City of San Antonio

AGENDA

Head Start Policy Council Meeting

Tuesday, January 25, 2022 **6:15 PM** **618 Live Oak Street**

In compliance with the Texas Open Meetings Act, the Department of Human Services Head Start Policy Council will hold an open meeting at Healy Murphy Holy Spirit Hall, 618 Live Oak Street, San Antonio Texas 78202 on Tuesday, January 25, 2022, at 6:15 PM.

Public Comments

Public Comments may be submitted in-person or until 5:00 PM on the day before the meeting. Comments received will be limited to 3 minutes and made a part of the record of the meeting, and can be submitted in one of the following options:

1. Email comments to andrea.martinez@sanantonio.gov
2. Leave a message at (210) 206-5544
3. To receive a live call back during the meeting, leave name, telephone number, and topic by either method above

The following will be considered:

Call to Order

Meeting Minutes

1. Approval of the minutes from the Head Start Policy Council meeting on {December 7, 2021}

Public Comments

Briefing and Possible Action on the following items

2. Correspondence of the 45 Day Monitoring Review Notification Letter for Focus Area 2 Review
3. Approval of the 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child

Care Partnership (EHS-CCP) Program Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices

4. Approval of the 2022-2023 Head Start and EHS Program ERSEA policy updates
5. Approval of the 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan
6. Approval of 2020-2021 Head Start Program Self-Assessment Report
7. Approval of the 2022-2023 Head Start, EHS, and EHS-CCP Program Design and Management and Environmental Health & Safety Policy Updates
8. Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data
9. Review of Head Start Beginning of the Year (BOY) Student Outcome Data
10. Review of Head Start Program Monitoring
11. Review of EHS and EHS-CCP Program Monitoring
12. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
13. Review of Head Start, EHS, and EHS-CCP Fiscal Report

Adjournment

EXECUTIVE SESSION

At any time during the Head Start Policy Council meeting, the Policy Council may meet in Executive Session under Chapter 551 of the Texas Government Code, including consultation with an attorney.

ACCESSIBILITY STATEMENT

This meeting site is accessible to persons with disabilities. Parking is available. Auxiliary aids and services, including Deaf interpreters, must be requested forty-eight [48] hours prior to the meeting. For assistance, call (210) 206-5500.

DECLARACIÓN DE ACCESIBILIDAD

Este lugar de la reunión es accesible a personas incapacitadas. Se hará disponible el estacionamiento. Ayudas auxiliares, incluyendo servicios de intérpretes para los sordos, se deben pedir con cuarenta y ocho [48] horas de anticipación a la reunión. Para asistencia llamar al (210) 206-5500.

DEPARTMENT OF HUMAN SERVICES HEAD START MISSION STATEMENT

Preparing children and engaging families for school readiness and life-long success.

Posted on: 01/21/2022 06:08 PM

Approval of
Head Start Policy Council
December 7, 2021
Meeting Minutes

HEAD START
City of San Antonio
Department of Human Services

MEETING MINUTES

HEAD START POLICY COUNCIL MEETING

December 7, 2021

6:15 P.M.

Members Present	Edgewood Independent School District (EISD): Ariana Patino, Maria C Martinez San Antonio Independent School District (SAISD): Candice Stafford, Maritza Mendoza, Melinda Pina EHS-EISD: None EHS-CCP: Naomi Castellanos Community Representative: Christy Caez Claudio, Ernest De La Rosa
Members Absent	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Karolina Lupercio EHS EISD: Sabrina Garcia EHS-CCP: Krizia Franklin Community Representative: None
Alternate Members Present	Edgewood Independent School District (EISD): None San Antonio Independent School District (SAISD): Alexis Alfaro EHS-EISD: none EHS-CCP: Ruby Arizola
Alternate Members Absent	Edgewood Independent School District (EISD): Angelica Hernandez, Edith Palao San Antonio Independent School District (SAISD): Yolanda Rodriguez, Martha Alvarez, Jessica Gomez EHS-EISD: Mercedes Brinkley EHS-CCP: Lashonika Simpson

I. CALL TO ORDER

2020-2021 San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos called the meeting to order at 6:26 p.m.

San Antonio Independent School District (SAISD) HSPC Chair, Naomi Castellanos asked Ms. Rosie Plata, Management Analyst, to start roll call to record attendance. Ms. Plata announced quorum was met.

II. MEETING MINUTES

Motion: Ms. Melinda Pina moved to approve the November 16, 2021, meeting minutes.
Seconded (2nd): Ms. Ariana Patino
Vote: All in favor (unanimous)- The motion carried.

III.PUBLIC COMMENTS

None to report

IV. CORRESPONDENCE

Ms. Audrey Jackson, Head Start Administrator presented on the Information Memorandum, ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce and stated that this Information Memorandum describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start Programs. Some strategies already in place include staff breaks and having an adequate place to work. Ms. Jackson stated that another strategy that we are working on right now includes creating a Wellness Committee. It was further stated that we are about halfway through implementing many of the items in this Information Memorandum. No questions were asked.

Ms. Audrey Jackson also presented on 45 CFR Part 1302 – Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs. Ms. Jackson reported that according to this document, Head Start Programs are mandated to wear masks in-doors wherever Head Start children or families are being served. It was published and became effective on November 30, 2021. Ms. Jackson stated she attended a Webinar for guidance and was informed that this was Federal regulation and when you have a federal regulation that does not match State regulation, one has to follow the more stringent one, and in this case, it is with the Federal regulation. Two mandates must be followed, and one is the wearing of masks; all children over the age of two and all adults, whether they are funded by Head Start or not and are serving Head Start children or family members, must wear a mask. The school districts and partners were notified and asked if they were aware of this mandate. The second mandate stated we are required to be vaccinated; all staff. We are allowed medical or religious exemptions. The Human Resources Department with the City of San Antonio will be approving the exemptions. The same is true with the school districts and the non-profit partner childcare centers that we work with. This goes into effect as of January 31, 2022. This means that to be fully vaccinated, all our staff members have to be vaccinated at least by the first week of January to meet the deadline.

HSPC member, Ms. Ariana Patino, asked if children with disabilities are required to wear masks. Ms. Jackson reported that the answer is no and that there is an exception with children with disabilities. Ms. Jackson further stated that it would probably be reflected in the child's Individual Education Plan (IEP). Ms. Patino also asked if there is a policy in place if parents do not agree with the Correspondence items and if there was a plan. Ms. Jackson reported that they were not given much time to implement the mandate to inform people. She stated that we are fortunate because Edgewood and San Antonio Independent School Districts have been requiring masks up until now. It was further commented that there are other Head Start Programs throughout Texas that were no longer wearing masks and the parents were not happy and, as a result, some parents ended up pulling their children from the program. No further questions asked.

BRIEFING AND POSSIBLE ACTION (a-j)

a. Election of Officers

HSPC Chair, Ms. Naomi Castellanos, provided information on the available positions of Head Start Policy Council Chair, Vice Chair, and Secretary and explained the nomination, voting, and election process, prior to the open voting process.

Head Start Policy Council Chair
Ms. Naomi Castellanos was the only nominee for the position of Chairperson. An open vote took place and Ms. Castellanos was selected for the position of Policy Council Chair.

Motion: Ms. Candice Stafford moved to approve Ms. Naomi Castellanos for the position of Chairperson on the 2021-2022 Head Start Policy Council.
Seconded (2nd): Ms. Ariana Patino
Vote: All in favor (unanimous) – The motion carried.

Head Start Policy Council Vice Chair
Ms. Ariana Patino was the only nominee for the position of Vice Chairperson. An open vote took place and Ms. Patino was selected for the position of Vice Chairperson.

Motion: Ms. Ruby Arizola moved to approve Ms. Ariana Patino for the position of Vice Chairperson on the 2021-2022 Head Start Policy Council.
Seconded (2nd): Ms. Maria Martinez
Vote: All in favor (unanimous)

Head Start Policy Council Secretary
Ms. Candice Stafford was the only nominee for the position of Secretary. An open vote took place and Ms. Stafford was selected for the position of Secretary.

Motion: Ms. Alexis Alfaro moved to approve Ms. Candice Stafford for the position of Secretary on the 2021-2022 Head Start Policy Council.
Seconded (2nd): Ms. Maritza Mendoza
Vote: All in favor (unanimous)

Ms. Naomi Castellanos, newly re-elected for Policy Council Chairperson, continued with her duties to the 2021-2022 Policy Council.

b. Election of Community Representatives

HSPC Chair, Naomi Castellanos reviewed the HSPC Community Representative voting process. Two candidates were present, Ms. Christy Caez Claudio and Mr. Ernest De La Rosa, and both spoke to the Policy Council for three minutes each about their qualifications and why they wanted to be elected for the Community Representative position. Two e-mail messages were read by Mr. Roger Foster, Senior Management Coordinator and Ms. Audrey Jackson, Head Start Program Administrator that contained information from Mr. Howard King and Mr. Austin Hawk about their qualifications and why they wanted to be elected for the Community Representative position. Ms. Andrea Martinez, Senior Management Analyst, encouraged the Policy Council parents to review their binder on their table containing all the resumes of the seven applicants for Community Representative. An open vote was held, and Ms. Martinez recorded the votes for the two Community Representative positions. After reviewing the voting data, Ms. Martinez announced the two representatives elected

were Mr. Ernest De La Rosa and Ms. Christy Caez Claudio. The two new Community Representatives were invited to join the Policy Council meeting.

Motion: Ms. Ruby Arizola moved to approve the 2021-2022 Head Start Policy Council Community Representatives.
Seconded (2nd): Ms. Ariana Patino
Vote: All in favor (unanimous)

c. Election of Committee Members

HSPC Chair, Naomi Castellanos reviewed the Policy Council Standing Committees and provided information on the Special Committees. Head Start Policy Council parents were informed that the size of each committee can have no less than three (3) and no more than five (5) Head Start Policy Council members. All members, including alternates and community representatives, can sit on a committee. A question was asked if members can sit on more than one committee. Members were informed that they could sit on more than one committee. Ms. Castellanos asked for volunteers after reading the responsibilities for each committee.

Volunteers for the Assessment and Planning Committee were Melinda Pina, Christy Caez Claudio, Ernest De La Rosa, Naomi Castellanos, Alexis Alfaro, Ariana Patino, and Candice Stafford.

Volunteers for the Parent Engagement Committee were Ariana Patino, Ruby Arizola, Alexis Alfaro, Maria Martinez, Candice Stafford, and Naomi Castellanos.

Volunteers for Special Committee were Maria Martinez, Ariana Patino, Candice Stafford, and Christy Caez Claudio.

d. Approval of the Policy Council Meeting Days and Time

HSPC Chair, Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present the Approval of the Policy Council Meeting Days and Time. Ms. Martinez reviewed the current HSPC Meeting days and times. Currently the HSPC meets monthly, every fourth Tuesday of the month at 6:15pm. Ms. Martinez asked if the current meeting days and time worked for the group. There were no opposing votes to change the days and time.

Motion: Ms. Ariana Patino moved to approve the fourth Tuesday of each month at 6:15pm as this Policy Council's meeting days and time.
Seconded (2nd): Ms. Alexis Alfaro
Vote: All in favor (unanimous)

e. Approval of 2020-2021 Head Start Program Five-Year Strategic Plan

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Roger Foster, Senior Management Coordinator, to present the Approval of 2020-2021 Head Start Program Five-Year Strategic Plan. Mr. Foster reported that a meeting was held on November 18, 2021, with staff, community partners, and Policy Council parents to discuss and make revisions to the most recent Five-Year Strategic Plan. He further discussed that this was part of an on-going process where we look at our Self-Assessment,

continuous improvement, numbers, goals, and objectives. The changes, revisions, and updates were discussed for the following goals: Education, Family Support, Health, Environmental Health & Safety, and Highly Qualified Staff.

HSPC member, Ms. Melinda Pina inquired about the Early Head Start Programs' minimum rating of two stars for quality level services. Mr. Foster explained that the quality level goes up to four stars and that one center has a three-star rating and the rest of the centers have a four-star rating.

HSPC member, Ms. Naomi Castellanos inquired about which center received a three-star rating. Mr. Foster responded that the center was Seton Home. Ms. Castellanos asked what it would take to receive a four-star rating. Mr. Foster deferred to Ms. Dianne Mendez, Management Analyst, to provide further information. Ms. Mendez discussed the criteria and assessment process that Child Care Services conducts for this rating system.

Motion: Ms. Maria Martinez moved to approve the 2020-2021 Head Start Program Five-Year Strategic Plan.
Seconded (2nd): Mr. Ernest De La Rosa
Vote: All in favor (unanimous)

f. Approval of 2020-2021 Head Start Program Annual Report

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Andrea Martinez, Senior Management Analyst, to present the 2020-2021 Head Start Program Annual Report. Ms. Martinez stated that an annual report is submitted every year for approval and encouraged the Policy Council members to review the edits. It was further added that after completion of the edits, the Head Start Program Annual Report would then be sent to the Community Action Advisory Board. The annual report would then be printed and provided to the public and placed on the Head Start website. Ms. Martinez explained in detail the different components of the annual report which included the Head Start Program model, approach to school readiness, child outcomes, health and wellness, and family and community support.

HSPC member, Ms. Ariana Patino, asked about the governing body, like the Quality-of-Life Committee. Ms. Martinez explained that we have had various committees and provided information about Head Start's two advisory committees: The Economic Workforce and Development Committee and the Community Action Advisory Board.

Motion: Mr. Ernest De La Rosa moved to approve the 2020-2021 Head Start Program Annual Report.
Seconded (2nd): Ms. Maritza Mendoza
Vote: All in favor (unanimous)

g. Review of Head Start Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Mr. Pedro Ramirez, Special Projects Manager, to present the Review of Head Start Program Monitoring. Mr. Ramirez introduced himself and

explained that the monitoring report is completed monthly and presented to the Policy Council members. It was reported that today's report was completed for November 2021. The monitoring projects that were conducted included ERSEA eligibility review #4 (SAISD), 45 Day Education Screenings Review #1-, and 45-Day Health Screenings Review #1. Mr. Ramirez stated these reviews were not completed in November but will be in next month's monitoring report. There were two monitoring projects completed in the month of November: Education Review #1 and Disabilities Review #1. There were no areas of non-compliance noted during this reporting period. Areas of concern included Education Review #1 and Disabilities Review #1 and it mostly concerned the area of documentation in ChildPlus. A summary of the findings was completed and shared with both providers and the City of San Antonio team so that corrections could be made. Mr. Ramirez further indicated that a deadline was provided and after corrections are made, the monitoring team will go back into the system and, if requirements are met and we are satisfied with the corrections, then the review will be closed.

HSPC Community Representative, Mr. Ernest De La Rosa, asked if the findings were found on one teacher or multiple teachers. Mr. Ramirez indicated that it was found with multiple teachers. He also stated that most of the findings were found with the documentation into ChildPlus as well as our implementation of Ready Rosie. He stated that there are multiple teachers that are still being trained by our staff on implementing Ready Rosie. Mr. De La Rosa also asked if there was a window of time to enter information into the system. Mr. Ramirez stated that it depends on the type of service that is provided and indicated that there is a benchmark guide that we follow to assist us with time frames.

HSPC member, Ms. Ariana Patino, asked if the Ready Rosie curriculum was used in the classroom or at home. Mr. Ramirez reported that Ready Rosie is a parenting curriculum implemented by the City of San Antonio Head Start Program. It offers a combined approach of inter-active workshops and on-going mobile support in communication. Ready Rosie provides structured and sequenced learning activities that families can utilize. Our education service providers, Edgewood Independent School District and San Antonio Independent School District, collaborate with our Family & Community team to implement the Ready Rosie curriculum.

HSPC member, Ms. Naomi Castellanos asked if we rely on the teachers or the parents to promote Ready Rosie. Mr. Ramirez responded that it would be for both teachers and parents.

h. Review of EHS and EHS-CCP Program Monitoring

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Program Monitoring. Ms. Mendez introduced Ms. Cindy Garcia, her co-monitor. Ms. Garcia is new to this position and was formerly a Family Support Worker with Edgewood ISD's Head Start Program.

For the Early Head Start-Child Care Partnership (EHS-CCP) Program, Ms. Mendez reported that there were three unannounced safe environment visits made to Ella Austin Child Care Center, Inman Christian Center, and the YWCA Olga Madrid Center. These unannounced visits are sometimes made in the morning or in the afternoon so that we are seeing the whole program of the activities that are

being provided. Other monitoring projects conducted included a nutrition child file review, a nutrition manager interview and nutrition site visits.

Ms. Mendez reported that there were two areas of non-compliances that included rodent droppings in two classroom closets and a cabinet at one site. Ms. Mendez stated that we are working with the provider so that we can ensure that pest control conducts an assessment and Ms. Mendez did confirm that documentation was received, and the provider will move forward to ensure that this is corrected. The provider will be providing a corrective action plan detailing the steps to ensure that this will not occur in the future. Ms. Mendez reported that the second non-compliance concerned a teacher that was observed using inappropriate verbal guidance while talking with a child. The teacher will receive training in developmentally appropriate practices and on-going support provided for positive teacher/child interactions.

HSPC Community Representative, Christy Caez Claudio asked for the name of the center with the issue of rodent droppings. Ms. Mendez stated it was Ella Austin Child Care Center.

Ms. Mendez continued with the monitoring report for the EHS-CCP program and reported that the areas of concern included unannounced safe environment visits and the findings included clutter in the classrooms, cracked tile at a center, sinks and toilets that needed cleaning, diaper changing procedure that needed to be posted, and a required daily checklist not completed. Other areas of concern that were reviewed with the Policy Council members included nutrition child file review, nutrition manager interview review and nutrition site visit.

HSPC member, Ms. Naomi Castellanos asked if an incident report had been completed regarding the teacher that had provided inappropriate guidance to a child. Ms. Castellanos inquired if the parent had been notified or was it just directed at the teacher. Ms. Mendez stated that it was directed at the teacher along with Director and Education team notifications. Ms. Rhonda Roach, Senior Special Projects Manager was also notified to begin training with the teacher. Ms. Mendez could not attest if the parent was notified but will be meeting with the Director and will bring back the findings next month.

Regarding the Early Head Start Program, Ms. Mendez reported that the monitoring project conducted was a nutrition child file review and we did not have any non-compliances. Ms. Mendez further reported that for the nutrition child file review, twenty-one files were reviewed with one finding noted. The Center has fifteen days to respond in ChildPlus for the finding that was noted.

HSPC member, Ms. Maria Martinez, asked if parents have an input with their child's nutritional menus at school. Ms. Martinez further stated that her child is a picky eater and does not eat sometimes at school. Ms. Mendez responded that parents do have an input and asked Ms. Martinez to contact Ms. Jessica Zertuche, Stafford Site Director and have a discussion with her about her child's nutrition.

i. Review of Head Start, EHS, and EHS-CCP Monthly Reports

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the

Policy Council members that they would find three different monthly reports in their packets and reviewed the components of the monthly reports so that the Policy Council members could compare the numbers month to month. Ms. Jackson reviewed the section on Enrollment, Disability Enrollment, Food Reports, Education Services, Family Engagement Services, Mental Health Services, Education Screenings and Health Screenings for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership Program. In reference to the Head Start Program, Ms. Jackson reported about the difference between the funded enrollment number of three thousand twenty (3,020) and enrollment as of November 30, 2021, of two thousand one hundred twenty (2,120). Ms. Jackson also reported that the average daily attendance was at 90% and it was due to fewer classrooms quarantined. The Disability Enrollment had been met at 10% and the Family Meeting Benchmark had been met in August 2021 at 100%.

In reference to the Early Head Start Program, Ms. Jackson informed the Policy Council members that this grant involved center-based and home-based services. Ms. Jackson reported on the enrollment number for the home-based services and the difficulty in meeting the enrollment number. It was reported that a request was made to the office of Head Start to serve more children under the center-based program and add two more center-based classrooms. The status of the disability enrollment with this program is at two percent (2%) and Ms. Jackson stated we should be at ten percent (10%) for January. Ms. Jackson also stated she believes that when Head Start looks at our number, they will combine our program and look at us as one number; with Head Start being so big, we will be together at ten percent (10%). Ms. Jackson reported she will keep the Policy Council members updated.

In reference to the Early Head Start-CCP Program, the report outlines and provides information for each of the six centers. Ms. Jackson pointed out that Seton Home is a bit different from the other centers. It is a residential center where moms come with their children. Ms. Jackson discussed the enrollment number turnover at thirty-three percent (33%) for Seton Home. The percentage is high because we do not have control when they come in and then decide to move on to living outside of the residential home. The disability percentage is at eight percent (8%) and perhaps we can meet the ten percent (10%) by January. Ms. Jackson encouraged the Policy Council members to review the rest of the items on the report such as the food reports, education services, and family engagement services.

HSPC member, Ms. Ariana Patino asked about Head Start meeting their enrollment numbers considering efforts conducted with recruitment and staff shortages. Ms. Jackson stated that the Early Head Start-CCP program is in a situation where they are having a hard time being fully staffed and the same issue is occurring with the school districts, as well. Along with this concern, the school districts are also having a hard time getting children into the program. Ms. Patino expressed an interest in having another head start center at an Edgewood school but stated she realized the challenges we are having right now with staff shortages and enrollment numbers. Ms. Jackson further stated that we are not allowed to serve more than what our funding allows but that it could be done if we had the funding for it. No further questions were asked.

j. Review of Head Start, EHS, and EHS-CCP Fiscal Reports

HSPC Chair, Ms. Naomi Castellanos introduced Ms. Mary Vasquez, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Vasquez stated that there should be fiscal reports for three programs in the Policy Council members' packets. It was stated that this report is as of November 30, 2021. Ms. Vasquez explained that the city does not close its budget or its period until about eight or nine days into the following month. Since we needed to have the reports ready for this Policy Council meeting, what we are getting is a report as of the last day of the month and the period has not been closed yet. Ms. Vasquez reported the budget total for the Head Start grant is $31,599,178.00. The Year-to-date budget amount is listed at $19,806,818.00 and the Year-to-date Actual is $20,091,333.00. Ms. Vasquez explained that the reason we went over is because the City accrues salaries and since the period is not closed, they have not backed it up and so it looks like we have spent more but we actually have not. The Variance, which is the difference between the year-to-date amount and the year to date actual, is $(284,515.00) and the last column is expressed in percentages. Ms. Vasquez provided detailed information on the Variance amounts for Salaries, Fringe, Supplies, Contractual and the Other category.

HSPC member, Ms. Ariana Patino, asked about the Equipment category and why there were no amounts listed in that column. Ms. Vasquez explained that there was nothing there right now but, with the approval of the budget revision, it was going to be updated. Ms. Vasquez further explained the Equipment category is anything with a value of $5,000.00 per unit cost and with a life expectancy of a year or more, for example, a car.

Ms. Vasquez presented on the Early Head Start Grant and reported that the budget total for this grant is $2,672,651.00. The Year-to-date budget amount is listed as $1,238,793.00 and the Year-to-date Actual is $1,025,076.00 which is the difference or a Variance of $213,717.00. The last column is the Variance in percentages. Ms. Vasquez provided further details on the Variance amounts for Salaries, Fringe, Travel, Supplies, Contractual, and the other category. There were no questions asked on the Early Head Start Grant report.

Lastly, Ms. Vasquez presented on the Early Head Start-Child Care Partnership Grant. The following information was provided from 2021-2022 Fiscal Reports as of November 30, 2021. Ms. Vasquez reported the Total Budget for this grant is $3,763,397.00. The Year-to-date budget is $923,371.00 and the Year-to-date Actual amount is $912,915.00. The Variance amount is $10,456.00. Ms. Vasquez provided further details on the Variance amounts for Salaries and Fringe. There were no questions asked on this Early Head Start-Child Care Partnership Grant report.

V. GOVERNING BODY

HSPC Chair, Ms. Naomi Castellanos asked Ms. Andrea Martinez, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Martinez highlighted an updated photo of the City of San Antonio City Council as the program's Governing Board. Ms. Martinez also reported that governance training would be provided to the new Community Representatives, Mr. Ernest De La Rosa and Ms. Christy Caez Claudio.

A picture was highlighted of the Economic and Workforce Development Committee. Ms. Martinez reported that they will be having a meeting on February 22, 2022, in which the Community Action Advisory Committee will be presenting Head Start Policy Council items.

A picture of the Community Action Advisory Board was presented, our current advisory committee that meets monthly. A meeting was to be held on Thursday, December 2, 2021, but they did not meet quorum and so the meeting was rescheduled for December 16, 2021. The items that will be presented to the Community Action Advisory Board include the Annual Report, the Five-Year Strategic Plan and all the items that were reviewed. Ms. Martinez also made two announcements on the upcoming Congress of Children event and a request that was received from the Office of Head Start for Policy Council approval for a budget revision. Ms. Martinez stated that this information would be sent to the Policy Council members by e-mail for approval and that a reply would be needed by Friday, December 10, 2021. No questions were asked.

VI. ADJOURNMENT

Motion: Mr. Ernest De La Rosa moved to adjourn the meeting.
Seconded (2nd): Ms. Candice Stafford
Vote: All in favor (unanimous) – The motion carried.

HSPC member for Chair, Naomi Castellanos, adjourned the meeting at 8:32 pm.

01·25·2022

Chair **Date**

Correspondence

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

December 29, 2021

Ms. Audrey Jackson, Head Start Director
City of San Antonio
Re: Grant No. 06CH010821, 06CH011533, 06HP000255

Dear Ms. Jackson,

The Office of Head Start (OHS) will conduct a Focus Area 2 (FA2) monitoring review of City of San Antonio (06CH010821, 06CH011533, 06HP000255), during the week of 02/14/2022. Please note: Review dates are firm and the OHS will not authorize date changes.

Your review will be led by Ms. Amy Mowery, who will be in touch with you in the next several weeks to discuss your upcoming FA2 review, and to verify Head Start Enterprise System (HSES) data is accurate and up to date. During the initial call, you will also have an opportunity to share the service delivery options your program is currently providing and any changes as a result of the COVID-19 pandemic.

In preparation for the review, please ensure program data entered in HSES is accurate and up to date. You are also requested to provide a Program Enrollment Roster (without Personal Identifiable Information), which will be used for Eligibility File Sampling. Whenever possible rosters should be submitted in an editable Microsoft Excel spreadsheet, and only include currently enrolled children and expectant families (do not include wait-listed/withdrawn participants). Rosters must be submitted to DLH Danya at ohsmonitoring@dlhcorp.com within 30 days of your review (see attached).

In addition, copies of the following documentation will be requested by the Review Team:

- Eligibility Records
- Criminal Records Check Document (see attached)
- Lead Teacher Qualifications Tracking Document (see attached)
- Detailed General Ledger –previous program year and current program year
- Fiscal Policy and Procedures
- Evidence of Lead-Free Facilities
- Copies of External Inspections (e.g., licensing reports)
- Current Organizational Chart
- Program Data (child assessments, health data) –previous program year and current program year

Please note: The Review Team may ask for additional documents during the review week.

The OHS has provided monitoring resources for recipients on the Early Childhood Learning and Knowledge Center (ECLKC) at https://eclkc.ohs.acf.hhs.gov/federal-monitoring and on the Aligned Monitoring System Virtual Expo at https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031.

