



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Committee

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

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Thursday, January 29, 2026                      2:00 PM                      1470 Civic Court, Suite 200, Concord |  
11780 San Pablo Ave., Suite D, El  
Cerrito | 190 East 4th Street, Pittsburg  
Audio: 855-758-1310 code 859 1083 2591

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**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
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 November 17, 2025. [26-318](#)  
**Attachments:** [Head Start Committee Minutes - November 17 2025 - DRAFT](#)
6. DISCUSS and ACCEPT the Head Start Committee Update. [26-319](#)  
**Attachments:** [January 2026 Head Start Committee Update - FINAL](#)  
[1. Annual Report FY23-24](#)  
[2. Annual Report FY24-25](#)  
[3. CCB-25-33 Collection of Social Security Numbers](#)  
[4. New HSPPS Compliance Timeline and Analysis](#)
7. The next meeting is currently scheduled for March 16, 2026.
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](http://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](mailto:swalsh@ehsd.cccounty.us)).



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-318

**Agenda Date:** 1/29/2026

**Agenda #:** 5.

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**HEAD START COMMITTEE**

Meeting Date: January 29, 2026

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

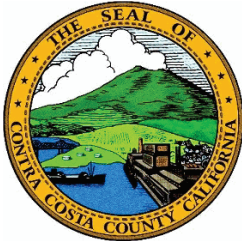
Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

**Recommendation(s)/Next Step(s):**

APPROVE the Board of Supervisors Head Start Committee Minutes of November 17, 2025.



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

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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

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**Zoom:** <https://cccouny-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

**Attendees:** Supervisor John Gioia (Chair), Supervisor Scales-Preston (Vice Chair)

**Chair Gioia called the meeting to order at 9:00am 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).

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](#)

**This Discussion Item was approved.**

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](#)

**This Discussion Item was accepted.**

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

**Meeting adjourned at 9:24am.**

9. General Information

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



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-319

**Agenda Date:** 1/29/2026

**Agenda #:** 6.

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### HEAD START COMMITTEE

Meeting Date: January 29, 2026

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



January 29, 2026

Marla Stuart, MSW, PhD, EHSD Director and Head Start Executive Director  
MJ Robb, Community Services Bureau Interim Director, Head Start Director

[info@ehsd.cccounty.us](mailto:info@ehsd.cccounty.us) | (925) 608-4800



# Outline

Topic	Federal Head Start	State Child Care
Federal Environment Updates	To date	
Child Care Center Services	Nov 2025	Nov 2025
Policy Council Actions	Dec 2025	
Budget	Nov 2025	Nov 2025
Monitoring	Nov 2025	Nov 2025
Official Funder Communication	Dec 2025	Dec 2025
Appendices	For Information	
Recommendation	✓	

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

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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



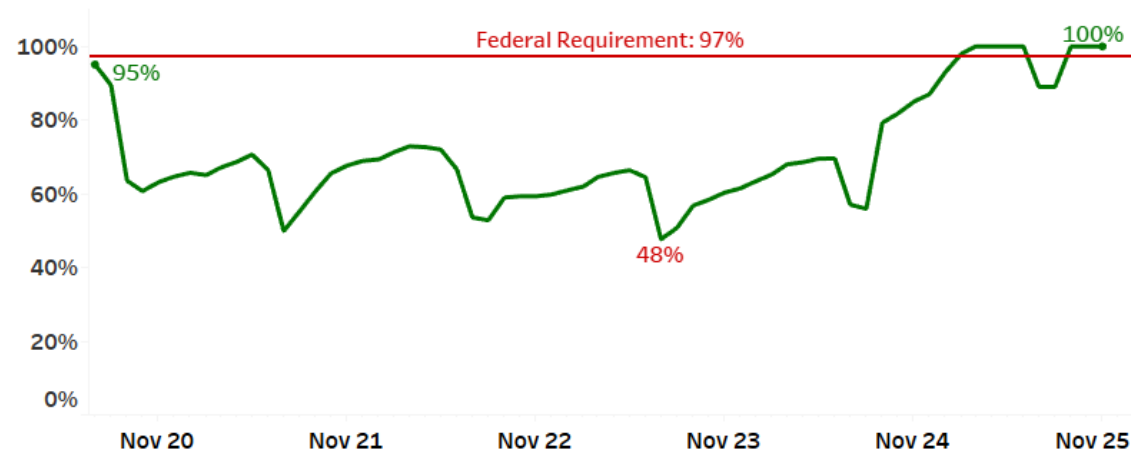
- Federal Environment Updates
- **Child Care Center Services**
- Policy Council Actions
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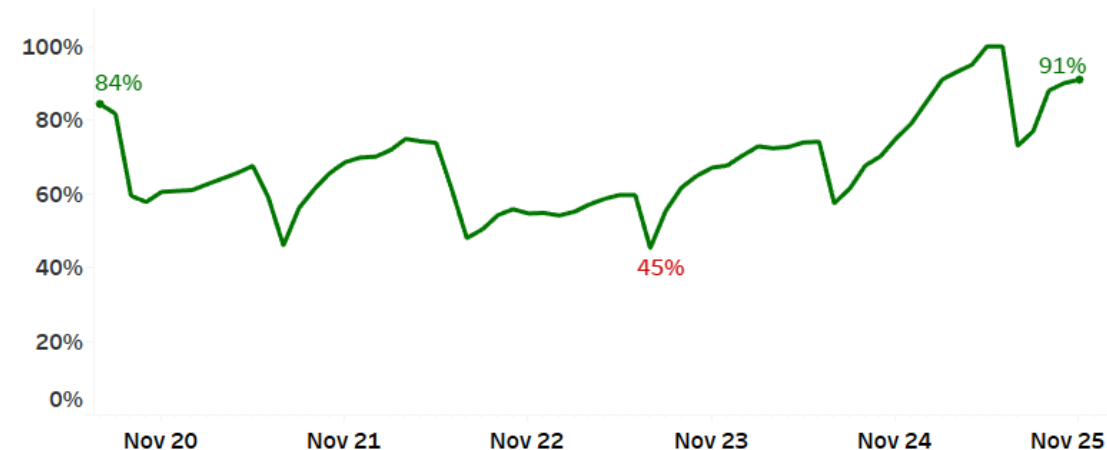


