



CONTRA COSTA COUNTY

AGENDA

Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

Monday, July 21, 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 May 19, 2025. [25-2857](#)

Attachments: [Head Start Committee Minutes - May 19 2025](#)

6. DISCUSS and ACCEPT the Head Start Committee Update. [25-2858](#)

Attachments: [July 2025 Head Start Committee Update](#)

- [1. Notice of Award 09CH012839-02](#)
- [2. OHS Monitoring Review Report - 09CH012839](#)
- [3. MB-25-05 Revised State Median Income Ceilings and Income Ranking Table for FY25-26](#)
- [4. MB-25-06 Assessment and Reporting of Family Fees for FY25-26](#)
- [5. CCB-25-15 Implementation of Assembly Bill \(AB\) 1808](#)
- [6. CCB-25-16 Revised Family Fee Schedule for FY25-26](#)
- [7. CCB-25-17 Revised State Median Income Ceilings and Income Ranking Table for FY25-26](#)
- [8. New HSPPS Compliance Timeline and Analysis](#)

7. The next meeting is currently scheduled for September 15, 2025.
8. Adjourn

General Information

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

HOW TO PROVIDE PUBLIC COMMENT:

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

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

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

For Additional Information Contact: Sheila Walsh 925-608-8809



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2857

Agenda Date: 7/21/2025

Agenda #: 5.

Choose an item.

Meeting Date: July 21, 2025

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

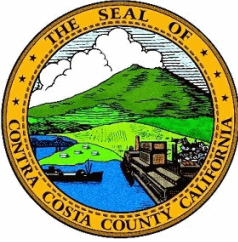
Department: Employment and Human Services Department

Presenter: Scott Thompson

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

APPROVE the Board of Supervisors Head Start Committee Minutes of May 19, 2025.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

Monday, May 19, 2025

9:00 AM

**1470 Civic Court, Suite 200, Concord |
11780 San Pablo Ave., Suite D, El Cerrito |
190 E 4th Street, Pittsburg |
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

**Attendees: Supervisor John Gioia (Chair), Supervisor Scales-Preston (Vice Chair)
Chair Gioia called the meeting to order at 9:03am 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 Board of Supervisors Head Start Committee Minutes of [25-1933](#)
March 17, 2025.

Attachments: [DRAFT Head Start Committee Minutes - Mar 17 2025](#)

This Discussion Item was approved.

6. DISCUSS and ACCEPT the Head Start Committee Update. [25-1934](#)

Attachments: [May 2025 Head Start Committee Update](#)
[1. ACF-OHS-IM-25-04 Expanding Educational Freedom and Opportunities for Families in Head Start Programs](#)
[2. MB-25-03 Serving Two-Year-Old Children in CSPP](#)
[3. New HSPPS Compliance Timeline and Analysis](#)

Marla Stuart discussed the Significant Health and Safety Standards deficiency received on May 1, 2025 due to four child safety incidents, shared our plan for corrective actions, and received feedback from the Committee members.

This Discussion Item was approved.

7. The next meeting is currently scheduled for July 21, 2025 at 9am.
8. Adjourn

Meeting adjourned at 9:28am.

General Information

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For Additional Information Contact: Sheila Walsh 925-608-8809



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-2858

Agenda Date: 7/21/2025

Agenda #: 6.

Choose an item.

Meeting Date: July 21, 2025

Subject: Head Start Committee Update

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: Scott Thompson

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

DISCUSS and ACCEPT the Head Start Committee Update.

Head Start Committee Update



July 21, 2025

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

Scott Thompson, Community Services Bureau Interim Director, Head Start Director

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

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Outline

Topic	Federal Head Start	State Child Care
Federal Environment Updates	To date	
Child Care Center Services	June 2025	June 2025
Policy Council Actions	No quorum	
Budget	May 2025	May 2025
Monitoring	June 2025	June 2025
Official Funder Communication	June 2025	June 2025
Recommendation	✓	
Appendices	For Information	

Building Brighter Futures Together

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

Building Brighter Futures Together



Federal Environment Updates

Sources of Information

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

Categories of Impact

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

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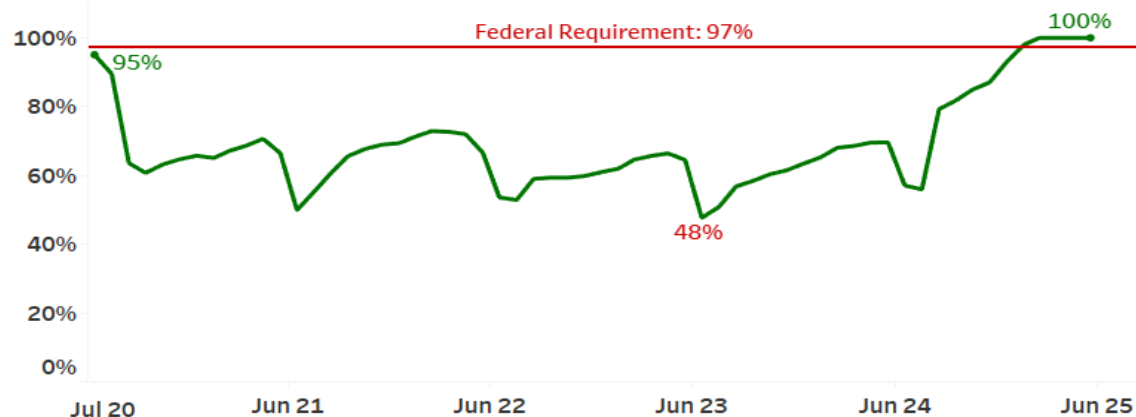
- Federal Environment Updates
- **Child Care Center Services**
- Budget
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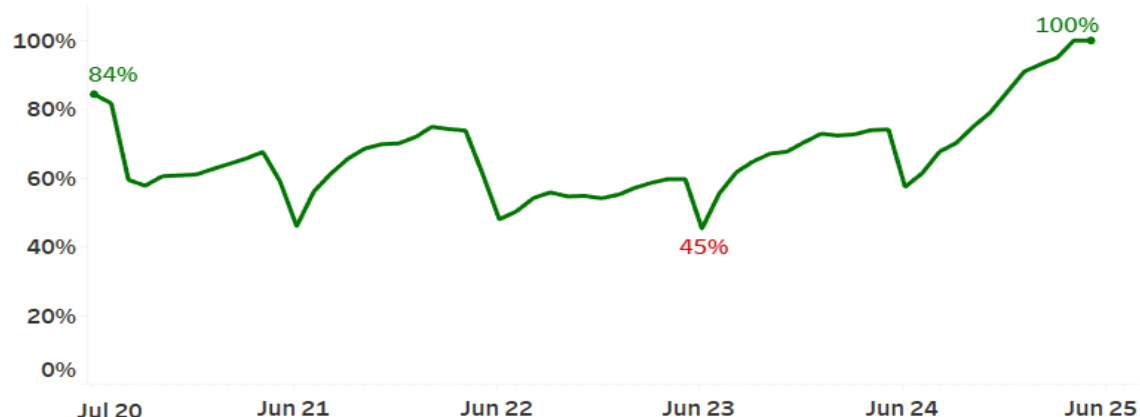


Center Enrollment Rates

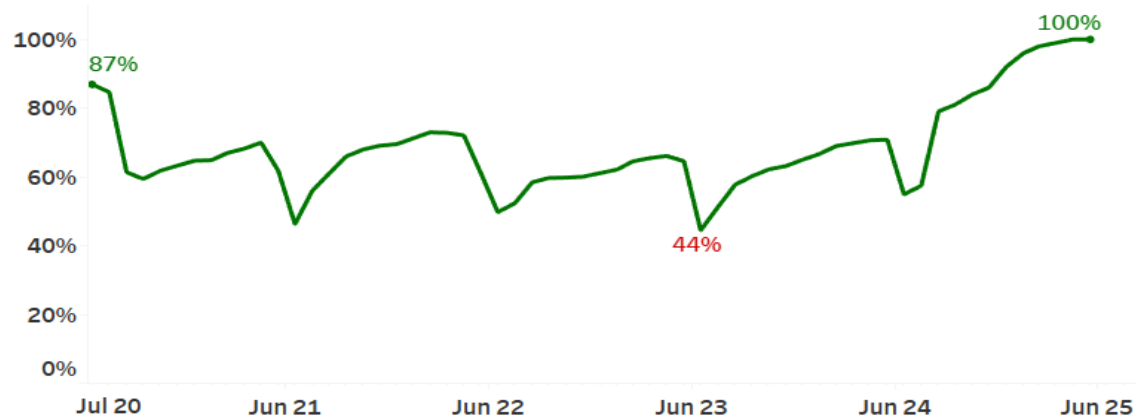
Federal Filled Slots



State Filled Slots



Total Filled Slots



Current Slot Allotments:

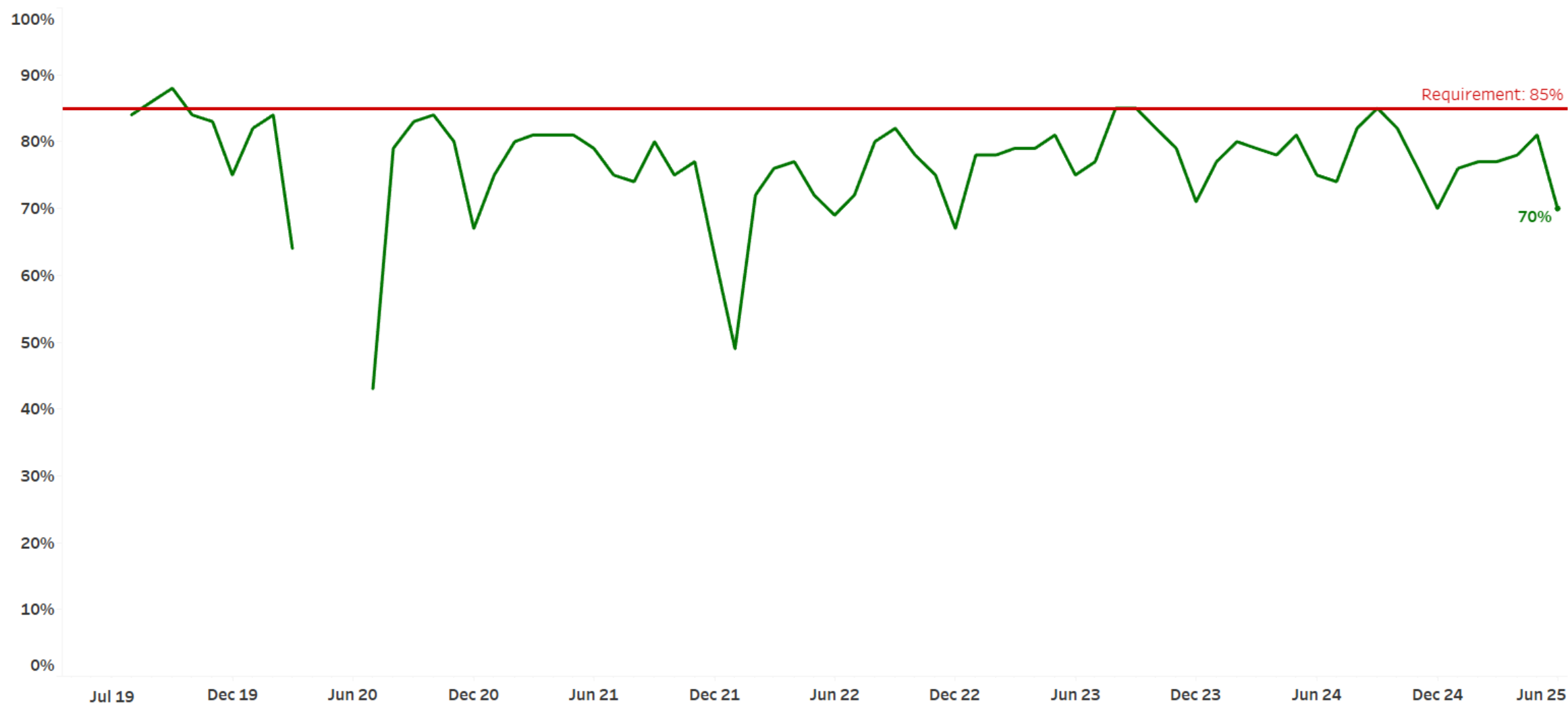
- Federal Slots (Head Start) = 1,201 (1,201 filled slots as of June 2025)
- State Slots (CDE and CDSS) = 764 (764 filled slots as of June 2025)
- Total Unique Slots = 1,345 (1,345 filled slots as of June 2025)

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.

