)*, CSPP contractors may appeal a citation or civil penalty issued by the California Department of Social Services (CDSS) Community Care Licensing Division that is related to the behavior of a child, including the actions of the facility or its staff related to the behavior of a child, if the facility is in the process of complying with *EC* Section 8489.1. State law requires CDSS to withdraw all citations or civil penalties upon the presentation of evidence by the facility that it was in the process of complying with *EC* Section 8489.1.

Family Childcare Home Education Networks (FCCHENs)

This MB does not apply to licensed family childcare providers who provide services through a CSPP FCCHEN until the Joint Labor-Management Committee, established pursuant to paragraph (2) of subdivision (a) of Section 10424.5 of the *Welfare and Institutions Code*, makes recommendations for

potential changes related to suspensions and expulsions.

Until recommendations have been made, contractors shall provide support to providers as needed to the extent children enrolled in a provider's program have persistent and serious behaviors.

Data Collection

A CSPP contractor shall maintain records on all the following information:

1. The number of times contractors initiated the process required for suspension during a program year, and the outcome of each reported instance, including, if applicable, how long a child was excluded from the program.
2. The number of times contractors initiated the process required for expulsion during a program year, and the outcome of each reported instance.
3. The data collected pursuant to bullets (1) and (2) shall include for each child exhibiting persistent and serious behaviors, the following at a minimum:
 - a. Age
 - b. Sex
 - c. Race and ethnicity
 - d. Foster status
 - e. Home language
 - f. Disability, if applicable, and whether the child has an IFSP or an IEP

Beginning July 1, 2030, if funds are appropriated by the Legislature for this purpose, CSPP contractors will be required to provide this data to the CDE annually.

Background and Authority

Assembly Bill (AB) 752 (Chapter 708, Statutes of 2017) added *EC* Section 8239.1, requiring CSPP contracting agencies, in consultation with parents and guardians, to take specific steps before expelling or disenrolling a CSPP child. It was the stated intent of the Legislature by enacting AB 752 to significantly reduce the expulsion or disenrollment of children from the CSPP because of challenging behavior.

AB 752 also added *HSC* Section 1596.893c, which requires the California Department of Social Services to consider, in determining whether to issue a citation or impose a civil penalty to a CSPP, whether the CSPP was in the process of complying with legal requirements set forth in *EC* Section 8239.1.

The 5 *CCR* section 17783 describes the due process requirements for contractors when there are changes to a family's service agreement including proposed disenrollment from services, and the due process procedures for a parent or guardian to challenge a proposed disenrollment. The 22 *CCR* Section 101223 describes personal rights afforded to children attending licensed childcare centers, which includes licensed CSPPs.

The Individuals with Disabilities Education Act (IDEA) and related regulations, provide procedural safeguards to any student with a disability or suspected of being a student with a disability as defined by the IDEA (i.e., with an individualized education program (IEP)). Prior to making any decisions to change the student's placement (e.g., suspend for more than 10 days or to expel), the IEP Team must meet to determine whether the student's conduct was caused by, or had a direct and substantial relationship to the students' disability or whether the student's conduct was a direct result of the LEA's failure to implement the IEP. (See Section 300.530, of Title 34 of the *Code of Federal Regulations*).

AB 2806 (Chapter 915, Statutes of 2022) revoked *EC* section 8239.1 in its entirety, and replaced that section with *EC* sections 8489 and 8489.1. *EC* Section 8489.1 updated the requirements around expulsion and added new requirements limiting suspension in the CSPP. *EC* Section 8489 added definitions of suspension, expulsion, and persistent and serious behaviors, to further specify which exclusionary practices are no longer acceptable.

AB 2806 allows the CDE to implement *EC* Section 8489.1 through MBs or similar letters of instruction until regulations are filed with the Secretary of State. The CDE is required to issue such guidance on or before December 31, 2023.

Further, AB 2806 amended *EC* Section 8243, to update the requirements for Early Childhood Mental Health Consultation (ECMHC) services and to expand who can provide ECMHC services.

Resources

The following are available resources to support CSPP contractors, staff and families regarding children with challenging behavior.