# Center Enrollment Rates

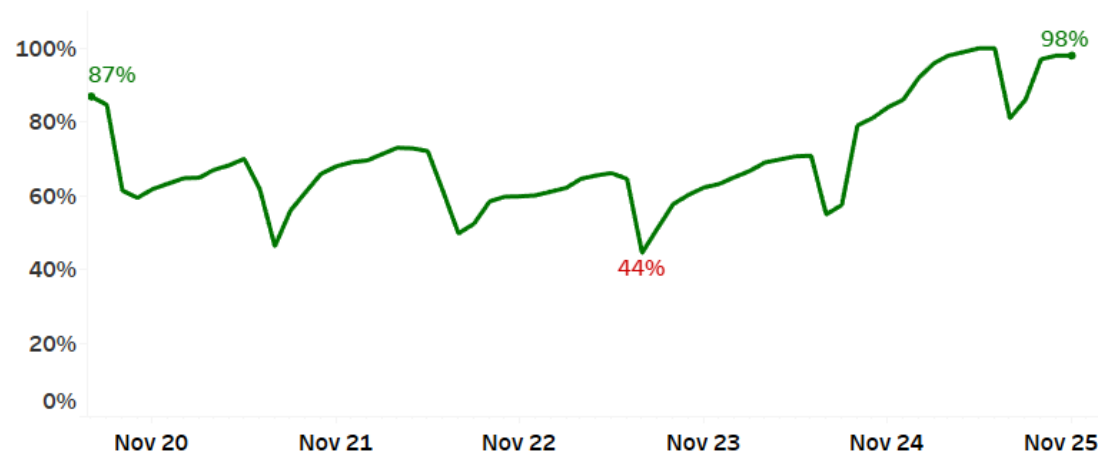
Federal Filled Slots



State Filled Slots



Total Filled Slots



## Current Slot Allotments:

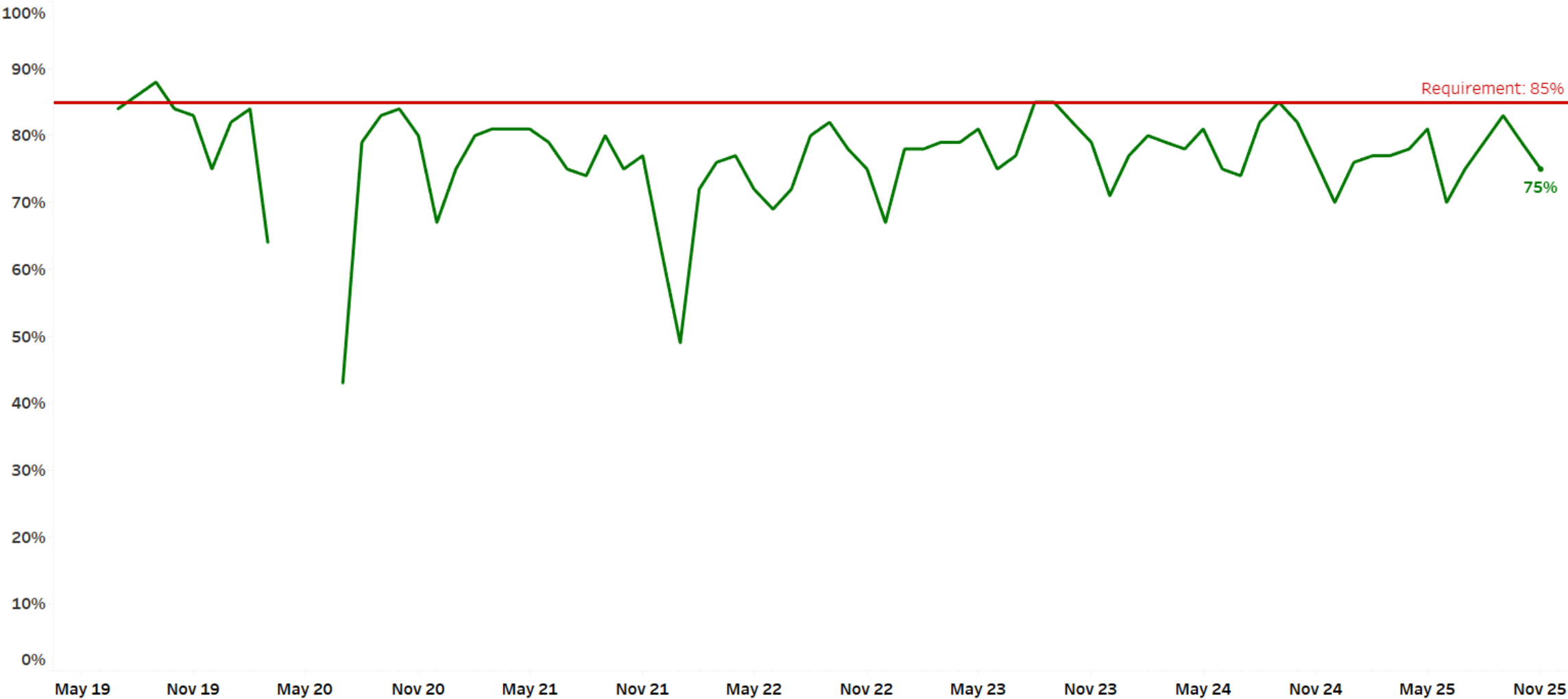
- Federal Slots (Head Start) = 1,201 (1,201 filled slots as of November 2025)
- State Slots (CDE and CDSS) = 764 (696 filled slots as of November 2025)
- Total Unique Slots = 1,345 (1,324 filled slots as of November 2025)

## 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.

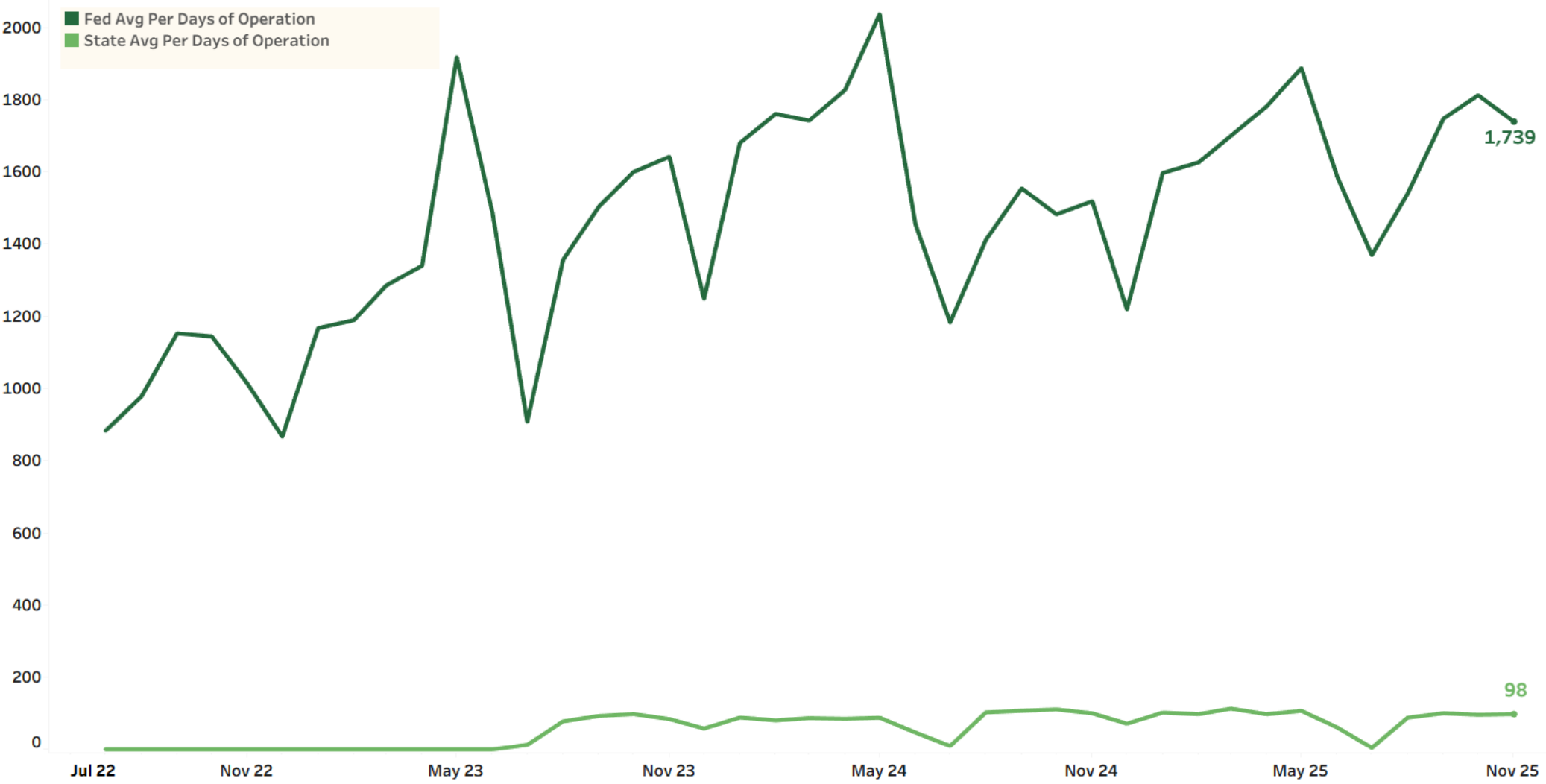
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# Center Attendance Rates