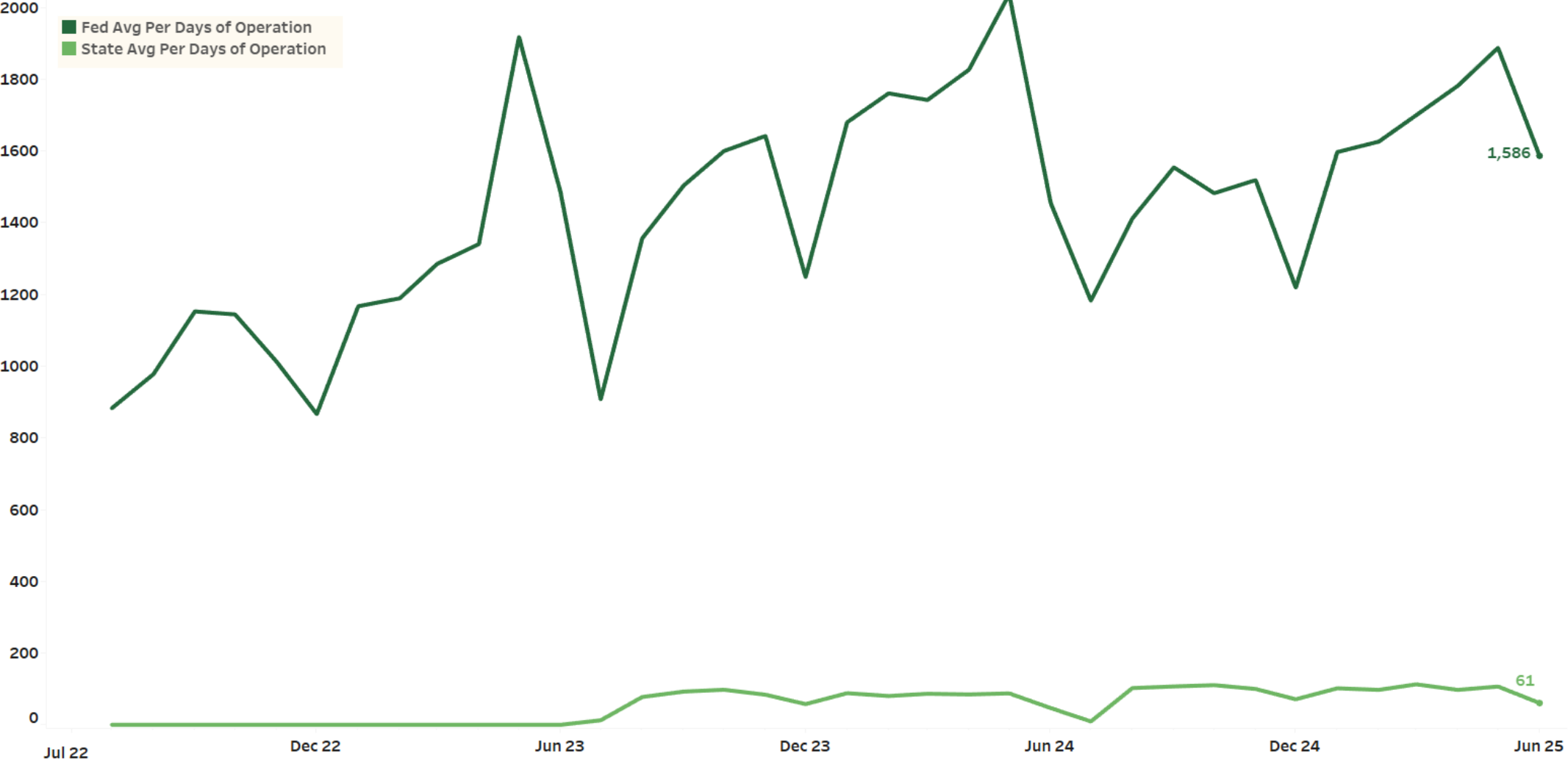
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Center Attendance Rates



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Average Center Meals & Snacks Per Day



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Vended Meals Services Contract

Vendor: Ordo, Inc.
with meals prepared locally by Chef Tom from Classic Catering in Pleasant Hill

Term: August 1, 2025 – June 30, 2026
(up to 4 one-year renewal options)

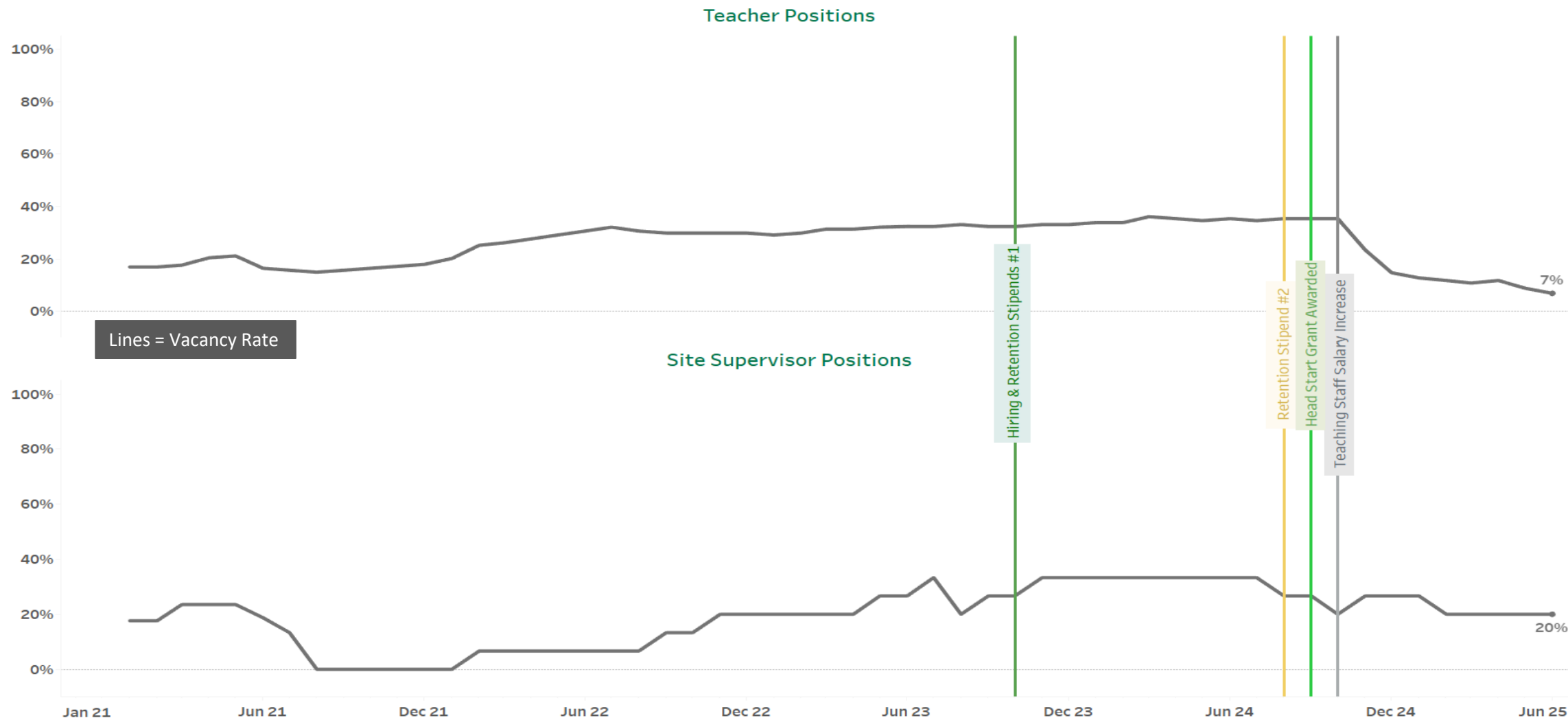
Annualized Amount: \$1,250,581
initial 11-month contract = \$1,146,366
annual funding increases expected

Retained Staff: 4 of the 8 potentially impacted positions

Presented on Consent Calendar today (7/22/25)

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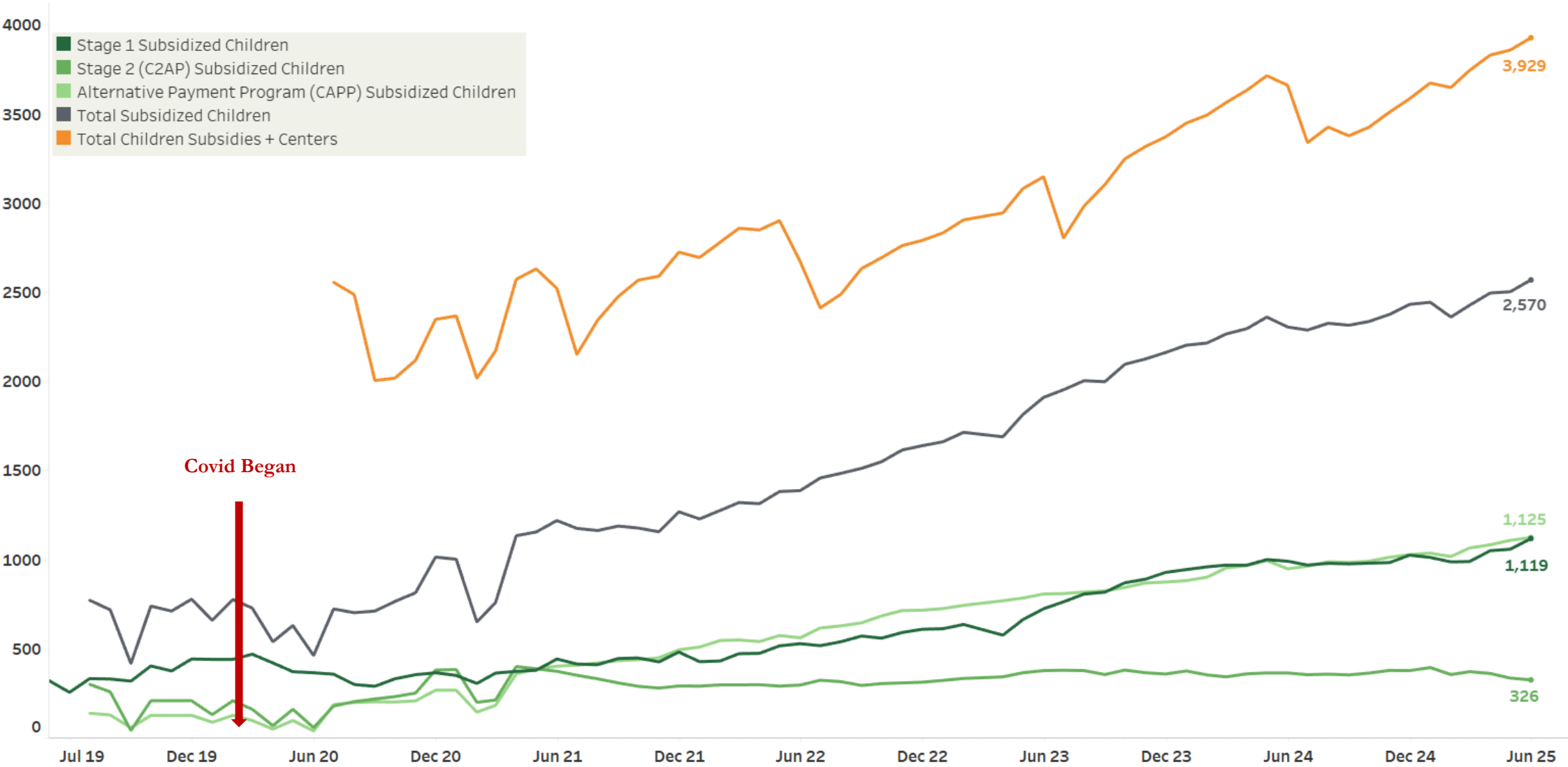
Center Teacher and Site Supervisor Vacancies



Teacher vacancies rates declined starting in November 2024 due to elimination of FTEs along with hiring.

