



CONTRA COSTA COUNTY

AGENDA

Head Start Committee

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

Monday, November 17, 2025 **9:00 AM** **1470 Civic Court, Suite 200, Concord |**
11780 San Pablo Ave., Suite D, El
Cerrito |
1025 Escobar Street, Martinez |
Audio: 888-278-0254 code 9910418

Zoom: <https://cccounty-us.zoom.us/j/89752281411>

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
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 September 15, 2025. [25-4755](#)
Attachments: [Head Start Committee Minutes - 9.15.25 DRAFT](#)
6. DISCUSS and ACCEPT the Head Start Committee Update. [25-4756](#)
Attachments: [November 2025 Head Start Committee Update](#)
 1. [CCB-25-25 Continued and Expansion Funding Application Fiscal Year 2026-27](#)
 2. [CCB-25-26 Cost of Care Plus Rate Payments to Child Care Centers Pursuant to Senate Bill 120](#)
 3. [MB-25-09 The Desired Results Developmental Profile \(2025\) for California State Preschool Programs and Special Education Division Funded Programs](#)
 4. [New HSPPS Compliance Timeline and Analysis](#)
7. The next meeting is not yet scheduled. It is TBD for January 2026 following the Board of Supervisor's January 13, 2026 Reorganization Meeting.

8. Adjourn
9. 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.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4755

Agenda Date: 11/17/2025

Agenda #: 5.

Choose an item.

Meeting Date: November 17, 2025

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

APPROVE the Board of Supervisors Head Start Committee Minutes of September 15, 2025.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

Monday, September 15, 2025

9:00 AM

1470 Civic Court, Suite 200, Concord |
11780 San Pablo Ave., Suite D, El Cerrito |
450 Summer Street, Boston, MA |
Audio: 888-278-0254 code 9910418

Zoom: <https://cccounty-us.zoom.us/j/89752281411>

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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 John Gioia (Chair), Supervisor Scales-Preston (Vice Chair)
Chair Gioia called the meeting to order at 9:12am when a quorum was reached.

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 late receipt of this agenda in order to proceed. [25-3868](#)

Attachments: [Extenuating Circumstances for Waiving the Better Government Ordinance 96 Hour Posting Timeline](#)

This Discussion Item was approved.

6. APPROVE the Board of Supervisors Head Start Committee Minutes of July 21, 2025. [25-3869](#)

Attachments: [Head Start Committee Minutes - 7.21.25 DRAFT](#)

This Discussion Item was approved.

7. DISCUSS and ACCEPT the Head Start Committee Update.

[25-3870](#)

Attachments:

[September 2025 Head Start Committee Update](#)

[1. MB-25-07 Revised Guidance on Identification of Dual Language Learners](#)

[2. MB-25-08 Continued Funding Application FY26-27](#)

[3. CCB-25-20 FY25-26 Voucher-Based Budget Act Amendments](#)

[4. CCB-25-21 Alternative Payment Program Administrative Support Allocation](#)

[5. New HSPPS Compliance Timeline and Analysis](#)

This Discussion Item was accepted the report.

8. The next meeting is currently scheduled for November 17, 2025.
9. Adjourn

Meeting adjourned at 9:42am.

General Information

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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 #: 25-4756

Agenda Date: 11/17/2025

Agenda #: 6.

Choose an item.

Meeting Date: November 17, 2025

Subject: Head Start Committee Update

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

DISCUSS and ACCEPT the Head Start Committee Update.

Head Start Committee Update



November 17, 2025

Marla Stuart, MSW, PhD, EHS Director and Head Start Executive Director
MJ Robb, Community Services Bureau Interim 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	✓	
Policy Council Actions	Oct 2025	
Budget	Sep 2025	Sep 2025
Monitoring	✓	
Official Funder Communication	Oct 2025	Oct 2025
Recommendation	✓	
Appendices	For Information	

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- **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

- Federal Environment Updates
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Vended Meal Services

- Contract with vendor (Ordo, Inc.) began August 1, 2025 following Board approval on July 22, 2025 (C31)
- Working with vendor to address initial challenges such as ensuring all meals and snacks are prepared daily, meeting federal requirements for meal components, and quality of meals

FY25-26 Head Start Self-Assessment

Federal Requirement

- Head Start Act (HSA) 642(d)(2)
- Head Start Program Performance Standards (HSPPS) 1302.102(b)(2)

Process

- November 10-26, 2025
- Review of: All Head Start directly operated and partner centers; Written responses from staff; File and documentation review
- Topics: Areas to be assessed during upcoming Office of Head Start Federal Monitoring visit (Focus Area 1)

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Self-Assessment Program Areas to be Reviewed

Program Area	Key Topics
1. Program Design, Management, and Improvement	<ul style="list-style-type: none"> a. Use of data to inform program design, planning, and improvement b. Governing body (Board of Supervisors) and Policy Council oversight of program operations c. Recruitment, supervision, and retention of a qualified staff team
2. Supporting Safe and Healthy Learning Environments	<ul style="list-style-type: none"> a. Safety in staffing, facilities, and equipment b. Developmentally appropriate teaching and home visiting practices
3. Fiscal Infrastructure	<ul style="list-style-type: none"> a. Budget development, implementation, and oversight b. Meeting the administrative and reporting requirements of the Head Start grant c. Internal controls to prevent fraud, waste, and abuse of federal funds d. Adequate insurance for the Head Start program to mitigate identified risk
4. Eligibility, Recruitment, Selection, Enrollment, and Attendance	<ul style="list-style-type: none"> a. Ensuring that families are eligible for Head Start services b. Selection of children and families who will benefit from Head Start services c. Maintaining full enrollment and promoting enrollment of children with disabilities

Priorities, Program Goals, and Objectives

OHS Priorities	Related County Governing Body Priorities / Program Goals	Program Objectives
I. Child Health and Safety: Reduce or eliminate children's risk of exposure to harm and hazards.	<ul style="list-style-type: none"> Continue to implement daily, weekly, monthly, and quarterly monitoring to identify and remove environmental harm and hazards. 	<ul style="list-style-type: none"> Objective 1: Teaching staff, Site Supervisors and partners will participate in trainings on the monitoring system to reinforce consistent and accurate implementation.
II. Partnerships with State Systems: Expand Head Start programs' capacity to coordinate services with state systems and national programs.	<ul style="list-style-type: none"> Use state funding to extend hours to support commuting parents working varied shifts. Maximize receipt of state funding by matching more than the required 20% 	<ul style="list-style-type: none"> Objective 2: The County will increase enrollment levels by filling classrooms to maximum capacity to maximize state funding.
III. Reaching Children and Families: Ensuring that Head Start resources are targeted to children, families, and communities of greatest need.	<ul style="list-style-type: none"> Distribute slots equitably throughout the county based on economic need. Increase the number of slots to serve closer to 100% of eligible children and families. Shift slots from Head Start to Early Head Start given that California public schools now offer free Transitional Kindergarten for children aged 4 	<ul style="list-style-type: none"> Objective 3: The County will fully implement the shift of slots from Head Start to Early Head Start in new grant by completing classroom conversions and filling all Infant/Toddler teacher vacancies.
IV. Investing in the Workforce: Supporting a highly skilled workforce with competitive pay, benefits, and access to supports for staff wellness.	<ul style="list-style-type: none"> Attempt to achieve parity with local school district pre-school teacher salaries by increasing salaries for county employees and increasing rates for partners. 	<ul style="list-style-type: none"> Objective 4: The County will focus on successful implantation of the new flex-promote system as a means of increasing teacher and site supervisor satisfaction and retention.
IV. Quality Environments: Strengthening the key components of infrastructure that assist Head Start programs with operating most effectively.	<ul style="list-style-type: none"> Expand mental health for children and families. 	<ul style="list-style-type: none"> Objective 5: The County will execute a contract for enhanced mental health services funded by Measure X, and partner with the vendor to fully implement the additional services.

