

Early Childhood Education Program Update



October 21, 2025

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Outline

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

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- Federal Environment Updates
- Child Care Center Services
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- Recommendation
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Federal Environment Updates

Sources of Information

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

Categories of Impact

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

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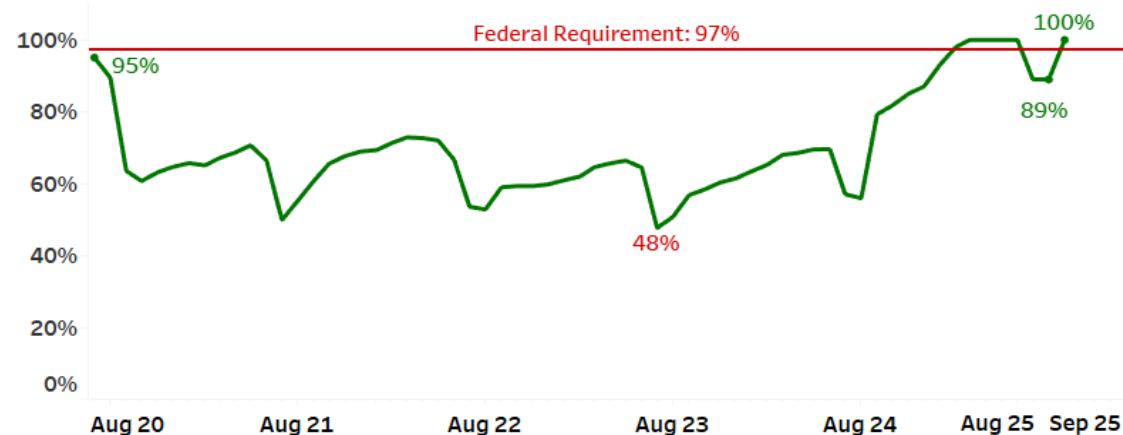
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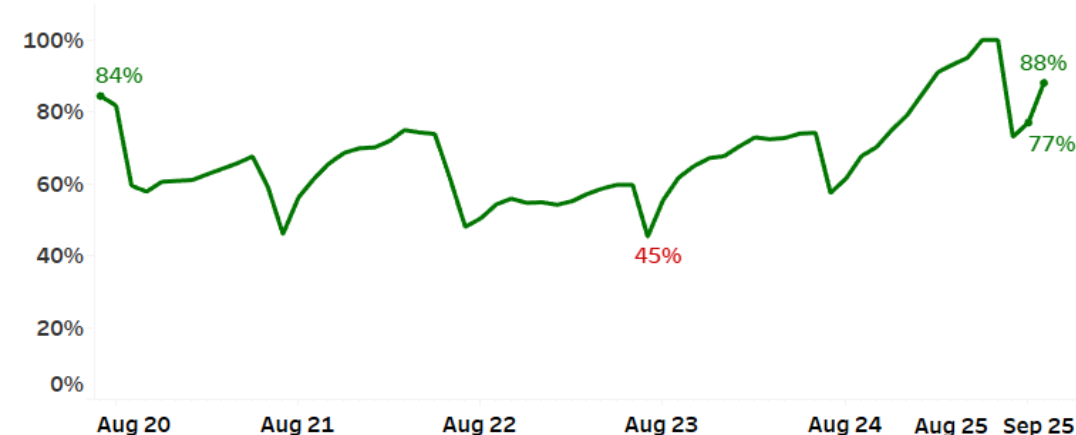


Center Enrollment Rates

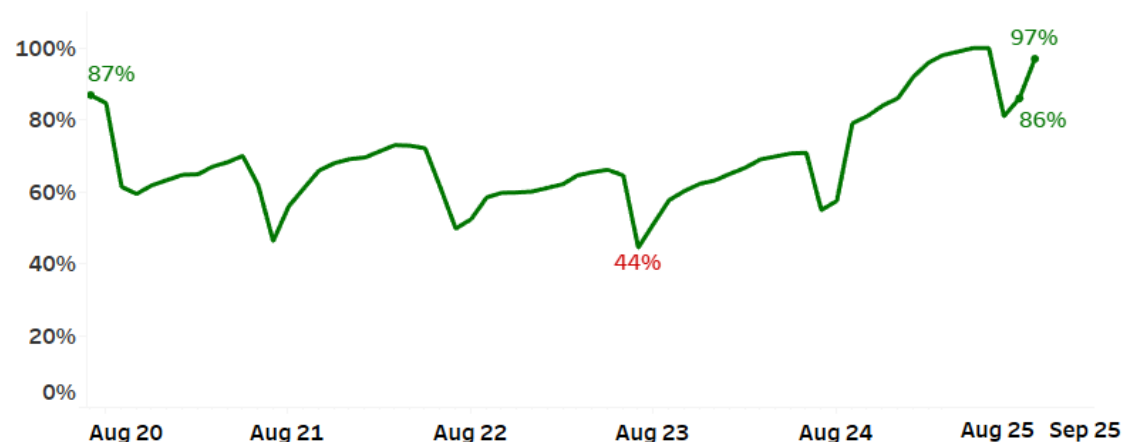
Federal Filled Slots



State Filled Slots



Total Filled Slots



Current Slot Allotments:

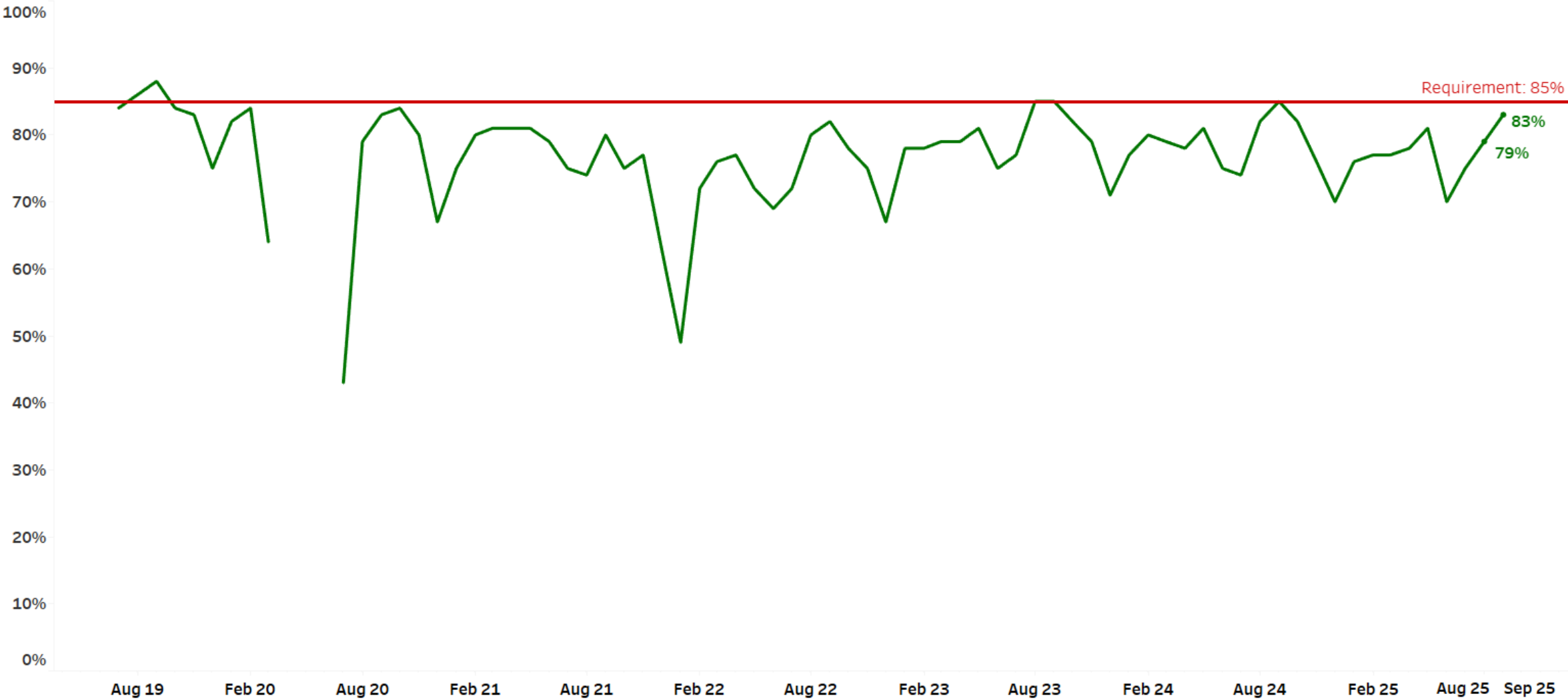
- Federal Slots (Head Start) = 1,201 (1,197 filled slots as of September 2025)
- State Slots (CDE and CDSS) = 764 (671 filled slots as of September 2025)
- Total Unique Slots = 1,345 (1,302 filled slots as of September 2025)

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.

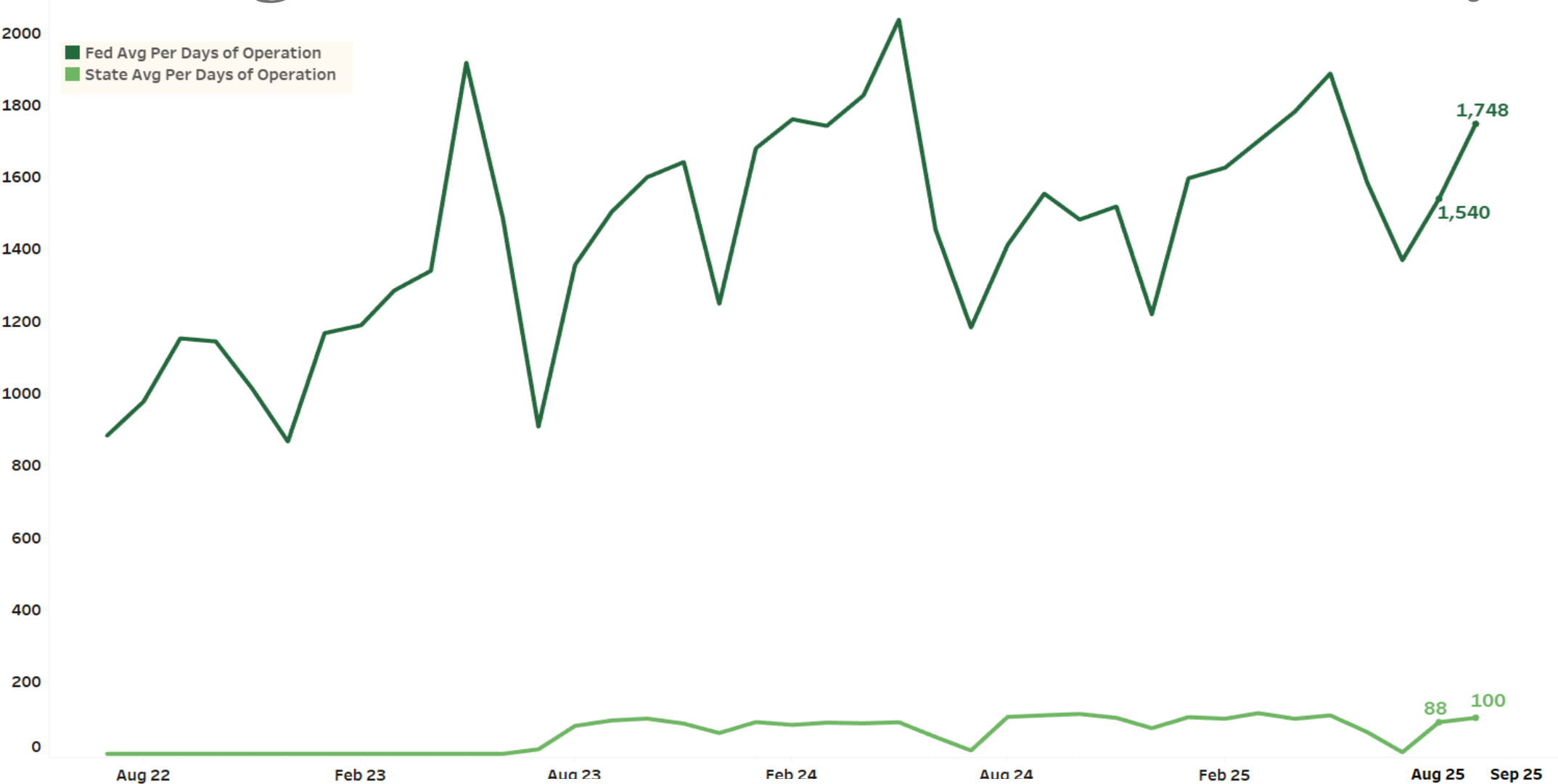
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Center Attendance Rates



