



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 5-21-26

3:30-5:00pm

In person Meeting Location:

*Oakland City Hall
1 Frank H. Ogawa Plaza, City Council Chambers*

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Please See the Agenda to Participate in The Meeting

Thank you!!

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM**

ADVISORY BOARD MEETING

Day & Time: Thursday, 5-21-26; 3:30-5:00pm

In Person Location: Oakland City Hall; 1 Frank H. Ogawa Plaza;
City Council Chambers

AGENDA

I. CALL TO ORDER / ROLL CALL: *Program Staff*

Julia Forte Frudden, <i>Chair</i>	To Niya Scott- Smith
Christina Michaud, <i>Vice Chair</i>	Gabriela Aranda
Kevin Bremond	

1. Call for Public Comment

II. APPROVAL OF AGENDA ITEMS: *Julia Forte Frudden, Chair*

- 1. Review and Approval of Advisory Board Meeting Agenda, May 21, 2026**
- 2. Review and Approval of Advisory Board Meeting Minutes, April 16, 2026**

III. ACTION ITEMS:

- 1. City of Oakland Administration Update:** *City Administration Leadership*
 - a. Resignation of City Administrator – Jestin Johnson, effective, May 17, 2026**
- 2. Human Services Department Leadership Update:** *City Administration and/or Human Services Department Leadership*
 - a. Interim Human Services Department Director, Greg Elliott (Approval required)**
- 3. Monthly Progress Report:** *Sarah Trist, Acting Manager, Early Childhood & Family Services (ECFS) Division/Acting Director, Head Start Program & Dr. Trisha Barua, Program Planner, Data, Monitoring & Continuous Quality Improvement. ECFS*
 - a. Monthly Enrollment and Content Area Monitoring Update – March/April 2026**
- 4. Monthly Financial Report:** *Maricela Avila, Fiscal Manager, ECFS & Michael Fries, Fiscal Analyst, ECFS*
 - a. Current Budget Expenditures; CACFP Reports; P-Card Reports**
- 5. Funded Enrollment Initiative (FEI) Report:** *Sarah Trist & Program Staff*
- 6. Funding Requests & Opportunities:** *Sarah Trist & Program Staff*
- 7. FY 25-26 Desired Results Developmental Profile Parent Survey Summary of Findings and Plan of Action;** *Dr. Trisha Barua & Martina McCormick, Data Analyst, ECFS*
- 8. Policies & Procedures:** *Sarah Trist, Dr. Trisha Barua & Program Staff*
 - Recording & Reporting Attendance and Eligibility Requirements
 - Napping Provisions
 - Health & Safety - Nutrition/Dry Goods and Safe Water Storage
 - Health & Safety – Small Objects & Choking Hazards
 - Learning Genie Family Engagement
 - Equal Access and ADA Policy for Early Childhood Education Programs

IV. PARENT POLICY COUNCIL UPDATES: *Sarah Trist, Parent Policy Council Chair, & Program Staff*

a. Parent Policy Council Feedback

V. INFORMATION ITEMS: *Sarah Trist & Program Staff*

1. Current Program Updates:

- FY25-26 CSPP Contract Monitoring Review (CMR) Corrective Action Plan (CAP) – Submitted April 20th deadline.
- Governance Training for PPC and AB, Saturday, May 30th, 9:00am-12:30pm, with Lucia Palacios, Breakwater Associates
- FY 25-26 Change in Scope Proposal – Pending approval from OHS
- FY 26-27 Non-Competitive HS Application – Pending approval from OHS
- ECFS ECE Apprenticeship Program

2. Communication from Office of Head Start, Administration for Children and Families (ACF) and/or City of Oakland Administration:

- Administration for Children and Families (ACF)
 - Policy Update - Notice of Proposed Rulemaking (NPRM) – *Restoring Flexibility to Head Start Program Access – Supporting the Head Start Workforce & Consistent Quality Programming* (see summary in packet)
- City of Oakland Administrative Instruction:
 - AI 6805 – US Immigration and Customs Enforcement (ICE)

VI. OPEN FORUM

VII. ADJOURNMENT

Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING

Day & Time: Thursday, 04-16-2026; 3:30-4:00pm

In Person Location: Oakland City Hall;
1 Frank H. Ogawa Plaza; Council Chambers
Zoom Meeting

* MEETING MINUTES

*(PENDING APPROVAL FROM THE ADVISORY BOARD)

Advisory Board Members Present:

Chair Julia Forte Frudden
Reverend To Niya Scott -Smith
Gabriela Aranda

Advisory Board Members Excused:

Christina Michaud, *Vice Chair*
Kevin Bremond

Guest

Parent Policy Council Members:

None present.

Staff Present:

Sarah Trist, *Programs Operations Manager*
Scott Kim, *Programs Operations Manager*
Michael Fries, *Fiscal Analyst*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Valeria Vallejo, *Office Assistant I*
Trisha Barua, *Head Start Program Planner*
Teresa Sal, *Program Analyst*
Krischa Esquivel, *Education Manager*
Ajene Waters – *Office Assistant*
Maricela Avila – *Fiscal Manager*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Chair Julia Forte Frudden at 3:32 PM.

1. Public Comments: No comments.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of Advisory Board Meeting Agenda March April 16, 2026.

Member Reverend To Niya Scott-Smith raised a concern regarding the language used under Action Item #1 related to "Departure of former Director, Human Services Department – Dr. Jason Lester." She suggested that the wording be made more transparent.

- *Chair Forte Frudden* called for a motion to approve Advisory Board Meeting Agenda April 16, 2026.
- *Member Reverend To Niya Scott-Smith* motioned to approve Advisory Board Meeting Agenda April 16, 2026.
- *Dr. Chair, Forte Frudden* seconded the motion.
- ✓ Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response.

2. Review and Approval of **Advisory Board Meeting Minutes, March 12, 2026**

- *Chair Forte Frudden* called for a motion to approve Advisory Board Meeting Minutes, March 12, 2026.
- *Chair Forte Frudden* motioned to approve Advisory Board Meeting Minutes, March 12, 2026.
- *Member Aranda* seconded *the motion*.
- ✓ Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response.

III. **ACTION ITEMS:**

1. COO HSD & ECFS Leadership Transition Update: Michelle Phillips, Assistant City Administrator; Lea Lakes Acting Director, Human Services Department
 - Departure of former Director, Human Services Department - Dr. Jason Lester (Update)

Member Reverend To Niya Scott-Smith raised a concern regarding the vocabulary used in reference to the "Departure" of the former Director, noting that the term is misleading since the situation was a "Termination."

- Acting Director, Human Services Department – Lea Lakes (Approval required)
 - *Chair Forte Frudden* called for a motion to approve Acting Director HSD – Lea Lakes.
 - *Chair Forte Frudden* motioned to approve Acting Director HSD – Lea Lakes.
 - *Member Aranda* seconded the motion.
 - Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response
- Fiscal Manager, Human Services Department – Vi Lo (Approval required)
 - *Chair Forte Frudden* called for a motion to approve Fiscal Manager, HSD – Vi Lo.
 - *Chair Forte Frudden* motioned to approve Fiscal Manager, HSD – Vi Lo.
 - *Member Aranda* seconded the motion.
 - Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response
- Head Start Director, Sarah Trist (Approval required)
 - *Chair Forte Frudden* called for a motion to approve Acting Head Start Director – Sarah Trist.
 - *Chair Forte Frudden* motioned to approve Acting Head Start Director – Sarah Trist.
 - *Member Aranda* seconded the motion.
 - Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response
- Clarification of Acting Manager, Early Childhood & Family Services Division (Update – Memorandum, April 9, 2026, included in packet)

Chair Forte-Frudden requested clarification regarding the shift from a Co-Director model to a single Director model. Concerns were expressed about how two people are not able to share one position, yet now one person is expected to manage two positions.

Director Lakes provided clarification, noting that after reviewing the policies related to co-acting roles, the City cannot support two individuals serving in one position. Therefore, the program transitioned to a single Acting Director model.

- *Chair Forte Frudden* called for a motion to approve the Clarification of Acting Manager, ECFS.
- *Chair Forte Frudden* motioned to approve the Clarification of Acting Manager, ECFS.
- *Member Aranda* seconded the motion.
- ✓ Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. “Self-Assessment Summary & Program Improvement Plan; *Dr. Trisha Barua, Program Planner, Data, Monitoring & Continuous Quality Improvement*

Member Forte-Frudden asked whether there will be a report on how the assessment went. Trisha clarified that she could include the results within the monthly reports. Another question was raised regarding whether the assessment results are connected to the areas where we were not fully compliant in the CSPP files. For CSPP, a self-evaluation is completed every year, and the evaluations include references to findings and corrective action plans from the CMR.

A question was also asked about when we began using JotForm and Learning Genie. It was explained that Learning Genie has been in use for more than five years, and JotForm was introduced in 2024. However, widespread, and consistent use of JotForm has increased primarily over the last program year.

- *Chair Forte Frudden* called for a motion to “Self-Assessment Summary & Program Improvement Plan”.
- Member Reverend To Niya Scott-Smith motioned to approve “Self-Assessment Summary & Program Improvement Plan”.
- *Chair Forte Frudden* seconded the motion.
- ✓ Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response.

3. Monthly Progress Report: *Dr. Trisha Barua, Program Planner, Data, Monitoring & Continuous Quality Improvement*

- Moved to May PPC Meeting

4. Monthly Financial Report (& In-Meeting Training): *Maricela Avila, HSD/ECFS Budget & Fiscal Manager & Michael Fries, HSD/ECFS Fiscal Analyst*

- Moved to May PPC Meeting

5. Policies & Procedures: *Sarah Trist, Krischa Esquivel & Program Staff*

- (None currently.)

IV. PARENT POLICY COUNCIL UPDATES: *Sarah Trist, Krischa Esquivel, Parent Policy Council Chair, & Program Staff*

- **Parent Policy Council Feedback**

V. INFORMATION ITEMS: *Sarah Trist, Krischa Esquivel & Program Staff*

1. Current Program Updates:

- FY 25-26 RAN Review – Program Performance Summary Report – April 7, 2026
- FY 25-26 CSPP Contract Monitoring Review (CMR) Corrective Action Plan (CAP) Update
- In-Person Head Start Governance Training with Breakwater Associates - Saturday May 30, 2026 – 9:00am-12:00pm
- FY 25-26 Change in Scope Proposal – Pending Approval from OHS
- ECFS ECE Apprenticeship Program
- Agenda Reports/Resolutions (None pending, currently.)
- Peers Envisioning & Engaging in Recovery Services (PEERS) – Immigration Support
- Group – Free, safe, Spanish-language community space. Mondays, 5:30-7:00pm, via Zoom Registration - <https://tinyurl.com/lcwpsupport>

2. Communication from Office of Head Start and/or City of Oakland Administration:

- City of Oakland Administrative Instruction:
 - AI 6805 – US Immigration and Customs Enforcement (ICE)

VI. OPEN FORUM

Member Reverend To Niya Scott-Smith shared that our team was invited to submit for the NHSA Conference in May for the Governance Training that was previously presented at the regional level. She also shared that our team will be in attendance.

VII. ADJOURNMENT

- Chair Forte Frudden called for a motion to **Adjourn the Advisory Board Meeting**
- Member To Niya Scott-Smith seconded the motion.
- ✓ Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 4:00 pm

Submitted by
Erica Mendoza
Administrative Assistant I



Family Services Specialist Lorena Arechiga-Pelayo and ECFS children gather for a group photo on 4/17 Fairyland Day during Week of the Young Child

**CITY OF OAKLAND
EARLY CHILDHOOD & FAMILY SERVICES
PARENT POLICY COUNCIL AND ADVISORY BOARD
MARCH & APRIL 2026
MONTHLY REPORT**

AT-A-GLANCE: MARCH 2026

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	176/292	263/330	439/622
HS Enrolled/Funded (%)	60%	80%	71%
HS Actual Enrollment/Staff Capacity	169/183	251/263	420/446
HS Actual Enrollment/Staff Capacity (%)	92%	95%	94%
OCI Enrolled/Funded	32/40	10/12	42/52
OCI Enrolled/Funded (%)	80%	82%	81%
OCI Actual Enrollment/Staff Capacity	29/32	9/9	38/41
OCI Actual Enrollment/Staff Capacity (%)	91%	100%	93%
Program-wide Enrolled/Funded	208/332 (63%)	173/342 (51%)	481/674 (71%)
Program-wide Actual Enrollment/Staff Capacity	198/215 (92%)	260/272 (96%)	458/487 (94%)
Daily-attendance	80.5%	84.7%	82.9%
Medical Home	99%	99.2%	99.1%
Health Insurance	98%	97.1%	97.5%
Physical exam/Well-baby Check	94.5%	79.1%	85.8%
Updated Immunizations	99.0%	92.6%	95.4%
Hearing Screening	99.5%	90.2%	94.4%
Vision Screening	99.5%	90.2%	94.4%
Growth Screening	96.8%	96.6%	96.7%
Dental Home	97.4%	93.8%	95.6%
Dental Exam	97.8%	89.9%	93.5%
Nutrition Screening	97.4%	99.6%	98.4%
Health & Developmental History	98.0%	99.2%	98.9%
% 1st Family Outcomes Assessment (FOA)	97%	99%	98%
% 2nd Family Outcomes Assessment (FOA)	95%	98%	98%
Developmental Screening (ASQ)	97%	97%	97%
Behavioral Screening – (ASQ-SE)	91%	90%	90%
Referrals to RCEB or OUSD	8	5	16*
Children enrolled with IFSP or IEP	41	27	68
% of children enrolled with an IFSP or ISP	14.6% of actual enrollment		

**Includes 3 closed IFSPs/Pending Transition to IEPs*

AT-A-GLANCE: APRIL 2026

	Preschool	Infant/Toddler	Current Total
HS Enrolled/Funded	174/292	262/330	439/622
HS Enrolled/Funded (%)	60%	79%	71%
HS Actual Enrollment/Staff Capacity	174/183	257/265	431/448
HS Actual Enrollment/Staff Capacity (%)	95%	97%	96%
OCI Enrolled/Funded	31/40	9/12	40/52
OCI Enrolled/Funded (%)	78%	75%	77%
OCI Actual Enrollment/Staff Capacity	31/32	8/8	39/40
OCI Actual Enrollment/Staff Capacity (%)	97%	100%	98%
Program-wide Enrolled/Funded	205/332 (62%)	271/342 (79%)	476/674 (71%)
Program-wide Actual Enrollment/Staff Capacity	205/215 (95%)	265/273 (97%)	468/488 (96%)
Daily-attendance	83.5%	79.2%	81.4%
Medical Home	99.5%	99.2%	99.3%
Health Insurance	97.9%	96.8%	97.3%
Physical exam/Well-baby Check	96.0%	87.2%	91.0%
Updated Immunizations	99.0%	91.8%	95.0%
Hearing Screening	98.4%	91.8%	94.7%
Vision Screening	98.4%	91.4%	94.5%
Growth Screening	97.4%	98.0%	97.7%
Dental Home	97.4%	92.4%	84.0%
Dental Exam	96.6%	88.5%	92.5%
Nutrition Screening	99.5%	98.4%	98.9%
Health & Developmental History	98.5%	98.8%	98.6%
% 1st Family Outcomes Assessment (FOA)	99%	96%	98%
% 2nd Family Outcomes Assessment (FOA)	98%	96%	97%
Developmental Screening (ASQ)	96%	96%	96%
Behavioral Screening – (ASQ-SE)	93%	94%	94%
Referrals to RCEB or OUSD	7	2	12*
Children enrolled with IFSP or IEP	45	32	77
% of children enrolled with an IFSP or ISP	16.2% of actual enrollment		

**Includes 3 closed IFSPs/Pending Transition to IEPs*

INFORMATION MEMORANDUMS & PROGRAM INSTRUCTIONS

- [California Department of Education Management Bulletin 26-03 \(April 2026\)](#): Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2026–27
- [California Department of Social Services PIN 26-02-CCP \(3/3/26\)](#): 2025 Chaptered Legislation Affecting Child Care Facilities
- [California Department of Social Services PIN 26-03-CCP \(3/13/26\)](#): Child Care Licensing Webinars
- [California Department of Social Services PIN 26-04-CCP \(3/24/26\)](#): AB 495 Family Preparedness Plan Act 2025 Child Care Licensing Webinar

OAKLAND CHILDREN'S INITIATIVE: Participate in Commission Meetings

The Oakland Children's Initiative (Measure AA or OCI) is a 2018 Charter Amendment passed by the voters of Oakland to deepen early investment in children and support them through college graduation. OCI leverages approximately \$30 million per year to expand access to preschool, as well as increase college enrollment and graduation rates.

Approximately 2/3 of OCI funds support early childhood education, with City of Oakland Early Childhood and Family Services (Head Start) and OUSD Early Learning as the primary funding recipients.

OCI funds three centers (Arroyo Viejo, Franklin, and Tassafaronga) and the Central Kitchen for ECFS.

To get involved with the OCI, please join their [Oakland Children's Initiative Oversight Commission](#) (COIC) meetings. *The COIC meets monthly on the 4th Thursday, 4:00-6:00 PM in-person at City Hall and viewable by Zoom.*

FEDERAL UPDATES

- In April, the Department of Health and Human Services' Administration for Children, Families, and Communities (ACF) released a ["Justification of Estimates for Appropriations Committees"](#) for Fiscal Year 2027. This Budget Justification represents the HHS's vision for ACF programs, including Head Start, and is a tool for Congress to refer to in making budget decisions for FY 2027. Proposals for Head Start include
 - Allow individual state standards for licensing and monitoring, health and safety, ratios, and quality, rather than existing Head Start Performance Standards.
 - This change would allow for higher ratios in classrooms, as well as allow the Program to serve more children with the same level of funding.
 - See pages 64-69 of the report linked above for the full Head Start Budget proposal
- On May 12, 2026, ACF issued a Notice of Public Rulemaking (NPRM) – "Restoring Flexibility to Head Start Program Access – Supporting the Head Start Workforce & Consistent Quality Programming" -- that would rescind the pay equity wage and benefits requirements from the 2024 Final Rule, which had mandated that all Head Start programs pay the same wages and benefits as LEA (local school district) Kindergarten teachers by 2031.
 - Comments on this NPRM will be received through June 11, 2026 through [regulations.gov](#). Search for ACF-2026-0364.
 - The full text of this NPRM is found in the April 2026 AB/PC meeting packet.
- For updates, follow [National Head Start Association](#) and [Head Start West](#)

ATTENDANCE & ENROLLMENT

March 2026:

- The Average Daily Attendance for March 2026 programwide is 82.85%, which is slightly below the 85% threshold established by Office of Head Start. Attendance improved by approximately 2.5% in comparison to the prior month
 - Children's illnesses (53%) were the main reason for absences.
 - 50% of the centers have reported 85% or better attendance throughout the program year

April 2026:

- The Average Daily Attendance for March 2026 programwide is 81.43%, which is slightly below the 85% threshold established by Office of Head Start.
- There are 405 children on the waitlist programwide.

DISABILITIES & MENTAL HEALTH

March 2026:

- 68 children have IFSPs or IEPs, a total of 14.5% of all enrolled children programwide.
 - 63 of those children are enrolled in Early Head Start or Head Start, which means that federally funded program options are 14.7% enrolled, 4.7% above the Head Start requirement to have 10% actual enrollment of children with disabilities.
- The children have the following diagnoses: Speech/language delay (32%); Developmental Delay (34%); Autism (School District) (31%)
- 14 Mental Health Consultations were completed across 7 preschool and infant/toddler centers. Topics included staff stressors and wellness, supporting children's behaviors, and family engagement.
- 20 teachers participated in a Teaching Pyramid training focused on individualized, intensive interventions and how to use positive behavior strategies.



Children at Arroyo practicing yoga poses together with teachers and mental health consultant after reading the book, "Meddy Teddy Does Yoga," provided through the Teaching Pyramid Infant/Toddler materials kit.

April 2026:

- 77 children have IFSPs or IEPs, a total of 16.2% of all enrolled children programwide.
 - 72 of those children are enrolled in Early Head Start or Head Start, which means that federally funded program options are 16.5% enrolled, 6.5% above the Head Start requirement to have 10% actual enrollment of children with disabilities.
- The children have the following diagnoses: Speech/language delay (38%); Developmental Delay (34%); Autism (School District) (26%)
- 8 Mental Health Consultations were completed across 4 preschool and infant/toddler centers. Topics included modeling social-emotional skills, individual meetings with caregivers on developmental concerns, reflective conversations with teachers, and teacher wellness.
- 17 teachers participated in the final Teaching Pyramid training, completing a six-month series. Centers will now continue to receive coaching from their Pyramid coach through the end of the school year.

HEALTH & NUTRITION

March 2026:

- March was National Nutrition Month. Nutrition Analyst Elaine Olivares coordinated a speaker series for caregivers and staff, both in person and virtually throughout the month.
 - Topics included the new USDA dietary guidelines and ultra-processed foods.
 - The series included speakers from WIC, Alameda County Nutrition Services and Alameda County Community Food Bank
- Asian Health Services had eight onsite dental screenings for children across program options, along with pregnant participants.
- March data highlights:
 - Nearly all (99.1%) of enrolled children have a medical home.
 - 95.4% of all children are up-to-date with required immunizations (this includes 99% of preschool children).
 - 97.8 % of preschoolers completed a dental exam, a nearly 5% increase from February.
 - March is the third consecutive month we continued to steadily increase the number of children who complete a dental exam, a 3% increase since January.
 - More than 99% of Infants and Toddlers have completed nutrition screeners and health and development history.

April 2026:

- A public health nurse from Alameda County Public Health led a productive meeting with multiple content areas -- Health, Education, Safety & Facilities, Family Services, Custodial Services.
 - The nurse provided critical guidance regarding early team coordination and reviewed clear cleaning protocols to encourage earlier cross-content collaboration in future outbreaks of infectious/communicable disease (i.e. lice, hand/foot/mouth, gastroenteritis, etc.) in the classroom, and to ensure timely and consistent implementation of measures.
- April data shows that well baby exams amount infants/toddlers has an 11% increase over five-month period, starting from 66.1% in December 2025 to 87.2% in April.
- More than 98% of Preschoolers have met health requirements in six areas, including immunizations, medical home, hearing and vision screenings, health development history and nutrition screenings.

SPRING FOOD ACTIVITIES: AVOCADO AND ASPARAGUS



All about AVOCADO

Exploring the Avocado

Getting Started: During Circle time introduce the avocado. Pass an avocado around the circle for children to feel, smell, and observe. What does it smell like? What colors do they see? Guess what color the inside is

Are avocados **fruits** or **vegetables**? They are FRUITS!
Do they grow on a tree or underground? They grow on TREES!