- Federal Environment Updates
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October 2025 Policy Council Actions

The Head Start Policy Council convened on October 15, 2025. Key actions included:

- Approved submitting application for FY24-25 Carryover Request (approved by the Board of Supervisors on October 21, 2025)
- Received report of FY24-25 School Readiness Results (shared with the Board of Supervisors on September 16, 2025)
- Received standard monthly administrative, fiscal, and child nutrition reports
- No recommended actions for the Board of Supervisors

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Policy Council Bylaw Amendments

Tomorrow's consent calendar included item to amend the Policy Council Bylaws as follows:

1. Reduced number of member seats to 26 from 36, reflecting the current number of federal Head Start funded child care slots (1,201). Maintains ratio of 1 member seat for every 60 slots, plus 6 seats for community and past parent representatives
2. Reduced number of subcommittees to 4 from 6. Decreases the number of monthly meetings, which will help encourage greater parent participation.
3. Clarified language regarding meeting and agenda publishing timeframes.
4. Changed the threshold for establishing a meeting quorum. Now requires 51% of members to be present.

Policy Council voting on approval on November 19, 2025

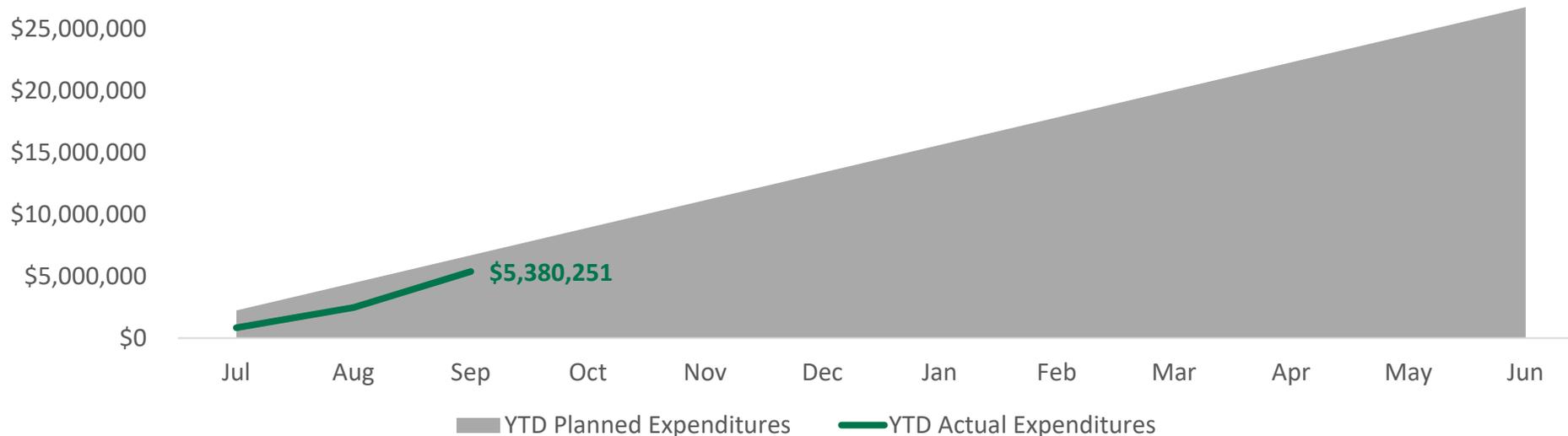
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Head Start Budget Expenditures



Category	FY25-26 Award	Sep 2025 Expenditures	YTD Expenditures	Remaining Balance
Total Federal Funding	\$20,577,342	\$2,169,676	\$4,170,861	\$16,406,481
Required Non-Federal Share	\$5,144,336	\$542,419	\$1,042,715	\$4,101,581
Measure X Overmatch	\$1,024,000	\$156,269	\$166,675	\$857,325
Total Federal and Non-Federal	\$26,745,678	\$2,868,364	\$5,380,251	\$21,365,427

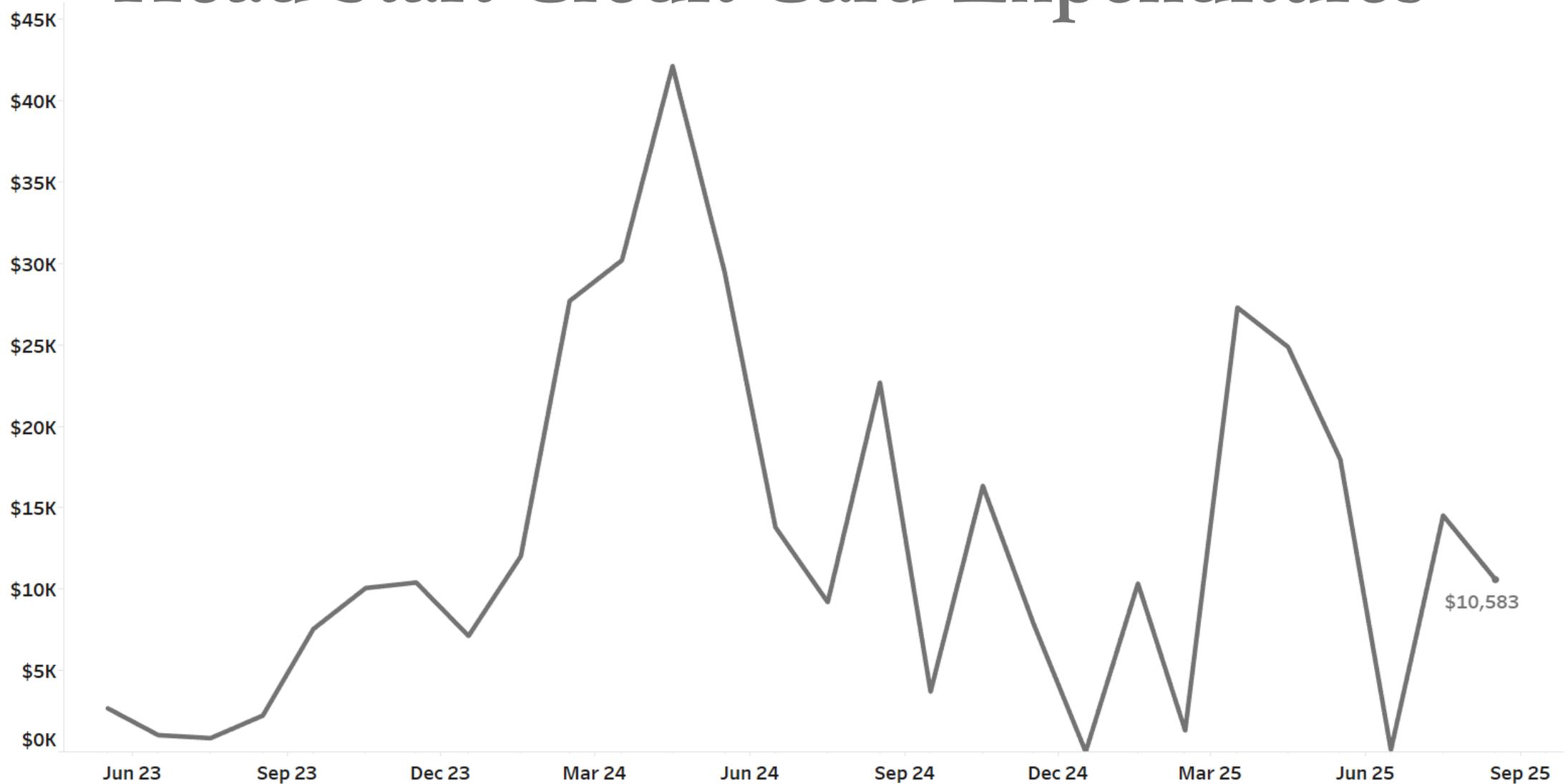
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Head Start Grant Budget

