



CONTRA COSTA COUNTY

AGENDA

Head Start Committee

Supervisor Shanelle Scales Preston, Chair
Supervisor John Gioia, Vice Chair

Monday, May 18, 2026 **9:00 AM** **1470 Civic Court, Suite 200, Concord |**
1026 Escobar Street, Martinez |
11780 San Pablo Ave., Suite D, El
Cerrito
Audio: 855-758-1310 code 859 1083 2591

Zoom: <https://cccounty-us.zoom.us/j/85910832591>

1. The public may attend this meeting in person at any above location. The public may also attend this meeting remotely via Zoom or call-in.
2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
3. Call to Order.
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
5. APPROVE the Board of Supervisors Head Start Committee Minutes of March 18, 2026. [26-2093](#)
Attachments: [Head Start Committee Minutes - 3.18.26 DRAFT](#)
6. DISCUSS and ACCEPT the Head Start Committee update and provide guidance, as recommended by the Employment and Human Services Director. [26-2094](#)
Attachments: [May 2026 Head Start Committee Update](#)
 1. [HSES Enrollment - 09CH012839 - HS DCU Removal Letter](#)
 2. [HSES Enrollment - 09CH012839 - EHS DCU Removal Letter](#)
 3. [CCB-26-07 Guidance for Reporting Dual Language Learner Data](#)
 4. [CCB-26-08 Implementation of AB 753](#)
 5. [MB-26-03 Revised SMI Ceilings and Income Ranking Table for FY26-27](#)
 6. [MB-26-04 Assessment and Reporting of Family Fees for FY26-27](#)
 7. [New HSPPS Compliance Timeline and Analysis](#)

- 7. The next meeting is currently scheduled for Monday July 27, 2026 at 11am.
- 8. Adjourn

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: Sheila Walsh (swalsh@ehsd.cccounty.us).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2093

Agenda Date: 5/18/2026

Agenda #: 5.

HEAD START COMMITTEE

Meeting Date: May 18, 2026

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: Sarah Reich

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

APPROVE the Board of Supervisors Head Start Committee Minutes of March 18, 2026.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor Shanelle Scales Preston, Chair
Supervisor John Gioia, Vice Chair

Wednesday, March 18, 2026 9:00 AM 1470 Civic Court, Suite 200, Concord |
1025 Escobar St., Room 168, Martinez |
190 East 4th Street, Pittsburg |
Audio: 855-758-1310 code 859 1083 2591

Zoom: <https://cccounty-us.zoom.us/j/85910832591>

1. The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.

2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

3. Call to Order.

**Attendees: Supervisor Scales-Preston (Chair), Supervisor Gioia (Vice Chair)
Chair Scales-Preston called the meeting to order at 9:02am when a quorum was reached.**

Chair Scales-Preston used just cause #7 to attend the meeting.

4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

There was no public comment.

5. APPROVE the Board of Supervisors Head Start Committee Minutes of [26-1118](#)
January 29, 2026.

Attachments: [Head Start Committee Minutes - January 29 2026 - DRAFT](#)

This Discussion Item was approved.

6. DISCUSS and ACCEPT the Head Start Committee update, REFER all topics to the April 14, 2026 Board of Supervisors report, and provide guidance, as recommended by the Employment and Human Services Director.

[26-1119](#)

Attachments:

- [March 2026 Head Start Committee Update](#)
[1. FY25-26 Head Start Self-Assessment Report](#)
[2. New HSPPS Compliance Timeline and Analysis](#)

Public Comment: Fran Gallati.

This discussion item was accepted and topics referred to the full Board of Supervisors.

7. The next meeting is currently scheduled for May 18, 2026.
8. Adjourn

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For Additional Information Contact: Sheila Walsh (swalsh@ehsd.cccounty.us).



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2094

Agenda Date: 5/18/2026

Agenda #: 6.

HEAD START COMMITTEE

Meeting Date: May 18, 2026

Subject: Head Start Committee Update

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: Sarah Reich

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

DISCUSS and ACCEPT the Head Start Committee update and provide guidance, as recommended by the Employment and Human Services Director.

Head Start Committee Update



May 18, 2026

Marla Stuart, MSW, PhD, EHS Director and Head Start Executive Director

Sarah Reich, Community Services Bureau Director, Head Start Director

info@ehsd.cccounty.us | (925) 608-4800



Outline

Topic	Federal Head Start	State Child Care
Federal Environment Updates	To date	
Child Care Center Services	Mar 2026	Mar 2026
Policy Council Actions	Apr 2026	
Budget	Mar 2026	Mar 2026
Monitoring	Mar 2026	Mar 2026
Official Funder Communication	Apr 2026	Apr 2026
Recommendation	✓	
Appendices	For Information	

Building Brighter Futures Together

- Federal Environment Updates
- Child Care Center Services
- Policy Council Actions
- Budget
- Monitoring
- Official Funder Communication
- Recommendation
- Appendices

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Federal Environment Updates

Sources of Information

1. Project 2025
2. Executive Orders
3. Federal Department Actions
4. Congressional Actions

Categories of Impact

1. Potential Funding Reduction
2. Potential Funding Increase
3. Changes to Program Regulations
4. Change that may Impact Customers
5. Change that may Impact Contracts with Partners

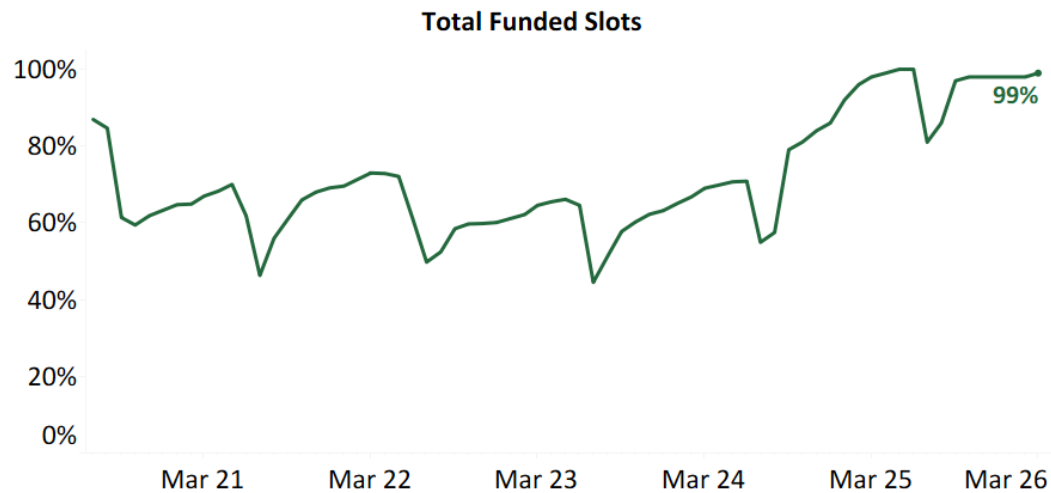
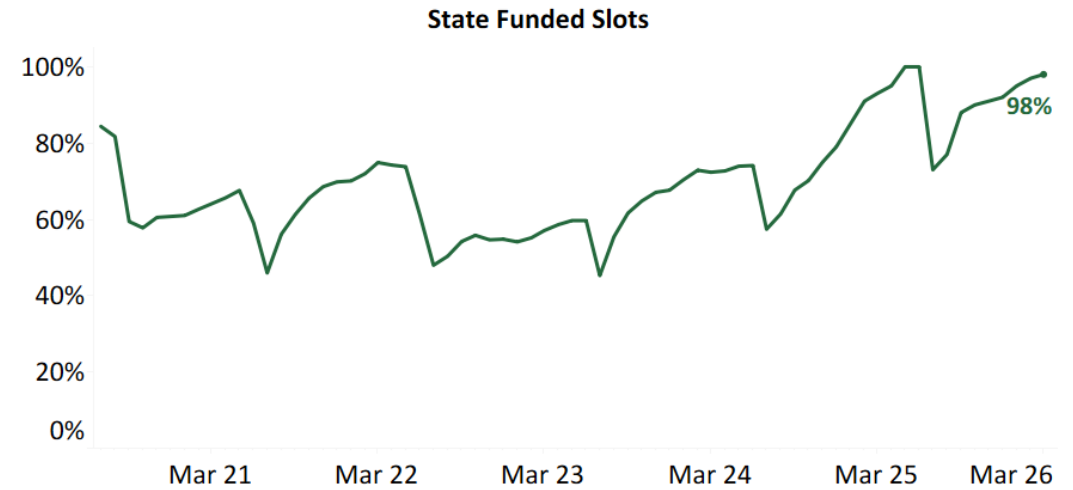
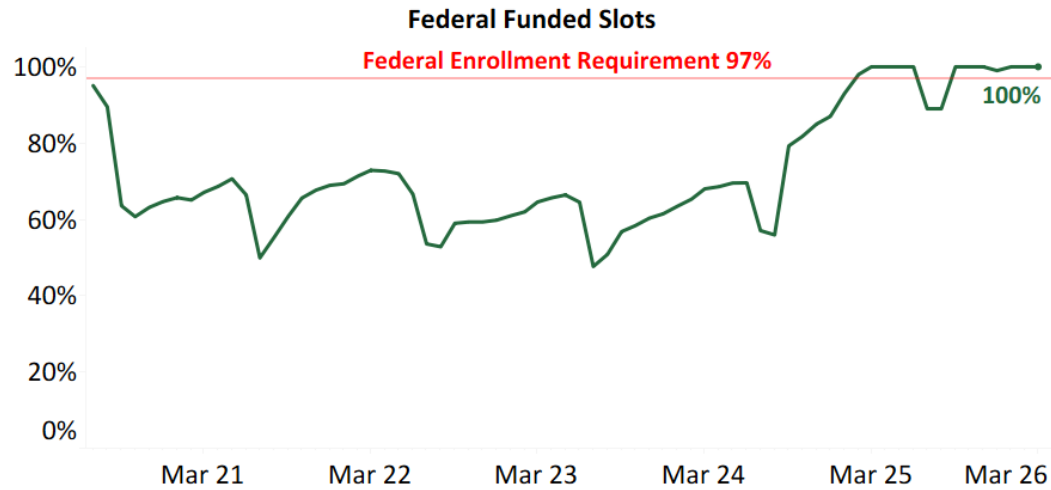
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- Federal Environment Updates
- **Child Care Center Services**
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Center Enrollment Rates



Current Slot Allotments:

- Federal Slots (Head Start) = 1,201 (1,196 filled slots as of March 2026)
- State Slots (CDE and CDSS) = 764 (752 filled slots as of March 2026)
- Total Unique Slots = 1,345 (1,328 filled slots as of March 2026)

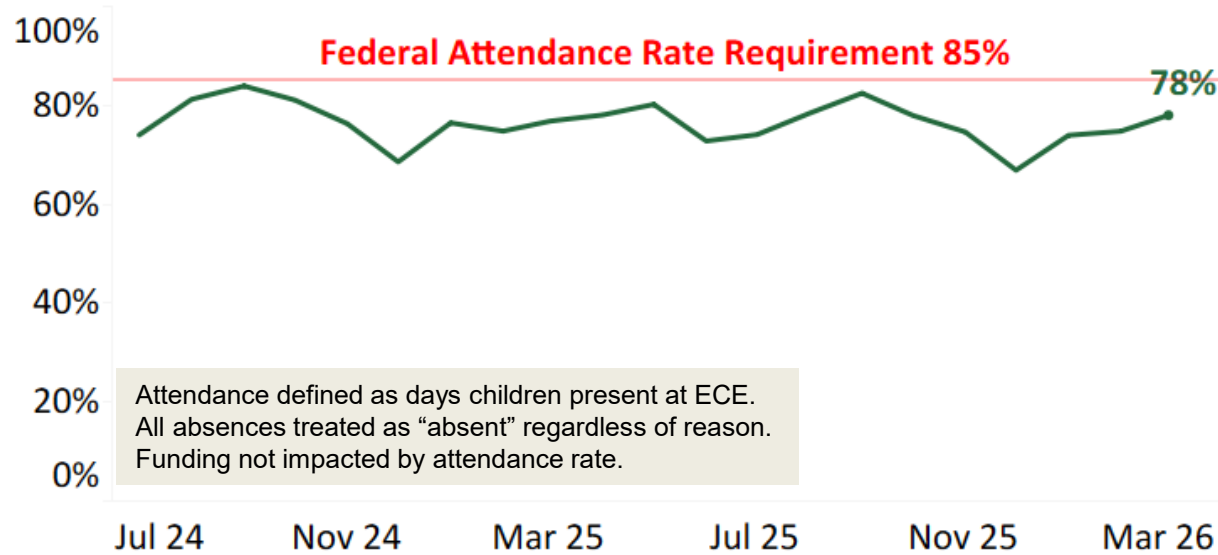
Current Enrollment Requirements:

- Federally Funded = 97% slots filled
- State Funded = Currently “hold harmless” meaning no penalties for not filling all slots. When “hold harmless” ends in June 2026, we will no longer be funded for unfilled slots.