The OHS is committed to safeguarding the health and well-being of DLH Danya consultants and staff, Head Start recipients, and the children they serve from the spread of COVID-19. All Review Team members will be fully vaccinated, masked, and will follow current Center for Disease Control and Prevention (CDC) COVID-19 guidelines.

We ask that you notify DLH Danya if your program has a positive COVID-19 case within 10 business days before or after your review. Notification should be sent to DLH Danya at ohsmonitoring@dlhcorp.com.

If there is a positive COVID-19 case during the review week, please notify your Review Lead immediately.

Sincerely,

OHS Monitoring Team

Approval of the 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrices

HEAD START
City of San Antonio
Department of Human Services

HEAD START

2022-2023 Selection Criteria Point Matrix

Description		Support Document(s)	Points	Total
Parent Status				
Working Parent: two parents		Application	25	
Working Parent: one parent		Application	15	
Non-Working Parent/s		Application	10	
Grandparent/Guardian		Application	25	
In School/Training: two parents		Application	25	
In School/Training: one parent		Application	20	
Teen Parent (<19 at time of application)		Application	20	
Single Parent		Application	20	
Military Deployed: One Parent		Application & Military ID	25	
Military Deployed: Two Parents		Application & Military ID	35	
Child Status				
Returning Child for 3rd program year		ChildPlus	75	
English Language Learner		Home Language Survey	35	
Transition from Early Head Start		Application & 3 years old	300	
Sibling Currently Enrolled in Head Start		Application & Birth Certificate	30	
Sibling Currently Enrolled in EHS/EHS-CCP		Application	30	
3 years old (On Sept 1)		Application & Birth Certificate	10	
Family Status				
Child Protective Services (CPS) Safety Plan		CPS Safety Plan Documentation	55	
Immigrant/Refugee		Immigration Documents/ID	25	
Eligibility Status				
McKinney Vento		Verified SRQ	400	
Foster Child/Kinship		Foster / Kinship Placement letter	200	
Public Assistance (TANF & SSI)		TANF/SSI Documentation (Current award letter)	200	
Child Disability				
Individual Education Program (IEP) from ISD		Current IEP Verified by Disability Coordinator	250	
Individualized Family Service Plan/Early Childhood Intervention		IFSP/ECI Referral Verified by Disability Coordinator	100	
Suspected disability documentation from Licensed Professional		Dr. Letter Verified Disability Coordinator	45	
Income – Percentage of Poverty				
0%	20%	Child Plus Percentage of Poverty	200	
21%	40%	Child Plus Percentage of Poverty	180	
41%	60%	Child Plus Percentage of Poverty	160	
61%	80%	Child Plus Percentage of Poverty	140	
81%	100%	Child Plus Percentage of Poverty	120	
101%	130%	Child Plus Percentage of Poverty	60	
131%	Above 131%	Child Plus Percentage of Poverty	0	
		TOTAL POINTS AWARDED		

EARLY HEAD START

2022-2023 Selection Criteria Point Matrix
Early Head Start

Description	Support Document(s)	Points	Total
Parent Status			
Working Parent: two parents	Application	25	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
Grandparent/Guardian	Application	25	
In School / Training: two parents	Application	25	
In School / Training: one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Military Deployed: One Parent	Application & Military ID	25	
Military Deployed: Two Parents	Application & Military ID	35	
Child Status			
Sibling Currently Enrolled in Early Head Start or Head Start	Application & Proof of Age	30	
Family Status			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee	Immigration Documents/ID	25	
Child Disability			
Individualized Family Service Plan	Current IFSP Verified by Disability Coordinator	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coordinator	45	
EHS Additional Criteria			
Living within Zip Codes: 78228, 78237	Proof of Address	25	
Living within EISD boundaries	Proof of Address	20	
Eligibility Status			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF Documentation (current) SSI Documentation (current)	200	
0%- 20% Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
	TOTAL POINTS AWARDED		

DRAFT

Revised December 2021

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

2022-2023 Selection Criteria Point Matrix
Early Head Start – Child Care Partnership

Description	Support Document(s)	Points	Total
Parent Status			
Working Parent: two parents	Application	25	
Working Parent: one parent	Application	15	
Non-Working Parent(s)	Application	10	
Grandparent/Guardian	Application	25	
In School / Training: two parents	Application	25	
In School / Training: one parent	Application	20	
Teen Parent: Two parents (<19 at time of application)	Application	25	
Teen Parent: One parent (<19 at time of application)	Application	20	
Single Parent	Application	20	
Parent Enrolled with Partner Agency: two parents	Partner Documents	50	
Parent Enrolled with Partner Agency: one parents	Partner Documents	45	
Family enrolled in CCS	Partner Documents	75	
Military Deployed: One Parent	Application & Military ID	25	
Military Deployed: Two Parent	Application & Military ID	35	
Child Status			
Enrolled in Child Care Services (CCS)	Agency Documents	250	
Enrolled in Dual Generation	Agency Documents	30	
Child Enrolled with Child Care Partner Agency	Partner Documents	50	
Sibling Currently Enrolled in Early Head Start or Head Start	Application & Proof of Age	30	
Family Status			
Child Protective Services (CPS) Safety plan	CPS Safety Plan Documentation	55	
Immigrant/Refugee	Immigration Documents/ID	25	
Child Disability			
Individualized Family Service Plan	Current IFSP Verified by Disability Coord.	200	
Suspected disability documentation from Licensed Professional	Dr. Letter Verified Disability Coord.	45	
EHS Additional Criteria			
Living within Zip Codes: 78202, 78203, 78207, 78208,78210, 78219, 78223, 78237	Proof of Address	25	
Living within EISD or SAISD boundaries	Proof of Address	20	
Eligibility Status			
McKinney Vento	Verified SRQ	300	
Foster Child/Kinship	Foster/Kinship Placement Letter	200	
Public Assistance	TANF Documentation (current) SSI Documentation (current)	200	
0% - 20 % Percentage of poverty	Child Plus Percentage of Poverty	200	
21% - 40% Percentage of poverty	Child Plus Percentage of Poverty	180	
41% - 60% Percentage of poverty	Child Plus Percentage of Poverty	160	
61% - 80% Percentage of poverty	Child Plus Percentage of Poverty	140	
81% - 100% Percentage of poverty	Child Plus Percentage of Poverty	120	
101% - 130% Percentage of poverty	Child Plus Percentage of Poverty	60	
131% - Above 131% Percentage of poverty	Child Plus Percentage of Poverty	0	
	TOTAL POINTS AWARDED		

Approval of the 2022-2023 Head Start and EHS Program ERSEA Policy Updates

HEAD START
City of San Antonio
Department of Human Services

HEAD START

	DHS, Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2020		
Policy Council Approval: 12/17/19	**Policy Council Revision:** 12/17/19	**Governing Body Approval:** 3/5/20	**Governing Body Revision:** 3/5/20
			PAGE: 1 of 3

Policy:
DHS Head Start Program will select children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and the Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. . A minimum of three separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first two selection events. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist developed by the point system, Education Service Providers will first select children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are experiencing homelessness or in foster care.

- **Income Eligible on the waitlist from 101%-130%**

  Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless, in foster care, and children with disabilities.

- **Over Income on the waitlist 131% and above**
  - Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child unless the child has a diagnosed or suspected disability. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

Selection Exceptions:

- **Children with Disabilities**
  - To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10percent of enrolled children are children with disabilities and will be granted as follows:

    1. Income eligible children from 0-100% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
    2. Income eligible children from 101-130% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
    3. Over income children (over 130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP).
    4. Income eligible children from 0-100% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.
    5. Over income eligible children from 101-130% Federal Poverty Guideline with suspected disabilities with a current Individualized

Family Service Plan (IFSP) and/or letter from a licensed professional.

6. Over income children (over 130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Provider's Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)**
  - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- **Tiebreaker**
  - In cases where families have the same point total for the same slot, priority will be given to the younger child.

- **Bilingual/Dual Language Classrooms**
  - Children must be determined as English Language Learners to participate in a dual language/bilingual classroom. Education Service Providers must develop and implement procedures to determine if a child is identified as an English Language Learner. Education Service Providers will select children and place in a language appropriate classroom based the child's completed Home Language Survey. Education Service Providers will develop a system to test English Language Learners and must not create barriers for enrollment.

Performance Standard(s):
1302.14

Head Start Act:
Sec. 642 (c) (2)(d) (ii)

City Policy:
ERSEA 5

	DHS, Head Start Program Policy	
ERSEA 8		
SUBJECT	Enrollment	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/01/2020	
Policy Council Approval: 11/19/19	**Policy Council Revision:** 11/19/19	**Governing Body Approval:** 12/13/19	**Governing Body Revision:** 12/13/19
		PAGE: 1 of 2

Policy:
All forms must be completed, and any necessary documents obtained prior to enrollment of a child in Head Start programs.

Each provider will be fully enrolled within 30 days of program start date and must fill any vacancies within 30 days.

If a child is determined eligible and is enrolled in the Head Start program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year. The Education Service Provider will develop and implement procedures to ensure appropriate enrollment documentation requirements are met to include reverification of income

Education Service Providers may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs.. No more than three percent (3%) of funded enrollment slots may be reserved.

- Educational Service Providers must fill all reserved slots within 30 days. If not filled, the slots then become vacant. From the time the reserved slots become vacant, the Education Service Provider must fill the slots as soon as possible, not to exceed 30 days.

Performance Standard:
1302.15

EARLY HEAD START

		2022-2023 Early Head Start Policy Index	Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)				
1		Determining Community Strengths and Needs	Yes	Minor word changes; no change to policy
2		Eligibility	Yes	Minor word changes; no change to policy
4		Recruimtment of Children	Yes	Change monitoring system to tracking system, no change to policy
5		Selections	Yes	Revised sentence structure; no change to policy
8		Enrollment	Yes	Add: EHS may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent of funded enrollment slots may be reserved. Took out: Children with a documented Individual Family Service Plan (IFSP) may be enrolled in EHS Program.
9		Attendance	Yes	Minor word changes; no change to policy

10		Suspension and Expulsion	Yes	Minor word changes; no change to policy
11		Policy on Fees	Yes	Minor word changes; no change to policy
12		2022-2023 EHS-CCP Selection Criteria Point Matrix 2022-2023 EHS Selection Criteria Point Matrix	No	No Changes

	DHS Early Head Start Program Policy		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The Head Start Program, which includes both the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment once over the five-year grant period with annual updates. Results from the Community Assessment will be used to ensure community strengths, needs, and resources are identified and adequately integrated. Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards.

Results from the Community Assessment will be used annually to reassess long and short-range objectives; program option and services provided; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Number of children experiencing homelessness and foster care
- Availability of publicly funded full day pre-kindergarten
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities services
- Education, health, nutrition and social service needs of Head Start eligible children and their families including prevalent social or economic factors impacting their well-being
- Typical work, school and training schedules of parents with eligible children
- Child development, childcare centers, family child care programs, publicly funded state and local preschools and approximate number of eligible children served
- Community resources and strengths

If resources are determined to be inadequate to meet the needs of the entire service area, the EHS program will request permission from the Federal Regional Office to revise the recruitment

area to select the areas that have the greatest need for EHS program services, as determined by the Community Assessment.

Community Assessments and all updates will be approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Performance Standard:
1302.11

	DHS Early Head Start Program Policy		
ERSEA 2			
SUBJECT	Eligibility		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The application process must be completed prior to determining a child's eligibility into the Early Head Start (EHS) Program, to include both the Early Head Start (EHS) and the Early Head Start – Childcare Partnership (EHS-CCP) programs and include requirements described in age, service area and income.

- **Age:**
  - A child must be an infant or toddler younger than three years old. A child may remain in EHS, following his or her third birthday, until he or she can transition into the DHS' Head Start Program. Children not transitioning into the DHS' Head Start Program Start may remain in the program until the end of the term.

- **Service Area:**
  - Children applying for the EHS-CCP program must reside or the parents/guardians work within the San Antonio or Edgewood Independent School Districts or qualify under the McKinney Vento Act.
  - Children applying for the EHS program must reside within the Edgewood Independent School District or qualify under the McKinney Vento Act.

- **Income:**
  - Family's income is equal to or below the 100 % poverty guideline; or
  - Family is eligible for, or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
  - Children who are in foster/kinship care or children who are homeless are eligible for the EHS program regardless of income.
  - If a child moves from an EHS to a Head Start Program, the family's income must be re-verified.

- **Additional Allowances**:
    - Families with an income at or below 130% of the *Federal Poverty Guidelines may be eligible* for enrollment in the Head Start Programs. The total number of families with income between 101%-130% of the *Federal Poverty Guidelines must not* exceed 35% of the total funded enrollment.
    - Families with an income above 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. The total number of families with an income above 130% of the *Federal Poverty Guidelines* must not to exceed 10% of total funded enrollment. Children accepted above the 130% of the Federal Poverty Guideline must be approved by the grantee's administrator.

Performance Standard:
1302.12

	DHS Early Head Start Program Policy		
ERSEA 4			
SUBJECT	Recruitment of Children		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

Policy:
The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start–Child Care Partnership (EHS-CCP) Programs and Child Care Service providers will actively locate and recruit families most in need of EHS services including children with disabilities, those who are experiencing homelessness, in foster care, children receiving Child Care Subsidies (for the EHS-CCP program), and other vulnerable children.

A recruitment plan will be developed each year and approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

The EHS Program will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant's native language or where possible staff will be available to communicate with families in their native language.

The EHS program must maintain a tracking system for recruitment and report on all recruitment efforts.

Performance Standard:
1302.13

Head Start Act: Sec. 642 (b)(11)

	DHS Early Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs will select children and families with the most need for Head Start services, without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of two separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first selection event. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.
Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist, developed by the point system, EHS program will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are homeless or in foster care.

- **Income Eligible on the waitlist from 101%-130%**
  - EHS may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children, families eligible for or in the absence of childcare, would be potentially

eligible for public assistance, children who are homeless, in foster care, and children with disabilities on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**
    - EHS must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child unless the child has a current IFSP. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, the EHS program may select over-income children after demonstrating they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

Selection Exceptions:

- **Children with Disabilities**- To comply with Head Start's requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 12 percent of enrolled children are children with disabilities or delays and will be granted as follows:

    1. Income eligible children from 0-100% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
    2. Income eligible children from101 – 130% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
    3. Over income children from 131% and above Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.

- **Tiebreaker -** In cases where families have the same point total for the same slot, priority will be given to the younger child.

Performance Standard:
1302.14

	DHS Early Head Start Program Policy		
ERSEA 10			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start–Child Care Partnership (EHS-CCP) programs prohibits Child Care Service Providers from suspending, expelling, or un-enrolling a child from an EHS program due to a child's behavior. Exceptions to this policy may be considered on a case- by- case basis. Consultation with the Grantee's Mental Health Coordinator, Education Coordinator, in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:

1302.17 (a) (b)

	DHS Early Head Start Program Policy		
ERSEA 11			
SUBJECT	Policy on Fees		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision**: 3/25/21
			PAGE: 1 of 1

Policy:

The Early Head Start (EHS) Program, to include both The Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs does not charge any fees for participation in the program. EHS Child Care Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.

Child Care Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

Performance Standard:

1302.18

	DHS Early Head Start Program Policy		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The Head Start Program, which includes both the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment once over the five-year grant period with annual updates. Results from the Community Assessment will be used to ensure community strengths, needs, and resources are identified and adequately integrated. Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards.

Results from the Community Assessment will be used annually to reassess long and short-range objectives; program option and services provided; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Number of c~~C~~hildren experiencing homelessness and foster care
- Availability of publicly funded full day pre-kindergarten
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities services
- Education, health, nutrition and social service needs of Head Start eligible children and their families including prevalent social or economic factors impacting their well-being
- Typical work, school and training schedules of parents with eligible children
- Child development, childcare centers, family child care programs, publicly funded state and local preschools and approximate number of eligible children served
- Community resources and strengths

If resources are determined to be inadequate to meet the needs of the entire service area, the ~~Early Head Start~~EHS program will request permission from the Federal Regional Office to revise

the recruitment area to select the areas that have the greatest need for EHS program services, as determined by the Community Assessment.

Community Assessments and all updates will be approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Performance Standard:
1302.11

	DHS Early Head Start Program Policy		
ERSEA 4			
SUBJECT	Recruitment of Children		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

Policy:
The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start–Child Care Partnership (EHS-CCP) Programs and Child Care Service providers will actively locate and recruit families most in need of EHS services including children with disabilities, those who are experiencing homelessness, in foster care, children receiving Child Care Subsidies (for the EHS-CCP program), and other vulnerable children.

A recruitment plan will be developed each year and approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

The EHS Program will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant's native language or where possible staff will be available to communicate with families in their native language.

The EHS program must maintain a ~~monitoring~~ tracking system for recruitment and report on all recruitment efforts.

Performance Standard:
1302.13

Head Start Act: Sec. 642 (b)(11)

	DHS Early Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs will select children and families with the most need for Head Start services, without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. ~~A waiting list must be maintained throughout the program year to ensure the children with the most need are selected for the program,~~ A~~a~~ minimum of two separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first selection event. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
  - Using the waitlist, developed by the point system, EHS program will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are homeless or in foster care.

- **Income Eligible on the waitlist from 101%-130%**
  - EHS may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children, families eligible for or in the absence of childcare, would be potentially

eligible for public assistance, children who are homeless, in foster care, and children with disabilities on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**
    - EHS must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child unless the child has a current IFSP. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, the EHS program may select over-income children after demonstrating they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

Selection Exceptions:

- **Children with Disabilities**- To comply with Head Start's requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 12 percent of enrolled children are children with disabilities or delays and will be granted as follows:

    1. Income eligible children from 0-100% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
    2. Income eligible children from101 – 130% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
    3. Over income children from 131% and above Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.

- **Tiebreaker -** In cases where families have the same point total for the same slot, priority will be given to the younger child.

Performance Standard:
1302.14

	DHS Early Head Start Program Policy		
ERSEA 8			
SUBJECT	Enrollment		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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Policy:

All application forms must be completed, and all necessary documents obtained prior to enrollment of a child in Early Head Start (EHS) program, to include both t~~T~~he Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) programs.

Each childcare service provider will be fully enrolled within 30 days of program start date. Enrollment opportunities must be filled within 30 days.

If a child is determined eligible and is enrolled in the EHS program, he or she remains eligible while participating in the program.

EHS may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent of funded enrollment slots may be reserved.

~~Children with a documented Individual Family Service Plan (IFSP) may be enrolled in the EHS Program.~~

Commented [CF(1]: This sentence just seems random. It's a true statement just seems out of place. Is there a point to having it here?

Performance Standard:

1302.15

	DHS Early Head Start Program Policy		
ERSEA-9			
SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start center-based and the Early Head Start – Child Care Partnership (EHS-CCP) programs will ensure daily attendance is recorded in the Child Plus data entry tracking system.

- EHS must implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being.
- EHS program will provide support efforts to promote the child's regular attendance.
- EHS program will emphasize and provide information ~~about~~ to promote the benefits of regular attendance, support families to ~~promote~~ address barriers preventing regular attendance, and assist families with referrals for services that will enhance attendance.
- EHS program will conduct a home visit or other direct contact with child's parent/guardian if child has two consecutive unexplained absences.
- Within the first 60 days of the program year and thereafter, the EHS program must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. The EHS program must then identify reasons for absenteeism and develop strategies to improve attendance of children at risk. Strategies may include direct contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.
- In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not improve, the child's slot may be then considered vacant with the Head Start Administrator's authorization.

When the monthly average daily attendance rate falls below 85%, the EHS- program must analyze the causes of absenteeism and determine the systematic issues contributing to the program's absentee rate. A process must be implemented, utilizing absenteeism data, to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards.

The EHS ~~CCP~~ program must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

The EHS-~~CCP~~ program must utilize community resources, where possible, to provide transportation to homeless children experiencing absenteeism due to transportation to and from their child care center.

EHS Home-Based Program

Attendance is viewed as a family's participation in a home visit with a designated Home Visitor.

Children enrolled in the home-based option will have a minimum of 46 home visits during the program year.

The EHS program will make up planned home visits that are canceled by the program, and to the extent possible, attempt to make up planned home visits cancelled or missed by the family.

Medical or social service appointments may not replace planned group socializations activities or home visits.

Performance Standard(s):
1302.16 (a)(1-3)(b); 1302.102 (b-c)

	DHS Early Head Start Program Policy		
ERSEA 10			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start– Child Care Partnership (EHS-CCP) programs prohibits Child Care Service Providers from suspending, expelling, or un-enrolling a child from an EHS program due to a child's behavior. Exceptions to this policy may be considered on a case- by- case basis. Consultation with the Grantee's Mental Health Coordinator, Education Coordinator, in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:

1302.17 (a) (b)

	DHS Early Head Start Program Policy		
ERSEA 11			
SUBJECT	Policy on Fees		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision**: 3/25/21
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Policy:

The Early Head Start (EHS) Program, to include both The Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs does not charge any fees for participation in the program. EHS Child Care Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.

Child Care Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

Performance Standard:

1302.18

Approval of the 2022-2023 Head Start and EHS Program ERSEA Recruitment Plan

HEAD START
City of San Antonio
Department of Human Services

City of San Antonio, Department of Human Services
Head Start and Early Head Start
2022-2023 COVID-19 Pandemic Recruitment Plan

Purpose:

The City of San Antonio, Department of Human Services (DHS) Head Start and Early Head Start (EHS) Programs conduct outreach and recruitment activities year-round to ensure 100% funded enrollment throughout the program year. An active waitlist is maintained to fill enrollment opportunities anticipated throughout the year with families experiencing the greatest need for Head Start and EHS services.

A full Community Assessment is completed every five years and updated and reviewed annually. The Community Assessment data is analyzed and incorporated in program plans, policies, and procedures. Due to the COVID-19 Pandemic, data may not be comparable with traditional recruitment efforts and the Community Assessment may not reflect current community needs. Program plans and the selection criteria are presented to the Head Start Policy Council and City of San Antonio City Council appointed committee for approval.

The DHS, Head Start and EHS Programs will recruit and serve as many children and families as possible who are income eligible, homeless, families who receive public assistance, children in foster care, and children with a disability.

DHS staff, families, volunteers, and Head Start Policy Council members are all encouraged to participate in recruitment campaigns and activities. During the Pandemic year, DHS staff members will encourage families to provide requested application documents electronically. DHS Staff will remain available to respond to families via telephone, email, and in person when Pandemic protocols are not in effect.

The 2022-2023 Recruitment Plan has been modified to incorporate recruitment methods and strategies that are in compliance with COVD-19 Pandemic guidelines. Face-to-Face large recruitment events may occur in accordance with the Center for Disease Control and the San Antonio Metro Health Department.

Recruitment Areas Identified through the Community Assessment

- Edgewood Independent School District boundaries
- San Antonio Independent School District boundaries
- EHS – Families living or working within the Edgewood Independent School District and San Antonio Independent School District boundaries
- Haven for Hope Homeless Shelter
- Edgewood Independent School District and San Antonio Independent School District Transitions Office Liaison for Homeless Children
- Davidson Respite House Foster Care

- Children's Shelter
- Early Child Intervention Services: Easter Seals, Brighton Center, Center for Health Services
- Child Find through Edgewood Independent School District and San Antonio Independent School District Liaison
- Texas Department of Family Protective Services - Child Protective Services
- Eastside Promise Neighborhood
- United Way Dual Generation Partnership
- Targeted areas in San Antonio to include the following zip codes 78202, 78203, 78207, 78208, 78210, 78219, 78223, 78228, 78237

Other Recruitment Areas Identified

- Department of Human Services Divisions
- United Way 211 Community Resource Directory
- Head Start Food Distribution Days
- EHS Essential Need Day
- ERSEA Consortium

Method of Recruitment- Head Start Program Performance Standards 1302.13

- Canvassing the Local Community- Contingent on Pandemic Social Gathering Ordinance
- Community and Agency Events: Community First Baby Showers, St. Patrick Back to School Bonanza, Pride of the East Side Block Party - Contingent on Pandemic Social Gathering Ordinance
- National Night Out – Contingent on Pandemic Social Gathering Ordinance
- City Council Back to School Events and Fairs - Contingent on Pandemic Social Gathering Ordinance
- Use of Flyers, Social Media, and Advertising, TV and Radio Public Service Announcements
- COSA and District Websites
- Bus Magnets
- Street Banners
- School Marquees
- Community Centers - Contingent on Pandemic Social Gathering Ordinance
- Social Service Agencies: WIC, Attorney General, SAHA and other offices
- Parks and Recreation Centers - Contingent on Pandemic Social Gathering Ordinance
- Neighborhood grocery stores, restaurants, laundry facilities, dental offices, medical offices and Churches - Contingent on Pandemic Social Gathering Ordinance
- Work with Schools and other Community Agencies to identify eligible families
- Use of Family Referrals from other Public and Private Agencies
- Bibliotech

- Child Plus email/text communications to current and waitlisted families, siblings
- Bexar-Necessities
- District PENS Parent Notifications
- Early Head Start Transitions

Recruitment Period

- We recruit year round with increased recruitment during months of February through June to recruit for upcoming school year.

Recruitment Personnel

- Program Staff
- Current Parents
- Former Parents
- Policy Council Members
- Advisory Committee Members
- Community Partners
- Local School Districts
- Community Agencies
- Governing Body, Community Action Advisory Board (CAAB)

Approval of 2020-2021 Head Start Program Self-Assessment Report

City of San Antonio
Department of Human Services
Head Start Program

2020 - 2021
Self-Assessment Report

Executive Summary

In accordance with 1302.102(b)(2)(i) of the Head Start Program Performance Standards, the City of San Antonio, Department of Human Services (DHS), Head Start Division annually engages in a self-assessment process. This process ensures timely evaluation of program services and delivery systems for the purpose of implementing improvements and compliance with Head Start requirements.

During the self-assessment process, staff reviewed services provided during the 2020-2021 school year. Funded enrollment was 3,364 children and their families in 22 Head Start, six Early Head Start-Child Care Partnership (EHS-CCP), and an Early Head Start home based/center based (here after, DHS Head Start) sites located in San Antonio Independent School District (SAISD) and Edgewood Independent School District (EISD). Self-assessment results, in conjunction with the Community Assessment Report and ongoing monitoring results, support quality program improvements for children and their families enrolled in the DHS Head Start programs as related directly to the Five-Year Strategic Plan, grantee policies, procedures, and management systems for the upcoming program year. During the 2020-2021 school year the COVID pandemic continued to affect schools and child-care providers with low enrollment and participation in their services. Many program services and activities were cancelled, postponed, suspended, or modified during the program year. Most of the EHS-CCP classrooms remained open to in person services during the 2020-2021 program year. The Head Start program offered remote instruction to all children, while in-person instruction was offered to a limited number of families. In person meetings were limited, and several services were provided on a limited basis and following social distancing protocols. Formal classroom observations using the CLASS tool were postponed and in-person monitoring site visits were conducted after school hours or virtually. While the program was unable to provide in-person services and make progress towards meeting objectives, the City of San Antonio DHS Head Start Program remained committed to providing quality services to children and families. Program achievements and areas of focus, as well as adjustments to timelines and measures are provided in the report.

