



CONTRA COSTA COUNTY

AGENDA

Head Start Committee

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

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

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

1. The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.
2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
3. Call to Order.
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 January 29, 2026. [26-1118](#)
Attachments: [Head Start Committee Minutes - January 29 2026 - DRAFT](#)
6. DISCUSS and ACCEPT the Head Start Committee update, REFER all topics to the April 14, 2026 Board of Supervisors report, and provide guidance, as recommended by the Employment and Human Services Director. [26-1119](#)
Attachments: [March 2026 Head Start Committee Update](#)
[1. FY25-26 Head Start Self-Assessment Report](#)
[2. New HSPPS Compliance Timeline and Analysis](#)
7. The next meeting is currently scheduled for May 18, 2026.
8. Adjourn

General Information

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

HOW TO PROVIDE PUBLIC COMMENT:

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

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

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

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1118

Agenda Date: 3/18/2026

Agenda #: 5.

HEAD START COMMITTEE

Meeting Date: March 18, 2026

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: Sarah Reich

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

APPROVE the Board of Supervisors Head Start Committee Minutes of January 29, 2026.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Head Start Committee

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

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

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

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

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

3. Call to Order

**Attendees: Supervisor Scales-Preston (Chair), Supervisor Gioia (Vice Chair)
Chair Scales-Preston called the meeting to order at 2:00pm 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 November 17, 2025. **[26-318](#)**

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

This discussion item was approved.

6. DISCUSS and ACCEPT the Head Start Committee Update. **[26-319](#)**

Attachments: [January 2026 Head Start Committee Update - FINAL](#)
[1. Annual Report FY23-24](#)
[2. Annual Report FY24-25](#)
[3. CCB-25-33 Collection of Social Security Numbers](#)
[4. New HSPPS Compliance Timeline and Analysis](#)

This discussion item was accepted.

7. The next meeting is currently scheduled for March 16, 2026.

The next meeting has been rescheduled for March 18, 2026 at 9am.

8. Adjourn

Meeting adjourned at 2:19pm.

9. General Information

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1119

Agenda Date: 3/18/2026

Agenda #: 6.

HEAD START COMMITTEE

Meeting Date: March 18, 2026

Subject: Head Start Committee Update

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: Sarah Reich

Contact: Sheila Walsh

Recommendation(s)/Next Step(s):

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

Head Start Committee Update



March 18, 2026

Marla Stuart, MSW, PhD, EHSD Director and Head Start Executive Director
Sarah Reich, Community Services Bureau Interim Director, Head Start Director

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



Outline

Topic	Federal Head Start	State Child Care
Classroom Video Cameras	✓	✓
Head Start Self-Assessment	FY25-26	
Community Assessment	FY25-26	
ECE Data Management System	✓	✓
Recommendation	✓	
Appendices	For Information	

Building Brighter Futures Together

- Classroom Video Cameras
- Head Start Self-Assessment
- Community Assessment
- ECE Data Management System
- Recommendation
- Appendices

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Background

- History of video cameras in the County centers
- Spring 2025 Head Start Audit
- Camera Discussions with Partners
- Camera Benefits and Concerns

Current Camera Utilization

Agency	Video Camera Status	# Slots	# Classrooms	# Facilities	Contract End Date
Contra Costa County	Present	562	45	12	N/A
Crossroads	Present	20	4	1	6/30/27
Tiny Toes	Present	32	2	1	6/30/26
Little Angels ¹	Present	24	2	1	6/30/26
YMCA	Not Present	286	28	7	6/30/27
KinderCare	Not Present	152	18	4	6/30/26
Richmond College Prep ¹	Not Present	48	1	1	6/30/26
San Ramon Unified School District ¹	Not Present	48	2	2	6/30/26
We Care ¹	Not Present	24	1	1	6/30/26
Aspiranet ²	N/A	149	N/A	N/A	6/30/27
Total With Cameras Present		638	53	15	
Total Without Cameras Present		558	50	15	