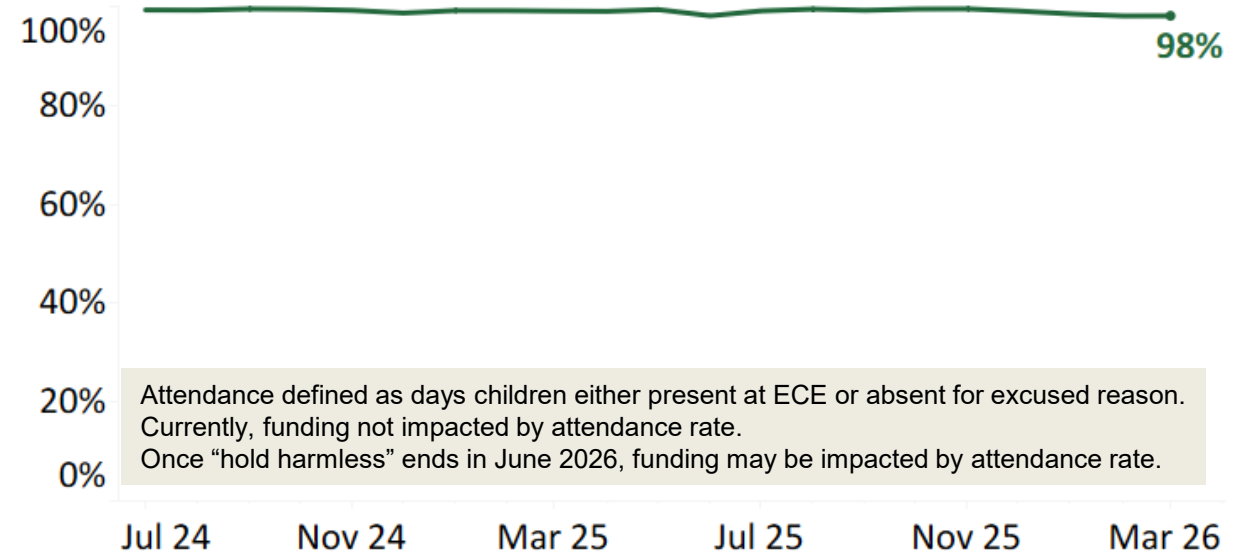
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Center Attendance Rates

Federal Slots Attendance Rate



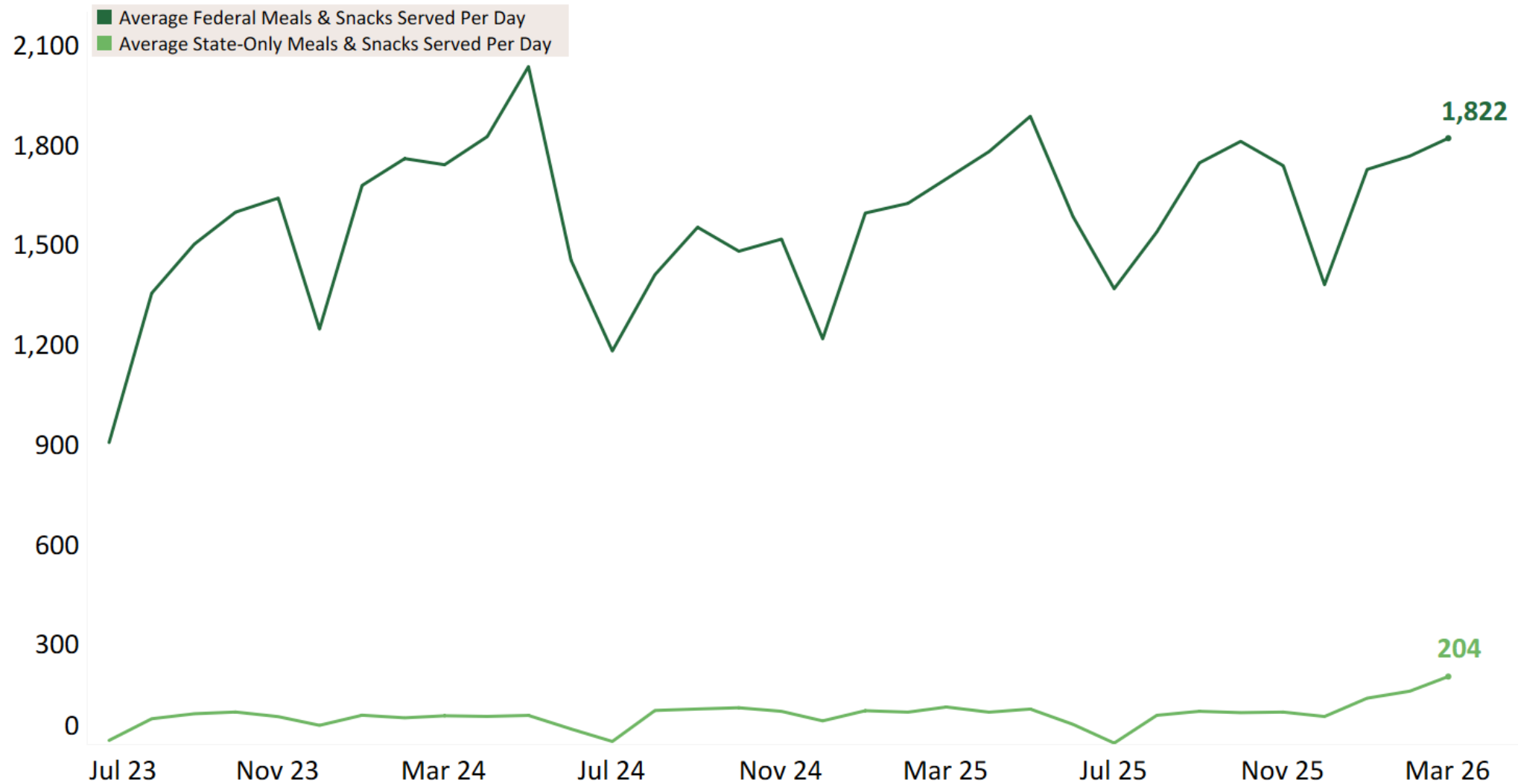
State Slots Attendance Rate



Absence Reasons for Federal Slots (% of Enrollment Days)	Dec 25	Jan 26	Feb 26	Mar 26
1. Sick (e.g., Hand Foot Mouth, Flu, COVID, cold, ear infection)	13%	13%	13%	11%
2. Family Emergency (e.g., parent/family member sick, no transportation)	6%	6%	6%	6%
3. Best Interest Day (e.g., home with family, vacation)	8%	3%	1%	1%
4. Appointment (e.g., doctor, dentist, social services)	2%	1%	2%	2%
5. Other (e.g., no details provided)	3%	2%	2%	2%

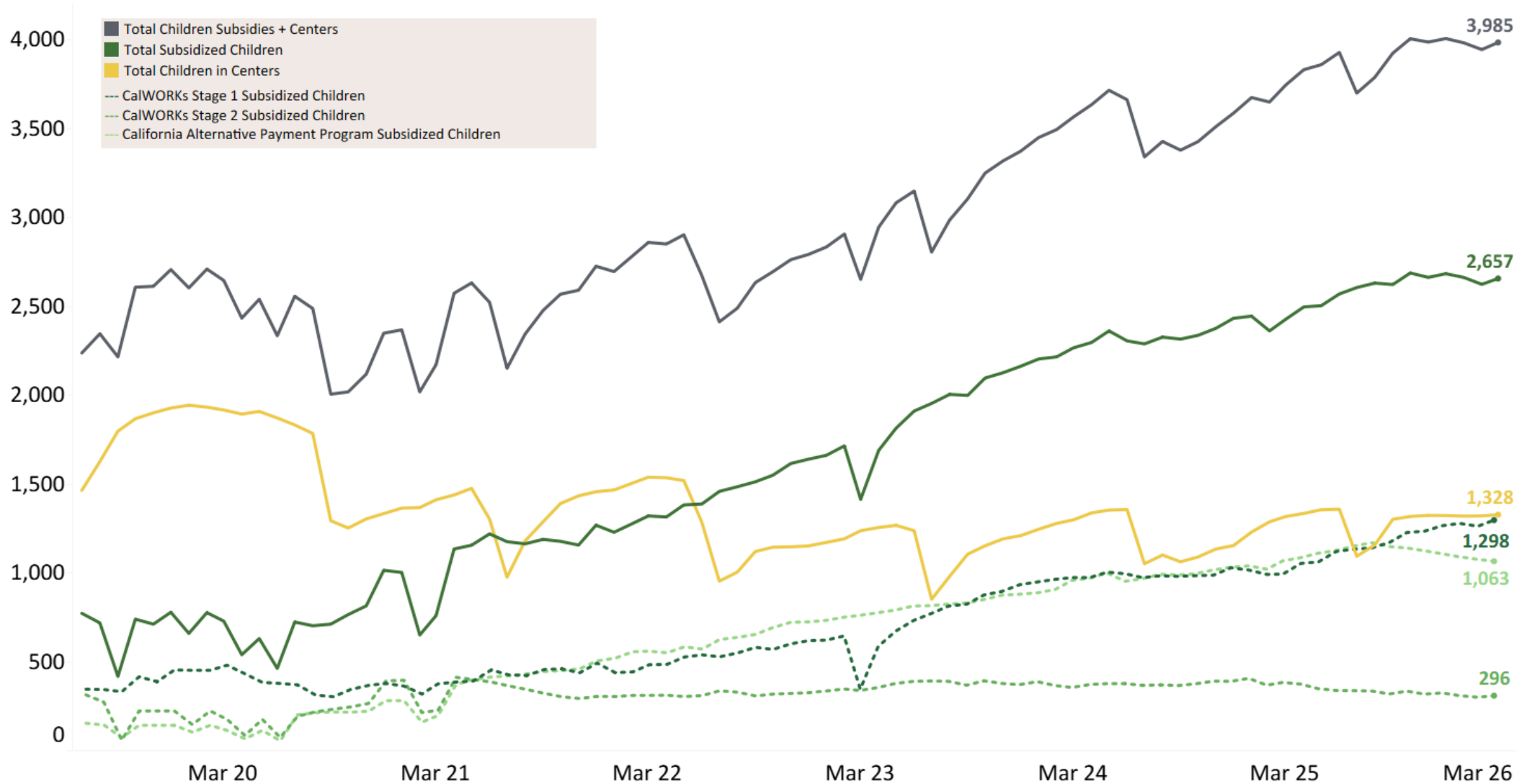
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Average Center Meals & Snacks Per Day



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Children Served in Child Care



“Total Children in Centers” includes children enrolled with federal (Head Start/Early Head Start) and state (CCTR, CSPP) funding sources.

