

PROJECT CHARTER

1. General Project Information				
Project Name:	Implementation of AB 495 – The Family Preparedness Plan Act of 2025			
Executive Sponsors:	Sarah Reich, CSB Director			
Division Sponsors	Christina Castle-Barber, Division Manager			
Project Manager	Ayelew Lidete, ASA III			
Impact of project:	Safe and accessible child care facilities for all children and families, regardless of immigration status.			
2. Project Team				
Workgroup Team Members: (do not include subgroup)	Name	Working Title	Bureau	Division
	Amy Wells	Division Manager	CSB	Program
	Michelle Mankewich	ASAIII	CSB	Comp Services
	Julia Kittle-White	ASAIII	CSB	Partners Unit
	Ellen DeSenna	ASAIII	CSB	CEU
	Tracy Lewis	ASAIII	CSB	State Liaison
	Ana Araujo	CSM	CSB	PFCE
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
<p>ACF, California Department of Education, and California Department of Social Services</p> <p>California Community Care Licensing</p> <p>Board of Supervisors</p> <p>EHSD Admin</p> <p>All CSB Staff working in and for child care settings</p> <p>CSB and CSB Partner Site Children and Families</p>				
4. Project Scope Statement				
Project Purpose / Business Justification Describe the business need this project addresses				
To comply with AB495 by July 1, 2026 by integrating the guidance and model policies in the “Promoting Safe Early Childhood Education for All” guide into all CSB procedures, including the parent handbook and the partner protocols, and to ensure the changes align with EHSD’s Desk Guide for ICE visits.				
Objectives (in business terms)				
To fully review and comprehend the requirements of AB495.				
To complete a crosswalk between current county protocols and model policies in “Promoting Safe Early Childhood Education for All” to ensure they all align.				
To recommend and implement changes to current CSB procedures, Family Handbook, and partner protocols as approved by County Counsel and Administration.				
To fully train CSB staff on summary of changes to the CSB procedures, Family Handbook and partner protocols.				

Deliverables List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)

1. Crosswalk between AB495 model practices and EHSD Desk Guide for ICE Visits by 4/27/26.
2. Recommended edits to current procedures, Family Handbook, and partner protocols by 5/18/26.
3. Packaged Track Changes Procedures with summary of changes for CSB Director, EHSD Director, and County Counsel by 5/29/26.
4. Finalized policies and procedures with PC and Board Approval, if necessary, by 6/19/26.
5. Training of staff will be completed by 6/26/26.

Scope List what the project will and will not be addressed (e.g., this project addresses units that report into the Office of the Director. Units that report into the Bureau Directors are not included)

This project will address full compliance with AB495 for all CSB directly operated and partner operated sites.

This project will not address any changes that need to be made at any other entity.

Project Milestones Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones

- 4/23/26 – Project launch – all materials and meeting invites sent to project team along with Project Charter.
- Week of 4/27/26 – Project team reads the guide, “Promoting Safe Early Childhood Education for All” and re-reads the EHSD Desk Guide for ICE Visits.
- 5/1/26 – 5/15/26 – Project team reviews CSB Procedure Manual, Family Handbook, and Partner Protocol for the areas pertinent to the content area expertise and create a list of recommendations for changes.
- 5/18/26 – Project Team Meets to review recommendations for procedural enhancements and agree on final recommendations.
- 5/19/26 – 5/19/29 – ASA Lidete packages procedural edits with track changes and creates a summary of changes.
- Week of 5/25/26 – CSB Director to review edits and summary of changes for approval and submission to EHSD Director and County Council.
- 5/6/26 – Procedural changes to PC Program Services, if appropriate.
- 5/18/26 – Update to Head Start Committee
- 5/20/26 – Procedural changes to PC for approval or review, if appropriate.
- June 2026 – Update to the BOS and/or approval, if appropriate.
- Week of 6/22/26 – Formalized training to all staff on new procedures.

Major Known Risks (including significant Assumptions) Identify obstacles that may cause the project to fail.

Risk	Risk Rating (Hi, Med, Lo)
Competing Priorities – KinderSystems and Enrollment Efforts.	Medium
Federal Rules if issued that conflict	High
Conflicts between county policy and AB495	Lo

Constraints List any conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).

- Competing Priorities
- Timeliness of Review by County Counsel and ED and possible changes to recommendations that may result in a delay.

External Dependencies Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?

All groups involved are those responsible for the work flow and accustomed to the inherent dependencies such as County Council and Admin Review time constraints.

5. Communication Strategy (specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.)

Launch to be communciated on 4/23 via email with link to working platform in TEAMS.

Frequent team communication will occur within TEAMS.

One team meeting in May for finalizing work and possible subsequent meetings in person or on TEAMS if additional changes are requested by Admin or County Counsel.

Announcement at Sr. Managerment and Cluster Meetings regarding scope of work and need for training.

TEAMS training for staff by cluster and admin office with ample question and answer time.

6. Charter Update

Name	Purpose of Update	Date (MM/DD/YYYY)

7. Notes