1. State funding only partner, does not receive federal funds.

2. Aspiranet is a home-based model without physical facilities or classrooms.

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- Classroom Video Cameras
- **Head Start Self-Assessment**
- Community Assessment
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FY25-26 Head Start Self-Assessment

Federal Requirement

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

Process

- Timing: November 18-26, 2025
- Focus: 4 areas included in Focus Area 1 Federal Review
 1. Supporting Safe and Healthy Learning Environments
 2. Program Design, Management, and Improvement
 3. Fiscal Infrastructure
 4. Eligibility, Recruitment, Selection, Enrollment, Attendance
- 67 classrooms representing all centers reviewed for Supporting Safe and Health Learning Environments
- 80 child eligibility files reviewed for Eligibility, Recruitment, Selection, Enrollment, Attendance
- 6 teachers interviewed for Program Design, Management, and Improvement
- 5 written narrative questionnaires completed across all 4 focus areas
- Board participation



1. FY25-26 Head Start Self-Assessment Report

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Self-Assessment Summary of Key Findings

Program Area Reviewed	Key Findings
1. Supporting Safe and Healthy Learning Environments	<p>70% of 67 classrooms reviewed scored 90% or higher on monitoring tool. The remaining 30% scored 80% or higher. All issues identified were addressed promptly and effectively.</p> <p>We are able to ensure hygienic practices and allergy information are being consistently communicated, posted, and updated across all sites and classrooms.</p>
2. Program Design, Management, and Improvement	<p>The ongoing monitoring system is multi-layered and implemented through daily, monthly, quarterly, semi-annual, and annual review cycles. Monitoring data is analyzed and shared with management, senior leadership, Policy Council, and Board of Supervisors (governing body).</p> <p>Organizational structure and management roles are clearly defined and effective. The Policy Council and Board of Supervisors are actively engaged in oversight and decision-making.</p>
3. Fiscal Infrastructure	<p>Workday is utilized to support accounting and financial management functions. County-approved systems including PeopleSoft, EcoTime, and Time Study Buddy are used to record and manage employee timekeeping.</p> <p>Fiscal monitoring is done through budget-to-actual analysis, monthly expenditure tracking, reconciliation, and separation of duties.</p>
4. Eligibility, Recruitment, Selection, Enrollment, Attendance	<p>99% of the 80 eligibility files reviewed were compliant. The Centralized Enrollment Unit implements a robust verification process to confirm income and/or categorical eligibility of families prior to enrollment.</p> <p>The data management system serves as a real time database providing current data on waitlist, accepted enrollments, and program vacancies.</p>

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- Classroom Video Cameras
- Head Start Self-Assessment
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FY25-26 Community Assessment

Federal Requirement

- Head Start Act (HSA) 640(g)(1)(C); Head Start Program Performance Standards (HSPPS) 1302.11(b), 1302.102(d)(2)

Purposes (summarized from HSPPS)

1. Identify populations most in need of services
2. Inform the program's design and to ensure service delivery reflects needs and diversity of the community
3. Inform the enrollment, recruitment, and selection process to prioritize the enrollment of those most in need
4. Identify community strengths and resources that can be leveraged for service delivery and partnership efforts
5. Identify the communication methods and modalities that best engage with prospective and enrolled families

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FY25-26 Community Assessment Process

Timing

- Data updated in Fall/Winter 2025-26.

Data Sources

- Secondary data from the US Census Bureau's American Community Survey (ACS), 2023 California Child Care Portfolio published by California Child Care Resource & Referral Network, California Community Care Licensing Division, and other national, state, and local resources.
- Data disaggregated by cities within Contra Costa County.

Future

- RFP 1231 issued December 2025
- Received 6 proposals that are being vetted for a decision in Spring 2026

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Community Assessment Highlights: Eligible Population

The number of children 0-5 years old has been declining since 2026, even while the county's overall population has been increasing.

	2016	2024	% Change 2016-24
1. Children Age 0-2	37,441	34,309	-8%
2. Children Age 3-5	41,893	38,167	-9%
3. Total Children 0-5	79,334	72,476	-9%
4. Overall Population	1,107,925	1,172,607	+6%
5. % Population 0-5	7%	6%	-1%

*Source: ACS 2024 1-Year Estimates and prior ACS 5- Year Estimates.