Grow an avocado tree

What Students Will Need:

- One large avocado seed, washed
- Three toothpicks
- Glass jar
- Large pot (about 10 1/2-inch diameter)
- Humus soil for pot

Activity:

1. Use toothpicks to suspend seed (broad end down) over water-filled jar. Seed should be covered about one inch.
2. Place jar in warm place out of direct sunlight. Replenish water as needed.
3. Roots and stems will sprout in about two to six weeks.
4. When stem is about seven inches long, cut back to three inches.
5. When roots are thick and stems have leaves again, transplant to pot leaving the seed half-exposed.
6. Water lightly and frequently. Keep soil moist, not saturated*.

*Hint: Yellow leaves are a sign of over-watering; let plant dry out for a few days. Brown or dried leaves are a sign that there is too much salt in the soil. Allow water to run freely in the pot and drain for several minutes.

Adapted from: www.avocado.org



All about ASPARAGUS

Exploring California Asparagus

Getting Started: During Circle time introduce asparagus. Pass a couple spears around the circle for children to feel, smell, and observe. Discuss the structure of the spear: the base, the center and the tip. What does it smell like? What colors do they see?

Share that asparagus can grow an inch an hour! Do we grow that fast?

Talk about the health attributes of asparagus for their bodies.

Explain the cooking project:

We will prepare our asparagus by snapping the ends off our spears. Then we will roll them in olive oil, sprinkle with salt and pepper and roast them until tender.

We will taste the roasted spears alongside the fresh spears to see which we prefer. And observe differences with taste, color and smell.

Reasons to Eat Asparagus

A 1/2 cup of cooked asparagus is:

- An excellent source of folate and vitamin K.
- A good source of vitamin C, vitamin A, and thiamin.
- A source of vitamin E, fiber, iron, potassium, riboflavin, and niacin.

Champion Sources of Vitamin E*:

- Cooked spinach
- Nuts (almonds, hazelnuts, peanuts)
- Oils (corn, cottonseed, safflower, soybean)
- Peanut butter
- Sunflower seeds
- Wheat germ

*Champion sources provide a good or excellent source of vitamin E (at least 10% Daily Value).

For more information, visit:
<http://ods.od.nih.gov/factsheets/vitamine.asp>
www.nal.usda.gov/fnic/foodcomp/search/
(NDB No.: 11012)



EDUCATION & SCHOOL READINESS

March 2026:

Environmental Ratings Scale (ERS):

In February and March, the Program completed its annual ERS assessments across all Infant, Toddler, and Preschool Center-Based classrooms. ERS helps us ensure that our learning environments, routines, and interactions meet high quality standards. Based on combined ERS results, our program wide strengths are *Interactions, Program Structure, and Language and Literacy*.

<i>ERS RESULTS (FEBRUARY – MARCH 2026)</i>		
<i>Classroom Type</i>	<i>Areas Scored High</i>	<i>Notes</i>
<i>Preschool (ECERS)</i>	<ul style="list-style-type: none">• Language and Literacy• Learning Activities• Interactions• Program Structure	Strong foundational environments across preschool rooms
<i>Toddler (ITERS)</i>	<ul style="list-style-type: none">• Space and Furnishings• Personal Care Routines• Language and Literacy• Learning Activities• Interactions• Program Structure	Scored high in <i>all</i> areas assessed
<i>Infant (ITERS)</i>	<ul style="list-style-type: none">• Space and Furnishings• Personal Care Routines• Interactions• Program Structure	Strong foundational environments across infant rooms

April 2026:

School Readiness Data – DRDP Results for Children Ages 0-36 months:

The Desired Results Developmental Profile (DRDP) for children 0-36 months shows that the Program's strongest area continues to be in *Approaches to Learning*.

The areas that need the most support include:

- Language/Literacy
- Social/Emotional Development
- Physical Health/Fine Motor Development

One trend is that as children get older, there is a decline in meeting developmental benchmarks, indicating there is a need to strengthen toddler practices before preschool transition.

The Program will take the following steps:

- Provide targeted teacher training on language-rich interactions.
- Strengthen routines promoting social-emotional connection.
- Increase intentional opportunities for fine-motor and whole-body movement.
- Implement coaching to support exploration-based learning.
- Continue monitoring progress during the next assessment window.

<i>DRDP Results – Infant/Toddler</i>			
<i>Age Group</i>	<i>Strengths</i>	<i>Areas for Improvement</i>	<i>Interpretation</i>
<i>Infant (0–8 months, 8 children)</i>	ATL/REG 4 – 100% LLD 4 – 100% COG 9 – 100%	SED 1 – 38% PD-HLTH 4 – 50%	Strong early self-regulation, communication, and thinking; needs support for bonding and early motor routines.
<i>Infant/Toddler (9–18 months, 39 children)</i>	ATL/REG 4 – 100%	SED 1 – 59% COG 9 – 56% PD-HLTH 4 – 38%	Strong engagement and initiative; needs support in social emotional skills, exploration-based learning, and health routines.
<i>Toddler (19–36 months, 119 children)</i>	ATL/REG – 66% COG – 64%	SED 1 – 50% LLD 4 – 28% PD-HLTH 4 – 32%	Moderate strengths in engagement and cognition; significant needs in language/literacy, physical health, and social emotional development.
<i>DRDP Abbreviation Key:</i> ATL/REG - Approaches to Learning & Self Regulation; LLD - Language & Literacy Development; COG - Cognition (Including Math & Science); SED - Social & Emotional Development; PD-HLTH - Physical Development & Health			

HOME-BASED PROGRAM

March 2026:

- Home Based had 3 socializations in March
 - *Eating the Rainbow* (9 families)– how to choose fruits and vegetables by color to support good nutrition. Participants made smoothies with fresh produce.
 - *Celebrate Women's History Month and Dental Clinic* (15 families) – expectant mothers and caregivers reflected on their favorite springtime activities while celebrating National Women's Month. The made their own beauty care kits to take home. Children and expectant parents received dental screenings, fluoride treatments, and learned about proper brushing techniques.
 - *Breastfeeding Workshop with Breast Friends* (11 moms) – discussed self-care, healthy relationships, and introducing solid foods to babies.
- Home-Based completed 314 Home Visits and 52 Parent Conferences



Home-Based caregivers make art jewelry with beads during the Celebrate Women's History Month and Dental Clinic socialization.

April 2026:

- Home-Based held 3 socializations in April
 - Springtime and Planting (16 families) – planting and growing flowers and vegetables, supporting caregivers in asking their children questions on what they observe
 - Breastfeeding Workshop with Breast Friends (1 mom) – discussion on what to do when a baby bites, transitioning into motherhood
 - Week of the Young Child at Fairyland (45 families) – families enjoy Fairyland Day and receive resources from different community organizations

APRIL 2026 HOME-BASED IMPACT STORY

A pregnant mother joined our program during a Home-Based event at WIC. As a first-time mom, she felt scared and uncertain about her pregnancy. With the support and encouragement of her Home Visitor, she began learning important skills to help her prepare. She discovered ways to connect with her baby, such as talking, reading, and responding to its movements.



To help her stay active and build confidence, her Home Visitor suggested swimming lessons. This not only helped her overcome her fears but also supported her physical well-being as she prepared for labor. During her pregnancy, she also learned the importance of self-care, prioritizing her mental health, and building a strong support network.

Through peer group events and socialization sessions, she connected with other expecting and new mothers. These gatherings gave her the opportunity to share experiences, learn from others, and participate in activities like creating vision boards. She also gained valuable knowledge about community resources available to her.

She has come to understand that while motherhood can be challenging, having a strong village and support system makes all the difference.

PREGNANT PARTICIPANTS

March 2026:

- 8 pregnant participants were enrolled in March and 2 gave birth.
- All participants secured medical home and health insurance.
- All pregnant participants had an opportunity to receive dental education and a dental screening at Home-Based or Brighter Beginnings Socializations.

April 2026:

- 10 participants were enrolled in April and 4 gave birth.
- All enrolled participants who were due for TDAP received the vaccine.
- 55% of participants who have completed or dropped this year had a high-risk pregnancy, compared to 25% last year.
 - High risk includes gestational diabetes, small for gestational age, history of cholestasis, pre-eclampsia, placenta abruption, chronic hypertension and high body mass index

Pregnant Participants Data	March	April
Total expectant parents served this Program Year	39	39
City of Oakland to date	31	31
Brighter Beginnings to date	8	8
% of current Pregnant Participants with Medical Homes	100%	100%
% of current Pregnant Participants with Dental Homes	88%	100%
% of current Pregnant Participants with Medical Insurance	100%	100%
% of current Pregnant Participants with documentation of a Physical Exam	82%	83%
Number of babies born in the month	2	4
Number of babies born in Program Year 25-26	32	36

PROFESSIONAL DEVELOPMENT:

March 2026:

- ERSEA staff, Home Visitors, and Family Services Workers participated in two trainings led by the Alameda County Immunization Program

April 2026:

- On April 24's All-Staff PD Day, training included
 - The Value of Father Male/Figure Engagement
 - Integrated Germ Management
 - Cleaning, Sanitizing and Disinfecting
 - Small Item Choking Prevention/Using Small Educational Objects Safely

FAMILY SERVICES & COMMUNITY ENGAGEMENT

March 2026:

- Family Outcomes Assessment (FOA) data shows that employment for families has slightly increased between the Fall FOA 1 (3.4 points) and the Winter FOA 2 (3.6 points).
- Families continue to sign up for Oakland Promise's Brilliant Babies program, which has free financial coaching and financial incentives.
- On March 28, 25 people joined the Daddy & Me event at MOCHA (Museum of Children's Art)



ECFS Fathers / Father Figures and Children create and connect at MOCHA through play, creativity, and shared experiences



April 2026:

- Week of the Young Child Family Day for City of Oakland Early Childhood and Family Services took place on Friday, April 17. The ECFS community had a fun day at Fairyland. The event included a resource fair, DJ, and entertainment from Bonita the Bumblebee. Shuttle buses transported families to and from sites and lunch was provided for children. Families also received PPE and diapers.
 - 633 participants: 332 children and 331 adults
- FOA scores for Financial Literacy, Employment Skills, and Emergency Preparedness remain the same for FOA 1 and FOA 2.
 - New and continued partnerships with the American Red Cross, Oakland Private Industrial Council, and City of Oakland Workforce Development support caregivers in these areas.



Fairyland Day featured entertainment for children, a resource fair for families, and the collaboration of COOECFS staff, who made the event a success.



FEATURED LEADER PROFILE

Grace Lyon

Center Director, West Grand Early Head Start / CCTR



How long have you been with Early Childhood and Family Services?

I joined Oakland Head Start in January 2025 as the Brookfield Center Director. Since then, it's been a huge journey of growth and learning while supporting different sites across the program. Now I'm at West Grand Early Head Start, and I'm super enjoying it! I grew up in the East Bay and moved back from the South Bay; what better way to get to know my community and really be a part of it than working for Head Start? That's what drew me here.

What do you enjoy most about your job?

I love seeing all the wins—the developmental progress for the children and teachers, especially those moments in the classroom. For example, we worked to get everyone on board—teachers, therapists, and family—to support a child with his developmental needs. We're all supporting him, and we've seen so much growth. I also love getting involved with families, learning about their lives and interests, and sharing that with the community. I just like connecting people; I think that's really fun.

What is a highlight from March?

We're talking a lot about nutrition and Spring—everyone loves food, right? When we talk about it, the kids' faces just light up. Even children who can barely speak are saying "apple," and you're hearing them talk and show so much interest. The teachers are bringing their own knowledge of food, too, which has been really fun.

We made mango coconut kale smoothies, and the babies were even ripping up the kale and trying a little bit. It was so cute to see them feel the texture and taste the flavor. Maybe three months ago, they wouldn't have been able to interact like that.

Parent Policy Council and Advisory Board govern Head Start and help our program set priorities. Based on your experience, what's the most important thing for PPC and AB to keep in mind?

It's so important to ensure the parent's voice remains the heart of every decision. We listen to the parents and the community, so we can have collaborative, consensus-based decisions. I always encourage parents to bring their concerns to the Policy Council so we can ensure there's true equity in our program.

When it comes to equity, some areas have had fewer Head Starts or infant sites than others. West Oakland has two Early Head Starts but no Head Start sites. We need to make sure every family is served equitably, especially those who can't easily drive or travel. Each site should be built around community needs, so families have a safe place for their children nearby. We hear from so many families who are sad when their children have to be separated across East and West Oakland sites for preschool and infant/toddler care, and we want to change that.

What areas do you think Head Start needs to be improved? (from Michelle Luong, previous Featured Leader)

Staffing is our biggest challenge—we need more of it to serve the children properly. That means more funding so we can hire strong, caring, competent educators full-time. I love Head Start, the community, and the way the program collaborates with families, but the staffing shortage is the main thing I've observed that needs to improve.

What question would you like the next Featured Leader to answer?

What's one practice or ritual you do to stay grounded when things get overwhelmed or really busy?

SAFETY AND FACILITIES

March 2026:

- Safety Analyst completed Quarter 3 Safe and Sanitary Environments Monitoring Visits at eight Tiny Steps family child care providers with the Tiny Steps/FCC team
- Broadway and Tassafaronga had fire inspection clearances, ensuring full compliance with safety regulation.
- The Brookfield electrical upgrade project was completed during spring break with PG&E, improving overall infrastructure reliability and safety.
- Three drivers are now fully trained and capable of operating the Mobile Classroom, increasing staffing capacity to ensure reliable service and significantly reduces the likelihood of cancellations.

April 2026:

- The Facilities Team has started to use new carpet steam cleaning machines to faster respond to urgent rug cleaning requests at sites.
- The Facilities Team has supported Central Kitchen during their staff shortages
- Key projects include darker window tints at Franklin, new washer and dryer at Broadway, and an awning replacement for the Mobile Classroom.

HUMAN RESOURCES

HR STAFFING UPDATES

March 2026:

- We **gained** an Early Learning Specialist
- We **gained** a Program Analyst II
- We **lost** our Head Start Director, officially.

April 2026:

- We **gained** an Early Learning Specialist
- We **gained** an Administrative Assistant II
- We **lost** an EHS & HS Teacher due to retirements.
- We **lost** a Center Director due to promotion

Job Postings:

- [Early Childhood Center Director \(Continuous\)](#)
- [Early Head Start Instructor \(Continuous\)](#)
- [Head Start Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Assistant Instructor \(Continuous\)](#)
- [Head Start/Early Head Start Substitute Associate Instructor \(Continuous\)](#)

STAFFING

Position	March	April
HS Teachers	9	8
EHS Teachers	19	18
Associate Teachers	16	16
Assistant Teachers	3	3
Home Visitors	8	8
Family Advocates/Specialists	8	8
Center Directors	11	8
Other Staff *	63	63
Staff Separations	0	2

*incl. kitchen, facilities, early learning aides, and admin staff

VACANCIES

Position	March	April
Early Head Start Instructors	11	12
Head Start Instructors	10	11

PARTNERS

Enrollment

Partner Organization	Early Head Start		Head Start		Total	
	March	April	March	April	March	April
BANANAS	20/26 (77%)	25/26 (96%)	27/33 (82%)	26/33 (79%)	47/59 (80%)	51/59 (86%)
Brighter Beginnings	76/120 (66%)	77/120 (64%)	35/20 (175%)	34/20 (170%)	111/140 (79%)	111/140 (79%)

Tiny Steps: Family Child Care

March 2026:

- Tiny Steps children received dental exams through a mobile dental van that visited all Family Child Care homes
- BANANAS is using Head Start funding to pay for temporary child care subsidies to increase enrollment, until children are transitioned into a BANANAS subsidy program.



At A+ Mrs. Angelina's Daycare, provider Angelina reads to children, and young boys enjoy sand table sensory play



April 2026:

- BANANAS enrolled 8 children with the Head Start temporary child care subsidies
- The Tiny Steps team has been actively recruiting new providers, with the goal to invite them to an orientation in May.
- Tiny Steps children participated in annual Head Start Fairyland Day
- On April 25, 48 children participated in BANANAS Graduation at Fairyland.

Brighter Beginnings

March 2026:

- Brighter Beginnings (BB) hosted two March socializations – VIP Dental Socialization (inviting all children who missed dental exams) and a math/cognitive development socialization.
- Staff attended a medical and immigration training hosted by First 5 Alameda County
- March Home Visits Completed:
 - Early Head Start: 240
 - Head Start: 81

A home visitor read to children at a Math/Cognitive development socialization. A young child takes a closer look at the book.





April 2026:

- Brighter Beginnings (BB) partnered with City of Oakland to participate in the Día del Niño event at Children's Fairyland, supporting family engagement and community presence.
- BB hosted an Easter socialization and facilitated additional, smaller dyad socialization to increase accessibility and provide more individualized opportunities for family participation.
- BB is currently staffed with 9 home visitors, 1 data entry assistant, and 1 program manager

Brighter Beginnings children ride the carousel at Fairyland Day during Week of the Young Child

DATA & ONGOING MONITORING

March 2026:

- Finalized Head Start Self-Assessment, which combined State Preschool Corrective Action Plan and Learning + Continuous Quality Improvement action items related to strengthening use of data systems.
- As a follow-up from the Program's Self-Assessment, initiated discussions around updating ChildPlus manuals and streamlining guidance for frontline staff.
- Kick off State Preschool (CSPP) and Infant/Toddler (CCTR) Program Self-Evaluation Process

April 2026:

- New Data Program Analyst is collaborating with ECFS colleagues, with a focus on improving the ChildPlus database system and reporting processes.
- Finalized Corrective Action Plan evidence for California State Preschool Program Contract Management Review in collaboration with colleagues
- Conducted survey of Broadway and West Grand Early Head Start families on their interest in a West Oakland Preschool site.
 - Families indicated a strong desire for a West Oakland Preschool site, saying that it would provide their families with continuity and stability.
- Prepared and submitted Quarter 3 reporting for Oakland Children's Initiative

UPCOMING EVENT



 **CITY OF OAKLAND**
EARLY CHILDHOOD
& FAMILY SERVICES

**SUMMER
HEALTH FAIR**

SATURDAY ♦ JUNE 13, 2026
10:00 AM – 1:00 PM

Ira Jenkins Recreation Center
9175 Edes Ave, Oakland, CA

**EARN A CHANCE
TO WIN ROOTS
SOCCER
TICKETS!!**



Health Screenings:
Hearing
Vision
Dental

**Health Information
& Community
Resources**

Child Car Seat Safety Checks:
by appointment only
ASK your Family Service Worker or
Home Visitor to schedule

FOOD ♦ PRIZES ♦ FUN!

Head Start & Early Head Start Budget Summary
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377	\$ -	\$ 3,007,546	\$ 3,068,831	49%
b. Fringe Benefits	\$ 3,599,756	\$ -	\$ 1,896,497	\$ 1,703,259	53%
c. Travel	\$ 37,948	\$ -	\$ 16,760	\$ 21,188	44%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 267,493	\$ 39,180	\$ 110,148	\$ 118,165	56%
f. Contractual	\$ 1,642,860	\$ 51,786	\$ 225,813	\$ 1,365,261	17%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 1,343,068	\$ 14,850	\$ 779,542	\$ 548,676	59%
i. Total Direct Charges	\$ 12,967,502	\$ 105,816	\$ 6,036,306	\$ 6,825,380	47%
j. Indirect Charges*	\$ 829,555	\$ -	\$ 459,509	\$ 370,046	55%
k. TOTALS	\$ 13,797,057	\$ 105,816	\$ 6,495,815	\$ 7,195,426	48%

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than \$5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate. *YTD estimates provided. Final amount will be determined at year-end.

Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 2,674,023	\$ -	\$ 991,397	\$ 1,682,626	37%
b. Fringe Benefits	\$ 1,382,040	\$ -	\$ 616,990	\$ 765,050	45%
c. Travel	\$ 16,579	\$ -	\$ 7,877	\$ 8,702	48%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 150,003	\$ 18,310	\$ 42,257	\$ 89,437	40%
f. Contractual	\$ 643,779	\$ 24,297	\$ 106,683	\$ 512,799	20%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 599,398	\$ 6,980	\$ 370,317	\$ 222,101	63%
i. Total Direct Charges	\$ 5,465,822	\$ 49,587	\$ 2,135,522	\$ 3,280,713	40%
j. Indirect Charges*	\$ 380,058	\$ -	\$ 150,706	\$ 229,352	40%
k. TOTALS	\$ 5,845,880	\$ 49,587	\$ 2,286,228	\$ 3,510,065	40%

Early Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 3,402,304	\$ -	\$ 2,016,148	\$ 1,386,156	59%
b. Fringe Benefits	\$ 2,262,802	\$ -	\$ 1,279,506	\$ 983,296	57%
c. Travel	\$ 21,369	\$ -	\$ 8,883	\$ 12,486	42%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 215,490	\$ 20,870	\$ 67,892	\$ 126,728	41%
f. Contractual	\$ 743,046	\$ 27,489	\$ 119,131	\$ 596,427	20%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 671,039	\$ 7,871	\$ 395,779	\$ 267,389	60%
i. Total Direct Charges	\$ 7,316,050	\$ 56,229	\$ 3,887,339	\$ 3,372,481	54%
j. Indirect Charges*	\$ 449,497	\$ -	\$ 308,803	\$ 140,694	69%
k. TOTALS	\$ 7,765,547	\$ 56,229	\$ 4,196,142	\$ 3,513,175	55%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,230	\$ -	\$ -	\$ 11,230	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 45,522	\$ -	\$ 6,319	\$ 39,203	14%
i. Total Direct Charges	\$ 66,752	\$ -	\$ 6,319	\$ 60,433	9%
j. Indirect Charges*	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 66,752	\$ -	\$ 6,319	\$ 60,433	9%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,897	\$ -	\$ -	\$ 11,897	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 96,981	\$ -	\$ 7,126	\$ 89,855	7%
i. Total Direct Charges	\$ 118,878	\$ -	\$ 7,126	\$ 111,752	6%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878	\$ -	\$ 7,126	\$ 111,752	6%

Head Start & Early Head Start Budget Summary
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 294,293	\$ -	\$ 76,806	\$ 217,487	26%
b. Fringe Benefits	\$ 226,469	\$ -	\$ 51,812	\$ 174,657	23%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 26,215	\$ -	\$ 673	\$ 25,542	3%
f. Contractual	\$ 584,040	\$ -	\$ -	\$ 584,040	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269	\$ -	\$ 552	\$ 33,717	2%
i. Total Direct Charges	\$ 1,165,286	\$ -	\$ 129,844	\$ 1,035,442	11%
j. Indirect Charges*	\$ 48,795		\$ 12,052	\$ 36,744	25%
k. TOTALS	\$ 1,214,081	\$ -	\$ 141,895	\$ 1,072,186	12%

GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 774,146	\$ -	\$ 53,861	\$ 720,286	7%
b. Fringe Benefits	\$ 568,849	\$ -	\$ 36,323	\$ 532,526	6%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903	\$ 499	\$ 14,217	\$ 19,188	43%
f. Contractual	\$ 584,041	\$ -	\$ -	\$ 584,041	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247	\$ -	\$ 622	\$ 125,625	0%
i. Total Direct Charges	\$ 2,087,186	\$ 499	\$ 105,023	\$ 1,981,665	5%
j. Indirect Charges*	\$ 125,839	\$ -	\$ 8,450	\$ 117,388	7%
k. TOTALS	\$ 2,213,025	\$ 499	\$ 113,473	\$ 2,099,053	5%

CSPP Budget Summary - California State Preschool Program
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,484,827	\$ -	\$ 907,289	\$ 577,538	61%
b. Fringe Benefits	\$ 1,063,462	\$ -	\$ 590,599	\$ 472,863	56%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 130,000	\$ 748	\$ 39,387	\$ 89,865	31%
f. Contractual	\$ 100,000	\$ -	\$ 10,669	\$ 89,331	11%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 347,701	\$ -	\$ 74,095	\$ 273,606	21%
i. Total Direct Charges	\$ 3,125,990	\$ 748	\$ 1,622,040	\$ 1,503,202	52%
j. Indirect Charges*	\$ 238,775		\$ 140,352	\$ 98,423	59%
k. TOTALS	\$ 3,364,765	\$ 748	\$ 1,762,392	\$ 1,601,625	52%

CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,677,170	\$ -	\$ 959,840	\$ 717,330	57%
b. Fringe Benefits	\$ 1,164,104	\$ -	\$ 623,793	\$ 540,311	54%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018	\$ -	\$ 16,872	\$ 202,146	8%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 19,293	\$ -	\$ 4,388	\$ 14,906	23%
i. Total Direct Charges	\$ 3,079,585	\$ -	\$ 1,604,893	\$ 1,474,692	52%
j. Indirect Charges*	\$ 266,227	\$ -	\$ 148,386	\$ 117,841	56%
k. TOTALS	\$ 3,345,812	\$ -	\$ 1,753,279	\$ 1,592,533	52%

Head Start & Early Head Start Budget Summary
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000	\$ 24,581	\$ 50,937	\$ 184,483	29%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000	\$ 24,581	\$ 50,937	\$ 184,483	29%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000	\$ 24,581	\$ 50,937	\$ 184,483	29%

CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 05/6/26 - Payroll from 07/01/2025 to 1/30/26

Fiscal year budget spent 58%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500	\$ -	\$ 32,500	\$ -	100%

Child and Adult Care Food Program FY2025-26

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: January-26

	Facility Number	Facility Name	Breakfast	Lunch	PM Snack	Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document	
1	1	Full Day	85th Avenue I	60.00	62.00	50.00	18.00	entire site (50)	16.00	16.00	1.00	288.00	NO	NO
1	2	Full Day	85th Avenue II	68.00	92.00	92.00	18.00	entire site (50)	10.00	16.00	1.00	288.00	NO	NO
1	3	Full Day	85th Avenue III	177.00	187.00	192.00	18.00	entire site (50)	8.00	16.00	1.00	288.00	NO	NO
2	4	Full Day	Arroyo Viejo	66.00	80.00	70.00	17.00	16	12.00	12.00	1.00	204.00	NO	NO
3	5	Full Day	BROADWAY/INFANT	52.00	56.00	53.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
3	6	Full Day	BROADWAY/RM 3 (TODDLER)	87.00	109.00	105.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
3	7	Full Day	BROADWAY/RM 4 (TODDLER)	48.00	125.00	83.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
4	8	Full Day	Brookfield 1	226.00	296.00	213.00	18.00	entire site (48)	16.00	16.00	1.00	288.00	YES	NO
4	9	Full Day	Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5	10	Full Day						-				-	NO	NO
6	11	Full Day						-				-	NO	NO
7	12	Full Day	Franklin	137.00	199.00	118.00	18.00	18	16.00	32.00	1.00	576.00	NO	NO
8	13	Full Day	Lion's Creek 1	132.00	215.00	195.00	18.00	18	16.00	16.00	1.00	288.00	NO	NO
8	14	Full Day	Lions Creek 2	97.00	127.00	122.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
9	15	Full Day	Manzanita	-	-	-	-	20	16.00	20.00	1.00	-	NO	NO
10	16	Full Day	San Antonio CDC 1	179.00	246.00	217.00	18.00	entire site (24)	24.00	24.00	1.00	432.00	NO	NO
11	17	Full Day	San Antonio Park I	62.00	73.00	69.00	17.00	8	8.00	9.00	1.00	153.00	NO	NO
11	18	Full Day	San Antonio Park II	75.00	87.00	82.00	18.00	8	10.00	9.00	1.00	162.00	NO	NO
12	19	Full Day	Sungate I	181.00	239.00	226.00	18.00	24	24.00	24.00	1.00	432.00	NO	NO
12	20	Full Day					0	-	16.00	16.00	1.00	16.00	NO	NO
13	21	Full Day	Tassafaronga	145.00	147.00	108.00	18.00	24	24.00	24.00	1.00	432.00	NO	NO
14	22	Full Day	West Grand (Infant)	92.00	95.00	89.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
14	23	Full Day	West Grand (Older)	87.00	125.00	120.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
14	24	Full Day	West Grand (Young)	96.00	106.00	99.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
		TOTAL	2,067.00	2,666.00	2,303.00	340.00		272.00	326.00		4,927.00			
		HS	1,150.00	1,548.00	1,293.00	197.00								
		EHS	917.00	1,118.00	1,010.00	143.00								

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by:


Emari Dimagiba (Mar 20, 2025 16:07:31 PDT)

Emari Dimagiba
Head Start Health Manager

* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Avg Daily Participation **148.11**

=(max meals)/(max days)

ADP ENTRY **149.00**

Prepared by : Michael Fries

Fiscal Approval:


Vi Lo
Human Services Fiscal Manager

Head Start & Early Head Start Budget Summary
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377	\$ -	\$ 3,382,779	\$ 2,693,598	56%
b. Fringe Benefits	\$ 3,599,756	\$ -	\$ 2,127,903	\$ 1,471,853	59%
c. Travel	\$ 61,075	\$ -	\$ 16,760	\$ 44,315	27%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 262,493	\$ 35,825	\$ 136,106	\$ 90,563	65%
f. Contractual	\$ 1,642,860	\$ 182,185	\$ 369,102	\$ 1,091,572	34%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 1,324,941	\$ 4,225	\$ 866,903	\$ 453,813	66%
i. Total Direct Charges	\$ 12,967,502	\$ 222,236	\$ 6,899,553	\$ 5,845,713	55%
j. Indirect Charges*	\$ 829,555	\$ -	\$ 516,351	\$ 313,204	62%
k. TOTALS	\$ 13,797,057	\$ 222,236	\$ 7,415,904	\$ 6,158,917	55%

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than \$5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate. *YTD estimates provided. Final amount will be determined at year-end.

Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 2,674,023	\$ -	\$ 1,121,886	\$ 1,552,137	42%
b. Fringe Benefits	\$ 1,382,040	\$ -	\$ 697,328	\$ 684,712	50%
c. Travel	\$ 16,579	\$ -	\$ 7,877	\$ 8,702	48%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 150,003	\$ 16,704	\$ 50,008	\$ 83,292	44%
f. Contractual	\$ 643,779	\$ 85,142	\$ 174,448	\$ 384,188	40%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 599,398	\$ 1,909	\$ 403,390	\$ 194,099	68%
i. Total Direct Charges	\$ 5,465,822	\$ 103,755	\$ 2,454,938	\$ 2,907,130	47%
j. Indirect Charges*	\$ 380,058	\$ -	\$ 170,460	\$ 209,598	45%
k. TOTALS	\$ 5,845,880	\$ 103,755	\$ 2,625,398	\$ 3,116,727	47%

Early Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 3,402,304	\$ -	\$ 2,260,894	\$ 1,141,410	66%
b. Fringe Benefits	\$ 2,262,802	\$ -	\$ 1,430,575	\$ 832,227	63%
c. Travel	\$ 21,369	\$ -	\$ 8,883	\$ 12,486	42%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 215,490	\$ 19,121	\$ 76,689	\$ 119,679	44%
f. Contractual	\$ 743,046	\$ 97,043	\$ 194,654	\$ 451,349	39%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 671,039	\$ 2,316	\$ 442,582	\$ 226,141	66%
i. Total Direct Charges	\$ 7,316,050	\$ 118,481	\$ 4,414,276	\$ 2,783,293	62%
j. Indirect Charges*	\$ 449,497	\$ -	\$ 345,891	\$ 103,606	77%
k. TOTALS	\$ 7,765,547	\$ 118,481	\$ 4,760,167	\$ 2,886,899	63%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,230	\$ -	\$ -	\$ 11,230	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ 4,422	\$ 5,578	44%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 45,522	\$ -	\$ 6,754	\$ 38,768	15%
i. Total Direct Charges	\$ 66,752	\$ -	\$ 11,176	\$ 55,576	17%
j. Indirect Charges*	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 66,752	\$ -	\$ 11,176	\$ 55,576	17%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,897	\$ -	\$ -	\$ 11,897	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ 4,986	\$ 5,014	50%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 96,981	\$ -	\$ 14,177	\$ 82,804	15%
i. Total Direct Charges	\$ 118,878	\$ -	\$ 19,164	\$ 99,714	16%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878	\$ -	\$ 19,164	\$ 99,714	16%

GPF Budget Summary - City General Purpose Fund Head Start
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 294,293	\$ -	\$ 85,201	\$ 209,092	29%
b. Fringe Benefits	\$ 226,469	\$ -	\$ 57,406	\$ 169,063	25%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 26,215	\$ -	\$ 673	\$ 25,542	3%
f. Contractual	\$ 584,040	\$ 36,524	\$ 199,537	\$ 347,979	40%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269	\$ -	\$ 552	\$ 33,717	2%
i. Total Direct Charges	\$ 1,165,286	\$ 36,524	\$ 343,370	\$ 785,392	33%
j. Indirect Charges*	\$ 48,795		\$ 13,362	\$ 35,433	27%
k. TOTALS	\$ 1,214,081	\$ 36,524	\$ 356,732	\$ 820,825	32%

GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 774,146	\$ -	\$ 59,578	\$ 714,568	8%
b. Fringe Benefits	\$ 568,849	\$ -	\$ 40,131	\$ 528,718	7%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903	\$ 129	\$ 14,568	\$ 19,207	43%
f. Contractual	\$ 584,041	\$ 48,415	\$ 225,010	\$ 310,616	47%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247	\$ -	\$ 622	\$ 125,625	0%
i. Total Direct Charges	\$ 2,087,186	\$ 48,544	\$ 339,909	\$ 1,698,733	19%
j. Indirect Charges*	\$ 125,839	\$ -	\$ 9,343	\$ 116,496	7%
k. TOTALS	\$ 2,213,025	\$ 48,544	\$ 349,252	\$ 1,815,228	18%

CSPP Budget Summary - California State Preschool Program
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,484,827	\$ -	\$ 1,021,208	\$ 463,619	69%
b. Fringe Benefits	\$ 1,063,462	\$ -	\$ 660,770	\$ 402,692	62%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 130,000	\$ 193	\$ 39,914	\$ 89,893	31%
f. Contractual	\$ 150,000	\$ -	\$ 10,669	\$ 139,331	7%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 297,701	\$ -	\$ 89,331	\$ 208,370	30%
i. Total Direct Charges	\$ 3,125,990	\$ 193	\$ 1,821,892	\$ 1,303,905	58%
j. Indirect Charges*	\$ 238,775		\$ 157,601	\$ 81,173	66%
k. TOTALS	\$ 3,364,765	\$ 193	\$ 1,979,494	\$ 1,385,078	59%

CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,677,170	\$ -	\$ 1,087,292	\$ 589,878	65%
b. Fringe Benefits	\$ 1,164,104	\$ -	\$ 703,485	\$ 460,619	60%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018	\$ -	\$ 16,872	\$ 202,146	8%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 19,293	\$ -	\$ 4,388	\$ 14,906	23%
i. Total Direct Charges	\$ 3,079,585	\$ -	\$ 1,812,037	\$ 1,267,548	59%
j. Indirect Charges*	\$ 266,227	\$ -	\$ 167,796	\$ 98,432	63%
k. TOTALS	\$ 3,345,812	\$ -	\$ 1,979,833	\$ 1,365,979	59%

CCFP Budget Summary - Child and Adult Care Food Program
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000	\$ 10,940	\$ 65,787	\$ 183,273	30%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000	\$ 10,940	\$ 65,787	\$ 183,273	30%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000	\$ 10,940	\$ 65,787	\$ 183,273	30%

CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 05/6/26 - Payroll from 07/01/2025 to 2/27/26

Fiscal year budget spent 67%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500	\$ -	\$ 32,500	\$ -	100%

Child and Adult Care Food Program FY2025-26

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: February-26

Facility Number	Facility Name	Breakfast	Lunch	PM Snack	Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
1 1	Full Day 85th Avenue I	52.00	53.00	48.00	18.00	entire site (50)	16.00	16.00	1.00	288.00	NO	NO
1 2	Full Day 85th Avenue II	84.00	106.00	103.00	18.00	entire site (50)	10.00	16.00	1.00	288.00	NO	NO
1 3	Full Day 85th Avenue III	180.00	180.00	185.00	18.00	entire site (50)	8.00	16.00	1.00	288.00	NO	NO
2 4	Full Day Arroyo Viejo	66.00	78.00	60.00	18.00	16	12.00	12.00	1.00	216.00	NO	NO
3 5	Full Day BROADWAY/INFANT	56.00	65.00	56.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	89.00	111.00	105.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	44.00	118.00	89.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
4 8	Full Day Brookfield 1	190.00	254.00	190.00	18.00	entire site (48)	16.00	16.00	1.00	288.00	NO	NO
4 9	Full Day Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5 10	Full Day						-			-	NO	NO
6 11	Full Day						-			-	NO	NO
7 12	Full Day Franklin	116.00	217.00	129.00	18.00	18	16.00	32.00	1.00	576.00	NO	NO
8 13	Full Day Lion's Creek 1	129.00	224.00	201.00	18.00	18	16.00	16.00	1.00	288.00	NO	NO
8 14	Full Day Lions Creek 2	62.00	98.00	93.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
9 15	Full Day Manzanita	152.00	231.00	199.00	18.00	20	16.00	20.00	1.00	360.00	NO	NO
10 16	Full Day San Antonio CDC 1	-	-	-	-	entire site (24)	24.00	24.00	1.00	-	NO	NO
11 17	Full Day San Antonio Park I	85.00	96.00	76.00	19.00	8	8.00	9.00	1.00	171.00	NO	NO
11 18	Full Day San Antonio Park II	100.00	107.00	102.00	18.00	8	10.00	9.00	1.00	162.00	NO	NO
12 19	Full Day Sungate I	180.00	251.00	255.00	18.00	24	24.00	24.00	1.00	432.00	NO	NO
12 20	Full Day					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	199.00	210.00	173.00	18.00	24	24.00	24.00	1.00	432.00	NO	NO
14 22	Full Day West Grand (Infant)	110.00	117.00	111.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
14 23	Full Day West Grand (Older)	78.00	126.00	113.00	18.00	8	8.00	9.00	1.00	162.00	NO	NO
14 24	Full Day West Grand (Young)	67.00	98.00	94.00	18.00	8	8.00	8.00	1.00	144.00	NO	NO
TOTAL		2,039.00	2,740.00	2,382.00	343.00		272.00	326.00		4,885.00		
HS		1,220.00	1,735.00	1,458.00	216.00							
EHS		819.00	1,005.00	924.00	127.00							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by: Emari Dimagiba
Emari Dimagiba (Mar 20, 2026 12:14:31 PDT)

Emari Dimagiba
Head Start Health Manager

* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Avg Daily Participation **144.21**

=(max meals)/(max days)

ADP ENTRY **145.00**

Prepared by : Michael Fries

Fiscal Approval: Vi Lo
Vi Lo (Apr 2, 2026 09:40:21 PDT)

Vi Lo
Human Services Fiscal Manager

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 05/13/26

Cardholder Name: Diveena Cooppan

PRINT NAME

FEBRURY 2026

Transaction Period (Month / Year)



TO

FEBRURY 2026

Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

 Date May 14, 2026 08:45:28 PDT	510-238-3165 PHONE NUMBER (REQUIRED)	 Date May 14, 2026 08:59:34 PDT
CARDHOLDER'S SIGNATURE AND DATE		AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	2/2/26	IKEA	SITE SUPPLIES	206.36		
2			1.2102.78231.52915.1007670.YS13.24657			
3	2/2/26	IKEA	SITE SUPPLIES	299.83		
4			1.2102.78231.52915.1007670.YS13.24657			
5	2/4/26	Black joy Parade	PARADE PARTICIPATION	106.60		
6			47% 1.1010.78231.55212.1007666.YS13.24427 53% 1.1010.78231.55212.1007667.YS13.24427			
7	2/4/26	TARGET	FORMULA	113.97		
8			1.2102.78231.52911.1007670.YS13.24657			
9	2/9/26	Amazon	DIAPERS	1,791.10		
10			47% 1.2128.78231.52921.1007668.YS13.24656 53% 1.2128.78231.52921.1007669.YS13.24656			
11	2/10/26	Target	FORMULA	108.07		
12			1.2102.78231.52911.1007670.YS13.24657			
13	2/11/26	Amazon	RECRUITMENT	36.21		
14			47% 1.1010.78231.52921.1007666.YS13.24427 53% 1.1010.78231.52921.1007667.YS13.24427			
15	2/11/26	Amazon	RECRUITMENT	457.39		
16			47% 1.1010.78231.52921.1007666.YS13.24427 53% 1.1010.78231.52921.1007667.YS13.24427			
17	2/11/26	Amazon	RECRUITMENT	464.91		

18			47% 1.1010.78231.52921.1007666.YS13.24427 53% 1.1010.78231.52921.1007667.YS13.24427			
19	2/11/26	Amazon	RECRUITMENT	868.70		
20			47% 1.1010.78231.52921.1007666.YS13.24427 53% 1.1010.78231.52921.1007667.YS13.24427			
21	2/12/26	AARDVARK	SERVICE AWARDS	276.88		
22			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
23	2/13/26	PITC PARS	INSTRUMENT TRAINING	450.00		
24			47% 1.2128.78231.55212.1007668.YS13.24656 53% 1.2128.78231.55212.1007669.YS13.24656			
25	2/18/26	Target	FORMULA	218.90		
26			1.2102.78231.52911.1007670.YS13.24657			
27	2/20/26	TARGET	KITCHEN PREP SUPPLIES	99.71		
28			1.2102.78231.52915.10007670.YS13.24657			
29	2/20/26	TARGET	KITCHEN PREP SUPPLIES	99.71		
30			1.2102.78231.52915.10007670.YS13.24657			
31	2/20/26	AMAZON	Safety Device for Sites	118.92		
32			1.2138.78231.52921.1007672.YS13			
33	2/26/26	AMAZON	DIAPERS	1,653.84		
34			47% 1.2128.78231.52921.1007668.YS13.24656 53% 1.2128.78231.52921.1007669.YS13.24656			
35	2/20/26	IKEA	SITE SUPPLIES	337.91		
36			1.2102.78231.52915.1007670.YS13.24657			
37	2/24/26	LAKE SHORE	GATE - SUNGATE	627.49		
38			1.2128.78231.52630.1007666.YS13.24656			
39	1/30/26	BLACKJOY PARADE	BOOTH PARTICIPATION	426.07		
40			47% 1.1010.78231.55212.1007666.YS13.24427 53% 1.1010.78231.55212.1007667.YS13.24427			
41	2/2/26	SOUTHWEST	HEAD START EDUCATION CONFERENCE	558.80		
42			47% 1.2128.78231.55112.1007668.YS13.24656 53% 1.2128.78231.55112.1007669.YS13.24656			
43	2/05/26	DELTA HOTELS	HEAD START EDUCATION CONFERENCE	671.60		
44			47% 1.2128.78231.55114.1007668.YS13.24656 53% 1.2128.78231.55114.1007669.YS13.24656			
45	2/05/26	DELTA HOTELS	HEAD START EDUCATION CONFERENCE	763.60		

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Head Start & Early Head Start Budget Summary
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 6,076,377	\$ -	\$ 3,790,071	\$ 2,286,306	62%
b. Fringe Benefits	\$ 3,599,756	\$ -	\$ 2,378,142	\$ 1,221,614	66%
c. Travel	\$ 61,075	\$ -	\$ 16,760	\$ 44,315	27%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 365,493	\$ 48,862	\$ 167,564	\$ 149,067	59%
f. Contractual	\$ 1,431,860	\$ 172,422	\$ 401,180	\$ 858,258	40%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 1,432,941	\$ 5,631	\$ 943,158	\$ 484,151	66%
i. Total Direct Charges	\$ 12,967,502	\$ 226,915	\$ 7,696,875	\$ 5,043,711	61%
j. Indirect Charges*	\$ 829,555	\$ -	\$ 577,962	\$ 251,593	70%
k. TOTALS	\$ 13,797,057	\$ 226,915	\$ 8,274,837	\$ 5,295,305	62%

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than \$5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate. *YTD estimates provided. Final amount will be determined at year-end.

Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 2,674,023	\$ -	\$ 1,256,063	\$ 1,417,960	47%
b. Fringe Benefits	\$ 1,382,040	\$ -	\$ 779,765	\$ 602,275	56%
c. Travel	\$ 16,579	\$ -	\$ 7,877	\$ 8,702	48%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 150,003	\$ 23,070	\$ 66,384	\$ 60,549	60%
f. Contractual	\$ 643,779	\$ 80,576	\$ 189,502	\$ 373,700	42%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 599,399	\$ 2,647	\$ 432,553	\$ 164,199	73%
i. Total Direct Charges	\$ 5,465,822	\$ 106,293	\$ 2,732,144	\$ 2,627,386	52%
j. Indirect Charges*	\$ 380,058	\$ -	\$ 190,757	\$ 189,301	50%
k. TOTALS	\$ 5,845,880	\$ 106,293	\$ 2,922,901	\$ 2,816,686	52%

Early Head Start Budget Summary - Federal Basic
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent%
a. Personnel	\$ 3,402,304	\$ -	\$ 2,534,008	\$ 868,296	74%
b. Fringe Benefits	\$ 2,262,802	\$ -	\$ 1,598,377	\$ 664,425	71%
c. Travel	\$ 21,369	\$ -	\$ 8,883	\$ 12,486	42%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 215,490	\$ 25,792	\$ 91,772	\$ 97,926	55%
f. Contractual	\$ 743,046	\$ 91,846	\$ 211,678	\$ 439,522	41%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 671,039	\$ 2,985	\$ 484,775	\$ 183,280	73%
i. Total Direct Charges	\$ 7,316,050	\$ 120,623	\$ 4,929,492	\$ 2,265,935	69%
j. Indirect Charges*	\$ 449,497	\$ -	\$ 387,204	\$ 62,293	86%
k. TOTALS	\$ 7,765,547	\$ 120,623	\$ 5,316,696	\$ 2,328,228	70%

Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,230	\$ -	\$ -	\$ 11,230	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ 4,422	\$ 5,578	44%
f. Contractual				\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 45,522	\$ -	\$ 9,084	\$ 36,438	20%
i. Total Direct Charges	\$ 66,752	\$ -	\$ 13,506	\$ 53,246	20%
j. Indirect Charges*	\$ -		\$ -	\$ -	0%
k. TOTALS	\$ 66,752	\$ -	\$ 13,506	\$ 53,246	20%

Early Head Start T/TA Budget Summary - Training and Technical Assistance
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ 11,897	\$ -	\$ -	\$ 11,897	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 10,000	\$ -	\$ 4,986	\$ 5,014	50%
f. Contractual		\$ -		\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 96,981	\$ -	\$ 16,747	\$ 80,234	17%
i. Total Direct Charges	\$ 118,878	\$ -	\$ 21,734	\$ 97,144	18%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 118,878	\$ -	\$ 21,734	\$ 97,144	18%

GPF Budget Summary - City General Purpose Fund Head Start
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 294,293	\$ -	\$ 87,684	\$ 206,609	30%
b. Fringe Benefits	\$ 226,469	\$ -	\$ 59,056	\$ 167,413	26%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -		\$ -	0%
e. Supplies	\$ 26,215	\$ -	\$ 3,213	\$ 23,002	12%
f. Contractual	\$ 584,040	\$ 26,496	\$ 487,499	\$ 70,045	88%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 34,269	\$ -	\$ 802	\$ 33,467	2%
i. Total Direct Charges	\$ 1,165,286	\$ 26,496	\$ 638,255	\$ 500,536	57%
j. Indirect Charges*	\$ 48,795		\$ 13,750	\$ 35,046	28%
k. TOTALS	\$ 1,214,081	\$ 26,496	\$ 652,004	\$ 535,582	56%

GPF Budget Summary - City General Purpose Fund Early Head Start
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 774,146	\$ -	\$ 62,061	\$ 712,085	8%
b. Fringe Benefits	\$ 568,849	\$ -	\$ 41,781	\$ 527,068	7%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 33,903	\$ 129	\$ 17,432	\$ 16,343	52%
f. Contractual	\$ 584,041	\$ 67,795	\$ 471,787	\$ 44,459	92%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 126,247	\$ -	\$ 905	\$ 125,342	1%
i. Total Direct Charges	\$ 2,087,186	\$ 67,923	\$ 593,966	\$ 1,425,297	32%
j. Indirect Charges*	\$ 125,839	\$ -	\$ 9,730	\$ 116,109	8%
k. TOTALS	\$ 2,213,025	\$ 67,923	\$ 603,696	\$ 1,541,406	30%

CSPP Budget Summary - California State Preschool Program
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,484,827	\$ -	\$ 1,175,986	\$ 308,841	79%
b. Fringe Benefits	\$ 1,063,462	\$ -	\$ 758,593	\$ 304,869	71%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 130,000	\$ 264	\$ 40,033	\$ 89,703	31%
f. Contractual	\$ 150,000	\$ -	\$ 10,669	\$ 139,331	7%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 297,701	\$ -	\$ 94,571	\$ 203,130	32%
i. Total Direct Charges	\$ 3,125,990	\$ 264	\$ 2,079,853	\$ 1,045,873	67%
j. Indirect Charges*	\$ 238,775		\$ 181,270	\$ 57,505	76%
k. TOTALS	\$ 3,364,765	\$ 264	\$ 2,261,123	\$ 1,103,378	67%

CCTR Budget Summary - General Child Care and Development Expansion (Infant/Toddler)
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ 1,677,170	\$ -	\$ 1,219,412	\$ 457,758	73%
b. Fringe Benefits	\$ 1,164,104	\$ -	\$ 784,830	\$ 379,274	67%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ -	\$ -	\$ -	\$ -	0%
f. Contractual	\$ 219,018	\$ -	\$ 16,872	\$ 202,146	8%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 19,293	\$ -	\$ 4,388	\$ 14,906	23%
i. Total Direct Charges	\$ 3,079,585	\$ -	\$ 2,025,502	\$ 1,054,083	66%
j. Indirect Charges*	\$ 266,227	\$ -	\$ 187,798	\$ 78,430	71%
k. TOTALS	\$ 3,345,812	\$ -	\$ 2,213,300	\$ 1,132,513	66%

CCFP Budget Summary - Child and Adult Care Food Program
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 260,000	\$ 9,758	\$ 73,784	\$ 176,457	32%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 260,000	\$ 9,758	\$ 73,784	\$ 176,457	32%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 260,000	\$ 9,758	\$ 73,784	\$ 176,457	32%

CPKS Budget Summary -CA Pre-Kindergarten and Family Literacy Support
Report as of 05/6/26 - Payroll from 07/01/2025 to 3/27/26

Fiscal year budget spent 75%

Category	Budget	Encumbrance	Expenditures	Available	Budget Spent %
a. Personnel	\$ -	\$ -	\$ -	\$ -	0%
b. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	0%
c. Travel	\$ -	\$ -	\$ -	\$ -	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
f. Contractual	\$ -	\$ -	\$ -	\$ -	0%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ -	\$ -	\$ -	\$ -	0%
i. Total Direct Charges	\$ 32,500	\$ -	\$ 32,500	\$ -	100%
j. Indirect Charges*	\$ -	\$ -	\$ -	\$ -	0%
k. TOTALS	\$ 32,500	\$ -	\$ 32,500	\$ -	100%

Child and Adult Care Food Program FY2025-26

Meal counts are due to CDSS 45 days after the close of the month. To ensure the most accurate numbers are reported to PC and AB meal counts will be reported after they are finalized for submission to CDSS.

Institution: CITY OF OAKLAND HEADSTART
Month/ Year: March-26

Facility Number	Facility Name				Number of Operating Days	License Capacity (room capacity, if applicable)	Funded enrollment	Enrollment (license or room capacity, if applicable)	Shift status	Max. Number of Meals Eligible For Reimbursement (Enrollment x Operating Days)	Do any meal counts, by meal type, exceed the maximum number of meals eligible? If yes, explain why and action taken	Do any meal counts by meal type show pattern of block claim? If yes state action taken, attach supporting document
		Breakfast	Lunch	PM Snack								
1 1	Full Day 85th Avenue I	67.00	74.00	67.00	21.00	entire site (50)	16.00	16.00	1.00	336.00	NO	NO
1 2	Full Day 85th Avenue II	105.00	140.00	130.00	21.00	entire site (50)	10.00	16.00	1.00	336.00	NO	NO
1 3	Full Day 85th Avenue III	223.00	231.00	229.00	20.00	entire site (50)	8.00	16.00	1.00	320.00	NO	NO
2 4	Full Day Arroyo Viejo	121.00	130.00	111.00	21.00	16	12.00	12.00	1.00	252.00	NO	NO
3 5	Full Day BROADWAY/INFANT	43.00	47.00	34.00	20.00	8	8.00	9.00	1.00	180.00	NO	NO
3 6	Full Day BROADWAY/RM 3 (TODDLER)	87.00	115.00	101.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
3 7	Full Day BROADWAY/RM 4 (TODDLER)	53.00	142.00	104.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
4 8	Full Day Brookfield 1	256.00	330.00	247.00	20.00	entire site (48)	16.00	16.00	1.00	320.00	YES	NO
4 9	Full Day Brookfield 2	-	-	-	-	entire site (48)	16.00	16.00	1.00	-	NO	NO
5 10	Full Day						-			-	NO	NO
6 11	Full Day						-			-	NO	NO
7 12	Full Day Franklin	171.00	260.00	145.00	20.00	18	16.00	32.00	1.00	640.00	NO	NO
8 13	Full Day Lion's Creek 1	143.00	241.00	226.00	20.00	18	16.00	16.00	1.00	320.00	NO	NO
8 14	Full Day Lions Creek 2	80.00	131.00	120.00	20.00	8	8.00	8.00	1.00	160.00	NO	NO
9 15	Full Day Manzanita	153.00	259.00	247.00	19.00	20	16.00	20.00	1.00	380.00	NO	NO
10 16	Full Day San Antonio CDC 1	-	-	-	-	entire site (24)	24.00	24.00	1.00	-	NO	NO
11 17	Full Day San Antonio Park I	93.00	104.00	93.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
11 18	Full Day San Antonio Park II	119.00	123.00	116.00	21.00	8	10.00	9.00	1.00	189.00	NO	NO
12 19	Full Day Sungate I	200.00	268.00	267.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
12 20	Full Day					0	-	16.00	1.00	16.00	NO	NO
13 21	Full Day Tassafaronga	245.00	257.00	219.00	20.00	24	24.00	24.00	1.00	480.00	NO	NO
14 22	Full Day West Grand (Infant)	126.00	145.00	129.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14 23	Full Day West Grand (Older)	100.00	125.00	115.00	21.00	8	8.00	9.00	1.00	189.00	NO	NO
14 24	Full Day West Grand (Young)	98.00	147.00	132.00	21.00	8	8.00	8.00	1.00	168.00	NO	NO
TOTAL		2,483.00	3,269.00	2,832.00	388.00		272.00	326.00		5,493.00		
HS		1,502.00	2,100.00	1,761.00	243.00							
EHS		981.00	1,169.00	1,071.00	145.00							

I certify that the edit check process was completed and that the information was reviewed. If needed, appropriate action was taken as indicated.

Certified by: Emari Dimagiba
Emari Dimagiba (Apr 22, 2025 11:16:18 PDT)

Emari Dimagiba
Head Start Health Manager

* Block claim - when the number of meals claimed at a facility for one or more meal types (B, L, D, or snack) is the same for 15 consecutive operating days.

Keep this completed edit check form with a copy of the claim submitted for reimbursement

Avg Daily Participation **155.67**

=(max meals)/(max days)

ADP ENTRY **156.00**

Prepared by : Michael Fries

Fiscal Approval: Vi Lo
Vi Lo
Human Services Fiscal Manager

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 05/08/26

Cardholder Name: Diveena Cooppan



Agency / Department: DHS - Head Start

PRINT NAME
MARCH 2026
Transaction Period (Month / Year)

TO

MARCH 2026
Transaction Period (Month / Year)

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

 Date May 14, 2026 08:48:12 PDT	510-238-3165 PHONE NUMBER (REQUIRED)	 Date May 14, 2026 08:59:58 PDT
CARDHOLDER'S SIGNATURE AND DATE		AUTHORIZATION SIGNATURE AND DATE

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	3/3/26	AMAZON	Diapers	551.28		
2			47% 1.2128.78231.52921.1007666.YS13.24656 53% 1.2128.78231.52921.1007667.YS13.24656			
3	3/20/26	AMAZON	Safety Device for Sites	49.55		
4			1.2138.78231.52921.1007672.YS13			
5	3/24/26	AMAZON	Safety Device for Sites	128.83		
6			1.2138.78231.52921.1007672.YS13			
7						
8						
9						
10	Document Total			729.66		
11	<div><div>Maricela Avila</div><div>Maricela Avila (May 13, 2026 21:05:05 PDT)</div></div>			<div>Audited By:</div>		
12						

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DETAILED DESCRIPTION



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | headstart.gov

March 9, 2026

Mr. Jestin Johnson, City Administrator
CITY OF OAKLAND OFFICE OF HEALTH & HUMAN SERVICES
150 Frank H Ogawa Plz
Ste 5352
Oakland, CA 94612-2093

Re: Grant No. 09CH013397

Dear Mr. Johnson,

The Head Start Act sets forth specific requirements with regard to enrollment levels in Head Start programs. The Office of Head Start (OHS) is committed to supporting grant recipients' efforts to achieve full enrollment while maintaining the highest quality of services for children and families. To further our collective mission, OHS works together in partnership with grant recipients to increase enrollment in programs that have fewer children enrolled than their funded enrollment level.

We are writing to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, CITY OF OAKLAND OFFICE OF HEALTH & HUMAN SERVICES is required to develop a plan in collaboration with OHS to address its current underenrollment status. OHS recognizes that many Head Start programs are experiencing unprecedented challenges in hiring and retaining qualified staff. Please know that OHS staff will be working in partnership with you through this process to offer support, technical assistance, and guidance to better understand the enrollment challenges you are experiencing and develop solutions.

OHS also wants to ensure that grant recipients are fully aware of the requirements, expectations, and next steps in this process, which are further outlined in the sections below.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start and Early Head Start enrollment levels reported by your agency, CITY

OF OAKLAND OFFICE OF HEALTH & HUMAN SERVICES, will be required to initiate a plan to improve enrollment in collaboration with OHS. The plan will last 12 months, with the goal of achieving at least 97% enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS will partner with your agency to ensure that you have a plan and the technical assistant support necessary to reach full enrollment. The 12-month period will conclude not later than March 19, 2027.

OHS requests a meeting with your agency leadership within the next 30 days to collaborate on the development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors in Section 641A(h) of the Head Start Act (included as Attachment A). This review should guide your agency in identifying the factors which may be contributing to your program's underenrollment. Your assigned Program Specialist, Joseph Laster, will contact you to schedule the meeting.

Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting**— Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission**— Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

The Head Start Act also outlines potential actions if a Head Start program is under 97%

enrollment after the 12-month period. OHS wants to ensure that you are fully aware of the potential actions following the 12-month period.

If your agency reaches at least 97% enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97% enrollment for the next six consecutive months. If this is achieved, a Letter of Completion at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency has not reached at least 97% enrollment at the end of the 12-month period, OHS has the option of reducing grant funds. OHS will consider improvements in enrollment and action steps that the grant recipient has taken to address enrollment issues. We strongly recommend that you consider a Change in Scope application to restructure your budget to address the underlying causes of underenrollment, including reducing slots to increase wages in order to recruit and retain teachers.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 117 slots and your Early Head Start program is underenrolled by 68 slots. If OHS were to decrease your funded enrollment according to these figures, it would equate to recapturing \$2,353,200 from your Head Start base grant and \$1,641,120 from your Early Head Start base grant. Please note, OHS is not recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see ACF-PI-HS-18-04 .

Sincerely,

Office of Head Start

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) **ACTUAL ENROLLMENT-** The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) **BASE GRANT-** The term base grant' has the meaning given the term in section 640(a)(7).

(C) **FUNDED ENROLLMENT-** The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than four consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97% of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

From: Sarah Trist (strist@oaklandca.gov)

Grant Number: 09CH013397

Grantee Name: CITY OF OAKLAND OFFICE OF HEALTH & HUMAN SERVICES

Dear Mr. Laster,

Please find attached the City of Oakland Head Start Enrollment Action Plan in response to the Full Enrollment notice sent to the Program on March 9th. Please let me know if we may provide any additional information.

Sincerely,

Sarah Trist MS, RD
Head Start Program Director

Attachments: There are (1) attachment(s) related to this message available to be viewed or downloaded in HSES.

Please login to HSES (<https://hses.ohs.acf.hhs.gov/>) to view and respond.

To be able to log in and respond to a message in HSES under the Correspondence tab, you will need an account. If you do not yet have one, please contact the HSES Help Desk to obtain a user ID and password.

Grantee Name	City of Oakland Head Start	Start Date	March 19, 2026
Grant Award Number	09CH013397	End Date	March 18, 2027

List of Activities/Strategies:

Overall Intended Outcome:	City of Oakland HS will reach and maintain full enrollment in each program option by March 8, 2027.				
Overall Implementation Activities/Strategies:	Timeline:	Staff Responsible:	Resources/ TTA needed:	Evidence/Documentation:	Monitoring of Activities Implemented:
Workforce: Attracting, stabilization and expansion.	March 2026 - March 2027	HR Analyst, Governance Manager, Program Director	COO HR support for timely hiring process.	New hires in place and assigned to classrooms	<ol style="list-style-type: none"> 1. Weekly tracking of applications received 2. Contact and interviews within 5 days of application receipt
Submit and implement Change in Scope Application	September 2024 - March 2027	Program Director, COO HR Leadership	COO HS Staff Time	Approved application	<ol style="list-style-type: none"> 1. Application developed – August 2025 2. Application reviewed and approved by PPC and AB – September 2025 3. Application submitted to OHS in September 2025 4. Response to questions from OHS in October 2025 5. Regional office communications regarding “soft approval” in December 2025 6. Awaiting Office of Head Start approval - pending 7. Implementation of proposal upon approval

Key Element:	Workforce				
Intended Outcome:	Grantee and Partners will fill all positions for teaching staff, home visiting staff, and center director roles.				
Implementation Activities/Strategies:	Timeline:	Staff Responsible:	Resources/ TTA needed:	Documentation:	Status of Activities
Hire center level staff, home visiting staff, and partner direct-service staff with goal of vacancy rate of 5% or less.	March 2026-March 2027	HR Analyst, Partner Managers, Program Director, Fiscal Manager, Human Services Department Director, COO Human Resources Department	COO HR support, Brighter Beginnings recruitment	New hire paperwork	Ongoing
Increase outreach for hiring through area bus ads	March 2026-March 2027	HR Analyst	COO HS staff time, Increased staff recruitment budget	Bus ads purchase invoice	Ongoing
Contact and interview of applicants within two weeks of application	March 2026-March 2027	HR Analyst, COO Human Resources Department	COO HR support	Referred lists to COO HS	Ongoing

Key Element:	Program Design				
Intended Outcome:	A successful Change in Scope Application will result address root causes of under enrollment and allow for full enrollment.				
Implementation Activities/Strategies:	Timeline:	Staff Responsible:	Resources/ TTA needed:	Documentation:	Status of Activities
Develop Change in Scope Application based on Community Assessment and program data	September 2024	Program Director, Governance Manager, Fiscal Manager	Experience of other grantees going through same process; feedback on application	Application	Complete

Key Element:	Program Design					
Intended Outcome:	A successful Change in Scope Application will result address root causes of under enrollment and allow for full enrollment.					
Application reviewed, discussed, and approved by PPC and AB	November 2024	Program Director, Governance Manager	COO HS Staff Time, PC/AB Time	Meeting Minutes	Complete	
Application submitted to OHS	November 2024	Program Director, Fiscal Manager	COO HS Staff Time	Application in HSES	Complete	
Respond to clarifying questions from OHS	November 2024, ongoing	Program Director, Fiscal Manager	COO HS Staff Time	Follow up materials	Complete	
Resubmit Change in Scope Application to OHS	June 2025	Program Director, Fiscal Manager	COO HS Staff Time	Application in HSES	Complete	
Resubmit Change in Scope Application to OHS	September 2025	Program Director, Fiscal Manager	COO HS Staff Time	Application in HSES	Complete	
Implementation of change in scope proposal	June 2026	Program Director, Fiscal Manager	COO HS Staff Time – awaiting proposal approval by ACF	End of Month Enrollment Report, CCL license, Teacher salary structure	In Process	

City of Oakland
Human Services Department
Early Childhood & Family Services (ECFS) Division

Funding Requests & Opportunities

For FY 26-27. The City of Oakland Head Start and Early Head Start Program is requesting **\$540,377 in one-time federal funds**, along with a **waiver of the \$135,094 non-federal match**, to address urgent program needs without creating ongoing costs. The request focuses on four areas:

- **Nutrition and Gardens – \$158,600:** Upgrades to kitchen equipment and expansion of garden-based learning at centers, family childcare homes, and in the home-based program to increase children’s access to fresh foods and support hands-on nutrition education.
- **ERSEA Outreach – \$89,400:** A bus advertising campaign and outreach supplies to strengthen recruitment of eligible families and early childhood staff in Oakland’s highest-need neighborhoods.
- **Professional Development – \$15,000:** One-time speaker and facility costs for targeted staff and parent training aligned with program priorities such as ERSEA, family engagement, nutrition, outdoor learning, and trauma-informed practice.
- **Playground Safety Improvements – \$277,377:** Safety, surfacing, shade, and equipment replacement projects at five sites to ensure safe, developmentally appropriate outdoor learning environments.

All proposed items are **non-recurring**, strengthen existing systems, and support child health, safety, learning, and full enrollment.

**FY 2025–26
Desired Results Developmental Profile (DRDP)
Parent Survey
Summary of Findings and Action Plan**

Summary of Findings

The FY 2025–26 Parent Survey gathered input from caregivers General Child Care (CCTR) Infant/Toddler and California State Preschool (CSPP) Center-Based programs in Fall 2025. Caregivers consistently reported high levels of satisfaction regarding communication, safety policies, cultural responsiveness, and child development supports. Agreement rates across both CCTR and CSPP caregivers frequently exceeded 90%, with several items at 100%.

Caregivers expressed appreciation for:

- Clear explanations of enrollment processes and safety policies.
- Transparent communication about curriculum, learning activities, and child progress.
- Regular updates on daily child experiences (e.g., meals, napping, toileting).
- Strong staff-family relationships and welcoming program environments.
- Programs demonstrated strong cultural and linguistic responsiveness, with families affirming that communications are provided in home languages and that learning materials reflect children’s cultural backgrounds.

Most parents (81% of CCTR and 66% of CSPP) reported that program participation made it easier to accept a job, keep a job, or attend school, indicating significant contributions to family economic stability.

Feedback and Areas for Growth

Both CCTR and CSPP caregivers expressed interest in:

- More frequent daily updates (digital logs)
- More monthly check-ins or teacher meetings
- Continued or increased disability-related supports

Feedback from caregivers of children with IFSPs/IEPs showed overall agreement with inclusion efforts, though responses revealed greater variation and concern regarding how well individual plan needs are met, as well as consistent access to mental health and developmental supports.

Parent Survey Action Plan

Goal: Strengthen family communication, disability inclusion supports, and staff-family engagement while maintaining high-quality programming that is responsive to children's and families' individual needs.