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Average Center Meals & Snacks Per Day



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OHS Funding for Nutrition & Healthy Eating

Requested Funding Amount: \$428,550

UPDATE: Not funded initial awards issued September 23, 2023. Remains in consideration for future funding.

Timeframe: September 2025 – June 2026

Application Submitted: August 22, 2025

Key Purchases & Activities

For Centers

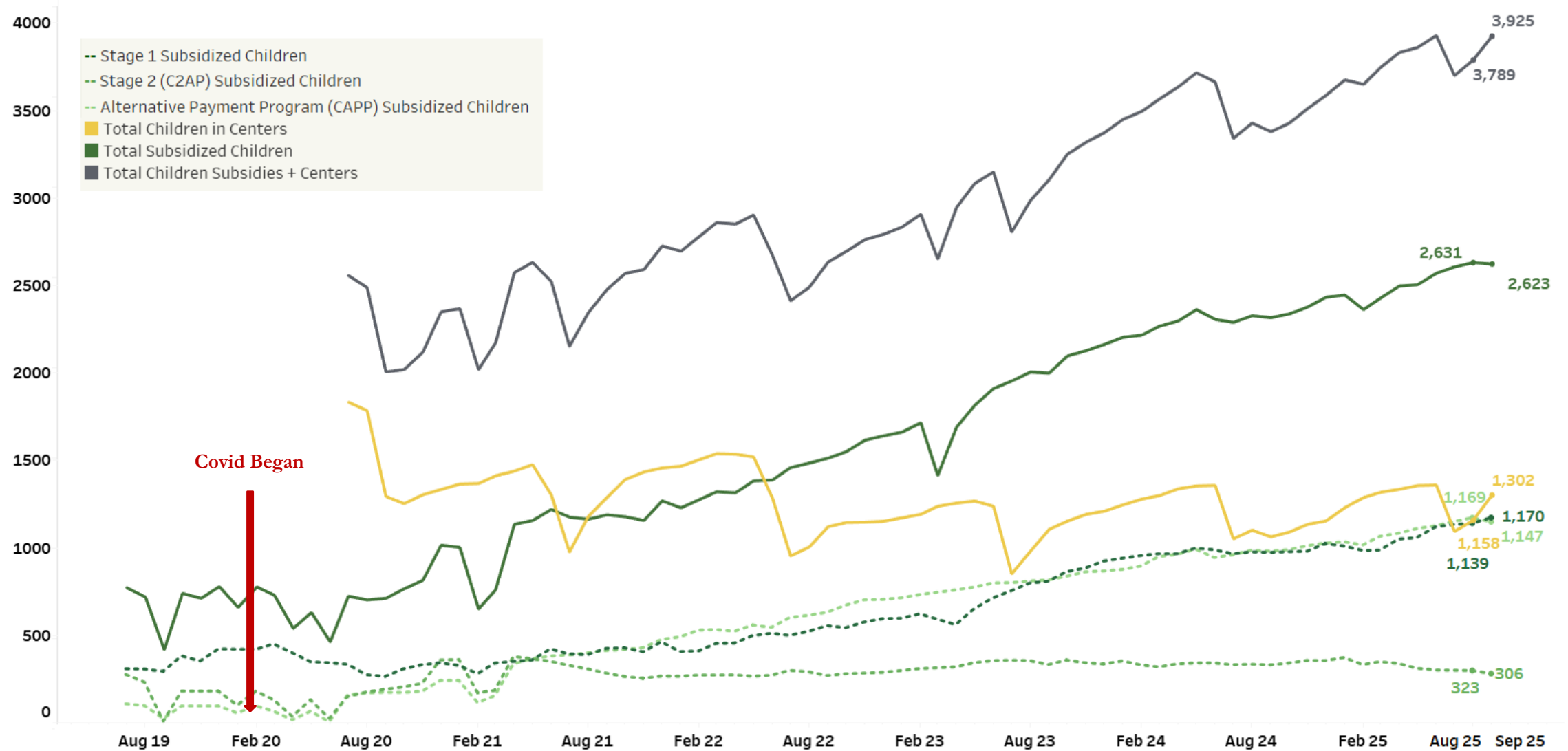
1. Developmentally appropriate food service materials
2. Upgraded appliances, including in classroom refrigerators
3. Safe bottle-feeding supplies for centers
4. Gardening kits for centers
5. Nutrition Train the Trainer program