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- Federal Environment Updates
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- **Policy Council Actions**
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April 2026 Policy Council Actions

The Head Start Policy Council convened on April 15, 2026. Key actions included:

- Received standard monthly administrative, fiscal, and child nutrition reports
- Approved FY26-27 Selection Criteria (coming to the Board of Supervisors June 23)
- Received presentations on FY25-26 Self-Assessment results, child abuse and neglect prevention, and healthy eating education

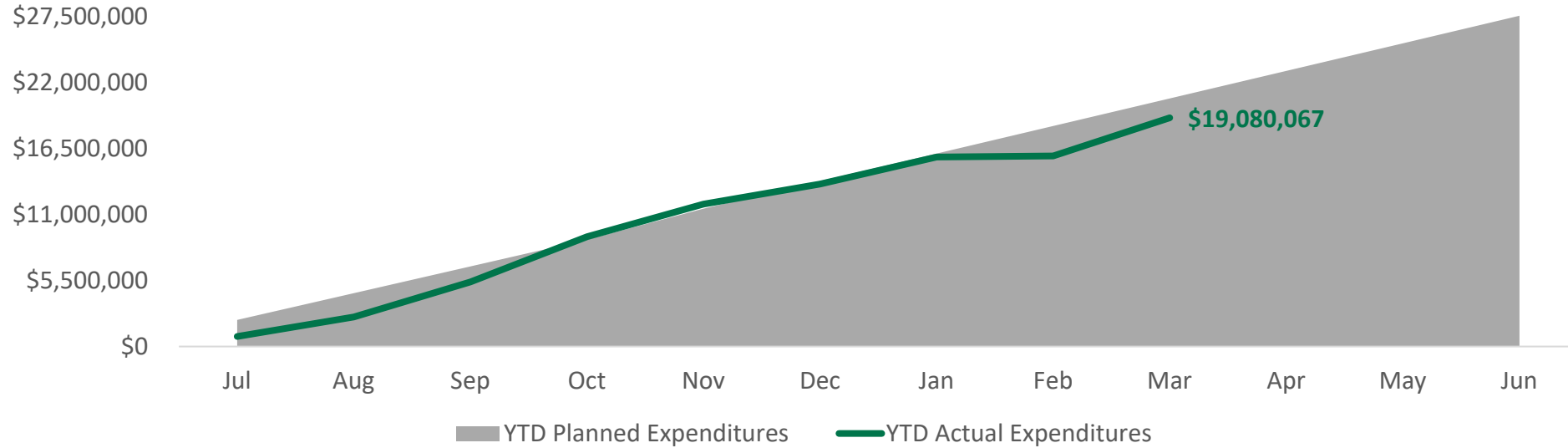
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Head Start Budget Expenditures



Category	FY25-26 Funding	Mar 2026 Expenditures	YTD Expenditures ²	Remaining Balance
Total Federal Funding	\$20,577,342	\$1,489,565	\$14,956,517	\$5,620,825
Required Non-Federal Share	\$5,144,336	\$372,391	\$3,739,129	\$1,405,207
Measure X Overmatch ¹	\$1,873,029	\$47,601	\$384,421	\$1,488,608
Total Federal and Non-Federal	\$27,594,707	\$1,909,557	\$19,080,067	\$8,514,640

1. Includes roll over funds as of 1/20/26; updated 4/14/26 to reflect BDA-25-00156.

2. Reflects payroll adjustments for July-December 2025.

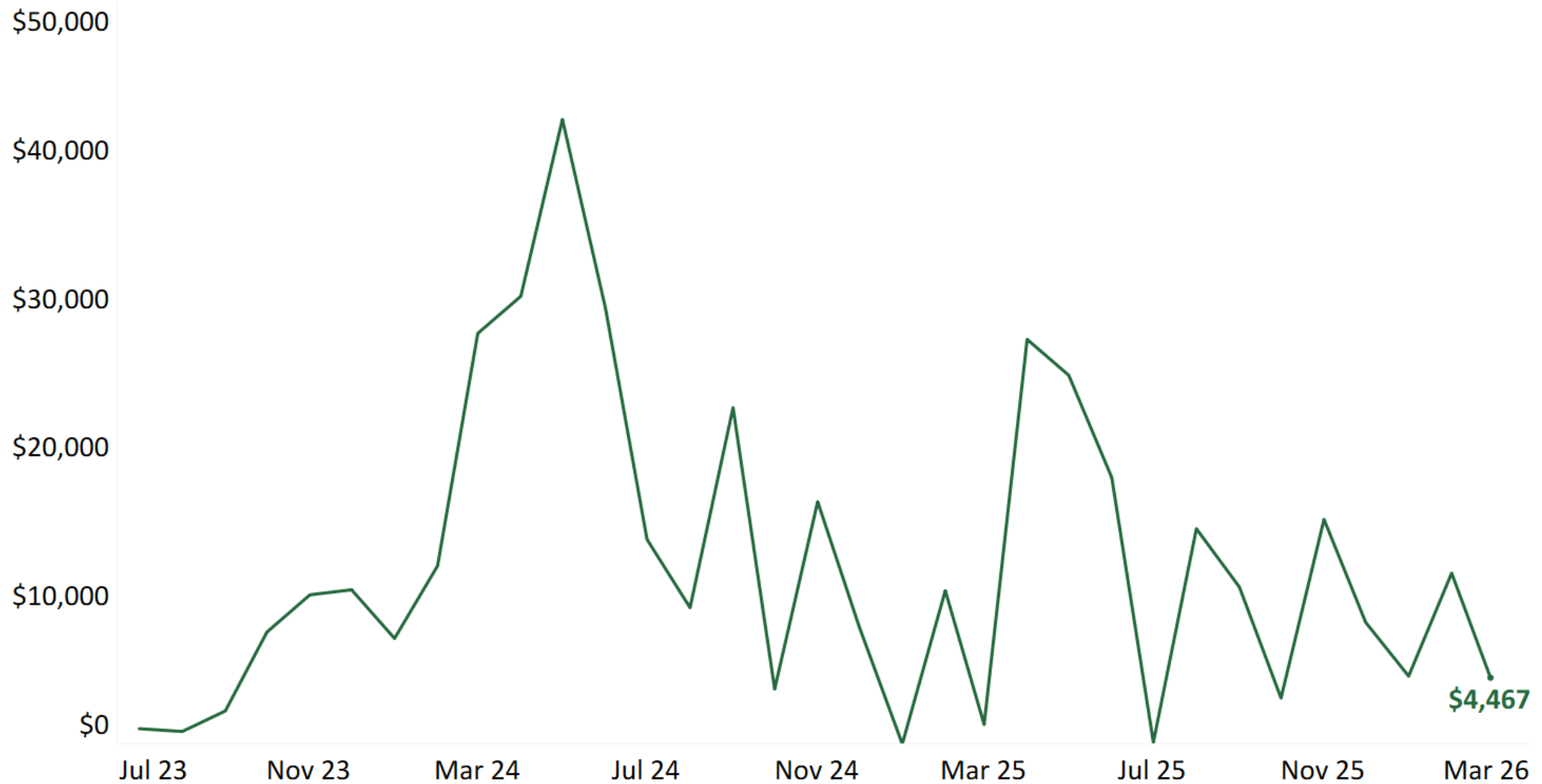
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Head Start Grant Budget

Budget Year Completed – 75%

	A	B	C	D
	Budget	YTD ACTUAL	% YTD ACTUAL	Remaining Budget
1. Personnel	\$6,261,244	\$5,071,093	81%	\$1,190,151
2. Benefits	\$4,136,150	\$3,011,177	73%	\$1,124,973
3. Equipment	\$0	N/A	N/A	N/A
4. Supplies	\$365,797	\$160,391	44%	\$205,406
5. Travel	\$57,213	\$36,562	64%	\$2,651
6. Construction	\$0	N/A	N/A	N/A
7. Other	\$2,497,266	\$2,016,473	81%	\$480,793
8. Contractual	\$6,057,509	\$3,782,178	62%	\$2,275,331
9. Indirect Costs	\$1,202,163	\$878,643	73%	\$323,520
TOTAL CHARGES	\$20,577,342	\$14,956,517	73%	\$5,620,825

Head Start Credit Card Expenditures



All credit card expenditures are made by authorized staff for budgeted purchases to support reasonable program expenditures.

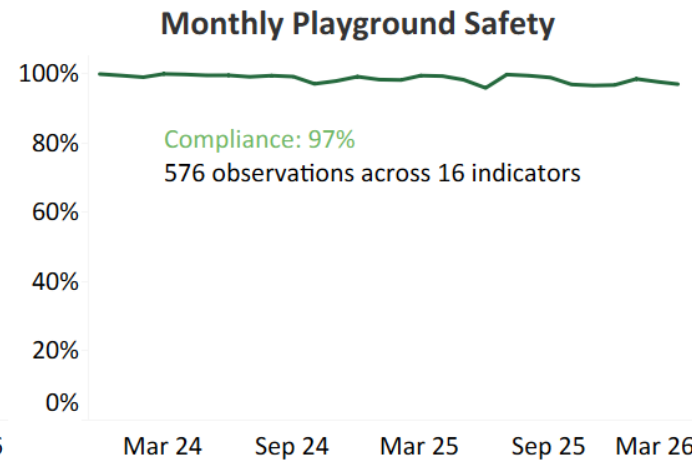
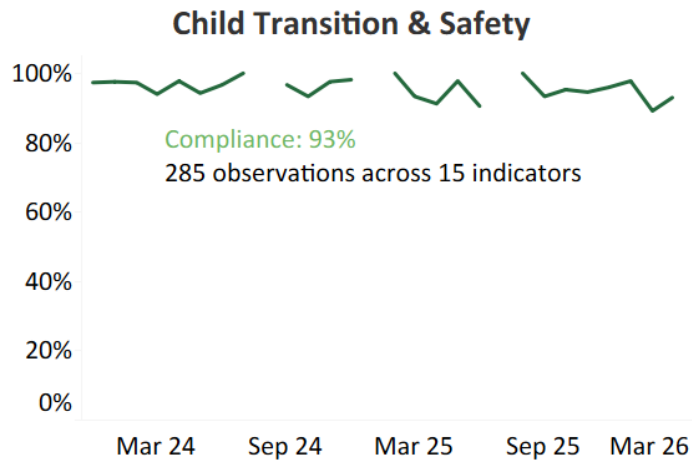
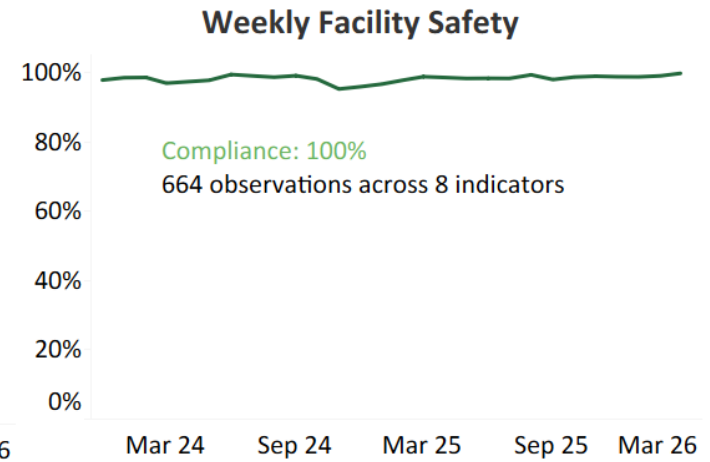
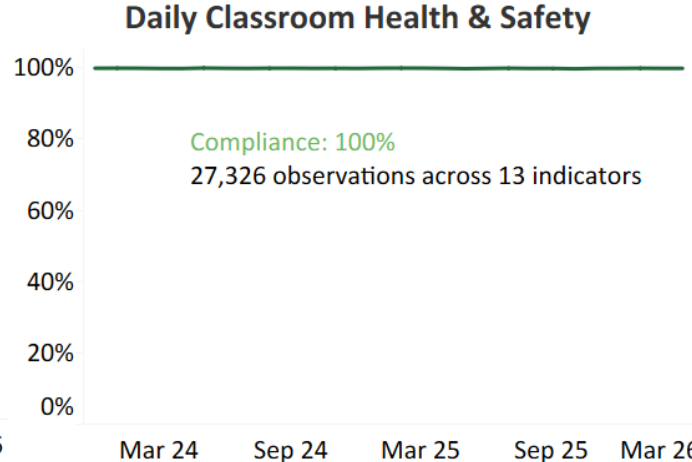
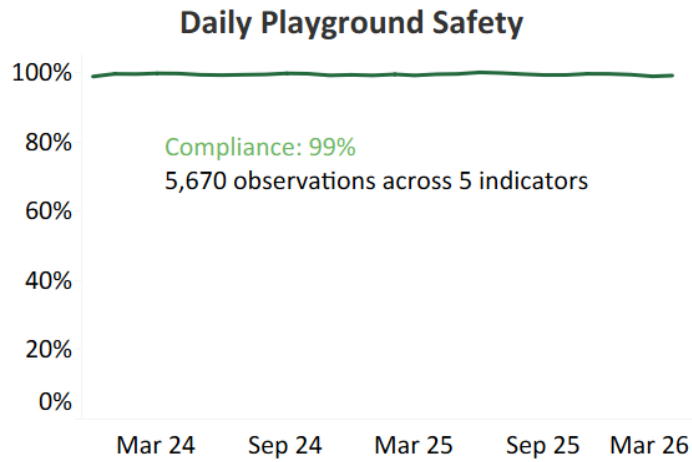
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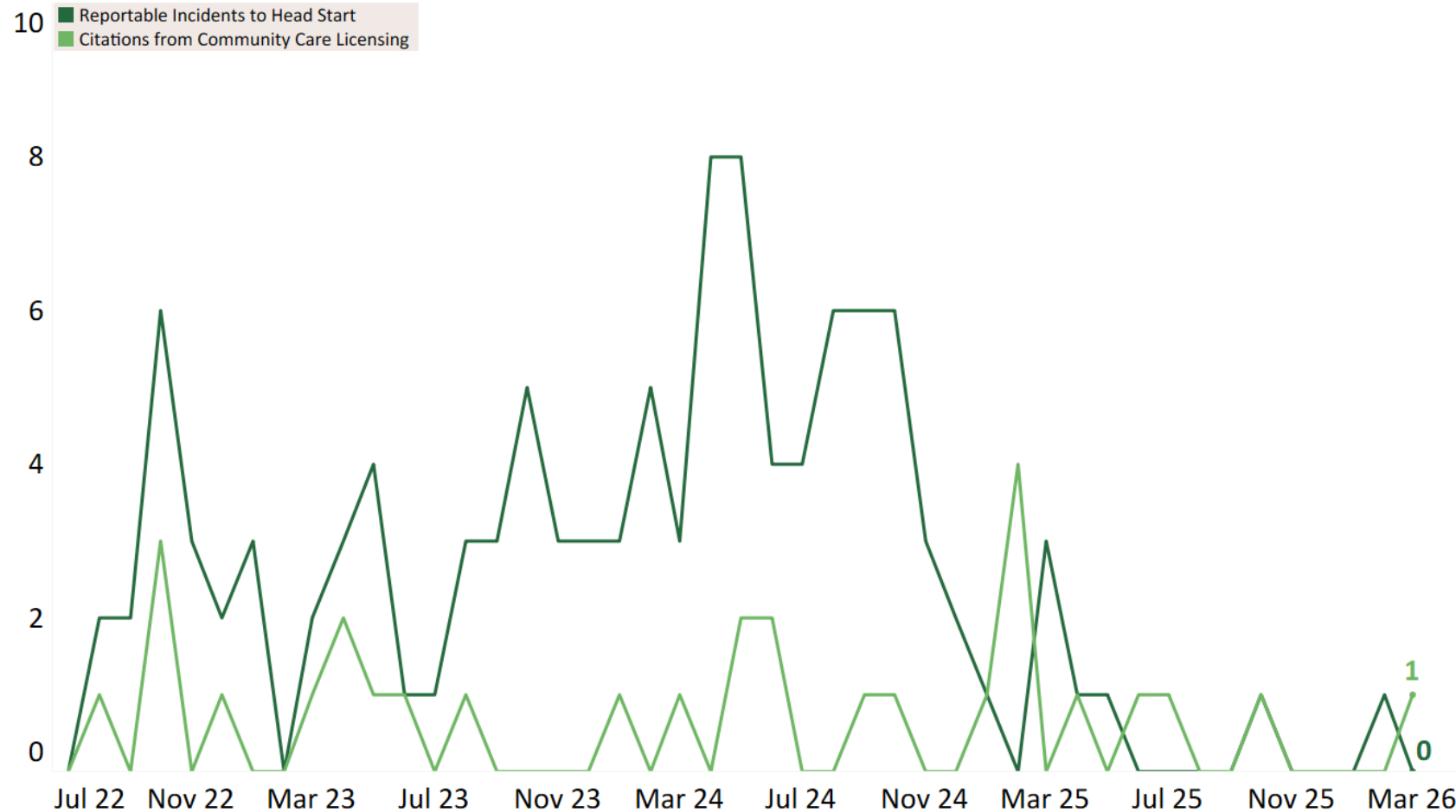
Health and Safety Compliance