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# Average Center Meals & Snacks Per Day



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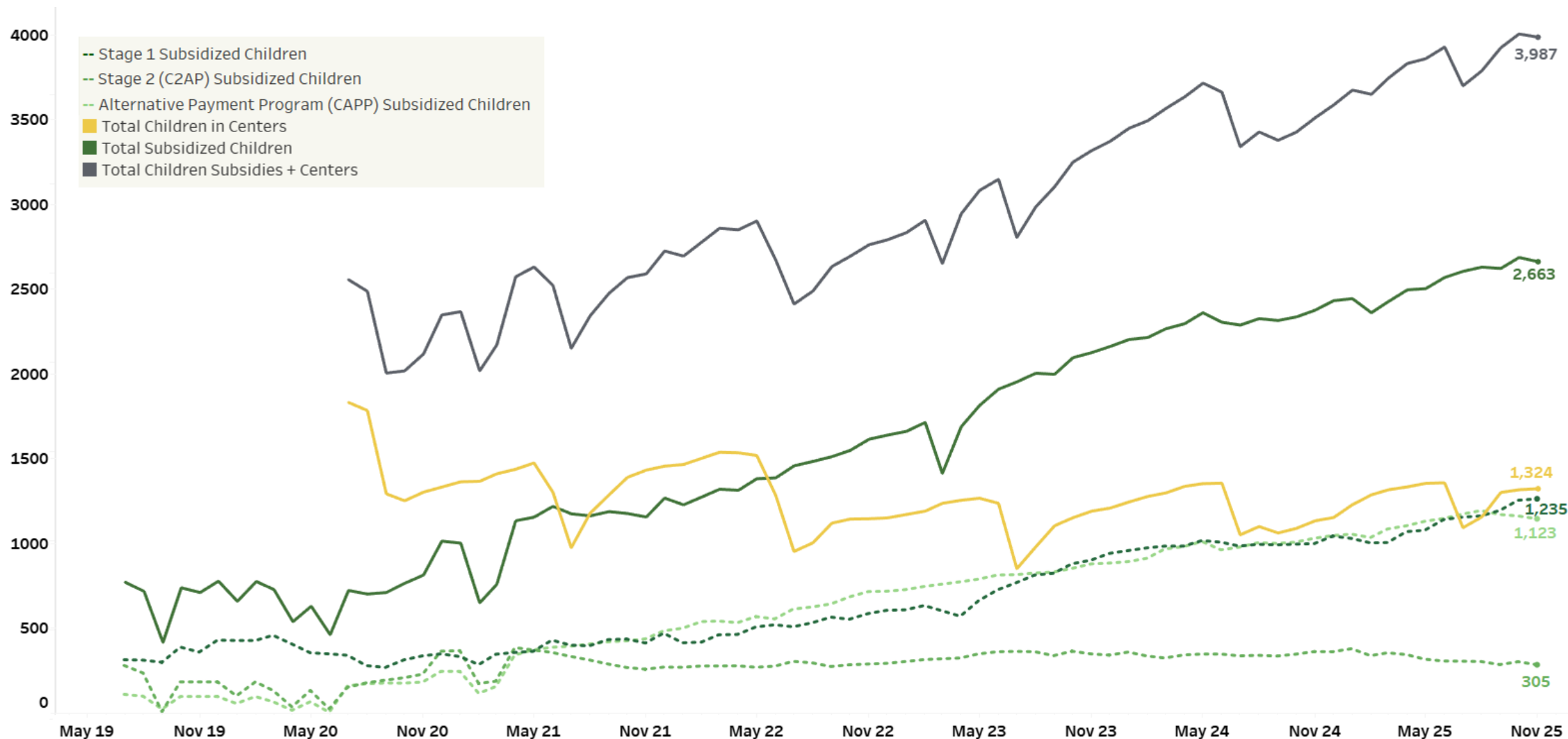


# Vended Meal Services

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

# Children Served in Child Care



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# Head Start Annual Reports & Community Assessment Report

**Federal Requirement:** Head Start Act Sec. 644 (a)(2) – Each Head Start agency shall make available to the public a report published at least once in each fiscal year that discloses the following information from the most recently concluded fiscal year [...].

We published the FY23-24 and FY24-25 annual reports to <https://ehsd.org/community-services/> for public access.

We incorporate results from our annual Community Assessment in the annual reports to provide context for the results. Community Assessment findings also inform our annual grant planning and non-competitive application.



1. Annual Report FY23-24
2. Annual Report FY24-25

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

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# December 2025 Policy Council Actions

The Head Start Policy Council did not convene in December 2025, as per their annual calendar.

Members of the Policy Council Executive Team participated in the Head Start Federal Review January 6-8, 2026.

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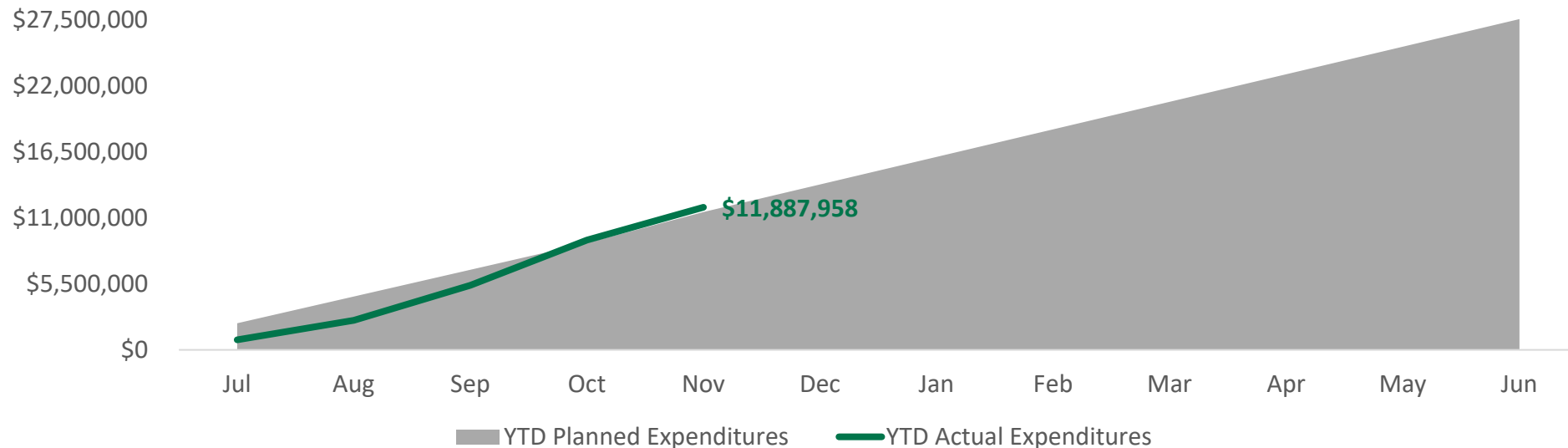


- Federal Environment Updates
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# Head Start Budget Expenditures



Category	FY25-26 Funding	Nov 2025 Expenditures	YTD Expenditures	Remaining Balance
Total Federal Funding	\$20,577,342	\$2,168,091	\$9,338,553	\$11,238,789
Required Non-Federal Share	\$5,144,336	\$542,023	\$2,334,638	\$2,809,698
Measure X Overmatch*	\$1,859,690	\$29,542	\$214,767	\$1,644,923
<b>Total Federal and Non-Federal</b>	<b>\$27,581,368</b>	<b>\$2,739,655</b>	<b>\$11,887,958</b>	<b>\$15,693,410</b>

\*Measure X Overmatch includes roll over funds as of 1/20/26.