Process

For the 2020 – 2021 school year, DHS Head Start conducted a data-driven self-assessment process that included Quarterly Data Review Meetings and the continued implementation of the Self-Assessment System for Continuous Improvement and Evaluation (SASCIE) Rubric.

The Quarterly Data Review Meetings allowed DHS Head Start to use data from Head Start and Early Head Start service areas, including, monitoring, program benchmarks, Program Information Reports (PIR), Five-Year Strategic Plan, monthly reports, and educational assessments. Prior to each meeting, data was collected and analyzed. Next, the data was presented at the 2021 Quarterly Data Review Meetings in February, April, June and September. Throughout the self-assessment process, participants included a diverse representation of parents, community members, and staff from organizations that either partner with DHS Head Start and/or work with similar populations. Program staff, community stakeholders, and members of the Head Start Policy Council and Governing Body participated in the meetings. At each Quarterly Data Review Meeting, data and objectives were presented and discussed with attendees. Staff reported program progress,

concerns, and areas of success, program risks, as well as actions taken to ensure Head Start compliance and status of program goals, objectives and benchmarks.

The SASCIE tool provides a self-assessment of the program's compliance with Head Start regulations and progress in meeting program goals and objectives. The SASCIE rubric is an instrument designed to function as a roadmap for the continuous improvement of program services. Integrated teams used the SASCIE tool to review the quality of program services and identify areas of non-compliance, strengths, and areas of focus.

This report includes results for the following Head Start and EHS service areas: Program Design and Management (PDM), Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), Education and Disabilities, Family Community Support and Mental Wellness, and Health, Nutrition, Transportation, and Safe Environments.

In addition to information gathered from the Quarterly Data Review Process and use of the SASCIE tool, the DHS Head Start Program's system of monitoring also provides information related to the quality of program services and identify areas of non-compliance, strengths, and areas of focus. The report includes results from Monitoring Projects completed during the 2020-2021 program year.

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Results

The ensuing pages provide a description and summary of the progress made towards the DHS Head Start Five Year Plan and strengths and areas of improvement identified during the self-assessment process.

Goal 1: Education
Prepare children for school and life

DHS Head Start continues its focus on school readiness and the important role that parents and families play in ensuring children are ready for school. The overall school readiness approach and education and early childhood services system values the integration of physical, cognitive, social, and emotional development as central to a child's ability to learn. DHS Head Start also works closely with our Education Service Providers, including six childcare centers and two school districts, to ensure the Head Start Program Performance Standards are met and the program maintains disability enrollment of at least 10%.

For the 2020-2021 program year, the percentage of children with a disability enrolled in the DHS Head Start Program was 15.1%. Based on funded enrollment, the percentage of children in the Head Start Program at the end of the program year was 13.4%, 6.0% in the EHS-CCP Program, and 4.6% in the EHS Program.

While the EHS Program enrollment for infants and toddlers with special needs was below the targeted 10%, it is important to note that in addition to the impact of the ongoing COVID pandemic, as a result of being a newly designed and implemented service, EHS started later in the program year.

Based on the Five Year Plan, ten objectives were measured and reviewed for DHS Head Start in this service area. Below are the results of the objectives related to Education at the end of the program year.

Objective 1: IN PROGRESS
Decrease the percentage of children enrolled in the EHS-CCP Program with chronic absenteeism by 18% from 46% in 2017-2018 to 28% in 2023-2024.

Chronic absenteeism is defined as a child missing 10% or more of days enrolled in the program. The program works to address the needs of children and families with chronic absenteeism and help to remove barriers to attendance. The impact of the COVID-19 pandemic continued during the 2020-2021 program year. As of July 2021, 44% of the children enrolled in the EHS-CCP program were identified with chronic absenteeism. COVID-19 quarantine and isolation protocols affected the percentage of children with chronic absenteeism. Staff will continue to work with families to emphasize the importance of attendance, assist in eliminating barriers, and when, needed work with the parent to establish an attendance improvement plan.

Objective 2: IN PROGRESS
Decrease the percentage of children enrolled in the Head Start Program with chronic absenteeism by 5% from 24% in 2017-2018 to 19% in 2023-2024.

In addition to EHS-CCP, the Head Start Prekindergarten Program also had an increase in the percentage of children with chronic absenteeism. At the end of the school year, 32.6% of the children enrolled in Head Start were identified with chronic absenteeism. Classroom closures and quarantine and isolation protocols related to COVD-19 continued to have an impact on school attendance. Staff continue to work with families to emphasize the importance of attendance, assist in eliminating barriers and when needed work with the parent to establish an attendance improvement plan.

Objective 3: IN PROGRESS
Increase the annual Infant Classroom Assessment Scoring System (CLASS) score by .5 from 4.84 in Responsive Caregiving in 2017-2018 to 5.34 2023-2024.

CLASS is a standardized, research-based tool that assesses the quality of teacher-child interactions in center-based classrooms that support children's learning and development. Each domain is scored on a scale of 1 to 7. The Infant CLASS measure includes one domain: Responsive Caregiving. This domain captures the key interactions between caregivers and infants. The program continues to make progress towards achieving the objective. In the 2019-2020 school year, 100% of classrooms serving infants were observed. The table below provides the Infant CLASS scores for the 2017-2018 through 2020-2021 school years. Due to restrictions related to COVID-19 regarding visitors at childcare centers, the CLASS tool was not administered. The program plans to conduct CLASS observations during the 2021-2022 program year.

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Table 1: ***City of San Antonio EHS-CCP Program CLASS Scores***

Program Year	Responsive Caregiving Score
2017-2018	4.84
2018-2019	5
2019-2020	4.41
2020-2021	NA

Objective 4: **IN PROGRESS**

Increase the annual Toddler Classroom Assessment Scoring System (CLASS) scores by .5 in each domain, from 5.37 in Emotional and Behavioral Support and 3.33 in Engaged Support for Learning in 2017-2018 to 5.87 in Emotional and Behavioral Support and 3.83 in Engaged Support for Learning by 2023-2024.

The Toddler CLASS measure includes two domains: Emotional and Behavioral Support and Engaged Support for Learning. The program continues to make progress towards achieving the objective. In the 2019-2020 school year, 100% of classrooms serving toddlers were observed. The table below provides the Toddler CLASS scores for 2017-2018 through the 2020-2021 school year. Due to restrictions related to COVID-19 regarding visitors at child care centers, the CLASS tool was not administered. The program plans to conduct CLASS observations during the 2021-2022 program year.

Table 2: ***City of San Antonio EHS-CCP Program CLASS Scores***

Program Year	Emotional & Behavioral Support	Engaged Support for Learning
2017-2018	5.37	3.33
2018-2019	5.32	3.5
2019-2020	5.38	2.82
2020-2021	NA	NA

Objective 5: IN PROGRESS

Increase the annual Prekindergarten Classroom Assessment Scoring System (CLASS) scores by .5 points in each domain, from 5.65 in Emotional Support, 5.02 in Classroom Organization, and 2.99 in Instructional Support in 2016-2017 to 6.15 in Emotional Support, 5.52 in Classroom Organization, and 3.49 in Instructional Support by 2023-2024.

The Prek CLASS measure includes three domains: Emotional Support; Classroom Organization; and Instructional Support. The table below provides the Prek CLASS scores for the past three school years. While the program continues to make progress towards achieving the objective, during the 2019-2020 and 2020-2021 school years, CLASS Observations were suspended due to restrictions related to COVID-19 regarding visitors at school sites.

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Table 3: ***City of San Antonio Head Start Prekindergarten Program CLASS Scores***

Program Year	Emotional Support	Classroom Organization	Instructional Support
2016-2017	5.65	5.02	2.99
2017-2018	5.78	5.16	2.98
2018-2019	5.75	5.19	3.12
2019-2020	NA	NA	NA
2020-2021	NA	NA	NA

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Objective 6: IN PROGRESS

Increase the percentage of children enrolled in the EHS-CCP Program that show six months or more of developmental growth in all six domains on the Early Learning Accomplishments Profile (E-LAP) from BOY to EOY by 5% from 31% in 2017-2018 to 36% in 2023-2024.

The DHS Head Start Program utilizes the Early Learning Accomplishments Profile (E-LAP) for children birth – 35 months old. The E-LAP is a criterion referenced assessment and provides a systematic method for observing the skill development of children. The results of the E-LAP are used to generate a detailed picture of a child's developmental progress across various domains so that individualized, developmentally appropriate activities can be planned and implemented. Students are assessed three times a year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

The E- LAP contains a hierarchy of 414 developmental skills arranged in chronological order within six domains of development: Gross Motor, Fine Motor, Cognition, Language, Self-help, and Social-emotional. The program continues to make progress towards achieving the objective. The table below shows the children enrolled in the EHS-CCP that showed six months or more of developmental growth across all six domains on the E-LAP. The data set includes children that received a minimum of 180 calendar days of instruction between the BOY and EOY assessments. During the 2020-2021 school year, the E-LAP assessment was completed in person and virtually/online. For children enrolled in remote services, parent questionnaires were developed to provide information on children's developmental skills. Concerns related to reliability and fidelity to the assessment are potentially a factor as the LAP assessment was

designed to be completed by teachers based on observations. Children who were enrolled in remote services did not receive a MOY assessment due to the length of time it took to develop a parent friendly checklist. During the 2021-2022 program year, the E-LAP will be given through in-person services. DHS EHS Early Education Mentors will continue to review and support the EHS-CCP center Peer Coaches and classroom teachers.

Table 4: ***Children enrolled in EHS-CCP with 6+months of developmental growth on the E-LAP***

Program Year	Participants	E-LAP-3 Domains						% of Children with 6+ months of developmental growth in all six E-LAP Domains
		Gross Motor	Fine Motor	Cognitive	Language	Self-help	Social- emotional	
2017-2018	93	73%	67%	72%	80%	72%	67%	31%
2018-2019	98	72%	73%	69%	62%	64%	63%	17%
2019-2020	NA	NA	NA	NA	NA	NA	NA	NA
2020-2021	54	95%	92%	88%	82%	93%	100%	74%

Objective 7: IN PROGRESS

Increase the percentage of children enrolled in the EHS-CCP Program that show six months or more of developmental growth in all seven domains on the Learning Accomplishments Profile-3rd Edition (LAP-3) from BOY to EOY by 5% from 41% in 2017-2018 to 46% in 2023-2024.

The DHS Head Start Program utilizes the Learning Accomplishments Profile – 3rd Edition (LAP-3) for children 36 – 72 months old. The LAP-3 is a criterion-referenced assessment and provides a systematic method for observing the skill development of children. The results of the LAP-3 are used to generate a detailed picture of a child's developmental progress across various domains so that individualized, developmentally appropriate activities can be planned and implemented. Students are assessed three times a year: Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

The LAP-3 contains a hierarchy of 383 developmental skills arranged in chronological sequence in seven domains of development including Gross Motor, Fine Motor, Pre-Writing, Cognitive, Language, Self-Help, and Personal/Social.

The program continues to make progress towards achieving the objective. The table below shows the children enrolled in the EHS-CCP that showed six months or more of developmental growth across all seven domains on the LAP-3. The data set includes children that received a minimum of 180 calendar days of instruction between the BOY and EOY assessments. In prior

years, the program saw an increase in the percentage of children that showed six months of growth. During the 2020-2021 school year, the EOY LAP-3 assessment was completed in person and virtually/online in collaboration with parents/guardians for children enrolled in remote services. Concerns related to reliability and fidelity to the assessment are a factor as the LAP assessment was designed to be completed by teachers based on observations. Children who were enrolled in remote services did not receive a MOY assessment due to the length of time it took to develop a parent friendly checklist. During the 2021-2022 program year, the LAP-3 will be given through in-person services. DHS EHS Early Education Mentors will continue to review and support the EHS-CCP Education Service Providers' Peer Coaches and classroom teachers.

Table 5: ***Children enrolled in EHS-CCP with 6+months of developmental growth on the LAP-3***

Program Year	Participants	LAP-3 Domains							% of Children with 6+ months of developmental growth in all seven LAP-3 Domains
		Gross Motor	Fine Motor	Pre-Writing	Cognitive	Language	Self-Help	Personal/ Social	
2017-2018	63	84%	100%	86%	83%	83%	78%	81%	41%
2018-2019	80	81%	84%	89%	93%	80%	86%	86%	49%
2019-2020	NA	NA	NA	NA	NA	NA	NA	NA	NA
2020-2021	53	96%	87%	85%	94%	87%	95%	96%	76%

Objective 8: IN PROGRESS

Increase the percentage of children enrolled in the Head Start Program that show growth from BOY to EOY. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

Previously, the DHS Head Start Program utilized the Learning Accomplishments Profile – 3rd Edition (LAP-3) for children 36 – 72 months old in the Head Start Prekindergarten Program. During the 2020-2021 school year, the Head Start Program began using the CIRCLE Progress Monitoring Tool (CIRCLE). CIRCLE is a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages 3-5 years old. The results of CIRCLE are used to generate a detailed picture of each child's growth and development across 15 areas so that individualized, developmentally appropriate activities can be

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planned and implemented. CIRCLE does not provide data related to developmental growth related to chronological age as previously calculated. This objective is to be removed going forward.

Table 3: ***Children enrolled in Head Start with 6+months of developmental growth on the LAP-3***

Program Year	Participants	LAP-3 Domains							% of Children with 6+ months of developmental growth in all seven LAP-3 Domains
		Gross Motor	Fine Motor	Pre-Writing	Cognitive	Language	Self-Help	Personal/ Social	
2017-2018	2531	87%	91%	94%	95%	90%	83%	75%	50%
2018-2019	2677	89%	92%	95%	94%	91%	85%	77%	55%
2019-2020	NA	NA	NA	NA	NA	NA	NA	NA	NA

Objective 9: IN PROGRESS

Increase the percentage of children enrolled in the Head Start Program who are ON TARGET in Language and Literacy. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

During the 2020-2021 school year, the Head Start Program began using the CIRCLE Progress Monitoring Tool (CIRCLE). As stated early, the results of CIRCLE are used to generate a detailed picture of each child's growth and development across 15 areas so that individualized, developmentally appropriate activities can be planned and implemented. Students are assessed three times a year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY). During the 2020-2021 school year, the assessment tool was administered in person, virtually/online, or in collaboration with parents/guardians based on the child's enrollment status. Six areas are related to language and literacy. The CIRCLE Progress Monitoring System provides a score for each area assessed. Children are described as PROFICIENT if they score at or above the cut point, or threshold, listed in accordance with their age and indicates if the child is on track and has a developed understanding of the measure. Children are described as NOT PROFICIENT if they score below the cut point, or threshold, listed in accordance with their age and indicates an underdeveloped understanding of the measure and a need for more skill development or intensive intervention. The threshold, or cut point, increases at each assessment. Children may be described

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as OUT OF RANGE if they are not within the specified age range for the measure, or if there are no established cut points or thresholds for the area assessed.

The table below provides the percentage of children within the specified age for each area assessed identified as PROFICIENT at EOY. Fidelity to the assessment and assessment protocols for children enrolled in remote and in-person instruction were areas of focus for the program.

Table 4: *Percentage of children identified as PROFICIENT in areas related to language and literacy at the end of the year*

Program Year	CIRCLE Progress Monitoring					
	Rapid Letter Naming	Rapid Vocabulary	Phonological Awareness	Letter/Sound Correlation	Story Retell	Book/Print Awareness
2020-2021	48%	66%	63%	58%	83%	68%

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Objective 10: IN PROGRESS

Increase the percentage of children transitioning to Kindergarten ON TARGET at EOY. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

As noted in the previous objective, during the 2020-2021 school year, the Head Start Program began using the CIRCLE Progress Monitoring Tool (CIRCLE). The results of CIRCLE are used to generate a detailed picture of each child's growth and development across 15 areas so that individualized, developmentally appropriate activities can be planned and implemented.

The table below provides the percentage of four-year-old children transitioning to kindergarten within the specified age for each area assessed identified as PROFICIENT at EOY. Rapid Letter Naming (RLN), Rapid Vocabulary, Phonological Awareness (PA), and Math are kindergarten readiness indicators. These assessment areas, as well as fidelity to the assessment and assessment protocols for children enrolled in remote and in-person instruction are areas of focus for the program.

Table 5: *Percentage of four-year-old children transitioning to kindergarten identified as PROFICIENT at the end of the year.*

CIRCLE Progress Monitoring Assessment Areas	EOY
RLN	53%
Rapid Vocabulary	59%
PA	63%
Math	74%
Letter-Sound Correspondence	68%
Story Retell & Comp.	85%
Book & Print Knowledge	68%

Science	80%
Social Studies	78%
Social & Emotional Dev.	84%
Early Writing	80%
Approaches To Learning	85%
Physical Health & Dev.	81%
"Speech Production & Sentence Skills"	86%
Motivation to Read	88%

Goal 2: Family Support
Promote the well-being of families to enable them to support their children's learning and development

Family and Community Support and Mental Health services focus on promoting family well-being, building strong collaborations with parents and families, and creating community partnerships to maximize resources available to all DHS Head Start children and families.

Based on the Five Year Plan, four objectives for DHS Head Start in this service area are measured and reviewed. Below are the results of each Family and Community Support objective at the end of the program year.

Objective 1: BASELINE ESTABLISHED
Increase the percentage of parents/guardians who make progress towards completion of an identified Family Self-Sufficiency goal by the end of the program year by 9% from 71% in 2019-2020 to 80% in 2023-2024.

Family Self-Sufficiency (FSS) goals are those that help families make progress towards economic security. Some examples of FSS goals include, but are not limited to, Advanced Education, Full Time/Part Time Employment, Home Ownership, Money Management, Public Housing, and Immigration. During the 2020-2021 school year, 63% of families in DHS Head Start made progress towards a FSS goal.

Objective 2: BASELINE ESTABLISHED
Maintain the percentage of parents/guardians who make progress towards completion of an identified Family Life Practice goal at 90% or higher through the year 2023-2024.

Family Life Practice (FLP) goas are those that encourage high parent/child interactions that will help support school readiness. Some examples of FLP goals include, but are not limited to, Family Routines, Attendance, Parent Child Activities, Parent Involvement, Reading at Home, and Volunteering. During the 2020-2021 school year, 94% of families in DHS Head Start made progress towards a FLP goal.

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Objective 3: IN PROGRESS
Increase the percentage of families who receive at least one program service, such as emergency assistance, parenting education, asset building, or job training and education services, to promote family outcomes. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

DHS Head Start continues to make progress towards meeting this objective. At the end of the program year, 70% of the families in the program received at least one support service. During the 2020-2021 school year, many services could not be completed due to limited services and social distancing related to COVID–19. The program continues to improve documentation and data entry related to support services.

Objective 4: IN PROGRESS
Increase the number of participants in the identified tiered parenting program. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

DHS Head Start continues to make progress towards meeting this objective. During the 2020-2021 program year, all 6 members of the Head Start Mental Wellness Team attended Triple P Parenting Curriculum Training in collaboration with community partners to ensure provision of tiered parenting services. The program continues to improve documentation and data entry to ensure that information related to goals set by families is accurate. During the 2020-2021 school year, 4 parents/guardians participated in the Triple P parenting program. DHS Head Start will focus on implementing a plan/process to provide Triple P's varying levels to Head Start families.

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Goal 3: Health
Children are healthy and ready to learn

Head Start health and nutrition services focus on ensuring that children are physically and mentally healthy and that children and families receive support to create life-long healthy habits. DHS Head Start staff and service providers implemented targeted activities to help parents establish and model healthy lifestyle habits for their children and families.

Based on the Five-Year Plan, five objectives were measured and reviewed for DHS Head Start in this service area. Below are the results of the objectives related to health at the end of the program year.

Objective 1: BASELINE ESTABLISHED
Increase the percentage of children who are up to date on TX EPSDT requirements at the end of the program year. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

DHS Head Start continues to make progress towards meeting this objective. At the end of the 2020-2021 school year, 73% of the children enrolled in the program were *up to date on the Texas*

Early and Periodic Screening, Diagnostic and Treatment (EPSDT) requirements. The method the program uses for calculating the EPSDT requirements was revised and necessitated a revision to this objective. Due to COVID -19, several families encountered barriers to making appointments for well child visits. Although COVID -19 challenges impacted health services, the program continued to educate families on the importance of well child visits and childhood immunizations through health informational flyers, follow up with parents/guardians offering health resources and assistance, and health and wellness clinics. The program continues to examine the barriers for parents/guardians to obtain an up-to-date physical exam and will continue to research strategies to address expiring physical exams.

Objective 2: IN PROGRESS
Increase the percentage of children who receive services following a referral for hearing concerns at the end of the program year by 10% from 55% in 2018-2019 to 65% in 2023-2024.

DHS Head Start obtains or performs a hearing screening for each child enrolled in the program within 45 calendar days of entry. If a concern is noted, the child is either rescreened or referred to their medical home for further evaluation, testing, and/or treatment. Staff continue to follow up with parents/guardians each month, as appropriate, until a child receives evaluation, testing, or treatment. The program created hearing screening appointment opportunities for remote and in-person students with campus school nurses and other staff certified to conduct screenings. During the 2020-2021 school year, 32% of the children identified with a hearing concern received services following a referral. Restrictions related to COVID-19 created challenges to completing hearing screenings, and many families encountered barriers to making appointments and receiving care. The program continues to examine barriers to receiving services and to research strategies to help address these barriers.

Objective 3: IN PROGRESS
Increase the percentage of children who receive services following a referral for vision concerns at the end of the program year by 10% from 70% in 2018-2019 to 80% in 2023-2024.

Like hearing screenings, DHS Head Start obtains or performs a vision screening for each child enrolled in the program within 45 calendar days of entry. If a concern is noted, the child is either rescreened or referred to their medical home for further evaluation, testing, and/or treatment. Staff continue to follow up with parents/guardians each month, as appropriate, until a child receives evaluation, testing, or treatment. The program created vision screening appointment opportunities for remote and in-person students with campus school nurses and other staff certified to conduct screenings. During the 2020-2021 school year, 43% of the children identified with vision concern received services following a referral. Restrictions related to COVID-19 created challenges to completing vision screenings, and many families encountered barriers to making appointments and receiving care. The program continues to examine barriers to receiving services and research strategies to help address these barriers.

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Objective 4: IN PROGRESS
Increase the percentage of children identified as Class 2 that are designated as Treatment Complete by the end of the program year by 13% from 32% in 2016-2017 to 45% in 2023-2024.

Tooth decay is the single most common chronic disease among children in the United States, and to ensure children are healthy and up to date on EPSDT requirements, the City of San Antonio Department of Human Services partners with the City of San Antonio Metropolitan Health District (Metro Health) Dental Division to provide onsite dental services. With parental consent, children enrolled in the program receive one dental evaluation and two fluoride varnishes during the program year. In addition, Metro Health provides a toothbrush, toothpaste and timer for all children, referrals for dental care, parent education sessions, information regarding local dental providers, and dental case management for children with identified oral decay. When a child is evaluated by Metro Health, they are assigned a dental classification. This classification determines the type of follow-up that is required. Any child identified as CLASS 2 requires follow up and treatment from their dental home. DHS Head Start continues to make progress towards meeting this objective. Due to COVID -19, on-site dental screenings were limited. In partnership with Metro Health, the program did provide drive-thru dental clinics for children enrolled. Additionally, families encountered barriers to making appointments for services. At the end of the 2020-2021 school year, 16% of children identified as CLASS 2 were designated as treatment complete and received the appropriate follow-up and dental treatment. Although COVID -19 challenges impacted dental services, the program continued to educate families on the importance of oral health through wellness kits distributed to all children enrolled in the program and and routine contact and follow up offering oral health resources and assistance. The program continues to examine barriers to receiving services and research strategies to help address these barriers.

Objective 5: BASELINE PENDING
Increase the number of mental health consultations provided to parents/guardians and staff by the Mental Wellness Team. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

The Head Start Prekindergarten Wellness Support Team provides support to children and families through a mental health consultation model. This consultation model ensures parents and staff receive education, intervention strategies and support in response to child and/or family wellness needs. To address individual needs of children, the Wellness Support Team may, in addition, provide a referral to a community agency when appropriate for direct mental health services such as counseling. During the 2020-2021 school year, the Wellness Support Team provided 489 consultations to parents/guardians and staff.

The Wellness Team continues to collaborate with community partners such as Community in Schools in effort to connect Head Start families with therapeutic support for counseling services. The Wellness Team performs intensive case management services, including screening, assessments and referrals to families with the highest needs such as those related to children and families experiencing trauma, exposure to family violence and other at-risk factors impacting the well-being of children and families. They also provide high-needs families in crisis with appropriate community resources and linkages, such as crisis counseling services, food, housing, clothing, transportation, and education.

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Objective 6: BASELINE PENDING
Increase the number of trainings with a focus on mental wellness provided to parents/guardians and staff by the Head Start Program. The baseline will be established in 2020-2021 with a percentage increase determined in 2021-2022.

During the 2020-2021 program year, DHS Head Start focused on the health and well-being of families and staff. While the program provided five trainings with a focus on mental wellness to parents/guardians and staff, Head Start focused on connecting families and staff to wellness resources available in the community and through our district partners. The program will continue to examine ways to offer quality wellness support services, training, and professional development for families and staff.

The Wellness Team promotes education and provides interventions for Head Start parents on a variety of topics, including mental health, child growth and social-emotional development, parenting skills, child abuse prevention, guidance and discipline, disabilities, family literacy, and community advocacy. They are accredited in Triple P Positive Parenting Program in varying levels and trained in Theraplay.

Objective 7: BASELINE PENDING
Increase the average score on the Health Wellness Assessment. The baseline will be established in 2021-2022 with a percentage increase determined in 2022-2023.

The program collaborated with the University of the Incarnate Word School of Osteopathic Medicine and the Head Start Health Services Advisory Committee to develop a Wellness Assessment to identify behaviors of Head Start children related to obesity, nutrition, and physical activity. Due to COVID-19, the program suspended the use of the Wellness Assessment.

Goal 4: Environmental Health and Safety
Support the care of children by creating safe environments

Head Start Program Services related to environmental health and safety are structured to ensure children are safe while in care. DHS Head Start staff and Education Service Providers implemented an array of targeted activities to ensure the health and safety of all children enrolled in the program.

Based on the Five-Year Plan, five objectives were measured and reviewed for DHS Head Start in this service area. Below are the results of the objectives related to Environmental Health and Safety.

Objective 1: IN PROGRESS
Decrease the percentage of findings in the Head Start Prekindergarten Environmental Health and Safety Monitoring Reviews by 2% from 5.8 % in 2016-2017 to 3.8% in 2023-2024.

The DHS Head Start Program uses a multi-level monitoring system to ensure compliance at the recipient and the Service Provider level. This monitoring system allows for multiple levels of review and continuous program improvement. Monitoring methods include site visits, both

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announced and unannounced, child file reviews, interviews, and surveys. At the Service Provider level, an internal monitoring system is also established for continuous review of services by the Provider as well as by DHS staff. The Head Start Prekindergarten Program continues to make progress toward this objective, but due to restrictions related to CoVID-19, the results do not reflect a normal program year. Restrictions related to the COVID-19 pandemic caused most on-site monitoring reviews to be cancelled or reduced. During the 2020-2021 school year the percentage of findings for the Environmental Health and Safety Monitoring Review was 4.00%. The program will continue to focus on ensuring children are safe and reduce the percentage of findings for Environmental Health and Safety Monitoring Reviews.