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Community Assessment Highlights: Family Needs

- Monthly full-time child care costs have increased from 2019 to 2023.
- For families needing infant care, costs are about 30% more expensive using either center-based options or family home based options.
- It is even more for families needing preschool care, increasing by nearly 40% regardless of type of program.

Average Monthly Full-Time Costs:	2019	2021	2023	% Change 2019-23
1. Center-Based Infant Care	\$1,622	\$1,733	\$2,088	+29%
2. Center-Based Preschool Care	\$1,190	\$1,295	\$1,649	+39%
3. Family Home Based Infant Care	\$1,045	\$1,233	\$1,381	+32%
4. Family Home Based Preschool Care	\$996	\$1,093	\$1,386	+39%

*Source: 2019, 2021, and 2023 California Child Care Portfolio published by California Child Care Resource & Referral Network.

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Community Assessment Highlights: Availability of Services

- Overall, more child care slots are available in 2025 compared to 2024, including licensed center-based and family homes serving at least 9 children.
- Still only enough slots for 44% of 0-5 years old population.

	2024	2025	Change
1. # of Preschool Care Slots	18,553	17,797	-4%
2. # of Infant Care Slots	2,275	2,212	-3%
3. # of Single License Care Slots	3,732	4,999	+34%
4. Total # Child Care Center-Based Slots	24,560	25,008	+2%
5. # Additional Family Home Care Slots	6,050	6,553	+8%

*California Community Licensing Division, as reported in December of each year. A single license allows centers to serve multiple age ranges. Family Home Care slots only include those that serve at least 9 children, since data is not publicly shared for those with fewer than 9 children.

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- Classroom Video Cameras
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- Recommendation
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Current ECE Data Management System

CLOUDS (Child Location Observation Utilization Data System) deployed in 2012 as the data management system for the County's Early Childhood Education (ECE) programs.

History

- 2009: Received Quality Improvement & Program Improvement Grant from Administration for Children and Families (ACF) to develop electronic child safety system.
- 2010: Launched as RFID child safety system.
- 2014: 1st electronic system in California to be approved by California Department of Education (CDE) to use electronic attendance and signature system. Relaunched as data management system in 2015.
- 2015: Received California State Association of Counties (CSAC) Merit Award for Innovative Systems.
- 2017: Presented at National Head Start Association (NHSA) Summit.
- 2019: Recognized by Office of Head Start as Innovative Safety System.
- 2020: Received CSAC Award for using technology to enhance communications with families during pandemic.

Procurement Process

Procurement Process

- Launched RFP #1211 in October 2024 and received 4 bids.
- Staff unanimously recommended KinderSystems following proposal reviews and demos.
- June 10, 2025: Board of Supervisors approved consent item C52 to execute a purchase order through June 2030

KinderSystems Overview

- Specializes in systems for subsidized child care, early education, and Head Start on a national scale.
- Offer collection of integrated off-the-shelf systems to support our full program, including
 - COPA – for managing center-based federal and state funded early childhood education services
 - CARE – for managing subsidized child care services
 - Learning Genie – for managing parent engagement and child outcome assessments
 - KinderCloud – umbrella system linking together COPA and CARE databases

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KinderSystems Implementation Timeline

Workstream	Categories	Jul-2025	Aug-2025	Sep-2025	Oct-2025	Nov-2025	Dec-2025	Jan-2026	Feb-2026	Mar-2026	Apr-2026	May-2026	Jun-2026	Jul-2026	Aug-2026	Sep-2026
	Project Launch			9/16/2025												
1 COPA Implementation- Data System for Head Start and State Preschool Programs	Super Admin Trainings & Configurations															
	COPA Data Conversion															
	COPA Manager Trainings															
	COPA End User Trainings															
	COPA Pilot/UAT Go Live							1/12/2026								
	COPA Full Implementation Go Live													7/1/2026		
2 CARE Implementation- Data System for Alternative Payment Programs	CARE Data Conversion															
	CARE Front End Configurations & Trainings															
	CARE Training															
	CARE Pilot/UAT Go Live										TBD					
	CARE Full Implementation Go Live													7/1/2026		
3 Learning Genie Implementation- Data System for Child Assessments	Kick-Off															
	Data Conversion															
	Super User Training & Configuration															
	End User Trainings															
	Pilot/UAT Go Live															
	Full Implementation Go Live															
4 KinderCloud- Umbrella Data System Linking COPA & CARE	Prototype Development															
	Application Design															
	Quality Assurance															
	User Acceptance Testing															
	KinderCloud MVP Go Live															
5 On-Going Support	Support															