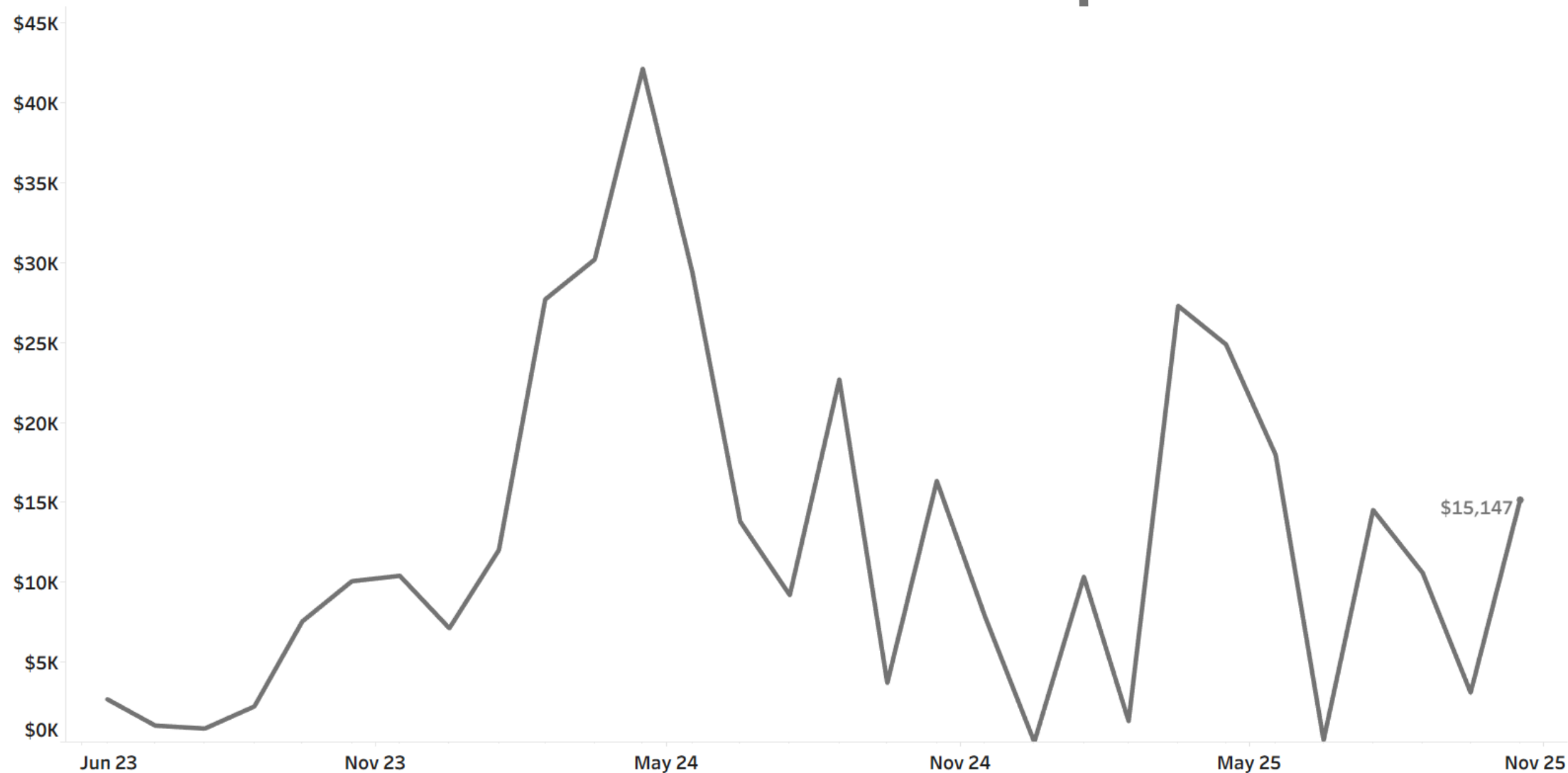
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# Head Start Grant Budget

Budget Year Completed – 42%

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>% YTD ACTUAL</b>	<b>Remaining Budget</b>
<b>1. Personnel</b>	\$6,261,244	\$3,571,236	57%	\$2,690,008
<b>2. Benefits</b>	\$4,136,150	\$1,909,910	46%	\$2,226,240
<b>3. Equipment</b>	\$0	N/A	N/A	N/A
<b>4. Supplies</b>	\$365,797	\$78,850	22%	\$286,947
<b>5. Travel</b>	\$57,213	\$10,523	18%	\$46,690
<b>6. Construction</b>	\$0	N/A	N/A	N/A
<b>7. Other</b>	\$2,497,266	\$1,050,077	42%	\$1,447,189
<b>8. Contractual</b>	\$6,057,509	\$2,188,253	36%	\$3,869,256
<b>9. Indirect Costs</b>	\$1,202,163	\$529,704	44%	\$672,459
<b>TOTAL CHARGES</b>	<b>\$20,577,342</b>	<b>\$9,338,553</b>	<b>45%</b>	<b>\$11,238,789</b>

# 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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- Federal Environment Updates
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# OHS FY26 Federal Monitoring Review

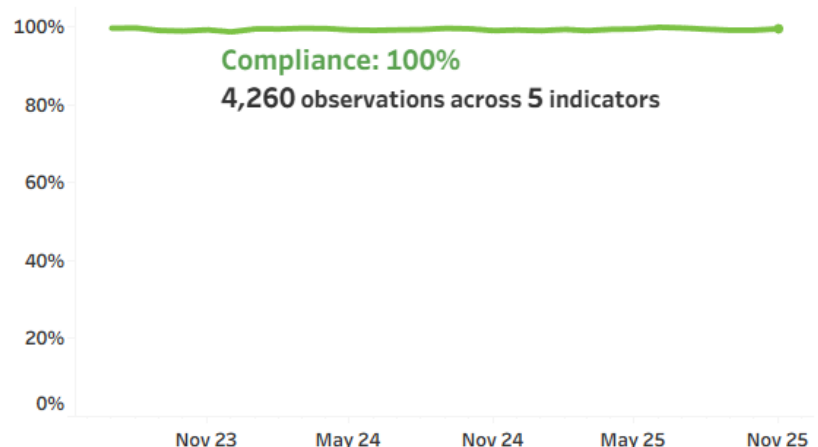
Notified on November 21, 2025 of our scheduled Focus Area 1 (FA1) review. Review conducted January 6-8, 2026.

## Overview of Key Activities

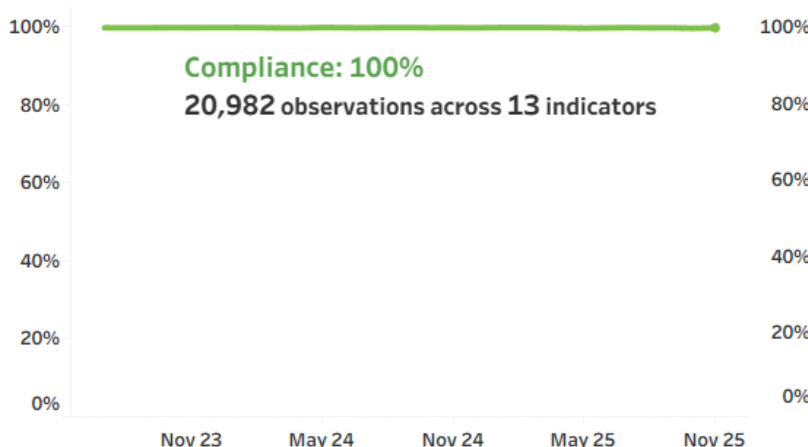
- Discussions with Board of Supervisor members (governing body), Policy Council members, program management staff, fiscal and teaching staff
- Observations of classrooms and centers – 23 centers
- Review of eligibility files – 86 files
- Review of data, documentation, and systems related to fiscal and human resources policies and procedures