Action Step	Timeline	Responsible Staff	Implementation Strategies	Progress Measures	Follow-Up and Reflection
Increase frequency and clarity of daily child updates	PY 26-27 (ongoing)	Center Directors and Center Staff	In Progress: Learning Genie and Family Engagement Policy	PY 26-27 Parent Survey Comparison; track increased parent/staff use of Learning Genie	
Expand monthly teacher check-ins and structured engagement.	PY 26-27 (ongoing)	Education and Family Services	In Progress: Learning Genie and Family Engagement Policy, updated Parent Conference Policy; collaboration with Family Services and Education teams	PY 26-27 Parent Survey Comparison	
Strengthen IFSP/IEP supports.	PY 26-27 (ongoing)	Disabilities / Mental Health	In Progress: Equal Access and ADA Policy for ECE Programs	PY 26-27 Parent Survey Comparison	

Additional Family Comments:

There were additional one-off comments regarding requests for extended program hours and improved check-in procedures. While the Program is not developing a formal action plan in response to these comments, we are monitoring the impact of full-year programming (CCTR beginning in PY 2025–26, with some sites offering extended hours; CSPP beginning in PY 2026–27) and reviewing attendance sign-in procedures.

California General Child Care Program (CCTR)
California State Preschool Program (CSPP)

**At-a-Glance Summary of *New Policies, for Review and Approval,
Informed by Results of Desired Results Developmental Profile (DRDP) Parent Survey**

*(policies are included in handout)

Equal Access & ADA Policy

The program is committed to full inclusion for all children, regardless of disability.

Rights & Program Commitments

- No child may be excluded from enrollment or activities on the basis of disability.
- Reasonable modifications are made to policies and procedures to support full participation.
- Staff collaborate with families, specialists, and IEP/IFSP teams to develop individualized accommodations.
- Auxiliary aids and services (e.g., communication devices, interpreters) are provided as needed.
- All facilities comply with ADA physical accessibility standards.
- Staff complete annual training on ADA compliance and inclusive practices.
- All disability-related information is kept strictly confidential.

Enrollment & Accommodation Process

- Families are encouraged to disclose disability-related needs at enrollment to support early planning.
- Accommodations are determined in partnership with the family.
- Supports are reviewed regularly and updated as the child's needs change.

Grievance Contacts

- Concerns may be submitted to the Disability Coordinator: inclusion@oaklandca.gov
- Or the ADA Programs Division: adaprograms@oaklandca.gov
- All complaints receive a prompt and impartial review.

Learning Genie Family Engagement

Learning Genie is the approved platform for daily documentation, family communication, and classroom updates across all ECFS programs.

Enrollment

- Families must be enrolled in the app within two (2) weeks of a child's program start date.
- Enrollment is complete when the app is downloaded and the correct classroom is connected.
- Families without a device or internet access may request loaner devices or hotspot support.

Daily Documentation

- Daily photos and learning updates are shared through the app.
- Infant/Toddler classrooms: meals, naps, and diapering are logged the same day care is provided.
- Head Start/Preschool classrooms: a minimum of one engagement entry per child is posted daily.
- Only your child's information is shared with your family.
- All photos and media require a signed media release on file.

Communication

- Staff respond to family messages within one (1) business day.
- Incident reports and sensitive matters are handled through formal ECFS channels, not this platform.
- Program-wide announcements — including closures and events — are sent through Learning Genie.

Equal Access and ADA Policy for Early Childhood Education Programs

HSPPS Subpart:		Health Services Advisory Committee Review Date:	If applicable
HSPPS and other federal regulations:	<ul style="list-style-type: none"> Americans with Disabilities Act (1990), Titles II and III Section 504 of the Rehabilitation Act of 1973 Individuals with Disabilities Education Act (IDEA) 	Policy Council Approval Date:	
State or Local Regulations:		Advisory Board Approval Date:	
Effective Date:	May 15, 2025	Revised Date:	May 13, 2026
Policy Statement and Detailed Procedures			
Policy Statement:	City of Oakland Early Education program ensures that no child is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity on the basis of disability. Reasonable modifications will be made to policies, practices, and procedures to ensure full participation of children with disabilities.		
Rationale:	This policy affirms the commitment of City of Oakland Early Education program to provide equal access and inclusive educational opportunities for all children, including those with disabilities, in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable federal and state laws.		

	<p>Key Principles are as follows:</p> <ol style="list-style-type: none"> 1. Nondiscrimination Children with disabilities will not be excluded from enrollment or participation based on the nature, severity, or type of disability. 2. Reasonable Modifications Reasonable modifications will be made to accommodate individual needs, unless such modifications would fundamentally alter the nature of the services provided. 3. Individualized Support Staff will collaborate with families, therapists, and medical professionals to provide individualized accommodations and supports that promote learning and development. 4. Auxiliary Aids and Services When necessary, auxiliary aids and services (e.g., sign language interpreters, communication devices) will be provided to ensure effective communication. 5. Accessible Facilities All facilities used by children and families will meet ADA physical accessibility standards. 6. Staff Training Staff will receive annual training on ADA compliance, inclusion practices, and disability awareness. 7. Confidentiality All disability-related information will be treated with confidentiality and shared only with individuals involved in implementing accommodations.
Responsibility:	This policy applies to all staff, volunteers, contractors, children, and families participating in the City of Oakland Early Education Program.

Procedure:	<ol style="list-style-type: none"> 1. Enrollment Families are encouraged to disclose any disability-related needs during the enrollment process to facilitate appropriate planning. 2. Assessment Upon disclosure and in partnership with the family, the program will assess what reasonable modifications or aids are necessary. 3. Collaboration Work with families and relevant professionals (e.g., Early Intervention, IEP teams) to ensure accommodations are aligned with the child's developmental needs. 4. Monitoring and Evaluation Accommodations and supports will be reviewed regularly to ensure effectiveness and updated as needed. <p>Grievance Procedure</p> <p>Any concerns or complaints regarding disability discrimination can be submitted to City of Oakland Early Education Program Disability Coordinator and City of Oakland(inclusion@oaklandca.gov) ADA Programs Division (adaprograms@oaklandca.gov). A prompt and impartial investigation will be conducted in accordance with grievance procedures.</p>
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Monitoring:	<p>Tier 1 Monitoring-</p> <ul style="list-style-type: none"> • Family Services will ensure IEP and IFSP's are current including signatures at time of intake • When a child receives a new IEP/IFSP, Family Service workers will ensure they are signed. <p>Tier 2 Monitoring-</p> <ul style="list-style-type: none"> • Monthly: Disability Coordinator will ensure IEP/IFSP have signatures. • When a new child with an IEP/IFSP or a new IFSP/IEP is completed, Disability Coordinator will meet with teaching team to read through the document. • Ensure staff understanding, and plan for needed adaptive materials if needed.
Documentation:	IFSP, IEP, MDT notes, individualizations
Timeframe:	Implementation ongoing

Learning Genie Family Engagement Policy

HSPPS Subpart:		Health Services Advisory Committee Review Date:	N/A
HSPPS and other federal regulations:		Policy Council Approval Date:	
State or Local Regulations:		Advisory Board Approval Date:	
Effective Date:	4/27/26	Revised Date:	May 2026
Policy Statement and Detailed Procedures			
Policy Statement:	The Learning Genie Family Engagement Policy establishes consistent expectations for how ECFS staff enroll families, document daily routines, and communicate with parents/guardians using the Learning Genie platform. Learning Genie is the approved digital tool for strengthening family partnerships, meeting licensing requirements for documentation, and supporting high quality communication across all Early Head Start, Head Start, and State Preschool programs.		
Rationale:	<p>This policy ensures:</p> <ul style="list-style-type: none"> • Timely enrollment of families into the platform • Accurate and same day documentation of required infant/toddler routines • Required documentation for preschool, FCC, and Home-Based program options, including daily engagement entries and individualized updates • Consistent, professional communication between staff and families • Alignment with Head Start Program Performance Standards, CDE, CDSS and ECFS family engagement goals and requirements 		
Responsibility:	<p>This policy applies to all staff responsible for family communication and documentation, including:</p> <ul style="list-style-type: none"> • Teaching Staff (Teachers, Associate Teachers, Assistants, Aides) • Center Directors (CDs) • Family Service Workers (FSWs) • Education Specialists • Home Based Visitors • Family Childcare Providers • Family Engagement Leadership Staff 		
Procedure:	1. Family Enrollment Requirements Enrollment Timeline		

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> • All families must be enrolled in Learning Genie within 2 weeks (10 business days) of the child's start date. • If the Family Service Worker (FSW) experiences any barriers enrolling the family during the intake appointment (e.g., limited time, technology challenges, or the family not having their device available), the FSW will follow up directly with the family to complete enrollment. This may include meeting with the family during drop off or pickup to support app download, account setup, and connection to the correct classroom. • Learning genie enrollment is not considered complete until the family has successfully downloaded the app, connected to the correct classroom, and confirmed access. <p>2. Roles & Responsibilities</p> <p>Family Service Workers (FSWs)</p> <ul style="list-style-type: none"> • Introduce Learning Genie during the intake process using the Family Engagement flyer and talking points document. • Ensure families download the app, create account, and connect to their child's classroom. • Provide families with the Learning Genie welcome flyer and basic troubleshooting support. • Confirm and communicate with CD the child's start date. <p>Center Directors (CDs)</p> <ul style="list-style-type: none"> • Submit the Learning Genie JotForm for newly enrolled children once the Family Service Worker has confirmed start date. • Monitor Learning Genie communication and usage weekly • Verify families are connected to the correct classroom. • Communicate with Education and Family Engagement leadership via email if enrollment barriers arise. <p>In the event a family does not have access to a device or reliable internet, staff will support the family in accessing available ECFS resources (e.g., technology lending library, hotspot support, or in-person assistance) to ensure equitable use of the Learning Genie platform.</p> <p>3. Documentation & Engagement Requirements</p> <p>3.1 Infant/Toddler Daily Licensing Documentation</p>

Policy Statement and Detailed Procedures	
	<p>Teaching staff in infant/toddler classrooms must upload all required licensing documentation on the same day the care is provided, including:</p> <ul style="list-style-type: none"> • Meals (breakfast, lunch, snack; quantity and notes as required) • Naps in the Infant Sleep Check tab (start times, end times, and every 15-minute interval check will be documented) • Diapering/Toileting (time, type, notes) • Medication administration (if applicable and aligned with program procedures) <p>3.2 Additional Daily Documentation (All Classrooms)</p> <p>Teaching staff will upload daily:</p> <ul style="list-style-type: none"> • Photos and learning media aligned with curriculum • Notes on routines, engagement, and emerging skills • Positive updates that support family connection and trust <p>3.3 Individual Photos and Documentation Requirements</p> <p>To protect children's privacy and ensure compliance with media release permissions:</p> <ul style="list-style-type: none"> • Only individual photos and documentation specific to each child may be shared with their family through Learning Genie. • Documentation shared with families must be individualized, strengths-based, and aligned with the child's approved media permissions. <p>3.4 Weekly Engagement Entries (Head Start/Preschool Classrooms)</p> <p>To ensure equitable family engagement and consistent visibility into each child's learning, teaching staff must upload a minimum of one (1) Learning Genie Engagement entry per day per child.</p> <p>Engagement entries may include:</p> <ul style="list-style-type: none"> • Photos of learning activities • Learning media aligned with curriculum objectives • Short descriptions of what children gained from the activity • Classroom events, projects, or celebrations • Updates highlighting developmental skills, social-emotional learning, or emerging interests <p>Each entry must:</p> <ul style="list-style-type: none"> • Be warm, strengths-based, professional, and culturally responsive

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> • Include a brief description of the activity and children's learning • Be tagged to the individual child • Only include children in the classroom with approved photo release. <p>3.5 Use of City-Issued Technology All Learning Genie documentation, communication, and engagement entries must be completed using City-issued devices and City-approved technology platforms.</p> <ul style="list-style-type: none"> • Staff may not use personal phones, personal email accounts, or personal devices to upload documentation, communicate with families, or access Learning Genie. This requirement ensures compliance with ECFS privacy, security, and data-protection standards. <p>4. Communication Expectations</p> <p>4.1 Teaching Staff</p> <ul style="list-style-type: none"> • Use Learning Genie to share photos, learning moments, and routine updates. • Maintain a warm, professional tone that reflects ECFS values of belonging, partnership, and respect. • Teaching staff will not share unusual incident reports or other incident reports via the learning genie platform. <p>4.2 Family Service Workers & Center Directors</p> <ul style="list-style-type: none"> • Use Learning Genie to send reminders, announcements, surveys, and general updates to families. • Support two-way communication by responding to family messages within 1 business day. <p>5. Surveys and Family Engagement Activities</p> <ul style="list-style-type: none"> • Staff will use Learning Genie survey feature to gather family input, support goal setting, and strengthen home-school partnerships. • Surveys must be reviewed and approved by Family Engagement or Education leadership before distribution. • Survey results will be used to inform classroom practices, family partnership agreements, and program planning. <p>6. Professional Conduct and Privacy</p> <ul style="list-style-type: none"> • All communication through Learning Genie must follow ECFS confidentiality guidelines, Community Care

Policy Statement and Detailed Procedures	
	<p>Licensing regulations, and all applicable state and federal privacy requirements (including FERPA and HIPAA related protections where applicable).</p> <ul style="list-style-type: none"> • Staff must always protect children’s personally identifiable information (PII) and ensure that only authorized individuals have access to Learning Genie. • Sensitive information such as unusual incident reports, injury details, behavioral concerns, or any information requiring formal reporting may not be shared through Learning Genie and must follow established ECFS reporting procedures. • All photos, videos, and media shared with families must comply with media release permissions on file. <p>7. Program Wide Announcements</p> <p>Learning Genie is the approved ECFS platform for sending program wide announcements to families. Program wide announcements may include reminders, closures, safety updates, program events, or other information that applies to all enrolled families.</p> <ul style="list-style-type: none"> • Only authorized program leadership (Education, Family Engagement, or designated Central Office staff) may send program wide announcements through Learning Genie. • All program wide announcements must be professional, clear, and aligned with ECFS communication standards. • When a program wide announcement is sent to families, an FYI copy must also be sent to all relevant Central Office staff to ensure alignment, awareness, and consistent follow up across departments. • Program wide announcements must be used only for official ECFS communication and not for classroom or site-specific updates.
Monitoring:	<ol style="list-style-type: none"> 1. Center Directors will monitor Learning Genie usage weekly to ensure: <ul style="list-style-type: none"> • Infant/Toddler classrooms complete all required daily licensing entries • Head Start/Preschool classrooms post at least one (1) engagement entries per day per child • Family enrollment is completed within the required 2-week timeframe • Communication is professional, timely, and aligned with program expectations

Policy Statement and Detailed Procedures	
	<ol style="list-style-type: none"> 2. Family Service Coordinators will monitor any Learning Genie usage of Family Service Worker(s) and ensure family service workers are supporting family enrollment of the app. 3. Early Learning Specialists will review and approve any surveys before sending out. <ol style="list-style-type: none"> a. Will monitor usage to ensure CCL compliance and policy adherence. 4. Early Learning Specialists and Family Engagement staff provide coaching, and technical assistance as needed.
Documentation:	<ul style="list-style-type: none"> • Learning Genie Manual
Timeframe:	

California State Preschool Program (CSPP)
Contract Monitoring Review (CMR)

Corrective Action Plan Update:

**At-a-Glance Summary of
*New Policies for Review & Approval**
*(policies are included in handout)

1. Recording & Reporting Attendance and Eligibility Requirements

- A “Full Signature” means your legal signature (what you use on checks or official documents).
- A staff member checks sign-in/sign-out sheets each day to make sure legal signatures are used.
- Center Directors review attendance daily for accuracy and will contact families if anything is missing.
- Parents must sign for every excused absence.
- Staff are not allowed to sign or date anything on behalf of parents or caregivers.
- ERSEA staff double-check all sheets for accuracy and completeness.
- Explains who qualifies for services in our early childhood programs.
- Ensures all family documents are complete and kept up-to-date so children remain enrolled without interruption.

2. Napping & Rest Time

- Children receive a daily rest period in a calm, safe environment.
- Cots or mats must be spaced properly and set up in ways that reduce the spread of illness.
- Children who do not sleep may participate in quiet activities.
- Staff supervise children at all times during nap and maintain a peaceful atmosphere.

4. Nutrition, Dry Goods & Safe Water Storage

- New safe-storage rules help prevent foodborne illness and keep kitchens organized and sanitary.
- Includes safe practices for storing dry goods, food items, and meal-service supplies.
- Covers how drinking water and water containers must be stored and monitored to keep children safe and healthy.

5. Health & Safety – Small Objects & Choking Hazards

- Staff use a “choke tester” to check any small, non-educational items for safety.
- Educational toys and materials must be developmentally appropriate and always supervised.
- Daily safety checks ensure small objects are stored safely and out of reach, especially for infants and toddlers.
- Clear supervision rules ensure safe use of all small materials in infant/toddler and preschool classrooms.

Daily Attendance

HSPPS Subpart	Subpart A — Eligibility, Recruitment, Selection, Enrollment, and Attendance	Health Services Advisory Council Approval Date	N/A
HSPPS and Other Regulations	1302.16 (a) (b) (c)	Policy Council Approval Date	8/18/2020
		Board of Directors Approval Date	8/20/2020
Effective Date	March 15, 2026	Revised Date	02/01/2026
Policy Statement and Detailed Procedures			

Policy Statement

City of Oakland (COO) will track attendance for each child and will implement a process to ensure children are safe when they do not arrive at school. COO's goal is to assist families to achieve full attendance. COO will use attendance data to support families to promote the child's regular attendance.

Responsibility

ERSEA Coordinator
ERSEA Staff
Family Services Coordinator
COO Head Start Management Team
Center Staff

Terms & Definitions

Abandonment of Care (5 CCR 17819.5)

A family may be disenrolled by the program if there is no contact for 30 consecutive calendar days, provided the program has issued the appropriate Notice of Action.

Attendance

The number of children present at a preschool facility.

For CSPP record of attendance: "Attendance," for purposes of reimbursement, includes excused absences by children because of illness, quarantine, illness or quarantine of their parent, family emergency, or to spend time with a parent or other relative as required by a court of law or that is clearly in the best interest of the child.

Authorized Representative (in relation to Attendance Records)

A person who has been given authority to perform a task for a parent or a contractor, for example, signing children in or out. All center staff are considered Authorized Representatives.

Policy Statement and Detailed Procedures

Chronic absenteeism

A participant missing 10 percent of program days per school year.

Day of Operation

A day in which the program provides service to one or more certified children enrolled.

Full Signature (in relation to Attendance Records)

"Full signature" means the legal signature of the individual (e.g., signature normally used on checks and other documents). If the individual is not literate in written English, the individual may sign with an "X" which must be initialed by the contractor's authorized representative (5 CCR 17818). Pursuant to EC 8234, the use of a digital signature shall have the same force and effect as the use of a manual signature, if it meets accepted CDE program and technology requirements.

- Staff are prohibited from signing or pre-dating signature or date fields on behalf of parents/caretakers.

Monthly attendance record or invoice (CSPP)

Documentation that includes, at a minimum, the name of the child receiving services, the dates and actual times care was provided each day, including the time the child entered and the time the child left care each day, that is signed under penalty of perjury by both the parent or guardian and the childcare provider, attesting that the information provided is accurate.

Procedures

Attendance Notes Data Entry Location

All Attendance notes must be entered in ChildPlus:

- *ChildPlus>Family Services>Events>Attendance Notes*
- If you don't see the Attendance Notes event under Family Services, please contact the assigned ERSEA staff member.

Policy Statement and Detailed Procedures

Parent/Caregiver Sign-In/Sign-Out:

- The Center Director assigns a staff member to monitor parent/caregiver sign-ins on the Sign-In/Sign-Out Sheet, in conjunction with the Daily Health Check.
- Assigned staff must monitor and ensure authorized persons sign their full legal signature.
- Center Director reviews the Attendance Daily Sign-In/Out Sheet daily to ensure completeness.
 - If a parent/caregiver signature is missing, Center Director (or designee) must contact parent/caregiver immediately to complete sign-in sheet.
 - A child cannot be at a center without parent/caregiver transfer of custody.
- Before the end of the school day, Education staff must write "Absent" on parent's signature line for each absent child.
 - The parent or authorized representative must record the absence reason code and sign for **each** excused absence in the signature line.
 - The parent or authorized representative must sign their full legal signature for each excused absence in the signature line.

One-Hour Absence Rule – Child's Safety

- The Center Director (or designee) conducts a count of the number of children in attendance per classroom daily.
- If a child is unexpectedly absent and a caregiver has not contacted the program within one hour of the child's known start time, the Center Director (or designee) must contact the parent/caregiver, or emergency contact to verify the child's safety.
- The Center Director must designate a back-up staff member (Family Service Worker, teacher, etc.) to follow-up with the family if they are unable to do so.
 - Contact attempt notes must be entered into ChildPlus by Family Service Workers. ChildPlus > Family Services Event > Attendance Notes

Daily Attendance Recordkeeping:

Center Directors (Education Staff) Responsibilities:

Policy Statement and Detailed Procedures

- The Center Director (or designee) must submit physical or electronic copies of the Daily Attendance Sign-In/Out Sheets to the ERSEA staff no later than the second business day of each month.
- The Center Director is responsible for reviewing all daily attendance sheets for each child before forwarding them to ERSEA staff. Incomplete or inaccurate sheets will be returned for correction.
 - Ensure that full signatures, excused absences, times, and all required information are recorded.
 - See Daily Attendance Sheets Guide
- The Center Director is responsible for filing and securing the original daily attendance sheets for the current program year in a locked location on site.

Family Service Workers Responsibilities:

- Review daily attendance to monitor absences (physical attendance sheets and/or electronic attendance in ChildPlus).
- Contact families regarding absences.
- Enter the absence reason in ChildPlus after confirming details with the family or Education staff.
- Document contact attempts and information received from parents/caregivers regarding absences.
- Review individual attendance reports in ChildPlus and ensure there are attendance notes for all absences, irregular attendance, and other attendance related follow-ups and concerns.

ERSEA Staff will:

- Review the completeness of daily attendance sheets for each child.
 - If errors or incomplete information are identified, follow up with Center Directors to correct the documents.
 - Inform the ERSEA Supervisor if repeated or patterned inconsistencies in staff submissions persist.
- Review and update the ChildPlus online attendance to match the information recorded on each child's daily attendance sheet. Overwrite entries as necessary.
- Assemble and save the Monthly Attendance Record for each classroom. [*SharePoint>ERSEA>Attendance Records*]
 - See the Monthly Attendance Record for instructions.
 - Do not file (save) the Monthly Attendance Record if information is missing or incomplete.