For Families

6. Newborn baby kits
7. Healthy eating kits
8. Food pantry services
9. Gross motor skills materials
10. Cooking demonstrations
11. Healthy food at site events for parents

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Children Served in Child Care



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FY25-26 Head Start Planning Calendar

Federal Requirements: Head Start Act (HSA) 640(g)(1)(D); Head Start Program Performance Standards (HSPPS) 1302.11(b), 1302.102(d)(2)

EHSD Implementation: Annual Head Start Program Planning Calendar

Sample:

2025-2026
EHSD Community Services Bureau
Head Start Planning Calendar

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Sarah Reich/Sheila Walsh														
Board of Supervisors: Communication	Best Practice	Christina Castle-Barber	Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement					Plan for Community Action Month		Community Action Month BOS Proclamation	
	HSPPS Achieving Program Goals	MI Robb									Head Start Eligibility Training for BOS			
	HSPPS Eligibility Training													
	County Requirement Best Practice	MI Robb						Invite Board Members to Centers for Week of the Young Child				Board Members visit centers for Week of the Young Child		
Board of Supervisors: Reports	HSA Agency Powers & Functions	MI Robb	Monthly Report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS	Monthly report to BOS
	HSPPS Governing Body													
	HSPPS Achieving Program Goals													
Head Start Committee: Reports	HSPPS Governing Body	MI Robb	Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee		Bi-monthly report to BOS Head Start Committee	
	Resolution No. 2023/074													
Communication: Regional Office (RO)	HSA Training & Technical Assistance	MI Robb	Monthly Calls with the RO		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting						School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting	
GRANTS: HS/EHS Grants (09CH010862)	ACF Application Instructions	MI Robb			Present Grant Cycle Process Overview to PC at Orientation	Present Grant Cycle Process Overview to PC at Orientation		Begin planning for HS Grant Application	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives (G&O)	Action: PC Review and Approve HS Grant Application (Due 4/1 to ACF)	Action: BOS Review and Approve HS Grant Application (Due 4/1 to ACF)	Submit HS Grant Application (Due 4/1 to ACF)		
	ACF Program Instructions	Alexandra Wehitz	SF-425 Semi-annual report due to ACF		Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF		



1. FY25-26 Head Start Planning Calendar

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September 2025 Policy Council Actions

The Head Start Policy Council convened on September 24, 2025. Key actions included:

- Approval of the Community and Past Parent Representatives for FY25-26
- Approval of the Executive Committee Officers for FY25-26
 - Chair: Janelle Lafrades
 - Vice-Chair: Gabriela Garibay
 - Secretary: TuLiisa Miller
 - Parliamentarian: Norma Chayrez
- Received standard monthly administrative, fiscal, and child nutrition reports

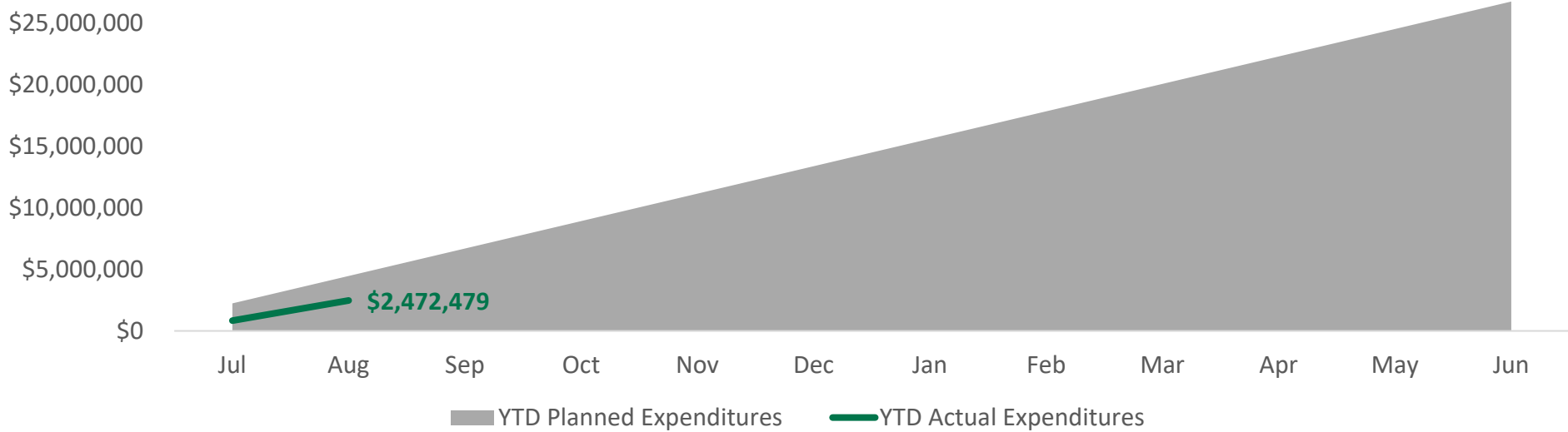
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Head Start Budget Expenditures



Category	FY25-26 Award	Aug 2025 Expenditures	YTD Expenditures	Remaining Balance
Total Federal Funding	\$20,577,342	\$1,124,832	\$1,961,777	\$18,615,565
Required Non-Federal Share	\$5,144,336	\$291,060	\$500,296	\$4,644,040
Measure X Overmatch	\$1,024,000	\$10,406	\$10,406	\$1,013,594
Total Federal and Non-Federal	\$26,745,678	\$1,426,298	\$2,472,479	\$24,273,199