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- Classroom Video Cameras
- Head Start Self-Assessment
- Community Assessment
- ECE Data Management System
- **Recommendation**
- Appendices



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Recommendation

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

- Classroom Video Cameras
- Head Start Self-Assessment
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- Budget
- Recommendation
- **Appendices**

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2026 Head Start Governance Updates Calendar

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

As Needed

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

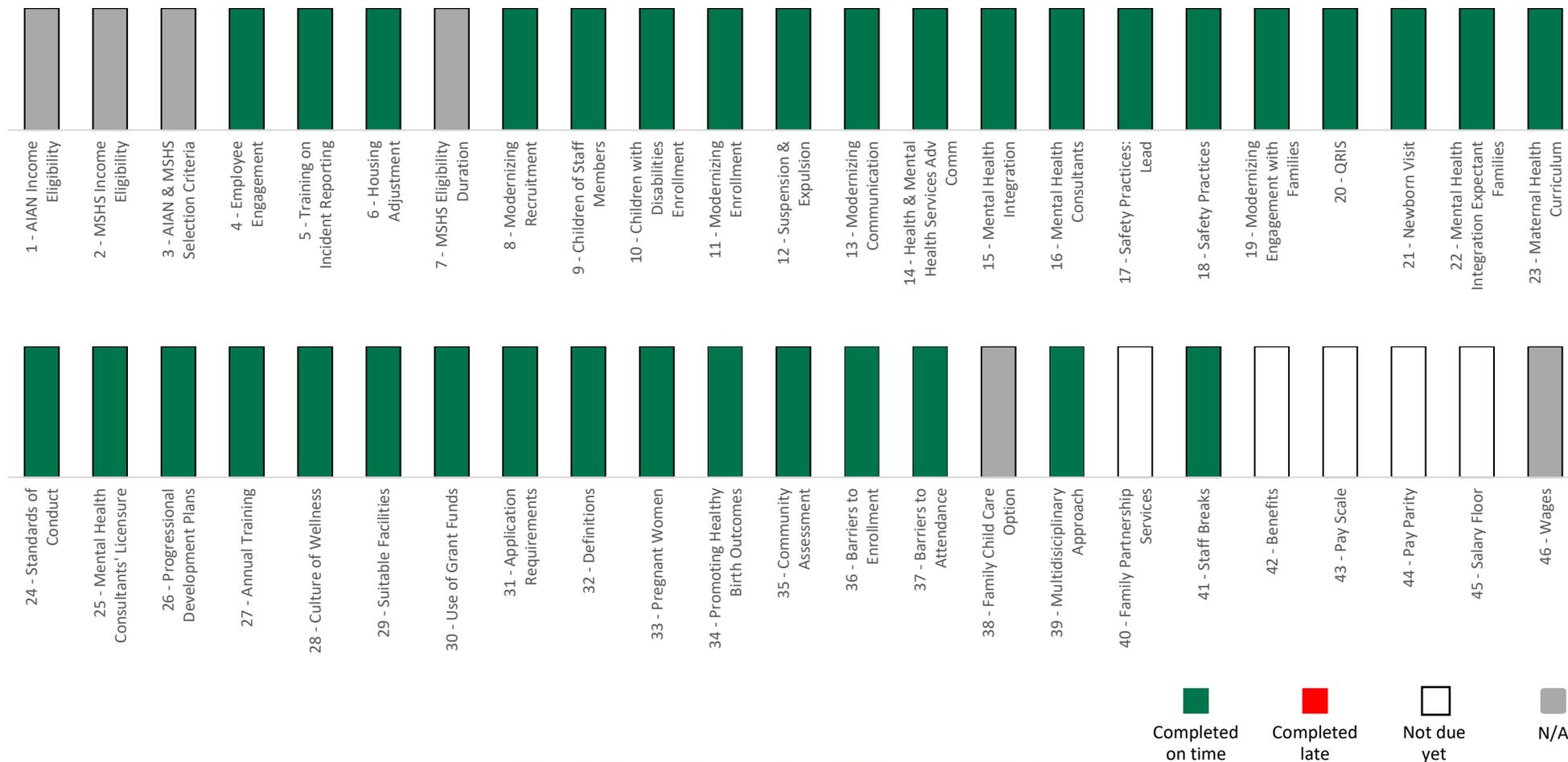
Contra Costa County Resolution 2023/274 includes all of these requirements.