Policy Statement and Detailed Procedures

- For challenges completing the Monthly Attendance Record, alert the ERSEA Supervisor no later than the 5th day of the month.
- The completed Monthly Attendance Record must be filed (saved) no later than the 10th day of each month.

Absence Reasons

CODE	REASONS (to be recorded in ChildPlus)
Child Sick	Child is ill/hospitalized, child is in quarantine (including COVID related illness/quarantine/concerns)
Parent Sick	Caregiver/Sibling is ill/hospitalized, caregiver is in quarantine (including COVID related illness/quarantine/concerns)
Sibling Sick	is in quarantine (including COVID related illness/quarantine/concerns)
Appointment	Child/caregiver/sibling has medical, dental, mental health, special services appointment
Court-Ordered	Court-ordered visitation (child)
Family Emergency	Death in the family, domestic violence, fire, etc.
Transportation	Car trouble, no access to public transportation, change of work schedule, etc.
BID (Best Interest Day)	Vacation, time spent with parents and/or relatives, out of town trip. Caregivers are allowed up to 10 "BID" vacation days per program year.
Unexcused	When no reason is given, unknown, or vacation days that exceed the 10 BIDs allowed per Program Year.

Unexcused Absences:

- If a child has two (2) or more unexcused absences within a 60-day period, Family Service Workers must work with the family to develop an Attendance Plan.

Irregular Attendance:

Is define as children with patterns of absence that put them at risk of missing ten percent of program days per year.

Policy Statement and Detailed Procedures

A case conference will be scheduled if a child develops a pattern of irregular attendance. A pattern will be defined as 2 or more absences in a month. For home-based, a pattern will be defined as 1 or more absences in a month. It is a requirement to follow-up with families if a child is at risk of missing 10% of operation days.

Best Interest Days (BID):

- Parents/caregivers must request Best Interest Days ahead of planned leaves.
- The Family Service Workers must document the planned date of departure and date of return in ChildPlus.
 - Review Best Interest Days count before approving request from parents/caregivers.
- Excused absences “in the best interest of the child” shall be limited to 10 days during the program year.
- After the 10 Best Interest Days are used, all additional days are considered unexcused.
- Excused absences “in the best interest of the child” for children who are recipients of protective services or at risk of abuse or neglect, are not limited during the program year.
- Best Interest Days are not applicable to children enrolled in Home-Based program options.

Late Pickup

If a child has not been picked up by the end of the session:

- Center staff will call the parent/caregiver.
- If they are unable to contact the parent/caregiver, staff will call the contacts on the child’s Emergency Authorization Card and Disaster Release Form to come pick up the child.

**IN NO CIRCUMSTANCES MUST A CHILD BE LEFT ALONE,
TRANSPORTED TO THE CAREGIVER/GUARDIAN’S HOME,
OR TAKEN HOME WITH STAFF.**

Chronic / Consecutive Absences

If a child is absent three (3) consecutive days without family contact:

- Center Directors and Family Service Workers must communicate with each other to discuss patterns of irregular attendance or if there are other issues related to late pickup or attendance.
- The Family Service Worker will contact the Family Services Coordinator, School Readiness Coordinator, and ERSEA

Policy Statement and Detailed Procedures

Coordinator to schedule a Chronic/Consecutive Absence case conference.

- A plan to conduct a home visit to the family, or any other action depending on each case, must be completed and documented by the 7th calendar day without parent/caregiver contact.
 - If a home-visit is conducted, and the family does not answer the door, a Child Well-Being Notice will be left at the door.
 - At least one communication attempt shall be in writing, which may be through electronic methods.
 - Documentation informing the parent/caregiver in these communications should state that failure to communicate with program staff may result in termination of services.
- The Family Service Worker will continue to record all attempts made to contact the family and all other efforts the program has made to ensure the child's well-being.

In circumstances where chronic absenteeism persists and efforts to re-engage the family are unsuccessful after 30 calendar days, Family Service Workers must confirm the child's disenrollment due to abandonment of care by sending an Enrollment Change Form to ERSEA staff.

Abandonment of Care (5 CCR 17819.5)

ERSEA staff will issue a Notice of Action to disenroll a family on the basis of Abandonment of Care when there has been no communication with program staff for 30 consecutive calendar days.

In these cases, the 30th calendar day of no contact will be used as the official drop date (termination date).

First 60-Days Attendance Policy

- Family Service Workers must review attendance data from the first 60 days of enrollment for each child to identify those with patterns of absenteeism that place them at risk of missing 10% of the program year.
- If a child is identified as being at risk of missing 10% of the program year, the Family Service Workers must hold a case conference with the child's parent(s)/caregiver(s) to discuss the child's absences and develop an Attendance Action Plan to provide support and encourage regular attendance.
- Document the Attendance Action Plan in ChildPlus.
 - *Family Services > Events > 60 Days Attendance*

Policy Statement and Detailed Procedures

Monitoring

On an ongoing basis thereafter, the Family Service Worker will continue to review child attendance, in addition to prior attendance patterns, to identify any child whose attendance patterns puts them at risk of missing 10% percent of program days for the year.

Center Directors/Education Staff

- Review daily attendance sheets each day:
 - Verify that full signatures and times are recorded on sign-in and sign-out sheets by parents, caregivers, or authorized representatives.
 - Verify that each excused absence includes a full signature from a parent, caregiver, or authorized representative.

Family Service Workers

- Review daily attendance each day to follow-up on children absences.
- Run CP Report 2320 Weekly – Individual Attendance.
- Identify patterns of irregular attendance for each child.
- Run CP Report 2305 Monthly – Monthly Attendance
- Review attendance follow-up notes in ChildPlus.
ChildPlus>Attendance Notes

ERSEA Staff

Check all submitted daily attendance sheets for accuracy and completeness:

- Verify that full signatures and times are recorded on sign-in and sign-out sheets by parents, caregivers, or authorized representatives.
- Verify that each excused absence includes a full signature from a parent, caregiver, or authorized representative.
- Return daily attendance sheets back to the center if there is any missing information.
- Input attendance information from each center into ChildPlus on a monthly basis.
- Track each child's Best Interest Days usage.
- Send an updated Best Interest Days count to each site by the 10th of every month.
- (CP#2330)

ERSEA Coordinator

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> • Review attendance monthly (CP#2301) • Provide a monthly attendance report to management staff and governing bodies. • Review and report Chronic Absences Report monthly (CP#2336) • Conduct random audits of attendance sheet files each month (2 centers).
Documentation	Attendance Plan Form Attendance Concerns Letter Child Well-Being Notice Sign-in/Sign-out Sheets
Timeframe	Daily; Sign-in/Sign-out Sheets (center level) Monthly; Sign-in/Sign-out Sheets (data entry, recordkeeping) Monthly; Reporting Requirements First 60 days of Operation (individual attendance analysis)

Napping and Rest Time Policy

HSPPS Subpart:		Health Services Advisory Committee Review Date:	If applicable
HSPPS and other federal regulations:		Policy Council Approval Date:	N/A
State or Local Regulations:	Title 5	Advisory Board Approval Date:	N/A
Effective Date:	12/01/2025	Revised Date:	
Policy Statement and Detailed Procedures			
Policy Statement:	Guidance for nap and rest time.		
Rationale:	To ensure a safe, healthy, and developmentally appropriate rest environment in accordance with California Title 5 Child Development Program Regulations and best practices for early learning settings.		
Responsibility:	All Center Staff		
Procedure:	1. Rest/Nap Schedule <ul style="list-style-type: none"> All children enrolled in full-day programs must be provided with a daily rest period. Children are not required to sleep, but must be offered a quiet, comfortable opportunity to rest. Children who wake early or do not sleep are provided with quiet activities that do not disturb resting peers. 		
	2. Sleeping Equipment <ul style="list-style-type: none"> Each child is assigned their own cot or mat, labeled with their name. Bedding (sheet/blanket) is stored separately to prevent cross-contamination and washed weekly or sooner if soiled. Cots/mats must be placed directly on the floor fully opened and securely positioned when in use. 		
	3. Required Spacing <ul style="list-style-type: none"> To maintain health and safety standards, cots/mats must be placed: <ul style="list-style-type: none"> At least 18 inches apart on all sides. Head-to-toe or toe-to-toe to reduce the spread of respiratory droplets. Pathways must remain clear for staff supervision and emergency access. 		
	4. Supervision		

	<ul style="list-style-type: none"> Teachers maintain constant visual supervision during nap time. At least one staff member always remains in the room, with ratios consistent with Title 5 requirements. Staff do not perform non-supervisory tasks that impede monitoring.
	5. Environment <ul style="list-style-type: none"> Lights are dimmed but remain sufficient for visibility. Soft, calming music may be played. Temperature is regulated for comfort (not too warm; room is ventilated). Noise is kept low to ensure a restful atmosphere.
	6. Health & Safety <ul style="list-style-type: none"> Cots/mats must be sanitized daily and immediately after exposure to bodily fluids. Any child showing signs of illness is monitored closely and moved following the program's health protocol. The sleep environment must remain free from hazards, cords, loose items, or unsafe bedding.
	Procedures for Setup & Cleanup Before Nap: <ul style="list-style-type: none"> Teachers set them up according to the spacing guidelines. Children retrieve their own bedding and place it on their assigned mat. After Nap: <ul style="list-style-type: none"> Children put bedding in individual cubbies. Teachers sanitize mats and fold/store them safely.
Documentation:	<ul style="list-style-type: none"> Classroom diagram submitted by Center Director to direct supervisor prior to start of service annually. Diagram will remain current to reflect enrollment and posted in the classroom
Timeframe:	Daily

SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

HSPPS Subpart:	Subpart D	Health Services Advisory Committee Approval Date:	
HSPPS and other regulations:	HSPPS 1302.47 CFOC 4.9	Policy Council Approval Date:	
State Regulation:	CCL 101227	Board of Directors Approval Date:	
Effective Date:	2/13/2026	Revised Date:	
Policy Statement and Detailed Procedures			
Policy Statement:	The City of Oakland engages in a system of ongoing monitoring of the United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP) and CCL to assure quality, safety, program accountability, and compliance with local, state, and federal regulations.		
Rationale:	Safe practices in food handling, cooking, and storage in kitchen and food prep areas are essential to prevent foodborne illness and for providing healthy food for children.		
Responsibility:	<ul style="list-style-type: none"> • Food service workers • Kitchen supervisor • Center Director and site staff • Health and Nutrition Team • Safety Team • Nutrition Analyst • Health Manager • Safety Manager 		
Procedure:	<p>All food items, meal service items, and poisonous and toxic chemicals in this policy are in reference to kitchen and food preparation areas.</p> <p>Storing Dry Foods</p> <ol style="list-style-type: none"> 1. Central Kitchen will provide containers and masking tape for labeling. 2. Center staff store dry, bulk foods that are not in their original, unopened containers off the floor in clean metal, glass, or food grade plastic containers with tight fitting covers. Label with the product name/contents, and the date it is prepared or opened. Discard date shall be two months after product is opened. Product can be discarded sooner if quality is diminished (stale). 		

Policy Statement and Detailed Procedures	
	<p>3. Discard any expired/best buy food or soon-to-expire food (48 hours or less).</p> <p>4. Store food six inches above the floor.</p> <p>5. Use First-In-First-Out (FIFO) storage method. Rotate stock so foods with a sooner best buy/expiration date are used first.</p> <p>6. Staff food and staff medications must be stored separately from food and medications served to children. Label designated area (shelf or cabinet).</p> <p>Storing Meal Service Items</p> <p>7. Store all meal service items (serving dishes, utensils, plates, cups, bowls) in a separate area (shelf, drawer) from dry foods and not on the floor.</p> <p>Storing and Using Poisonous or Toxic Chemicals</p> <p>8. Ensure all cleaning solutions have their original label in accordance with the <i>Cleaning, Sanitizing, and Disinfecting</i> policy.</p> <p>9. Store all cleaning supplies in a designated area away from food and food contact surfaces.</p> <p>10. Store only cleaning supplies that are necessary for the operation and maintenance of the kitchen.</p> <p>11. Do not re-use cleaning supply containers for storing food or water.</p> <p>Corrective Action</p> <p>12. The reviewer completes the “Summary of Findings and Recommended Actions” section and reviews findings and recommendations with the Center Director and their supervisor. Corrective Action Plans are developed and shared with the Center Director and their supervisor. Corrective Action Plans are to be completed and documented within 30 days of the monitoring visit.</p> <p>13. Completion of Corrective Action Plans and training are documented on the monitoring report.</p> <p>14. The reviewer saves the completed report, Corrective Action Plan, and record of completion of Corrective Action Plan in SharePoint.</p> <p>15. The reviewer analyzes the completed reports with the Health Manager and Safety Manager.</p> <p>16. Review of monitoring reports is used to determine and prioritize staff training topics for Center Director meeting, individual centers, and Pre-Service.</p>
Tasks / Monitoring	<ul style="list-style-type: none"> • Tier 1: Center staff initial and date the Safe Storage in Kitchen and Food Prep Areas checklist, verifying weekly completion of each task; Safe Storage checklist is visibly posted near

Policy Statement and Detailed Procedures	
	<p>refrigerator and food temperature logs.</p> <ul style="list-style-type: none"> • Tier 2: Health Team and Nutrition Analyst verify that the same Safe Storage tasks have been completed during monthly monitoring site visits • Tier 3: Safety team verifies same Safe Storage tasks have been completed during quarterly monitoring site visits • Monitoring follows the Health Services and Safety Program Planning Calendars • Three times annually as part of CACFP monitoring • Monthly nutrition monitoring. • Health Manager monitors completion of monitoring and adherence to monitoring standards. • Safety Manager monitors completion of monitoring and adherence to monitoring standards.
Documentation:	<ul style="list-style-type: none"> • Safe Storage in Kitchen and Food Prep Areas checklist • Health and Nutrition monthly monitoring JotForms • Safe and Sanitary Environment Checklist • CACFP Center Monitoring Report • Corrective Action Plan • Health Services Program Planning Calendar • Nutrition Program Planning calendar • Safety Services Program Planning Calendar
Timeframe:	<ul style="list-style-type: none"> • Center staff initial and date each task on the Safe Storage checklist, verifying completion at least weekly • Health monitoring occurs monthly • Nutrition monitoring occurs monthly • CACFP Monitoring occurs a minimum of three times in a 12-month period for each center • Safety monitoring occurs quarterly • Health Services Program Planning Calendar is updated annually prior to the Program Year • Safety Services Program Planning Calendar is updated annually prior to the Program Year
References	<ul style="list-style-type: none"> • <i>Cleaning, Sanitizing, and Disinfecting</i> policy • <i>IMS</i> policy • Child Care Center Self Assessment Guide: Safe Food Handling And Preparation Licensing Requirements And Best Practices CCAP 04/17/01 • Institute for Child Nutrition HACCP-Based Standard Operating

Policy Statement and Detailed Procedures	
	Procedures Complete Manual 2016



SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

Location / Staff Monitor

CENTER NAME

MONITOR'S INITIALS

Date

MM-DD-YYYY

Date

Time of Arrival

HH : MM

Hour Minutes

AM

Overall assessment

	YES	NO	NOT applicable /observed
1) Today's posted menu is accurate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Point-of-service meal counts are completed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Proper handwashing (soap and water) before and after meals and toothbrushing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4) All meal components are available and offered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Family-style meal service: teachers are role-modeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Food modifications are provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Food modifications list is posted and current	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Clean drinking water is provided indoors and outdoors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9) Water pitchers are clean, in good working condition, and washed daily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10) Expired or soon-to-expire (<48h) food items (in fridge and dry goods) are removed for disposal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11) Open food items are properly stored, labeled, and dated (i.e., date opened, date for disposal)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12) All food service tools (e.g., serving and eating utensils, plates, bowls) are properly stored, free from pests, insects, cleaning supplies and chemicals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13) Staff food and medications are labeled and stored separately from those for children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14) Food and refrigerator temperature logs are complete	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS - notes, instructions, tasks

Time of Departure

HH : MM

AM ▼

Hour Minutes

OVERALL RATING for today's visit

5 stars = VERY GOOD (zero concerns); 4 = GOOD (few concerns); 3 = ACCEPTABLE (few concerns, easily corrected); 2 = POOR (corrective action plan required); 1 = VERY POOR (serious health/safety violations)

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File Upload**Browse Files**

Drag and drop files here

Acceptable files: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif

Save**Submit**



SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

Location / Staff Monitor 85th EO

Date Tuesday, March 17, 2026

Time of Arrival 12:23 PM

Overall assessment

1) Today's posted menu is accurate	YES
2) Point-of-service meal counts are completed	NO
3) Proper handwashing (soap and water) before and after meals and toothbrushing	YES
4) All meal components are available and offered	NOT applicable /observed
5) Family-style meal service: teachers are role-modeling	NOT applicable /observed
6) Food modifications are provided	NOT applicable /observed
7) Food modifications list is posted and current	NO
8) Clean drinking water is provided indoors and outdoors	NOT applicable /observed
9) Water pitchers are clean, in good working condition, and washed daily	NOT applicable /observed
10) Expired or soon-to-expire (<48h) food items (in fridge and dry goods) are removed for disposal	NOT applicable /observed
11) Open food items are properly stored, labeled, and dated (i.e., date opened, date for disposal)	YES
12) All food service tools (e.g., serving and eating utensils, plates, bowls) are properly stored, free from pests, insects, cleaning supplies and chemicals	YES
13) Staff food and medications are labeled and stored separately from those for children	YES
14) Food and refrigerator temperature logs are complete	YES

COMMENTS - notes, instructions, tasks

Meal counts not completed for lunch in the preschool room.
Need to update food mod list in toddler classroom (new allergy) but posted everywhere else.
Kitchen is clean and organized!

Time of Departure 01:03 PM

OVERALL RATING for today's visit ★★★★★

File Upload







SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

Location / Staff Monitor LCC EO

Date Tuesday, March 24, 2026

Time of Arrival 02:38 PM

Overall assessment

1) Today's posted menu is accurate	YES
2) Point-of-service meal counts are completed	YES
3) Proper handwashing (soap and water) before and after meals and toothbrushing	NOT applicable /observed
4) All meal components are available and offered	NOT applicable /observed
5) Family-style meal service: teachers are role-modeling	NOT applicable /observed
6) Food modifications are provided	NOT applicable /observed
7) Food modifications list is posted and current	YES
8) Clean drinking water is provided indoors and outdoors	YES
9) Water pitchers are clean, in good working condition, and washed daily	YES
10) Expired or soon-to-expire (<48h) food items (in fridge and dry goods) are removed for disposal	NO
11) Open food items are properly stored, labeled, and dated (i.e., date opened, date for disposal)	YES
12) All food service tools (e.g., serving and eating utensils, plates, bowls) are properly stored, free from pests, insects, cleaning supplies and chemicals	YES
13) Staff food and medications are labeled and stored separately from those for children	NO
14) Food and refrigerator temperature logs are complete	YES

COMMENTS - notes, instructions, tasks

Reviewed findings with CD.
Discarded milk from 2024.
CD labeled staff shelves.

Time of Departure

04:15 PM

OVERALL RATING for today's visit



File Upload







Tuesday, February 24, 2026

SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

Location / Staff Monitor

Sungate EO

Date

Tuesday, February 24, 2026

Overall assessment

1) Today's posted menu is accurate	YES
2) Point-of-service meal counts are completed	YES
3) Proper handwashing (soap and water) before and after meals and toothbrushing	YES
4) All meal components are available and offered	YES
5) Family-style meal service: teachers are role-modeling	YES
6) Food modifications are provided	YES
7) Food modifications list is posted and current	YES
8) Clean drinking water is provided indoors and outdoors	YES
9) Water pitchers are clean, in good working condition, and washed daily	YES
10) Expired or soon-to-expire (<48h) food items (in fridge and dry goods) are removed for disposal	NOT applicable /observed
11) Open food items are properly stored, labeled, and dated (i.e., date opened, date for disposal)	YES
12) All food service tools (e.g., serving and eating utensils, plates, bowls) are properly stored, free from pests, insects, cleaning supplies and chemicals	YES
13) Staff food and medications are labeled and stored separately from those for children	NO
14) Food and refrigerator temperature logs are complete	

COMMENTS - notes, instructions, tasks

Refrigerator is mostly labeled. Lower drawers need to be labeled.

OVERALL RATING for today's visit





SAFE STORAGE in KITCHEN AND FOOD PREP AREAS

Location / Staff Monitor Tassafaronga EO

Date Tuesday, March 24, 2026

Time of Arrival 12:36 PM

Overall assessment

1) Today's posted menu is accurate	YES
2) Point-of-service meal counts are completed	YES
3) Proper handwashing (soap and water) before and after meals and toothbrushing	NOT applicable /observed
4) All meal components are available and offered	NOT applicable /observed
5) Family-style meal service: teachers are role-modeling	NOT applicable /observed
6) Food modifications are provided	NOT applicable /observed
7) Food modifications list is posted and current	YES
8) Clean drinking water is provided indoors and outdoors	YES
9) Water pitchers are clean, in good working condition, and washed daily	YES
10) Expired or soon-to-expire (<48h) food items (in fridge and dry goods) are removed for disposal	NOT applicable /observed
11) Open food items are properly stored, labeled, and dated (i.e., date opened, date for disposal)	NO
12) All food service tools (e.g., serving and eating utensils, plates, bowls) are properly stored, free from pests, insects, cleaning supplies and chemicals	YES
13) Staff food and medications are labeled and stored separately from those for children	NO
14) Food and refrigerator temperature logs are complete	YES

COMMENTS - notes, instructions, tasks

A few bags of cereal are open and not in sealed containers. Staff shelves need labeling.
All else looks good.

Time of Departure

12:50 PM

OVERALL RATING for today's visit



File Upload







150 Frank H. Ogawa Plaza, Suite
5352 Oakland, CA 94612
Tel: 510-238-3165 Fax: 510-238-6784

DA: 4/15/2026

RE: Corrective Action following Safe Storage monitoring at centers

As Health Manager, I attest to the completion of corrective actions in response to findings reported during Safe Storage monitoring visits conducted by Elaine Olivares during March 2026.

Subsequent Safe Storage monitoring visits will take into account any concerns or findings documented in previous reports to ensure ongoing program improvements and continued policy compliance.

Next rounds of Safe Storage monitoring visits at all sites will occur again in May 2026, and at least bimonthly each program year, to ensure that all sites comply with the newly implemented Safe Storage in Kitchen and Food Prep Areas policy.