- Indicators with non-compliance rates over 10% in Mar 2026:
1. The center parent communication board has current, relevant, and translated material posted. (6/19 = 36%)
 2. A review of the client concern log for the center indicates that any concerns listed have been addressed. (4/19 = 21%)
 3. Wall pad or tablet is in working order and correctly reflects current children and staff in the classroom and/or in transition. (2/19 = 11%)
 4. Safe environments are evident and promote active supervision of all children, including door alarms. (2/19 = 11%)
 5. Wood on Playground Equipment: There are no splinters, cracks, rotting, or sharp ends. (6/36 = 17%)

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Reportable Incidents & Citations



Office of Head Start (OHS) Reportable Incidents

OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#), or results in a child being left alone, unsupervised, or released to an unauthorized adult. A program must report all significant incidents affecting the health and safety of children with 7 days.

California Department of Social Services Community Care Licensing Citations

Type A: An immediate risk to the health, safety or personal rights of children in care.

Type B: If not corrected right away, may be a risk to the health, safety, and personal rights of the children in care.

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Office of Head Start

Date issued: December 5, 2025 and May 1, 2026

Subject: Designation of Chronically Underenrolled Removal Letter

Information: The Office of Head Start lifted the designation of Chronically Underenrolled from the Head Start program in December 2025 and the Early Head Start program in May 2026 due to maintaining 6 consecutive months of at least 97% enrollment.

Action: No action needed.



1. HSES Enrollment – 09CH012839 – HS DCU Removal Letter
2. HSES Enrollment – 09CH012839 – EHS DCU Removal Letter

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CDSS Child Care Bulletin 26-07

Child Care Bulletin 26-07 issued: April 13, 2026

Subject: Guidance for Reporting Dual Language Learner Data

Information: Effective July 1, 2026, center-based General Child Care and Development Programs (CCTR) shall begin reporting dual language learner data on a biannual basis (April and October) pursuant to AB 393. The first reporting period is October 2026.

Action: Staff began collecting data in July 2025 to prepare for this reporting. Staff attended webinar on reporting April 30, 2026. Staff confirming updated reporting fields operational in new KinderSystems data management system.



CDSS Child Care Bulletin 26-08

Child Care Bulletin 26-08 issued: April 15, 2026

Subject: Implementation of Assembly Bill (AB) 753

Information: Provides guidance to General Child Care and Development (CCTR) contractors regarding the implementation of AB 753. Effective immediately, CCTR contractors may employ individuals who have obtained a Child Development Assistant Teacher Permit with the Independent Care Emphasis to assist in the care, development, and instruction of children. These individuals must adhere to their current education plan and be properly supervised at all times by an employee who holds a valid permit at the teacher level or higher.

Action: Staff are reviewing the guidance and implementation requirements to assess implementation strategies.



CDE Management Bulletin 26-03

Management Bulletin 26-03 issued: April 7, 2026

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year 2026-27

Information: Notifies California State Preschool Program (CSPP) contractors of the revised Schedule of Income Ceilings for determining families' income eligibility for FY26-27. Also notifies CSPP contractors of the updated Income Ranking Table for determining a family's income ranking for enrollment priorities for FY26-27.

Action: Staff updated income guidelines for FY26-27 (effective July 1, 2026) to align with new guidance.



CDE Management Bulletin 26-04

Management Bulletin 26-04 issued: April 7, 2026

Subject: Assessment and Reporting of Family Fees for Fiscal Year 2026-27

Information: Notifies California State Preschool Program (CSPP) contractors of the FY26-27 family fee schedule and provide guidance on calculating family fees.

Action: Staff updated family fee schedule for FY26-27 (effective July 1, 2026) to align with new guidance. Staff notified families who pay fees of the changes and their opportunity to re-submit documents for re-assessing their fees.



- Federal Environment Updates
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Recommendation

DISCUSS and ACCEPT the Head Start Committee update, and provide guidance, as recommended by the Employment and Human Services Director.

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2026 Head Start Governance Updates Calendar

	Federal Requirement*	1/20/26	2/10/26	3/17/26	4/14/26	5/19/26	6/23/26	7/14/26	8/25/26	9/15/26	10/20/26	11/17/26	12/15/26
1. Monthly Program Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26
2. Monthly Financial Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26
3. Funder Communications	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26	Nov '26
4. Annual HS Governance and Eligibility Training	HSA 642(d)(3) HSPPS 1301.5, 1302.12(m)		Training										
5. Annual Goals and Objectives (included in Grant application)	HSPPS 1302.102(a)			Approval Item									
6. Annual Non-Competitive Grant Renewal Application	HSA 642(c)(1)(E) HSPSS 1301.2(b)(1)			Approval Item									
7. Annual Community Needs Assessment	HSA 640(g)(1)(C) HSPPS 1302.11(b), 1302.102(d)(2)				Share Results								
8. Annual Self-Assessment	HSA 642(d)(2) HSPPS 1302.102(b)(2)				Approval Item								
9. Annual Selection Criteria and Recruitment Plan	HSA 642(c)(1)(E) HSPPS 1302.13, 1302.14(a)						Approval Item						
10. FY26-27 Planning Calendar	HSA 640(g)(1)(D) HSPPS 1302.11(b), 1302.102(d)(2)						Approval Item						
11. Annual County Single Financial Audit	HSA 642(d)(2) HSPPS 1301.2(b)(2)						Approval Item*						
12. Annual Program Information Report	45 CFR Part 75											Share Results	

As Needed

CSB Agency Policies (HSA 642(c)(1)(E)). Results from Head Start Monitoring Activities (HSA 641(A)(c)).

Contra Costa County Resolution 2023/274 includes all of these requirements.

*Pending approval by Finance Committee of FY24-25 Single Audit.

*#7 and #8 moved 1 month to align with Head Start Committee schedule.

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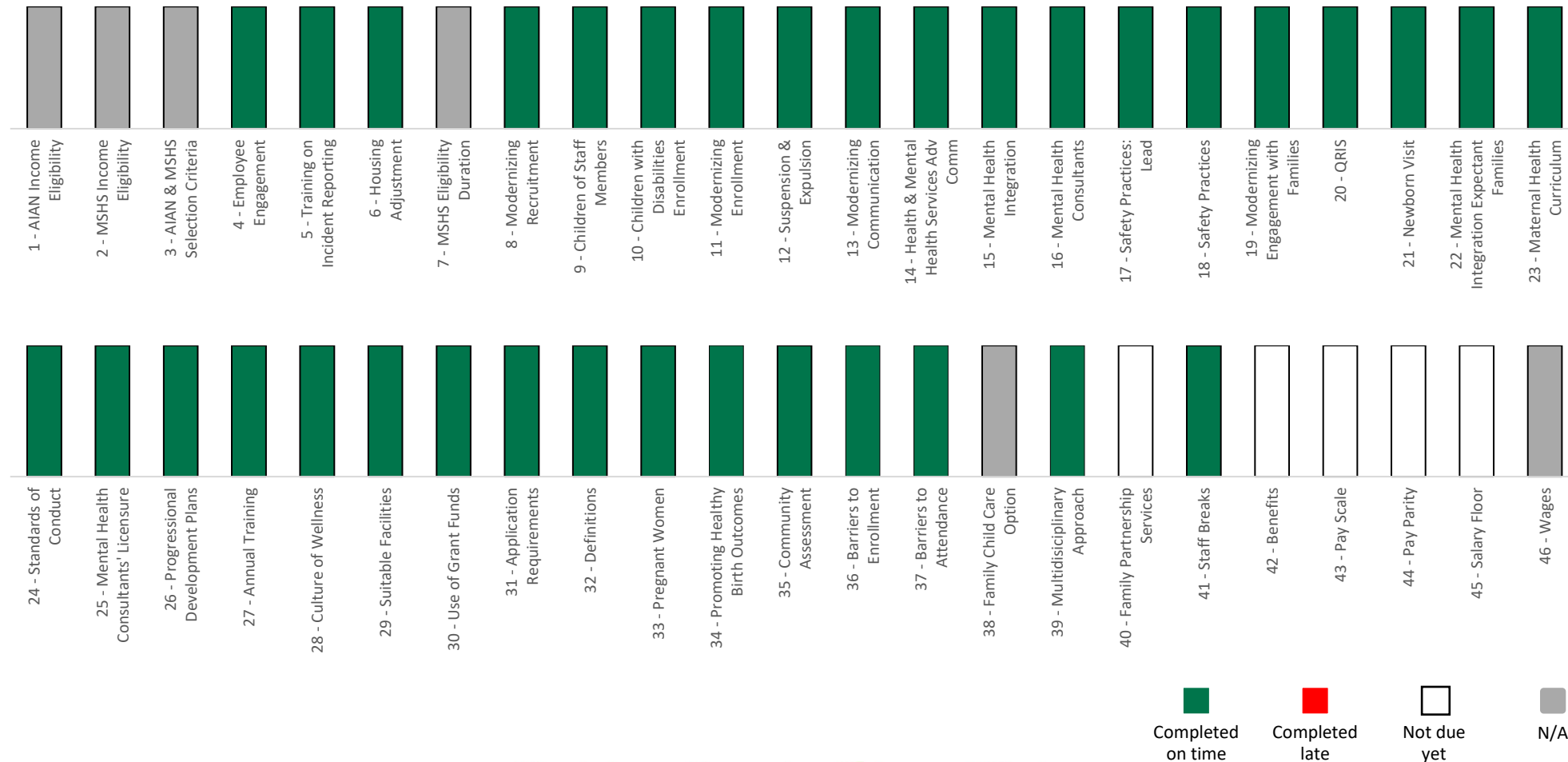