Material Resources and Information

- Building Environments that Encourage Positive Behavior: The Preschool Behavior Support Self-Assessment: <https://www.naeyc.org/resources/pubs/yc/mar2016/building-environments-encourage-positive-behavior-preschool>
- California Collaborative on Social Emotional Foundations for Early Learning (CA CSEFEL): <https://preventingchildcareexpulsionca.org/>
- For CDE resources for early education contractors, families, and the preschool community; visit the Early Education Division (EED) Publications web page at <https://www.cde.ca.gov/sp/cd/re/cddpublications.asp>; or contact your assigned EED consultant. Please see the Contact Information section below for a list of EED consultants.
- The CDE Special Education Division can be reached by email at specedinfosha@cde.ca.gov or by phone at 916-445-4613.
- Creating Equitable Early Learning Environments for Boys of Color, a CDE publication: <https://www.cde.ca.gov/sp/cd/Re/documents/boysofcolor.pdf>
- Joint Policy Statement on Suspension and Expulsion in early childhood education from the U.S. Department of Health & Human Services (HHS) and the U.S. Department of Education:

<https://eclkc.ohs.acf.hhs.gov/publication/understanding-eliminating-expulsion-early-childhood-programs>

- Office of Head Start Early Childhood Learning and Knowledge Center resources: <https://eclkc.ohs.acf.hhs.gov/browse/tag/suspension-expulsion>; contact the Center by phone toll-free at 866-763-6481, Monday–Friday, 8 a.m. to 6 p.m. EST, or by email at HeadStart@eclkc.info.
- Preventing Suspensions and Expulsions in Early Childhood Settings: An Administrator’s Guide to Supporting All Children’s Success: <http://preventexpulsion.org>; Accessed from: SRI International: Menlo Park, CA.
- Resources Related to Reducing Suspension and Expulsion Practices in Early Childhood Settings: <https://www.acf.hhs.gov/ecd/child-health-development/reducing-suspension-and-expulsion-practices/resources>
- Standing Together Against Suspension & Expulsion in Early Childhood: Resources: <https://www.naeyc.org/standing-together-against-suspension-expulsion-early-childhood-resources>

Training or On-Site Technical Assistance or Coaching

- California Collaborative on the Social and Emotional Foundations for Early Learning (CA CSEFEL): <https://cainclusion.org/camap/center-on-the-social-and-emotional-foundations-for-early-learning/>
- California Early Childhood Online (CECO): <https://www.caearlychildhoodonline.org/>
- California Preschool Instructional Network (CPIN): <https://cpin.us/>
- Infant and Early Childhood Mental Health Consultation Network: <https://iecmhcnetwork.org/>
- Quality Counts California (QCC): <https://qualitycountscalifornia.net/>

Contact Information

If you have programmatic questions related to this MB, please contact your assigned EED, Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have fiscal questions about the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst. The fiscal analyst directory can be accessed at: <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Thursday, September 21, 2023



[Home](#) / [Specialized Programs](#) / [Early Education](#) / [Contractor Information](#)

Management Bulletin 23-07

This Management Bulletin Provides Guidance on Family Fees for Fiscal Year 2023–24.

Early Education Division

Subject: Assessment and Reporting of Family Fees for Fiscal Year (FY) 2023–24

Number: 23-07

Date: September 2023

Expires: June 30, 2024

Authority: Assembly Bill 110 (Chapter 4, Statutes of 2023); Assembly Bill 116 (Chapter 41, Statutes of 2023); California *Education Code* sections 8252–8254

Attention: Executive Directors and Program Directors Operating Full-Day California State Preschool Programs

Purpose

This Management Bulletin (MB) is to notify and provide updated guidance to California State Preschool Program (CSPP) contractors who operate full-day state preschool programs regarding state requirements on the assessment and collection of Family Fees for Fiscal Year (FY) 2023–24 following the enactment of Assembly Bill (AB) 110 (Chapter 4, Statutes of 2023) and AB 116 (Chapter 41, Statutes of 2023).

This MB rescinds and replaces MB 22-07.