Objective 2: IN PROGRESS
Decrease the percentage of findings in the EHS-CCP Environmental Health and Safety Monitoring Reviews by .5% from 3.1 % in 2017-2018 to 2.6% in 2023-2024.

The EHS-CCP Program also conducts formal monitoring reviews of health and safety indicators across all childcare centers. The EHS-CCP program continues to make progress towards this objective. During the 2020-2021 school year, site closures related to the COVID-19 pandemic caused most on-site monitoring reviews to be virtual or cancelled. The percentage of findings for the EHS-CCP Environmental Health and Safety Motioning Reviews was 2.06%. Safety is considered a top priority within the EHS-CCP program. DHS staff continues to work with childcare center Education Service Providers to reinforce health and safety and create cultures of safety. One example of this was for the EHS-CCP program monitor to collaborate with the EHS Early Education Services team to present health and safety monitoring data and photos during the 2021-2022 Pre-Service event. Photos gave visuals of real time health and safety monitoring findings. Classroom staff were able to better relate and talk through strategies to prevent future findings.

Objective 3: IN PROGRESS
Decrease the number of findings in the Health and Human Services Commission Childcare Center Inspections by 50% from 38 in 2016-2017 to 19 in 2023-2024.

All EHS-CCP sites must report licensing concerns to the State of Texas Health and Human Services Commission Childcare Center Inspections who will determine if a finding is warranted. EHS-CCP continues to make progress towards meeting this objective. During the 2017-2018 school year, there were a total of 18 findings for the EHS-CCP Program from Health and Human Services Commission Childcare Center inspections. This represented a 47% reduction from the established baseline in 2016-2017. For the 2020-2021 school year, there were a total of 16 findings; however, the Health and Human Services Commission suspended childcare center inspections due to school closures related to COVID-19. The program continues to work with EHS-CCP Program Education Service Providers to decrease findings by offering ongoing technical assistance, creating a system for keeping current with the expected licensing inspections, such as sanitation, fire and gas, as well as encouraging Directors to build in conversations with the center staff on the Child Care Regulation minimum standards through their routine staff meetings.

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Objective 4: IN PROGRESS
All six EHS-CCP Education Service Providers will have a two-star rating or above from the Texas Rising Star System (State of Texas QRIS) as a measure of quality by 2023-2024.

Texas Rising Star (TRS) is the State of Texas Quality Rating Improvement System. Licensed child care centers participating in the TRS program receive a Two-Star, Three-Star or Four-Star rating based on certification criteria. TRS is a voluntary, quality-based child care rating system for child care providers participating in the Texas Workforce Commission's subsidized child care program. EHS-CCP continues to make progress towards meeting this objective. During the 2020-2021 program year, one EHS-CCP had a Four-Star rating, four centers had a Three-Star rating, and one center had a Two-Star rating.

Objective 5: IN PROGRESS
Increase the average score on the Early Childhood Environment Rating Scale (ECERS) for the Head Start Prekindergarten Program. The baseline will be established in 2021-2022 with a percentage increase determined in 2022-2023.

The Early Childhood Environment Rating Scale (ECERS) is a comprehensive assessment tool that measures environmental factors as well as teacher-child interactions that affect the broad developmental needs of young children. It also emphasizes the role of the teacher in creating an environment conducive to developmental gains. DHS Head Start continues to make progress towards achieving this objective. Due to priorities related to COVID-19, including classroom organization, availability of materials in the classroom, and social distancing recommendations, the program will suspend the planned use of the ECERS tool. Program staff continue to develop a plan to implement the use of the ECERS Classroom Observation Tool in the future.

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Goal 5: Highly Qualified Staff
Recruit and retain highly qualified staff

The Program Design and Management (PDM) Team directly oversees systems and infrastructure which support the provision of direct program services through implementation of a strong shared governance system, effective management systems, and ongoing programmatic oversight. The PDM, Content/T&TA, and Monitoring teams provide direction, guidance, training and technical assistance to service providers to ensure staff at all levels of the organization have the resources, knowledge, and support needed to deliver high quality program services.

Based on the Five-Year Strategic Plan, five objectives were measured and reviewed for DHS Head Start in this service area. Below are the results of the objectives related to Highly Qualified Staff at the end of the program year.

Objective 1: IN PROGRESS
Reduce the average number of days to fill a vacancy with the City of San Antonio Head Start Program by 16 days from 62 days in 2016-2017 to 46 days in 2023-2024.

DHS Head Start continues to make progress towards achieving this objective. During the 2020-2021 program year, the average number of days to fill a vacancy was 56 days. DHS Head Start will train staff on the hiring process and hiring database.

Objective 2: BASELINE ESTABLISHED
Maintain an annual retention rate for Family Support Workers at 90% or higher through the year 2023-2024.

DHS Head Start continues to make progress towards achieving this objective. During the 2020-2021 program year, the retention rate for Family Support Workers was 87.5%. The Family Support workers that have transitioned out of this position have either promoted within the Head Start program or transitioned to better paying positions. Reason for staff leaving due to pay has been recognized within other city departments and is currently being reviewed by the City. Other reason for transitioning is retirement. The program will continue to focus on retention strategies, including expanding our new employee onboarding system and implement reflective supervision practices.

Objective 3: IN PROGRESS
Increase the number of teaching staff that complete the Head Start Summer Institute from 23 participants in 2017-2018 to 48 participants by 2023-2024.

DHS Head Start continues to make progress towards achieving this objective. Through a partnership with Texas A&M San Antonio, DHS Head Start to provides teaching staff the opportunity to earn up to 18 hours of master level education over two summers. During the 2020-2021 Summer Institute, eight teachers enrolled in the program. Despite the many unknowns and hardships created by COVID-19, all 8 teachers completed the 18 hours. A total of 38 teaching staff have completed the Head Start Summer Institute. Enrollment for the 2022-2023 Cohort will begin enrollment in November 2021.

Objective 4: IN PROGRESS
Increase the number of TEACH participants that earn a certificate or degree. The baseline will be established in 2020-2021 with an increase determined in 2021-2022.

The TEACH scholarship program provides assistance for instructional assistants/paraprofessionals to earn an early childhood certificate, associate's degree or bachelor's degree. The program began in Fall 2019. At the end of the 2020-2021 program year, 11 instructional assistants/paraprofessionals have participated in the program, and four have earned an early childhood certificate. Several participants are working towards earning an associate's or bachelor's degree, and the program continues to promote the program to increase enrollment.

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Internal Monitoring Program and Progress

The Head Start Act 641A requires the program to provide ongoing monitoring and continuous improvement information on the Head Start Program. The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring to identify areas of concern and non-compliance.

Various monitoring projects are scheduled throughout the school year. Monitoring tools are developed, and compliance staff conduct monitoring visits, including site visits, interviews, and child file reviews. If an area of concern or noncompliance is identified, a timeline is developed, training and technical assistance is provided, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are corrected and strengthened. Follow-up monitoring events are conducted to ensure that corrections have been made. The system highlights the importance of using ongoing monitoring to ensure the adjustments are made and the program can achieve the established goals and objectives and provide a quality program. Monitoring data is shared with staff, Policy Council, and members of the Governing Bodies to ensure they are included in all aspects of the program planning process.

During the 2020-2021 program year, DHS Head Start performed over 20 content area monitoring reviews: Education, Mental Wellness, Family and Community, Safe Environments, ERSEA, Health, Nutrition, and other areas related to Head Start services. This gave DHS Head Start approximately 50,950 opportunities for compliance with 2,334 findings which put the program at a 4.6% findings rate for all reviews completed during this period. Due to the CoVID-19 pandemic, the Program implemented enhanced protocols to address obstacles that the pandemic produced. These protocols were implemented into all reviews, as applicable. EISD and SAISD also implemented restrictions and safeguards to minimize the spread of CoVID-19, therefore, many reviews were shortened, postponed, or canceled. This reduced the opportunities for compliance within the program year. Although the monitoring process was slightly altered due to CoVID-19, the Program was still able to perform reviews as allowed and with the goal to keep children, families, and staff safe from CoVID-19.

One hundred percent of all Head Start sites received a formal health and safety screening within the first 45 days of the 2020-2021 program year. This screening included all facilities, classrooms, outdoor environments, transportation vehicles, human resources, and the medical administration process. Findings were noted as an area of concern or an area on noncompliance. The Providers were given deadlines to address all concerns by correcting and documenting evidence in ChildPlus. All areas of non-compliances required the Providers to create and implement an approved Corrective Action Plan (CAP). The Head Start Program followed up with all required corrections as per given deadline. DHS Head Start continues to improve its use of monitoring results for continuous improvement.

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Areas of Improvement & Strengths

In addition, through the self-assessment process, the DHS Head Start Program identified strengths and areas of focus across both the Head Start and EHS-CCP programs in several key areas.

Areas for Improvement

- Monitoring, Systems & Analysis
  - Self-Assessment- While the program conducted four data reviews during the program year and the Head Start Leadership Team discusses and uses data to drive programmatic planning and decision making, the program can continue to find innovative ways to share and review data to drive programmatic planning and decision-making using a comprehensive approach. DHS Head Start will expand the self-assessment process to include a fiscal information, create a schedule to review and share PIR data, and share patterns in monitoring data.
  - Monitoring – Due to restrictions related to COVID-19, the Head Start Program did not conduct two monitoring reviews for the following service area: Head Start Family & Community Support. The Monitoring team will work with the content area team leads to ensure that procedures are established, and both service areas undergo a full audit two times during the program year.
  - Critical Incident Reporting – The Head Start Education Service Providers did not submit Critical Incident Reports (CIR) within 24 hours of occurrence as required by DHS Head Start Policy. The program will provide training to principals on reporting requirements. Additionally, the program did not reduce the occurrence of Critical Incident Reports related to health and safety by 10%. The program will provide training to principals, teachers, and food services staff on health and safety requirements.
  - Center Licensing – While the Early Head Start Program worked with the childcare centers to develop a child care license renewal system, the program will develop and implement a tracking process to ensure that the system is completed and maintained. Additionally, while the program decreased noncompliances from Child Care Licensing by 10%, EHS will work to continue to decrease the percentage of noncompliances by 15%.
- Early Learning
  - School Readiness Plan of Action – Due to COVID-19 the School Readiness Plan of Action was not completed during the 2020-2021 school year. Staff will develop and implement a plan to ensure that the Plan of Action of completed and reviewed throughout the program year.
  - CLASS – The Head Start program was unable to conduct CLASS Observations in the EHS or Head Start Prekindergarten Classrooms due to COVID -19.
  - Curriculum Fidelity - While the program has a system in place to monitor curriculum fidelity, staff did not have access to tools used by the Education Service Providers to monitor fidelity. In addition, the Head Start Prekindergarten program does not have a system in place to monitor the completion of training by teaching staff on curriculum fidelity.
  - Screenings & Assessment – DHS Head Start will continue to examine the process to ensure that screenings and assessments are conducted in the child's home language by a

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qualified staff person or in conjunction with an interpreter. The EHS-CCP program will develop a system to identify teachers qualified to conduct an assessment in Spanish.

- Screenings & Assessments - Due to COVID-19, the EHS program was unable to conduct the E-LAP and LAP-3 assessment three times during the program year. In addition, the Head Start Prekindergarten program did not have formal system to ensure eligible children receive an assessment.
- Social Emotional Approach – While the EHS program has an identified approach to social/emotional learning, the program does not have an implementation plan, including training, activities, and materials. Staff will develop an implementation plan for the social/emotional learning framework.
- Coaching – Due to COVID-19, various components of the EHS coaching system, including the teacher assessment. While both Education Service Providers have a research based coaching program, coaches did not document coaching cycles in the ChildPlus. The program will continue to focus on the intensive coaching.

- ERSEA
  - Waitlist -
  - Attendance - Due to COVID-19 we minimally met federal standards; Due to COVID-19 Head Start needs to collaborate with ISDs to capture attendance data, attendance plans were not completed timely
  - EHS needs to collaborate with childcare partners to capture attendance data
- Family and Community Engagement
  - Qualitative File Review - Due to COVID-19 EHS-CCP Qualitative child file reviews were not monitored towards the end of the year (March-July). Focus was re-shifted to providing services to families
  - Family Partnership Process - Due to COVID-19, more than 10% of findings indicated goals set did not receive consistent follow-up, according to monitoring reviews.
  - Monitoring - Due to COVID-19, the monitoring calendar and processes will be updated to accommodate the added restrictions throughout the program year.
  - Contact – Due to the COVID-19 pandemic and related school closures, the Head Start program was unable to maintain regular contact with a number of families.
  - Services - Unable to track if family received emergency services within 48 hours. Child Plus, the current data entry system, does not track the amount of time in which a service was received. Program staff continues to explore options.
  - Parent Interest Survey -EHS-CCP conducts a parent interest survey at the start of the program year, Head Start is investigating implementation of an interest survey.
- Child Health and Safety
  - EPSDT - Due to COVID, less than 20% of dental concerns had a status of *No Treatment Received.* Additionally, due to barriers created by COVID-19, the Head Start Prekindergarten program did not have at least 95% children with a well child/physical exam within 90 days of enrollment into the program. Program staff will continue to work with parents to identifying and addressing barriers to obtaining medical and dental services.
  - Critical Health Concerns – The Head Start Program requires unconfirmed critical health concerns are resolved within 45 days. The program will provide additional training and guidance related to data entry and program requirements to ensure appropriate follow up is conducted.
  - Monitoring - Due to COVID-19, Health and Safety Monitoring was not able to complete the monitoring projects as scheduled.

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- Program Governance, Communication & Human Resources Internal Communication - COSA Staff
    - PCC Meetings – The program was unable to confirm the system to establish Parent Connection Committee meeting dates in a timely manner.
    - Making Connections – The program will develop a plan to improve connections between PCC and PC. Program staff will develop a plan to promote parent engagement/interest from EHS Home-based in PCC and PC Meetings.
    - Leadership Training – The program identified the need to develop a plan for expanding parent leadership opportunities.
    - Internal Communication - The program was unable to survey staff regarding services. DHS Head Start staff will develop a staff survey implementation plan.
    - External Communication - The Annual Report and Community Assessment were not published and available within 6 months. Program staff have developed a plan to ensure both reports are published within the established timeframes. Additionally, professional development opportunities were provided throughout the program year; however, an official school year training calendar was not published
    - Professional Development - While all staff completed the annual safety trainings, more than 10% did not complete the trainings by the established deadlines.
    - Compliance and Operations – The program identified the need to develop a more robust monitoring system to ensure the educational requirements are met and documented in ChildPlus.

Strengths

- Monitoring, Systems & Analysis
    - Data Review and Program Goals – The program has a system to identify goals for the program. The DHS Head Start Program is data informed and has an ongoing system to review data at the classroom, campus, district, and program level across all content areas.
    - Virtual Meetings – DHS Head Start has an established web conferencing tool that several staff had experience using. In addition to the availability of technology, allowed the program to easily shift from in-person to remote work.
    - Student Outcome Data – DHS Head Start has a system to collect and aggregate Child Outcome Data three times a year. The data is reported at the classroom, campus, district, and program level.
    - Monthly Data Review – DHS Head Start compiles and distributes monthly program data reports. Despite hardships related to COVID-19, the program continued to provide the monthly data reports with a focus on family and student outcome.
    - PIR –During the 2020-2021 program year, the DHS Head Start program continued its practice of conducting weekly and monthly PIR audits. PIRs for all programs were submitted on time.
    - CIR – DHS Head Start has a system of reporting and follow up for Critical Incidents. While the Head Start Program continues to work to ensure Critical Incident Reports are submitted within 24 hours, the EHS Education Service Providers met the 24-hour reporting requirement.
    - Monitoring Findings – The EHS Program has a system to ensure all non-compliances are abated/corrected by the due date.

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- Child Care Licensing – The EHS Program developed a new system to track center licensing and required inspections and ensure on-time completion of all needed tasks and documentation.

- Early Learning
  - School Readiness Goals – DHS continued to ensure that School Readiness Goals were communicated with families through the parent handbook and reviewed during parent meetings.
  - CLASS – Despite obstacles created by COVID-19, DHS Head Start has maintained a CLASS Team and implemented a plan to provide training to staff based on CLASS. Additionally, Program staff developed a contract with Teachstone, eliminating barriers to purchase required materials for CLASS Observations and certifications.
  - Curriculum Fidelity – The EHS Program continued to monitor curriculum fidelity and provide trainings with teaching staff despite barriers created by COVID-19.
  - Monitoring - The DHS Head Start Program identified zero findings related to individualized learning plans and disability services during Education and Disability Monitoring Projects.
  - Student Assessment Information – EHS Staff provided training to Education Service Providers on how to enter student information into the LAP system and run reports. The Head Start Program implemented a new assessment during the 2020-2021 school year. established baseline data. Both EHS and HS developed a remote assessment to address barriers created by COVID-19.
  - Dual Language Learners – The EHS program provided professional development for all staff focused on dual language learners. All teachers who support DLLs received training
  - Request for Support – Both Head Start and EHS developed and implemented a system to identify teachers and students in need of support services.
  - Coaching – While coaching continues to be an area of focus for the program, both EISD and SAID identified a research based coordinated coaching system. The Early Head Start Program added three positions to expand onsite coaching support to teachers and peer coaches.

- ERSEA –
  - Enrollment, Eligibility and Selection - Applications were processed within 60 days
  - Recruitment - Recruitment was conducted by a marketing firm increasing our website and social media participation significantly; County wide HS/PK Round Up Campaign, ERSEA Consortium collaboration, and temporary addition of five Community Health Workers. Family and Community Engagement
  - Head Start and EHS-CCP FSW are trained annually. Training included ERSEA refresher, updates to F&C Support Services including assessments and goal setting and Program Governance
  - 97% of families enrolled in the EHS-CCP program received at least one or more services
  - EHS-CCP has a system for Qualitative file reviews

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- 71% of parents made progress towards completion of an identified Family Self-Sufficiency goal by the end of the program year
- 93% of parents made progress towards completion of an identified Family Life Practice goal by the end of the program year

- Child Health and Safety
  - DHS Head Start requires that all children have a copy of their most physical exam/well child exam within 90 days of entry into the program. During the 2020-2021 program year, 82% of children had a physical exam/well child exam within 90 days of date of entry. In addition, despite barriers created by closures related to COVID-19, the program continued to provide support to families to help obtain needed health services.
  - The EHS Program implemented a system of qualitative file review, imporving the percentage of files with appropriate follow up.
  - Health team provided drive-thru clinics, voucher system, and medical request assistance to help children to ensure that they have a well child/physical exam.
  - The program exceeded its goal, and at the end of the school year, more than 97% of the children enrolled in the program had a documented medical and dental home.
  - Family Support Workers, Health Staff, Education staff, and Food Services staff received training on special diets. DHS Head Start identified less than 10% non-compliances related to special diets.
- Program Governance, Communication & Human Resources
  - Despite barriers related to COVID-19, the Head Start Policy met quorum every month virtually for review and approval of Head Start Program Operations. Community representatives attended 100% of Policy Council meetings.
  - The program implemented electronic voting for Policy Council.
  - Engagement events for policy council members were continuously offered
  - 166 parents applied to participate in the Head Start Policy Council elections
  - To address concerns related to COVID-19, the program created a drive-thru Campaign Day, where Head Start, EHS and EHS-CCP Policy Council candidates collected materials and information to help ensure a successful campaign for Policy Council
  - PDM staff attend 100% of the campus PCC meetings to recruit and review Head Start Policy Council and the election process.
  - Despite barriers related to COVID-19, Head Start Policy Council Members continued to participate in internal events, recruitment events, interviews, local conferences and workshops.
  - The program developed a new system to request translation services, reducing barriers and ensuring resources were readily available.
  - The program expanded its onboarding system to provide comprehensive orientation to new staff. In addition, DHS Head Start developed an onboarding survey to collect feedback and identify areas for growth.
  - The City of San Antonio has an established system to monitor and evaluated performance of staff.
  - Throughout the program year, DHS Head Start continued to engage with outside community partners, such as EduCare, Early Matters, United Way, Autism Community Network, and ReadyKidSA, to improve services.

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Summary of Report

Overall, DHS Head Start continues to utilize program data to guide and inform the decision-making process. The program is compliant with the Head Start Program Performance Standards and continues to strive towards high quality through continuous improvement. While the program strives to meet or exceed the Five-Year Strategic Plan objectives, there is still room for improvement. The identified strengths and areas of improvement will assist the program in reevaluating goals and measures for the next 5-Year Strategic Plan. The Self-Assessment process will continue to be used for ongoing assessment of all program services to promote compliance with Head Start Program Performance Standards and to ensure the needs of DHS Head Start children and families are met.

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Approval of the 2022-2023 Head Start, EHS, and EHS-CCP EnvHS and PDM Policy Updates

HEAD START
City of San Antonio
Department of Human Services

		2022-2023 Head Start and Early Head Start Policy Index	Change Required?	Description of Revisions Required
Environmental Health & Safety				
4		Health & Safety- Head Start Program	Yes	Updated to reflect Office of Head Start Mask Mandate.
4		Health & Safety- Earlu Head Start Program	Yes	Updated to reflect Office of Head Start Mask Mandate.
Program Design and Management (PDM)				
15		Staff Health Requirements- Head Start Program	Yes	Updated to reflect Office of Head Start Vaccine Mandate.
15		Health Requirements- Early Head Start Program	Yes	Updated to reflect Office of Head Start Vaccine Mandate.

HEAD START

	DHS Head Start Program Policy		
EnvHS 4			
SUBJECT	Health & Safety Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 7/28/20	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/13/20
			PAGE: 1 of 1

Policy:

Education Service Providers will develop and implement procedures for children and staff to ensure protection from contagious disease. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria
- Mask wearing and safety practices

A child cannot be denied enrollment based on a disability, illness, or chronic health condition or its severity.

Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

The Office of Head Start requires all individuals two (2) years old and older to wear a mask during the following: indoors when Head Start services are provided; when two or more individuals are in a vehicle owned, leased, or arranged by the Head Start Program. For those not fully vaccinated, masks are required when outdoors in a crowded setting or during activities that involve sustained close contact with other people. A crowded setting or close contact is described as a situation where an individual is within six feet of another individual for 15 minutes or more.

Masks are not required when children and adults are eating or drinking, children are napping, and when children and adults are outdoors in a non-crowded setting or engaged in outdoor activities that do not involve sustained close contact with other people. There are additional exceptions for individuals who cannot wear a mask, or cannot safely wear a mask, because of: a disability as

defined by the Americans with Disabilities Act; individuals with special health care needs. The program should follow the advice of the individual's health care provider regarding the best types of face covering. This requirement is pending final judgement/court ruling as of December 31, 2021.

The Head Start Program will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, School District Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.

Performance Standard:
1302.47(b)(5)(vi); 1302.47(b)(7)(iii)

References:
Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS, Head Start Program Policy		
PDM 15			
SUBJECT	Staff Health Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	6/15/2011		
Policy Council Approval: 5/25/21	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 5/27/21	**Governing Body Revision:** 5/27/21
			PAGE: 1 of 1

Policy:

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures requiring identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure that staff do not pose a significant risk to the health or safety of others in the program. The annual/physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19. This guidance is pending final judgement/court ruling as of December 31, 2021

The Head Start Program will develop and implement procedures related to COVID-19 Vaccine exemptions and testing requirements. Staff may request an exception from this mandatory vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance.

Anyone for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law must undergo weekly testing for COVID-19.

Documentation of health exams, COVID-19 vaccination information, screenings, and/or tests must be kept on file.

Performance Standard(s):
1302.93; 1302.94

EARLY HEAD START

	DHS Early Head Start Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 4			
SUBJECT	Health & Safety Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	01/03/2022		
Policy Council Approval: 5/25/21	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 5/27/21	**Governing Body Revision:** 5/27/21
			PAGE: 1

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program should follow the advice of the individual's health care provider regarding the best types of face covering. This requirement is pending final judgement/court ruling.

Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.

The Early Head Start Program will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, Child Care Regulation, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.

Performance Standard:
1302.47 (b)(7)(iii)
References:
Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	DHS Early Head Start Program Policy		
PDM 15			
SUBJECT	Health Requirements		
REFERENCE	Program Design and Management		
EFFECTIVE	1/03/2022		
Policy Council Approval: 4/23/19	**Policy Council Revision:** 4/23/19	**Governing Body Approval:** 5/23/19	**Governing Body Revision:** 5/23/19
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Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, the Head Start Program, including EHS and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19. This guidance is pending final judgement/court ruling as of December 31, 2021.

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Performance Standard(s):
1302.93; 1302.94

HEAD START

	DHS Head Start Program Policy		
EnvHS 4			
SUBJECT	~~Management of Illness~~Health & Safety Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 7/28/20	**Policy Council Revision:** 7/28/20	**Governing Body Approval:** 8/13/20	**Governing Body Revision:** 8/13/20
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EARLY HEAD START

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REFERENCE	Program Design and Management		
EFFECTIVE	~~6/15/2011~~1/03/2022~~6~~/15/2011		
Policy Council Approval: 5/25/21	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 5/27/21	**Governing Body Revision:** 5/27/21
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Performance Standard(s):
1302.93; 1302.94

	DHS Early Head Start Program Policy		
ENVIRONMENTAL HEALTH AND SAFETY 4			
SUBJECT	~~Management of Illness / Conditions of Short-Term Exclusions and Admittance~~ Health & Safety Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	~~8/1/2016~~ 01/03/2022		
Policy Council Approval: 5/25/21	**Policy Council Revision:** 5/25/21	**Governing Body Approval:** 5/27/21	**Governing Body Revision:** 5/27/21
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Performance Standard:
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References:
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Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data

HEAD START
City of San Antonio
Department of Human Services

The Office of Head Start requires programs to conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework (HSELOF): Ages Birth to Five*. Such assessments must result in usable information for teachers, program staff, and parents and be conducted with sufficient frequency to allow for individualization within the program year.

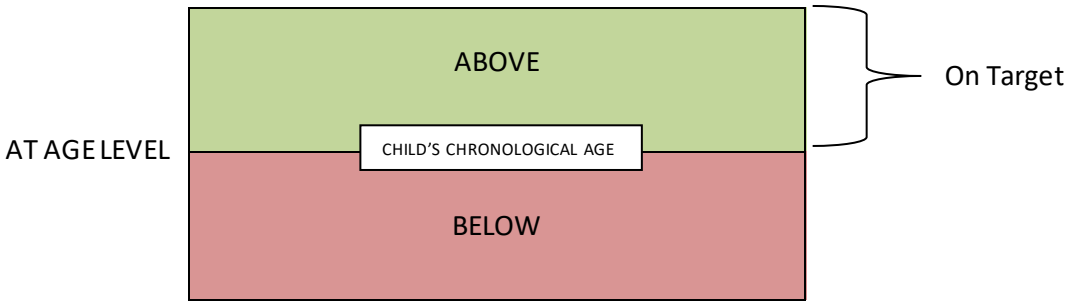
The City of San Antonio Department of Human Services (DHS) Head Start Program utilizes the Early Learning Accomplishments Profile (E-LAP) for children birth – 35 months old and the Learning Accomplishments Profile – 3rd Edition (LAP-3) for children 36 – 72 months old. Both the E-LAP and LAP-3 are criterion referenced assessments and provide a systematic method for observing the skill development of children. The results of the E-LAP and LAP-3 are used to generate a detailed picture of a child's developmental progress across various domains so that individualized, developmentally appropriate activities can be planned and implemented. Students are assessed three times a year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

The E- LAP contains a hierarchy of 414 developmental skills arranged in chronological order within six domains of development: Gross Motor, Fine Motor, Cognition, Language, Self-help, and Social-emotional. The LAP-3 contains a hierarchy of 383 developmental skills arranged in chronological sequence in seven domains of development including Gross Motor, Fine Motor, Pre-Writing, Cognitive, Language, Self-Help, and Personal/Social.