Planned



Completed

HSPPS Compliance Timeline Progress Chart



7. New HSPPS Compliance Timeline and Analysis

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■ Completed on time
■ Completed late
 Not due yet
 N/A



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | headstart.gov

December 4, 2025

Mrs. Candace Andersen, Chair, Contra Costa County Supervisor, District 2
Contra Costa County
1470 Civic Ct
Ste 200
Concord, CA 94520-5242

Re: Grant No. 09CH012839

Dear Mrs. Andersen,

This letter serves as official notice from the Office of Head Start (OHS) that the designation of Chronically Underenrolled has been lifted from Contra Costa County's Head Start Preschool program. Contra Costa County has achieved and maintained at least 97 percent enrollment in Head Start Preschool program for six consecutive months.

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Contra Costa County met the criteria listed in the Head Start Act and the 12-month period in which your agency was required to eliminate or reduce underenrollment to at least 97 percent funded enrollment concluded on April 3, 2024. Pursuant to Section 641A(h)(5) of the Head Start Act, Contra Costa County's Head Start Program was designated as Chronically Underenrolled on December 13, 2024.

The designation of Chronically Underenrolled has been lifted for your Head Start Preschool program. However, your Early Head Start program remains designated as Chronically Underenrolled until further notice.

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

Sincerely,

/ Heather Wanderski/

Heather Wanderski
Director, Division of Program Operations
Office of Head Start
Administration for Children and Families

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | headstart.gov

May 1, 2026

Mrs. Diane Burgis, Chair, Contra Costa County Supervisor, District 3
Contra Costa County
1470 Civic Ct
Ste 200
Concord, CA 94520-5242

Re: Grant No. 09CH012839

Dear Mrs. Burgis,

This letter serves as official notice from the Office of Head Start (OHS) that the designation of Chronically Underenrolled has been lifted from Contra Costa County's Early Head Start program. Contra Costa County has achieved and maintained at least 97 percent enrollment in Early Head Start for six consecutive months.

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Contra Costa County met the criteria listed in the Head Start Act and the 12-month period in which your agency was required to eliminate or reduce underenrollment to at least 97 percent of funded enrollment concluded on March 3, 2024. Pursuant to Section 641A(h)(5) of the Head Start Act, Contra Costa County's Early Head Start program was designated as Chronically Underenrolled on December 13, 2024.

The designation of Chronically Underenrolled has been lifted for your Early Head Start program.

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

Sincerely,

/ Heather Wanderski/

Heather Wanderski
Director, Division of Program Operations
Office of Head Start
Administration for Children and Families

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the

purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State

(excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

April 13, 2026

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 26-07

The purpose of this Child Care Bulletin (CCB) is to provide guidance to contractors on the process for reporting the dual language learners (DLLs) identification data in the California Department of Social Services Child Development Management Information System (CDSS – CDMIS). The California Department of Social Services has added DLL identification fields to the Child Development Division (CDD)-801A Monthly Child Care Population Report (CDD-801A). These changes will impact reporting beginning Fiscal Year (FY) 2026-2027.



JENNIFER TROIA
DIRECTOR

GAVIN NEWSOM
GOVERNOR

April 13, 2026

CHILD CARE BULLETIN (CCB) NO. 26-07

GUIDANCE TYPE: DIRECTIVE

TO: CHILD CARE AND DEVELOPMENT CONTRACTORS

SUBJECT: GUIDANCE FOR REPORTING DUAL LANGUAGE LEARNER DATA

APPLICABLE PROGRAMS: GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS (CCTR) AND MIGRANT CHILD CARE DEVELOPMENT PROGRAMS (CMIG)

REFERENCE: [ASSEMBLY BILL 393](#); [WELFARE AND INSTITUTIONS CODE 10209.6](#); [EDUCATION CODE 8241.5](#); [MANAGEMENT BULLETIN \(MB\) 25-07](#); [CHILD CARE BULLETIN \(CCB\) 24-16](#), [CCB 25-13](#)

Purpose

The purpose of this Child Care Bulletin (CCB) is to provide guidance to center-based General Child Care and Development Programs (CCTR) and center-based Migrant General Child Care and Development Programs (CMIG) on reporting dual language learner (DLL) data on a biannual basis pursuant to Assembly Bill (AB) 393 (Chapter 435, Statutes of 2023) that added to Welfare and Institutions Code (WIC) Section 10209.6.

Background

Pursuant to [AB 393 \(Chapter 435, Statutes of 2023\)](#), codified in [WIC Section 10209.6](#), the California Department of Social Services (CDSS) is required to develop procedures for contractors to identify and report data on children who are DLLs enrolled in center-

based CCTR and CMIG programs. On August 13, 2024, CDSS published [CCB 24-16](#), which informed the applicable programs of DLL data requirements and the July 1, 2025, implementation date for the provisions of [WIC 10209.6](#). On May 20, 2025, CDSS published [CCB 25-13](#), providing guidance and support for contractors implementing [WIC 10209.6](#). [CCB 25-13](#) also established that as of July 1, 2025, center-based CCTR and CMIG contractors were required to begin collecting data on the number of DLL children, language characteristics of the program, and the language composition of the program, utilizing the [Family Language Instrument](#) (FLI) and [Family Language and Interest Interview](#) (FL&II).

The CDSS added nine DLL data fields to the CDD-801A Monthly Child Care Population Report (CDD-801A). To support this update, CDSS published [CDSS – CDMIS Update #5: CDSS – CDMIS Fiscal Year \(FY\) 2026-2027 Updates](#) which announces the addition of these new data fields in the CDD-801A and provides resources to support the CDSS Child Development Management Information System (CDSS – CDMIS) reporting changes. Please visit the CDSS [CDMIS History and Updates](#) webpage to stay informed of upcoming reporting changes and system improvements.

Pursuant to [WIC 10209.6\(e\)](#), at a minimum, this data shall include:

- A child's home language, the language the child is most exposed to, and the family's preferred language in which to receive verbal and written communication;
- A child's race and/or ethnicity;
- Language characteristics of the general childcare and development program or migrant childcare and development program, including, but not limited to, whether the program uses the home language for instruction, such as a dual language immersion program, or another program that supports the development of home languages; and
- The language composition of the program staff.

Guidance

Data Reporting Instructions

Effective July 1, 2026, licensed and licensed-exempt center-based CCTR and CMIG contractors shall report DLL data to CDSS via the CDSS – CDMIS CDD-801A DLL data fields on a biannual basis. DLL data shall be reported only for the April and October reporting periods each year. The CDD-801A opens on the first day of the month and is due on the twentieth of the month following the end of the reporting period. The first reporting periods requiring DLL data are October 2026 and April 2027.

Beginning November 1, 2026, (for the October 2026 reporting period) and May 1, 2027, (for the April 2027 reporting period), center-based CCTR and CMIG contractors must submit DLL data in the CDD-801A DLL data fields. For example, the October 2026

CDD-801A report, opens on November 1, 2026, and is due November 20, 2026. The report will lock on February 18, 2027, in alignment with existing CDSS CDD-801A reporting protocols, as outlined in the [CDSS – CDMIS Reporting Schedule](#) *.

As of July 1, 2026, the DLL data fields must be included in all CDD-801A electronic file uploads. Contractors must ensure they submit the latest version of the CDD-801A which will include the DLL data fields on the report. However, center-based CCTRs and CMIGs are only required to report DLL data during the October and April reporting periods. For all other programs and during non-DLL reporting months, the DLL data fields shall remain blank.

The complete list of DLL data fields contractors will need to enter in order to meet reporting requirements for [WIC 10209.6](#) are specified in the CDSS – CDMIS User Manual [Chapter 3: CDD-801A Reporting](#) webpage * and below.

For definitions of the DLL data fields, please refer to the [CDSS – CDMIS User Manual Appendix A: Data Definitions](#) under the “Provider Information” section *. [Appendix A](#) also includes reporting guidance, error messages and solutions, and frequently asked questions for each DLL data field.

The DLL data fields are:

- Date of Family Language Instrument
- Dual Language Learner (DLL) Designation
- Child’s Home Language(s), including Languages Child Understands or is Exposed to at Home
- Family’s Written Communication Preference
- Family’s Verbal Communication Preference
- Language(s) Proficient In – Lead Teacher and/or Program Staff
- Language(s) Used by Lead Teacher and/or Program Staff with Children (Other than English)
- Frequency of Non-English Language Used by Lead Teacher and/or Program Staff with Children
- Program Language Type

**Note: All CDSS – CDMIS webpages will be updated to include information about DLL data reporting by the start of the mandated DLL data reporting period. Please refer to [CDSS – CDMIS Update #5](#).*

Timeliness and Accuracy

Contractors must make every effort to ensure that all data submitted to CDSS is accurate, complete, and submitted on time.

- DLL identification and reporting does not affect the eligibility for enrollment in a CCTR or CMIG program. Contractors are still required to provide the FLI to the family and report data as applicable.
- Contractors must submit the monthly CDD-801A report to CDSS no later than the 20th of each applicable month. Timely submission is critical to ensure compliance with reporting requirements.
- All data submitted shall be accurate and correctly formatted.

Resources

The CDSS will host a webinar on April 30, 2026, from 3:00 to 4:30 PM to provide additional support on the CDSS – CDMIS FY 2026-27 updates, including the DLL data reporting. Visit the [CDSS – CDMIS FY 2026-27 Updates Webinar Registration](#) webpage to register for the webinar. The link to register will also be distributed through the Child Care and Development Division (CCDD) Contractor Listserv and will be sent to all active CDSS – CDMIS users, executive and program directors, and software vendors. To subscribe to the listserv, visit the [CDSS' CCDD Listserv sign up](#) webpage. Please visit the [CDSS – CDMIS Webinars*](#) webpage to access past CDSS – CDMIS webinar presentation materials.

If you are a contractor and have any questions regarding the information in this letter, please contact your assigned Program Quality and Improvement Branch Consultant. The list of assigned consultants can be found at: [Child Care and Development Contacts](#).

For more information about the implementation of [WIC 10209.6](#) and resources for the identification, reporting, and support of DLLs in CCTR and/or CMIG programs, please visit the CDSS' webpage for [Dual Language Learners](#).

Sincerely,

Original Document Signed By

LUPE JAIME-MILEHAM, EdD
Deputy Director
Child Care and Development Division

April 15, 2026

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 26-08

The purpose of this Child Care Bulletin (CCB) is to provide guidance to General Child Care and Development (CCTR) and Migrant General Child Care and Development (CMIG) contractors related to the provisions of specified assistant teacher permit requirements pursuant to [Assembly Bill \(AB\) 753](#) (Chapter 165, Statutes 2025).