Budget Year Completed – 25%

	A	B	C	D
	Budget	YTD ACTUAL	% YTD ACTUAL	Remaining Budget
1. Personnel	\$6,261,244	\$1,771,116	28%	\$4,490,128
2. Benefits	\$4,136,150	\$904,556	22%	\$3,231,594
3. Equipment	\$0	N/A	N/A	N/A
4. Supplies	\$365,797	\$34,442	9%	\$331,355
5. Travel	\$57,213	\$3,353	6%	\$53,860
6. Construction	\$0	N/A	N/A	N/A
7. Other	\$2,497,266	\$370,078	15%	\$2,127,188
8. Contractual	\$6,057,509	\$819,799	14%	\$5,237,711
9. Indirect Costs	\$1,202,163	\$267,517	22%	\$934,646
TOTAL CHARGES	\$20,577,342	\$4,170,861	20%	\$16,406,481

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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FY24-25 Semi-Annual Monitoring Results: Overview

Federal Requirement

- Head Start Act (HSA) 641A(g)(3)
- Head Start Program Performance Standards (HSPPS) 1301.2(b)(2), 1302.100, 1302.102(b), 1302.102(c)

Overview

- Semi-annual review of ongoing monitoring data for centers, content areas, and the agency as a whole
- Period 1 – July through December 2024; Period 2 – January through June 2025

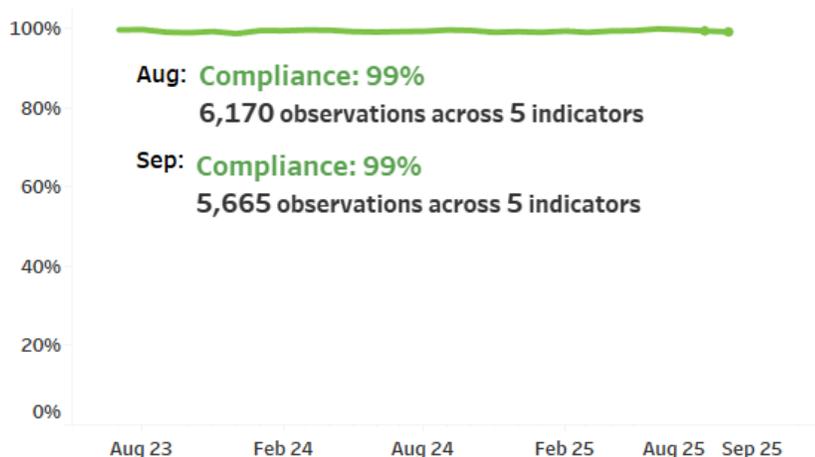
Highlights

- Centers have active supervision, safe ratios, and organized transitions
- Teachers demonstrate positive interaction and uphold children's personal rights
- Classroom environments are consistently well-maintained, organized, and compliant with federal Head Start standards
- Improvements needed for maintaining center and child files, ensuring all information is up-to-date and recorded

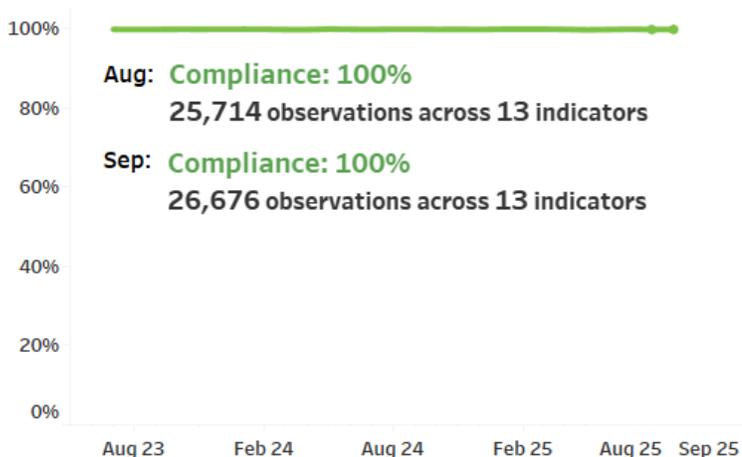
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Health and Safety Compliance

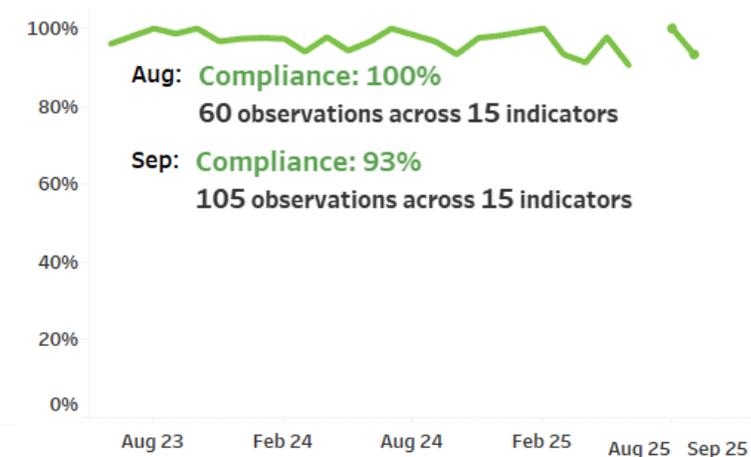
Daily Playground Safety



Daily Classroom Health & Safety



Child Transition & Safety



Weekly Facility Safety



Monthly Playground Safety



Indicators with non-compliances over 10% in August & September 2025:

There are no non-compliances over 10% in Aug 2025.

- Classroom Transition Tracking Sheet is used correctly and reflects current children in room. (2/11 = 18% non-compliance)
- Alarms and locks in hallways, front doors, and gates are in working order. (18/159 = 11% non-compliance)

FY24-25 Semi-Annual Monitoring Results: Center Level Monitoring

Monitoring Tools	Description	Compliance Rate Period 1 (July – December 2024)	Compliance Rate Period 2 (January – June 2025)
1. Daily Classroom Health & Safety Checklist	Daily inspection by teaching staff prior to arrival of children to ensure each classroom meets healthy and safety compliance regulations	99%	98%
2. Daily Playground Safety Checklist	Daily inspection by teaching staff prior to the arrival of children to ensure each playground meets health and safety compliance regulations	99%	97%
3. Weekly Facility Safety Checklist	Weekly inspection by Site Supervisor to ensure each child care facility meets health and safety compliance regulations	98%	98%
4. Monthly Playground Checklist	Monthly inspection by Site Supervisors to ensure each child care facility's playground meets healthy and safety compliance regulations	99%	98%
5. Quarterly Health & Safety Checklist	Quarterly inspection by Health Manager to ensure each child care facility meets health and safety compliance regulations	99%	99%