# Health and Safety Compliance

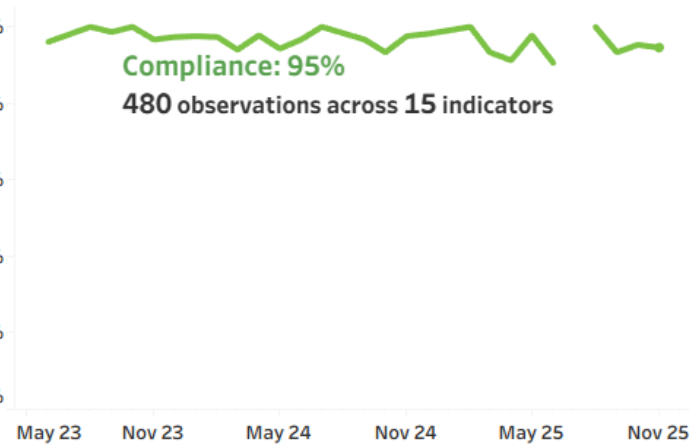
Daily Playground Safety



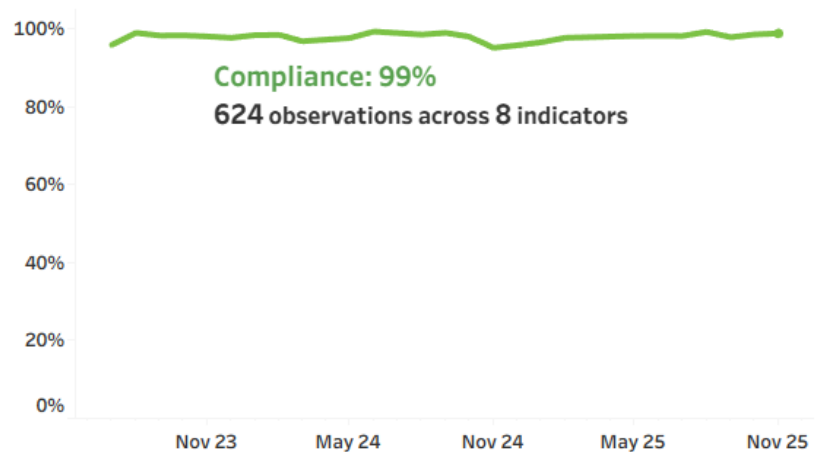
Daily Classroom Health & Safety



Child Transition & Safety



Weekly Facility Safety



Monthly Playground Safety

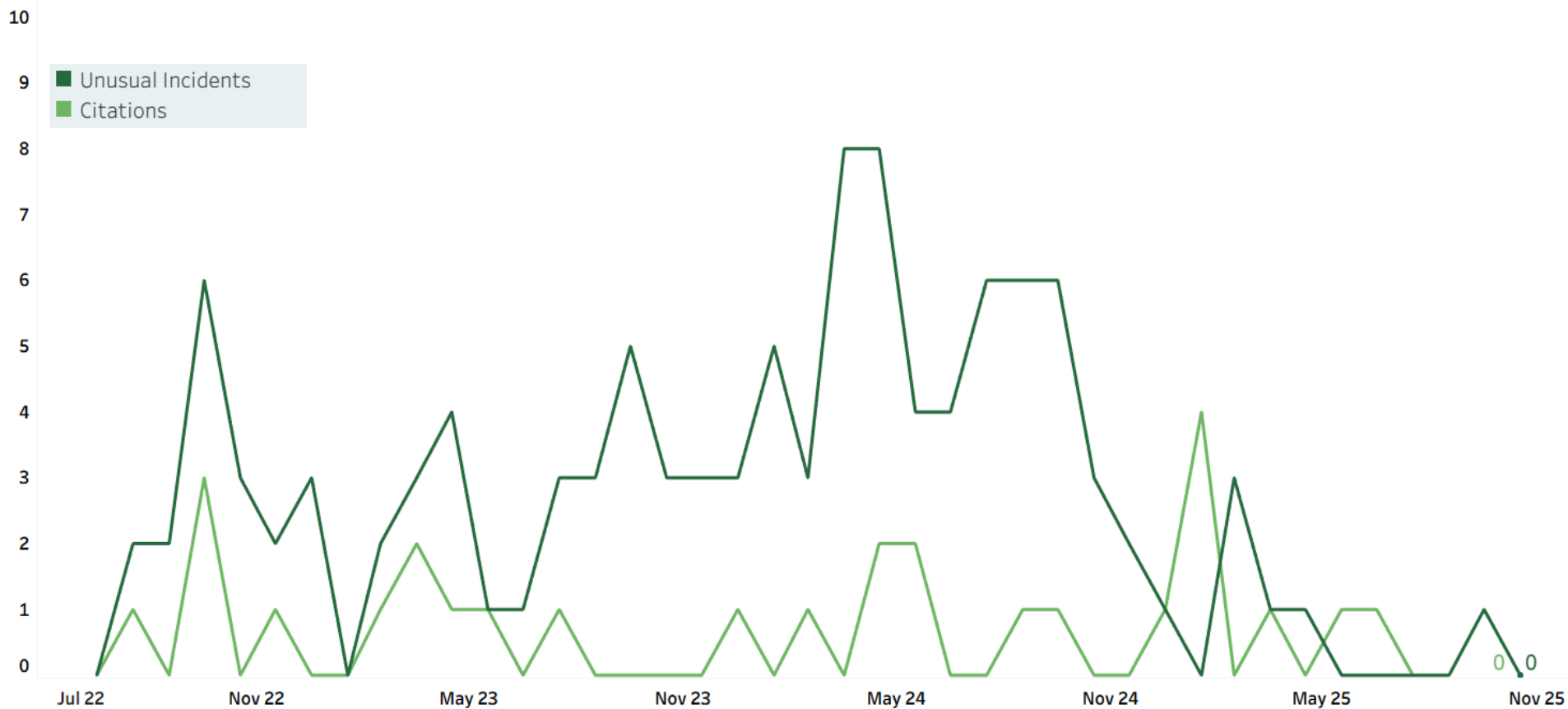


Indicators with non-compliance rates over 10% in November 2025:

1. Safe Environments are evident and promote active supervision of all children. (6/32 = 19%)
2. Wood on playground equipment: There are no splinters, cracks, rotting, or sharp ends. (5/32 = 16%)
3. Classroom Headcount White Board accurately reflects the number of children and staff in room. (4/31 = 13%)
4. Current lesson plan is posted and includes individualization activities and at least 1 Health & Safety component. (4/31 = 13%)

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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.

- Federal Environment Updates
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# CDSS Child Care Bulletin 25-33

**Child Care Bulletin 25-33 issued:** December 3, 2025

**Subject:** Collection of Social Security Numbers

**Information:** Reminds child care and development contractors that Social Security Numbers (SSNs) shall not be required to be collected from families receiving Child Care and Development (CCD) subsidized services. Accordingly, child care and development contractors shall not collect and report this information.

**Action:** No action needed as we are already in compliance.





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

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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.