Policy

Before October 1, 2023, notwithstanding any other law, family fees must be assessed but must not be collected from families for services provided from July 1 to September 30, 2023. Through September 30, 2023, CSPP contractors providing services through a Family Childcare Home Education Network (FCCHEN) must reimburse providers for the full amount of the childcare certificate without deducting family fees. Effective October 1, 2023, CSPP contractors must collect family fees for families not otherwise exempt from family fees who are enrolled in full-day CSPP using the FY 2023–24 monthly family fee schedule.

Assembly Bill 116 requires that no family fees be charged or assessed for families whose adjusted monthly family income falls below 75 percent of the State Median Income (SMI), and further caps family fees at 1 percent of a family's monthly income for all other families. As a result, the FY 2023–24 family fee schedule has been revised accordingly. In addition, family fees accrued but not collected prior to October 1, 2023, may be forgiven, and not collected.

Prior to October 1, 2023, CSPP contractors must reassess family fees for families with children in CSPP who are not otherwise exempt from paying fees using the revised family fee schedule. However, contractors can only begin collecting those fees on or after October 1, 2023. Contractors are reminded of the provisions of *California Code of Regulations*, Title 5 (5 CCR) Section 17734 that contractors must provide written information to families in advance of collecting fees describing the contractor's policy for assessment, collection, and the consequences for delinquent payment of fees.

Directives for Implementation

Family Fee Requirements Between July 1 and September 30, 2023

Contractors must use the FY 2022–23 family fee schedule to assess family fees for all families between July 1, 2023 and September 30, 2023. Family fees are waived from July 1, 2023 to September 30, 2023, and, pursuant to the directives provided by the California Department of Education (CDE) in an email sent to the Early Education Division (EED) email distribution lists on May 30, 2023, contractors were required to issue a Notice of Action (NOA) to all families indicating this policy. The Notice of Action (NOA) to families at initial certification or recertification during this time must identify the amount of the assessed family fee and note that collection of the assessed family fee will be waived through September 30, 2023.

Family Fee Requirements Beginning October 1, 2023

New Enrollments and Recertifications

For FY 2023–24, contractors are required to calculate and assess the applicable family fee at initial certification and recertification as usual. This requirement is to ensure that contractors report the correct family fee amount(s) and that families are aware of the updated fee that will be applicable starting October 1, 2023. When assessing family fees beginning October 1, 2023, contractors must use the FY 2023–24 Family Fee Schedule that can be accessed at <http://www.cde.ca.gov/sp/cd/ci/documents/fy2324famfeeschedule.xlsx> (XLSX). Contractors must issue a Notice of Action at initial certification or recertification that includes the amount of the assessed family fee.

Pursuant to 5 CCR Section 17734, families enrolled in full-day CSPP with a certified need of less than 130 hours per month will be assessed a part-time fee, while families enrolled in full-day CSPP with a certified need of 130 hours or more per month will be assessed a full-time fee. When a family has more than one child enrolled in CSPP and/or childcare programs administered by the California Department of Social Services (CDSS), the family fee must be assessed based on the family's child who is certified for the greatest number of hours.

Families who were initially certified or recertified based on an eligibility criterion other than income, and who are not otherwise exempt from family fees, are still required to be assessed a fee. These families are required to self-certify their income for the purpose of assessing the family fee. When a family's income exceeds the amounts on the annual family fee schedule, the contractor must assess the highest fee for their family size.

Note: Unlike previous years, the 2023–24 Family Fee Schedule goes beyond 100 percent of SMI plus 15 percent. For families enrolling in CSPP through provisions other than income eligibility that have incomes that exceed 115 percent of the SMI, contractors must use the additional rows of the FY 2023–24 Family Fee Schedule spreadsheet or the Family Fee Calculator available at <https://www2.cde.ca.gov/familyfee/>, to determine the family fee. The CDE has included a column indicating the percent of SMI each row on the spreadsheet corresponds to. Please give careful attention to that column to ensure that the appropriate fee is being charged to the corresponding income amount.