JENNIFER TROIA
DIRECTOR

GAVIN NEWSOM
GOVERNOR

April 15, 2026

CHILD CARE BULLETIN (CCB) NO. 26-08

GUIDANCE TYPE: **DIRECTIVE**

TO: CHILD CARE AND DEVELOPMENT CONTRACTORS

SUBJECT: IMPLEMENTATION OF ASSEMBLY BILL (AB) 753 (CHAPTER 165, STATUTES 2025).

APPLICABLE PROGRAMS: GENERAL CHILD CARE AND DEVELOPMENT (CCTR)
MIGRANT GENERAL CHILD CARE AND DEVELOPMENT (CMIG)

REFERENCE: [ASSEMBLY BILL \(AB\) 753 \(CHAPTER 165, STATUTES 2025\);](#)
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 10267.6;](#)
[WIC SECTION 10380; WIC SECTION 10383.1](#)

Purpose

The purpose of this Child Care Bulletin (CCB) is to provide guidance to General Child Care and Development (CCTR) and Migrant Child Care and Development (CMIG) contractors regarding the implementation of the provisions of Assembly Bill (AB) 753 (Chapter 165, Statutes 2025) regarding assistant teacher permits.

Background

Pursuant to [Welfare and Institutions Code \(WIC\) Section 10380 \(a\)\(2\)](#), persons employed as teachers in child development programs are required to possess a permit issued by the [California Commission on Teacher Credentialing \(CTC\)](#) authorizing service in the care, development, and instruction of children in a child care and development program. An individual must meet the criteria specified in

[WIC Section 10380](#)(b) in order to be eligible to serve in an instructional capacity in a child care and development program.

On October 1, 2025, the Governor signed [AB 753](#), which added, in pertinent part, [WIC Section 10383.1](#). WIC 10383.1 allows the CTC to issue a Child Development Assistant Teacher Permit with the Independent Care Emphasis that authorizes the permit holder to assist in the care, development, and instruction of children, subject to specified supervision requirements and limitations. Pursuant to [WIC Section 10383.1](#), the CTC may issue a Child Development Assistant Teacher Permit with the Independent Care Emphasis to an applicant provided the applicant:

1. Completed at least 6 units from an accredited institution of higher education in of early childhood education, child development, or human development, or a combination thereof,
2. Is enrolled in a course or courses necessary to meet the requirements for the next level permit issued by the CTC and has an education plan that is updated each academic year; and
3. Is sponsored by an employer who has a current contract with the Department of Social Services (CDSS) to be a childcare and development program provider.

[WIC Section 10383.1](#) limits the number of individuals with a Child Development Assistant Teacher Permit with the Independent Care Emphasis that a childcare and development provider is permitted to employ at each site, and limits the length of time individuals with a Child Development Assistant Teacher Permit with the Independent Care Emphasis may independently supervise children. WIC 10383.1 also imposes requirements regarding what the contractor must maintain in the file of individuals possessing Child Development Assistant Teacher Permits with the Independent Care Emphasis.

[WIC Section 10383.1](#) will become inoperable and be repealed one year after the implementation of the CTC revised child development permit matrix or January 1, 2029, whichever is later.

Guidance

Effective immediately, CCTR and CMIG contracting agencies may employ individuals who have obtained a Child Development Assistant Teacher Permit with the Independent Care Emphasis to assist in the care, development, and instruction of children.

Contractor Responsibilities and Staffing Limitations

The contracting agency employing any individual who has been issued a Child Development Assistant Teacher Permit with the Independent Care Emphasis must maintain a copy of the permitholder's current education plan in their employee file and make the education plan available for review by the CDSS upon request. The contracting agency must ensure that the permitholder updates their education plan every academic year and must verify that the permitholder is adhering to their education plan. If the permitholder is not adhering to their current education plan, as evidenced by proof of enrollment, unofficial transcript, similar documentation, or any other information made known to the contracting agency, the contracting agency shall not allow the permitholder to independently supervise children for classroom support, during breaks, or to escort children outside of the classroom.

The contracting agency employing any individual who has been issued a Child Development Assistant Teacher Permit with the Independent Care Emphasis must ensure that the permitholder is, at all times, properly supervised by an employee who holds a valid CTC-issued child development permit at the teacher level or higher. Holders of a Child Development Assistant Teacher Permit with the Independent Care Emphasis authorized by [WIC Section 10383.1](#) may not be supervised by an individual who has an approved Site Supervisor or Program Director waiver issued by the CDSS pursuant to [WIC Section 10242\(d\)](#).

The contracting agency must ensure that if it allows individuals who have been issued a Child Development Assistant Teacher Permit with the Independent Care Emphasis to temporarily supervise children independently, such supervision may not exceed more than 120 minutes per day and must be limited to times when the supervising employee leaves the classroom for purposes of offering flexibility for classroom support, during breaks, or escorting children outside of the classroom. **Classroom support**, for purposes of this CCB, includes the following circumstances: assisting within an indoor or outdoor early education setting to promote a safe and developmentally appropriate learning environment, engaging children in activities, supporting social-emotional development, assisting with daily routines and providing individualized attention to children as needed, and during the supervision of children during employee breaks, or escorting children outside of the classroom in the following capacity: supporting toileting routines, hygiene, health and injury support, family or authorized representative pick up.

Additionally, the contracting agency must ensure that the number of Child Development Assistant Teacher permit holders with the Independent Care Emphasis employed by the contracting agency at one site shall not exceed 50 percent of the number of classrooms at that site. The contracting agency also shall not assign more than one Child Development Assistant Teacher permitholders with the Independent Care Emphasis to each classroom.

Data Collection

The CDSS may be requesting data on the number of individuals who have been issued Child Development Assistant Teacher Permits with the Independent Care Emphasis at center-based program sites. The data will be collected through either the contractor's annual Program Self-Evaluation (PSE) or as part of another existing data collection process pursuant to [WIC Section 10267.6](#).

Commission on Teacher Credentialing Information

The CTC has begun accepting applications for the Child Development Assistant Teacher Permit with the Independent Care Emphasis. In December 2025, the CTC issued a Credential Information Alert (CIA) with details that can be found at: [CIA 25-09 Independent Care Emphasis](#).

If you have any questions or need additional clarification regarding the information in this CCB, contact your assigned Program Quality and Improvement Consultant. The list of assigned consultants can be found on the [Child Care and Development Programs webpage](#).

Sincerely,

Original Document Signed By

LUPE JAIME-MILEHAM, EdD
Deputy Director
Child Care and Development Division



Management Bulletin 26-03

The purpose of this Management Bulletin is to notify California State Preschool Program contractors of the revised Schedule of Income Ceilings and updated Income Ranking Table.

Early Education Division

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2026–27

Number: 26-03

Date: April 2026

Expires: June 30, 2027

Authority: *California Education Code (EC)* sections 8208, 8210, 8211, and 8213.

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

Purpose

The purpose of this Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for FY 2026–27
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2026–27

This MB rescinds and replaces MB 25-05.

Policy

Effective July 1, 2026, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP. Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

Directives for Implementation

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2026. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2026–27 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1-2	\$100,510	\$8,376	\$9,632
3	\$113,708	\$9,476	\$10,897
4	\$136,044	\$11,337	\$13,038
5	\$157,811	\$13,151	\$15,124
6	\$179,578	\$14,965	\$17,210
7	\$183,659	\$15,305	\$17,601
8	\$187,741	\$15,645	\$17,992
9	\$191,822	\$15,985	\$18,383
10	\$195,903	\$16,665	\$18,774
11	\$199,985	\$16,325	\$19,165
12+	\$204,066	\$17,006	\$19,556

Source: 2024 American Community Survey Public Use Microdata Sample File

Note: Pursuant to the *EC*, Section 8213(c), the SMI for families of five (5) or more persons is calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program, and specified in federal regulations at paragraphs five (5), six (6), and seven (7) of subdivision (b) of Section 96.85 of Title 45 of the *Code of Federal Regulations*.

Effective July 1, 2026, contractors must use the revised [Income Ranking Table](#) (XLSX) when determining enrollment priorities for families. The revised Income Ranking Table is not provided for the purpose of determining eligibility for CSPP. Please note that this Income Ranking table goes to

100 percent of SMI (rank 100) and includes income up to 15 percent above the income threshold as well (rank 115). Because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, the California Department of Education (CDE) has accounted for these situations in the updated table so contractors serving these families know how to prioritize them. As a result, please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and MB guidance that apply to enrolling children in those families.

Contractors Submitting Data to the California Preschool Data Collection System

Beginning in the July 2026 reporting period, the updated SMI thresholds for FY 2026–27 will take effect for local educational agencies operating CSPP and reporting in the California Preschool Data Collection (CAPSDAC) system. LEAs reporting in CAPSDAC are school districts, charter schools, county offices of education, and school districts acting on behalf of one or more schools within the school district. The updated income boundaries will be reflected in CAPSDAC fields for “Family Size” and “Monthly Family Income.”

Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CAPSDAC.

Contractors Reporting to the Child Development Management Information System

The updated SMI thresholds for FY 2026–27 will take effect for contractors who are community-based programs in the Child Development Management Information System (CDMIS), beginning in the July 2026 CDD-801A Monthly Child Care Population Report (CDD-801A) reporting period. The updated income thresholds will be reflected in the CDD-801A reporting fields for “Family Size” and “Monthly Family Income.” Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CDMIS.

Background and Authority

The *EC* Section 8213(c) requires the California Department of Finance to annually recalculate the SMI based on the most recent census data and pursuant to the formula set forth in *EC* Section 8213 and provide the calculations to the CDE. The updated SMI calculations are used to revise the income ceilings used to determine a family’s initial and ongoing eligibility for services, as part of the certification and recertification process, and to update the Income Ranking Table used for determining priority for enrollment.

In accordance with *EC* Section 8213(a) and (b), for families to be eligible for CSPP services based on income, a family’s adjusted monthly income must be at or below 100 percent of the SMI adjusted for family size. Notwithstanding any other law, *EC* Section 8208 provides that a part-day and full-day

CSPP may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold. However, no more than 10 percent of children enrolled in this category can be from families whose income is within the 101–115 percent of the SMI bracket.

In addition, *EC* sections 8210 and 8211 require contractors to enroll families in priority order. The State Superintendent of Public Instruction adopts an Income Ranking Table, for purposes of determining enrollment priorities.

The *EC* sections 8210 and 8211 specify priorities for CSPP enrollment. The priorities for enrollment can also be found in the *California Code of Regulations*, Title 5 sections 17746 and 17747.

Resources

If you have programmatic questions related to this MB, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant by accessing the [EED, PQI regional consultant directory web page](#).

If you have fiscal questions about the information in this email, please contact your assigned CDE Early Education Nutrition and Fiscal Services fiscal analyst by accessing the [fiscal analyst directory](#).

This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement, and is not prescriptive, pursuant to *EC* Section 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Tuesday, April 07, 2026

Management Bulletin 26-04

The purpose of this Management Bulletin is to notify California State Preschool Program contractors of the Family Fee Schedule for Fiscal Year 2026–27.

Early Education Division

Subject: Assessment and Reporting of Family Fees for Fiscal Year 2026–27

Number: 26-04

Date: April 2026

Expires: June 30, 2027

Authority: *California Education Code (EC)* sections 8252–8254 and *Welfare and Institutions Code (WIC)* (sections 10290-10291; *California Code of Regulations (CCR)*, Title 5 (sections 17733-17737)

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

Purpose

This Management Bulletin (MB) is to notify CSPP contractors of the Fiscal Year (FY) 2026–27 Family Fee Schedule that will become effective July 1, 2026, and provide guidance on calculating family fees.

This MB rescinds and replaces MB 25-06.