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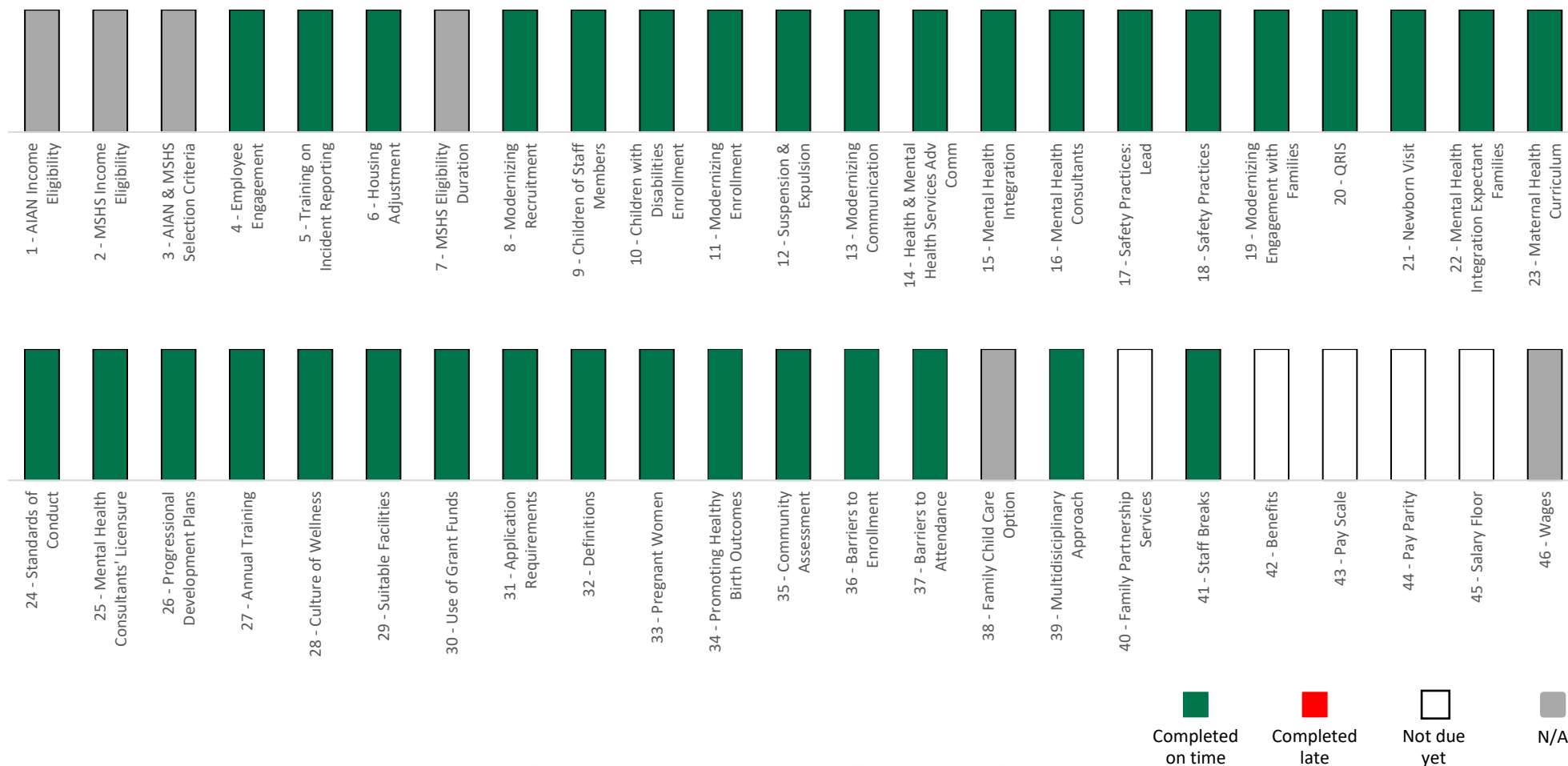


Planned



Completed

# HSPPS Compliance Timeline Progress Chart





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

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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.



# **Community Services Bureau FY23-24 Head Start Program Annual Report**

MJ Robb, Interim Community Services Bureau Director



The Office of Head Start requires grantees to produce a publicly available report for each fiscal year per Head Start Act 644(a)(2) and Head Start Program Performance Standards 1302.102(d)(2). This report serves that purpose, providing data for the Head Start program operated in Contra Costa County Employment and Human Services Department, Community Services Bureau for FY23-24. The tables include Head Start and Early Head Start combined data.

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Head Start Program Financial Audit .....	8

## Head Start Program Children & Families Served

Office of Head Start Reporting Requirement: The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served. Summary of community assessment findings.

**Table 1. Number of Children & Families Served**

	Number Served
Children	1,546
Pregnant Women	51
Families	1,489

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

**Table 2. Average Monthly Enrollment**

	Monthly Enrollment Percentage
July 2023	48%
August 2023	51%
September 2023	57%
October 2023	58%
November 2023	60%
December 2023	61%
January 2024	63%
February 2024	65%
March 2024	68%
April 2024	69%
May 2024	70%
June 2024	70%
Overall Average	62%

**Table 3. Percentage of Eligible Children Served**

	0–5-Year-Old Children
Number of income-eligible children in the county*	14,588
Percentage of income-eligible children served	11%

\*Based on 2023-2025 Community Assessment, updated May 2023, prepared for Contra Costa County, Employment and Human Services Department, Community Services Bureau. Data are based on estimates from 2021 American Community Survey 5-Year Estimates.

## Head Start Program Medical & Dental Services

Office of Head Start Reporting Requirement: The percentage of enrolled children that received medical and dental exams. Summary of community assessment findings.

Table 4. Medical and Dental Exams

	Percentage of Enrolled Children
Received a medical exam	71%
Received a dental exam*	59%

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

\*The 2023-2025 Community Assessment, updated May 2023, prepared for Contra Costa County, Employment and Human Services Department, Community Services Bureau reported 30% of low-income children age 0-5 years old in Contra Costa County had visited a dentist. Data are based on the 2023 California County Scorecard of Children’s Wellbeing published by Children Now.



## Head Start Program Parent Involvement Activities

Office of Head Start Reporting Requirement: Information about parent involvement activities.

Table 5. Parent Involvement Activities

	Percentage of Families
Received at least one program service	76%
Received education on preventative medical and oral health	52%
Participated in discussions on their child’s assessment results and progress	60%

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

## Head Start Program Kindergarten Readiness

Office of Head Start Reporting Requirement: The agency's efforts to prepare children for kindergarten.

We assess children's kindergarten readiness using the Desired Results Developmental Profile (DRDP), which is designed for use with all children from early infancy up to kindergarten entry.<sup>1</sup> We review results from the previous year to establish a goal for each of the four age groups (i.e., infants, toddlers, preschool children, and pre-kindergarten children) and then assess their progress three times during the year. We provide the goals, baseline results, and year-end results in the tables below.

**Table 6. School Readiness Results – Infants**

	Goal for June 2024	Baseline Results	Year-End Results
Physical Development & Health	85%	72%	86%
Language & Literacy Development	75%	72%	91%
Approaches to Learning	80%	72%	90%
Social & Emotional Development	75%	72%	85%
Cognition Including Math	85%	72%	84%

**Table 7. School Readiness Results – Toddlers**

	Goal for June 2024	Baseline Results	Year-End Results
Physical Development & Health	95%	87%	99%
Language & Literacy Development	90%	77%	94%
Approaches to Learning	90%	82%	95%
Social & Emotional Development	90%	84%	96%
Cognition Including Math	85%	71%	92%

**Table 8. School Readiness Results – Preschool Children**

	Goal for June 2024	Baseline Results	Year-End Results
Physical Development & Health	85%	73%	91%
Language & Literacy Development	75%	59%	87%
Approaches to Learning	75%	49%	83%
Social & Emotional Development	80%	59%	92%
English Language Development	75%	66%	78%
Cognition Including Math	75%	52%	81%

**Table 9. School Readiness Results – Pre-Kindergarten Children**

	Goal for June 2024	Baseline Results	Year-End Results
Physical Development & Health	85%	69%	94%
Language & Literacy Development	80%	50%	82%
Approaches to Learning	80%	53%	87%
Social & Emotional Development	80%	57%	87%
English Language Development	80%	49%	81%
Cognition Including Math	80%	56%	89%

<sup>1</sup> <https://www.cde.ca.gov/sp/cd/ci/documents/drdp2015preschool.pdf>



## Head Start Program Funding

Office of Head Start Reporting Requirement: The total amount of public and private funds received and the amount from each source.