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

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



HSPPS Compliance Timeline Progress Chart



2. New HSPPS Compliance Timeline and Analysis

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

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

Background

The Head Start (HS) Self-Assessment is a required Head Start activity that provides a structured process for reviewing program activities and outcomes (45 CFR 1302.102(b)(2)). During this time, data is reviewed and discussed to determine the effectiveness of the Contra Costa County Head Start program in meeting internal program goals and compliance standards set forth by the Office of Head Start (OHS). The purpose of meeting program goals and requirements is to ensure that families in Contra Costa County can thrive with the support of a well-functioning, informed, collaborative Head Start program.

This assessment was scheduled strategically to prepare the agency for the Office of Head Start Focus Area 1 Federal Review scheduled for January 6-8, 2026. The HS Self-Assessment is completed to ensure full alignment of all program components, readiness of operations, and reinforcement of a unified vision that serving and supporting the community remains the program's highest priority.

Overview of Methods

The FY 2025-26 Self-Assessment was conducted November 18 – 26, 2025 and engaged a wide network of staff members, parents, and the Board of Supervisors to identify required systems and examine related procedures for effectiveness

This year the Self-Assessment focused on the following 4 program areas from the FY26 Focus Area One Monitoring Protocols:

- Supporting Safe and Healthy Learning Environments (SSHLE)
- Program Design, Management, and Improvement (PDMI)
- Fiscal Infrastructure
- Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)

For the SSHLE focus area, 100% of our sites (directly operated & partners) were reviewed. Review teams conducted on-site observations using a modified Health and Safety Screener. The modified screener assessed emergency preparedness, safety, hygiene practices, and instructional environments. Any observed issues were reported to team leaders who facilitated immediate corrective actions, resulting in no non-compliances.

Building on site-level observations under the focus area of SSHLE, the PDMI focus area centered on examining the systems, structures, and communication and documentation practices. In order to assess this to fidelity we developed a narrative-driven questionnaire for managers and analysts designed to document and evaluate existing systems. The respondents were required to not only complete the tool but validate their response with existing documentation. Questionnaires were also provided to parents, teachers, and members of Board of Supervisors to survey across the various groups to ensure communication is consistent and transparent. Additionally, this section examined personnel file tracking processes including background checks and staff qualifications.

For Fiscal, a narrative-based questionnaire designed to document and evaluate fiscal systems and controls was implemented. The Fiscal team was tasked to answer each question supported by applicable regulations, policies, or manual references, providing a comprehensive understanding of the systems in place for procurement, budgeting, payroll, recordkeeping, and internal controls to ensure compliance with County and Federal requirement.

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

For ERSEA, a total of 80 child files were reviewed. The ERSEA team assessed the County Head Start program’s system for tracking eligible families from recruitment to waitlist, selection, and enrollment. In addition, a review of internal controls to protect against fraud occurring during the enrollment process was conducted. The review also assessed the timeliness and consistency of ERSEA staff training to ensure ongoing compliance with Head Start regulations.