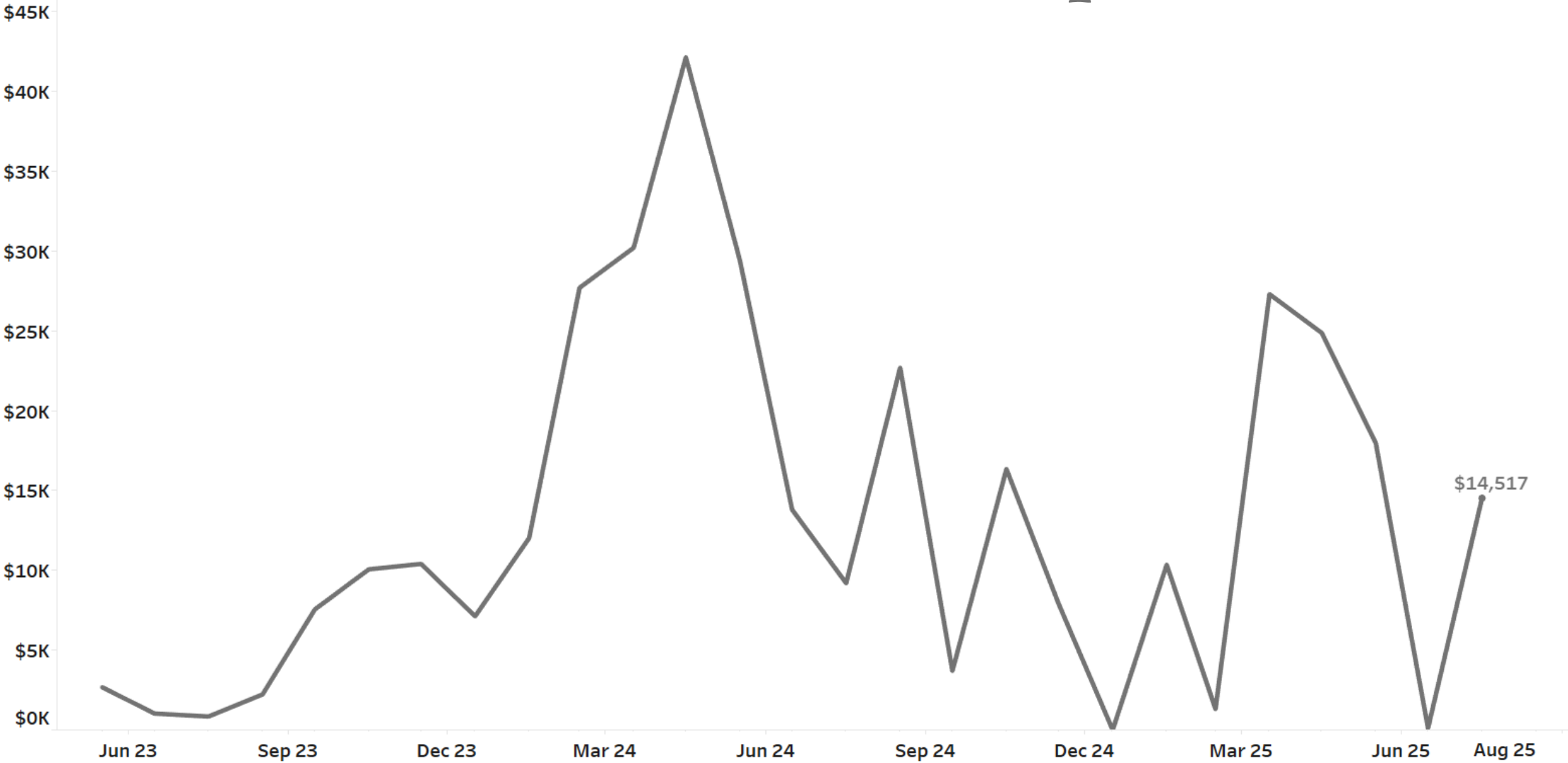
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FY24-25 Carryover Request

DESCRIPTION	EHS	HS	TOTAL
a. PERSONNEL	\$64,798	\$589,828	\$654,626
b. FRINGE BENEFITS	\$41,471	\$308,970	\$350,441
c. TRAVEL	\$0	\$6,685	\$6,685
d. EQUIPMENT	\$0	\$509,172	\$509,172
e. SUPPLIES	\$22,986	\$86,304	\$109,290
f. CONTRACTUAL	\$305,592	\$529,228	\$834,820
g. CONSTRUCTION	\$0	\$1,508,373	\$1,508,373
h. OTHER	\$117,385	\$7,269	\$124,654
i. TOTAL DIRECT	\$552,232	\$3,545,829	\$4,098,061
i. INDIRECT COSTS	\$0	\$0	\$0
TOTAL FEDERAL	\$552,232	\$3,545,829	\$4,098,061
TOTAL NON-FEDERAL	\$138,058	\$886,457	\$1,024,515