Our FY23-24 Head Start funding came from the 5<sup>th</sup> year of our 5-year grant from 2019-2024. The budget period was originally from January 2023 through December 2023, and we received a carryover award through June 2024 and a budget revision through August 2024 (20 months total). This annual report covers the full grant period (January 2023-August 2024). All funding was from public sources.

**Table 10. Program Funding Sources (January 2023 – August 2024)**

	Type	Amount
Original Federal Share	Public – Federal	\$27,553,039
Original Non-Federal Match Share	Public – State	\$6,888,260
COLA & Quality Improvement Federal Share	Public – Federal	\$2,108,872
COLA & Quality Improvement Non-Federal Match Share	Public – State	\$527,219
Carryover Federal Share	Public – Federal	\$10,128,238
Carryover Non-Federal Match Share	Public – State	\$899,965
Total		\$48,105,593

## Head Start Program Budget Spending

Office of Head Start Reporting Requirement: An explanation of budgetary expenditures and proposed budget for the fiscal year.

Our FY23-24 Head Start funding came from the 5<sup>th</sup> year of our 5-year grant from 2019-2024. The budget period was originally from January 2023 through December 2023, and we received a carryover award through June 2024 and a budget revision through August 2024 (20 months total). We will report on the full grant year (January 2023 – August 2024) for this year's annual report.

Table 11. Budget Spending (January 2023 – August 2024)

	Budgeted Amount	Actual Expenditure Amount	Actual Expenditure Percentage
1. Personnel	\$12,790,271	\$10,991,015	86%
2. Benefits	\$6,225,065	\$6,318,344	101%
3. Equipment	\$170,000	\$102,842	60%
4. Supplies	\$1,923,240	\$1,453,109	76%
5. Travel	\$98,950	\$105,719	107%
6. Construction	\$0	\$0	N/A
7. Other	\$7,682,884	\$3,962,481	52%
8. Contractual	\$9,374,496	\$10,695,534	114%
9. Indirect Costs	\$1,525,242	\$1,436,748	94%
10. Non-Federal Match	\$8,315,445	\$9,163,695	110%
Total	\$48,105,593	\$44,229,488	92%

## Head Start Program Financial Audit

Office of Head Start Reporting Requirement: The results of the most recent review by the Secretary and the financial audit.

The Head Start grant is included in Contra Costa County's annual Single Audit. The most recent audit and related findings for FY23-24 program year are described below. There was no review by the secretary in FY23-24.

Table 12. Head Start Financial Audit

Date Audit Completed	January 26, 2024
Date Audit Received by Contra Costa County Finance Committee	June 3, 2024
Date Audit Approved by Board of Supervisors for Head Start grant	October 10, 2024
Audit Findings – Category	Activities Allowed or Unallowed and Allowable Costs/Costs Principles
Audit Findings – Type	Significant deficiency in internal control over compliance
Audit Findings – Summary	In August 2022, the Head Start programs were inappropriately charged with costs related to the Pandemic Service Relief Payments (PSRP).
Audit Findings – Status	These disallowed costs have been corrected in the January 2024 Head Start drawdown. Corrections were completed before audit conclusion.



# **Community Services Bureau FY24-25 Head Start Program Annual Report**

MJ Robb, Interim Community Services Bureau Director



The Office of Head Start requires grantees to produce a publicly available report for each fiscal year, per Head Start Act 644(a)(2) and Head Start Program Performance Standards 1302.102(d)(2). This report serves that purpose, providing data for the Head Start program operated by Contra Costa County’s Employment and Human Service Department, Community Services Bureau for FY24-25. The tables include Head Start and Early Head Start combined data.

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## Head Start Program Children & Families Served

Office of Head Start Reporting Requirement: The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served. Summary of community assessment findings.

**Table 1. Number of Children & Families Served**

	FY23-24	FY24-25
	Number Served	Number Served
Children	1,546	1,637
Pregnant Women	51	69
Families	1,489	1,563

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

**Table 2. Average Monthly Enrollment**

	FY23-24	FY24-25
	Monthly Enrollment Percentage	Monthly Enrollment Percentage
July 2024	48%	57%
August 2024	51%	56%
September 2024	57%	79%
October 2024	58%	82%
November 2024	60%	85%
December 2024	61%	87%
January 2025	63%	93%
February 2025	65%	98%
March 2025	68%	100%
April 2025	69%	100%
May 2025	70%	100%
June 2025	70%	100%
Overall Average	62%	86%

**Table 3. Percentage of Eligible Children Served**

	FY23-24	FY24-25
	0-5 Year Old Children	0-5 Year Old Children
Number of income-eligible children in County*	14,588	13,110
Percentage of income-eligible children served	11%	12%

\*The FY24-25 data are based on 2025-2029 Community Assessment, updated January 2025, prepared for Contra Costa County, Employment and Human Services Department, Community Services Bureau. Data are based on estimates from 2023 American Community Survey 5-Year Estimates. See original annual reports for prior year data sources.

## Head Start Program Medical & Dental Services

Office of Head Start Reporting Requirement: The percentage of enrolled children who received medical and dental exams. Summary of community assessment findings.

Table 4. Medical and Dental Exams

	FY23-24	FY24-25
	Percentage of Enrolled Children	Percentage of Enrolled Children
Received a medical exam	71%	69%
Received a dental exam	59%*	67%

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

\*The 2025-2029 Community Assessment, updated January 2025, prepared for Contra Costa County, Employment and Human Services Department, Community Services Bureau reported that 41% of low-income children ages 0-5 years old in Contra Costa County had visited a dentist. Data are based on the 2023 California County Scorecard of Children’s Wellbeing published by Children Now.

## Head Start Program Parent Involvement Activities

Office of Head Start Reporting Requirement: Information about parent involvement activities.

Table 5. Parent Involvement Activities

	FY23-24 Percentage of Families	FY24-25 Percentage of Families
Received at least one program service	76%	79%
Received education on preventative medical and oral health	52%	51%
Participated in discussions on their child's assessment results and progress	60%	65%

Data from annual Program Information Report (PIR) submission to the Office of Head Start.

## Head Start Program Kindergarten Readiness

Office of Head Start Reporting Requirement: The agency's efforts to prepare children for kindergarten.

We assess children's kindergarten readiness using the Desired Results Developmental Profile (DRDP), which is designed for use with all children from early infancy through kindergarten entry.<sup>1</sup> We review results from the previous year to establish a goal for each of the four age groups (i.e., infants, toddlers, preschool children, and pre-kindergarten children) and then assess their progress three times during the year. We provide the goals, baseline results, and year-end results in the tables below.

**Table 6. School Readiness Results – Infants**

	Goal for June 2025	Baseline Results	Year-End Results
Physical Development & Health	80%	81%	91%
Language & Literacy Development	80%	78%	84%
Approaches to Learning	80%	74%	88%
Social & Emotional Development	80%	84%	88%
Cognition Including Math	80%	79%	90%

**Table 7. School Readiness Results – Toddlers**

	Goal for June 2025	Baseline Results	Year-End Results
Physical Development & Health	80%	77%	95%
Language & Literacy Development	80%	36%	83%
Approaches to Learning	80%	80%	91%
Social & Emotional Development	80%	69%	88%
Cognition Including Math	80%	64%	88%

**Table 8. School Readiness Results – Preschool Children**

	Goal for June 2025	Baseline Results	Year-End Results
Physical Development & Health	85%	61%	86%
Language & Literacy Development	80%	39%	77%
Approaches to Learning	80%	39%	76%
Social & Emotional Development	80%	52%	84%
English Language Development	80%	47%	81%
Cognition Including Math	80%	34%	77%

**Table 9. School Readiness Results – Pre-Kindergarten Children**

	Goal for June 2025	Baseline Results	Year-End Results
Physical Development & Health	85%	59%	95%
Language & Literacy Development	80%	42%	88%
Approaches to Learning	80%	36%	84%
Social & Emotional Development	80%	53%	92%
English Language Development	80%	51%	79%
Cognition Including Math	80%	38%	84%

<sup>1</sup> <https://www.cde.ca.gov/sp/cd/ci/documents/drdp2015preschool.pdf>

## Head Start Program Funding

Office of Head Start Reporting Requirement: The total amount of public and private funds received and the amount from each source.