Program Areas, Instruments, and Participants

Program Area	Instruments/Documents Reviewed	Sites/Staff Participating
FY26 Focus Area One Monitoring Protocol: Supporting Safe and Healthy Learning Environments	FA1: Supporting Safe and Healthy Learning Health and Safety Screener	Staff: - All Comprehensive Service Managers - All Comprehensive Service Assistant Managers
FY26 Focus Area One Monitoring Protocol: Supporting Safe and Healthy Learning Environments	FA1: Supporting Safe and Healthy Learning Written Narrative Form	Staff: - Julia Kittle-White - Michelle Mankewich - Jessie Black - Amy Wells - Jay Rivera
FY26 Focus Area One Monitoring Protocol: Program Design, Management, and Improvement	FA1: Program Design, Management, and Improvement Written Narrative Form	Staff: - Amy Wells - Sarah Reich - MJ Robb - Christina Castle-Barber
FY26 Focus Area One Monitoring Protocol: Program Design, Management, and Improvement	FA1: Program Design, Management, and Improvement Written Narrative Form	Board of Supervisors: - Supervisor Candace Andersen

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

<p>FY26 Focus Area One Monitoring Protocol: Program Design, Management, and Improvement</p>	<p>FA1: Program Design, Management, and Improvement Teacher Interviews</p>	<p>Staff: - Linda Frazier-Stafford - Cathy Lucero - Julia Kittle-White Teachers: - Maria Buban (Riverview) - Blanca Torres (George Miller Concord) - Blanca Sanchez (George Miller III) - Jessica Murillo (YMCA Richmond Parkway) - Sara Castro (YMCA Lone Tree) - Ashley McNutt (Tiny Toes)</p>
<p>FY26 Focus Area One Monitoring Protocol: Eligibility, Recruitment, Selection, Enrollment, Attendance</p>	<p>FA1: Eligibility, Recruitment, Selection, Enrollment, Attendance Written Narrative Form</p>	<p>Staff: - Ellen De Senna - Kelly Chun</p>
<p>FY26 Focus Area One Monitoring Protocol: Eligibility, Recruitment, Selection, Enrollment, Attendance</p>	<p>FA1: Eligibility, Recruitment, Selection, Enrollment, Attendance File Review</p>	<p>Staff: - Ellen De Senna - Kelly Chun - Griselda Tovar De Magana - Qing Xu - Tina Ham - Yajara Gonzalez</p>
<p>FY26 Focus Area One Monitoring Protocol: Fiscal Infrastructure</p>	<p>FA1: Fiscal Infrastructure Written Narrative Form</p>	<p>Staff: - Navdeep Singh - Ernestine Cook - Alexandra Heinitz - Priyanka Vidushi - Ali Vahidizadeh</p>

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

Key Findings

Observations	
Supporting Safe and Healthy Learning Environment	<ul style="list-style-type: none"> • Observations were conducted at 100% of sites (partners and directly operated). • A monitoring tool was developed with 33 indicators focused on center health and safety. • Observations were conducted in 67 classrooms, of which 70% achieved a performance score of 90% or higher. • The remaining 30% scored 80%, and identified issues were addressed promptly and effectively. • Safety inspections are performed on a daily, monthly, semi-annual, and annual basis. • Systems such as Track-It support the documentation of corrective actions. • Active supervision is strengthened through tools, consistent monitoring, and staff training. • With the use of our data management system, we are able to ensure hygienic practices and allergy information are being consistently communicated, posted, and updated across all sites and classrooms.
Program Design Management and Improvement	<ul style="list-style-type: none"> • The CSB ongoing monitoring system is multi-layered and implemented through daily, monthly, quarterly, semi-annual and annual review cycles in an effective manner. • Monitoring data is analyzed and shared with management, senior leadership, Policy Council and the Board of Supervisors. • Findings are documented and tracked in CLOUDS and Track-it, thus demonstrating transparency and timely follow-through. • The Community Assessment findings inform program design decisions, including slot placement, service duration, and program offerings. • Organizational structure and management roles are clearly defined and effective. • Policy Council and Board Supervisors are actively engaged in oversight and decision-making. • CSB uses data, training, and reflective supervision to guide professional development and ensure we continue to better serve children and families. • Using database systems such as NeoGov has supported documentation management, communication, and transparency through the employee selection process.
Fiscal Oversight	<ul style="list-style-type: none"> • Systems such as GAAP and accrual process enable us to track and process accounts payable and receivables. • Workday is utilized to support accounting and financial management functions. • County-approved systems including PeopleSoft, EcoTime, and Time Study Buddy, are used to record and manage employee timekeeping. • Fiscal leadership includes a licensed CPA with 15+ years of accounting and auditing experience. • Fiscal Monitoring is done through budget-to-actual analysis, monthly expenditure tracking, reconciliation, and separation of duties. • Procurement is conducted in accordance with County Purchasing Policy and Head Start requirements.