Emari Dimagiba, M.A.
Health Manager
City of Oakland Early Childhood and Family Services
edimagiba@oaklandca.gov
510-238-6805

Small Items Choking Prevention

HSPPS Subpart:	1302 Subpart D—Health and Mental Health Program Services	Health Services Advisory Committee Review Date:	N/A
HSPPS and other federal regulations:	1302.47(b)(1)(iv)	Policy Council Approval Date:	
State or Local Regulations:	Cal. Code Regs. Tit. 22, § 101439 (l)	Advisory Board Approval Date:	
Effective Date:	4/24/26	Revised Date:	
Policy Statement and Detailed Procedures			
Policy Statement:	City of Oakland Early Childhood and Family Services will use a choke tube tester to identify items as potential choking hazards.		
Rationale:	To maintain a safe learning environment by identifying, testing, and supervising the use of small materials, thereby minimizing the risk of choking for all children in our care.		
Responsibility:	<ul style="list-style-type: none"> • Instructors • Associate Instructors • Assistant Instructors • Center Directors • FCC Providers • FCC Aides • Tiny Steps Coordinator • Early Learning Specialists • Safety Analyst • Program Operations Manager – Safety & Facilities 		
Procedure:	<p>Definitions</p> <ul style="list-style-type: none"> • Small Objects Choking Prevention Tool (Choke Tube Tester): A standardized cylinder used to test if an object is too small for safe use. If an object fits entirely inside, it is considered a choking hazard for children under age 3. • Educational Small Materials: Intentional learning items (manipulatives, counting objects, sensory "loose parts") that are non-toxic and developmentally appropriate, and used only under active supervision. • Hazardous Small Item: Any object that fits fully inside the choke tester OR can compress to fit inside a child's mouth (e.g., foam pieces, crayon fragments). <p>1. Use of Choke Tube Tester</p>		

Policy Statement and Detailed Procedures	
	<p>Staff must test any small material intended for use in infant, toddler, and preschool aged classrooms.</p> <p>2. Age-Based Restrictions</p> <ul style="list-style-type: none"> • Infants & Toddlers (0–36 months): <ul style="list-style-type: none"> ◦ No materials that fit inside the choke tester. ◦ No compressible items that could be chewed into smaller pieces. • Preschool (3–5 years): <ul style="list-style-type: none"> ◦ Materials that fit inside the tester may be used only during structured activities with 1:1 or small-group supervision. ◦ Materials must be collected and stored after use. <p>3. Supervision Requirements</p> <ul style="list-style-type: none"> • Staff must maintain active, line-of-sight supervision when small materials are in use. • Staff must ensure children are seated and not walking, running, or lying down with materials. <p>4. Ongoing Classroom Safety Checks</p> <p>Before opening the classroom each day, throughout the day, and at the end of the day during closing, staff must:</p> <ul style="list-style-type: none"> • Scan floors, shelves, and under furniture for small loose items. • Remove broken toys, crayon pieces, beads, or any item that could fit inside the tester. <p>5. Storage & Access</p> <ul style="list-style-type: none"> • All small educational materials must be stored in labeled, closed containers out of children's reach. • All non-educational materials and teacher personal items must remain out of reach of children.
Monitoring:	<p>Tier 1: Ongoing Classroom-Level Monitoring</p> <ul style="list-style-type: none"> • Frequency: Continuous (Opening, throughout the day, closing). • Responsibility: <ul style="list-style-type: none"> ◦ Center Staff (Director, Instructor, Associate Instructor, Assistant Instructors) ◦ FCCs (Providers, Aides) • Action: <ul style="list-style-type: none"> ◦ Perform scans of the environment throughout the day for small items accessible to children.

Policy Statement and Detailed Procedures	
	<ul style="list-style-type: none"> ○ Physically test any new items with the Choke Tube Tester before they are placed in the learning environment. ○ Verify that all small materials are returned to their locked/inaccessible storage containers before the group leaves the area. <p>Tier 2: Quarterly Classroom-Level Monitoring</p> <ul style="list-style-type: none"> • Frequency: Quarterly • Responsibility: <ul style="list-style-type: none"> ○ Early Learning Specialist (Centers) ○ Tiny Steps Coordinator (FCCs) • Action: Physically test new classroom items with the Choke Tube Tester during monthly visit. Ensure no small items are out and easily assessable or being used without proper supervision. Assess "Choking Hazard Prevention" as a specific line item(s) on the Safe and Sanitary Environment Checklist. <p>Tier 3: Safe and Sanitary Environment Checklist</p> <ul style="list-style-type: none"> • Frequency: Quarterly • Responsibility: <ul style="list-style-type: none"> ○ Safety Analyst (Centers) • Action: <ul style="list-style-type: none"> ○ Assess "Choking Hazard Prevention" as a specific line item(s) on the quarterly Safe and Sanitary Environment Checklist. <p>Tier 4: Review of Findings and Trends</p> <ul style="list-style-type: none"> • Frequency: Quarterly • Responsibility: Safety Analyst & Program Operations Manager • Action: <ul style="list-style-type: none"> ○ Review any findings related to choking hazard prevention to determine if a policy update or staff retraining is required.
Documentation:	Safe and Sanitary Environment Checklist (ChildPlus)
Timeframe:	<ul style="list-style-type: none"> • Daily, monthly and quarterly as outlined in Monitoring section
Training	<ul style="list-style-type: none"> • Onboarding • Annually • As needed based on monitoring data



Summary of Findings Fiscal Year 2025-26

OFFICE USE ONLY	Date	Initials
Administrator		
Follow-Up Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

- ☒ Contract Monitoring Review (CMR)
☐ Baseline Review
☐ Pilot Program
☐ Follow-up Review

Date:

Contractor: City of Oakland	County/SPA: Alameda Region: 4	Vendor Number: 2174
CSPP Contract Type(s): California State Preschool Program Part-day	Number of Classrooms Observed: Three (3)	
Early Education Division Consultant: Cassandra Lewis	E-mail: clewis@cde.ca.gov	Phone: 916-906-5482
Early Education Division Reviewer(s): Cassandra Lewis		
Initial Review Date(s): November 17 – 21, 2025	Corrective Action Plan Due Date*: January 20, 2026	
Agency Representative (Print): Tracey Black	Title: Program Director/Manager, Governance & State Contracts	Date: November 21, 2025
Agency Representative (Signature): <i>Tracey Black</i>		
Early Education Division Consultant (Signature):		Date:
Eligibility and Support Services Analyst (Signature):		Date:

*All items of not meeting requirements shall be resolved within 60 calendar days. If the item(s) of not meeting requirements cannot be resolved within 60 days, the contractor may request an extension, not to exceed 225 days.

MR = Meets Requirements, DNMR = Does Not Meet Requirement, NR = Not Reviewed

		MR	DNMR	NR
KEY DIMENSION I <u>Family Files</u> (EED1 - EED6)	EED1: Family Selection EED2: Family Eligibility Requirements EED3: Child Need Requirement for Full-day CSPP EED4: Correct Fee Assessed EED5: Compliance with Due Process EED6: Recording/Reporting Attendance	EED1 <input checked="" type="checkbox"/> EED2 <input type="checkbox"/> EED3 <input type="checkbox"/> EED4 <input type="checkbox"/> EED5 <input checked="" type="checkbox"/> EED6 <input type="checkbox"/>	EED1 <input type="checkbox"/> EED2 <input checked="" type="checkbox"/> EED3 <input type="checkbox"/> EED4 <input type="checkbox"/> EED5 <input type="checkbox"/> EED6 <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION II <u>Family Engagement and Strengthening</u> (EED7 – EED9)	EED7: Parent Engagement/Strengthening EED8: Health and Social Services EED9: Community Involvement	EED7 <input checked="" type="checkbox"/> EED8 <input checked="" type="checkbox"/> EED9 <input checked="" type="checkbox"/>	EED7 <input type="checkbox"/> EED8 <input type="checkbox"/> EED9 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION III <u>Program Quality</u> (EED10 – EED19)	EED10: Site Licensure EED11: LEA Exemptions from Licensing EED12: Staff-Child Ratios EED13: CLASS and CLASS Environment EED 14: Additional Environment Requirements EED15: Nutrition EED16: Developmental Profile EED17: Parent Survey EED18: Staff Qualifications EED19: Staff Professional Development Program EED20: Prohibition Against Religious Instruction or Worship	EED10 <input checked="" type="checkbox"/> EED11 <input type="checkbox"/> EED12 <input checked="" type="checkbox"/> EED13 <input checked="" type="checkbox"/> EED14 <input checked="" type="checkbox"/> EED15 <input checked="" type="checkbox"/> EED16 <input checked="" type="checkbox"/> EED17 <input checked="" type="checkbox"/> EED18 <input checked="" type="checkbox"/> EED19 <input checked="" type="checkbox"/> EED 20 <input checked="" type="checkbox"/>	EED10 <input type="checkbox"/> EED11 <input type="checkbox"/> EED12 <input type="checkbox"/> EED13 <input type="checkbox"/> EED14 <input type="checkbox"/> EED15 <input type="checkbox"/> EED16 <input type="checkbox"/> EED17 <input type="checkbox"/> EED18 <input type="checkbox"/> EED19 <input type="checkbox"/> EED 20 <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION IV <u>Administrative</u> (EED20 – EED22)	EED21: Inventory Records EED22: Program Self-Evaluation Process EED23: Written Information	EED21 <input checked="" type="checkbox"/> EED22 <input checked="" type="checkbox"/> EED23 <input checked="" type="checkbox"/>	EED21 <input type="checkbox"/> EED22 <input type="checkbox"/> EED23 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
KEY DIMENSION V <u>Fiscal/Audits</u> (EED23 – EED24)	EED24: Fiscal Reporting EED25: Annual Fiscal Audit	EED24 <input checked="" type="checkbox"/> EED25 <input checked="" type="checkbox"/>	EED24 <input type="checkbox"/> EED25 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Key Dimension Item	EED Review Item	Findings
I	EED2	<p>Family Eligibility Requirements</p> <p>1. The contractor must submit 801 A Reports that are consistent with the certification of services.</p> <p>Per the review of eight (8) family data files and the 801 A Report for September 2025, it is evident that the eligibility status for parents is not accurate. On site, eligibility for all families is documented as “means tested” eligibility which is contrary to the submitted 801 A Report.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Evidence of revised 801 A Reports for the 2025-26 fiscal year. 2. Written policies and procedures that will ensure the correction of this finding. 3. Documentation of staff training. 4. Written procedures of a quality control system that will ensure ongoing compliance. <p>2. The application for services must contain the parent's signature, signed under penalty of perjury, and date of the signature.</p> <p>Per the review of eight (8) family data files, it is evident that dates accompanying the parent’s signature are not always written by the parent.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Written policies and procedures that will ensure the correction of this finding. 2. Documentation of staff training. 3. Written procedures of a quality control system that will ensure ongoing compliance.

I	EED6	<p>Recording/Reporting Attendance</p> <p>The contractor must ensure that parents (or other adults authorized by the parent to drop off/pick up a child) sign in and out using their full legal signature along with arrival and departure times. Further, excused absences claimed by the contractor must include the parent's full legal signature or the contractor's authorized representative if verification is made by telephone.</p> <p>"Full signature" means the legal signature of the individual (e.g., signature normally used on checks and other documents). If the individual is not literate in written English, the individual may sign with an "X" which must be initialed by the contractor's authorized representative (CSPP Contract Terms and Conditions).</p> <p>Per the review of attendance records for the month of September 2025, and attendance sheets on November 18, 2025, it is evident that parents (or other authorized adults) do not consistently sign with full legal signatures daily nor when signing excused absences.</p> <p>To resolve this finding, the contractor must submit:</p> <ol style="list-style-type: none"> 1. Written policies and procedures that will ensure the correction of this finding. 2. Documentation of staff and parent training. 3. Written procedures of a quality control system that will ensure ongoing compliance.
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Contract Monitoring Review Record of Technical Assistance

Technical Assistance Areas EED 01 – EED 21		Technical Assistance Provided (Additional Consultant Notes)
EED 06	<p><u>Recording and Reporting Attendance</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Ensuring that when an absence is excused due to illness, the verification specifies whether the parent or the child was ill</p> <p><input type="checkbox"/> Maintaining sign-in/sign-out records including obtaining full signatures</p>	<p>When recording excused absences, identify which individual is sick, ill, or has a doctor's appointment.</p>
EED 07	<p><u>Parent Engagement and Strengthening</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Creating parent orientation materials</p> <p><input checked="" type="checkbox"/> Conducting parent/teacher conferences</p> <p><input checked="" type="checkbox"/> Conducting parent meetings</p> <p><input type="checkbox"/> Creating Open Door Policy Statement</p> <p><input type="checkbox"/> Creating Parent Advisory Committee</p> <p><input type="checkbox"/> Creating opportunities for parents to advise contractor on issues</p>	<ol style="list-style-type: none"> 1. Ensure that the orientation for parents includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures. 2. On the parent conference sheets, there is disparity in the content, proficiency, and writing style amongst the teachers. The contractor is encouraged to provide greater support for teachers whose work is not aligned with the contractor's program standards. Then, ensure quality is maintained through monitoring efforts. 3. Although the contractor may solicit targeted responses from parents, seek and document advice from parents regarding services for children and families during local parent committee meetings.
EED 14	<p><u>Additional Environment Requirements</u></p> <p>Select Area of T/TA Needed:</p> <p><input checked="" type="checkbox"/> Improving napping provisions</p> <p><input type="checkbox"/> Improving daily schedules</p>	<p>Cots or mats must be at least 18" apart.</p> <p>Action Required</p> <p>By the due date, submit:</p>

	<input type="checkbox"/> Handwashing procedures posted and followed by adults and children <input type="checkbox"/> Providing staff storage space <input type="checkbox"/> Improving staff work and break space	<ol style="list-style-type: none"> 1. Written procedures for consistent application of the 18" requirement. 2. Evidence of staff training on napping procedures. 3. A diagram for each classroom that illustrates mat/cot placement.
EED 15	<p><u>Nutrition</u></p> <p>Select Area of T/TA Needed:</p> <input type="checkbox"/> Meals and snacks being developmentally appropriate <input type="checkbox"/> Meals and snacks being culturally appropriate <input type="checkbox"/> Meals and snacks meeting nutritional requirements specified by the Federal Child and Adult Care Food Program or the USDA Child Lunch Programs <input type="checkbox"/> Creating Food Menus <input type="checkbox"/> Listing children with food allergies	<p>Dry goods must be properly stored to prevent contamination by insects and pests. Some stored dry goods are past the expiration date. Staff food is not separated from foods intended for children.</p> <p>Action Required:</p> <p>By the due date, the contractor must provide:</p> <ol style="list-style-type: none"> 1. Evidence of staff training on written procedures to ensure correction of this item 2. Written procedures of a quality control system that will ensure ongoing compliance
EED 16	<p><u>Developmental Profile</u></p> <p>Select Area of T/TA Needed:</p> <input checked="" type="checkbox"/> Using DRDP data to plan age and developmentally appropriate activities (see activity plans and observation of activity plan implementation) <input type="checkbox"/> Using variety of work samples and anecdotal notes to complete rating <input type="checkbox"/> Completing DRDPs within the required timeline (including submission to DRDP Online) <input type="checkbox"/> Completing DRDP summary of findings	<p>The contractor is encouraged to plan and conduct activities that support children's identified strengths and talents.</p>

EED 23	<p><u>Written Information</u></p> <p><i>Select Area of T/TA Needed:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing philosophical statement <input checked="" type="checkbox"/> Providing families with written information regarding eligibility for services, and need verification for full-day CSPP programs <input type="checkbox"/> Providing families with policies and procedures for collection of family fees <input checked="" type="checkbox"/> Creating written policies for parents of their appeal rights and procedures for requesting appeal <input type="checkbox"/> Writing attendance policies <input type="checkbox"/> Writing policies/procedures for provision of meals/snacks <input type="checkbox"/> Writing non-discrimination policies <input type="checkbox"/> Writing policies or statement of Equal Access-Americans with Disabilities Act <input type="checkbox"/> Writing policies for uniform complaint procedures <input type="checkbox"/> Writing board approved policies <input type="checkbox"/> Writing and providing family childcare providers with policies <input checked="" type="checkbox"/> Written information to the parent on suspension, expulsion, and behavior policies 	<p>The contractor's parent handbook was reviewed, and technical assistance was provided.</p>
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Additional Notes
<p>Health and Safety</p> <p>The contractor was alerted to health and safety concerns in the indoor and outdoor environments which include:</p> <ol style="list-style-type: none"> 1. Toxic substances and items labeled "keep out of children's reach" are accessible to children. 2. Small toys and materials that pose a choking hazard are accessible to children. 3. Safe and clean water was not accessible to children outside. 4. Toothbrushes are located directly across from toilets. 5. Leaves and debris litter a play yard perimeter. 6. Kitchen and laundry room are not closed and locked making hazardous materials accessible to children. 7. A monitor to ensure site safety is not strategically placed for safe staff observation. Some sites do not have this safety equipment, though needed.

Action Required:

By the due date, the contractor must provide:

1. Evidence that these issues are resolved. Before and after photos of the corrections made can be included.
2. Evidence of staff training on the identification and resolution of health and safety hazards in the children's indoor and outdoor environments.

CSPP CMR Corrective Action Plan Status Update (2/13/26)

CAP Item	Resolution Type	Actions Required	Status
EED02: Family Eligibility Requirements: 801A	<i>Does Not Meet Requirements – Action Required</i>	Evidence of revised 801 A Reports for the 2025-26 fiscal year.	Completed
		Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance	Completed
EED02: Family Eligibility Requirements: Parent Signatures	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
EED06: Recording/Reporting Attendance	<i>Does Not Meet Requirements – Action Required</i>	Written policies and procedures that will ensure the correction of this finding.	Completed
		Documentation of staff and parent training.	In Progress
		Written procedures of a quality control system that will ensure ongoing compliance.	Completed
	<i>T/TA</i>	When recording excused absences, identify which individual is sick, ill, or has a doctor's appointment. (T/TA)	Completed
EED07: Parent Engagement and Strengthening (parent orientation and parent meetings; parent teacher conferences)	<i>T/TA</i>	Ensure that the orientation for parents includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures	Completed
		On the parent conference sheets, there is disparity in the content, proficiency, and writing style amongst the teachers. The contractor is encouraged to provide greater support for teachers whose work is not aligned with the contractor's program standards. Then, ensure quality is maintained through monitoring efforts	Completed
		Although the contractor may solicit targeted responses from parents, seek and document advice from parents regarding	Completed

		services for children and families during local parent committee meetings	
EED14: Environmental Requirements (Napping Provisions)	<i>T/TA - Action Required</i>	Written procedures for consistent application of the 18" requirement.	Completed
		Evidence of staff training on napping procedures	Completed
		A diagram for each classroom that illustrates mat/cot placement.	Completed
EED 15: Nutrition / Dry Goods	<i>Action Required</i>	Evidence of staff training on written procedures to ensure correction of this item	Completed
		Written procedures of a quality control system that will ensure ongoing compliance	Completed
EED16: Developmental Profile	<i>T/TA</i>	The contractor is encouraged to plan and conduct activities that support children's identified strengths and talents.	Ongoing
EED23: Written Information / Parent Handbook	<i>T/TA</i>	The contractor's parent handbook was reviewed, and technical assistance was provided.	Completed
Health and Safety	<i>Action Required – Evidence of resolution and staff training</i>	Toxic substances and items labeled "keep out of children's reach" are accessible to children	In progress
		Small toys and materials that pose a choking hazard are accessible to children	In progress
		Safe and clean water was not accessible to children outside	In progress
		Toothbrushes are located directly across from toilets	In progress
		Leaves and debris litter a play yard perimeter	In progress
		Kitchen and laundry room are not closed and locked making hazardous materials accessible to children	In progress
		A monitor to ensure site safety is not strategically placed for safe staff observation. Some sites do not have this safety equipment, though needed	In progress

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
45 CFR Part 1302

RIN 0970–AD21 *Restoring Flexibility To Support Head Start Program Access*

AGENCY: Office of Head Start (OHS), Administration for Children and Families (ACF), Department of Health and Human Services (HHS)

ACTION: Notice of proposed rulemaking.

SUMMARY: In this notice of proposed rulemaking (NPRM), the Administration for Children and Families (ACF) proposes to remove requirements from the Head Start Program Performance Standards (Performance Standards) to restore local flexibility to Head Start programs and improve access to quality services.

Specifically, this NPRM proposes to remove requirements related to wages and benefits that the Administration believes are not in line with the plain language of the Head Start Act and are costly and overly prescriptive for Head Start programs and staff. ACF estimates these proposed changes, if finalized, will result in over \$2 billion in future cost savings for Head Start programs.

The proposed rescissions in this NPRM, if finalized, would impact the costliest parts of the final rule published by the Office of Head Start (OHS) in 2024, ***Supporting the Head Start Workforce and Consistent Quality Programming***.

DATES: Consideration will be given to comments received on or before June 11, 2026.

ADDRESSES: You may submit comments, identified by ACF–2026–0364 by any of the following methods:

- Federal eRulemaking Portal: [http:// www.regulations.gov](http://www.regulations.gov). Follow the instructions for submitting comments.
- Mail: Office of Head Start, Attention: Director of Policy and Planning, 330 C Street SW, 4th Floor, Washington, DC 20201.

Instructions: All submissions received must include the agency name and docket number (ACF–2026–0364) or Regulatory Information Number (RIN) for this rulemaking. All comments received will be posted without change to <http://www.regulations.gov>, including any personal information provided.

response to this document, see DHS's eRulemaking System of Records notice (85 FR 14226, March 11, 2020).

List of Subjects in 33 CFR Part 165

Harbors, Marine safety, Navigation (water), Reporting and recordkeeping requirements, Security measures, Waterways.

For the reasons discussed in the preamble, the Coast Guard is proposing to amend 33 CFR part 165 as follows:

PART 165—REGULATED NAVIGATION AREAS AND LIMITED ACCESS AREAS

■ 1. The authority citation for part 165 continues to read as follows:

Authority: 46 U.S.C. 70034, 70051, 70124; 33 CFR 1.05–1, 6.04–1, 6.04–6, and 160.5; Department of Homeland Security Delegation No. 00170.1, Revision No. 01.4.

■ 2. Add § 165.T05–0405 to read as follows:

§ 165.T05–0405 Safety Zone; James River, Richmond, VA

(a) *Location.* The following area is a safety zone: All waters of the James River, from surface to bottom, encompassed by a line connecting the following 37°31'18" N, 077°25'10" W; 37°31'19" N, 077°25'07" W; 37°31'11" N, 077°25'04" W; 37°31'11" N, 077°25'06" W. These coordinates are based on the World Geodetic System (WGS 84).