Our FY24-25 Head Start funding came from the 1<sup>st</sup> year of our 5-year grant from 2024-2029. The budget period was from September 2024 through June 2025 (10 months total). We will report on the full grant year (September 2024 – June 2025) for this year’s annual report. 100% of funding comes from public sources.

Table 10. Program Funding Sources (September 2024 – June 2025)

	Type	Amount
Original Federal Share	Public – Federal	\$20,356,394
Original Non-Federal Match Share	Public – State	\$5,089,099
Total		\$25,445,493



## Head Start Program Budget Spending

Office of Head Start Reporting Requirement: An explanation of budgetary expenditures and proposed budget for the fiscal year.

Our FY24-25 Head Start funding came from the 1<sup>st</sup> year of our 5-year grant from 2024-2029. The budget period was from September 2024 through June 2025. We will report on the full grant year (September 2024 – June 2025) for this year's annual report.

Table 11. Budget Spending (September 2024 – June 2025)

	Budgeted Amount	Actual Expenditure Amount	Actual Expenditure Percentage
1. Personnel	\$5,403,195	\$4,748,568	88%
2. Benefits	\$3,397,534	\$3,144,317	93%
3. Equipment	\$710,000	\$828	<1%
4. Supplies	\$372,548	\$263,258	71%
5. Travel	\$34,510	\$40,648	118%
6. Construction	\$1,308,372	\$0	0%
7. Other	\$2,774,571	\$2,308,990	83%
8. Contractual	\$5,321,564	\$4,486,743	84%
9. Indirect Costs	\$1,034,101	\$1,264,982	122%
10. Non-Federal Match	\$5,089,099	\$4,064,583	80%
Total	\$25,445,493	\$20,322,917	80%

## Head Start Program Financial Audit

Office of Head Start Reporting Requirement: The results of the most recent review by the Secretary and the financial audit.

The Head Start grant is included in Contra Costa County’s annual Single Audit. The most recent audit and findings following the FY24-25 program year are described below. There was no review by the Secretary in FY23-24.

Table 12. Head Start Financial Audit

Date Audit Completed	December 23, 2024
Date Audit Received by Contra Costa County Finance Committee	November 3, 2025
Date Audit Approved by Board of Supervisors for Head Start grant	December 16, 2025
Audit Findings – Category	None
Audit Findings – Type	None
Audit Findings – Summary	N/A
Audit Findings – Status	N/A

December 3, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 25-33**

The purpose of this Child Care Bulletin (CCB) is to remind child care and development contractors that Social Security Numbers (SSNs) shall not be required to be collected from families receiving Child Care and Development (CCD) subsidized services. Accordingly, child care and development contractors shall not collect and report this information.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

December 3, 2025

CHILD CARE BULLETIN (CCB) NO. 25-33

GUIDANCE TYPE: INFORMATIVE

TO: ALL CHILD CARE CONTRACTORS

SUBJECT: COLLECTION OF SOCIAL SECURITY NUMBERS

APPLICABLE PROGRAMS: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS),  
CALWORKS STAGE 2 (C2AP),  
CALWORKS STAGE 3 (C3AP),  
CALIFORNIA ALTERNATIVE PAYMENT PROGRAM (CAPP),  
GENERAL CHILD CARE AND DEVELOPMENT (CCTR),  
CHILDREN WITH SEVERE DISABILITIES (CHAN),  
FAMILY CHILD CARE HOME EDUCATION NETWORKS (CFCC),  
MIGRANT CHILD CARE AND DEVELOPMENT PROGRAM (CMIG),  
CALIFORNIA MIGRANT ALTERNATIVE PAYMENT PROGRAM (CMAP)

REFERENCES: [UNITED STATES CODE \(U.S.C\) TITLE 42 § 9858\(a\)\(1\)\(E\);](#)  
[CALIFORNIA CODE OF REGULATIONS \(CCR\) TITLE 5 § 18117;](#)  
[MANAGEMENT BULLETIN \(MB\) 17-20;](#)  
[WELFARE AND INSTITUTIONS CODE \(WIC\) § 10269](#)

## Purpose

The purpose of this Child Care Bulletin (CCB) is to remind child care and development contractors that Social Security Numbers (SSNs) shall not be required to be collected from families receiving Child Care and Development (CCD) subsidized services. Accordingly, child care and development contractors shall not collect and report this information.

## Background

States are subject to federal reporting requirements in connection with the administration of subsidized child care and development services. For the purpose of eligibility certification for these services, [42 U.S.C. § 9858i\(a\)\(1\)\(E\)](#), prohibits states from reporting personally identifiable information, which includes SSNs. Guidance to contractors on this prohibition was originally issued in [Management Bulletin 17-20](#), by the California Department of Education (CDE) prior to the transfer of child care and development programs to the California Department of Social Services (CDSS) in 2021.

## **Guidance**

Contractors shall not collect SSNs on any forms families complete, or any documentation collected for the purpose of enrollment into subsidized services. The [CCD 26](#), Confidential Application for Child Care and Development Services and Certification of Eligibility Form, does not have a field for this information. Agencies will use the Family Identification Case Number (FICN) field on the application to assign family unique identifiers. The FICN cannot contain the Head-of-Household SSN or the child SSN. Information about the FICN may be found in the [CDSS-CDMIS User Manual](#).

It is not necessary to redact or destroy previously collected records that may contain SSNs. These records should be maintained and retained in accordance with [Welfare and Institutions Code \(WIC\) 10269](#), which states that records shall be retained by each contractor for at least five years, or, where an audit has been requested by a state agency, until the date the audit is resolved, whichever is longer. As a reminder, in accordance with the [California Code of Regulations, Title 5, Section 18117](#), the use or disclosure of information pertaining to the child or family shall be restricted to purposes directly connected with the administration of the program.

The use of the last four digits of SSNs is still required on income-based Household Meal Applications for the Child and Adult Care Food Program, administered by the CDSS, and the other Child Nutrition Programs administered by the CDE. Information about the Child Nutrition Programs administered by the CDE may be found on the [CDE School Nutrition Programs Eligibility Web Page](#).

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned [Program Quality Improvement Consultant](#).

Sincerely,

### ***Original Document Signed By***

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



### 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	<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).	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	<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.	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	<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.	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	<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.	10/21/2024	Compliant	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.
14	<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.	10/21/2024	Compliant	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.
15	<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.	10/21/2024	Compliant	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.

**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	<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.	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	<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.	10/21/2024	Compliant	The Growing Great Kids® curriculum includes prenatal health and postpartum education.
24	<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.	10/21/2024	Compliant	CSB standards of conduct, signed by all staff, consultants and volunteers annually.
25	<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.	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	<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.	10/21/2024	Compliant	Professional development plans are incorporated into the annual performance evaluation for staff in classifications providing direct services to children.
27	<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.	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	<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".	10/21/2024	Compliant	CCC is using new and revised definitions under this section.
33	<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.	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	<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.	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 posisitve 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	<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.	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	<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.	8/1/2027	In-Progress	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.
41	<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.	8/1/2027	Compliant	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.

**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 is in 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 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.