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FY24-25 Semi-Annual Monitoring Results: Content Area Level Monitoring

Monitoring Tools	Description	Compliance Rate Period 1 (July – December 2024)	Compliance Rate Period 2 (January – June 2025)
1. Child Safety & Transition Monitoring Checklist	Semi-annual inspection by senior management staff to ensure each classroom meets health and safety compliance regulations	98%	94%
2. Child & Adult Care Food Program (CACFP) Center Monitoring Checklist	Tri-annual inspection by Nutrition Manager to ensure each center meets CACFP nutritional compliance regulations	92%	91%
3. Comprehensive Services Monitoring Checklist	Semi-annual inspection by the Comprehensive Services Management Team to ensure each classroom implements required comprehensive services practices	98%	98%
4. Education & Comprehensive Services File Review (Comprehensive Services Team)	Annual inspection by Comprehensive Services Management Team to ensure each child's file in each center is compliant in meeting state and federal guidelines for health, nutrition, mental health, disabilities, family engagement, and education	87%	87%

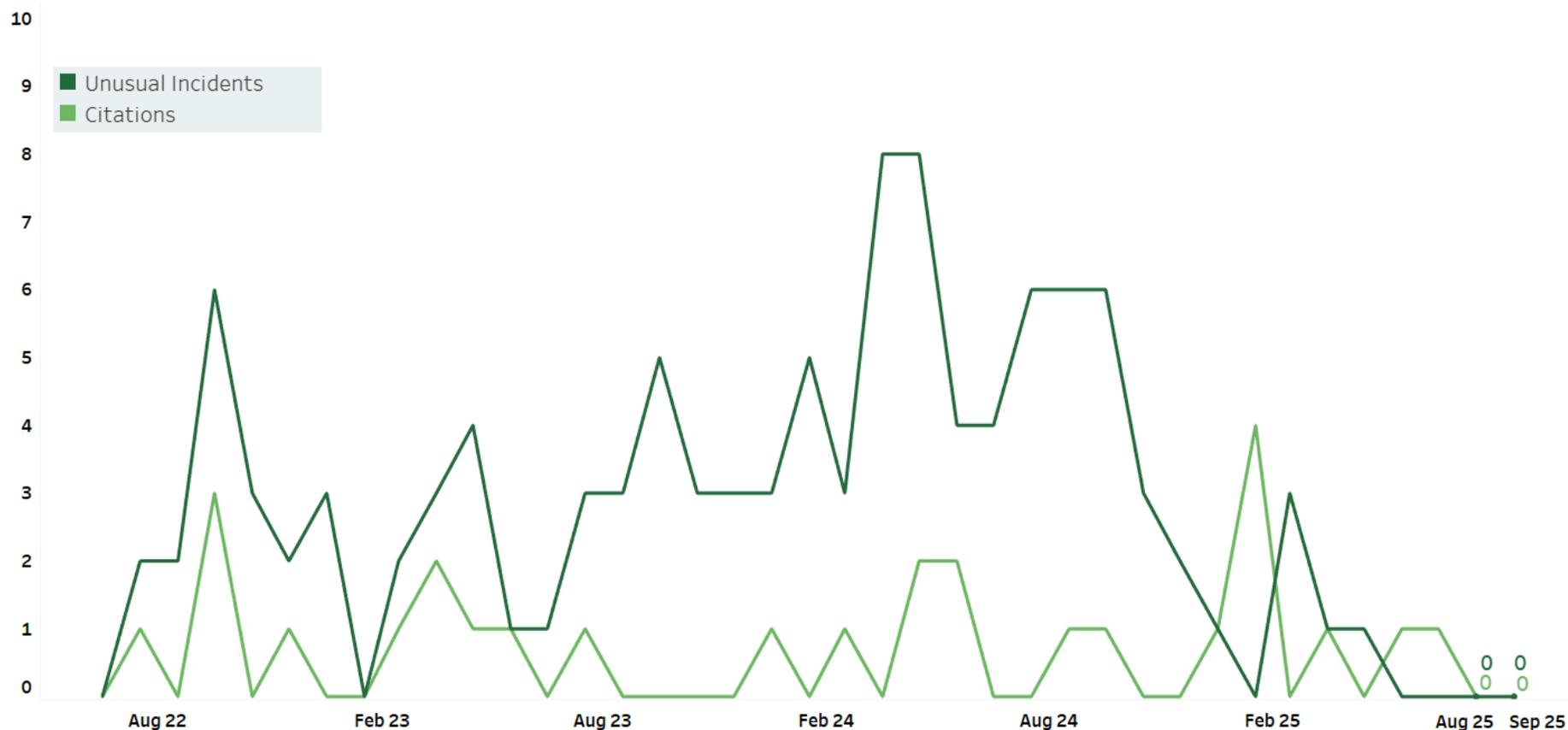
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FY24-25 Semi-Annual Monitoring Results: Agency Level Monitoring

Monitoring Tools	Description	Compliance Rate Period 1 (July – December 2024)	Compliance Rate Period 2 (January – June 2025)
1. Center Monitoring Checklist	Annual inspection by Quality Monitoring Unit to ensure each center meets health, safety, staff documentation, and family engagement compliance regulations	95%	94%
2. Needs & Eligibility Monitoring File Review	Annual inspection by Quality Monitoring Unit to ensure each center's files of enrolled children (30% of files at each center) meet eligibility needs and criteria compliance regulations	99%	99%
3. Education & Comprehensive Services File Review (Quality Monitoring Unit)	Annual inspection by Quality Monitoring Unit to ensure each classroom's files of enrolled children (30% of files for each classroom) is compliant in meeting state and federal guidelines for health, nutrition, mental health, disabilities, family engagement, and education	88%	89%
4. Classroom Assessment Scoring System (CLASS)	Annual inspection by CLASS certified observers of 30% of classrooms at every center to assess the quality of teacher-child interactions on the domains of Emotional Support, Classroom Organization, and Instructional Support	Met Federal Competitive Threshold for all 3 domains	Met Federal Competitive Threshold for all 3 domains

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Unusual Incidents & Citations



Reportable incidents as defined by the Office of Head Start (OHS)
 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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CDSS Child Care Bulletin

Child Care Bulletin 25-25 issued: October 22, 2025

Subject: Continued and Expansion Funding Application Fiscal Year 2026-27

Information: Announces transition of current Continued Funding Application (CFA) to the Continued and Expansion Funding Application (CEFA) beginning with Fiscal Year 2026-27 applications. This will consolidate currently separate applications for existing contractors, allowing them to request expansion funding along with their application for continued funding. Award of expansion funding is subject to availability. Applications for FY26-27 are due by December 19, 2025.

Action: Completion of the CEFA is in-progress, including consideration for applying for a funding increase, with plans to seek BOS approval on 12/16/25.



CDSS Child Care Bulletin

Child Care Bulletin 25-26 issued: October 22, 2025

Subject: Cost of Care Plus Rate Payments to Child Care Centers Pursuant to Senate Bill 120

Information: Notifies counties and child care and development contractors of the continuation of the per-child, monthly cost of care plus payments issued to child care centers pursuant to Senate Bill 120 and Senate Bill 151. Centers shall receive the increased cost of care plus payment authorized through SB 120 and SB 151 beginning July 1, 2025. The per-child plus rate for Contra Costa County is \$230.

Action: Contract amendments to increase Cost of Care Plus to \$230 for child care partner centers are in-progress.