Chronological Age and Developmental Age

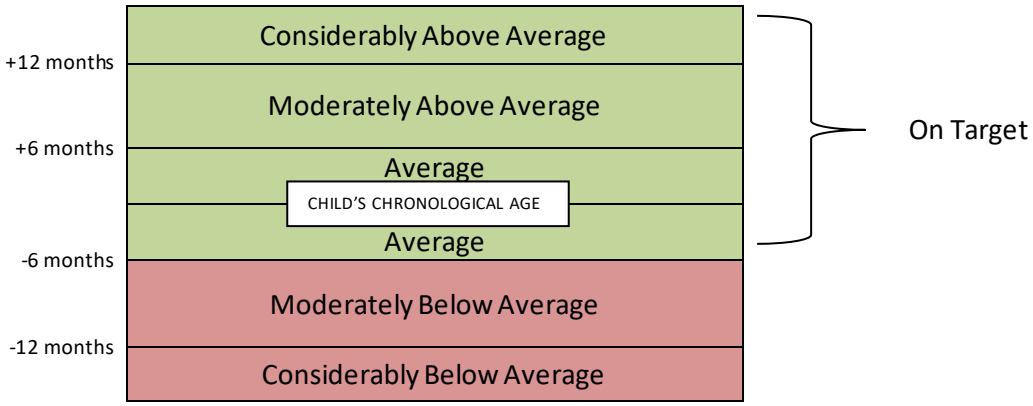
The E-LAP assessment provides a comparison between a child's chronological age and their developmental age. *Figure 1* provides the descriptions for this comparison. Children are described as scoring *AT or ABOVE* their chronological age or *BELOW* their chronological age. ON TARGET is defined as *AT or ABOVE* the chronological age.

Figure 1: *E-LAP Age Level Comparison*



The LAP-3 assessment also provides a comparison between a child's chronological age and their developmental age. *Figure 2* provides the age range descriptions for this comparison. Children are described as scoring ON TARGET. ON TARGET is defined as a developmental age that is +/- six months of a child's chronological age. The DHS Head Start Program defines school readiness as children transitioning to kindergarten that score ON TARGET in all seven domains of development.

Figure 2: *LAP-3 Age Level Comparison*



EHS Student Outcome Data

The tables below provide student outcome data for the E-LAP and LAP-3 Assessment for the 2019-2020, 2020-2021, and 2021-2022 school years for the EHS-CCP Program. *Table 1* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all six domains for the E-LAP assessment. *Table 2* shows the percentage of children that scored ON TARGET in each domain and the percentage of children that scored ON TARGET in all seven domains for the LAP-3 assessment.

Table 1: *Percentage of children scoring ON TARGET – E-LAP*

E-LAP % of children ON TARGET									
E-LAP Domains	2019-2020			2020-2021			2021-2022		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	75	51	-	98	97	95	**52**		-
Fine Motor	53	44	-	94	93	92	55		-
Cognitive	54	43	-	94	91	88	47		-
Language	47	45	-	92	86	82	33	-	-
Self-Help	59	47	-	98	93	93	47		-
Personal/Social	64	63	-	96	95	100	46		-
% ON TARGET in all 6 domains	19	10	-	84	76	75	10		-

Table 2: *Percentage of children scoring ON TARGET – LAP-3*

LAP-3 % of children ON TARGET									
LAP-3 Domains	2019-2020			2020-21			2021-2022		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
Gross Motor	100	99	-	100	100	96	86	-	-
Fine Motor	98	93	-	90	94	87	84	-	-
Pre Writing	92	91	-	71	83	85	73	-	-
Cognitive	90	88	-	88	85	94	83	-	-
Language	84	88	-	86	87	87	71	-	-
Self-Help	88	89	-	90	96	95	74	-	-
Personal/Social	96	92	-	85	96	96	81	-	-
% ON TARGET in all 7 domains	70	76	-	60	72	76	49	-	-

EHS Data Analysis

The percentage of non-transitioning children, infants and toddlers, who are ON TARGET in individual domains is somewhat lower across nearly all six domains than the previous year; and the percentage who are ON TARGET in all six domains of the E-LAP is lower as compared to the previous years.

All children assessed with the LAP-3 assessment are children who will transition to Pre-K programs in the 2021-2022 program year. The percentage of transitioning 3 year olds who are ON TARGET in individual domains is below the previous year across all seven domains. In addition, the percentage who are ON TARGET in all seven domains of the LAP-3 is considerably lower compared to the previous years.

Fidelity to the assessment continues to be an area of concern for our EHS program. BOY data for one child care center is not included in the data set due to inaccuracies. Technical assistance and coaching is being provided to all child care centers to support assessment administration and ensure the assessment tool is used to fidelity. Additional analyses of results are being conducted and will be reviewed with teachers to strengthen understanding of the assessment and student outcomes. Student outcome data will be used to guide coaching and plan individualized instruction and activities to meet children's needs.

Review of Head Start Beginning of the Year (BOY) Student Outcome Data

HEAD START
City of San Antonio
Department of Human Services

Student Outcome Data

The Office of Head Start requires programs to conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress across outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework (HSELOF): Ages Birth to Five*. Such assessments must result in usable information for teachers, program staff, and parents and conducted with sufficient frequency to allow for individualization within the program year.

The City of San Antonio Department of Human Services (DHS) Head Start Program utilizes the CIRCLE Progress Monitoring System Pre-K (CIRCLE), a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages 3-5 years old. The results of CIRCLE are used to generate a detailed picture of each child's growth and development across 15 areas so that individualized, developmentally appropriate activities can be planned and implemented. The 15 areas are listed below in *Table 1*. Students are assessed three times during the program year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

Table 1: *CIRCLE Dimensions*

Assessment Areas		
Rapid Letter Naming (RLN)	Book & Print Knowledge	Speech Production & Sentence Skills
Rapid Vocabulary Naming	Story Retell & Comprehension	Motivation to Read
Phonological Awareness (PA)	Science	Early Writing
Mathematics (Math)	Social Studies	Approaches to Learning
Letter-Sound Correspondence	Social & Emotional Development	Physical Health & Development

Proficiency

The CIRCLE Progress Monitoring System provides a score for each area assessed. Children are described as *PROFICIENT* if they score at or above the cut point, or threshold, listed in accordance with their age, and indicates if the child is on track and has a developed understanding of the measure. Children are described as *NOT PROFICIENT* if they score below the cut point, or threshold, listed in accordance with their age and indicates an underdeveloped understanding of the measure and a need for more skill development or intensive intervention. The threshold, or cut point, increases at each assessment. Children may be described as *OUT OF RANGE* if they are not within the specified age range for the measure, or if there are no established cut points or thresholds for the area assessed.

Student Outcome Results

The tables below provide student outcome data for CIRCLE for the 2021-2022 school year. The three tables show the percentage of children identified as *PROFICIENT* in each assessment area. *Table 2* provides data for all children enrolled in the program. *Table 3* provides data for non-transitioning three-year-olds. *Table 4* provides data for four-year-old children transitioning into kindergarten. The percentage of students identified as *OUT OF RANGE* are not included in percentage.

Table 2: *All Children enrolled in the program - Percentage identified as PROFICIENT*

Program Total - Non-transitioning and Transitioning children Percentage of children PROFICIENT						
CIRCLE Assessment Areas	2020-2021			2021-2022 (ň=1524)		
	BOY	MOY	EOY	BOY	MOY	EOY
RLN	25%	41%	55%	32%		
Rapid Vocabulary	32%	56%	67%	53%		
PA	55%	56%	64%	60%		
Math	70%	71%	88%	74%		
Letter-Sound Correspondence	NA	68%	76%	NA		
Story Retell & Comp.	47%	71%	84%	51%		
Book & Print Knowledge	66%	69%	69%	79%		
Science	75%	79%	78%	83%		
Social Studies	77%	73%	77%	85%		
Social & Emotional Dev.	97%	89%	86%	98%		
Early Writing	94%	81%	81%	93%		
Approaches To Learning	89%	85%	85%	92%		
Physical Health & Dev.	86%	84%	83%	88%		
Speech Production & Sentence Skills	92%	87%	86%	89%		
Motivation to Read	92%	86%	89%	93%		

Table 3: *Non-Transitioning three-year olds - Percentage identified as PROFICIENT*

Non-Transitioning three year old children Percentage of children PROFICIENT						
CIRCLE Assessment Areas	2020-2021			2021-2022(ň=610)		
	BOY	MOY	EOY	BOY	MOY	EOY
RLN	15%	42%	58%	20%		
Rapid Vocabulary	48%	72%	77%	60%		
PA	47%	56%	64%	53%		
Math	64%	68%	72%	69%		
Letter-Sound Correspondance	NA	100%	100%	NA		
Story Retell & Comp.	38%	67%	82%	47%		
Book & Print Knowledge	68%	70%	69%	77%		
Science	73%	79%	76%	81%		
Social Studies	70%	76%	75%	86%		
Social & Emotional Dev.	95%	88%	88%	98%		
Early Writing	90%	83%	83%	92%		
Approaches To Learning	85%	81%	85%	90%		
Physical Health & Dev.	81%	85%	86%	84%		
Speech Production & Sentence Skills	93%	88%	85%	91%		
Motivation to Read	93%	85%	90%	93%		

Table 4: *Transitioning four-year olds - Percentage identified as PROFICIENT*

Transitioning four year old children Percentage of children PROFICIENT						
CIRCLE Assessment Areas	2020-2021			2021-2022 (ñ=946)		
	BOY	MOY	EOY	BOY	MOY	EOY
RLN	29%	41%	53%	38%		
Rapid Vocabulary	22%	46%	59%	49%		
PA	60%	58%	63%	66%		
Math	74%	73%	74%	79%		
Letter-Sound Correspondence	NA	60%	68%	NA		
Story Retell & Comp.	53%	73%	85%	54%		
Book & Print Knowledge	65%	68%	68%	81%		
Science	76%	78%	80%	85%		
Social Studies	80%	71%	78%	84%		
Social & Emotional Dev.	98%	90%	84%	98%		
Early Writing	95%	79%	80%	94%		
Approaches To Learning	92%	88%	85%	93%		
Physical Health & Dev.	89%	82%	81%	92%		
Speech Production & Sentence Skills	91%	86%	86%	87%		
Motivation to Read	91%	87%	88%	93%		

Data Analysis

The DHS Head Start Program began using the CIRCLE Progress Monitoring System Pre-K during the 2020-2021 school year. The information provided below includes program outcomes BOY for the 2021-2022 program year.

At the Beginning of the Year (BOY), the percentage of children identified as *PROFICIENT* is lowest for Rapid Letter Naming (RLN) for both non-transitioning three-year olds and transitioning four-year-olds. The percentage of children identified as *PROFICIENT* is highest for Social & Emotional Development for both non-transitioning three-year olds and transitioning four-year-olds. There is not an established BOY cut-point, or threshold, for Letter-Sound Correspondence for BOY. Additionally, fidelity to the assessment and assessment protocols to ensure all children receive an assessment are areas of focus for the program.

	Average N BOY	Average N MOY	Average N EOY	Average N BOY	Rapid Letter Naming (RLN)			
	2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	163	179	175	211	27%	40%	55%	33%
LOMA PARK	53	59	52	107	20%	41%	58%	30%
STAFFORD	205	205	207	268	27%	43%	63%	28%
EISD	420	443	434	586	26%	42%	51%	31%
ARNOLD	24	22	21	70	26%	56%	61%	40%
BOWDEN	11	18	16	14	33%	44%	53%	42%
CARROLL ECEC	144	159	156	154	18%	27%	30%	28%
CARVAJAL	67	62	67	78	24%	42%	55%	23%
GRAEBNER	29	24	23	39	46%	64%	77%	47%
DE ZAVALA	31	24	20	71	18%	45%	50%	33%
FOSTER	48	49	39	57	28%	59%	63%	28%
GONZALES ECEC	8	9	92	20	14%	57%	73%	40%
HIRSCH	54	50	43	70	38%	60%	66%	29%
HUPPERTZ	34	39	46	36	34%	51%	64%	40%
J T BRACKENRIDGE	68	59	61	48	13%	39%	53%	26%
KNOX ECEC	125	115	115	117	21%	38%	56%	38%
MADISON	50	50	51	43	27%	55%	67%	38%
MAVERICK	36	26	27	59	55%	83%	77%	33%
NEAL	44	40	41	74	40%	52%	67%	35%
NELSON ECEC	107	98	98	151	19%	29%	49%	34%
SARAH KING	51	44	60	72	6%	17%	17%	19%
SCHENCK	56	55	54	62	33%	48%	59%	33%
TYNAN ECEC	120	115	114	110	23%	31%	43%	32%
SAISD	1105	1058	1143	1345	25%	41%	45%	21%
CoSA	1525	1500	1577	1931	25%	41%	48%	32%

	Rapid Vocabulary				Phonological Awareness (PA)				MATH			
	2020-2021			2021-2022	2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	25%	53%	70%	54%	58%	56%	71%	54%	75%	71%	74%	74%
LOMA PARK	27%	62%	66%	53%	67%	67%	77%	78%	64%	72%	73%	70%
STAFFORD	31%	50%	69%	55%	45%	53%	66%	41%	71%	70%	74%	69%
EISD	28%	52%	68%	54%	53%	57%	67%	52%	71%	71%	72%	71%
ARNOLD	58%	73%	86%	68%	92%	95%	81%	83%	96%	86%	81%	85%
BOWDEN	45%	56%	73%	50%	45%	32%	67%	86%	64%	78%	81%	93%
CARROLL ECEC	37%	56%	55%	51%	56%	53%	57%	63%	60%	56%	56%	70%
CARVAJAL	22%	50%	67%	35%	53%	52%	64%	51%	71%	67%	81%	69%
GRAEBNER	59%	54%	57%	51%	86%	54%	65%	69%	79%	92%	87%	90%
DE ZAVALA	27%	48%	50%	54%	67%	68%	52%	69%	80%	78%	75%	89%
FOSTER	35%	69%	62%	54%	33%	69%	79%	40%	71%	82%	90%	84%
GONZALES ECEC	25%	56%	84%	55%	13%	44%	80%	50%	50%	89%	89%	85%
HIRSCH	34%	54%	71%	46%	57%	42%	60%	43%	75%	75%	68%	77%
HUPPERTZ	21%	90%	77%	61%	59%	51%	57%	69%	87%	74%	74%	72%
J T BRACKENRIDGE	24%	63%	63%	51%	28%	35%	32%	38%	54%	67%	67%	54%
KNOX ECEC	32%	60%	75%	54%	60%	55%	68%	62%	69%	70%	70%	74%
MADISON	29%	58%	68%	54%	22%	49%	53%	62%	62%	76%	70%	74%
MAVERICK	61%	77%	83%	64%	75%	68%	70%	68%	86%	96%	89%	85%
NEAL	53%	63%	64%	62%	89%	93%	79%	92%	69%	73%	76%	74%
NELSON ECEC	33%	53%	70%	55%	61%	51%	61%	69%	63%	70%	75%	78%
SARAH KING	15%	34%	38%	33%	50%	53%	38%	54%	71%	60%	68%	76%
SCHENCK	34%	55%	53%	49%	83%	65%	73%	65%	88%	76%	71%	59%
TYNAN ECEC	32%	59%	64%	53%	46%	56%	55%	59%	66%	70%	73%	76%
SAISD	34%	58%	67%	41%	56%	56%	61%	63%	69%	71%	73%	75%
CoSA	32%	56%	33%	53%	55%	56%	63%	60%	70%	71%	72%	74%

	Letter-Sound Correspondence			Story Retell Comp				Book Print			
	2020-2021			2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	-	71%	76%	54%	63%	84%	59%	78%	64%	75%	76%
LOMA PARK	-	67%	81%	35%	63%	83%	51%	71%	65%	81%	85%
STAFFORD	-	76%	84%	43%	61%	79%	45%	64%	67%	65%	70%
EISD	-	71%	79%	46%	63%	80%	51%	70%	66%	69%	75%
ARNOLD	-	83%	76%	75%	82%	100%	64%	92%	82%	76%	96%
BOWDEN	-	81%	62%	55%	78%	100%	93%	55%	72%	73%	93%
CARROLL ECEC	-	41%	41%	44%	79%	86%	41%	76%	74%	73%	91%
CARVAJAL	-	63%	82%	50%	78%	87%	44%	51%	60%	65%	60%
GRAEBNER	-	83%	81%	48%	79%	78%	45%	76%	67%	65%	75%
DE ZAVALA	-	65%	57%	47%	62%	65%	58%	68%	52%	50%	77%
FOSTER	-	78%	84%	47%	71%	82%	63%	55%	73%	74%	84%
GONZALES ECEC	-	67%	96%	63%	78%	90%	85%	50%	56%	73%	75%
HIRSCH	-	86%	91%	63%	75%	94%	67%	46%	72%	71%	71%
HUPPERTZ	-	63%	77%	50%	77%	85%	44%	89%	79%	80%	75%
J T BRACKENRIDGE	-	63%	66%	29%	60%	76%	49%	39%	62%	53%	88%
KNOX ECEC	-	71%	77%	52%	73%	81%	47%	70%	64%	68%	72%
MADISON	-	69%	85%	39%	78%	94%	47%	56%	80%	58%	72%
MAVERICK	-	85%	88%	58%	76%	88%	46%	53%	76%	48%	86%
NEAL	-	93%	90%	38%	83%	93%	46%	82%	88%	69%	85%
NELSON ECEC	-	64%	76%	44%	74%	85%	55%	55%	64%	74%	80%
SARAH KING	-	52%	42%	63%	67%	74%	38%	57%	58%	48%	82%
SCHENCK	-	81%	82%	42%	82%	78%	40%	88%	83%	64%	71%
TYNAN ECEC	-	60%	65%	45%	65%	84%	47%	64%	73%	74%	82%
SAISD	-	66%	71%	48%	74%	84%	51%	64%	70%	68%	80%
CoSA	-	68%	58%	47%	71%	83%	51%	66%	69%	68%	79%

	Science				Social Studies				Social-Emotional			
	2020-2021			2021-2022	2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	81%	78%	81%	83%	75%	69%	81%	84%	89%	87%	84%	99%
LOMA PARK	72%	72%	74%	87%	72%	65%	72%	92%	100%	88%	62%	96%
STAFFORD	73%	75%	81%	77%	75%	74%	82%	79%	98%	84%	85%	97%
EISD	76%	76%	79%	91%	75%	72%	79%	93%	95%	86%	81%	98%
ARNOLD	92%	86%	86%	87%	88%	82%	76%	93%	92%	100%	81%	97%
BOWDEN	80%	78%	75%	93%	80%	63%	94%	93%	100%	100%	89%	100%
CARROLL ECEC	74%	74%	64%	81%	79%	69%	64%	84%	99%	98%	87%	99%
CARVAJAL	82%	79%	89%	81%	78%	68%	91%	78%	97%	90%	92%	99%
GRAEBNER	90%	92%	78%	93%	76%	71%	83%	90%	100%	92%	78%	100%
DE ZAVALA	67%	81%	70%	89%	70%	75%	65%	83%	100%	92%	80%	100%
FOSTER	76%	88%	95%	89%	94%	84%	87%	88%	98%	92%	100%	100%
GONZALES ECEC	75%	89%	89%	90%	100%	44%	85%	85%	100%	89%	98%	95%
HIRSCH	89%	80%	78%	80%	89%	92%	78%	83%	100%	92%	89%	99%
HUPPERTZ	92%	67%	77%	83%	97%	69%	68%	92%	100%	92%	92%	89%
J T BRACKENRIDGE	63%	82%	63%	73%	63%	63%	66%	79%	88%	73%	73%	94%
KNOX ECEC	68%	84%	82%	88%	73%	73%	79%	85%	98%	85%	86%	97%
MADISON	67%	82%	75%	88%	69%	73%	83%	85%	100%	96%	88%	97%
MAVERICK	81%	93%	96%	85%	94%	93%	96%	90%	94%	93%	81%	100%
NEAL	82%	73%	83%	82%	89%	68%	81%	82%	100%	88%	88%	99%
NELSON ECEC	75%	83%	91%	91%	76%	82%	82%	92%	95%	95%	92%	97%
SARAH KING	61%	76%	48%	85%	61%	64%	48%	87%	100%	96%	81%	100%
SCHENCK	83%	89%	80%	86%	84%	78%	73%	87%	100%	98%	4%	98%
TYNAN ECEC	68%	74%	72%	78%	77%	74%	73%	86%	99%	79%	78%	98%
SAISD	75%	80%	77%	84%	78%	74%	75%	86%	98%	91%	87%	98%
CoSA	75%	79%	78%	83%	77%	73%	76%	85%	97%	89%	85%	98%

	Early Writing				Approaches To Learning				Physical Dev Health			
	2020-2021			2021-2022	2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	91%	77%	81%	95%	83%	77%	83%	90%	84%	79%	79%	80%
LOMA PARK	92%	80%	81%	98%	93%	85%	70%	90%	93%	92%	72%	92%
STAFFORD	94%	81%	84%	92%	95%	79%	87%	91%	89%	84%	79%	82%
EISD	93%	79%	80%	94%	90%	80%	83%	90%	88%	83%	79%	83%
ARNOLD	13%	86%	86%	94%	92%	91%	81%	94%	92%	91%	81%	93%
BOWDEN	17%	89%	100%	100%	91%	100%	95%	100%	92%	58%	95%	100%
CARROLL ECEC	94%	85%	78%	94%	88%	96%	89%	96%	92%	96%	91%	98%
CARVAJAL	93%	84%	89%	97%	87%	84%	86%	90%	87%	80%	85%	90%
GRAEBNER	100%	88%	78%	94%	97%	96%	83%	89%	100%	60%	74%	100%
DE ZAVALA	94%	92%	75%	99%	94%	88%	85%	97%	91%	35%	70%	99%
FOSTER	91%	84%	97%	98%	94%	92%	100%	98%	92%	98%	100%	98%
GONZALES ECEC	100%	89%	88%	89%	88%	100%	91%	95%	100%	78%	95%	70%
HIRSCH	95%	92%	67%	91%	98%	96%	89%	90%	98%	83%	88%	91%
HUPPERTZ	100%	72%	73%	88%	100%	92%	85%	94%	100%	97%	94%	64%
J T BRACKENRIDGE	89%	63%	60%	89%	67%	64%	67%	85%	68%	85%	67%	79%
KNOX ECEC	93%	78%	81%	94%	87%	82%	81%	85%	83%	76%	79%	78%
MADISON	82%	76%	58%	94%	92%	96%	85%	85%	81%	82%	83%	78%
MAVERICK	97%	93%	78%	91%	94%	85%	70%	97%	86%	81%	74%	100%
NEAL	98%	93%	86%	96%	93%	70%	90%	88%	89%	83%	86%	89%
NELSON ECEC	91%	83%	87%	94%	86%	94%	92%	91%	85%	89%	90%	91%
SARAH KING	98%	84%	86%	96%	98%	84%	81%	96%	90%	89%	80%	97%
SCHENCK	100%	84%	84%	79%	96%	96%	93%	89%	84%	98%	96%	84%
TYNAN ECEC	94%	74%	79%	86%	82%	76%	76%	89%	65%	75%	71%	85%
SAISD	94%	82%	81%	87%	89%	87%	85%	92%	85%	84%	84%	90%
CoSA	94%	81%	81%	93%	89%	85%	84%	92%	86%	84%	83%	88%

	Language Communication				Motivation to Read			
	2020-2021			2021-2022	2020-2021			2021-2022
	BOY	MOY	EOY	BOY	BOY	MOY	EOY	BOY
CARDENAS	94%	83%	82%	90%	90%	80%	90%	96%
LOMA PARK	98%	95%	87%	93%	90%	83%	74%	91%
STAFFORD	90%	84%	81%	83%	96%	83%	90%	89%
EISD	93%	86%	80%	88%	93%	81%	85%	92%
ARNOLD	8%	91%	90%	90%	4%	91%	86%	94%
BOWDEN	82%	95%	95%	77%	92%	84%	89%	93%
CARROLL ECEC	93%	89%	89%	95%	96%	91%	88%	92%
CARVAJAL	95%	87%	84%	87%	90%	87%	88%	91%
GRAEBNER	86%	88%	83%	91%	96%	100%	96%	68%
DE ZAVALA	97%	100%	90%	94%	100%	96%	95%	97%
FOSTER	94%	86%	97%	95%	93%	98%	100%	98%
GONZALES ECEC	100%	78%	94%	88%	88%	78%	94%	95%
HIRSCH	100%	96%	89%	91%	96%	98%	100%	94%
HUPPERTZ	83%	79%	81%	82%	92%	59%	71%	85%
J T BRACKENRIDGE	82%	73%	73%	89%	75%	81%	82%	93%
KNOX ECEC	89%	85%	88%	87%	89%	85%	91%	97%
MADISON	91%	88%	77%	87%	91%	84%	79%	97%
MAVERICK	94%	93%	96%	84%	86%	96%	89%	93%
NEAL	98%	83%	83%	85%	89%	90%	100%	100%
NELSON ECEC	91%	91%	89%	88%	91%	88%	91%	90%
SARAH KING	90%	96%	90%	92%	96%	93%	50%	96%
SCHENCK	96%	98%	96%	90%	93%	91%	96%	95%
TYNAN ECEC	84%	81%	82%	91%	90%	86%	89%	94%
SAISD	91%	87%	87%	86%	91%	88%	90%	90%
CoSA	92%	87%	85%	89%	92%	86%	88%	93%

Review of Head Start Program Monitoring

HEAD START
City of San Antonio
Department of Human Services

City of San Antonio Head Start Program

Monitoring Report – December 2021

The City of San Antonio Head Start Program has developed a comprehensive and thorough approach to monitoring our programs for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues so that areas of weaknesses are strengthened. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings during the time period indicated above:

Monitoring Projects Conducted (Project is either still in progress OR has ended, but report has not yet been officially submitted to providers)**:**
45-Day Education Screenings Review #1
45-Day Health Screenings Review #1
ERSEA Attendance Review #1
Wellness Support Coordinator Interview Review #1
Family & Community Support #1
ERSEA Eligibility Review #8 (EISD)

Monitoring Projects Completed (Project ended and report was officially submitted to providers)**:**
ERSEA Eligibility Review #4 (SAISD)

Areas of Non-Compliance (Systemic or substantial issue or concern in meeting performance standards or policies):

There were no areas of non-compliance noted during this reporting period.