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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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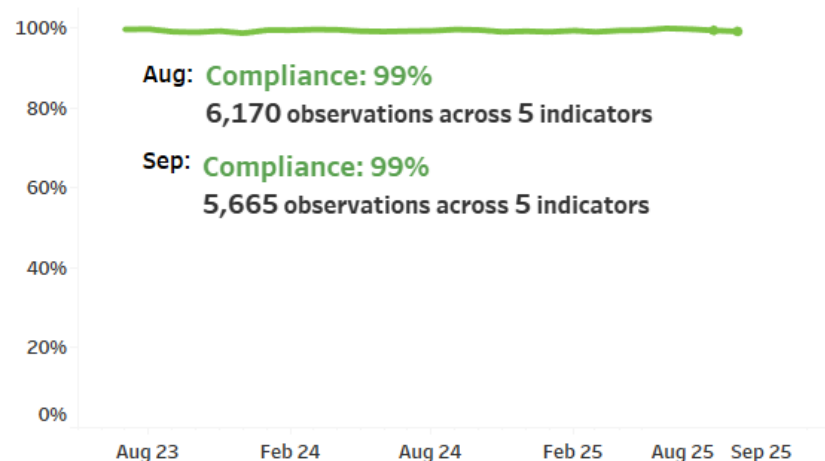
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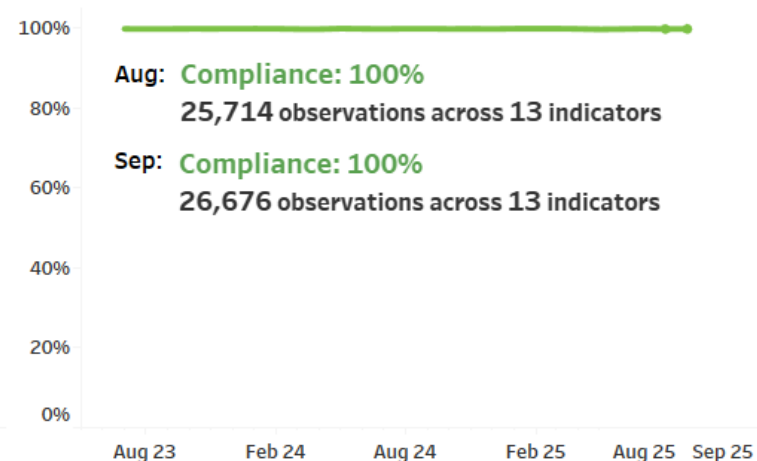