Policy

Effective July 1, 2026, CSPP contractors must use the [2026–27 fee schedule](#) (XLSX) when:

- Assessing family fees for families at initial certification or at recertification
- A parent voluntarily requests a reduction to their family fees

The *EC* Section 8253 and *WIC* sections 10290-10291 exempt the following families from family fees:

- Families receiving California Work Opportunity and Responsibility to Kids (CalWORKs) cash aid as described in *EC* Section 8253(b)

- Families of children enrolled in a part-day CSPP as described in *EC* Section 8253(c)
- Families with children who have been identified as at risk of abuse or neglect or who are receiving child protective services may be exempt from paying a family fee for up to 12 months if it is required by the child's or children's service plan as described in *EC* Section 8253(a) and the *California Code of Regulations*, Title 5 (5 *CCR*) Section 17735(a).
- Families with an adjusted monthly income below 75 percent of the state median family income as described in *WIC* Section 10290(e)(2)(B) or families that have an income level that, in relation to family size, is less than the first entry in the family fee schedule pursuant to 5 *CCR* Section 17735(c).

Directives for Implementation

For FY 2026–27, contractors are required to calculate and assess the applicable family fee at initial certification and recertification for all full-day CSPP families not exempt from family fees using the updated family fee schedule and issue a Notice of Action (NOA) at initial certification or recertification that includes the amount of the assessed family fee. Families enrolling in part-day CSPP must not be assessed a fee at initial certification or recertification.

Pursuant to the 5 *CCR* Section 17734, families enrolled in full-day CSPP with a certified need of **fewer 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.

As a reminder, families shall only be assessed one flat monthly family fee when they have more than one child enrolled in either a CSPP program administered by the California Department of Education (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 amount of hours, the contractor may choose which contract the family fee assessment will be applied to. 5 *CCR* Section 17737 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

In accordance with 5 *CCR* Section 17756(b), contractors are required to notify all families annually when the updated family fee schedule has been released by the CDE and remind families that they can voluntarily request a reduction to their family fee based on the new family fee schedule.

Pursuant to *EC* Section 8208(e)(4) and 5 *CCR* Section 17756, a family may voluntarily report income or other changes. This information shall only be used to reduce family fees, increase the family's services, or extend the period of the family's eligibility before recertification.

Contractors must use the FY 2026–27 Family Fee Schedule, included in this bulletin, and the new income information reported by the family to assess the family's new fee.

If the family fee has decreased, the contractor must issue a NOA in accordance with 5 *CCR* Section 17756, reflecting the new family fee.

If the recalculation results in a higher fee, no further action is required until the next certification.

Families on Delinquent Family Fee Plans

Contractors must follow the process outlined in 5 *CCR* Section 17739 for families with delinquent family fees accrued after October 1, 2023, including sending a NOA.

Contractor Reporting and Reimbursement

Contractors must report the amount of family fees assessed between July 1, 2026, and June 30, 2027, on the line *Family Fees for Certified Children* in the FY 2026–27 Enrollment, Attendance, and Fiscal Reports through the California Preschool Accounting Reporting Information System.

Contractors are reminded that family fees reported on the *Family Fees for Certified Children* 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 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 the program to which they report the family fee.

Background and Authority

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

The *EC* Sections 8252 through 8254 refer to the state requirements for establishing a family fee schedule, the assessment of those fees, and the applicable exemptions.

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 *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 *EC* Section 8252(j) provides that family fees accrued but uncollected prior to October 1, 2023, may be forgiven and not collected.

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

The 5 *CCR*, Section 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 *WIC* Section 10290(e) caps the maximum family fee at 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 SMI are not assessed a family fee.

Resources

If you have programmatic questions related to this MB, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant by accessing the [EED, PQI regional consultant directory web page](#).

If you have fiscal questions about the information in this MB, please contact your assigned CDE Early Education Nutrition and Fiscal Services fiscal analyst by accessing the [fiscal analyst directory](#).

This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement, and is not prescriptive, pursuant to *EC* Section 33308.5.

Questions: Early Education Division| 916-322-6233

Last Reviewed: Tuesday, April 07, 2026

Updated Head Start Program Performance Standard Requirements

Background: The office of Head Start published timelines by which grant recipients must comply with the Head Start Program Performance Standards updated in the final rule, Supporting the Head Start Workforce and Consistent Quality Programming. The final rule was published in the Federal Register on August 21, 2024.

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
1	<u>1302.12(e) AIAN Income Eligibility.</u> All families in an American Indian and Alaska Native (AIAN) program’s service area with age-eligible children, or pregnant women, are eligible for Head Start services, regardless of income.	3/1/2024	n/a	CCC does not operate an AIAN program.
2	<u>1302.12(f) MSHS Income Eligibility.</u> Migrant and Seasonal Head Start (MSHS) programs may serve any child who has one family member whose income comes primarily from agricultural employment, regardless of total family income	3/1/2024	n/a	CCC does not operate a MSHS program.
3	<u>1302.14(a)(2), (3) AIAN and MSHS Selection Criteria.</u> Tribes may prioritize children in families for which a child, a family member, or a member of the same household, is a member of an Indian tribe. MSHS programs may give priority to children whose families can demonstrate they have relocated frequently within the past two years to pursue agricultural work.	3/1/2024	n/a	CCC does not operate an AIAN or MSHS program.
4	<u>1302.101(a)(2) Employee Engagement.</u> A program must comply with enhanced requirements for employee engagement to promote more responsive management styles designed to identify and resolve barriers to high-quality job performance.	10/21/2024	Compliant	Supervisors are training in and exercise Reflective Supervision strategies to support meaningful and effective employee engagement and ongoing staff supervision. Upon hire, managers begin engagement through the onboarding process utilizing an orientation checklist specific to their job classification. Regular individual check-ins are facilitated by managers. Staff are engaged in goal-setting as a component of the annual performance evaluation.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
5	<u>1302.101(a)(5), 1302.102(d) Training on Incident Reporting.</u> A program must submit reports, as appropriate, to the responsible HHS official immediately but no later than seven calendar days following a health or safety incident. All staff are required to be trained to implement reporting procedures.	10/21/2024	Compliant	In 2023 CSB revised its procedures for reporting incidents, establishing expectations which ensure HHS official notification no later than seven calendar days following a reportable health or safety incident.
6	<u>1302.12(i)(1) Housing Adjustment.</u> A program may adjust a family's income to account for excessive housing costs when determining eligibility.	10/21/2024	Compliant	Enrollment team screens families over 100% of the Federal Poverty Level (FPL) for housing costs exceeding 30% and has implemented use of a calculation spreadsheet to adjust income accordingly.
7	<u>1302.12(j) MSHS Eligibility Duration.</u> In MSHS programs, once an infant or toddler and their family are deemed eligible, they are eligible until they turn three years old. This is consistent with the requirement that children participating in the Early Head Start program remain eligible for the duration of the program.	10/21/2024	n/a	CCC does not operate a MSHS program.
8	<u>1302.13 Modernizing Recruitment.</u> A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process.	10/21/2024	Compliant	The program has an existing process whereby families may submit an online application, call the enrollment hotline / Interactive Voice Response (IVR) system, and submit and/or sign eligibility documents electronically.
9	<u>1302.14(a)(6) Children of Staff Members.</u> A program may consider the enrollment of eligible children of staff members as part of the selection criteria	10/21/2024	Compliant	CCC's Selection Criteria was approved by the PC on 2/21/24 and BOS on 9/10/24 and is effective through 6/30/25. CCC may consider addition of children of staff members to the selection criteria when revising for the 2025-2026 program year.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
10	<p><u>1302.14(b)(1) Children with Disabilities Enrollment.</u> A program must ensure at least 10% of its actual enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act (IDEA).</p>	10/21/2024	Compliant	CCC has historically met the 10% threshold when calculating percentage of children with a disability per cumulative enrollment. Our 2024 PIR indicated 13% of enrolled children had a disability.
11	<p><u>1302.15(g) Modernizing Enrollment.</u> A program must regularly examine their enrollment processes and implement any identified improvements to streamline the enrollment experience for families.</p>	10/21/2024	Compliant	The enrollment process is analyzed on an ongoing basis in order to identify improvements to streamline enrollment. For the 2024-25 program year on-site enrollment clinics are being facilitated at centralized locations in areas of the county with high enrollment needs.
12	<p><u>1302.17(a) Suspension and Expulsion.</u> Suspension continues to be a measure of last resort only when there is a serious safety threat. Programs must first engage with a mental health consultant, collaborate with the parents, and use appropriate community resources. Programs must explore and document all steps taken to address the behaviors and supports needed to facilitate the child's safe reentry and continued participation in the program.</p>	10/21/2024	Compliant	CSB's procedures currently align with this standard. CSB's step plan requires multidisciplinary efforts to support a child with continued program participation are sufficiently documented.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
13	<p><u>1302.34(b)(9) Modernizing Communication.</u> A program must ensure it uses accessible communication methods and modalities that meet the needs of the community when engaging with prospective and enrolled families.</p>	10/21/2024	Compliant	<p>As an outcome of 2019-2023 program goals, the enrollment process was modernized through use of innovative technologies: Interactive Voice Response (IVR) system, Short Messaging System (SMS), web-based application and resources page. Family meetings and trainings (including parenting curriculum) is offered in a virtual format. A communication survey is completed by families annually to ensure the program is utilizing communication methods that work best for enrolled families.</p>
14	<p><u>1302.40(b) Health and Mental Health Services Advisory Committee.</u> Programs must establish and maintain a Health and Mental Health Services Advisory Committee.</p>	10/21/2024	Compliant	<p>An already established Health and Nutrition Services Advisory committee which meets twice annually. The next meeting, scheduled for 12/5/24, will take place under the new name: Health, Mental Health, and Nutrition Services Advisory Committee.</p>
15	<p><u>1302.41, 1302.42(b), 1302.46(b) Mental Health Integration.</u> These program requirements consistently integrate mental health into all aspects of program service delivery.</p>	10/21/2024	Compliant	<p>The CCC HS program has been operated under a multidisciplinary approach, with high levels of collaboration among the designated Health and Mental Health content area managers. For example, CSB facilitates monthly managers meetings and joint family meetings. CSB's model for comprehensive service delivery positions assistant managers who are generalists and obtain training from specialists in the areas of Health and Mental Health.</p>