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

**Eligibility,
Recruitment,
Selection,
Enrollment and
Attendance**

- Eighty (80) eligibility files were reviewed with an overall compliance rate of 99%.
- The data management system serves as a real time database providing current data on waitlist, accepted enrollments, and program vacancies.
- The Centralized Enrollment Unit (CEU) implements a robust verification process to confirm income and/or categorical eligibility of families prior to enrollment.
- The CEU delivers annual training on current Head State and state eligibility requirements.
- The CEU collaborates with school districts, the Special Education Local Planning Area (SELPA), and the Regional Center of the Eastbay to support enrollment of children with disabilities.

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
FY26 HEAD START SELF-ASSESSMENT
November 18 – 26, 2025**

Opportunities for Growth

**Program Design
Management
and
Improvement**

- Monitoring personnel records at partner sites requires a higher degree of regularity. This assessment identified enhanced ongoing monitoring is necessary for us to maintain program-wide compliance, which is now in place.

**CONTRA COSTA COUNTY
 EMPLOYMENT & HUMAN SERVICES DEPARTMENT
 COMMUNITY SERVICES BUREAU
 FY26 HEAD START SELF-ASSESSMENT
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Areas of Concern (Findings)

None

- No areas have been noted as requiring a corrective action plan. While there are areas for improvement, compliance is met and plans already exist to address recommended improvements.

Action Plan

None

- No areas have been noted as requiring a corrective action plan.

Overall Observation

- Overall, the FY 25-26 HS Self-Assessment demonstrated a strong and well-established system of oversight, and compliance. 100% of sites were observed using a comprehensive monitoring tool, with the average compliance rate being upwards of 90% and demonstrating that systems such as Track-it and the data management system support consistent documents and transparency. The monitoring data is analyzed and routinely shared with management, senior leadership, Policy Council, and the Board of Supervisors to inform program decisions.
- The assessment highlights CEU’s ERSEA systems of real-time tracking of enrollment, vacancies, and waitlists. In addition, CEU’s strict income and eligibility verification process, which is reinforced by ongoing staff training, represents a program strength. Fiscal operations are supported by experienced leadership along with county approved systems such as GAAP-aligned accounting practices, budget-to-actual analysis, and monthly reconciliations that meet the county and Head Start requirements.
- The assessment identified growth opportunities to enhance monitoring practices regarding personnel files to further align directly operated and partner documentation review. Additionally, this assessment identified an opportunity to formally document successful metrics and to use performance data to illustrate benefits of positive outcomes. This approach will allow more targeted training and strategic support of the program services, to create better outcomes for children and families in our community.

Updated Head Start Program Performance Standard Requirements

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

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

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

Updated Head Start Program Performance Standard Requirements

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
46	<p><u>1302.90(e) Wages</u>. Small Head Start agencies with 200 or fewer slots are exempt from most of the wage requirements, but these agencies must still develop or update a pay scale that promotes competitive wages for all staff, and make measurable progress toward reducing disparities in wages between Head Start educators and public preschool teachers over time. The final rule includes an option for the Secretary of the Department of Health and Human Services (HHS) to establish in 2028 a limited waiver process for most of the wage requirements for eligible programs, if the prior four years of appropriation increases for Head Start are less than an annual average of 1.3%.</p>	8/1/2031	n/a	CCC HS program serves more than 200 slots.

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