Child Care Contractor Rates

Service	FY 2021-2022 Rate Per Child	FY 2022-2023 Rate Per Child	FY 2023-2024 Rate Per Child	FY 2024-2025 Rate Per Child	FY 2025-2026 Rate Per Child
1. Early Head Start (ages 0-2)	\$520 (monthly)	\$531.86 (monthly)	\$561.64 (monthly)	\$694.66 (monthly)	\$694.66 (monthly)
2. Head Start (ages 3-5)	\$234 (monthly)	\$239.34 (monthly)	\$252.73 (monthly)	\$312.59 (monthly)	\$312.59 (monthly)
3. Comprehensive Services	none	none	none	\$300 (monthly)	\$300 (monthly)
4. Home Visiting	\$520 (monthly)	\$531.86 (monthly)	\$895.94 (monthly)	\$895.94 (monthly)	\$895.94 (monthly)
5. Full-Day State Childcare (CDSS, CDE)	\$43.82 (CTTR daily) (Jul-Dec) \$63.72 (CTTR daily) (Jan-Jun) \$44.79 (CSPP daily) (Jul-Dec) \$63.72 (CSPP daily) (Jan-Jun)	\$63.72 (daily)	\$63.72 (daily)	\$69.34 (daily)	\$69.34 (daily)
6. Part-Day State Preschool (CDE)	\$30.18 (daily) (Jul-Dec) \$42.57 (daily) (Jan-Jun)	\$42.57 (daily)	\$42.57 (daily)	\$42.57 (daily)	\$42.57 (daily)
7. Cost of Care Plus (licensed providers)	None	None	\$211 per child (monthly)	\$211 per child (monthly)	\$230 (monthly)

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CDE Management Bulletin

Management Bulletin 25-09 issued: October 27, 2025

Subject: The Desired Results Developmental Profile (2025) for California State Preschool Programs and Special Education Division Funded Programs

Information: Notifies and provides guidance to California State Preschool Program (CSPP) contractors of the opportunity to participate in early adoption of the Desired Results Development Profile (2025) (DRDP (2025)), a developmental continuum from infancy through grade three. Early adoption of the DRDP (2025) is optional for CSPP contractors beginning with the 2025-26 program year and is mandatory in the 2026-27 program year. Programs may continue using the DRDP (2015) in the 2025-26 program year.

Action: We will not participate in the early adoption and use this year to train and prepare for a successful transition beginning July 2026.



- 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.

- Federal Environment Updates
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2025 Head Start Governance Updates Calendar

	Federal Requirement*	1/21/25	2/25/25	3/25/25	4/15/25	5/20/25	6/24/25	7/22/25	8/12/25	9/16/25	10/21/25	11/18/25	12/16/25
1. Monthly Program Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov-Dec '24	Jan '25	Feb '25	None	Mar-Apr '25	May '25	Jun '25	None	Jul '25	Aug-Sep '25	None	Oct '25
2. Monthly Financial Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25
3. Funder Communications	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '26	Aug '25	Sep '25	Oct '25	Nov '25
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 Selection Criteria and Recruitment Plan	HSPSS 1302.13, 1302.14(a)				Approval Item								
8. Annual Community Needs Assessment	HSA 640(g)(1)(C) HSPPS 1302.11(b), 1302.102(d)(2)												Share Results
9. FY25-26 Planning Calendar	HSA 640(g)(1)(D) HSPPS 1302.11(b), 1302.102(d)(2)										Approval Item		
10. Annual Self-Assessment	HSA 642(d)(2) HSPPS 1302.102(b)(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
13. CSB Agency Policies & Procedures	HSA 642(c)(1)(E)	As needed											

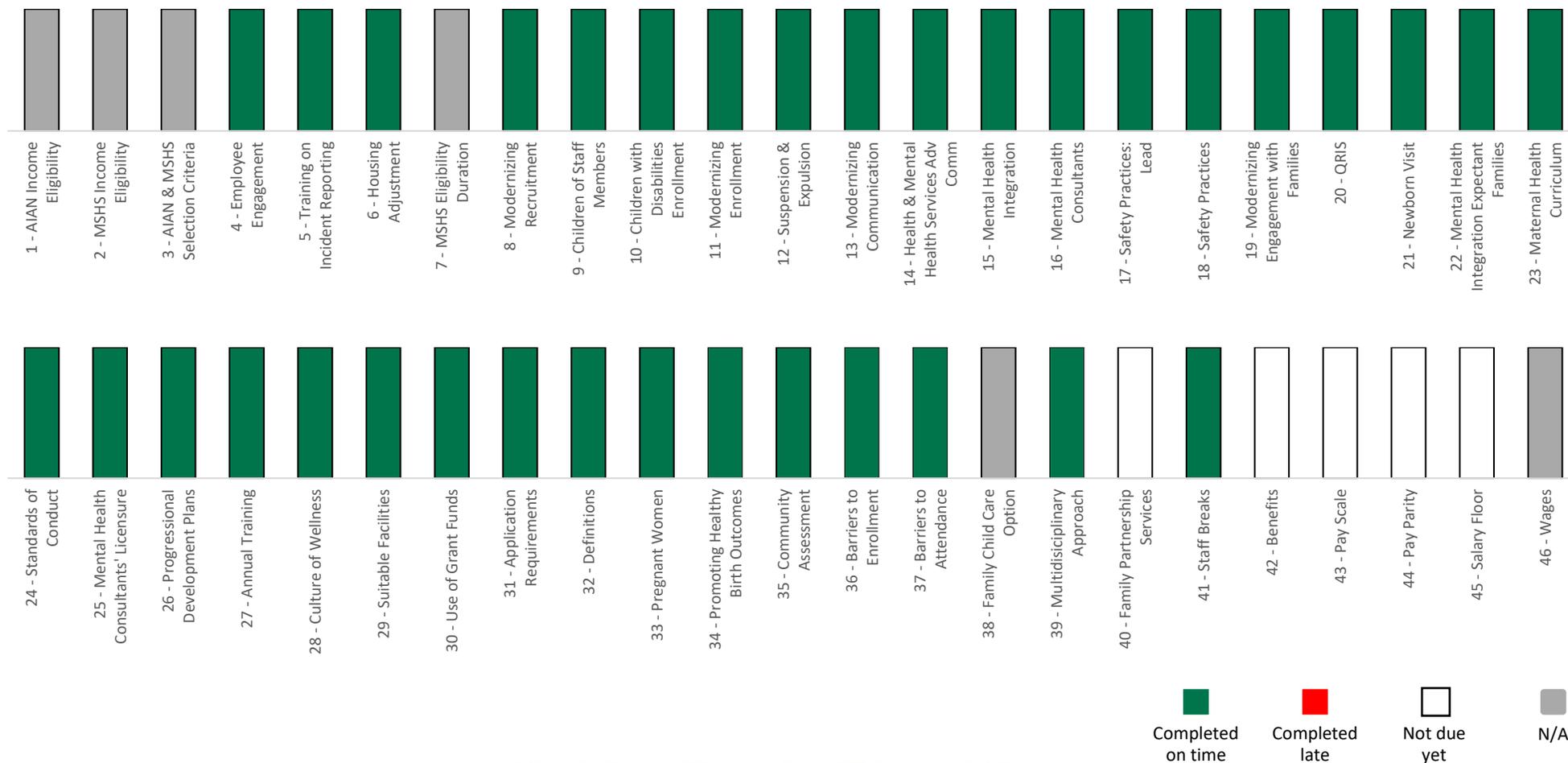
Contra Costa County Resolution 2023/274 includes all of these requirements.