Areas of Concern (Individual incident(s) that fail to meet performance standard or policy):

ERSEA Eligibility Review #4:
There were several concerns noted during this review:

- Family Income Applications were not signed in ChildPlus.
- Selection Criteria Point Systems were not completed correctly in ChildPlus.
- Signed and completed Eligibility Verification Record forms were not scanned into ChildPlus.
- Gross Annual Income was not calculated correctly (with supporting documents).

Comments:
Due to CoVID-19, several areas of this review may have been affected by the pandemic and marked as "CoVID-19". The City of San Antonio understands the barriers that CoVID-19 has caused in conducting and obtaining screenings. These areas will not affect the compliance percentage for this program year and do not require any action.

For more detailed information:
Pedro.Ramirez@sanantonio.gov or Cassandra.Bentley@sanantonio.gov

Review of EHS and EHS-CCP Program Monitoring

HEAD START
City of San Antonio
Department of Human Services

EARLY HEAD START

City of San Antonio Head Start Program

Monitoring Report – December 2021

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues, so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the **Early Head Start- Stafford Program** during the time indicated above:

Monitoring Projects: **December 2021** **ERSEA Attendance Child File Review** **Unannounced Safe Environment Visit**
Non-Compliances – There were no non-compliances observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services.
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy): **Unannounced Safe Environment** ○ Missing newly hired training certificates and physical exam ○ EHS diaper changing procedure not posted ○ Expired Fire Inspection ○ Missing First Aid supplies **ERSEA Attendance Child File Review** ○ There were 21 child files reviewed with two findings noted.
Follow-up Activities: Follow up review completed November 2021 and monitoring projects are now closed.
For more detailed information: Dianne.mendez@sanantonio.gov

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

City of San Antonio Head Start Program

Monitoring Report – December 2021

The Early Head Start (EHS) Program has developed a comprehensive and thorough approach to monitoring for non-compliances and areas of concern. Once identified, a timeline is developed, training and technical assistance is given, and corrective action plans are implemented to correct systemic issues, so areas of weakness are not continued in the future. Follow-up monitoring events are conducted to ensure that the program has been successful in implementing corrections.

The following is a summary of findings for the **Early Head Start- Child Care Partnership Program** during the time indicated above:

Monitoring Projects: **December 2021**
<u>Unannounced Safe Environment Visits</u> ○ Blessed Sacrament Academy ○ Healy Murphy Child Development Center ○ Seton Home Child Care Center **<u>ERSEA Attendance File Review</u>**
Non-Compliances – A non-compliances was observed that showed a systemic or substantial material issue or concern in meeting performance standards or policy relating to the education services. 1. Observed classroom ratio concern, one teacher to four children during meal time in three separate classrooms. Child Care Center is required to submit a Plan of Action to ensure two teachers are maintained in the classroom at all times.
Areas of Concern (Individual incident(s) that fail to meet performance standard or policy): **<u>Unannounced Safe Environment Visits</u>** ○ EHS diaper changing procedures not posted ○ Required Classroom Daily Checklist not completed ○ Electric cord not secured ○ Missing First Aid supplies ○ First Aid monthly checklist not current

- Chip paint needing repair
- Cabinet with bleach bottles left unlocked

ERSEA Attendance Child File Review

- There were 60 child files reviewed with eleven findings noted.

Follow-up Activities:

EHS – CCP child care director's provided corrective action responses and evidence supporting the actions taken in the ChildPlus Data System.
November 2021, follow up verification completed, and monitoring projects are now closed.

For more detailed information: Dianne.mendez@sanantonio.gov

Review of Head Start, EHS, and EHS-CCP Monthly Program Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start
Monthly Report to Policy Council
December 2021

Indicators	EISD	SAISD	Program Total
Enrollment			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	0	0	0
YTD Enrollment	661	1,725	2,386
Enrollment Turnover	0%	0%	0%
Enrollment as of 12/31/2021	611	1,528	2,139
Number of Days to Fill a Vacancy	0	0	9
Waiting List	76	10	86
Average Daily Attendance	88%	91%	90%
Income Eligible <100%	64%	59%	61%
Over Income 101-130%	10%	11%	11%
Over Income 131% +	10%	12%	11%
Foster	2%	2%	2%
Homeless	8%	11%	10%
Public Assistance	6%	5%	5%
Disability Enrollment			
Percent (#) of enrolled children with a disability	10%	11%	10.70%
Food Reports			
Meals Served	Not Available	31,959	31,959
Snacks Served	Not Available	15,925	15,925
Special Diets	30	76	106
Education Services - Complete			
1st Home Visit *(Benchmark Due Date: 10/08/2021)*	95%	92%	93%
2nd Home Visit *(Benchmark Due Date: 3/28/2022)*	0%	0%	0%
1st Parent Conference *(Benchmark Due Date: 12/17/2021)*	68%	90%	83%
2nd Parent Conference *(Benchmark Due Date: 5/20/2022)*	0%	0%	0%
Family Engagement Services - Complete			
Family Assessments BOY *(Benchmark Due Date: 11/26/2021)*	22%	28%	26%
Family Assessments EOY *(Benchmark Due Date: 6/03/2022)*	0%	0%	0%
Family Meeting Home Visits *(Benchmark Due Date: 8/9/2021)*	100%	99%	100%
Mental Health Services - Complete			
Mental health consultation was provided (by a mental health professional)	24	211	235
Education Screenings - Complete			
ASQ - 3 Developmental (Benchmark Due Date: 9/23/2021)	95%	87%	89%
ASQ - SE Behavioral (Benchmark Due Date: 9/23/2021)	93%	86%	88%
Health Screenings - Complete			
Nutrition Assessment	99.5%	99.8%	99.7%
TB Questionnaire	99.5%	99.9%	99.7%
Hearing Screening	91%	76%	80%
Vision Screening	92%	77%	81%
Blood Pressure	91%	78%	82%
Growth Assessment	96%	81%	85%
Lead Test	30%	26%	27%
Physical Exams	97%	93%	94%
Dental Exams	90%	86%	87%

EARLY HEAD START

Early Head Start
Monthly Report to Policy Council
December 2021

Indicators	Center Based	Home Based	TOTAL
Enrollment			
Funded Enrollment	80	48	128
End of Month as reported to the Office of Head Start	78	10	88
YTD Enrollment	85	11	96
Enrollment Turnover	8%	9%	8%
Enrollment as of 12/31/2021	76	10	86
Number of Days to fill a vacancy	20	0	20
Waiting List	44	0	44
Income Eligible <100%	68%	64%	68%
Over Income 101-130%	2%	0%	2%
Over Income 131% +	0%	0%	0%
Foster	5%	0%	4%
Homeless	25%	36%	26%
Public Assistance	0%	0%	0%
Average Daily Attendance	85%	N/A	85%
Disability Enrollment			
Percent (#) of enrolled children with a disability	8%	0%	5%
Food Reports			
Meals Served	1,476	0	1,476
Snacks Served	734	0	734
Special Diets	10	0	10
Education Services- Complete			
1st Home Visit (Benchmark Due Date: 9/27/2021)	91%	N/A	91%
3/18/2022)	0%	N/A	0%
1st Parent Conference (Benchmark Due Date: 12/15/2021)	74%	N/A	74%
2nd Parent Conference (Benchmark Due Date: 5/31/2022)	0%	N/A	0%
Family Engagement Services- Complete			
Family Assessments BOY (Benchmark Due Date: 11/19/2021)	94%	88%	94%
Family Assessments EOY (Benchmark Due Date: 6/27/2022)	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%
Mental Health Services- Complete			
Students Received Mental Health Services (consulted with staff)	0	0	0
Education Screenings- Complete			
ASQ - 3 Developmental (Benchmark Due Date: 9/22/2021)	93%	100%	97%
ASQ - SE2 Behavioral (Benchmark Due Date: 9/22/2021)	93%	100%	97%
Health Screenings- Complete			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	90%	60%	75%
Vision Screening	89%	50%	70%
Hemoglobin Test	43%	10%	27%
Lead Test	15%	0%	8%
Well-Child Exams (90-day requirement)	89%	0%	45%
Well-Child Exams	47%	0%	24%
Dental Exams	89%	20%	55%

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start-Child Care Partnership
Monthly Report to Policy Council
December 2021

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
Enrollment							
Funded Enrollment	44	48	64	28	12	20	216
End of Month as reported to the Office of Head Start	39	38	64	28	9	20	198
YTD Enrollment	43	44	66	29	13	24	219
Enrollment Turnover	9%	14%	3%	3%	31%	17%	10%
Enrollment as of 12/31/2021	39	36	62	28	7	19	191
Number of Days to fill a vacancy	0	28	22	0	23	17	24
Waiting List	26	43	46	40	0	42	197
Income Eligible <100%	79%	45%	68%	59%	0%	29%	56%
Over Income 101-130%	7%	0%	5%	3%	0%	4%	4%
Over Income 131% +	2%	0%	0%	0%	0%	13%	2%
Foster	2%	20%	5%	0%	0%	0%	2%
Homeless	7%	34%	14%	28%	100%	46%	27%
Public Assistance	2%	18%	9%	10%	0%	8%	9%
Average Daily Attendance	91	88	86	81	100	95	88%
Disability Enrollment							
Percent (#) of enrolled children with a disability	11%	6%	14%	4%	0%	15%	10%
Food Reports							
Meals Served	711	689	1,313	630	121	497	3,961
Snacks Served	341	361	658	303	61	247	1,971
Special Diets	7	2	14	7	3	3	36
Education Services- Complete							
1st Home Visit (Benchmark Due Date: 9/27/2021)	79%	94%	100%	100%	100%	100%	95%
2nd Home Visit (Benchmark Due Date: 4/4/2022)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2022)	72%	0%	0%	100%	86%	95%	58%
2nd Parent Conference (Benchmark Due Date: 6/24/2022)	0%	0%	0%	0%	0%	0%	0%
Family Engagement Services- Complete							
Family Assessments BOY (Benchmark Due Date: 11/19/2021)	74%	94%	100%	91%	100%	100%	92%
Family Assessments EOY (Benchmark Due Date: 6/27/2022)	0%	0%	0%	0%	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
Mental Health Services- Complete							
Students Received Mental Health Services (consulted with staff)	0	0	0	0	0	0	0
Education Screenings- Complete							
ASQ - 3 Developmental	79%	94%	100%	100%	100%	100%	95%
ASQ - SE2 Behavioral	79%	94%	100%	100%	100%	100%	95%
Health Screenings- Complete							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	79%	94%	100%	100%	100%	100%	96%
Vision Screening	79%	94%	100%	100%	100%	100%	96%
Hemoglobin Test	48%	58%	53%	46%	42%	21%	45%
Lead Test	23%	38%	29%	25%	14%	10%	23%
Well-Child Exams (90-day requirement)	100%	97%	100%	96%	100%	100%	99%
Well-Child Exams	56%	55%	58%	53%	57%	15%	49%
Dental Exams	79%	89%	81%	96%	43%	89%	80%

Review of Head Start, EHS, and EHS-CCP Fiscal Report

HEAD START
City of San Antonio
Department of Human Services

HEAD START

Head Start Fiscal Reports GY 21-22 as of December 31, 2021

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$ 3,842,386	$ 3,769,357	$ 3,801,480	$ (32,124)	-0.85%
FRINGE	$ 1,574,276	$ 1,446,963	$ 1,495,217	$ (48,254)	-3.33%
TRAVEL	$ 10,000	$ 8,000	$ 930	$ 7,070	88.38%
SUPPLIES	$ 299,117	$ 131,196	$ 133,208	$ (2,011)	-1.53%
EQUIPMENT	$ -	$ -	$ -	$ -	0.00%
CONTRACTUAL	$ 19,191,999	$ 12,484,715	$ 10,967,407	$ 1,517,308	12.15%
COSA	$ 221,740	$ 138,623	$ 127,114	$ 11,509	8.30%
Edgewood ISD	$ 4,991,673	$ 3,011,778	$ 2,580,619	$ 431,159	14.32%
San Antonio ISD	$ 13,784,846	$ 9,234,280	$ 8,160,959	$ 1,073,321	11.62%
SAMH/UIW	$ 193,740	$ 100,033	$ 98,715	$ 1,319	1.32%
FACILITIES/CONSTRUCTION	$ -	$ -	$ -	$ -	0.00%
OTHER	$ 421,980	$ 363,943	$ 368,709	$ (4,766)	-1.31%
TOTAL FEDERAL BUDGET	$ 25,339,758	$ 18,204,174	$ 16,766,951	$ 1,437,223	7.90%
Non Federal/In Kind	$ 6,259,420	$ 3,993,650	$ 4,356,638	$ (362,988)	-9.09%
TOTAL BUDGET*	$ 31,599,178	$ 22,197,824	$ 21,123,589	$ 1,074,235	4.84%

Variance Explanations:

Personnel Salaries Fringe Benefits	
Travel	$2k for Travel not posted for Dec; balance will be shifted to Education Classes.
Supplies	
Contractual - COSA	
- SAISD/EISD	Invoice 45 days after period close, September invoice reflected above for SAISD and EISD. Working with EISD and SAISD to minimize projected balance $82k and $109k respectively.
- SAMH/UIW	
Other	
Non Federal/In Kind	

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL	VARIANCE	%
Administrative Costs*	$3,168,538	$ 2,254,377	N/A	N/A

*May not exceed 15% of Actual Total Expenditures, Federal and Nonfederal; If all Federal and Nonfederal is spent the maximum allowable administrative costs is $ 4,694,565.

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance**	$277,322	$178,355	$ 179,342	($986)	-0.6%

**Earmarked costs- $11,193 in Training & Technical Assistance allocated to Edgewood ISD and $32,311 allocated to San Antonio ISD.

Procurement Card Transaction Log

For the Period Ending: December 31, 2021

Date	IO	GL	Vendor	Purpose	Amount
			No additional transactions in December		
				Monthly Total:	$0.00

IO	GL	Account Name	Amount
138000002924	5201025	Educations - Class	$425.00
138000002922	5203070	Subs to Publications	$500.00
138000002924	5302010	Office Supplies	$417.75
138000002922	5403060	Domain Names	$139.90
		Year to Date Total:	$1,482.65

HS GY21-22		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 31,599,178.22**	**$ 22,197,823.96**	**$ 21,123,589.13**	**$ 1,074,234.83**	**4.84%**	**$ 7,326,338.41**
Regular Salaries	5101010	$ 3,834,588.54	$ 3,761,559.12	$ 3,792,987.70	$ (31,428.58)	-0.84%	$ -
Shift Differential	5101040	$ 53.43	$ 53.43	$ 53.43	$ -	0.00%	$ -
Retiree Payout Sal	5101070	$ 7,744.13	$ 7,744.13	$ 8,439.27	$ (695.14)	-8.98%	$ -
Personnel Services		**$ 3,842,386.10**	**$ 3,769,356.68**	**$ 3,801,480.40**	**$ (32,123.72)**	**-0.85%**	**$ -**
Language Skill Pay	5101050	$ 18,150.00	$ 16,550.00	$ 17,500.00	$ (950.00)	-5.74%	$ -
FICA & Medicare Exp	5103005	$ 309,652.59	$ 282,830.90	$ 288,349.38	$ (5,518.48)	-1.95%	$ -
Life Insurance	5103010	$ 3,300.03	$ 2,560.39	$ 2,616.94	$ (56.55)	-2.21%	$ -
Pers Leave Buy Back	5103035	$ 74,858.00	$ 74,858.00	$ 74,857.22	$ 0.78	0.00%	$ -
Transportation Allow	5103056	$ 2,600.00	$ 2,340.00	$ 2,210.00	$ 130.00	5.56%	$ -
Cell Phone Reimburse	5103105	$ 1,150.00	$ 1,050.00	$ 1,000.00	$ 50.00	4.76%	$ -
Retirement Exp	5105010	$ 505,197.17	$ 464,316.00	$ 486,234.78	$ (21,918.78)	-4.72%	$ -
Civln Actv Healthcr	5170040	$ 659,367.82	$ 602,458.18	$ 622,448.98	$ (19,990.80)	-3.32%	$ -
Fringe Benefits		**$ 1,574,275.61**	**$ 1,446,963.48**	**$ 1,495,217.30**	**$ (48,253.82)**	**-3.33%**	**$ -**
Fees to Prof Contr.	5201040	$ 61,783.63	$ 40,083.63	$ 42,537.86	$ (2,454.23)	-6.12%	$ 25,704.03
Temporary Services	5202010	$ 36,234.88	$ 36,234.88	$ 36,234.88	$ -	0.00%	$ -
Contractual Services	5202020	$ 123,721.41	$ 62,304.97	$ 48,341.58	$ 13,963.39	22.41%	$ 75,044.97
Contractual - Subrecipients	5202040	$ 18,776,519.00	$ 12,246,058.16	$ 10,741,578.26	$ 1,504,479.90	12.29%	$ 6,826,817.74
EISD	5202040	$ 4,991,673.00	$ 3,011,778.02	$ 2,580,619.19	$ 431,158.83	14.32%	$ 1,955,845.81
SAISD	5202040	$ 13,784,846.00	$ 9,234,280.14	$ 8,160,959.07	$ 1,073,321.07	11.62%	$ 4,870,971.93
SAMH	6102100	$ 193,740.00	$ 100,033.33	$ 98,714.60	$ 1,318.73	1.32%	$ -
Direct	5202020	$ 42,647.00	$ 5,854.56	$ (5,199.17)	$ 11,053.73	188.81%	$ 2,446.87
T&TA	5202020	$ 81,074.41	$ 56,450.41	$ 53,526.06	$ 2,924.35	5.18%	$ 27,548.10
Contractual		**$ 19,191,998.92**	**$ 12,484,714.97**	**$ 10,967,407.18**	**$ 1,517,307.79**	**12.15%**	**$ 6,927,566.74**
Office Supplies	5302010	$ 38,778.16	$ 31,505.05	$ 36,641.11	$ (5,136.06)	-16.30%	$ 116,175.40
Tools & Apparatus	5304050	$ -	$ -	$ 364.01	$ (364.01)	0.00%	$ -
Other Commodities	5304080	$ 10,587.06	$ 10,587.06	$ 13,337.37	$ (2,750.31)	-25.98%	$ 59,997.40
Cap<5000 - Comp Equ.	5501000	$ 73,751.95	$ 73,751.95	$ 50,077.92	$ 23,674.03	32.10%	$ -
Cap<5000 - Furn &Fix	5501065	$ 25,999.89	$ 15,352.30	$ 16,035.54	$ (683.24)	-4.45%	$ 69,390.69
Supplies		**$ 299,117.06**	**$ 131,196.36**	**$ 133,207.75**	**$ (2,011.39)**	**-1.53%**	**$ 314,604.75**
Education - Classes	5201025	$ 121,878.84	$ 113,834.03	$ 121,862.18	$ (8,028.15)	-7.05%	$ -
Adv and Publications	5203040	$ 8,120.00	$ 2,972.44	$ 2,972.44	$ -	0.00%	$ 4,824.60
Binding & Printing	5203060	$ 62,522.54	$ 54,522.54	$ 56,220.24	$ (1,697.70)	-3.11%	$ -
Subs to Publications	5203070	$ 2,000.00	$ 1,034.00	$ 1,006.11	$ 27.89	2.70%	$ 23,360.00
Transportation Fees	5203090	$ 10,441.52	$ 7,841.52	$ 6,364.96	$ 1,476.56	18.83%	$ -
Maint & Rep - Cmrcl	5204020	$ 1,000.00	$ 281.76	$ 284.76	$ (3.00)	-1.06%	$ -
Maint - Buildings	5204050	$ 68,647.42	$ 67,007.42	$ 62,116.21	$ 4,891.21	7.30%	$ 35,329.64
Maint.- Repair Auto	5204090	$ 3,000.00	$ 1,558.77	$ 1,639.84	$ (81.07)	-5.20%	$ -
Mail and Parcel Post	5205010	$ 204.64	$ 19.46	$ 19.46	$ -	0.00%	$ -
Rental Office Equip.	5205020	$ 8,255.73	$ 6,775.73	$ 6,628.22	$ 147.51	2.18%	$ 86.04
Rental Other Equip.	5205030	$ 7,000.00	$ 685.00	$ 665.82	$ 19.18	2.80%	$ -
Rental of Facilities	5206010	$ -	$ -	$ 341.14	$ (341.14)	0.00%	$ -
Alarm and Sec. Serv.	5208530	$ 2,000.00	$ 1,355.46	$ 835.46	$ 520.00	38.36%	$ 16,571.18
M&R Parts Automotive	5301020	$ 2,000.00	$ 808.00	$ 820.07	$ (12.07)	-1.49%	$ -
Food	5304010	$ 4,966.78	$ 3,247.78	$ 3,352.88	$ (105.10)	-3.24%	$ 3,995.46
Cell Phone Services	5403040	$ 31,379.15	$ 28,319.15	$ 30,188.89	$ (1,869.74)	-6.60%	$ -
Domain Names	5403060	$ -	$ -	$ 139.90	$ (139.90)	0.00%	$ -
Wireless Data Comm.	5403510	$ 9,022.96	$ 8,722.96	$ 11,292.71	$ (2,569.75)	-29.46%	$ -
Motor Fuel and Lub.	5403545	$ 480.10	$ 380.10	$ 317.93	$ 62.17	16.36%	$ -
Gas and Electricity	5404530	$ 29,144.69	$ 24,844.69	$ 21,689.99	$ 3,154.70	12.70%	$ -
Water and Sewer	5404540	$ 2,886.15	$ 2,548.15	$ 2,328.71	$ 219.44	8.61%	$ -
Subs - Comp. Serv	5203080	$ 37,183.79	$ 37,183.79	$ 37,183.79	$ -	0.00%	$ -
Other		**$ 421,980.31**	**$ 363,942.75**	**$ 368,708.71**	**$ (4,765.96)**	**-1.31%**	**$ 84,166.92**
In Kind Other Contrc	6602025	$ 6,207,113.23	$ 3,993,649.72	$ 4,356,637.89	$ (362,988.17)	-9.09%	$ -
In Kind		**$ 6,259,420.23**	**$ 3,993,649.72**	**$ 4,356,637.89**	**$ (362,988.17)**	**-9.09%**	**$ -**
Total		**$ 31,599,178.22**	**$ 22,197,823.96**	**$ 21,123,589.13**	**$ 1,074,234.83**	**4.84%**	**$ 7,326,338.41**

Head Start GY 21-22 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**
			5	**6**	**7**	**8**	**9**	**10**
Regular Salaries	5101010	$ 3,792,987.70	$ 324,133.18	$ 362,044.16	$ 311,684.74	$ 348,797.56	$ 320,269.18	$ 348,668.16
Shift Differential	5101040	$ 53.43	$ -	$ -	$ 46.93	$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 8,439.27	$ -	$ -	$ 968.77	$ -	$ 367.61	$ 5,971.69
Personnel Services		**$ 3,801,480.40**	**$ 324,133.18**	**$ 362,044.16**	**$ 312,700.44**	**$ 348,797.56**	**$ 320,636.79**	**$ 354,639.85**
Language Skill Pay	5101050	$ 17,500.00	$ 150.00	$ 1,650.00	$ 1,650.00	$ 1,650.00	$ 1,700.00	$ 1,650.00
FICA & Medicare Exp	5103005	$ 288,349.38	$ 23,635.26	$ 26,461.27	$ 23,236.31	$ 25,586.57	$ 23,365.25	$ 25,779.99
Life Insurance	5103010	$ 2,616.94	$ 255.18	$ 243.83	$ 168.18	$ 261.96	$ 218.84	$ 250.74
Pers Leave Buy Back	5103035	$ 74,857.22	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Allow	5103056	$ 2,210.00	$ -	$ 195.00	$ 260.00	$ 260.00	$ 260.00	$ 260.00
Cell Phone Reimburse	5103105	$ 1,000.00	$ -	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00
Retirement Exp	5105010	$ 486,234.78	$ 40,088.60	$ 44,940.30	$ 38,602.67	$ 43,471.57	$ 39,807.43	$ 44,072.88
Civln Actv Healthcr	5170040	$ 622,448.98	$ 58,410.00	$ 56,724.98	$ 56,355.27	$ 61,006.00	$ 54,025.00	$ 57,761.00
Fringe Benefits		**$ 1,495,217.30**	**$ 122,539.04**	**$ 130,315.38**	**$ 120,372.43**	**$ 132,336.10**	**$ 119,476.52**	**$ 129,874.61**
Fees to Prof Contr.	5201040	$ 42,537.86	$ -	$ 377.82	$ 9,959.20	$ 297.75	$ 4,617.81	$ 3,094.75
Temporary Services	5202010	$ 36,234.88	$ -	$ -	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 48,341.58	$ 425.31	$ 3,363.58	$ 8,911.55	$ 5,192.26	$ 11,179.03	$ 39,015.39
EISD	5202040	$ 2,580,619.19	$ -	$ -	$ -	$ 303,028.26	$ -	$ -
SAISD	5202040	$ 8,160,959.07	$ -	$ -	$ 997,349.19	$ 987,619.27	$ 1,017,343.23	$ 1,025,035.52
SAMH	6102100	$ 98,714.60	$ -	$ -	$ -	$ 20,306.89	$ -	$ 19,726.44
Direct	5202020	$ (5,199.17)	$ 425.31	$ 3,363.58	$ 5,578.25	$ 2,192.26	$ 4,512.38	$ 12,822.58
TTA	5202020	$ 53,526.06	$ -	$ -	$ 3,333.30	$ 3,000.00	$ 6,666.65	$ 26,192.81
Contractual		**$ 10,967,407.18**	**$ 425.31**	**$ 3,741.40**	**$ 1,016,219.94**	**$ 1,316,444.43**	**$ 1,033,140.07**	**$ 1,086,872.10**
Office Supplies	5302010	$ 36,641.11	$ -	$ 310.65	$ 2,801.13	$ 1,829.21	$ 3,221.97	$ 9,380.53
Tools & Apparatus	5304050	$ 364.01	$ -	$ -	$ -	$ -	$ -	$ -
Other Commodities	5304080	$ 13,337.37	$ -	$ -	$ 2,316.72	$ 47.28	$ -	$ -
Cap<5000 - Comp Equ.	5501000	$ 50,077.92	$ -	$ -	$ -	$ -	$ 6,872.04	$ -
Cap<5000 - Furn &Fix	5501065	$ 16,035.54	$ -	$ -	$ 748.80	$ -	$ 7,915.44	$ -
Supplies		**$ 133,207.75**	**$ -**	**$ 310.65**	**$ 5,866.65**	**$ 1,876.49**	**$ 18,009.45**	**$ 9,380.53**
Education - Classes	5201025	$ 121,862.18	$ 4,049.50	$ 3,150.45	$ 13,472.01	$ 8,557.00	$ 17,622.32	$ 8,330.89
Adv and Publications	5203040	$ 2,972.44	$ -	$ -	$ -	$ -	$ 2,950.00	$ -
Binding & Printing	5203060	$ 56,220.24	$ -	$ 518.53	$ -	$ 7,914.05	$ 5,672.60	$ 2,132.10
Subs to Publications	5203070	$ 1,006.11	$ -	$ -	$ 884.00	$ -	$ -	$ -
Transportation Fees	5203090	$ 6,364.96	$ -	$ -	$ -	$ 479.92	$ 633.92	$ 1,041.60
Maint & Rep - Cmrcl	5204020	$ 284.76	$ 63.18	$ -	$ 58.50	$ 3.00	$ 3.00	$ 151.08
Maint - Buildings	5204050	$ 62,116.21	$ -	$ 1,893.80	$ 1,797.62	$ 7,981.79	$ 8,926.33	$ 15,302.75
Maint.- Repair Auto	5204090	$ 1,639.84	$ 380.62	$ 10.68	$ 432.45	$ 256.53	$ 31.59	$ 446.90
Mail and Parcel Post	5205010	$ 19.46	$ 4.39	$ -	$ 10.43	$ 4.64	$ -	$ -
Rental Office Equip.	5205020	$ 6,628.22	$ -	$ -	$ 1,392.49	$ 432.26	$ 927.89	$ 761.40
Rental Other Equip.	5205030	$ 665.82	$ -	$ -	$ -	$ -	$ -	$ -
Rental of Facilities	5206010	$ 341.14	$ -	$ -	$ -	$ -	$ -	$ -
Alarm and Sec. Serv.	5208530	$ 835.46	$ -	$ 442.50	$ -	$ 125.00	$ -	$ -
M&R Parts Automotive	5301020	$ 820.07	$ 172.65	$ 5.24	$ 604.72	$ 25.39	$ -	$ -
Food	5304010	$ 3,352.88	$ -	$ 9.36	$ 33.27	$ 124.75	$ -	$ 74.85
Cell Phone Services	5403040	$ 30,188.89	$ -	$ -	$ 5,209.05	$ -	$ -	$ 8,458.51
Domain Names	5403060	$ 139.90	$ -	$ -	$ -	$ -	$ -	$ -
Wireless Data Comm.	5403510	$ 11,292.71	$ -	$ -	$ 2,837.77	$ 456.40	$ 76.50	$ 811.34
Motor Fuel and Lub.	5403545	$ 317.93	$ -	$ -	$ 61.92	$ -	$ 24.31	$ 84.33
Gas and Electricity	5404530	$ 21,689.99	$ -	$ -	$ -	$ 5,206.94	$ -	$ 3,722.11
Water and Sewer	5404540	$ 2,328.71	$ -	$ -	$ -	$ 318.24	$ -	$ 1,012.63
Subs - Comp. Serv	5203080	$ 37,183.79	$ -	$ 40,331.33	$ 588.00	$ -	$ -	$ (4,184.37)
Other		**$ 368,708.71**	**$ 4,670.34**	**$ 46,361.89**	**$ 27,382.23**	**$ 31,885.91**	**$ 36,868.46**	**$ 38,146.12**
In Kind Other Contrc	6602025	$ 4,356,637.89	$ -	$ -	$ 10,294.84	$ 3,577.68	$ 1,085,349.62	$ 2,437.32
In Kind		**$ 4,356,637.89**	**$ -**	**$ -**	**$ 10,294.84**	**$ 3,577.68**	**$ 1,085,349.62**	**$ 2,437.32**
Total		**$ 21,123,589.13**	**$ 451,767.87**	**$ 542,773.48**	**$ 1,492,836.53**	**$ 1,834,918.17**	**$ 2,613,480.91**	**$ 1,621,350.53**