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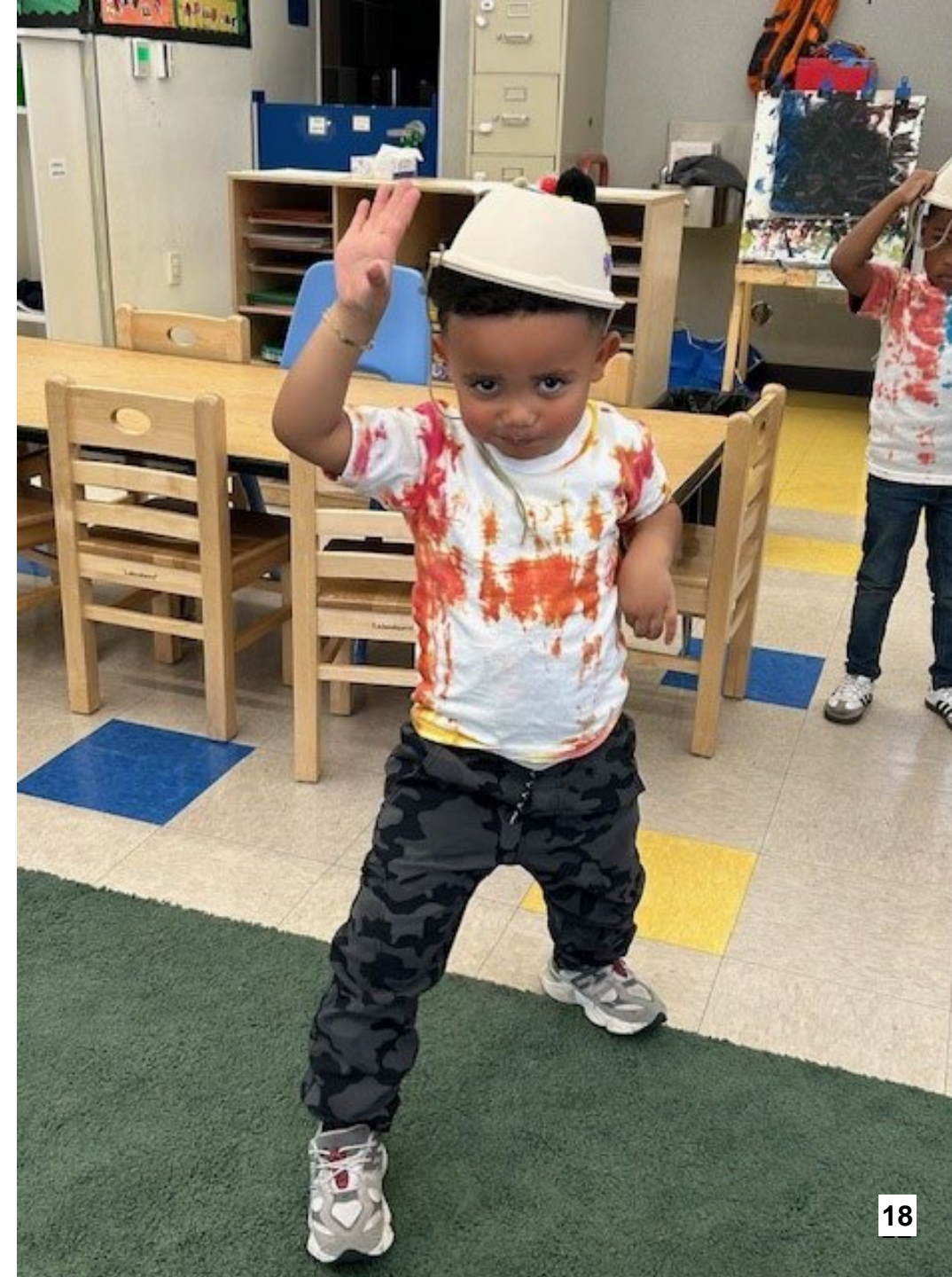
Child Care Subsidies



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- Federal Environment Updates
- Child Care Center Services
- **Budget**
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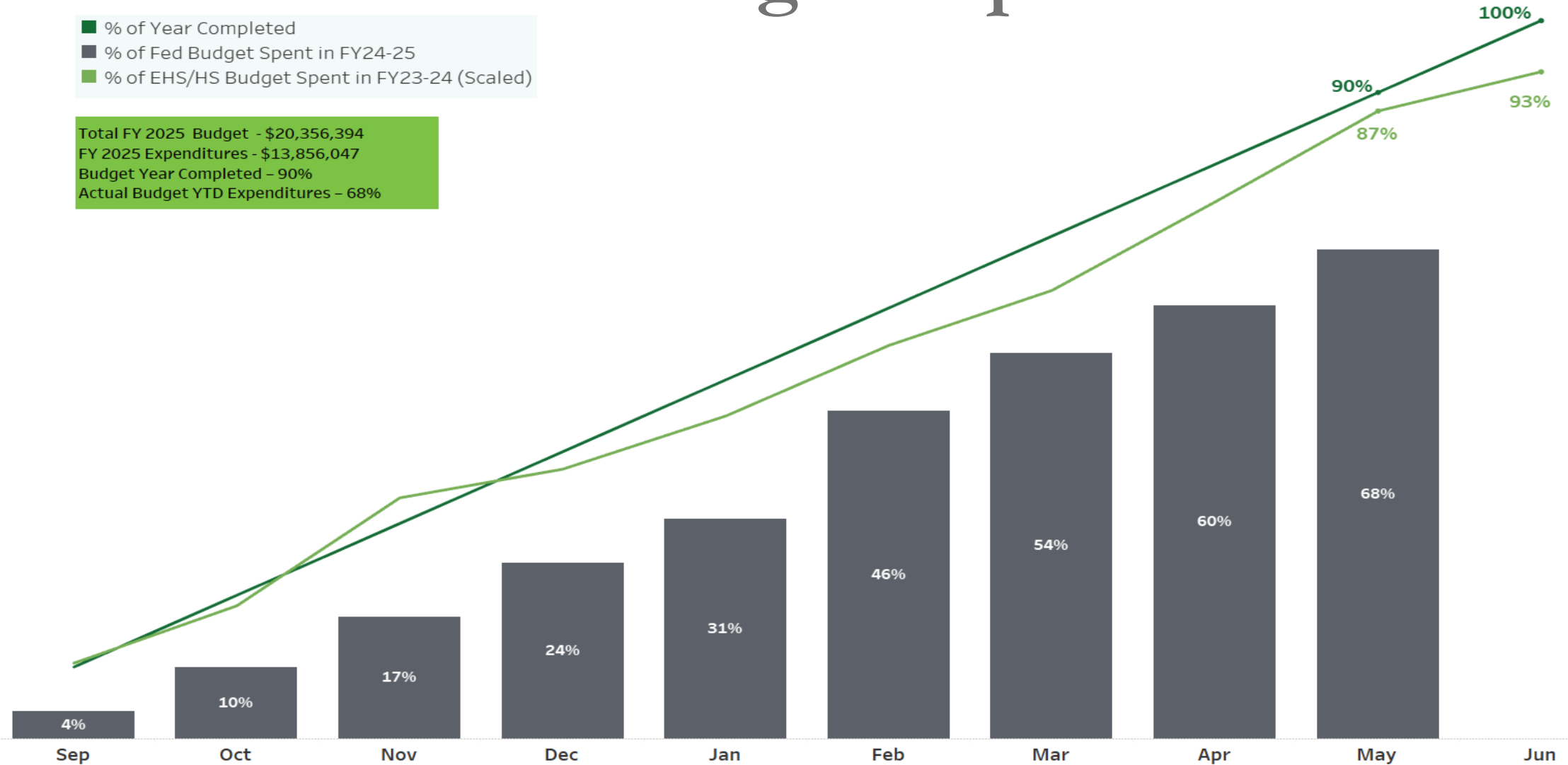
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Head Start Budget Expenditures

- % of Year Completed
- % of Fed Budget Spent in FY24-25
- % of EHS/HS Budget Spent in FY23-24 (Scaled)

Total FY 2025 Budget - \$20,356,394
FY 2025 Expenditures - \$13,856,047
Budget Year Completed - 90%
Actual Budget YTD Expenditures - 68%



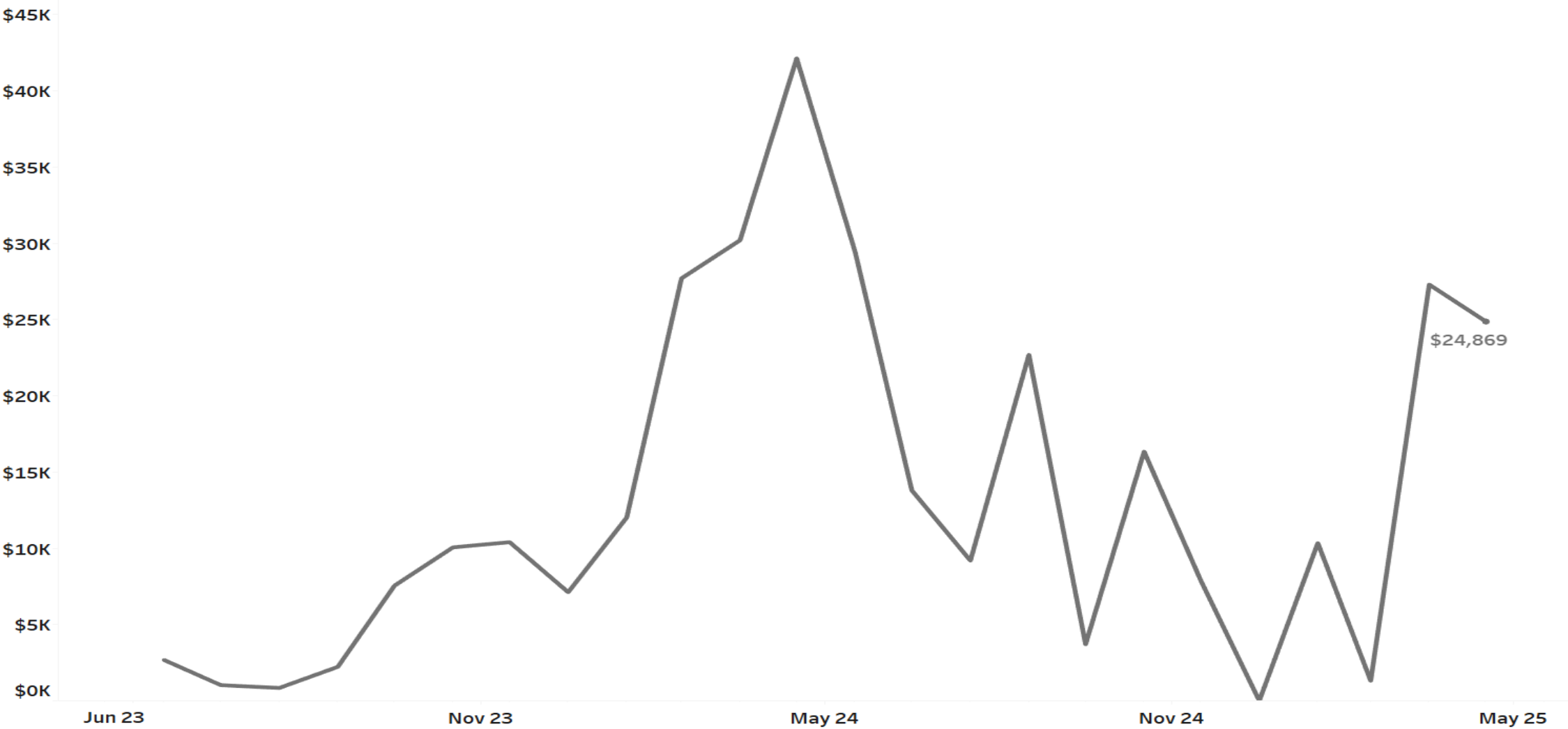
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Head Start Grant Budget

Budget Year Completed – 90%

	A	B	C	D
	Budget	YTD ACTUAL	% YTD ACTUAL	Remaining Budget
1. Personnel	\$5,403,194	\$4,268,950	79%	\$1,134,245
2. Benefits	\$3,397,534	\$2,833,009	83%	\$564,525
3. Equipment	\$710,000	\$828	0.1%	\$709,172
4. Supplies	\$372,548	\$254,858	68%	\$117,689
5. Travel	\$34,510	\$25,775	75%	\$8,735
6. Construction	\$1,308,372	\$0	0%	\$1,308,372
7. Other	\$2,774,571	\$1,914,662	69%	\$859,909
8. Contractual	\$5,321,564	\$3,500,422	66%	\$1,821,141
9. Indirect Costs	\$1,034,101	\$1,057,542	102%	\$(23,441)
TOTAL CHARGES	\$20,356,394	\$13,856,047	68%	\$6,500,347

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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HS Continuation Grant FY25-26 Awarded Budget

Category	*Annualized FY24-25 Award	FY25-26 Award	Change
Program Operation (salaries, benefits, equipment, supplies, travel)	\$20,311,191	\$20,311,191	\$0
Training and Technical Assistance	\$266,151	\$266,151	\$0
Total Federal Funding	\$20,577,342	\$20,577,342	\$0
Required Non-Federal Share (25% non-federal)	\$5,144,336	\$5,144,336	\$0
Measure X Overmatch	\$1,024,000	\$1,024,000	\$0
Total Federal and Non-Federal	\$26,745,678	\$26,745,678	\$0

*The FY24-25 Award was the first of a five-year award and was for September through July (10 months) to align the following four years with the county annual fiscal year. It is reported here as an annualized amount to illustrate no change in funding from FY24-25 to FY25-26.