Building Brighter Futures Together

 Planned

 Completed

HSPPS Compliance Timeline Progress Chart



4. New HSPPS Compliance Timeline and Analysis

Building Brighter Futures Together

October 22, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-25

The purpose of this communication is to notify contractors of the requirement to complete and submit a Continued and Expansion Funding Application (CEFA) for California Department of Social Services Child Care and Development programs in order to continue services into the next contract year. Failure to complete a CEFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

October 22, 2025

CHILD CARE BULLETIN (CCB) NO. 25-25

GUIDANCE TYPE: INFORMATIVE

TO: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS FUNDED BY OR THROUGH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SUBJECT: CONTINUED AND EXPANSION FUNDING APPLICATION FISCAL YEAR (FY) 2026-27

APPLICABLE PROGRAMS: ALTERNATIVE PAYMENT PROGRAMS, CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) STAGES TWO AND THREE, GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS, FAMILY CHILD CARE HOME EDUCATION NETWORKS, MIGRANT CHILD CARE ALTERNATIVE PAYMENT PROGRAMS, MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS, MIGRANT SPECIAL SERVICES PROGRAMS, RESOURCE AND REFERRAL PROGRAMS, CHILD CARE AND DEVELOPMENT PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

REFERENCE: [TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(5 CCR\) SECTION 18010; 5 CCR SECTION 18024; SENATE BILL \(SB\) 163 \(CHAPTER 73, STATUTES OF 2024\); WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 10244](#)

Purpose

The purpose of this communication is to announce availability of the Continued and Expansion Funding Application (CEFA) to the contractors of the applicable programs

listed above. Current contracting agencies must submit a completed CEFA to the California Department of Social Services (CDSS) by **December 19, 2025, at or before 11:59 p.m.** to continue services in the subsequent contract period. Failure to submit a completed CEFA by the deadlines described in this Child Care Bulletin (CCB) constitutes notification to CDSS of a contractor's intent to discontinue services at the end of the current contract period.

This new application includes a feature for contractors to request expansion funding. **Award of expansion funding is subject to availability.**

It is recommended that each contractor review the application as soon as possible to ensure appropriate time and resources are reserved to complete the process. The Child Care and Development Division (CCDD) will host the following technical assistance sessions:

1. Informational Webinar on October 27, 2025, 9:30 a.m. to 12:00 p.m.
2. Office Hour Session One on November 18, 2025, 3:00 p.m. to 4:00 p.m.
3. Office Hour Session Two on December 4, 2025, 11:00 a.m. to 12:00 p.m.

Registration links for the above technical assistance sessions can be found on the [CEFA web page](#).

Authority

[Section 18010\(a\) of Title 5 of the California Code of Regulations \(CCR\)](#) states, "Contractors have no vested right to a subsequent contract." CDSS offers contractors the opportunity to continue services in a subsequent contract through the CEFA process.

[5 CCR 18010\(d\)](#) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a continued funding application request from the [CCDD] in accordance with the instructions and timelines specified in the request."

[5 CCR 18010\(e\)](#) states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the [CCDD] of the contractor's intent to discontinue services at the end of the current contract period unless the contractor has received a written extension of the original timeline from the [CCDD]."

Failure to respond to requests from the CCDD for additional information during the CEFA process will result in the application being deemed incomplete.

Background

Currently, existing General Child Care and Development (CCTR) contractors request CCTR expansion funding through the CCTR Expansion Request for Application (RFA). Existing CCTR contractors complete the Continued Funding Application (CFA) to apply

to continue their contracted funding for the following fiscal year. New contractors with no contracting history use the RFA process to request funding. The community of existing CCTR contractors provided feedback directly to the CCDD, through the state budget process during legislative hearings, that favors implementing (1) a less rigorous application process, and (2) an application process with a shorter timeline.

On July 2, 2024, Governor Newsom signed [SB 163](#). This legislation added [WIC Section 10244](#) stating, in pertinent part, “the department shall develop and implement a streamlined request for application process for current child care and development program contractors to award new childcare and development program contracts.” The intent of the CEFA is to reduce the administrative burden and issue funding expediently for eligible existing contractors.

Beginning with the FY 2026-27 application, the CFA will be transitioned to the CEFA. The CEFA process will be how contractors of the programs listed on page 1 of this CCB seek funding for the subsequent contract period.

The CEFA includes an Interest in Expansion Section for existing CCTR contractors to express interest in expansion funding, subject to availability. For CCTR, if the contractor indicates that (1) they currently have a CCTR contract, and (2) they are interested in expansion funding, they will be given the option to complete the Interest in Expansion Section of the application.

The eligibility criteria for expansion funding are listed below:

- Contractor is a current contractor with the CDSS for a CCTR program,
- Contractor is not on Provisional or Conditional contract status,
- Contractor has no outstanding funding from a previous CCTR RFA,
- Contractor is in good standing with no current audit, programmatic and/or fiscal issues, and
- Contractor has the license capacity for expansion funding.

Eligibility for expansion funding will only be available to agencies that meet the above criteria to ensure they are in good standing with the state in terms of programmatic and fiscal compliance, and contract earnings. **Awards for expansion funding are subject to funding availability.**

Application Submission Requirements

The FY 2026-27 CEFA's will be completed via an online application. The instructions, application link, webinar and office hours registration links, and all required documents can be found on the [CEFA web page](#).

Please note that agencies are required to obtain approval from their governing board authorizing the signer to contract with the CDSS for the purpose of providing child care and development services and to authorize the designated personnel to sign contract

documents for FY 2026-27. It is important that public agencies seek board approval ahead of time to fulfill this requirement of the CEFA.

Applications must be received on **December 19, 2025, at or before 11:59 p.m.**

If you have any questions or experience difficulties with any part of the online application, please email CEFA@dss.ca.gov.

This CEFA is only available for CDSS Child Care and Development Program contract types. Agencies applying for continued funding for the California State Preschool Program (CSPP) contract type must contact the California Department of Education (CDE) directly.

Notice of Renewal

Child Care and Development (CCD) Direct Service and Alternative Payment Contractors who apply and receive approval for continued funding do not need to sign and return a CCD contract to provide services for FY 2026-27.

By completing and returning the FY 2026-27 CEFA, a contractor indicates that it wishes to automatically renew its CCD contract for FY 2026-27 and is willing to accept all of the terms and conditions of such contract, which will be provided to all CCD contractors being renewed for funding no later than July 1, 2026. The CCD contractors may subsequently reject the terms of the new contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDSS no later than June 30, 2026. If a contractor does not wish to renew its contract, they should contact their [Program Quality and Improvement Branch \(PQIB\) Consultant](#).

Please note that contractors have no vested right to a subsequent contract.

Contract Terminations

Per [5 CCR 18024](#), contractors may terminate the contract for any reason during the contract term. The contractor must notify the CCDD of their intent to terminate the contract at least ninety (90) calendar days prior to the date the contractor intends to terminate the contract. The notification must be on the contractor's official letterhead and signed by a representative authorized to sign contract documents. This notification letter must be sent to the contractor's assigned [PQIB Consultant](#). Within fifteen (15) days from the date the contractor notifies the CCDD of its intent to terminate the contract, the contractor shall submit:

1. A current inventory of equipment purchased in whole or in part with contract funds; and
2. The names, addresses and telephone numbers of all families served by the contract and all staff members funded by the contract.