As a reminder, families shall only be assessed one flat monthly family fee when they have more than one child enrolled in either a state preschool program administered by the CDE, or a combination of a CSPP and a childcare program administered by the CDSS. When a contractor has families with children enrolled in both a CSPP administered by the CDE, and a childcare program administered by the CDSS, and those children are enrolled for the same period, the contractor may choose which contract the family fee assessment will be applied to. Section 17737 of 5 CCR also establishes a process in which families can receive credit for fees paid to other service providers when the contractor is unable to fulfill the family's entire certified need for care.

Family Fee Requirements for Currently Enrolled Families

The changes to the family fee schedule required by AB 116 will result in lower fees for many families already enrolled in CSPP. To ensure that all families are paying fees in line with these changes, **all contractors must reassess fees for all families except those who are otherwise exempt, as outlined in the Exceptions to Family Fee Assessment section below, by September 30, 2023.** Contractors must use the FY 2023–24 Family Fee Schedule, included in this bulletin, and the income reported by the family at their most recent certification to assess the family's new fee. If for any reason the new family fee results in a higher family fee than the fee previously assessed for the family at their most recent certification or recertification, the contractor shall not update the family fee until the next recertification.

Pursuant to an email directive sent on May 30, 2023 to the EED email distribution lists, contractors were required to issue a NOA extending the fee waiver until September 30, 2023 for each family enrolled that had a family fee. This MB issues guidance for contractors to reassess family fees for all families that are not otherwise exempt using the 2023–24 Family Fee Schedule. After reassessing the family's fee:

- If the reassessed family fee is lower than the previous fee, contractors must issue a new NOA indicating the newly assessed fee the family will be responsible to pay beginning October 1, 2023.

- If the family is no longer responsible for paying a family fee, contractors must issue a new NOA indicating the family will not pay any fee beginning October 1, 2023.
- If the reassessed family fee is the same as it was before or is greater than before, contractors shall not update the family fee, and thus should not issue a NOA.

Exceptions to Family Fee Assessment

Pursuant to *Education Code* Section 8253 and 5 *CCR* 17735, CSPP contractors must not assess or collect fees from families under any of the following circumstances:

- A child that receives child protective services, or is at-risk thereof may be exempt for up to 12 months if it is required by the services plan;
- Enrollment in a part-day CSPP;
- With an income level that, in relation to family size, is less than the first entry in the family fee schedule; or
- A family that receives CalWORKs cash aid.

Families on Delinquent Family Fee Plans

Assembly Bill 116 added subsection (k) to *EC* Section 8252 which includes language that allows contractors to forgive and not collect any uncollected delinquent fee balance accrued before October 1, 2023; therefore, contractors do not need to collect any previous debts for family fees. Any families with plans to pay delinquent fees accrued prior to October 1, 2023, may no longer be required to make payments in accordance with their plan. The intent of *EC* Section 8252(k) is to reduce the burden of fees on families; as such and to ensure consistency in implementation, the CDE strongly urges contractors not to collect any uncollected delinquent fee balances.

Contractor Reporting and Reimbursement

The FY 2023–24 Enrollment, Attendance, and Fiscal Reports have been revised to collect information on the amount of family fees waived and the amount of family fees collected. Specifically, the California Preschool Accounting Reporting Information System (CPARIS) Enrollment, Attendance, and Fiscal reports have been revised to include a line for reporting the amount of family fees waived and the amount of family fees collected. All contractors will be required to report the amount of family fees collected and the amount of family fees that were assessed but waived on the appropriate line.

Contractors must report the amount of family fees that were assessed, but waived between July 1, 2023 and September 30, 2023, on the line *Waived Family Fees for Certified Children (July – September)*. Contractors must report the amount of family fees collected between October 1, 2023 and June 30, 2024, on the line *Family Fees Collected for Certified Children (October – June)*. Contractors are reminded that family fees reported on the *Family Fees Collected for Certified*

Children (October – June) line must be based on the amount of fees the contractor expects to collect in the report month, regardless of when the revenue is actually received. Reporting fees according to this directive will ensure the CDE is reimbursing contractors accurately.