1. Notice of Award 09CH012839-02

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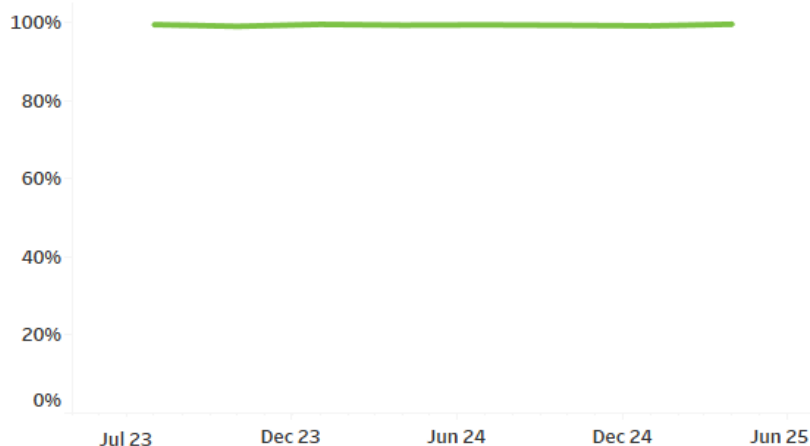
- Federal Environment Updates
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Health and Safety Compliance

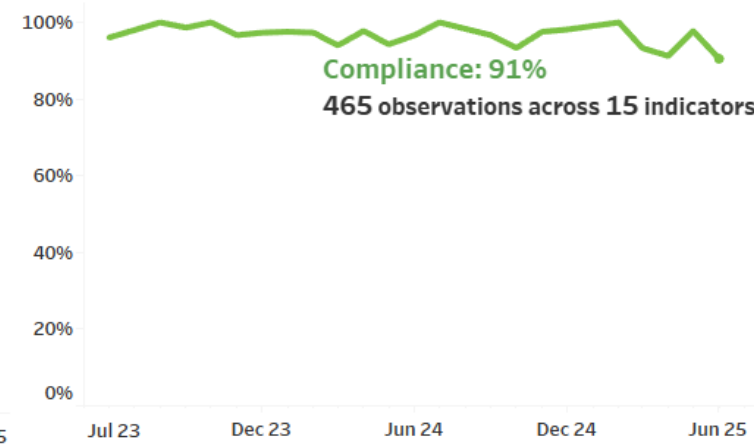
Daily Playground Safety



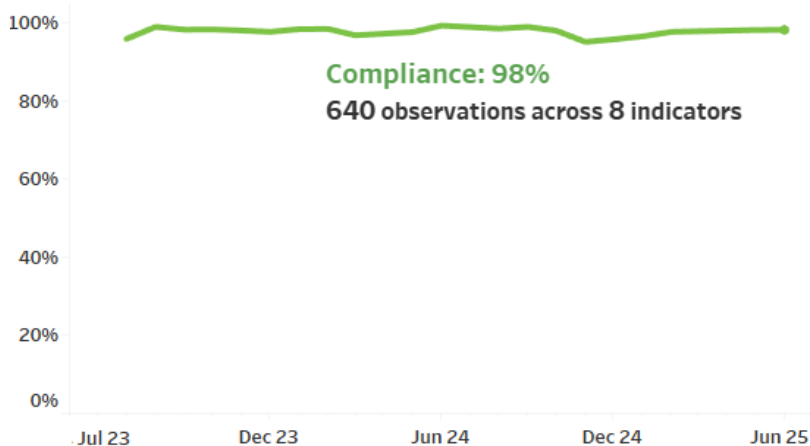
Daily Classroom Health & Safety



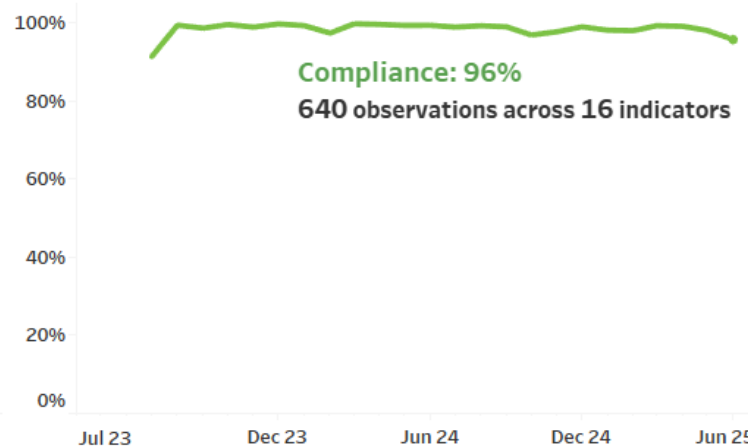
Child Transition & Safety



Weekly Facility Safety



Monthly Playground Safety

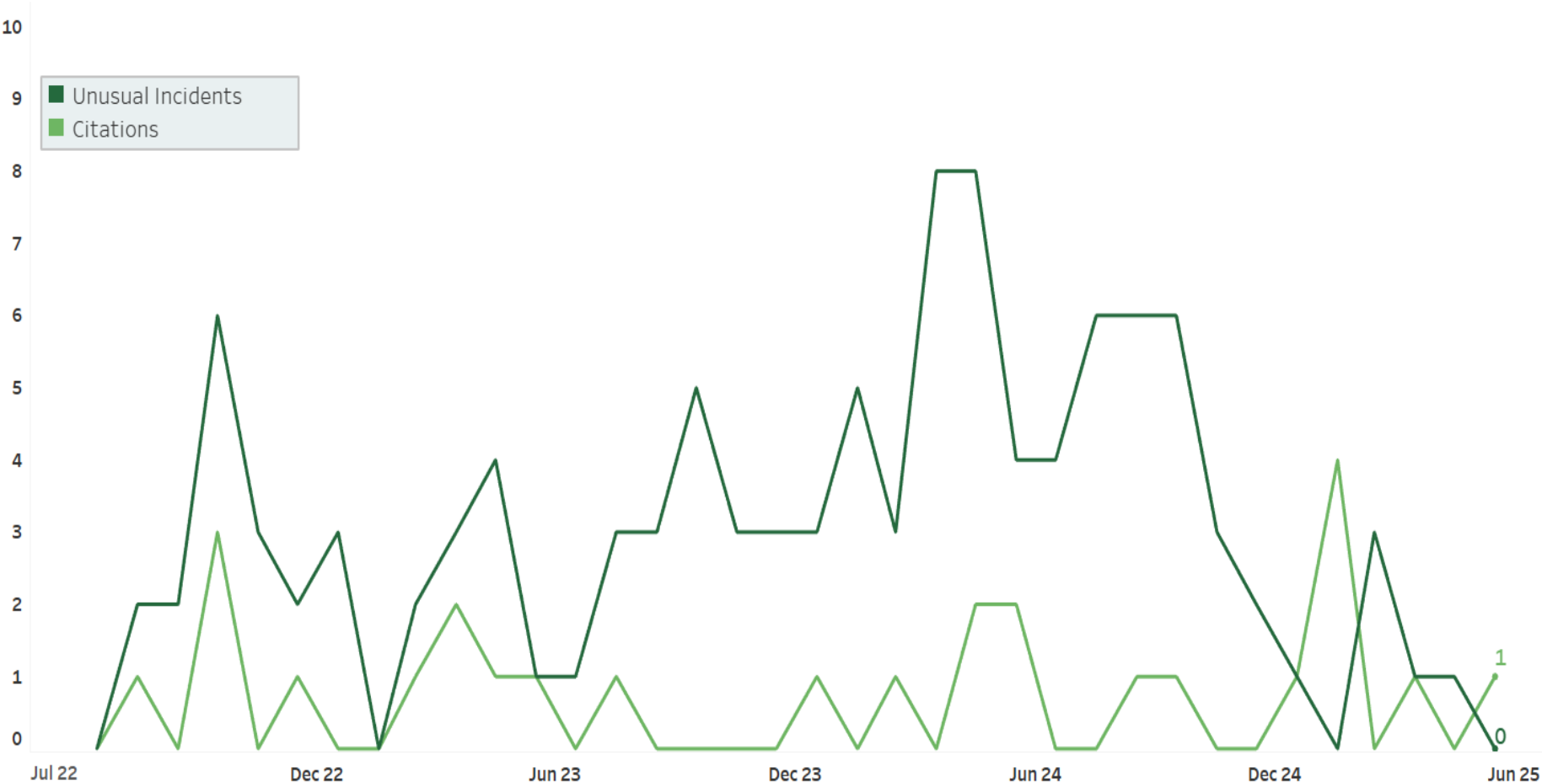


Indicators with non-compliances (NC) over 10% in June 2025:

1. Review of other monitoring tools accurately reflect your observations today. (13/31 = 42% NC)
2. Safe environments are evident and promote active supervision of all children. (5/31 = 16% NC)
3. Alarms and locks in hallways, front doors, and gates are in working order. (11/80 = 14% NC)
4. Classroom Transition Tracking Sheet accurately reflects current children in classroom or transition. (5/31 = 16% NC)
5. There are no splinters, cracks, rotting, or sharp ends on wood in playground. (5/40 = 13% NC)
6. All playground equipment is age-appropriate, in good repair, and have appropriate railings. (5/40 = 13% NC)

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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.

OHS RAN Timeline

April 2025 – Notification of Review

- April 17: Risk Assessment Notification (RAN) issued by Office of Head Start (OHS)
- April 24: RAN review conducted, Supervisor Andersen attended

May 2025 – Governing Body Notifications

- May 19: Discussed RAN with BOS Head Start Committee
- May 20: Discussed RAN with full BOS
- May 21: Discussed RAN with Policy Council

May 2025 – Corrective Actions

- May 1: RAN Monitoring Report issued
- May 5: Correction Action period began
- May 8: Met with Head Start Training and Technical Assistance (TTA)
- May 30: Met with TTA to review final Quality Improvement Plan (QIP)
- May 30: Submitted documentation of QIP

June to July 2025 – QIP Submission, Follow Up Review

- June 4: Final submission of QIP. Corrective Action period ended.
- June 9: Follow-up review with OHS
- **July 8: Monitoring Review Report issued. Finding has been corrected.**



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

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CDE Management Bulletin

Management Bulletin MB-25-05 issued: June 6, 2025

Subject: Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2025-26

Information: Notifies California State Preschool Program (CSPP) contractors of the updated income ceilings and the income ranking table for FY25-26.

Action: CSB staff updated income guidance procedures and distributed amongst staffing units involved with eligibility and enrollment.



CDE Management Bulletin

Management Bulletin MB-25-06 issued: June 6, 2025

Subject: Assessment and Reporting of Family Fees for Fiscal Year 2025-26

Information: Notifies California State Preschool (CSPP) contractors of the FY25-26 Family Fee Schedule that became effective July 1, 2025, and provides guidance on calculating family fees.

Action: CSB staff updated family fee schedule and distributed amongst staffing units involved with eligibility and enrollment. Reached out to families currently paying fees to notify them of the change and their right to be request their fee be re-assessed after submitting updated income.



CDSS Child Care Bulletin

Child Care Bulletin 25-15 issued: June 9, 2025

Subject: Implementation of Assembly Bill (AB) 1808 (Chapter 356, Statutes 2024)

Information: Provides guidance to counties and child care and development contractors related to the provision of 24-month eligibility pursuant to AB 1808 (Chapter 356, Statutes 2024). Effective January 1, 2025, AB 1808 amends WIC Section 10271 to extend the minimum 12-month eligibility period to 24-months for eligible individuals enrolled in the California Work Opportunity and Responsibility to Kids (CalWORKs) Child Care Programs.

Action: CSB staff updated procedures accordingly.



CDSS Child Care Bulletin

Child Care Bulletin 25-16 issued: June 19, 2025

Subject: Revised Family Fee Schedule for Fiscal Year (FY) 2025-26

Information: Provides guidance to counties and child care and development contractors regarding the revised family fee schedule for FY25-26, effective July 1, 2025. This applies to the subsidy programs (CCTR, C2AP, and CAPP).

Action: CSB staff updated family fee schedule and distributed amongst staffing units involved with eligibility and enrollment. For families who were assessed a family fee utilizing the FY24-25 Schedule, and the new family fee schedule yields a lesser amount, we shall decrease the family's fee as applicable and issue a NOA.



CDSS Child Care Bulletin

Child Care Bulletin 25-17 issued: June 24, 2025

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2025-26

Information: Notifies counties and child care and development contractors of the revised Schedule of Income Ceilings and Income Ranking Table to be used to determine a family's income eligibility for state-subsidized child care and development programs for Fiscal Year (FY) 2025-26. These apply to the subsidy programs (CCTR, C2AP, and CAPP).

Action: CSB staff updated income guidance procedures and distributed amongst staffing units involved with eligibility and enrollment.