3. Family Child Care Home and Alternative Payment program contractors shall also submit the names, addresses and telephone numbers of all providers of subsidized services funded by the contract.

Upon receipt of a notice of intent to terminate, the CCDD will transfer the program to another contractor as soon as practicable.

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned [PQIB Consultant](#), or send an email to CEFA@dss.ca.gov.

Sincerely,

Original Document Signed By

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

October 22, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-26

The purpose of this CCB is to provide guidance to counties and child care and development contractors regarding the distribution of cost of care plus rate payments to child care centers pursuant to Senate Bill (SB) 120 (Chapter 13, Statutes of 2025).



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
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GAVIN NEWSOM
GOVERNOR

October 22, 2025

CHILD CARE BULLETIN (CCB) NO. 25-26

GUIDANCE TYPE: DIRECTIVE

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL CHILD CARE AND DEVELOPMENT CONTRACTORS

SUBJECT: COST OF CARE PLUS RATE PAYMENTS TO CHILD CARE
CENTERS PURSUANT TO SENATE BILL (SB) 120 (CHAPTER
13, STATUTES OF 2025)

APPLICABLE PROGRAMS: CALIFORNIA ALTERNATIVE PAYMENT PROGRAMS (CAPP),
MIGRANT ALTERNATIVE PAYMENT PROGRAMS (CMAP),
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS), STAGES ONE, TWO (C2AP), AND THREE
(C3AP), THE EMERGENCY CHILD CARE BRIDGE PROGRAM
FOR FOSTER CHILDREN (BRIDGE PROGRAM), GENERAL
CHILD CARE AND DEVELOPMENT PROGRAMS (CCTR),
FAMILY CHILD CARE HOME EDUCATION NETWORKS
(CFCC), MIGRANT CHILD CARE AND DEVELOPMENT
PROGRAMS (CMIG), CHILD CARE AND DEVELOPMENT
PROGRAMS FOR CHILDREN WITH SEVERE DISABILITIES
(CHAN)

REFERENCE: [SB 120 \(CHAPTER 13, STATUTES OF 2025\)](#); [SB 151 \(CHAPTER 108, STATUTES OF 2025\)](#); [TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS 18065](#); [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 10421\(b\)](#); [WIC SECTION 10277.1](#); [WIC SECTION 10227.5](#); [WIC SECTION 10424.5](#); [WIC SECTION 10277.2](#); [CHILD CARE BULLETIN \(CCB\) NO. 23-01](#);

[CCB NO. 23-37](#); [CCB NO. 24-01](#)

Purpose

The purpose of this Child Care Bulletin (CCB) is to notify counties and child care and development contractors of the continuation of the per-child, monthly cost of care plus payments issued to child care centers pursuant to [Senate Bill \(SB\) 120](#) (Early Childhood Education and Child Care, Chapter 13; Statutes of 2025) and [SB 151](#) (Early Childhood Education and Child Care, Chapter 108, Statutes of 2025).

Background

Effective July 1, 2025, [SB 120](#) authorized the continuation of cost of care plus rate payments to child care centers, to June 30, 2026, and provides for an increase to the cost of care plus rate amount. Effective September 17, 2025, SB 151 authorized the cost of care plus rate payments to child care centers at the increased amount to continue, commencing July 1, 2026.

Guidance

Pursuant to [Welfare and Institutions Code \(WIC\) section 10277.2](#), as amended by [SB 120](#) and [SB 151](#), centers shall receive the increased cost of care plus payment commencing July 1, 2025. Timely payment provisions under WIC section 10277 remain in effect.

Centers should be reimbursed at this new rate for June 2025 enrollments, following submission of June documentation in July. This is consistent with past practices. If payment was made using a rate that differs from the rate listed below, agencies must issue a supplemental payment.

Pursuant to [SB 120](#), [SB 151](#), [WIC sections 10277.1](#) and [10277.2](#), and [CCB No. 23-37](#), all types of child care providers will continue to receive a monthly, per-child payment intended to supplement subsidized child care reimbursement. Payments to child care providers shall continue in July 2025, with the payment based on the service month June 2025. Center-based providers shall receive payments at the increased amount for any timesheets covering service months beginning June 2025, so long as they are submitted in any month beginning June 2025. The amount per child varies based on the county where the center is located and the assigned "region," defined as:

Central: Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Monterey
Sacramento, San Benito, San Joaquin, San Luis Obispo, Stanislaus, Tulare

Northern: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado,
Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Mono, Nevada, Placer,
Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yolo, Yuba

Southern: Imperial, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura

Los Angeles: Los Angeles

Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma

Per-child plus rate amounts shall be as follows:

Region	Centers
Central	\$ 152
Northern	\$ 154
Southern	\$ 174
Los Angeles	\$ 186
Bay Area	\$ 230

These payments shall be payable to centers serving children enrolled in the following child care and development programs:

- California Alternative Payment Programs (CAPP)
- Migrant Alternative Payment Programs (CMAP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stages One, Two (C2AP), and Three (C3AP)
- The Emergency Child Care Bridge Program for Foster Children (Bridge Program)
- General Child Care and Development Programs (CCTR)
- Migrant Child Care and Development Programs (CMIG)
- Child Care and Development Programs for Children with Severe Disabilities (CHAN)

The California Department of Social Services (CDSS) will distribute funding for these payments to the child care and development contractors via the State Controller's Office outside of their regular contracts. Funding will be issued to contractors quarterly and reconciled thereafter.

Alternative Payment Programs (APPs) administering the Bridge Program, CalWORKs Stage One, C2AP, C3AP, CAPP, CFCC, or CMAP shall continue to provide the extended per-child payments directly to center-based providers, starting with the June 2025 service month that is processed in July 2025 and concluding with the May 2026 service month that is processed in June 2026.

Instructions for Contractors

Contractors are encouraged to make these monthly payments with their regular subsidy payments to center-based providers and to clearly label the Cost of Care Plus Rate payments. Contractors are required to make the payments within 21 calendar days of the submission of a complete monthly attendance record or invoice, as specified in [WIC section 10227.5](#).

If a child receives care from more than one center-based provider during the month, each provider shall receive the full per-child payment. Contractors are instructed not to pro-rate the Cost of Care Plus Rate payments due to care beginning or ending mid-month.

Contractors shall provide the payment directly to eligible child care centers and will not be subject to the regular reporting requirements associated with their child development contracts.

Administrative Allocation

Contractors who are required to distribute monthly Cost Care Plus Rate payments to centers will receive an administrative amount for each payment that they make. Contractors will therefore receive an additional allocation of the administrative amount, based on the schedule below for per-enrollment payment administrative costs. The contractor must not reduce the monthly per-child payment amount that the contractor issues to a center:

Region	Eligible Centers Admin.
Central	\$14.00
Northern	\$14.10
Southern	\$16.00
Los Angeles	\$17.10
Bay Area	\$21.10

Instructions For Counties in Which CalWORKs Stage One and Bridge Programs Are Administered Directly by the County

In counties where the CalWORKs Stage One and/or Bridge Programs are administered in-house by the county and where no business relationship exists between the CalWORKs Stage One/Bridge Program child care provider and an APP, [Child Development Associates](#) (CDA) in San Diego County will issue payments to those providers directly.

The requirement to make payments within 21 calendar days of the submission of a complete monthly attendance record or invoice does not apply to payments issued by CDA.