In instances where a family has children enrolled in both a CSPP program administered by the CDE, and a childcare program administered by the CDSS, the contractor must report the assessed family fee to the contract which has the child enrolled for the longest period. When families have children enrolled in both a CSPP program administered by the CDE, and a childcare program administered by the CDSS, with the same number of hours, the contractor has the discretion on where to report the assessed fee (i.e., to either the CDE or the CDSS contract). However, to ensure consistency from one report month to the next, contractors must have written policies or procedures on how they determine for which program they report the family fee.

Assembly Bill 110 provides additional funding authority to ensure contractors have sufficient funds to cover the cost of family fee waivers between July 1, 2023, and September 30, 2023. The Early Education and Nutrition Fiscal Services (EENFS) office will utilize family fee waiver data submitted in the FY 2023–24 first quarter Enrollment, Attendance, and Fiscal Reports as a basis for this allocation. It is imperative that contractors submit their first quarter report by the October 20, 2023, deadline to ensure that an accurate allocation is provided. If the first quarter report is not submitted by October 20, 2023, a contractor may not receive an allocation to cover the cost of any family fee waivers.

Additionally, AB 102 allocated funding to support lost revenue due to the family fee changes effective October 1, 2023. The CDE is in the process of determining the allocation methodology for these funds and will provide more information in the forthcoming EENFS FY 2023–24 California State Preschool Contract Changes letter, expected to be released late fall 2023. The CDE will notify contractors when this letter becomes available through EED's email distribution list.

Background

The *EC* Section 8213 requires the Department of Finance to update the State Median Income (SMI) annually.

The *EC* Sections 8252–8254 refer to the state requirements for establishing a family fee schedule, the assessment of those fees, and the applicable exemptions as set by state budget and federal law.

The *EC* Section 8252(d) states that fees may only be assessed at initial certification and recertification.

The *EC* Sections 8252(a) and (b) require the State Superintendent of Public Instruction to use the family fee schedule developed in conjunction with the CDSS, for families receiving preschool services and/or childcare and development services, pursuant to the Welfare and Institutions Code (WIC) Section 10290. Pursuant to *EC* Sections 8332 (b) and (d), the family fee schedule is subject to the approval of the Department of Finance and designed based on the most current SMI, adjusted for family size.

The 5 CCR, Sections 17734(b) and (i), further require that the family fee schedule differentiate between full-time fees and part-time fees and that families be assessed a flat monthly fee.

Assessment of the monthly fee is based on the following factors:

- Hours of certified need, as documented on the application for services
- The family's adjusted monthly income
- Family size

The 5 CCR, sections 17733 through 17740, set forth family fee requirements for full-day CSPP.

AB 110 added subsection (j) to *EC* Section 8252 to extend the waiver on the collection of family fees from July 1, 2023, through September 30, 2023, and requires contractors to reimburse subsidized childcare providers for the full amount of the certificate or voucher without deducting family fees during this extended period.

AB 116 amended *Welfare and Institutions Code (WIC)* Section 10290(e) and changed the maximum family fee from 10 percent to 1 percent of a family's monthly income for families receiving CSPP services and provides that families with an adjusted monthly income below 75 percent of the State Median Income are not assessed a family fee.

AB 116 also added subsection (k) to *EC* Section 8252 to provide that family fees accrued but uncollected prior to October 1, 2023, may be forgiven and not collected.

On May 30, 2023, the CDE released an email directive notifying contractors to issue a NOA extending the fee waiver until September 30, 2023, for each family enrolled that has a family fee assessed.

Resources

To be informed of updated information, please sign up for the EED's email distribution list at <https://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.

Contacting your Program Quality Implementation (PQI) Office Regional Consultant or your EENFS Fiscal Analyst:

If you have any programmatic questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation Office regional consultant. The EED Consultant Regional Assignments Directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any fiscal questions about the information in this MB, please contact your assigned EENFS fiscal analyst. The Fiscal Analyst Directory can be accessed at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement and is not prescriptive, pursuant to California *EC* 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Tuesday, September 12, 2023