- Federal Environment Updates
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Recommendation

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

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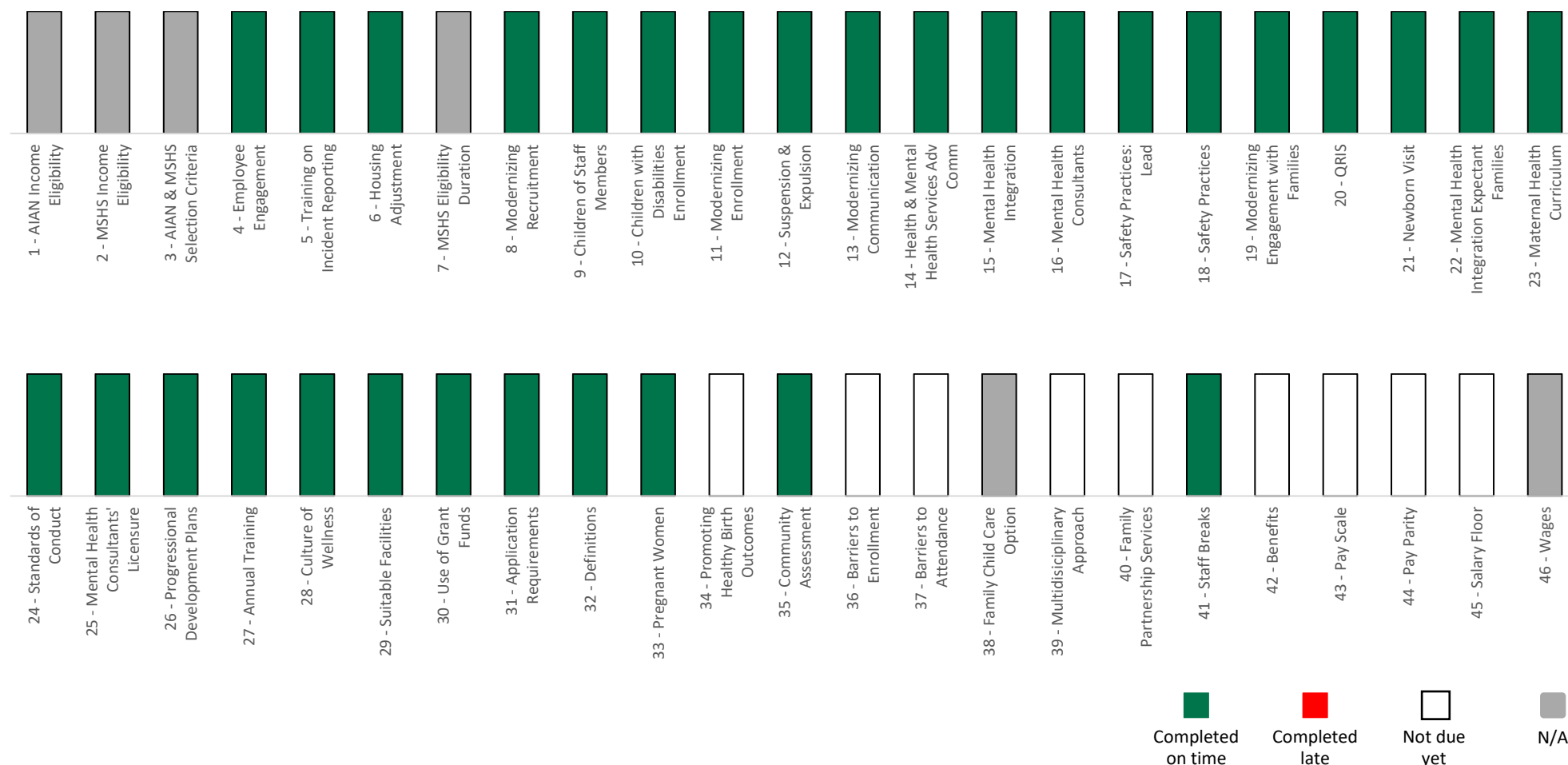
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2025 Head Start Governance Updates Calendar

	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)									Approval Item			
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											

HSPPS Compliance Timeline Progress Chart



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**Recipient Information****1. Recipient Name**

CONTRA COSTA COUNTY
40 Douglas Dr
Martinez, CA 94553-4068

2. Congressional District of Recipient

10

3. Payment System Identifier (ID)

1946000509A1

4. Employer Identification Number (EIN)

946000509

5. Data Universal Numbering System (DUNS)**6. Recipient's Unique Entity Identifier (UEI)**

FMHYKJ9D69L5

7. Project Director or Principal Investigator

Ms. Marla Stuart
mstuart@ehsd.cccounty.us
(925) 608-8812

8. Authorized Official

Ms. Candace Anderson
Chair, Contra Costa County Supervisor
supervisorandersen@bos.cccounty.us
(925) 608-4802

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

Mrs. Jessica Cawthorn
Grants Management Officer
jessica.cawthorn@acf.hhs.gov
2147678822

10. Program Official Contact Information

Ms. Heather L Wanderski
Program Operations Division Director
heather.wanderski@acf.hhs.gov
202-205-5923

Federal Award Information**11. Award Number**

09CH012839-02-00

12. Unique Federal Award Identification Number (FAIN)

09CH012839

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 07/01/2025 - **End Date** 06/30/2026

20. Total Amount of Federal Funds Obligated by this Action \$20,577,342.00

20a. Direct Cost Amount \$19,375,179.00

20b. Indirect Cost Amount \$1,202,163.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$5,144,336.00

25. Total Federal and Non-Federal Approved this Budget Period \$25,721,678.00

26. Period of Performance Start Date 09/01/2024 - **End Date** 06/30/2029

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$51,167,171.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mrs. Jessica Cawthorn
Grants Management Officer

30. Remarks

**Recipient Information****Recipient Name**

CONTRA COSTA COUNTY

40 Douglas Dr

Martinez, CA 94553-4068

Congressional District of Recipient

10

Payment Account Number and Type

1946000509A1

Employer Identification Number (EIN) Data

946000509

Universal Numbering System (DUNS)**Recipient's Unique Entity Identifier (UEI)**

FMHYKJ9D69L5

31. Assistance Type

Discretionary Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$6,261,244.00
b. Fringe Benefits	\$4,136,150.00
c. Total Personnel Costs	\$10,397,394.00
d. Equipment	\$0.00
e. Supplies	\$365,797.00
f. Travel	\$57,213.00
g. Construction	\$0.00
h. Other	\$2,497,266.00
i. Contractual	\$6,057,509.00
j. TOTAL DIRECT COSTS	\$19,375,179.00
k. INDIRECT COSTS	\$1,202,163.00
l. TOTAL APPROVED BUDGET	\$20,577,342.00
m. Federal Share	\$20,577,342.00
n. Non-Federal Share	\$5,144,336.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-G094122	09CH01283902	ACFOHS	41.51	93.600	\$20,311,191.00	75-25-1536
5-G094120	09CH01283902	ACFOHS	41.51	93.600	\$186,306.00	75-25-1536
5-G094121	09CH01283902	ACFOHS	41.51	93.600	\$79,845.00	75-25-1536



35. Terms And Conditions

STANDARD TERMS

1. The *ACF Standard Terms and Conditions* applies to all ACF awards and is located on the [Award Terms and Conditions](#) page. The *Supplemental Terms and Conditions* herein are additional requirements applicable to the program named below.

By acceptance of awards for this program, the recipient agrees to comply with the requirements included in both the *Standard* and *Supplemental Terms and Conditions* for this program.

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act>.
2. The program is codified at 42 U.S.C. 9831 et seq at <https://eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-636-statement-purpose>
3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), <https://eclkc.ohs.acf.hhs.gov/>. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to <https://eclkc.ohs.acf.hhs.gov/policy/pi> and <https://eclkc.ohs.acf.hhs.gov/policy/im>.
4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UAR) for HHS Awards found at 45 CFR Part 75 at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>.
 - a. For awards issued before October 1, 2024, HHS adopted from the federalwide UAR [2 CFR 200](#):
 - i. Subpart D – Post Federal Award Requirements – Closeout at [2 CFR 200.344](#)
 - b. For awards issued on or after October 1, 2024, per the Federal Register (FR), [89 FR 80055](#), HHS' UAR at 45 CFR Part 75 includes eight (8) regulatory provisions that HHS adopted from the federalwide UAR [2 CFR 200](#). This award is subject to the following eight (8) regulatory provisions in 2 CFR 200:
 - i. Subpart A – Acronyms and Definitions – [2 CFR 200.1 “Modified Total Direct Cost \(MTDC\)”](#)
 - ii. Subpart D – Post Federal Award Requirements – Disposition of Equipment at [2 CFR 200.313\(e\)](#)
 - iii. Subpart D – Post Federal Award Requirements – Supplies at [2 CFR 200.314\(a\)](#)
 - iv. Subpart D – Post Federal Award Requirements – Micro-purchase thresholds at [2 CFR 200.320](#)
 - v. Subpart D – Post Federal Award Requirements – Fixed amount subawards at [2 CFR 200.333](#)
 - vi. Subpart D – Post Federal Award Requirements – Closeout at [2 CFR 200.344](#)
 - vii. Subpart E – Cost Principles – Indirect Costs – De minimis rate at [2 CFR 200.414\(f\)](#)
 - viii. Subpart F – Audit Requirements – Single Audit at [2 CFR 200.501](#)



Department of Health and Human Services

Administration for Children and Families

Notice of Award

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FAIN# 09CH012839

Federal Award Date: 06/23/2025

5. This award is subject to Executive Orders in the Federal Register available at <https://www.federalregister.gov/presidential-documents/executive-orders>

6. This award is subject to requirements or limitations in any applicable Appropriations Act available at <https://crsreports.congress.gov/>.

7. This award is subject to the Administrative and National Policy Requirements at <https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>.

8. This award is subject to the HHS Grants Policy Statement (HHS GPS).

a. For awards issued before October 1, 2024, this award is subject to the HHS Grants Policy Statement: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> This includes requirements in Parts I and II. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

b. For awards issued on or after October 1, 2024, this award is subject to the requirements of the [HHS Grants Policy Statement \(HHS GPS\)](#) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at <https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html>. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

9. Recipients are required to meet a non-federal share of the project cost, in accordance with Section 640(b) of the Head Start Act, [42 U.S.C. § 9835\(b\)](#). Recipients must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions. Any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost-sharing or matching when such contributions meet all criteria listed in [45 CFR § 75.306](#).

10. The responsible HHS official may approve a waiver of all or a portion of the non-federal match requirement based on a recipient's written application submitted for the budget period and any supporting evidence the responsible HHS official requires. In deciding whether to grant a waiver, the responsible HHS official will consider the circumstances specified at section 640(b) of the Act and whether the recipient made a reasonable effort to comply with the non-federal match requirement.

a. Matching Waiver Pursuant to 48 U.S.C. 1469a(d) Matching requirements (including in-kind contributions) of less than \$200,000 are waived under awards made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the award equals or exceeds \$200,000.

FINANCIAL REPORTING

11. The OMB approved Financial Reporting form for this program is the Federal Financial Reports (SF-425). This form must be submitted in the Payment Management System (PMS) as described in ACF-PI-OHS-24-01: <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-ohs-24-01>.



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a. *PMS SF-425 Information*: <https://pms.psc.gov/grant-recipients/ffr-updates.html>

b. For support using PMS, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

c. Post-Award Reporting Forms and Instructions: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

12. *Obligation Deadline*: Funds must be obligated within the budget period established by the Notice of Award (NoA) on Line 19. If funds cannot be obligated within the established budget period, recipients may apply to carryover the balance or for a no-cost extension, as applicable, in Head Start Enterprise System (HSES) applications. Applications for a carryover balance should be initiated once the actual unobligated balance is known (generally during the period allowed for preparation and submission of the annual Federal Financial Report. Applications for a no-cost extension must be submitted at least 10 calendar days before the end of the period of performance of the award.

13. *Liquidation Deadline*:

a. Recipients must liquidate all financial obligations incurred under the Federal award no later than 90 calendar days after the end date of the budget period, except for the final budget period, unless the Federal awarding agency or pass-through entity authorizes an extension,

b. During the final budget period within a period of performance recipients must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the end date of the period of performance unless the Federal awarding agency or pass-through entity authorizes an extension. Any funds not expended by this timeframe must be returned to the U.S. Department of Health and Human Services.

PROGRAM REPORTING

14. The OMB approved Program Report form for this program is the Head Start Program Information Report (PIR, OMB Control No. 0970-0427). All grant recipients and sub-recipients are required to submit a PIR for Head Start and Early Head Start programs annually. PIR submissions are only accepted electronically using the Head Start Enterprise System (HSES).

a. PIR guidance, reference materials, change highlights and frequently asked questions are available at: <http://eclkc.ohs.acf.hhs.gov/pir>.

b. For assistance and/or support contact the HSES help desk at help@hsesinfo.org

PROPERTY REPORTING

15. This award is subject to the Property Related T&Cs found at <https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms>.

16. The OMB approved property reporting is the following:

a. Real Property Reports (SF-429s). The SF-429 Real Property forms are applicable to this program and must be submitted as described in ACF-PI-HS-17-03: <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-17-03>.

i. For assistance accessing the SF-429: <https://home.grantsolutions.gov/home/recipient-oldc-training->



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[resources/](#)

ii. For assistance completing the SF-429s, please contact OGM-RealProperty429@acf.hhs.gov

iii. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. Post-award requirements of Part 1303 must be met and the federal interest resulting from purchase, construction and major renovation activities must be protecting by filing or posting a notice of federal interest as required by 45 CFR §1303.46 - §1303.49.

b. **Tangible Property Report (SF-428s).** The SF-428-B Tangible Personal Property Report -Final Report must be submitted as described in ACF-PI-OHS-24-01: <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-ohs-24-01>. The SF-428-C Tangible Personal Property Report – Disposition Request/Report must be submitted as described in the Tangible Personal Property Guidance: https://www.acf.hhs.gov/grants/manage-grant/property/tangible-property#book_content_0

i. The fillable SF-428 forms must be completed and uploaded in the Grant Notes section of GS. The Category Type of the Grant Note is Tangible Personal Property Report (SF-428).

ii. Downloadable version of fillable SF-428: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>

iii. *GS User Guide*: Grant Notes: [Microsoft Word - User Guide Recipient Grants List and Details GRANTS LIST .docx \(grantsolutions.gov\)](#) and [Quick Sheet: Grant Notes \(grantsolutions.gov\)](#)

EFFECTIVE PERIOD

17. These program-specific *Supplemental Terms and Conditions* are effective on the date shown in the top right of the page and will remain in effect until updated. They will be updated and reissued only as needed whenever a new program-specific statute, regulation or other requirement is enacted or whenever any of the applicable existing Federal statutes, regulations, policies, procedures or restrictions is amended, revised, altered, or repealed. These program-specific *Supplemental Terms and Conditions* are applicable to your award when they have been incorporated by reference in your Notice of Award or subsequent award amendments.