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
16	<u>1302.45(b) Mental Health Consultants.</u> A program must ensure mental health consultants provide consultation services that build the capacity of adults in a child’s life to strengthen and support the mental health and social and emotional development of children.	10/21/2024	Compliant	The County's collaboration with the Early Childhood Mental Health Program
17	<u>1302.47(b)(10) Safety Practices – Lead.</u> In facilities where lead may exist, programs must regularly inspect and test for the presence of lead and, as needed, conduct remediation and abatement.	10/21/2024	Compliant	CCC HS centers follow California Health and Safety Code section 1597.16, which requires that all licensed Child Care Centers constructed before 1/1/2010, test their cold-water outlets used for drinking or cooking for lead by 1/1/23, and subsequent testing must occur every 5 years.
18	<u>1302.47(b)(5) Safety Practices.</u> Programs must ensure all staff, consultants, contractors, and volunteers follow appropriate practices to keep children safe. Aligns the definition of "child abuse and neglect" with Child Abuse Prevention and Treatment Act (another federal statute).	10/21/2024	Compliant	CSB revised its safety practices procedures in 2023, establishing a culture of safety including tools for active supervision and personal rights training. Annual trainings are provided which align with this standard.
19	<u>1302.50(a) Modernizing Engagement with Families.</u> Programs must communicate with families in a format that meets the needs of each individual family.	10/21/2024	Compliant	A communication survey is completed by families annually to ensure the program is utilizing communication methods that work best for enrolled families.
20	<u>1302.53(b)(2) QRIS.</u> Programs should participate in their Quality Rating and Improvement System (QRIS) to the extent practicable if the state or local area has strategies in place to support their participation.	10/21/2024	Compliant	CCC HS centers currently participate in QRIS.
21	<u>1302.80(d) Newborn Visit.</u> A newborn visit must, at minimum, include a discussion of the following: maternal mental and physical health, safe sleep, infant health, and support for basic needs.	10/21/2024	Compliant	Newborn visits include discussion of maternal mental and physical health, safe sleep, infant health, and support for basic needs.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
22	<p><u>1302.81 Mental Health Information and Services Integration for Expectant Families.</u> Programs must ensure the required prenatal and postpartum information, education, and services are provided to enrolled pregnant women, mothers, fathers, and partners or other family members.</p>	10/21/2024	Compliant	Services to pregnant women include prenatal and postpartum information and education are provided to families enrolled through the County's partnerships with Aspiranet and Mount Diablo Unified School District.
23	<p><u>1302.82(a) Maternal Health Curriculum.</u> If a program uses a curriculum in the provision of services to pregnant women and pregnant people, it should be a maternal health curriculum to support prenatal and postpartum education needs.</p>	10/21/2024	Compliant	The Growing Great Kids® curriculum includes prenatal health and postpartum education.
24	<p><u>1302.90(c) Standards of Conduct.</u> Programs must ensure that staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, and that they report reasonably suspected or known incidents of child abuse and neglect.</p>	10/21/2024	Compliant	CSB standards of conduct, signed by all staff, consultants and volunteers annually.
25	<p><u>1302.91(e)(8)(ii) Mental Health Consultants' Licensure.</u> A program must ensure all mental health consultants are licensed or under the supervision of a licensed mental health professionals. Programs also must use mental health consultants with knowledge of and experience in serving young children and their families.</p>	10/21/2024	Compliant	CCC partners with Early Childhood Mental Health Program for mental health consultation services. Licensure is a component of the contract.
26	<p><u>1302.92(b)(1) Professional Development Plans.</u> Programs must develop professional development plans for full-time staff providing direct services to children, as required in Section 648A(f) of the Head Start Act.</p>	10/21/2024	Compliant	Professional development plans are incorporated into the annual performance evaluation for staff in classifications providing direct services to children.
27	<p><u>1302.92(b)(2-3) Annual Training.</u> Programs must ensure staff receive annual training on: (1) Mandatory reporting; (2) Positive strategies to understand and support children's social and emotional development; and (3) The knowledge, experience, and competencies to improve child and family outcomes.</p>	10/21/2024	Compliant	All 3 topics are incorporated into the annual training schedule.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
28	<p><u>1302.93(d) Culture of Wellness.</u> A program should cultivate a program-wide culture of wellness that empowers staff as professionals and supports staff to effectively accomplish their job responsibilities in a high-quality manner.</p>	10/21/2024	Compliant	<p>A culture of wellness has been established and is maintained through work of CSB's wellness team, SIA, which focuses on Simple, Impactful and Actionable strategies to promote wellness. On 5/8/24, CSB facilitated an all-staff wellness event which included keynote speakers on DEI, training on stress reduction, as well as healthy cooking and painting sessions. CCC promotes wellness through offering a robust Employee Assistance Program (EAP).</p>
29	<p><u>1303.42 Suitable Facilities.</u> Grant recipients are no longer required to have a written statement from an independent real estate professional confirming the lack of other suitable facilities in the area.</p>	10/21/2024	Compliant	<p>The CCC HS program will no longer request such written statements when submitting capital projects requests for applicable major renovation or construction projects utilizing federal funds.</p>
30	<p><u>1303.43 Use of Grant Funds.</u> If a recipient seeks to use federal funds for reasonable fees and costs necessary to submit an application under §§1303.42 and 1303.44, they must be granted approval from the responsible HHS official. Once approval is granted, the funds are allowable regardless of the outcome of the preliminary eligibility determination.</p>	10/21/2024	Compliant	<p>CCC will request approval for use of federal funds for reasonable fees and costs necessary to submit a pre-approval application for major renovation or construction projects.</p>
31	<p><u>1303.44 Application Requirements.</u> Programs must adhere to updated application requirements, including the facility's value and additional information HHS officials may request as part of the 1303 process.</p>	10/21/2024	Compliant	<p>CCC will comply with the revised 1303 pre-approval requirements when requesting to use federal funds for major renovation / construction projects.</p>

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
32	<p><u>1305.2 Definitions.</u> Programs must use new and revised definitions for "Early Head Start", "Federal interest", "Grant recipient", "Head Start", "Head Start agency", "Head Start Preschool", "Housing costs", "Income", "Major renovations", "Migrant family", "Poverty line", "Purchase", and "Suspension".</p>	10/21/2024	Compliant	CCC is using new and revised definitions under this section.
33	<p><u>1302.80(e) Pregnant Women.</u> A program must track and record services an enrolled pregnant woman or pregnant person receives, both from the program and through referrals, to help identify specific prenatal care services and resources needed to support a healthy pregnancy.</p>	12/19/2024	Compliant	CCC currently maintains a record of services accessed by pregnant persons including rereferrals and services utilizing its child and family data system.
34	<p><u>1302.80(f) Promoting Healthy Birth Outcomes.</u> Programs must help address disparities in maternal and birth outcomes across racial and ethnic groups, using data to inform program services.</p>	2/18/2025	Compliant	Through partnerships, CCC provides services to pregnant women which help address disparities in maternal and birth outcomes: (1) MDUSD Crossroads High School supports acheivement of high school diplomas and on-site prenatal and parenting classes to support positve outcomes among teen parents. (2) Aspiranet serves primarily Spanish-speaking families and adapts home visiting services based on needs assessment data collected from various screenings / assessments, including Life Skills Progression (LSP) and Patient Health Questionnaire (PHQ-4).
35	<p><u>1302.11(b) Community Assessment.</u> Programs must collect relevant data while maintaining the community assessment’s content focus on geographic location, race, ethnicity, etc. Requires programs to conduct annual updates only as needed, such as if there are significant shifts in community demographics.</p>	8/1/2025	Compliant	The program currently utilized a contractor who supplies a comprehensive community assessment with all required components annually.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
36	<u>1302.14(d) Barriers to Enrollment.</u> A program is required to use data from the community assessment to identify potential barriers to enrollment and attendance, including using data to understand access to transportation for the highest need families.	8/1/2025	Compliant	CCC has a systems in place for examining data on an ongoing basis and responding to potential barriers to enrollment and attendance.
37	<u>1302.16(a)(2)(v) Barriers to Attendance.</u> A program must examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed.	8/1/2025	Compliant	CCC has a systems in place for examining data on an ongoing basis and responding to potential barriers to enrollment and attendance.
38	<u>1302.23(b)(2-4) Family Child Care Option.</u> Family child care (FCC) services must comply with specified child ratios and group sizes for programs. There is no longer reference to the term "assistant provider". All FCC providers who count toward ratios must meet the qualification requirements for FCC providers described in§1302.91(e)(4).	8/1/2025	n/a	CCC does not operate HS within the Family Child Care Option.
39	<u>1302.45(a) Multidisciplinary Approach.</u> Programs must use a multidisciplinary approach to mental health and wellness supports. Mental health consultation services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavioral health support specialists who coordinate with a mental health consultant.	8/1/2025	Compliant	CCC partners with Early Childhood Mental Health Program (ECMHP) for mental health consultation services. The program revised its procedures to ensure oversight structure monitors for monthly availability of mental health consultation services. An expanded contract with ECMHP is anticipated to be approved by the BOS on 8/12/25.

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
40	<p><u>1302.52(d) Family Partnership Services.</u> Programs must ensure family service worker assignments do not exceed 40 families per family service worker. Programs may temporarily exceed the maximum during periods of staff absence and in emergency or recovery circumstances. A waiver is required to exceed the ratio of family assignments to family service worker if it will extend beyond a temporary period.</p>	8/1/2027	In-Progress	<p>On August 16, 2024, the Administration for Children and Families issued an award for the Head Start grant. On March 19, 2024 (D. 4), the Board of Supervisors approved the submission of the grant application which includes new positions. This budget includes an increase in Comprehensive Services (family service worker) positions to lower caseloads to 40 families.</p>
41	<p><u>1302.93(c) Staff Breaks.</u> A program must provide, for each staff member, regular breaks of adequate length and frequency based on hours worked. During breaks, one teaching staff member may be replaced by one staff member who does not meet the teaching qualifications required for the age, provided that this staff member has the necessary training and experience to ensure safety of children and minimal disruption to the quality of services.</p>	8/1/2027	Compliant	<p>CCC complies with State and Federal requirements pertaining to staff breaks including meal breaks. Per the 2022-2026 Local One MOU employees are entitled to a rest break for each 4 hours of work. The program will identify how it may operationalize new flexibilities of allowing a staff member to provide classroom coverage who does not meet teaching qualifications.</p>

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
42	<p><u>1302.90(f) Benefits.</u> For full-time staff (working 30 or more hours per week) the program must provide or facilitate access to affordable health care coverage, offer paid leave, and offer access to short-term, free or minimal cost behavioral health services. Part-time staff must be connected with health insurance options in the Marketplace. Programs must connect eligible staff with child care subsidy programs and the Public Service Loan Forgiveness Program. Small Head Start agencies with 200 or fewer slots are exempt from most of the benefits requirements, but these agencies must still make measurable improvement in benefits for Head Start staff over time.</p>	8/1/2028	In-Progress	<p>Staff scheduled to work at least 20 hours per week, CCC provides affordable health care coverage. Part-time staff are connected with health insurance options. The program is in the process of identifying a process which ensures staff are connected with child care subsidy programs and the Public Service Loan Forgiveness Program.</p>
43	<p><u>1302.90(e)(1) Pay scale.</u> (i) By August 1, 2031, a program must implement a salary scale, salary schedule, wage ladder, or other similar pay structure for program staff salaries that incorporates the requirements in paragraphs (e)(2) through (4) of this section; reflects salaries or wages for all other staff in the program; promotes salaries that are comparable to similar services in relevant industries in their geographic area; and considers, at a minimum, responsibilities, qualifications, experience relevant to the position, and schedule or hours worked. (ii) After August 1, 2031, a program must review its pay structure at least once every 5 years to assess whether it continues to meet the expectations described in paragraph (e)(1)(i) of this section. (iii) A program must ensure that staff salaries are not in excess of level II of the Executive Schedule, as required in 42 U.S.C. 9848(b)(1).</p>	8/1/2031	In-Progress	<p>The Program will work with HR on a salary study which compares similar services in relevant industries in Contra Costa County. Salary study will be required every 5 years.</p>

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
44	<p><u>1302.90(e)(2) Progress to pay parity for education staff with elementary school staff.</u> (i) By August 1, 2031, a program must demonstrate it has made progress to parity with kindergarten through third grade teachers by ensuring that each Head Start teacher receives an annual salary that is at least comparable to the annual salary paid to preschool teachers in public school settings in the program’s local school district, adjusted for responsibilities, qualifications, experience, and schedule or hours worked. A program may provide annual salaries comparable to a neighboring school district if the salaries are higher than a program’s local school district, adjusted for role, responsibilities, qualifications, experience, and schedule or hours worked.</p>	8/1/2031	In-Progress	<p>The Program will work with HR on a salary study which compares CCC teacher salary to school district preschool teachers. The program in is the process of developing a process to ensure it regularly tracks data on how wages paid to their education staff compare to wages paid to preschool through third grade teachers in their local or neighboring school district.</p>
45	<p><u>1302.90 (3) Salary floor.</u> By August 1, 2031, a program must ensure, at a minimum, the wage or salary structure established or updated under paragraph (e)(1)(i) of this section provides all staff with a wage or salary that is generally sufficient to cover basic needs such as food, housing, utilities, medical costs, transportation, and taxes, or would be sufficient if the worker’s hourly rate were paid according to a full-time, full-year schedule (or over 2,080 hours per year). (4) Wage comparability for all ages served. A program must ensure the wage or salary structure established or updated under paragraph (e)(1)(i) of this section does not differ by age of children served for similar program staff positions with similar qualifications and experience.</p>	8/1/2031	In-Progress	<p>The Program will work with HR and labor on a salary study which compares salary structure to salary that is generally sufficient to cover basic needs. CCC currently has the same salary schedule for staff providing to instruction to all ages served.</p>

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46	<p><u>1302.90(e) Wages.</u> Small Head Start agencies with 200 or fewer slots are exempt from most of the wage requirements, but these agencies must still develop or update a pay scale that promotes competitive wages for all staff, and make measurable progress toward reducing disparities in wages between Head Start educators and public preschool teachers over time. The final rule includes an option for the Secretary of the Department of Health and Human Services (HHS) to establish in 2028 a limited waiver process for most of the wage requirements for eligible programs, if the prior four years of appropriation increases for Head Start are less than an annual average of 1.3%.</p>	8/1/2031	n/a	CCC HS program serves more than 200 slots.

*eclkc.ohs.acf.hhs.gov/publication/timeline-compliance-updated-performance-standard-requirements