Head Start GY 21-22 Monthly Breakdown			Quarter 3				Quarter 4	
Description	**GL**	**YTD**	**August**	**September**	**FY19-13**	**October**	**November**	**December**
			11	**12**	**13**	**1**	**2**	**3**
Regular Salaries	5101010	$ 3,792,987.70	$ 352,858.76	$ 302,095.23	$ -	$ 410,045.57	$ 368,610.49	$ 343,780.67
Shift Differential	5101040	$ 53.43	$ -	$ 6.50	$ -	$ -	$ -	$ -
Retiree Payout Sal	5101070	$ 8,439.27	$ 168.53	$ 267.53	$ -	$ -	$ 695.14	$ -
Personnel Services		**$ 3,801,480.40**	**$ 353,027.29**	**$ 302,369.26**	**$ -**	**$ 410,045.57**	**$ 369,305.63**	**$ 343,780.67**
Language Skill Pay	5101050	$ 17,500.00	$ 1,650.00	$ 1,650.00	$ -	$ 1,600.00	$ 1,650.00	$ 2,500.00
FICA & Medicare Exp	5103005	$ 288,349.38	$ 25,890.53	$ 25,413.60	$ -	$ 30,829.70	$ 32,932.08	$ 25,218.82
Life Insurance	5103010	$ 2,616.94	$ 254.88	$ 204.80	$ -	$ 274.68	$ 263.34	$ 220.51
Pers Leave Buy Back	5103035	$ 74,857.22	$ -	$ -	$ -	$ -	$ 74,857.22	$ -
Transportation Allow	5103056	$ 2,210.00	$ 195.00	$ 130.00	$ -	$ 130.00	$ 260.00	$ 260.00
Cell Phone Reimburse	5103105	$ 1,000.00	$ 100.00	$ 100.00	$ -	$ 100.00	$ 100.00	$ 100.00
Retirement Exp	5105010	$ 486,234.78	$ 43,748.56	$ 42,372.44	$ -	$ 51,068.98	$ 55,215.76	$ 42,845.59
Civln Actv Healthcr	5170040	$ 622,448.98	$ 58,410.00	$ 20,907.07	$ -	$ 68,928.81	$ 68,187.64	$ 61,733.21
Fringe Benefits		**$ 1,495,217.30**	**$ 130,248.97**	**$ 90,777.91**	**$ -**	**$ 152,932.17**	**$ 233,466.04**	**$ 132,878.13**
Fees to Prof Contr.	5201040	$ 42,537.86	$ 3,911.21	$ 3,133.97	$ -	$ 9,572.07	$ 2,129.00	$ 5,444.28
Temporary Services	5202010	$ 36,234.88	$ 22,913.58	$ 13,321.30	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 48,341.58	$ 42,578.41	$ 17,110.84	$ -	$ 1,666.65	$ (75,531.66)	$ (5,569.78)
EISD	5202040	$ 2,580,619.19	$ 1,445,294.41	$ 47,222.35	$ -	$ -	$ 785,074.17	$ (457,916.27)
SAISD	5202040	$ 8,160,959.07	$ 1,082,197.48	$ 988,152.34	$ -	$ -	$ 2,063,262.04	$ (1,022,223.33)
SAMH	6102100	$ 98,714.60	$ -	$ -	$ -	$ -	$ 19,131.16	$ -
Direct	5202020	$ (5,199.17)	$ 37,411.76	$ 12,110.84	$ -	$ -	$ (78,046.35)	$ (5,569.78)
TTA	5202020	$ 53,526.06	$ 5,166.65	$ 5,000.00	$ -	$ 1,666.65	$ 2,500.00	$ -
Contractual		**$ 10,967,407.18**	**$ 2,596,895.09**	**$ 1,068,940.80**	**$ -**	**$ 11,238.72**	**$ 2,794,064.71**	**$ (1,480,265.10)**
Office Supplies	5302010	$ 36,641.11	$ 5,719.34	$ 1,189.56	$ -	$ 8,389.73	$ 3,383.41	$ 415.58
Tools & Apparatus	5304050	$ 364.01	$ -	$ -	$ -	$ -	$ 364.01	$ -
Other Commodities	5304080	$ 13,337.37	$ 3,113.26	$ 4,589.80	$ -	$ (0.01)	$ 2,462.95	$ 807.37
Cap<5000 - Comp Equ.	5501000	$ 50,077.92	$ 35,418.91	$ 1,461.00	$ -	$ -	$ -	$ 6,325.97
Cap<5000 - Furn &Fix	5501065	$ 16,035.54	$ -	$ -	$ -	$ -	$ 6,688.06	$ 683.24
Supplies		**$ 133,207.75**	**$ 44,251.51**	**$ 7,240.36**	**$ -**	**$ 8,389.72**	**$ 12,898.43**	**$ 24,983.96**
Education - Classes	5201025	$ 121,862.18	$ 15,633.86	$ 31,343.00	$ -	$ 4,002.15	$ 2,075.00	$ 13,626.00
Adv and Publications	5203040	$ 2,972.44	$ -	$ 22.44	$ -	$ -	$ -	$ -
Binding & Printing	5203060	$ 56,220.24	$ 12,006.65	$ 23,278.61	$ (5,069.30)	$ 7,853.96	$ 1,913.04	$ -
Subs to Publications	5203070	$ 1,006.11	$ -	$ -	$ -	$ 122.11	$ -	$ -
Transportation Fees	5203090	$ 6,364.96	$ 930.16	$ 1,655.92	$ -	$ 470.96	$ 516.88	$ 635.60
Maint & Rep - Cmrcl	5204020	$ 284.76	$ -	$ 3.00	$ -	$ -	$ 3.00	$ -
Maint - Buildings	5204050	$ 62,116.21	$ 1,626.42	$ 17,018.71	$ -	$ 7,160.09	$ 447.79	$ (39.09)
Maint.- Repair Auto	5204090	$ 1,639.84	$ -	$ -	$ -	$ 81.07	$ -	$ -
Mail and Parcel Post	5205010	$ 19.46	$ -	$ -	$ -	$ -	$ -	$ -
Rental Office Equip.	5205020	$ 6,628.22	$ 934.78	$ 106.91	$ -	$ -	$ 1,914.88	$ 157.61
Rental Other Equip.	5205030	$ 665.82	$ -	$ 274.00	$ -	$ -	$ 274.00	$ 117.82
Rental of Facilities	5206010	$ 341.14	$ -	$ -	$ -	$ -	$ 341.14	$ -
Alarm and Sec. Serv.	5208530	$ 835.46	$ 267.96	$ -	$ -	$ -	$ -	$ -
M&R Parts Automotive	5301020	$ 820.07	$ -	$ -	$ -	$ 12.07	$ -	$ -
Food	5304010	$ 3,352.88	$ 74.85	$ 149.70	$ -	$ 279.15	$ 2,325.99	$ 280.96
Cell Phone Services	5403040	$ 30,188.89	$ -	$ 9,971.59	$ -	$ 1,288.47	$ 2,730.24	$ 2,531.03
Domain Names	5403060	$ 139.90	$ -	$ -	$ -	$ 139.90	$ -	$ -
Wireless Data Comm.	5403510	$ 11,292.71	$ 1,366.67	$ 2,724.28	$ -	$ 587.53	$ 1,216.11	$ 1,216.11
Motor Fuel and Lub.	5403545	$ 317.93	$ -	$ 59.54	$ -	$ 61.58	$ 25.92	$ 0.33
Gas and Electricity	5404530	$ 21,689.99	$ -	$ 8,555.64	$ -	$ -	$ -	$ 4,205.30
Water and Sewer	5404540	$ 2,328.71	$ -	$ 657.28	$ -	$ -	$ -	$ 340.56
Subs - Comp. Serv	5203080	$ 37,183.79	$ -	$ 448.83	$ -	$ -	$ -	$ -
Other		**$ 368,708.71**	**$ 32,841.35**	**$ 96,269.45**	**$ (5,069.30)**	**$ 22,059.04**	**$ 14,003.77**	**$ 23,289.45**
In Kind Other Contrc	6602025	$ 4,356,637.89	$ -	$ 20,589.68	$ 2,247,260.51	$ -	$ 624,140.07	$ -
In Kind		**$ 4,356,637.89**	**$ -**	**$ 20,589.68**	**$ 2,247,260.51**	**$ -**	**$ 624,140.07**	**$ -**
Total		**$ 21,123,589.13**	**$ 3,157,264.21**	**$ 1,586,187.46**	**$ 2,242,191.21**	**$ 604,665.22**	**$ 4,047,878.65**	**$ (954,402.99)**

Edgewood Independent School District GY21-22	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 3,581,150.00**	**$ 2,046,305.05**	**$ 1,534,844.95**	**$ 1,396,901.00**	**$ 864,459.75**	**$ 532,441.25**
FICA	$ 51,710.00	$ 27,057.77	$ 24,652.23	$ 16,872.00	$ 10,197.82	$ 6,674.18
Health Insurance	$ 405,000.00	$ 186,973.58	$ 218,026.42	$ 89,000.00	$ 44,543.87	$ 44,456.13
Retirement	$ 387,390.00	$ 200,169.85	$ 187,220.15	$ 126,460.00	$ 23,369.09	$ 103,090.91
Worker's Compensation	$ 46,883.00	$ 57,126.33	$ (10,243.33)	$ 13,002.00	$ 10,762.74	$ 2,239.26
Classroom Supplies	$ 25,000.00	$ 8,184.25	$ 16,815.75	$ -	$ 1,502.10	$ (1,502.10)
Office Supplies	$ 4,000.00	$ 1,027.03	$ 2,972.97	$ -	$ 113.81	$ (113.81)
Medical and Dental Supplies	$ 4,500.00	$ 1,323.14	$ 3,176.86	$ -	$ -	$ -
Janitorial Supplies	$ 62,290.00	$ 1,993.14	$ 60,296.86	$ -	$ -	$ -
Cap <5000 - Computers	$ 159,610.00	$ 15,100.56	$ 144,509.44	$ -	$ -	$ -
Training Supplies (T & TA)	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 580.76	$ (580.76)
Cap <5000 - Furniture & Fixtures	$ 6,600.00	$ (29.99)	$ 6,629.99	$ -	$ 4,989.62	$ (4,989.62)
CPR Training (T & TA)	$ 7,000.00	$ 3,960.00	$ 3,040.00	$ -	$ -	$ -
Contractual	$ 183,000.00	$ -	$ 183,000.00	$ -	$ 326.40	$ (326.40)
(Placeholder)	$ -	$ -	$ -	$ -	$ 99.47	$ (99.47)
Staff Development/Training/Seminars-Staff	$ 1,000.00	$ 250.00	$ 750.00	$ -	$ 719.14	$ (719.14)
Food	$ 33,975.00	$ 23,868.75	$ 10,106.25	$ -	$ 97.02	$ (97.02)
Advertising and Publications	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Binding Printing and Reproduction	$ 500.00	$ -	$ 500.00	$ -	$ 509.00	$ (509.00)
Transportation Fees-Staff Mileage	$ 1,000.00	$ 501.71	$ 498.29	$ -	$ -	$ -
Mail and Postage	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
Gas and Electricity	$ 25,000.00	$ 6,071.83	$ 18,928.17	$ -	$ 31,092.77	$ (31,092.77)
Water and Sewer	$ 3,565.00	$ 736.35	$ 2,828.65	$ -	$ 3,859.32	$ (3,859.32)
Total:	**$ 4,991,673.00**	**$ 2,580,619.35**	**$ 2,411,053.65**	**$ 1,642,235.00**	**$ 997,222.68**	**$ 645,012.32**

Edgewood Independent School District GY21-22	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 3,581,150.00	$ 2,046,305.05	$ 1,534,844.95	$ 1,396,901.00	$ 864,459.75	$ 532,441.25
Fringes	$ 890,983.00	$ 471,327.53	$ 419,655.47	$ 245,334.00	$ 88,873.52	$ 156,460.48
Travel	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 263,000.00	$ 27,598.13	$ 235,401.87	$ -	$ 7,186.29	$ (7,186.29)
Contractual	$ 190,000.00	$ 3,960.00	$ 186,040.00	$ -	$ 425.87	$ (425.87)
Other	$ 66,540.00	$ 31,428.64	$ 35,111.36	$ -	$ 36,277.25	$ (36,277.25)
Total	**$ 4,991,673.00**	**$ 2,580,619.35**	**$ 2,411,053.65**	**$ 1,642,235.00**	**$ 997,222.68**	**$ 645,012.32**

San Antonio Independent School District GY21-22	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
Personnel Salaries & Wages	**$ 9,257,656.00**	**$ 6,092,008.08**	**$ 3,165,647.92**	**$ 3,842,084.00**	**$ 2,896,530.71**	**$ 945,553.29**
FICA	$ 674,900.00	$ 450,981.39	$ 223,918.61	$ 210,000.00	$ 213,482.41	$ (3,482.41)
Health Insurance	$ 1,195,299.00	$ 786,833.43	$ 408,465.57	$ 274,408.00	$ 410,894.29	$ (136,486.29)
Retirement	$ 962,000.00	$ 650,809.59	$ 311,190.41	$ 131,510.00	$ 92,216.01	$ 39,293.99
Worker's Compensation	$ 71,755.00	$ 37,453.94	$ 34,301.06	$ 25,000.00	$ 18,240.05	$ 6,759.95
Unemployment	$ 6,000.00	$ -	$ 6,000.00	$ 2,000.00	$ -	$ 2,000.00
Classroom Supplies	$ 75,000.00	$ 505.31	$ 74,494.69	$ -	$ -	$ -
Office Supplies	$ 15,000.00	$ 1,863.86	$ 13,136.14	$ -	$ -	$ -
Medical and Dental Supplies	$ 75,000.00	$ -	$ 75,000.00	$ -	$ -	$ -
Janitorial Supplies	$ 15,000.00	$ -	$ 15,000.00	$ -	$ -	$ -
Cap <5000 - Furniture & Fixtures	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -
University of Texas - Austin	$ 32,321.00	$ -	$ 32,321.00	$ -	$ -	$ -
Consulting Services -CIS	$ 300,000.00	$ 140,503.47	$ 159,496.53	$ -	$ -	$ -
Architect Consulting	$ 100,000.00	$ -	$ 100,000.00	$ -	$ -	$ -
Maintenance - Buildings & Improvement	$ 964,915.00	$ -	$ 964,915.00	$ -	$ -	$ -
Total:	**$ 13,784,846.00**	**$ 8,160,959.07**	**$ 5,623,886.93**	**$ 4,485,002.00**	**$ 3,631,363.47**	**$ 853,638.53**

San Antonio Independent School District GY21-22	Federal Totals			Non-Federal Totals		
	BUDGET	YTD EXPENSES	BALANCE	BUDGET	YTD EXPENSES	BALANCE
Salaries	$ 9,257,656.00	$ 6,092,008.08	$ 3,165,647.92	$ 3,842,084.00	$ 2,896,530.71	$ 945,553.29
Fringes	$ 2,909,954.00	$ 1,926,078.35	$ 983,875.65	$ 642,918.00	$ 734,832.76	$ (91,914.76)
Travel	$ -	$ -	$ -	$ -	$ -	$ -
Equipment	$ -	$ -	$ -	$ -	$ -	$ -
Supplies	$ 220,000.00	$ 2,369.17	$ 217,630.83	$ -	$ -	$ -
Contractual	$ 432,321.00	$ 140,503.47	$ 291,817.53	$ -	$ -	$ -
Other	$ 964,915.00	$ -	$ 964,915.00	$ -	$ -	$ -
Total	**$ 13,784,846.00**	**$ 8,160,959.07**	**$ 5,623,886.93**	**$ 4,485,002.00**	**$ 3,631,363.47**	**$ 853,638.53**

EARLY HEAD START

Early Head Start Fiscal Reports GY 21-22 as of December 31, 2021

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	$ 376,653	$ 352,621	$ 334,306	$ 18,315	5.2%
FRINGE	$ 130,582	$ 119,037	$ 116,770	$ 2,267	1.9%
TRAVEL	$ 1,000	$ -	$ -	$ -	0.0%
SUPPLIES	$ 23,779	$ 6,793	$ 6,547	$ 246	3.6%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
CONTRACTUAL	$ 1,574,026	$ 980,405	$ 608,782	$ 371,622	37.9%
COSA	$ 34,669	$ 14,926	$ 6,306	$ 8,620	57.8%
Edgewood	$ 1,539,357	$ 965,479	$ 602,476	$ 363,003	37.6%
SAMH/UIW	$ -	$ -	$ -	$ -	0.0%
FACILITIES/CONSTRUCTION	$ -	$ -	$ -	$ -	0.0%
OTHER	$ 37,137	$ 20,014	$ 16,561	$ 3,453	17.3%
TOTAL FEDERAL BUDGET	$ 2,143,177	$ 1,478,870	$ 1,082,966	$ 395,904	26.8%
Non Federal/In Kind	$ 529,474	$ 1,309	$ 1,309	$ -	0.0%
TOTAL BUDGET	$ 2,672,651	$ 1,480,179	$ 1,084,275	$ 395,904	26.7%

Variance Explanations:

Personnel Salaries Fringe Benefits	$20.5k Variance due to staff working EHSCCP Program, currently has no vacant positions.
Travel	
Supplies	
Contractual - COSA	$8.6k Variance DHS services due to limited services. Currently $10.6k encumbered for NTA, FSA, Teachstone, and UIW
- EISD	$363k Variance EISD has submitted invoices through September, however spending tied to low enrollment. EISD projected balance of $230k. October & November invoice submitted in January total 223K.
Other	3.4K Variance due limited expenses in Education Classes and Food
Non Federal/In Kind	

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL	VARIANCE	%
Administrative Cost*	$162,641	$219,071	N/A	N/A

*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 397,105

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
Training and Technical Assistance	$46,352	$15,118	$11,242	$3,876	25.6%

(Earmarked costs)

Procurement Card Transaction Log

For the Period Ending: December 31, 2021

Date	IO	GL	Vendor	Purpose	Amount
			No Additional Transaction in December		
				Monthly Total:	$0.00

IO	GL	Account Name	Amount
138000002676	5201025	Education - Classes	$ 167.44
		Year to Date Total:	$167.44

EHS GY21-22		TOTAL	YEAR TO DATE				
Grant Summary		BUDGET	Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$ 2,672,651.00**	**$ 1,480,178.91**	**$ 1,084,274.98**	**$ 395,903.93**	**26.75%**	**$ 932,671.51**
Regular Salaries	5101010	$ 376,652.64	$ 352,620.94	$ 334,305.56	$ 18,315.38	5.19%	$ -
Personnel Services		**$ 376,652.64**	**$ 352,620.94**	**$ 334,305.56**	**$ 18,315.38**	**5.19%**	**$ -**
Language Skill Pay	5101050	$ 900.00	$ 800.00	$ 800.00	$ -	0.00%	$ -
FICA & Medicare Exp	5103005	$ 29,675.82	$ 26,953.36	$ 25,511.97	$ 1,441.39	5.35%	$ -
Life Insurance	5103010	$ 334.59	$ 299.01	$ 255.29	$ 43.72	14.62%	$ -
Pers Leave Buy Back	5103035	$ -	$ -	$ 285.07	$ (285.07)	0.00%	$ -
Retirement Exp	5105010	$ 47,376.41	$ 43,226.89	$ 41,809.02	$ 1,417.87	3.28%	$ -
Civln Actv Healthcr	5170040	$ 52,294.94	$ 47,757.58	$ 48,108.87	$ (351.29)	-0.74%	$ -
Fringe Benefits		**$ 130,581.76**	**$ 119,036.84**	**$ 116,770.22**	**$ 2,266.62**	**1.90%**	**$ -**
Fees to Prof Contr.	5201040	$ 23,575.88	$ 6,805.30	$ 1,580.72	$ 5,224.58	76.77%	$ 4,888.38
Temporary Services	5202010	$ 1,610.40	$ 1,610.40	$ 1,610.40	$ -	0.00%	$ -
Contractual Services	5202020	$ 9,483.00	$ 6,510.25	$ 3,115.01	$ 3,395.24	52.15%	$ 5,811.22
EISD	5202040	$ 1,539,357.00	$ 965,478.69	$ 602,476.12	$ 363,002.57	37.60%	$ 912,260.88
Direct	5202020	$ 7,962.00	$ 4,989.25	$ 1,592.84	$ 3,396.41	68.07%	$ 5,811.22
Admin	5202020	$ -	$ -	$ 1.17	$ (1.17)	0.00%	$ -
TTA	5202020	$ 1,521.00	$ 1,521.00	$ 1,521.00	$ -	0.00%	$ -
Contractual		**$ 1,574,026.28**	**$ 980,404.64**	**$ 608,782.25**	**$ 371,622.39**	**$ 1.67**	**$ 923,002.98**
Office Supplies	5302010	$ 9,097.90	$ 5,078.92	$ 3,707.96	$ 1,370.96	26.99%	$ 484.49
Tools & Apparatus	5304050	$ -	$ -	$ 23.34	$ (23.34)	0.00%	$ -
Other Commodities	5304080	$ 7,150.00	$ 1,714.10	$ 2,750.11	$ (1,036.01)	-60.44%	$ 4,536.20
Cap<5000 - Furn &Fix	5501065	$ 431.00	$ -	$ 65.34	$ (65.34)	0.00%	$ 18.23
Supplies		**$ 23,778.90**	**$ 6,793.02**	**$ 6,546.75**	**$ 246.27**	**3.63%**	**$ 5,038.92**
Education - Classes	5201025	$ 15,257.85	$ 8,071.85	$ 6,594.21	$ 1,477.64	18.31%	$ -
Adv and Publications	5203040	$ 324.95	$ 0.95	$ 0.95	$ -	0.00%	$ 195.70
Binding & Printing	5203060	$ 5,000.00	$ 2,031.85	$ 1,227.65	$ 804.20	39.58%	$ -
Subs to Publications	5203070	$ -	$ -	$ 7.88	$ (7.88)	0.00%	$ -
Transportation Fees	5203090	$ 600.00	$ 300.00	$ -	$ 300.00	100.00%	$ -
Maint - Buildings	5204050	$ 4,533.18	$ 3,743.18	$ 2,821.97	$ 921.21	24.61%	$ 3,129.36
Maint.- Repair Auto	5204090	$ 651.92	$ 651.92	$ 651.92	$ -	0.00%	$ -
Rental Office Equip.	5205020	$ 529.38	$ 433.38	$ 388.18	$ 45.20	10.43%	$ -
Rental of Facilities	5206010	$ -	$ -	$ 14.46	$ (14.46)	0.00%	$ -
M&R Parts Automotive	5301020	$ 501.49	$ 501.49	$ 501.49	$ -	0.00%	$ -
Food	5304010	$ 950.00	$ 600.00	$ -	$ 600.00	100.00%	$ 193.02
Cell Phone Services	5403040	$ 373.52	$ 253.52	$ 382.84	$ (129.32)	-51.01%	$ -
Motor Fuel and Lub.	5403545	$ 134.06	$ 134.06	$ 94.06	$ 40.00	29.84%	$ -
Gas and Electricity	5404530	$ 1,644.55	$ 1,539.03	$ 1,381.29	$ 157.74	10.25%	$ -
Water and Sewer	5404540	$ 178.69	$ 167.28	$ 148.34	$ 18.94	11.32%	$ -
DW Other	5407032	$ -	$ -	$ 760.00	$ (760.00)	0.00%	$ -
Subs - Comp. Serv	5203080	$ 3,471.83	$ 1,585.94	$ 1,585.94	$ -	0.00%	$ -
Other		**$ 37,137.42**	**$ 20,014.45**	**$ 16,561.18**	**$ 3,453.27**	**17.25%**	**$ 4,629.61**
In Kind Other Contrc	6602025	$ 498,091.00	$ 1,309.02	$ 1,309.02	$ -	0.00%	$ -
In Kind		**$ 529,474.00**	**$ 1,309.02**	**$ 1,309.02**	**$ -**	**0.00%**	**$ -**
Total		**$ 2,672,651.00**	**$ 1,480,178.91**	**$ 1,084,274.98**	**$ 395,903.93**	**26.75%**	**$ 932,671.51**