POINTS OF CONTACT

18. Points of contact for additional information or questions concerning either the operation of the program or related financial matters can be found in the Head Start Enterprise System (HSES).

AWARD PAYMENT

19. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to <https://pms.psc.gov/>. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

UNIQUE ENTITY IDENTIFIER (UEI) NOTICE



Department of Health and Human Services

Administration for Children and Families

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20. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at [Federal Service Desk](#) (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET at https://www.fsd.gov/gsafsd_sp This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

CONTRA COSTA COUNTY

09CH012839-02-00

1. Remarks

30. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this action awards Contra Costa County funds for the budget period of 07/01/2025-06/30/2026 within the project period of 09/01/2024-06/30/2029 for the operation of a Head Start Preschool and Early Head Start program in the designated service area(s).

The projected annual funding levels based on the application submitted for this period are \$13,938,380 for Head Start Preschool operations; \$6,372,811 for Early Head Start operations; \$186,306 for Head Start Preschool training and technical assistance; and \$79,845 for Early Head Start training and technical assistance.

Head Start Preschool population: 764 children.

Designated Head Start Preschool service area(s): Contra Costa County, California.

Approved program option(s) for the Head Start Preschool program: Center-based, Locally Designed Program.

Early Head Start population: 437 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): Contra Costa County, California.

Approved program option(s) for the Early Head Start program: Center-based, Home-based, Locally Designed Program.

This grant is subject to the requirements included in Attachment 1.

Early Head Start - Child Care Partnership population: 210 infants and toddlers.

This action approves continuation of the request to operate a Locally-Designed Program option (LDO) waiving the provision at 1302.21. The waivers of this requirement are approved to allow for the following: classrooms of up to 24 predominantly four-year olds; classrooms of up to 20 predominantly three-year olds; and Early Head Start classrooms providing fewer than 1,380 annual hours of service.

As per Program Instruction ACF-PI-HS-24-01, each recipient is required to submit one semi-annual SF-425 report and one annual SF-425 report. For this grant, SF-425 reports must be received by:

- Semi-Annual Report in PMS: 01/30/2026
- Annual Report in PMS: 09/30/2026

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Award Number: 09CH012839/02

Recipient Organization: Contra Costa County

This grant is subject to Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for the limitation of 15 percent for development and administrative costs apply to the budget period unless a waiver is approved. Any request for a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grant recipients. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

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

From: Responsible HHS Official

Date: 07/07/2025

Tala Hooban

Deputy Director, Office of Head Start

During the week of June 5, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Contra Costa County to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Mrs. Candace Andersen, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Heather Wanderski, Regional Program Manager
Dr. Marla Stuart, Chief Executive Officer/Executive Director
Mrs. Marla Stuart, Head Start Director
Dr. Marla Stuart, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Contra Costa County	09CH012839

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Corrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and now meets the requirements of the applicable regulation.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none">(i) a threat to the health, safety, or civil rights of children or staff;(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;(iv) the misuse of funds received under this subchapter;(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>
Uncorrected	The original finding identified has been reviewed, along with any applicable supporting evidence, and does not meet the requirements of the applicable regulation.

Performance Summary

This section contains an overview of compliance information determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Applicable Standards	Grant Number(s)	Primary Review Finding Status	Timeframe for Correction	Follow-up Compliance Level
Significant Health and Safety Incidents	Safety Practices	1302.90(c)(1)(ii)	09CH012839	DEF	N/A	Corrected

Review Details

This section of the report provides details on grant recipient performance in each Content Area and Performance Area with a previous or new finding.

Significant Health and Safety Incidents

Included below are details on any relevant findings within this Content Area.

Performance Area: Safety Practices

Follow-up Details

Corrected - 1302.90(c)(1)(ii)

Summary

Grant Number(s) Cited: 09CH012839

Timeframe for Correction: N/A

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum: (A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging; (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities; (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child’s self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and (D) Neglectful behavior, defined as the failure to meet a child’s basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.

Compliance Details

Based on the Follow-up review, this finding has been corrected.

- The grant recipient ensured staff members and other adults connected to the program did not maltreat or endanger the health or safety of children.

Additional details from this review event:

- The grant recipient revised procedures, trained staff, and increased monitoring.
- The director noted the grant recipient's hiring practices were revised and implemented in May. The revised practices included specific questions on prohibited behaviors. The monitoring schedule was revised to include observations at various times of the day. Additionally, the grant recipient revised its standards of conduct to add expectations for reporting prohibited behavior and emphasize possible disciplinary actions if an incident was not reported.
- A review of documents confirmed training was conducted on the revised standards of conduct on May 21, 2025 and on the culture of safety and the new hiring process on May 29, 2025.
- The grant recipient increased monitoring by implementing more frequent, unannounced visits to all classrooms and using its revised monitoring checklist. Aggregated data on monthly monitoring of unusual incident reports

reflected the increased monitoring and a decrease in incidents in April and May.

Initial Finding

Parent Review Type: RAN - **Parent Review Date:** 04/24/2025

Parent Review Finding Level: DEF - **Performance Standard Number:** 1302.90(c)(1)(ii)

Grant Number(s) Cited: 09CH012839

Timeframe for Correction: 30 Days

Performance Standard Details

Regulation Text: 1302.90 Personnel policies. (c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that: (ii) Ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum: (A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging; (B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities; (C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child’s self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and (D) Neglectful behavior, defined as the failure to meet a child’s basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment.

Compliance Details

- Multiple incidents of abuse, neglect and/or inappropriate conduct have occurred in the last 12 months.
- The grant recipient did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children.

Additional details from this review event:

- The grant recipient had multiple incidents of staff using inappropriate physical force with children.
- On September 20, 2024, at the Crescent Park Center, a review of video footage showed a teacher pulling a nap mat, causing a child to roll off it, and throwing a blanket over a child's head.
- On December 19, 2024, at the Balboa Center, a master teacher observed a temporary teacher assistant grab a child by the arm in response to the child's challenging behavior. The master teacher immediately intervened.
- On January 23, 2025, at the KinderCare Mahogany Center, a teacher witnessed another teacher pull a child's hair.
- On March 20, 2025 at the Balboa Center, a child reported a teacher grabbed them by the neck. The recipient investigated and determined the teacher did not grab the child by the neck; however, they grabbed the child's shirt collar while redirecting their behavior.

----- End of Report -----

Management Bulletin 25-05

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

Early Education Division

Subject: Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2025–26

Number: 25-05

Date: June 2025

Expires: June 30, 2026

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

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

Purpose

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

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for Fiscal Year (FY) 2025–26
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2025–26

This MB rescinds and replaces MB 24-05.

Policy

Effective July 1, 2025, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP. Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

Directives for Implementation

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2025. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2025–26 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100 percent of State Median Income [SMI])	Family Monthly Income Ceiling (100 percent of SMI)	Maximum Monthly Income for 15 percent above Income Eligibility Threshold
1-2	\$96,854	\$8,071	\$9,282
3	\$109,904	\$9,159	\$10,532
4	\$127,338	\$10,612	\$12,203
5	\$147,712	\$12,309	\$14,156
6	\$168,086	\$14,007	\$16,108
7	\$171,906	\$14,326	\$16,474
8	\$175,726	\$14,644	\$16,840
9	\$179,547	\$14,962	\$17,207
10	\$183,367	\$15,281	\$17,573
11	\$187,187	\$15,599	\$17,939
12+	\$191,007	\$15,917	\$18,305

Source: 2023 American Community Survey (ACS) Public Use Microdata Sample File

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

Effective July 1, 2025, contractors must use the revised Income Ranking Table (XLSX) when determining enrollment priorities for families. The revised Income Ranking Table is not provided for the purpose of determining eligibility for CSPP. Please note that this Income Ranking table goes to 100 percent of SMI (rank 100) and includes income up to 15 percent above the income threshold as well (rank 115). Because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, the California Department of Education (CDE) has accounted for these situations in the updated table so contractors serving these families know how to prioritize them. As a result, please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and MB guidance that apply to enrolling children in those families.

Contractors Submitting Data to the California Preschool Data Collection System

Beginning in the July 2025 reporting period, the updated SMI thresholds for FY 2025–26 will take effect for contractors who local educational agencies (LEAs) operating CSPP and reporting in the California Preschool Data Collection (CAPSDAC) system. LEAs reporting in CAPSDAC are school districts, charter schools, county offices of education, and school districts acting on behalf of one or more schools within the school district. The updated income boundaries will be reflected in CAPSDAC fields for “Family Size” and “Monthly Family Income.”

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

Contractors Reporting to the Child Development Management Information System

The updated SMI thresholds for FY 2025–26 will take effect for contractors who are community-based programs in the Child Development Management Information System (CDMIS), beginning in the July 2025 CDD-801A Monthly Child Care Population Report (CDD-801A) reporting period. The updated income thresholds will be reflected in the CDD-801A reporting fields for “Family Size” and “Monthly Family Income.” Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CDMIS.

Background and Authority

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

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

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

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

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

Resources

If you have programmatic questions regarding the information in this MB, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) Office Regional Consultant. The CDE, EED Consultant Regional Assignments directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

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

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

Questions: Early Education Division | 916-322-6233

Last Reviewed: Friday, June 6, 2025



Home / Specialized Programs / Early Education / Contractor Information

Management Bulletin 25-06

This Management Bulletin notifies California State Preschool Program contractors of the Fiscal Year 2025–26 Family Fee Schedule, effective July 1, 2025, and provides guidance on calculating family fees.

Early Education Division

Subject: Assessment and Reporting of Family Fees for Fiscal Year 2025–26

Number: 25-06

Date: June 2025

Expires: June 30, 2026

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

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

Purpose

This Management Bulletin (MB) is to notify California State Preschool (CSPP) contractors of the Fiscal Year (FY) 2025–26 Family Fee Schedule that will become effective July 1, 2025, and provide guidance on calculating family fees.

This MB rescinds and replaces MB 24-06.

Policy

Effective July 1, 2025, CSPP contractors must use the [2025–26 Family Fee Schedule \(XLSX\)](#) when:

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

The California *Education Code (EC)* Section 8253 and *Welfare and Institutions Code (WIC)* sections 10290–10291 exempt the following families from family fees:

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

Directives for Implementation

For FY 2025–26, contractors are required to calculate and assess the applicable family fee at initial certification and recertification for all full-day CSPP families not exempt from family fees using the updated family fee schedule and issue a Notice of Action (NOA) at initial certification or recertification that includes the amount of the assessed family fee. Families enrolling in part-day CSPP must not be assessed a fee at initial certification or recertification.

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

Families who were initially certified or recertified based on an eligibility criterion other than income, and who are not otherwise exempt from family fees, are still required to be assessed a fee. These families are required to self-certify their income for the purpose of assessing the family fee.

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

Family Fee Requirements for Currently Enrolled Families

Beginning July 1, 2025, and in accordance with 5 CCR 17756(b), contractors are required to notify all families annually when the updated family fee schedule has been released by the CDE and remind families that they can voluntarily request a reduction to their family fee based on the new family fee schedule. Pursuant to EC Section 8208(e)(4) and 5 CCR 17756, a family may voluntarily report income or other changes. This information shall only be used to reduce family fees, increase the family's services, or extend the period of the family's eligibility before recertification.

Contractors must use the FY 2025–26 Family Fee Schedule, included in this bulletin, and the new income information reported by the family to assess the family's new fee.

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

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

Families on Delinquent Family Fee Plans

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

Contractor Reporting and Reimbursement

Contractors must report the amount of family fees assessed between July 1, 2025, and June 30, 2026, on the line *Family Fees for Certified Children* in the FY 2025–26 Enrollment, Attendance, and Fiscal Reports through the California Preschool Accounting Reporting Information System.

Contractors are reminded that family fees reported on the *Family Fees for Certified Children* line must be based on the amount of fees the contractor expects to collect in the report month, regardless of when the revenue is actually received. Reporting fees according to this directive will ensure the CDE is reimbursing contractors accurately.

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

Background Authority

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

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

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

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

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

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

The 5 *CCR*, Section 17734(b) and (i), further require that the family fee schedule differentiate between full-time fees and part-time fees and that families be assessed a flat monthly fee. Assessment of the monthly fee is based on the following factors:

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

The *WIC* Section 10290(e) caps the maximum family fee at 1 percent of a family's monthly income for families receiving CSPP services and provides that families with an adjusted monthly income below 75 percent of the SMI are not assessed a family fee.

