

Contra Costa County
Employment and Human Services Department
Head Start Program Planning Calendar
FY2026-2027

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Sheila Walsh														
Board of Supervisors: Communication	Best Practice HSPPS Achieving Program Goals HSPPS Eligibility Training Resolution No. 2023/27A	Christina Castle-Barber Christina Castle-Barber / Sarah Reich												Plan for Community Action Month Action: Community Action Month BOS Proclamation
Board of Supervisors: Reports	HSA Agency Powers & Functions HSPPS Governing Body HSPPS Achieving Program Goals	Sarah Reich												BOS visit HS center (annually) Action: Monthly Report to BOS
Head Start Committee: Reports	HSPPS Governing Body Resolution No. 2023/27A	Sarah Reich	Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee		Action: Bi-monthly report to BOS Head Start Committee	Action: Bi-monthly report to BOS Head Start Committee
Communication: Regional Office (RO)	HSA Training & Technical Assistance	Sarah Reich / Amy Wells	Monthly Calls with the RO				Semi-Annual T/TA POC Check In Meeting							Semi-Annual T/TA POC Check In Meeting
HS/EHS Grants (09CH010862)	ACF Application Instructions ACF Program Instructions	Sarah Reich Ernestine Cook / Alexandra Heintz												
Recordkeeping & Reporting: Program Information Report & Planning	HSPPS Achieving Program Goals	Sarah Reich												
Community Assessment	HSPPS Delineating Community Strengths & Needs Organizational Standards National COP	Sarah Reich	Annual kick of meeting with Contractor											
Annual Report	HSPPS Achieving Program Goals - Reporting HSA Administrative Requirements & Standards	Sarah Reich												
Ayalew Lidete														
Planning Calendar	Best Practice	Christina Castle-Barber												
CSB Procedures	HSPPS Personnel Policies	Christina Castle-Barber	Action: Submit required policy changes to PC and BOS for approval, as needed.											
Self Assessment Activities	HSPPS Achieving Program Goals- Ongoing Assessment	Christina Castle-Barber / Sarah Reich	Begin Self-Assessment (SA) Process Planning											
Ongoing Monitoring: Monitoring	HSPPS Achieving Program Goals- Monitoring	GMU / Christina Castle-Barber Jessie Black / Linda Frazer Stafford / Cahly Lucero												
Ongoing Monitoring: Reports	HSPPS Governing Body HSPPS Governing Body	GMU / Christina Castle-Barber												
Amy Wells														
Communication: Families	HSPPS Family Engagement	Jessie Black / Linda Frazer Stafford / Cahly Lucero												
Communication: Families	HSPPS Parent Activities Promoting Child Learning	Jessie Black / Linda Frazer Stafford / Cahly Lucero												
Communication: Staff	Best Practice	Monica De Vera / ADs	Monthly Cluster meetings											
Required Training	3302-93 Training & Professional Development													
Julia Kittle-White (Partners)														
Partnerships: Communication	HSPPS Community Partnerships & Coordination	Venus McMurrain/Deborah Drake												
Required Submissions		Venus McMurrain/Deborah Drake												
Training		Venus McMurrain/Deborah Drake												
Tracking- Staff Qualifications	EHS Staffing Qualifications	Venus McMurrain												

Citations:
CDE- California Department of Education
HSPPS- Head Start Program Performance Standards
HSA- Head Start Act

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ERSEA: Selection	HSA Powers & Functions of HS Agencies HSPPS Selection Process	Christina Castle-Barber					Slot Planning for Next PY		Finalized Slots Map for Next PY	Hold Selection Criteria Meeting with Program Services Subcommittee	Action: PC Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Year End Transitions	Distribute Slots Map for Next PY	Action: BOS Approves Selection Criteria and Recruitment Plan
ERSEA: Attendance & Planning	HSA Powers & Functions of HS Agencies	Christina Castle-Barber	Attendance Report for BOS and PC (monthly)											
Alexandra Heinitz														
Federal Reports	Title 2 Federal Regulations	Fiscal Team / Ernestine Cook	Head Start & Early Head Start Fiscal Year Begins					County Single Audit begins		Baseline Budget (BIM) and Budget Narrative Due	County Performance Report Due	Budget Input in HSES Due to ACF for Next Program Year	Report the Results of Prior Year Single Audit to PC	
	HSA Powers & Functions of HS Agencies	Fiscal Team / Ernestine Cook	Fiscal Reports to PC & BOS (monthly)											
	2 CFR Part 200	Fiscal Team / Ernestine Cook	County Year-End Close-Out Continues: Submission of Journals, Accounts, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient			Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due					
	DHS Program Instructions	Fiscal Team / Ernestine Cook	SF-425 Semi-Annual Financial Status Report Due to ACF	Finalize Operational and T & TA Budget for HS/EHS Budget for PC Discussion and Approval					SF-425 Annual Financial Status Report and SF-425 Real Property Status Report Due to ACF			SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
	DHS Program Instructions	Fiscal Team / Ernestine Cook	County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office				Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAD			Subrecipient & Contractor Determination Checklist	
Jay Rivera														
Recordkeeping/Inventory (Hardcopy files & Center Assets)	County Requirement HSPPS Record Retention		Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage									Release Files Post Destruction Date to County for Shredding
Facilities/Center Health and Safety	HSPPS Safety Practices		Quarterly Deep Cleaning EHS		Annual Deep Cleaning EHS	Quarterly Deep Cleaning EHS				Quarterly Deep Cleaning EHS		Quarterly Deep Cleaning EHS		
	Best Practice			Annual Health and Safety Training		Health & Safety Officer Committee Meeting: Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								
Abby Balana														
Contracts: Partnerships	Child Nutrition Community Partnerships County Admin Bulletin 600.3	Monique Young-Edwards	Begin annual application process for CACFP	Begin renewal process for contracts due in December and January			Begin renewal process for contracts due in March through May			Begin renewal process for contracts due in July (while awaiting confirmation of Slot allocations)			Action: Deadline to request BOS approval for contracts that begin in July	