Early Head Start GY 21-22 Monthly Breakdown			Quarter 1			Quarter 2		
Description	**GL**	**YTD**	**February**	**March**	**April**	**May**	**June**	**July**
			5	**6**	**7**	**8**	**9**	**10**
Regular Salaries	5101010	$ 334,305.56	$ 19,615.60	$ 30,652.86	$ 30,013.71	$ 24,113.05	$ 38,941.48	$ 25,261.30
Personnel Services		**$ 334,305.56**	**$ 19,615.60**	**$ 30,652.86**	**$ 30,013.71**	**$ 24,113.05**	**$ 38,941.48**	**$ 25,261.30**
Language Skill Pay	5101050	$ 800.00	$ -	$ -	$ -	$ 100.00	$ 100.00	$ 100.00
FICA & Medicare Exp	5103005	$ 25,511.97	$ 1,477.94	$ 2,318.91	$ 2,281.52	$ 1,818.98	$ 2,951.79	$ 1,905.22
Life Insurance	5103010	$ 255.29	$ 15.36	$ 23.46	$ 23.02	$ 18.00	$ 31.68	$ 18.00
Pers Leave Buy Back	5103035	$ 285.07	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Exp	5105010	$ 41,809.02	$ 2,422.52	$ 3,785.62	$ 3,811.41	$ 2,990.29	$ 4,821.58	$ 3,132.09
Civln Actv Healthcr	5170040	$ 48,108.87	$ 3,245.00	$ 4,325.59	$ 4,656.18	$ 3,894.00	$ 5,490.50	$ 3,894.00
Fringe Benefits		**$ 116,770.22**	**$ 7,160.82**	**$ 10,453.58**	**$ 10,772.13**	**$ 8,821.27**	**$ 13,395.55**	**$ 9,049.31**
Fees to Prof Contr.	5201040	$ 1,580.72	$ -	$ -	$ 146.71	$ -	$ -	$ 338.33
Temporary Services	5202010	$ 1,610.40	$ -	$ -	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 603,080.88	$ -	$ -	$ -	$ 113,189.84	$ 81,821.85	$ 84,644.64
Contractaul - Subrecip	5202040	$ 2,510.25	$ -	$ -	$ 2,513.00	$ (965.00)	$ 366.00	$ 420.00
Contractual Services & Support								
EISD	5202040	$ 602,476.12	$ -	$ -	$ -	$ 113,189.84	$ 81,821.85	$ 84,644.64
Direct	5202020	$ 1,592.84	$ -	$ -	$ 1,263.00	$ (965.00)	$ 95.00	$ 420.00
Admin	5202020	$ 1.17	$ -	$ -	$ -	$ -	$ -	$ -
TTA	5202020	$ 1,521.00	$ -	$ -	$ 1,250.00	$ -	$ 271.00	$ -
Contractual		**$ 608,782.25**	**$ -**	**$ -**	**$ 2,659.71**	**$ 112,224.84**	**$ 82,187.85**	**$ 85,402.97**
Office Supplies	5302010	$ 3,707.96	$ -	$ -	$ -	$ 33.47	$ 367.60	$ 1,195.60
Tools & Apparatus	5304050	$ 23.34	$ -	$ -	$ -	$ -	$ -	$ -
Other Commodities	5304080	$ 2,750.11	$ -	$ -	$ -	$ 129.55	$ -	$ -
Cap<5000 - Furn &Fix	5501065	$ 65.34	$ -	$ -	$ -	$ -	$ -	$ -
Supplies		**$ 6,546.75**	**$ -**	**$ -**	**$ -**	**$ 163.02**	**$ 367.60**	**$ 1,195.60**
Education - Classes	5201025	$ 6,594.21	$ 1,369.50	$ 985.32	$ 1,121.00	$ 370.00	$ 527.22	$ 119.88
Adv and Publications	5203040	$ 0.95	$ -	$ -	$ -	$ -	$ -	$ -
Binding & Printing	5203060	$ 1,227.65	$ -	$ -	$ -	$ -	$ 531.85	$ -
Subs to Publications	5203070	$ 7.88	$ -	$ -	$ -	$ -	$ -	$ -
Maint - Buildings	5204050	$ 2,821.97	$ -	$ -	$ 21.36	$ 164.20	$ 4.58	$ 473.76
Maint.- Repair Auto	5204090	$ 651.92	$ -	$ -	$ 204.71	$ 105.33	$ 31.94	$ 309.94
Rental Office Equip.	5205020	$ 388.18	$ -	$ -	$ 63.06	$ -	$ -	$ -
Rental of Facilities	5206010	$ 14.46	$ -	$ -	$ -	$ -	$ -	$ -
M&R Parts Automotive	5301020	$ 501.49	$ -	$ -	$ 501.49	$ -	$ -	$ -
Cell Phone Services	5403040	$ 382.84	$ -	$ -	$ 73.52	$ -	$ -	$ -
Motor Fuel and Lub.	5403545	$ 94.06	$ -	$ -	$ 3.63	$ 40.81	$ -	$ -
Gas and Electricity	5404530	$ 1,381.29	$ -	$ -	$ -	$ 332.06	$ -	$ 237.36
Water and Sewer	5404540	$ 148.34	$ -	$ -	$ -	$ 20.30	$ -	$ 64.57
DW Other	5407032	$ 760.00	$ -	$ -	$ -	$ -	$ -	$ -
Subs - Comp. Serv	5203080	$ 1,585.94	$ -	$ -	$ -	$ -	$ -	$ 1,556.97
Other		**$ 16,561.18**	**$ 1,369.50**	**$ 985.32**	**$ 1,988.77**	**$ 1,032.70**	**$ 1,095.59**	**$ 2,762.48**
In Kind Other Contrc	6602025	$ 1,309.02	$ -	$ -	$ 436.34	$ -	$ -	$ -
In Kind		**$ 1,309.02**	**$ -**	**$ -**	**$ 436.34**	**$ -**	**$ -**	**$ -**
Total		**$ 1,084,274.98**	**$ 28,145.92**	**$ 42,091.76**	**$ 45,870.66**	**$ 146,354.88**	**$ 135,988.07**	**$ 123,671.66**

Early Head Start GY 21-22 Monthly Breakdown			Quarter 3				Quarter 4	
Description	**GL**	**YTD**	**August**	**September**	**FY19-14**	**October**	**November**	**December**
			11	**12**	**14**	**1**	**2**	**3**
Regular Salaries	5101010	$ 334,305.56	$ 25,261.30	$ 46,914.80	$ -	$ 28,182.50	$ 26,271.71	$ 39,077.25
Personnel Services		**$ 334,305.56**	**$ 25,261.30**	**$ 46,914.80**	**$ -**	**$ 28,182.50**	**$ 26,271.71**	**$ 39,077.25**
Language Skill Pay	5101050	$ 800.00	$ 100.00	$ 100.00	$ -	$ 100.00	$ 100.00	$ 100.00
FICA & Medicare Exp	5103005	$ 25,511.97	$ 1,905.25	$ 3,737.47	$ -	$ 2,149.85	$ 2,004.41	$ 2,960.63
Life Insurance	5103010	$ 255.29	$ 18.00	$ 39.64	$ -	$ 18.84	$ 18.84	$ 30.45
Pers Leave Buy Back	5103035	$ 285.07	$ -	$ -	$ -	$ -	$ 285.07	$ -
Retirement Exp	5105010	$ 41,809.02	$ 3,132.09	$ 6,089.95	$ -	$ 3,492.93	$ 3,292.12	$ 4,838.42
Civln Actv Healthcr	5170040	$ 48,108.87	$ 3,894.00	$ 4,098.04	$ -	$ 4,447.02	$ 4,447.02	$ 5,717.52
Fringe Benefits		**$ 116,770.22**	**$ 9,049.34**	**$ 14,065.10**	**$ -**	**$ 10,208.64**	**$ 10,147.46**	**$ 13,647.02**
Fees to Prof Contr.	5201040	$ 1,580.72	$ -	$ 199.40	$ -	$ 114.89	$ 419.39	$ 362.00
Temporary Services	5202010	$ 1,610.40	$ 1,018.37	$ 592.03	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 603,080.88	$ 88,195.97	$ 33,726.39	$ 200,897.43	$ 217.75	$ 111.85	$ 275.16
Contractaul - Subrecip	5202040	$ 2,510.25	$ 30.00	$ 146.25	$ -	$ 93,306.52	$ 107,590.91	$ (200,897.43)
Contractual Services & Support								
EISD	5202040	$ 602,476.12	$ 88,195.97	$ 33,726.39	$ 200,897.43	$ 93,306.52	$ 107,590.91	$ (200,897.43)
Direct	5202020	$ 1,592.84	$ 30.00	$ 146.25	$ -	$ 217.75	$ 110.68	$ 275.16
Admin	5202020	$ 1.17	$ -	$ -	$ -	$ -	$ 1.17	$ -
TTA	5202020	$ 1,521.00	$ -	$ -	$ -	$ -	$ -	$ -
Contractual		**$ 608,782.25**	**$ 89,244.34**	**$ 34,664.07**	**$ 200,897.43**	**$ 93,639.16**	**$ 108,122.15**	**$ (200,260.27)**
Office Supplies	5302010	$ 3,707.96	$ 1,616.58	$ 265.67	$ -	$ 202.35	$ 13.00	$ 13.69
Tools & Apparatus	5304050	$ 23.34	$ -	$ -	$ -	$ -	$ 23.34	$ -
Other Commodities	5304080	$ 2,750.11	$ 1,319.16	$ 241.64	$ -	$ 946.60	$ 104.15	$ 9.01
Cap<5000 - Furn &Fix	5501065	$ 65.34	$ -	$ -	$ -	$ -	$ 21.43	$ 43.91
Supplies		**$ 6,546.75**	**$ 2,935.74**	**$ 507.31**	**$ -**	**$ 1,148.95**	**$ 161.92**	**$ 66.61**
Education - Classes	5201025	$ 6,594.21	$ 821.93	$ 1,257.00	$ -	$ 22.36	$ -	$ -
Adv and Publications	5203040	$ 0.95	$ -	$ 0.95	$ -	$ -	$ -	$ -
Binding & Printing	5203060	$ 1,227.65	$ -	$ -	$ -	$ 695.80	$ -	$ -
Subs to Publications	5203070	$ 7.88	$ -	$ -	$ -	$ 7.88	$ -	$ -
Maint - Buildings	5204050	$ 2,821.97	$ -	$ 1,894.28	$ -	$ 223.41	$ 21.61	$ 18.77
Maint.- Repair Auto	5204090	$ 651.92	$ -	$ -	$ -	$ -	$ -	$ -
Rental Office Equip.	5205020	$ 388.18	$ -	$ 226.32	$ -	$ -	$ -	$ 98.80
Rental of Facilities	5206010	$ 14.46	$ -	$ -	$ -	$ -	$ 14.46	$ -
M&R Parts Automotive	5301020	$ 501.49	$ -	$ -	$ -	$ -	$ -	$ -
Cell Phone Services	5403040	$ 382.84	$ -	$ -	$ -	$ -	$ 178.66	$ 130.66
Motor Fuel and Lub.	5403545	$ 94.06	$ 49.62	$ -	$ -	$ -	$ -	$ -
Gas and Electricity	5404530	$ 1,381.29	$ -	$ 545.61	$ -	$ -	$ -	$ 266.26
Water and Sewer	5404540	$ 148.34	$ -	$ 41.91	$ -	$ -	$ -	$ 21.56
DW Other	5407032	$ 760.00	$ -	$ -	$ -	$ -	$ -	$ 760.00
Subs - Comp. Serv	5203080	$ 1,585.94	$ -	$ 28.97	$ -	$ -	$ -	$ -
Other		**$ 16,561.18**	**$ 871.55**	**$ 3,995.04**	**$ -**	**$ 949.45**	**$ 214.73**	**$ 1,296.05**
In Kind Other Contrc	6602025	$ 1,309.02	$ -	$ 872.68	$ -	$ -	$ -	$ -
In Kind		**$ 1,309.02**	**$ -**	**$ 872.68**	**$ -**	**$ -**	**$ -**	**$ -**
Total		**$ 1,084,274.98**	**$ 127,362.27**	**$ 101,019.00**	**$ 200,897.43**	**$ 134,128.70**	**$ 144,917.97**	**$ (146,173.34)**

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS-CCP)

Early Head Start - CCP Fiscal Reports GY 21-22 as of December 31, 2021

BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var ($)	Var (%)
PERSONNEL	$ 791,468	$ 288,725	$ 314,378	$ (25,654)	-8.9%
FRINGE	$ 283,724	$ 120,893	$ 123,692	$ (2,799)	-2.3%
TRAVEL	$ 4,160	$ -	$ 950	$ (950)	0.0%
EQUIPMENT	$ -	$ -	$ -	$ -	0.0%
SUPPLIES	$ 38,232	$ 3,022	$ 1,414	$ 1,609	53.2%
CONTRACTUAL	$ 1,885,486	$ 729,867	$ 724,668	$ 5,199	0.7%
COSA	$ 100,315	$ 6,752	$ 1,803	$ 4,948	73.3%
Blessed Sacrament	$ 347,421	$ 135,808	$ 135,808	$ -	0.0%
Ella Austin	$ 392,217	$ 159,775	$ 159,775	$ -	0.0%
Healy Murphy	$ 520,150	$ 213,035	$ 213,035	$ -	0.0%
Inman Christian	$ 228,793	$ 93,205	$ 93,205	$ -	0.0%
Seton Home	$ 110,166	$ 50,597	$ 50,597	$ -	0.0%
YWCA	$ 163,424	$ 66,575	$ 66,575	$ -	0.0%
Support Services	$ 23,000	$ 4,120	$ 3,870	$ 250	6.1%
OTHER	$ 54,164	$ 18,886	$ 22,842	$ (3,957)	-21.0%
TOTAL FED BUDGET	$ 3,057,234	$ 1,161,393	$ 1,187,944	$ (26,552)	-2.3%
NON FED SHARE/IN KIND	$ 745,561	$ -	$ -	$ -	0.0%
TOTAL BUDGET	$ 3,802,795	$ 1,161,393	$ 1,187,944	$ (26,552)	-2.3%

Variance Explanations:

Personnel Services and Fringe Benefits	
Travel	
Supplies	Encumbered $1.6k pending to receipt of items or goods for office supplies.
Contractual -COSA	$4.9K Variance with $3K Teachstone training and NTA pending invoices. $1.9K pending to Division spending plan.
Other	$3.9K Variance in Binding/Printing, DW Other bus passes, education classes.
Non Federal Share/In Kind	

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL	Var	%
Administrative Cost	$178,192	$100,442	N/A	N/A
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is $ 564,510				

TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var	%
Training and Technical Assistance	$64,800	$15,827	$10,324	$5,503	34.8%
(Earmarked costs)					

Procurement Card Transaction Log

YTD For the Period Ending: December 31, 2021

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in December		
				Monthly Total:	$0.00

IO	GL	GL Name	Amount
		Year to Date Total:	$0.00

EHS-CCP 2021-2022 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
			Budget	Actual	Variance $	Variance %	Encumbrance
Description	**GL**	**$3,802,795.00**	**$1,161,392.68**	**$1,187,944.59**	**($26,551.91)**	**-2.29%**	**$1,005,488.61**
Regular Salaries	5101010	$791,467.82	$288,724.60	$313,752.30	($25,027.70)	-8.67%	0
Retiree Payout Sal	5101070	0	0	$625.88	($625.88)	0.00%	0
Personnel Services		**$791,467.82**	**$288,724.60**	**$314,378.18**	**($25,653.58)**	**-8.89%**	**0**
Language Skill Pay	5101050	$2,400.00	$1,000.00	$900.00	$100.00	10.00%	0
FICA & Medicare Exp	5103005	$54,534.23	$22,246.35	$24,195.16	($1,948.81)	-8.76%	0
Life Insurance	5103010	$651.40	$260.58	$231.87	$28.71	11.02%	0
Pers Leave Buy Back	5103035	$8,173.00	$8,173.00	$8,236.72	($63.72)	-0.78%	0
Retirement Exp	5105010	$81,560.87	$35,232.19	$40,339.01	($5,106.82)	-14.49%	0
Civln Actv Healthcr	5170040	$136,404.10	$53,981.25	$49,789.48	$4,191.77	7.77%	0
Fringe Benefits		**$283,723.59**	**$120,893.37**	**$123,692.24**	**($2,798.87)**	**-2.32%**	**0**
Travel-Official	5207010	$4,160.00	0	$949.92	($949.92)	0.00%	0
Travel-Official		**$4,160.00**	**0**	**$949.92**	**($949.92)**	**0.00%**	**0**
Fees to Prof Contr.	5201040	$42,780.39	$6,011.74	$1,047.34	$4,964.40	82.58%	$2,850.72
Temporary Services	5202010	$740.00	$740.00	$738.26	$1.74	0.24%	0
Contractual Services	5202020	$1,841,966.00	$723,115.09	$722,882.62	$232.47	0.03%	$988,598.41
BSA	5202020	$347,421.00	$135,808.00	$135,808.00	$0.00	0.00%	$122,496.00
Ella Austin	5202020	$392,217.00	$159,775.00	$159,775.00	$0.00	0.00%	$223,687.00
Healy	5202020	$520,150.00	$213,035.00	$213,035.00	$0.00	0.00%	$298,247.00
Inman	5202020	$228,793.00	$93,205.00	$93,205.00	$0.00	0.00%	$130,481.00
Seton Home	5202020	$110,166.00	$50,597.00	$50,597.00	$0.00	0.00%	$101,190.00
YWCA	5202020	$163,424.00	$66,575.00	$66,575.00	$0.00	0.00%	$93,201.00
Direct	5202020	$56,795.00	0	$16.77	($16.77)	6.08%	$166.09
Support Services	5202020	$23,000.00	$4,120.09	$3,869.68	$250.41	0.00%	$19,130.32
Other Contract Srvcs	5202025	0	0	0	0	0.00%	$113.11
Contractual		**$1,885,486.39**	**$729,866.83**	**$724,668.22**	**$5,198.61**	**0.71%**	**$991,449.13**
Office Supplies	5302010	$13,965.20	$2,387.99	$364.49	$2,023.50	84.74%	$1,295.41
Computer Software	5304075	$1,875.00	0	0	0	0.00%	0
Tools & Apparatus	5304050	0	0	$62.01	($62.01)	0.00%	0
Other Commodities	5304080	$1,414.02	$634.39	$833.87	($199.48)	-31.44%	$4,148.68
Cap<5000 - Comp Equ.	5501000	$12,728.00	0	0	0	0.00%	0
Cap<5000 - Furn &Fix	5501065	$8,250.00	0	$153.49	($153.49)	0.00%	$48.40
Supplies		**$38,232.22**	**$3,022.38**	**$1,413.86**	**$1,608.52**	**53.22%**	**$5,492.49**
Education - Classes	5201025	$7,500.00	$3,217.00	$5,380.77	($2,163.77)	-67.26%	0
Adv and Publications	5203040	$300.00	$1.61	$1.61	0	0.00%	$329.70
Binding & Printing	5203060	$6,619.45	$2,119.45	$6,491.95	($4,372.50)	-206.30%	0
Subs to Publications	5203070	$3,594.00	$3,594.00	$3,615.01	($21.01)	-0.58%	0
Transportation Fees	5203090	$1,946.50	$746.50	$308.82	$437.68	58.63%	0
Maint - Buildings	5204050	$11,592.00	$3,391.10	$1,389.48	$2,001.62	59.03%	$7,799.45
Rental Office Equip.	5205020	$1,534.29	$638.29	$518.54	$119.75	18.76%	0
Rental Other Equip.	5205030	0	0	$19.18	($19.18)	0.00%	$94.26
Rental of Facilities	5206010	0	0	$24.40	($24.40)	0.00%	0
Food	5304010	$6,000.00	$1,000.00	$1.50	$998.50	99.85%	$323.58
Cell Phone Services	5403040	$4,000.00	$1,677.00	$1,291.53	$385.47	22.99%	0
Wireless Data Comm.	5403510	$1,875.00	$260.00	$169.03	$90.97	34.99%	0
Gas and Electricity	5404530	$4,423.95	$2,009.45	$1,684.32	$325.13	16.18%	0
Water and Sewer	5404540	$417.02	$153.90	$129.05	$24.85	16.15%	0
DW Other	5407032	$2,000.00	0	$1,739.78	($1,739.78)	0.00%	0
Subs - Comp. Serv	5203080	$2,361.77	$77.20	$77.20	0	0.00%	0
Other		**$54,163.98**	**$18,885.50**	**$22,842.17**	**($3,956.67)**	**-20.95%**	**$8,546.99**
In Kind Other Contrc	6602025	$745,561.00	0	0	0	0.00%	0
In Kind		**$745,561.00**	**0**	**0**	**0**	**0.00%**	**0**
Total		**$3,802,795.00**	**$1,161,392.68**	**$1,187,944.59**	**($26,551.91)**	**-2.29%**	**$1,005,488.61**

EHS-CCP GY 21-22 Monthly Breakdown			Quarter 1				Quarter 2	
Description	GL	YTD	August	September	FY18-13	October	November	December
			11	12	13	1	2	3
Regular Salaries	5101010	$ 313,752.30	$ -	$ 117,332.68	$ -	$ 59,026.95	$ 55,102.42	$ 82,290.25
Retiree Payout Sal	5101070	$ 625.88	$ -	$ -	$ -	$ 625.88	$ -	$ -
Personnel Services		**$ 314,378.18**	**$ -**	**$ 117,332.68**	**$ -**	**$ 59,652.83**	**$ 55,102.42**	**$ 82,290.25**
Language Skill Pay	5101050	$ 900.00	$ -	$ 200.00	$ -	$ 200.00	$ 200.00	$ 300.00
FICA & Medicare Exp	5103005	$ 24,195.16	$ -	$ 9,134.87	$ -	$ 4,361.44	$ 4,604.72	$ 6,094.13
Life Insurance	5103010	$ 231.87	$ -	$ 89.19	$ -	$ 39.06	$ 39.48	$ 64.14
Pers Leave Buy Back	5103035	$ 8,236.72	$ -	$ -	$ -	$ -	$ 8,236.72	$ -
Retirement Exp	5105010	$ 40,339.01	$ -	$ 14,937.28	$ -	$ 7,247.06	$ 7,954.80	$ 10,199.87
Civln Actv Healthcr	5170040	$ 49,789.48	$ 9,086.00	$ 8,629.20	$ -	$ 8,894.04	$ 9,635.21	$ 13,545.03
Fringe Benefits		**$ 123,692.24**	**$ 9,086.00**	**$ 32,990.54**	**$ -**	**$ 20,741.60**	**$ 30,670.93**	**$ 30,203.17**
Fees to Prof Contr.	5201040	$ 1,047.34	$ -	$ 11.74	$ -	$ 193.86	$ 507.51	$ 334.23
Temporary Services	5202010	$ 738.26	$ 60.79	$ 677.47	$ -	$ -	$ -	$ -
Contractual Services	5202020	$ 722,882.62	$ 143,799.00	$ 144,619.09	$ -	$ 145,275.59	$ 144,332.60	$ 144,856.34
BSA	5202020	$ 135,808.00	$ 23,966.00	$ 23,966.00	$ -	$ 29,292.00	$ 29,292.00	$ 29,292.00
Ella Austin	5202020	$ 159,775.00	$ 31,955.00	$ 31,955.00	$ -	$ 31,955.00	$ 31,955.00	$ 31,955.00
Healy	5202020	$ 213,035.00	$ 42,607.00	$ 42,607.00	$ -	$ 42,607.00	$ 42,607.00	$ 42,607.00
Inman	5202020	$ 93,205.00	$ 18,641.00	$ 18,641.00	$ -	$ 18,641.00	$ 18,641.00	$ 18,641.00
Seton Home	5202020	$ 50,597.00	$ 13,315.00	$ 13,315.00	$ -	$ 7,989.00	$ 7,989.00	$ 7,989.00
YWCA	5202020	$ 66,575.00	$ 13,315.00	$ 13,315.00	$ -	$ 13,315.00	$ 13,315.00	$ 13,315.00
Support Services	5202020	$ 3,049.59	$ -	$ -	$ -	$ 1,476.59	$ 515.66	$ 1,057.34
Contractual		**$ 724,668.22**	**$ 143,859.79**	**$ 145,308.30**	**$ -**	**$ 145,469.45**	**$ 144,840.11**	**$ 145,190.57**
Office Supplies	5302010	$ 364.49	$ -	$ 117.99	$ -	$ 178.35	$ 34.88	$ 33.27
Tools & Apparatus	5304050	$ 62.01	$ -	$ -	$ -	$ -	$ 62.01	$ -
Other Commodities	5304080	$ 833.87	$ -	$ 634.39	$ -	$ -	$ 175.53	$ 23.95
Cap<5000 - Furn &Fix	5501065	$ 153.49	$ -	$ -	$ -	$ -	$ 36.09	$ 117.40
Supplies		**$ 1,413.86**	**$ -**	**$ 752.38**	**$ -**	**$ 178.35**	**$ 308.51**	**$ 174.62**
Education - Classes	5201025	$ 5,380.77	$ 2,260.00	$ 957.00	$ -	$ 645.77	$ -	$ 1,518.00
Adv and Publications	5203040	$ 1.61	$ -	$ 1.61	$ -	$ -	$ -	$ -
Binding & Printing	5203060	$ 6,491.95	$ -	$ 2,119.45	$ (2,119.45)	$ 6,491.95	$ -	$ -
Subs to Publications	5203070	$ 3,615.01	$ -	$ 3,594.00	$ -	$ 21.01	$ -	$ -
Transportation Fees	5203090	$ 308.82	$ -	$ 296.50	$ -	$ -	$ -	$ 12.32
Maint - Buildings	5204050	$ 1,389.48	$ -	$ 1,231.10	$ -	$ 51.11	$ 57.35	$ 49.92
Rental Office Equip.	5205020	$ 518.54	$ -	$ 254.29	$ -	$ -	$ -	$ 264.25
Rental of Facilities	5206010	$ 24.40	$ -	$ -	$ -	$ -	$ 24.40	$ -
Cell Phone Services	5403040	$ 1,291.53	$ -	$ -	$ -	$ 900.87	$ 408.54	$ (17.88)
Wireless Data Comm.	5403510	$ 169.03	$ -	$ -	$ -	$ 92.53	$ 38.25	$ 38.25
Gas and Electricity	5404530	$ 1,684.32	$ -	$ 975.66	$ -	$ -	$ -	$ 708.66
Water and Sewer	5404540	$ 129.05	$ -	$ 71.67	$ -	$ -	$ -	$ 57.38
Subs - Comp. Serv	5203080	$ 77.20	$ -	$ 77.20	$ -	$ -	$ -	$ -
Other		**$ 22,842.17**	**$ 2,260.00**	**$ 9,578.48**	**$ (2,119.45)**	**$ 8,203.24**	**$ 748.32**	**$ 4,171.58**
Total		**$ 1,187,944.59**	**$ 155,205.79**	**$ 305,962.38**	**$ (2,119.45)**	**$ 234,245.47**	**$ 231,670.29**	**$ 262,980.11**