Health and Safety Compliance

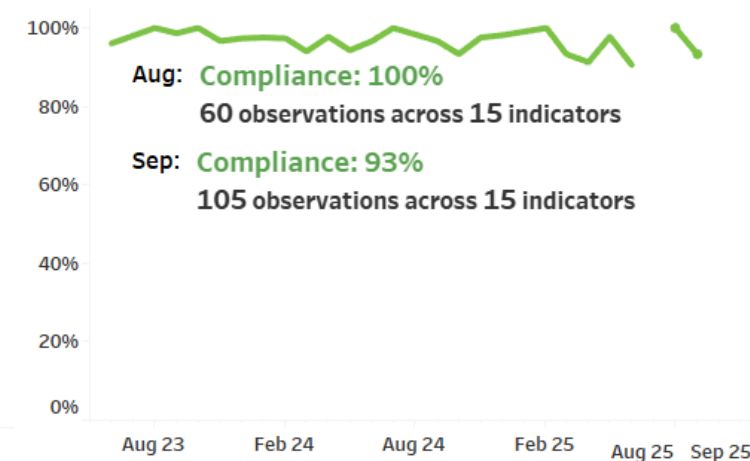
Daily Playground Safety



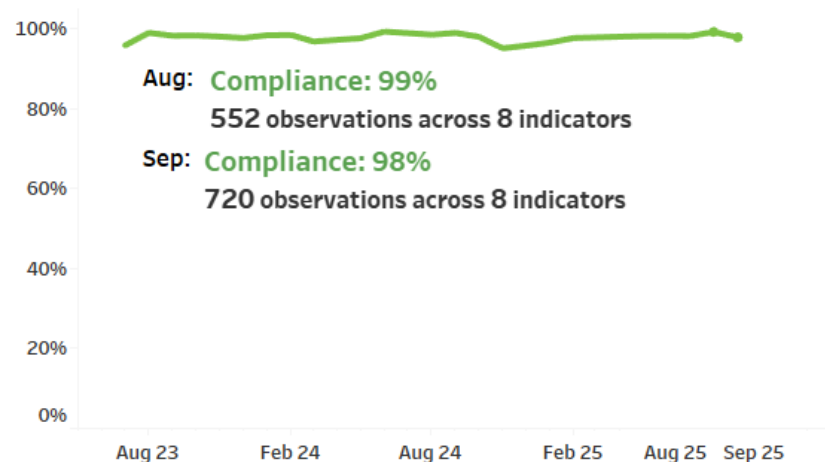
Daily Classroom Health & Safety



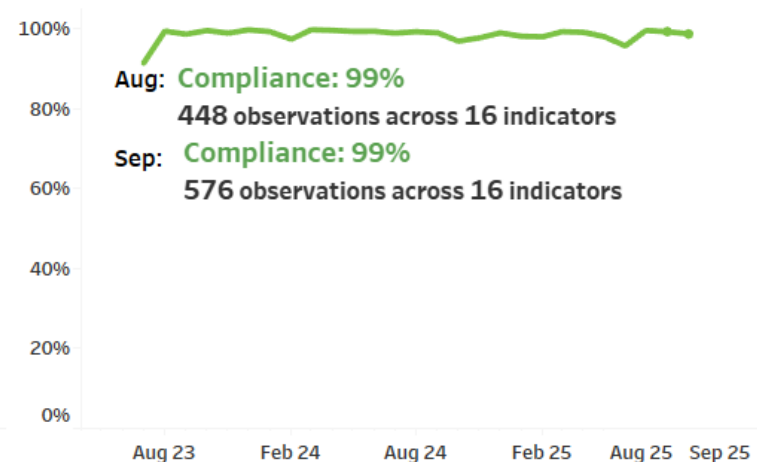
Child Transition & Safety



Weekly Facility Safety



Monthly Playground Safety



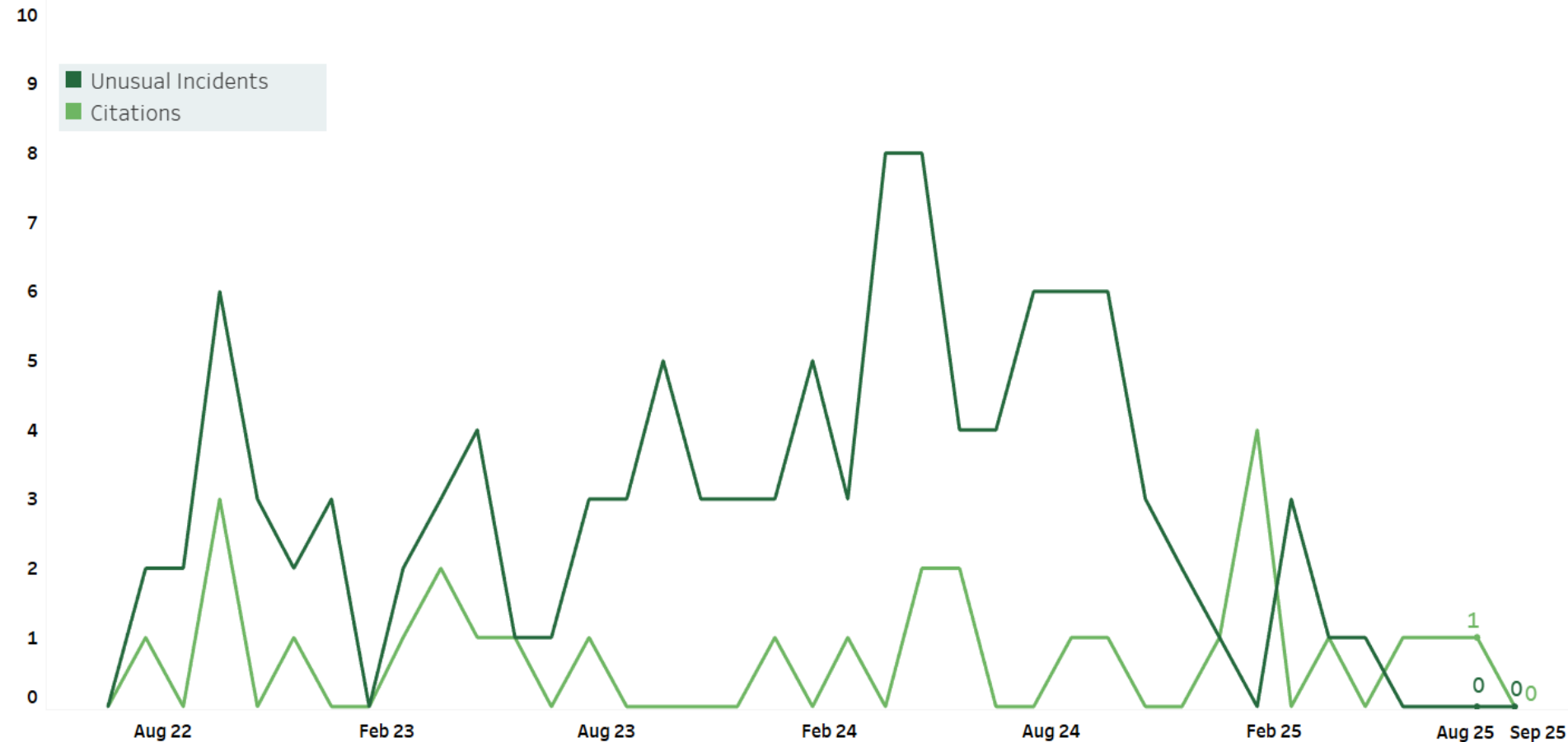
Indicators with non-compliances over 10% in August & September 2025:

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

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

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Unusual Incidents & Citations



Reportable incidents as defined by the Office of Head Start (OHS)

OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#), or results in a child being left alone, unsupervised, or released to an unauthorized adult. A program must report all significant incidents affecting the health and safety of children with 7 days.

California Department of Social Services Community Care Licensing Citations

Type A: An immediate risk to the health, safety or personal rights of children in care.

Type B: If not corrected right away, may be a risk to the health, safety, and personal rights of the children in care.

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FY24-25 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: May 5-9, 2025
- Where: 23 classrooms across 17 directly operated and partner early childhood education centers
- Who: 12 staff, 1 Policy Council member, & 4 Economic Opportunity Council Representatives
- What: Focused on areas anticipated to be included in Office of Head Start's official monitoring visit in FY25-26

Results

- No results requiring a corrective action plan. We are compliant with the federal standards.
- It identified areas for growth, such as strengthening training systems for new site supervisors and educators, while also affirming the progress achieved in modernizing operational practices.



Self-Assessment Summary of Key Findings

Program Area Reviewed	Key Findings
1. Classroom Assessment Scoring System (CLASS)	Exceeded Federal Threshold for all 3 domains: Emotional Support = 6.35 (Fed Threshold = 5) Classroom Organization = 6.03 (Fed Threshold = 5) Instructional Support = 2.82 (Fed Threshold = 2.3)
2. Program Design Management & Improvement	Monthly monitoring data reports are shared with Senior Management, the Board of Supervisors and the Policy Council. Contra Costa Head Start has taken a proactive approach in filling staffing gaps and ensuring manageable workloads to better serve families.
3. Education & Child Development Services	Centers use research-based curriculum for all children. Teachers also use Individualized Education Plans (IEPs) to adapt lessons for children with disabilities.
4. Health Services	Centers follow health and sanitation procedures consistently. Mental health consultants visit centers consistently.
5. Family & Community Engagement Services	Methods in which staff contact families are robust; whether through apps, phone calls, conversations, bilingual support, staff make sure that the families feel heard and understood.
6. Classroom Health & Safety	Classrooms consistently meet compliance in providing safe spaces for children to learn and develop.
7. Eligibility, Recruitment, Selection, Attendance, & Enrollment	Point based system allows us to identify families with the highest needs. Enrollment is tracked across all centers, and the CEU Manager provides monthly reports ensuring vacancies are quickly filled.
8. Fiscal Oversight	The fiscal team tracks budgets, contracts, and expenses in an effective manner. An approval chain is implemented that helps prevent errors, ensures accountability, and aligns spending with program goals.
9. Quality Monitoring Unit Needs & Eligibility	A compliance rate of 98% was achieved.