Counties are required to submit a copy of the mRec or aRec Reconciliation Report that is regularly submitted to Child Care Providers United by the 5th business day of each month to CDA via secure file transfer protocol (instructions to follow). The first submission will be due on the 5th business day of July 2025. The reconciliation reports will include the following data fields:

- LocalMemberID
- VendorNumber
- VendorLocalID
- FirstName
- LastName
- Street
- City
- State
- Zip Code
- Phone Number
- Gross Reimbursements (all payments)
- Dues Deduction Rate
- Dues Deduction (Gross Reimbursement x Dues Deduction Rate)
- Dues Max \$ (Cap per month)
- COPE PEOPLE
- COPE PEOPLE Collected
- Notes
- Check 1 Date
- Check 1 Number
- Check 2 Date
- Check 2 Number

The CDSS will retrieve monthly provider data payment and child count data via the California Statewide Automated Welfare System, also known as CalSAWS, and CDSS' SharePoint site for counties and provide that data directly to CDA on a monthly basis. The payment and child count data will include the following data fields:

- County Vendor ID
- The Local Provider Identification number (VendorLocalID)
- Provider last name, first name
- Unique identifier (SSN or EIN)
- Facility Address: Street field, city field, zip code field
- Mailing Address: Street field, city field, zip code field
- Phone number
- Email address
- License number and capacity

- Provider type (license, center, FCC, or FFN)
- Child count (number of attendance records paid in the payment month per provider)
- Month of County/Stage 1 Bridge Payment
- Copy of provider W9 forms, if available
- Language
- County Contact person
- County-Region

Reporting Requirements

Contractors must maintain records of payments issued to individual child care providers, as well as the dates the payments are distributed, and must be able to submit them to CDSS upon request. When directly requested, reports should be delivered by the requested timeline to prevent delays in Cost of Care payments to providers. The increased administrative allowance available for these payments is intended, in part, to help support contractors in fulfilling these data requirements.

For questions regarding the information in this letter, contact the Child Care and Policy Development Bureau at (916) 657-2144 or at CCPB@dss.ca.gov.

Sincerely,

Original Document Signed By

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



Management Bulletin 25-09

This Management Bulletin notifies and provides guidance to California State Preschool Program contractors of the opportunity to participate in early adoption of the Desired Results Development Profile (2025) (DRDP [2025]).

Early Education Division

Subject: The Desired Results Developmental Profile (2025) for California State Preschool Programs and Special Education Division Funded Programs

Number: 25-09

Date: October, 2025

Expires: Until rescinded or superseded by regulations

Authority: *California Code of Regulations*, Title 5 Section 17702, *California Education Code (EC)* Section 8203.5, and *Code of Federal Regulations*, Title 34 Section 300.600.

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

Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the opportunity to participate in early adoption of the Desired Results Development Profile (2025) (DRDP [2025]), a developmental continuum from infancy through grade three. This bulletin provides information from both the Early Education Division (EED) and the Special Education Division (SED) regarding implementation of the DRDP (2025).

This MB rescinds and replaces MBs 15-03 and 16-06.

Policy

Program Year 2025-26

CSPP

CSPP contractors are invited to begin using the DRDP (2025) during this program year. Early adoption of the DRDP (2025) is optional for CSPP contractors beginning with the 2025–26 program year and is mandatory beginning in the 2026–27 program year. For fall 2025 and spring 2026

reporting, CSPP programs have the option to use the DRDP (2025) or continue using the DRDP (2015).

Implementation for Children with Disabilities

Special Education service providers delivering services on behalf of Local Educational Agencies (LEAs) are required to use the DRDP (2015) to assess all eligible birth to five-year-old children with Individual Family Service Plans (IFSPs) and Individual Education Programs (IEPs) for the fall 2025 and spring 2026 reporting periods.

Program Year 2026-27

Effective July 1, 2026, all CSPP contractors and all Special Education service providers will be required to use the DRDP (2025).

Directives for Implementation

About the DRDP (2025)

The DRDP (2025) is a formative assessment that includes a developmental continuum from infancy through grade three. It is designed to assess the developmental progression of all children, including those with an IFSP or an IEP. The tool was recently revised to reflect current research in the field of child development and be more inclusive of children with disabilities as well as dual language learners. The DRDP (2025) is fully aligned to the Preschool/Transitional Kindergarten Learning Foundations (PTKLF) as well as the Infant-Toddler Learning and Development Foundations (ITLDF).

During the fall of 2024, a pilot study was conducted with over 500 children across the early education programs throughout the state of California. Data gathered from this study was used to refine the DRDP (2025). A final field study phase of the research will be conducted during the 2025–26 program year to calibrate and further validate the instrument.

Early Adoption of the DRDP (2025)

Participation in the early adoption of the DRDP (2025) is encouraged for all CSPP contractors. Use of the DRDP (2025) will meet the CSPP requirement to complete a DRDP for each child enrolled at least 10 hours per week. Training on the new tool is being provided to contractors via webinars, training modules, and in person. Please find more information about training opportunities on the WestEd website at [DRDP \(2025\) Training Desired Results For Children and Families](#) .

CSPP contractors may choose to use the DRDP (2025) for some classrooms and continue to use the DRDP (2015) for other classrooms. CSPP contractors will complete their program self-evaluation using data from the DRDP assessments that best represent the children served in the program.

CSPP contractors are required to upload DRDP data to DRDP Online to record each child's assessment ratings. You can find more information on [DRDP Online](#) .

NOTE: While early adoption may be an option for many, Special Education service providers are required to use and submit DRDP (2015) data through their Special Education Local Plan Areas (SELPA) for the 2025–26 year. For more information about DRDP (2015) training, reports, technical assistance, or requirements, Special Education service providers should contact Desired Results Access Project at: info@draccess.org.

Why Should CSPP Contractors Participate in Early Adoption?

By participating in early adoption, the teaching staff will have the opportunity to learn and use the new tool prior to when they will be required to use it beginning with the 2026–27 program year. Further, CSPP contractors will contribute to the data pool that is used to determine the usability and reliability of the updated assessment.

Background and Authority

The *California Code of Regulations*, Title 5, Section 17702 requires CSPP contractors to complete the age-appropriate DRDP for each child enrolled in the program for at least 10 hours per week, and for every child with exceptional needs regardless of the hours a week they are certified for. The DRDP must be completed between 60 to 90 calendar days of the child’s first day of attendance in the program and at least once every six months thereafter.

The Individuals with Disabilities Education Act within the *Code of Federal Regulations*, Title 34, Section 300.600, requires the state to collect data as part of the State Performance Plan (SPP) and Annual Performance Report (APR). The DRDP provides the data for Part B Indicator 7 of the SPP/APR.

Resources

If you have programmatic questions related to this MB, please contact your assigned EED, Program Quality Implementation (PQI) office regional consultant on the CDE EED, PQI Consultant Regional Assignments [web page](#).

The [Desired Results Developmental Profile](#) is a website that provides information about the DRDP (2025).

If you would like more information on training opportunities, please contact the WestEd training team on the [training web page](#) .

If you have questions regarding the administration of the DRDP for children with disabilities, please contact the Early Childhood Support Unit in the SED at: ECSU@cde.ca.gov.

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

Questions: Early Education Division | 916-322-6233

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.

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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	<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.	10/21/2024	Compliant	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).
29	<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.	10/21/2024	Compliant	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.
30	<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.	10/21/2024	Compliant	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.
31	<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.	10/21/2024	Compliant	CCC will comply with the revised 1303 pre-approval requirements when requesting to use federal funds for major renovation / construction projects.

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	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.
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	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.

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>

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
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.

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