Resources

If you have programmatic questions regarding the information in this MB, please contact your assigned Early Education Division (EED) Program Quality Implementation (PQI) Office Regional Consultant. The CDE, EED Consultant Regional Assignments directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

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

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

Questions: Early Education Division | 916-322-6233

Last Reviewed: Friday, June 6, 2025

June 9, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-15

The purpose of this Child Care Bulletin (CCB) is to provide guidance to counties and child care and development contractors related to the provision of 24-month eligibility pursuant to Assembly Bill (AB) 1808 (Chapter 356, Statutes 2024).



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

June 9, 2025

CHILD CARE BULLETIN (CCB) NO. 25-15

GUIDANCE TYPE: **DIRECTIVE**

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL WELFARE TO WORK COORDINATORS
ALL COUNTY ELIGIBILITY WORKERS
ALL CONSORTIA REPRESENTATIVES
ALL CHILD DEVELOPMENT CONTRACTORS

SUBJECT: **IMPLEMENTATION OF ASSEMBLY BILL (AB) 1808 (CHAPTER 356, STATUTES 2024)**

APPLICABLE PROGRAMS: GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS (CCTR);
CALIFORNIA FAMILY CHILD CARE HOME EDUCATION NETWORKS (CFCC);
MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS (CMIG);
MIGRANT CHILD CARE ALTERNATIVE PAYMENT PROGRAMS (CMAP);
ALTERNATIVE PAYMENT PROGRAMS (CAPP);
CHILD CARE AND DEVELOPMENT SERVICES FOR CHILDREN WITH SPECIAL NEEDS (CHAN);
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) STAGE ONE, STAGE TWO (C2AP), AND STAGE THREE (C3AP)

REFERENCE: [ASSEMBLY BILL \(AB\) 1808 \(CHAPTER 356, STATUTES 2024\);](#)
[WELFARE AND INSTITUTIONS CODE \(WIC\) 10271; AB 121;](#)
[SENATE BILL \(SB\) 80; ALL COUNTY LETTER \(ACL\) 19-99;](#)
[ALL COUNTY INFORMATION NOTICE \(ACIN\) 1-26-20;](#)

TITLE 5 CALIFORNIA CODE OF REGULATIONS (5 CCR)
SECTION 18082.3;
CHILD CARE BULLETIN (CCB) 25-08

Purpose

The purpose of this Child Care Bulletin (CCB) is to provide counties and child care and development contractors with guidance on 24-month eligibility as enacted by [AB 1808](#) (Chapter 356, Statutes of 2024). Effective January 1, 2025, AB 1808 amends [WIC Section 10271](#) to extend the minimum 12-month eligibility period to 24-months for eligible individuals enrolled in the California Work Opportunity and Responsibility to Kids ([CalWORKs](#)) Child Care Programs.

Background

Pursuant to [SB 1047](#) (Chapter 923, Statutes of 2022), effective January 1, 2023, the minimum 12-month eligibility period was extended to a 24-month period for the following programs:

- General Child Care and Development Programs (CCTR)
- California Family Child Care Home Education Networks (CFCC)
- Migrant Child Care and Development Programs (CMIG)
- Migrant Child Care Alternative Payment Programs (CMAP)
- California Alternative Payment Programs (CAPP)
- Child Care and Development Services for Children with Special Needs (CHAN)

The Department previously released [CCB 22-37](#) and [CCB 22-37E](#) to provide guidance related to 24-month eligibility for these programs. At that time the 24-month eligibility period did not apply to CalWORKs Stage One, Stage Two (C2AP) and Stage Three (C3AP). Recent legislation, [AB 1808](#), repealed WIC Section 10271(h)(5), eliminating the limitation on extending 24-month eligibility to families utilizing Stage One, C2AP and C3AP child care. Effective January 1, 2025, WIC section 10271(h)(1) applies to all child care and development programs, except the Emergency Child Care Bridge Program for Foster Children (Bridge Program).

This CCB supersedes any regulations, All County Letters (ACLs), or CCBs governing CalWORKs Stage One Child Care to the extent they are inconsistent with the eligibility periods described in [AB 1808](#).

Guidance:

Effective January 1, 2025, counties and contractors shall authorize Stage One, C2AP, or C3AP families for no less than 24-months. In addition, this bulletin provides the following guidance and reminders related to this change:

- 1) The extension of C2AP or C3AP child care eligibility to 24-months is not applicable to existing 12-month certifications. Existing certifications will remain in effect and will come up for recertification after 12-months.
- 2) Currently enrolled families in Stage One childcare will complete their current 12-month eligibility cycle and will be recertified for an additional 24-months of eligibility at the time of their next recertification or until they become otherwise ineligible, or the Stage Two administrator confirms that their transfer to Stage Two is complete per [ACL 19-99](#).
- 3) For families enrolled on or after January 1, 2025, per [WIC 10271](#) for C2AP or C3AP and [ACL 19-99](#) for Stage One child care, a family who has been deemed eligible for services shall receive those services for no less than 24-months before having to be recertified and is not required to report changes for at least 24-months with certain exceptions. In C2AP and C3AP, the exceptions to 24-month eligibility are as follows:
 - A family who initially is certified as income eligible voluntarily reports income that exceeds the threshold for ongoing eligibility pursuant to [5 CCR Section 18082.3](#).
 - A family who no longer meets the residency requirements pursuant to [5 CCR Section 18107](#).
 - A family who has abandoned care pursuant to [5 CCR Section 18066.5](#) and the contractor issues a Notice of Action to disenroll the family.
- 4) As a reminder, for families participating in CalWORKs Family Reunification (FR), pursuant to [AB 135](#), CalWORKs FR services, including child care, are authorized for a period of up to six months or for a time period that is based on or in accordance with CWS reunification plan or court order. Participants may be authorized for an additional six months of child care upon extension of their CalWORKs FR plan. If the family reunifies before the six-month interval, the child care services are discontinued. Once the child is reunified with the family of origin and the family is recertified with CalWORKs, the child care services may be authorized for up to 24 months if otherwise eligible, per [CCB 25-08](#).
- 5) In addition to monitoring participants' stability and transitions, counties and contractors shall continue to manage program eligibility. Counties and contractors may discontinue a Stage One Child Care authorization under any of the following circumstances:

- The participant is transferred from Stage One to Stage Two, and the county or contractor receives confirmation from the Stage Two contractor of enrollment in Stage Two or that the family is ineligible. A family engaged in Stage One Child Care shall not be subject to discontinuance due to abandonment of care, per ACL 19-99.
 - The participant exceeds income eligibility of 85 percent of the state median income for their family size [MPP Section 47-230.2](#).
 - If an exempt participant initially volunteers to participate and does not sign a Welfare to Work (WTW) plan to participate in welfare to work activities but later decides not to volunteer to participate.
- 6) As described in [ACL 19-99](#), immediate and continuous eligibility for child care is the concurrent approval of CalWORKs cash aid and authorization for full-time CalWORKs Stage One Child Care services child care is authorized as full-time unless the recipient specifically requests part-time care. As stated in [CCB 24-04](#), part-time child care is defined as care certified for a child for fewer than 25 hours per week, and full-time care is defined as care certified for a child for 25 or more hours per week, pursuant to [WIC Section 10213.5\(a\)\(1\)\(2\)](#); Stage One Child Care begins the date the child care authorization is provided or the first day child care is used, whichever is later.
- 7) Counties and contractors shall continue to manage the participants' transition from Stage One to Stage Two so that participants do not experience a break in child care services as they move between the stages of CalWORKs child care services [ACL 19-99, p.11](#). Regardless of the counties definition of stable or the date of transfer to Stage Two, the initial child care authorization and any reauthorizations shall be for 24-months [ACIN I-26-20, Question 2](#).
- The participant's child care shall continue in Stage One until child care is provided in Stages Two or Three, unless the family is otherwise ineligible [MPP Section 47-301.5](#). Counties must authorize child care in 24-month intervals.
 - Once a 24-month authorization period ends, counties are required to assess each participant's continued eligibility for child care. If the participant remains eligible, they will be authorized for at a minimum 24-months of child care in Stage One or until transferred to Stage Two. However, if the family's situation is not stable or the participant is not able to transfer to another stage, the county shall recertify the participant for another 24-month period, if they are otherwise eligible.
 - Stage One Child Care recipients do not need to recertify child care eligibility more frequently than once every 24-months per ACL 19-99 unless: the recipient indicates that their child care needs have increased, they have a new child who needs care, they have changed child care providers, or the eligible child becomes ineligible. If the recipient initially

utilizes a partial month of child care, it shall count as the first month of the 24-month eligibility period.

- 8) Child care and development programs remain available for children from infancy to 13 years of age, per [WIC Section 10213.5\(j\)](#). Thus, children who are 12 years old when certified must be certified for not less than 12-months per ACL 19-99. If a child turns 13 within the first 12-months of the eligibility period their certification should clearly indicate they are only eligible for 12-months, including time after they turn 13 years. However, their eligibility does not extend 24-months.
 - Children who have reached 13 years of age are generally ineligible for subsidized child care services at initial certification or recertification. [WIC Section 10213.5\(j\)](#). There are limited exceptions to this age limit. Individuals with exceptional needs or severe disabilities, as defined in [WIC Section 10213.5\(l\)\(y\)](#) and in [5 CCR Section 18089](#) may receive services through age 21. However, such children and young adults must have an individual education plan (IEP) and a written medical statement from a physician or licensed/certified psychologist or proof of receiving Supplemental Security Income (SSI)/State Supplementary Program (SSP) benefits in order for their parents to receive CalWORKs Stage One Child Care services for their care.

Delayed Implementation of AB 1808 and Impacts to Services

Due to issues with implementation and automation of this new policy, the CDSS extended the implementation deadline for 24-month eligibility to no later than July 1, 2025. However, any family who received a 12-month certification between January 1, 2025, and July 1, 2025, must be granted an additional 12-months of eligibility before their recertification or next authorization occurs, provided they continue to meet the program's eligibility requirements (e.g., family has not subsequently voluntarily reported being over income, moved out of state, or abandoned care). This will ensure that families receive the full 24-months of eligibility authorized in AB 1808.

State Automated Welfare System (SAWS) Automation:

Counties and contractors shall continue providing limited, read-only online access through the SAWS databases to local administrators providing C2AP and C3AP services as described in [ACL 19-99](#). Until automation occurs, counties and contractors will be responsible for creating a second 12-month child care authorization certificate upon expiration of the initial 12-month certificate. This is to ensure the participant has continuous access to child care services for 24-months without interruption.

Counties and contractors are reminded to continue providing the monthly data report to Stage Two contractors of all families for which:

- The parent's cash aid has been discontinued,
- The parent has not received aid in the last 30 days, and
- The parent has children in the home who are potentially eligible for child care services.

If you are a Stage One Administrator and have any questions regarding the information in this letter, please contact your [Stage One Policy Analyst](#).

If you are a Stage Two or Three Administrator and have any questions regarding the information in this letter, please contact your [Program and Quality Improvement Consultant](#).

Sincerely,

Original Document Signed By

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

June 19, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-16

The purpose of this Child Care Bulletin (CCB) is to provide guidance to counties and child care and development contractors regarding the revised family fee schedule for Fiscal Year (FY) 2025-26.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
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GAVIN NEWSOM
GOVERNOR

June 19, 2025

CHILD CARE BULLETIN (CCB) NO. 25-16

GUIDANCE TYPE: INFORMATIVE

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

SUBJECT: **REVISED FAMILY FEE SCHEDULE FOR FISCAL
YEAR (FY) 2025-26**

APPLICABLE
PROGRAMS: ALTERNATIVE PAYMENT PROGRAMS (CAPP);
MIGRANT ALTERNATIVE PAYMENT PROGRAMS (CMAP);
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY
TO KIDS (CALWORKS) STAGES ONE, TWO (C2AP), AND
THREE (C3AP);
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 SPECIAL NEEDS (CHAN)

REFERENCE: [AB 116 \(CHAPTER 41, STATUTES OF 2023\)](#)
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 10271.5](#)
[WIC SECTION 10271.6\(c\); WIC SECTION 10271\(h\);](#)
[WIC SECTION 10290\(b\)\(c\); WIC SECTION 10291\(a\);](#)
[WIC SECTION 10291\(b\); WIC SECTION 10362\(b\)\(3\)\(B\).](#)
[WIC SECTION 10290\(e\)\(2\)\(B\); WIC SECTION 10290\(g\)](#)
[WIC SECTION 10351\(b\)\(3\)\(B\); WIC SECTION 10362\(b\)\(1\);](#)

TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS
(CCR) SECTION 18110(c); 5 CCR SECTION 18082.3(b);
5 CCR SECTION 18109; 5 CCR SECTION 18085.5;
5 CCR SECTION 18083.1; 5 CCR SECTION 18084;
5 CCR SECTION 18084.1; 5 CCR SECTION 18114;
CHILD CARE BULLETIN (CCB) NO. 22-14; CCB NO. 23-22;
FY 2025-26 FAMILY MONTHLY FEE SCHEDULE

Purpose

The purpose of this Child Care Bulletin (CCB) is to provide guidance to counties and child care and development contractors regarding the revised Family Fee Schedule that will become effective July 1, 2025.