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OHS Information Memorandum

Program Instruction ACF-OHS-IM-25-05 issued: September 25, 2025

Subject: Fiscal Year 2026 Monitoring Process for Head Start Recipients

Information: Explains the monitoring process for fiscal year (FY) 2026, starting October 2025. Monitoring reviews are streamlined – reducing questions by 54.8% overall (from 449 in FY25 to 203 in FY26). These updates focus reviews on the most critical elements for child safety and program integrity. The Focus Area 1 review was previously virtual but will now include on-site.

Action: We will receive a Focus Area 1 (FA1): Program Systems Review this year, but we have not received our notification letter of the date yet.



OHS Information Memorandum

Information Memorandum ACF-OHS-IM-25-06 issued: September 26, 2025

Subject: Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

Information: This memorandum clarifies Head Start policies on handling vacant slots caused by chronic absenteeism and emphasizes the importance of consistent attendance. Programs are directed to maximize enrollment, ensure children benefit from consistent participation, and take proactive steps to prevent chronic absenteeism while supporting families facing challenges.

Action: We continue utilize all identified strategies to enhance program participation.

1. Building relationships with families to improve communication
2. Engaging in community partnership to support child and family wellbeing
3. Tracking attendance for every child and examining barriers
4. Regularly reviewing and analyzing individual child attendance
5. Using health data to identify trends in child absences
6. Using multidisciplinary approach to supporting mental health



CDSS Child Care Bulletin

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

Subject: Utilization of Contract Dollars for Legal Fees

Information: Clarifies that reimbursement for legal fees is permissible under child care and development contracts, provided these costs satisfy the following criteria: reasonable and necessary, directly related to contract performance, categorization as administrative costs, compliance with administrative cost limitation, and documentation for all claimed expenses.

Action: We are in full compliance. No additional action is needed.



CDSS Child Care Bulletin

Child Care Bulletin 25-23 issued: September 22, 2025

Subject: Fiscal Year 2025-26 Child Care and Development Budget Overview and Guidance

Information: Provides information and guidance to child care contractors and county administrators about policy changes in the 2025 Budget Act. Further Child Care Bulletins with more detailed guidance regarding Cost of Care Plus, payment based on enrollment, and prospective payment are forthcoming.

Action: We are in full compliance. No additional action is needed.



CDSS Child Care Bulletin

Child Care Bulletin 25-24 issued: September 26, 2025

Subject: Continuation of Reimbursement Based on Enrollment

Information: Provides information to child care and development contractors regarding the continuation of the policy to reimburse for care in voucher programs based on a child's maximum authorized need rather than attendance, and to reimburse for care in center-based programs based on 100% of the contract maximum reimbursable amount or net reimbursable program costs, whichever is less, through June 30, 2026, pursuant to SB 120. These reimbursement practices are sometimes referred to as "hold harmless" policies.

Action: We are in full compliance as this fully aligns with interim guidance received July 8, 2025. No additional action is needed.



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Recommendation

CONSIDER accepting the monthly update on the activities and oversight of the County's Head Start Program and provide guidance, as recommended by the Employment and Human Services Director; and

APPROVE and AUTHORIZE EHSD to submit a carryover application to OHS;

APPROVE the FY25-26 Head Start Planning Calendar; and

ACCEPT the FY24-25 Self-Assessment Report.

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2025 Head Start Governance Updates Calendar

	Federal Requirement*	1/21/25	2/25/25	3/25/25	4/15/25	5/20/25	6/24/25	7/22/25	8/12/25	9/16/25	10/21/25	11/18/25	12/16/25
1. Monthly Program Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov-Dec '24	Jan '25	Feb '25	None	Mar-Apr '25	May '25	Jun '25	None	Jul '25	Aug-Sep '25	None	Oct '25
2. Monthly Financial Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25
3. Funder Communications	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '26	Aug '25	Sep '25	Oct '25	Nov '25
4. Annual HS Governance and Eligibility Training	HSA 642(d)(3) HSPPS 1301.5, 1302.12(m)		Training										
5. Annual Goals and Objectives (included in Grant application)	HSPPS 1302.102(a)			Approval Item									
6. Annual Non-Competitive Grant Renewal Application	HSA 642(c)(1)(E) HSPSS 1301.2(b)(1)			Approval Item									
7. Annual Selection Criteria and Recruitment Plan	HSPSS 1302.13, 1302.14(a)				Approval Item								
8. Annual Community Needs Assessment	HSA 640(g)(1)(C) HSPPS 1302.11(b), 1302.102(d)(2)											Share Results	
9. FY25-26 Planning Calendar	HSA 640(g)(1)(D) HSPPS 1302.11(b), 1302.102(d)(2)										Approval Item		
10. Annual Self-Assessment	HSA 642(d)(2) HSPPS 1302.102(b)(2)										Approval Item		
11. Annual County Single Financial Audit	HSA 642(d)(2) HSPPS 1301.2(b)(2)												Approval Item
12. Annual Program Information Report	45 CFR Part 75											Share Results	
13. CSB Agency Policies & Procedures	HSA 642(c)(1)(E)	As needed											

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

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Planned



Completed

HSPPS Compliance Timeline Progress Chart