Background

[Welfare and Institutions Code \(WIC\) Section 10271.5\(c\)](#) requires the Department of Finance (DOF) to update the State Median Income (SMI) annually. Under [WIC Section 10290](#), the California Department of Social Services (CDSS) must establish a family fee schedule for families receiving child care and development services based on the most recent census data available on state median family income in the past 12 months, adjusted for family size, and subject to the approval of DOF. [WIC Section 10290\(b\)\(c\)](#) further requires that the family fee schedule differentiate between full-time care fees and part-time care fees and that families be assessed a single flat monthly fee that is not based on actual attendance. Assessment of the monthly fee is based on the following factors under [WIC Section 10290\(c\)](#) and [WIC Section 10271.5\(c\)](#).

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

[AB 116](#), signed by the Governor on July 10, 2023, amended [WIC Section 10290](#) to authorize the following changes, which continue to be in effect:

1. Family fees shall not be based on the cost of care or the amount of subsidy payment.
2. Commencing October 1, 2023, both of the following apply:
 - a. Family fees shall not exceed 1 percent of the family's adjusted monthly income, and
 - b. A family with an adjusted monthly family income below 75 percent of the state median income shall not be charged or assessed a family fee.
3. Family fees accrued but uncollected before October 1, 2023, may be forgiven and not collected.

4. A child care provider serving children receiving state child care subsidies shall not absorb a reduction in pay because of a reduction in the collection of family fees.
5. Child care contracted spaces and vouchers shall not be reduced because of a reduction in the collection of family fees.

Guidance

Effective July 1, 2025, counties and child care and development contractors must use the current [FY 2025-26 Family Fee Schedule](#) when assessing fees for the following CDSS programs:

- Alternative Payment Programs (CAPP)
- Migrant Alternative Payment Programs (CMAP)
- Migrant Child Care and Development Programs (CMIG)
- General Child Care and Development Programs (CCTR)
- Family Child Care Home Education Networks (CFCC)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stages One, Two (C2AP), and Three (C3AP)

Additionally, family fees must be assessed at the following times:

- At initial certification.
- At recertification.
- When a family voluntarily reports a change that may reduce their family fees.

Family Fee Exemptions

- Families with children who are receiving Child Protective Services may be exempt from paying a family fee for 12 months, [WIC Section 10291\(a\)](#).
- Families receiving CalWORKs cash aid, [WIC Section 10291\(b\)](#).
- Families receiving Child Care and Development Services for Children with Special Needs (CHAN) [5CCR Section 18110\(d\)](#).
- Families eligible for child care based on “experiencing homelessness” are exempt from paying family fees in counties where approved policy flexibilities are in place to supersede state law. [WIC Section 10351\(b\)\(3\)\(B\)](#), [WIC Section 10362\(b\)\(3\)\(B\)](#).
- Families eligible for child care based on “experiencing homelessness” are exempt from paying family fees in counties where approved policy flexibilities are in place to supersede state law [WIC Section 10351\(b\)\(3\)\(B\)](#).
- Effective October 1, 2023, a family with an updated monthly family income below 75 percent of the state median family income pursuant to [WIC Section 10290\(e\)\(2\)\(B\)](#).

Families who were certified based on an eligibility criterion other than income and who are not exempt from fees as described above are required to be assessed a family fee.

Families who are certified and eligible based on a criterion other than income, and whose incomes are higher than any income represented on the annual family fee schedule, shall be required to pay the highest fee rate on the chart for their family size.

Calculating Family Fees at Initial Certification

At initial certification, contractors must determine whether the family will be assessed a fee, in accordance with [5 CCR Section 18109.5](#).

- For newly enrolled families, contractors will assess fees using the total monthly certified need as documented under [5 CCR Section 18085.5](#).
- When assessing family fees for families with income fluctuation, pursuant to [WIC Section 10271.6\(c\)](#), contractors shall allow a family to choose to provide up to the 12 preceding months of income information as necessary for purposes of determining income eligibility or calculating a family fee. The adjusted monthly income shall be determined by averaging the total countable income from at least two months to determine the average adjusted monthly income for purposes of determining income eligibility or calculating a family fee.

When the initial enrollment is not on the first day of the month, the contractor must assess a fee based on the certified hours for the partial month and another fee for subsequent months based on the certified need as documented in the application for services. For example, a family works full-time, and their initial enrollment date is May 20. For the month of May, the family will utilize fewer than 90 hours. In this example, the family will be assessed a part-time fee for May and a full-time fee for each subsequent month of service.

Recalculating Family Fees at Recertification

All families will have their family fees reassessed during the recertification process. [WIC Section 10290\(g\)](#) and [5 CCR Section 18082.1](#). A family shall be recertified for no less than every 24 months, [WIC Section 10271\(h\)](#).

Contractors will continue to assess fees for families with a predictable schedule using the total monthly certified need as documented in accordance with [5 CCR Section 18085.5](#).

For families with variable or unpredictable work schedules, the contractor will reassess the fee by using the provided documentation to identify the highest number of actual hours worked within any given week and use that as the basis for approving the certified schedule on the application for services. [WIC Section 10271.6\(c\)](#) allows families

experiencing income fluctuation to choose to provide up to the 12 preceding months of income information as necessary for the purposes of determining income eligibility or calculating family fees. The adjusted monthly income shall be determined by averaging the total countable income from at least two months, as applicable based on the income provided, to determine the average adjusted monthly income for purposes of determining income eligibility or calculating a family fee.

A Notice of Action (NOA) must be issued upon recertification, which may include a change in the family fee. Changes in fees take effect as follows:

- If a decreased family fee is assessed, the fee will become effective on the first day of the month after the NOA is issued.
- If a new or increased family fee is assessed, the fee will become effective on the first day of the month after the appeal request period has expired.
 - Families have an opportunity to appeal their family fee assessment within 14 calendar days of the date the NOA is issued, assuming it is hand delivered to the parent, or within 19 calendar days of issuance if served by mail.
 - If an appeal is filed, the new fee will not be implemented until the first day of the month after the appeal process is exhausted. The reassessed fee must be collected monthly.
 - During the appeal process, families shall continue to receive child care services.

Although it is recommended that counties notify families when there is a change in family fees, this guidance on NOAs for family fees does not apply to CalWORKs Stage One program.

As a reminder, family fees cannot be increased for any reason during the eligibility period; therefore, if a family requests a reduction in services but the documentation provided would result in an increase, the contractor must disregard the information and leave the current fee in place.

The California Department of Social Services (CDSS) Child Care and Development Division (CCDD) has updated the Child Care Family Fee [Calculator](#) that can be used to calculate family fees during initial certification and recertification of families receiving subsidized child care.

Families Assessed a Family Fee Utilizing the FY 2025-26 Family Fee Schedule

For families who were assessed a family fee utilizing the [FY 2025-26 Schedule](#), and the new family fee schedule yields a lesser amount, contractors shall decrease the family's fee as applicable and issue a NOA. For those families whose fees would increase due to the new schedule, no changes should be made to their fee assessment until a family is recertified. When the fees increase due to recertification, a NOA shall be issued pursuant to [5 CCR Section 18119](#).

Contractor Policies on Family Fee Collection

Contractors are reminded of the requirements of [5 CCR 18114](#), to have policies in place that clearly communicate to parents the due date for payment of fees to ensure collection of fees in advance of providing services, delinquent fees processes, and required notifications due to fee collection effective October 1, 2023. This section does not apply to CalWORKs Stage One Child Care.

For fiscal-related questions, please email the Child Development Fiscal Services inbox at ChildDevelopmentFiscal@dss.ca.gov. If you have any questions or need additional guidance regarding the information in this letter, please contact your [Program Quality Improvement \(PQI\) Consultant](#).

Sincerely,

Original Document Signed By

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

June 24, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-17

The purpose of this Child Care Bulletin (CCB) is to notify counties and child care and development contractors of the revised Schedule of Income Ceilings and Income Ranking Table to be used to determine a family's income eligibility for state-subsidized child care and development programs for Fiscal Year (FY) 2025-26.



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

June 24, 2025

CHILD CARE BULLETIN (CCB) NO. 25-17

GUIDANCE TYPE: **DIRECTIVE**

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

SUBJECT: **REVISED STATE MEDIAN INCOME (SMI) CEILINGS AND
INCOME RANKING TABLE FOR FISCAL YEAR (FY) 2025-26**

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

REFERENCE: [ASSEMBLY BILL \(AB\) 321 \(CHAPTER 903, STATUTES OF 2022\);](#)
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTIONS 10271;](#)
[WIC SECTION 10271.5](#)
[TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS](#)
[\(5 CCR\) SECTION 18078\(a\);](#)
[5 CCR SECTION 18081; 5 CCR SECTION 18084\(c\);](#)
[5 CCR SECTION 18092;](#)
[CHILD CARE BULLETIN \(CCB\) NO. 23-04;](#)
[CCB NO. 23-06; CCB NO. 23-16;](#)
[FISCAL YEAR \(FY\) 2025-26 INCOME RANKING TABLE](#)

Purpose

The purpose of this Child Care Bulletin (CCB) is to notify counties and child care and development contractors of the revised Schedule of Income Ceilings reflecting the State Median Income (SMI) and Income Ranking Table for Fiscal Year (FY) 2025-26. The updated Schedule of Income Ceilings is applicable to all direct service and voucher-based child care and development contracts administered by the California Department of Social Services (CDSS). The updated Schedule of Income Ceilings is used to determine a family's income eligibility for state subsidized child care and development programs for FY 2025-26. The updated Income Ranking Table is used to determine an income-eligible family's priority for enrollment in a state subsidized child care and development program for FY 2025-26.

Background

In accordance with [WIC Section 10271.5\(c\)](#), the California Department of Finance annually recalculates the SMI based on the most recent census data and, pursuant to a specified formula, provides updated data to CDSS.

Guidance

Schedule of Income Ceilings

The following Schedule of Income Ceilings must be used in determining income eligibility for families initially certified or recertified on or after July 1, 2025. For more information regarding eligibility priorities, see [WIC Section 10271\(b\)](#).

State Fiscal Year 2025-26 Schedule of Income Ceilings (85 percent of SMI)

Family Size	Family Monthly Income	Family Annual Income
1-2	\$6,860	\$82,326
3	\$7,785	\$93,418
4	\$9,020	\$108,237
5	\$10,463	\$125,555
6	\$11,906	\$142,873
7	\$12,177	\$146,120
8	\$12,447	\$149,367
9	\$12,718	\$152,615

Family Size	Family Monthly Income	Family Annual Income
10	\$12,988	\$155,862
11	\$13,259	\$159,109
12	\$13,530	\$162,356

Source: 2023 American Community Survey (ACS) Public Use Microdata Sample File

Note: SMI ceilings are calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program and specified in paragraphs (5), (6), and (7) of subdivision (b) of [Section 96.85 of Title 45 of the Code of Federal Regulations](#). For purposes of determining initial and ongoing income eligibility, [WIC Section 10271.5](#) defines “income eligible” as when a family’s adjusted monthly income is at or below 85 percent of the SMI, adjusted for family size. Please see [5 CCR Section 18078\(a\)](#) for the definition of “adjusted monthly income”.

Existing Enrollment and Priority Policy

The CDSS requires the use of an Income Ranking Table to determine enrollment priorities for income-eligible families. Contractors are required to enroll families into child care and development programs in priority order. [WIC section 10271\(b\)\(1\)](#) states, in pertinent part, “first priority shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency.”

[WIC Section 10271\(b\)\(2\)](#) states that the second priority for enrollment is for income-eligible families, with families who have “the lowest gross monthly income in relation to family size” receiving the highest priority. This section further states that if “two or more families are in the same priority in relation to income, the family that has a child with exceptional needs shall be admitted first. If there is no family of the same priority in which the primary home language is a language other than English, the family of the same priority that has been on the waiting list for the longest time shall be admitted first.” Determining the order of admission, grants of public assistance recipients shall be counted as income.”

For contractors to identify families’ home language for prioritization purposes, they must include a question on the waiting list application to determine if a family’s home language is a language other than English. Contractors shall communicate with families in the language families are most comfortable speaking and use available resources, such as language translation services, to do so.

For families who are eligible based on having a member of their household who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or CalWORKs, contractors must prioritize the family by the income declared on the application for the means-tested government program. (See [WIC Section 10271\(a\)\(1\)\(A\)](#) and [CCB No. 23-04](#)).

Income Ranking Table

Effective July 1, 2025, contractors must use the revised [FY 2025-26 Income Ranking Table](#) when determining enrollment priorities for families.

If you have any questions or need additional guidance regarding the information in this letter, contact your assigned Child Care and Development Division (CCDD) [PQI Branch Child Development 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 X% of enrolled children enrolled 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.

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
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.
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.	2/18/2025	In-Progress	CCC will review and analyze its new community assessment to identify disparities in maternal and birth outcomes across racial and ethnic groups.
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	In-Progress	The community assessment will be conducted by Spring 2025 and data will be used to identify 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	In-Progress	The community assessment will be conducted by Spring 2025 and data will be used to identify 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	In-Progress	CCC partners with Early Childhood Mental Health Program for mental health consultation services. The program is revising its procedures to ensure oversight structure monitors for monthly availability of mental health consultation services.

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	<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.	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	<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).	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 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.