(b) *Definitions.* As used in this section, *designated representative* means a Coast Guard Patrol Commander, including a Coast Guard coxswain, petty officer, or other officer operating a Coast Guard vessel and a Federal, State, and local officer designated by or assisting the Captain of the Port Sector Virginia (COTP) in the enforcement of the safety zone.

(c) *Regulations.* (1) Under the general safety zone regulations in subpart C of this part, you may not enter the safety zone described in paragraph (a) of this section unless authorized by the COTP or the COTP's designated representative.

(2) To seek permission to enter, contact the COTP or the COTP's representative on VHF–FM channel 16 or by telephone at 877–722–5727. Those in the safety zone must comply with all lawful orders or directions given to them by the COTP or the COTP's designated representative.

(d) *Enforcement period.* This section will be enforced from 9 p.m. to 10 p.m. on June 13, 2026.

Peggy M. Britton,

Captain, U.S. Coast Guard, Captain of the Port, Sector Virginia.

[FR Doc. 2026–09377 Filed 5–11–26; 8:45 am]

BILLING CODE 9110–04–P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

45 CFR Part 1302

RIN 0970–AD21

Restoring Flexibility To Support Head Start Program Access

AGENCY: Office of Head Start (OHS), Administration for Children and Families (ACF), Department of Health and Human Services (HHS).

ACTION: Notice of proposed rulemaking.

SUMMARY: In this notice of proposed rulemaking (NPRM), the Administration for Children and Families (ACF) proposes to remove requirements from the Head Start Program Performance Standards (Performance Standards) to restore local flexibility to Head Start programs and improve access to quality services. Specifically, this NPRM proposes to remove requirements related to wages and benefits that the Administration believes are not in line with the plain language of the Head Start Act and are costly and overly prescriptive for Head Start programs and staff. ACF estimates these proposed changes, if finalized, will result in over \$2 billion in future cost savings for Head Start programs. The proposed rescissions in this NPRM, if finalized, would impact the costliest parts of the final rule published by the Office of Head Start (OHS) in 2024, *Supporting the Head Start Workforce and Consistent Quality Programming*.¹

DATES: Consideration will be given to comments received on or before June 11, 2026.

ADDRESSES: You may submit comments, identified by ACF–2026–0364 by any of the following methods:

- **Federal eRulemaking Portal:** <http://www.regulations.gov>. Follow the instructions for submitting comments.
- **Mail:** Office of Head Start, Attention: Director of Policy and Planning, 330 C Street SW, 4th Floor, Washington, DC 20201.

Instructions: All submissions received must include the agency name and docket number (ACF–2026–0364) or Regulatory Information Number (RIN) for this rulemaking. All comments received will be posted without change to <http://www.regulations.gov>, including any personal information provided. As

¹ See *Supporting the Head Start Workforce and Consistent Quality Programming*, 89 FR 67720 (August 21, 2024). (<https://www.federalregister.gov/d/2024-18279>).

required by the Administrative Procedure Act at 553(b)(4), a plain language summary of the rule is available on the Federal eRulemaking Portal at <http://www.regulations.gov>.

FOR FURTHER INFORMATION CONTACT: Shawna Pinckney, Office of Head Start, 866–763–6481, OHS_Policy@acf.hhs.gov.

SUPPLEMENTARY INFORMATION:

Table of Contents

- I. Background
- II. Statutory Authority To Issue NPRM
- III. Section-by-Section Discussion of Proposed Changes
 - Restoring Flexibility To Support the Workforce (§ 1302.90)
 - Effective Dates
 - Compliance With Sec 641A(a)(2) of the Act
 - Severability
- IV. Regulatory Process Matters
 - Regulatory Flexibility Act
 - Unfunded Mandates Reform Act of 1995
 - Federalism Assessment Executive Order 13132
 - Treasury and General Government Appropriations Act of 1999
 - Paperwork Reduction Act of 1995
- V. Regulatory Impact Analysis

I. Background

The federal Head Start program provides early education and other comprehensive services to low-income pregnant women and children prenatal to age 5 in center- and home-based settings across the country. Since its inception in 1965 as part of the War on Poverty, Head Start has been a leader in providing high-quality services that support the development of children from low-income families, helping them enter kindergarten more prepared to succeed in school and in life. Research shows that the first five years of a child's life are pivotal for brain development, laying the foundation for all future learning, behavior, and health.² For children in poverty, this period is even more crucial, as they often face additional stressors—such as inadequate nutrition or limited access to educational resources—that can hinder brain development.³ Research demonstrates that early intervention,

² Institute of Medicine and National Research Council. (2000). *From Neurons to Neighborhoods: The Science of Early Childhood Development*. Washington, DC: The National Academies Press. <https://doi.org/10.17226/9824>; Tierney A.L. & Nelson, C.A. (2009). *Brain Development and the Role of Experience in the Early Years*. Zero Three. 30(2):9–13.

³ Blair, C. & Raver, CC. (2016). Poverty, Stress, and Brain Development: New Directions for Prevention and Intervention. *Academic Pediatrics*, 16(3 Suppl):S30–6.; Robinson L.R., Bitsko, R.H., & Thompson, R.A., et al. (2017). *CDC Grand Rounds: Addressing Health Disparities in Early Childhood*. MMWR Morb Mortal Wkly Rep 2017; 66:769–772. DOI: <http://dx.doi.org/10.15585/mmwr.mm6629a1>.

including quality early education, is key to disrupting the cycle of poverty and supporting the development of young children so they are more prepared to succeed in school and in life. Indeed, a wealth of evidence supports the positive outcomes for low-income children and their families who participate in and graduate from Head Start programs.⁴

The Head Start Program Performance Standards (Performance Standards), first published in the 1970s, are the foundation on which Head Start programs design and deliver high-quality, comprehensive services to children and their families. They set forth the requirements local grant recipients must meet to support the cognitive, social, emotional, and healthy development of children enrolled in the program. They include requirements to provide education, health, mental health, nutrition, and family and community engagement services, as well as requirements for local program governance and federal administration of the program.

The *Improving Head Start for School Readiness Act of 2007* (the 2007 Reauthorization), which amended the Head Start Act (the Act), required the Department of Health and Human Services (HHS) to ensure children and families receive quality Head Start services. The 2007 Reauthorization also required the Secretary of HHS to revise the Performance Standards, as needed. This authority has provided a basis for updates and changes made to the Performance Standards since 2007. HHS conducted a major revision of the Performance Standards through a final rule published in 2016 to implement the statutory changes in the 2007 Reauthorization and to enhance program requirements to reflect the latest science on child development. Subsequently, HHS published a final rule in 2024⁵ that added a number of specific and costly requirements for programs related to supports for the Head Start workforce, among other changes. This NPRM proposes necessary changes to bring the Head Start regulations in line with the Head Start Act. It restores flexibility to local Head Start programs and improves access for children and families by removing the

costly requirements added in 2024. These proposed changes are explained in greater detail in the sections that follow. There were several additional changes to the Performance Standards through the 2024 final rule. At this time, ACF is not proposing additional rescissions or modifications of other changes from the 2024 final rule. However, ACF invites public comment on other changes from the 2024 final rule that ACF should consider for rescission or modification in a future NPRM, particularly changes that were burdensome for programs.

II. Statutory Authority To Issue NPRM

ACF publishes this NPRM under the authority granted to the Secretary of Health and Human Services by sections 641A, 645A, and 653 of the Act (42 U.S.C. 9836a, 9840a, and 9848), as amended by the Improving Head Start for School Readiness Act of 2007 (Pub. L. 110–134). Under these sections, the Secretary is required to establish performance standards and other regulations for Head Start and Early Head Start programs. Specifically, sections 641A(a)(1) and (2) of the Act require the Secretary to “modify, as necessary, program performance standards by regulation applicable to Head Start agencies and programs.”⁶ This proposed rule meets the statutory requirements Congress put forth in its 2007 bipartisan reauthorization of the Head Start program and addresses Congress’s mandate that called for the Secretary to review and revise the Performance Standards. The Secretary has determined that the modifications to the Performance Standards contained in this proposed regulation are appropriate and needed to effectuate the goals of the Performance Standards and the purposes of the Act.

III. Section-by-Section Discussion of Proposed Changes

Restoring Flexibility To Support the Workforce (§ 1302.90)

Sections 1302.90(e) and 1302.90(f) outline specific requirements for programs to provide wages and benefits, respectively, for the Head Start workforce. These requirements were newly added to the Performance Standards through the publication of a final rule in 2024, *Supporting the Head Start Workforce and Consistent Quality Programming*.⁷

More specifically, the wage standards in § 1302.90(e) require, by August 1, 2031, that programs: develop or update a pay scale for all staff; provide education staff with wages comparable to public preschool teachers; provide all staff a salary sufficient to cover basic costs of living; and promote wage comparability across Head Start Preschool and Early Head Start. Additional standards in § 1302.90(e) describe exemptions and a waiver under certain conditions.

The benefits standards in § 1302.90(f) require, by August 1, 2028, that programs: provide full-time staff with health care coverage, paid leave, and behavioral health services; facilitate access to health care coverage for part-time staff; and facilitate access to child care subsidies and student loan forgiveness for eligible staff. Additional standards in § 1302.90(f) require programs to reassess their benefits package every five years and describe exemptions. Without this proposed regulatory action, programs will be required to comply with these requirements by August 2028 (for benefits) and August 2031 (for wages).

ACF has determined that the wage and benefit requirements exceed the Head Start Act’s statutory requirements by restricting program flexibility and imposing a federal minimum wage that would likely exceed the Fair Labor Standards Act level.

The 2024 final rule asserted that the Head Start statute directs the Secretary to “assure the comparability of wages” as justification for imposing new wage requirements. A plain reading of the statute at 42 U.S.C. 9848(a) demonstrates that this is not the case.

First, 42 U.S.C. 9848(a) sets a cap on wages to ensure Head Start educators are not compensated above a certain threshold. The statute directs the Secretary to “take such action . . . to assure” that Head Start personnel “shall not receive compensation . . . in excess of . . . the average rate of compensation paid in the area where the program is carried out . . . or in excess of the average rate of compensation paid to a substantial number of persons providing substantially comparable services[.]” The 2024 final rule redefined “in excess of” to mean “not less than.” A plain reading of the statute demonstrates that OHS lacks the authority to impose these wage mandates on Head Start programs.

Second, 42 U.S.C. 9848(a) sets the federal minimum wage as the floor Head Start programs must meet or exceed. The role of the Secretary is to ensure Head Start staff are not paid less than the federal minimum wage, as established under the Fair Labor

⁴Deming, D. (2009). Early Childhood Intervention and Life-Cycle Skill Development: Evidence from Head Start. *American Economic Journal: Applied Economics*, 1:3, 111–134.; Lipscomb, S.T., Pratt, M.E., Schmitt, S.A., Pears, K.C., and Kim, H.K. (2013). School readiness is children living in non-parental care: Impacts of Head Start. *Journal of Applied Developmental Psychology*, 31 (1), 28–37.

⁵See *Supporting the Head Start Workforce and Consistent Quality Programming*, 89 FR 67720 (August 21, 2024). (<https://www.federalregister.gov/d/2024-18279>).

⁶See section 641A(a)(1) and (2) of the Act.

⁷See *Supporting the Head Start Workforce and Consistent Quality Programming*, 89 FR 67720 (August 21, 2024). (<https://www.federalregister.gov/d/2024-18279>).

Standards Act of 1938 (29 U.S.C. 206(a)(1)). Nowhere in the Head Start statute does Congress provide HHS authority to selectively implement a higher minimum wage or redefine the federal minimum wage.

Third, with the 2024 final rule, HHS reinterpreted the Head Start statute to require agencies to implement salary scales. The statute does not, however, allow the Secretary to impose wage scales on employers and instead says that HHS “shall encourage Head Start agencies to provide compensation according to salary scale.” Again, the proposed rule redefines plain language in statute to impose a preferred policy objective that ACF believes is better left for Congress, this time unilaterally deciding that “encourage” means “require,” demanding Head Start programs “implement a salary scale, salary schedule, wage ladder, or other similar pay structure.” ACF’s belief is that Congress intentionally did not prescribe strict wage scales in statute, ensuring that programs have needed flexibility to serve children, which HHS flagrantly ignored in its 2024 final rule.

As outlined above, ACF has determined that the requirements in the 2024 final rule are beyond statutory authority, in addition to being overly prescriptive and costly. A core principle of the Head Start model is local flexibility for individual programs to design services that are responsive to the individual needs of the communities in which they operate. Many Head Start programs across the country continue to face staffing shortages;⁸ however, ACF believes a plain reading of the statute requires the federal government to offer programs more discretion and flexibility to determine how to best address staff recruitment and retention challenges based on their state and local contexts. Since the publication of the final rule in 2024, ACF is aware that external groups representing Head Start programs have expressed similar concerns regarding needed flexibility for programs, as well as concerns about the wage and benefit requirements going into effect without additional appropriations from Congress to support their implementation.⁹

⁸ National Head Start Association (2025). An Update on Head Start’s Ongoing Workforce Challenges. National Head Start Association. Retrieved from: <https://nhsa.org/wp-content/uploads/2025/01/OngoingWorkforceChallengesJan2025.pdf>.

⁹ National Head Start Association (2024). Supporting the Head Start Workforce and Consistent Quality Programming: NHSA’s Summary of the Final Rule. Retrieved from: Final Rule Summary. (<https://nhsa.org/wp-content/uploads/2024/08/FinalRuleSummary.pdf>).

In the 2024 final rule,¹⁰ ACF estimated the costs of these requirements to be approximately \$1.2 billion for the wage standards and \$877 million for the benefits standards, by the time of full implementation in 2031. In the absence of additional Congressional appropriations to support these requirements, ACF estimates in this NPRM that full implementation of these standards by 2031 would require programs to cut approximately 106,000 Head Start slots (see the Regulatory Impact Analysis¹¹ for additional details). Hundreds of thousands of families—including working parents—rely on Head Start as a safe, high quality early care and education (ECE) option for their children. The Head Start program’s two-generation approach with comprehensive services supporting all domains of development ensures children are ready for entry into formal schooling and helps move families out of poverty. It is critically important that programs maintain services for as many Head Start children and families that are eligible as possible.

For these reasons, in this NPRM, ACF proposes to remove from the Performance Standards all the wages and benefits requirements in § 1302.90(e) and (f). The proposed rescission of the wage and benefit requirements will align with a plain reading of the statute, restore needed flexibility and autonomy to local programs, and reduce unnecessary regulatory burden, so that local programs may determine the best path forward for their communities. ACF estimates that these proposed changes will yield approximately \$2.1 billion in future annual cost savings for programs (see the Regulatory Impact Analysis for further details).

It is in the best interest of Head Start programs, children, and families for these proposed changes to become effective, in order to ensure Head Start services can continue for as many children and families as possible.

ACF believes that the benefits of these proposed rescissions will be significant for Head Start programs as well as the children and families they serve. Overall, these proposed rescissions are supported by the plain language of the Head Start Act and, if finalized, will give programs greater flexibility to determine how best to achieve their goals and administer a high-quality

¹⁰ See Supporting the Head Start Workforce and Consistent Quality Programming, 89 FR 67720 (August 21, 2024).

¹¹ See section V. *Regulatory Impact Analysis* of this NPRM.

Head Start program while maximizing enrollment for children and families.

Effective Dates

The current Performance Standards remain in effect until this NPRM becomes final. We propose for all changes in this NPRM to become effective 60 days after it is published as a final rule in the **Federal Register**.

Compliance With Sec. 641A(a)(2) of the Act

In developing proposed modifications to the Performance Standards, ACF considered feedback from the field on the 2024 final rule, including from Office of Head Start (OHS) staff, from external organizations that represent Head Start programs, and from Head Start grant recipients. OHS regional staff directly support Head Start grants and program operations as their primary job responsibility, and regional staff regularly share feedback and implementation challenges from grant recipients. ACF also received feedback related to ongoing concerns from external organizations about the implications of the wages and benefits requirements on access to Head Start services.¹²

ACF requests feedback on the proposals in this NPRM from experts in the fields of child development, early childhood education, child health care, family services, administration, and financial management, and from persons with experience in the operation of Head Start programs. ACF also specifically requests feedback from Indian Tribes. This feedback, submitted through the public comment process on the NPRM, is an integral part of the development of the final rule.

Severability

HHS intends that, once the proposed rule becomes final, the changes arising from this rule to remove the provisions in § 1302.90(e) are severable from the removal of the provisions in § 1302.90(f). To the extent that any portion of either of these changes are declared invalid by a court, HHS intends that the remaining change remain in effect.

IV. Regulatory Process Matters

ACF has examined the impacts of the proposed rule under Executive Order 12866, Executive Order 13563, Executive Order 13132, the Regulatory

¹² National Head Start Association (2024). Supporting the Head Start Workforce and Consistent Quality Programming: NHSA’s Summary of the Final Rule. Retrieved from: Final Rule Summary. (<https://nhsa.org/wp-content/uploads/2024/08/FinalRuleSummary.pdf>).

Flexibility Act (5 U.S.C. 601–612), and the Unfunded Mandates Reform Act of 1995 (Pub. L. 104–4). Executive Orders 12866 and 13563 direct us to assess all benefits, costs, and transfers of available regulatory alternatives and, when regulation is necessary, to select regulatory approaches that maximize net benefits.

Section 3(f) of Executive Order 12866 defines a “significant regulatory action” as an action that is likely to result in a rule: (1) Having an annual effect on the economy of \$100 million or more, or adversely affecting in a material way the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or Tribal governments or communities; (2) creating a serious inconsistency or otherwise interfering with an action taken or planned by another agency; (3) materially altering the budgetary impacts of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof; or (4) raising novel legal or policy issues arising out of legal mandates, the President’s priorities, or the principles set forth in Executive Order 12866. This proposed rule, if finalized, would be a significant rule and the Regulatory Impact Analysis (RIA) for this proposed rule identifies economic impacts that exceed the threshold for significance under Section 3(f)(1) of Executive Order 12866. This proposed rule, if finalized as proposed, is expected to be a deregulatory action under Executive Order 14192.

Regulatory Flexibility Act

The Regulatory Flexibility Act (RFA), see 5 U.S.C. 605(b), as amended by the Small Business Regulatory Enforcement Fairness Act, requires federal agencies to determine, to the extent feasible, a rule’s impact on small entities, explore regulatory options for reducing any significant impact on a substantial number of such entities, and explain their regulatory approach. The term “small entities,” as defined in the RFA, comprises small businesses, not-for-profit organizations that are independently owned and operated and are not dominant in their fields, and governmental jurisdictions with populations of less than 50,000. Under this definition, some Head Start grant recipients may be small entities. A rule is considered to have a significant impact on a substantial number of small entities if it has at least a three percent impact on revenue on at least five percent of small entities. However, the

Secretary certifies, under 5 U.S.C. 605(b), as enacted by the Regulatory Flexibility Act (Pub. L. 96–354), that this proposed rule, if finalized, will not have a significant impact on a substantial number of small entities.

Unfunded Mandates Reform Act of 1995

The Unfunded Mandates Reform Act of 1995 (Pub. L. 104–4, section 202(a)) requires us to prepare a written statement, which includes estimates of anticipated impacts, before publishing “any rule that includes any Federal mandate that may result in the expenditure by State, local, and Tribal governments, in the aggregate, or by the private sector, of \$100,000,000 or more (adjusted annually for inflation) in any one year.” The current threshold after adjustment for inflation is \$193 million, using the most current (2025) Implicit Price Deflator for the Gross Domestic Product. This proposed rule, if finalized, would not result in unfunded mandates that meet or exceed this amount. Head Start grant recipients receive over \$12 billion annually in federal funding to implement the requirements of the program, including policy changes as a result of this proposed rule.

Federalism Assessment Executive Order 13132

Executive Order 13132 requires federal agencies to consult with State and local government officials if they develop regulatory policies with federalism implications. Federalism is rooted in the belief that issues that are not national in scope or significance are most appropriately addressed by the level of government close to the people. This proposed rule, if finalized, does not have substantial direct impact on the states, on the relationship between the federal government and the states, or on the distribution of power and responsibilities among the various levels of government. Therefore, in accordance with section 6 of Executive Order 13132, it is determined that this action does not have sufficient federalism implications to warrant the preparation of a federalism summary impact statement.

Treasury and General Government Appropriations Act of 1999

Section 654 of the Treasury and General Government Appropriations Act of 1999 requires federal agencies to determine whether a policy or regulation may negatively affect family well-being. If the agency determines a

policy or regulation negatively affects family well-being, then the agency must prepare an impact assessment addressing seven criteria specified in the law. ACF believes it is not necessary to prepare a family policymaking assessment (see Public Law 105–277) because the action it takes in this proposed rule does not have any impact on the autonomy or integrity of the family as an institution.

Paperwork Reduction Act of 1995

The Paperwork Reduction Act (PRA) of 1995, 44 U.S.C. 3501 *et seq.*, minimizes government-imposed burden on the public. In keeping with the notion that government information is a valuable asset, it also is intended to improve the practical utility, quality, and clarity of information collected, maintained, and disclosed.

The PRA requires that agencies obtain OMB approval, which includes issuing an OMB number and expiration date, before requesting most types of information from the public. Regulations at 5 CFR part 1320 implemented the provisions of the PRA and § 1320.3 defines a “collection of information,” “information,” and “burden.” PRA defines “information” as any statement or estimate of fact or opinion, regardless of form or format, whether numerical, graphic, or narrative form, and whether oral or maintained on paper, electronic, or other media (5 CFR 1320.3(h)). This includes requests for information to be sent to the Government, such as forms, written reports and surveys, recordkeeping requirements, and third-party or public disclosures (5 CFR 1320.3(c)). “Burden” means the total time, effort, or financial resources expended by persons to collect, maintain, or disclose information.

In the 2024 final rule, ACF estimated a paperwork burden of 5 hours per respondent¹³ to track wages for Head Start staff and school district staff. This paperwork burden would be removed as a result of this proposed rule, if finalized. This change would impact the existing information collection approved under OMB control number 0970–0148. The proposed removal of the wage and benefit requirements would reduce the overall estimated burden on respondents to adhere to the information collection and recordkeeping requirements subject to the PRA.

The following table outlines the recordkeeping requirement that would be removed.

¹³ See section VII. *Regulatory Process Matters* of Supporting the Head Start Workforce and

Consistent Quality Programming, 89 FR 67720 (August 21, 2024).

Recordkeeping standard	Annual number of respondents	Average burden hours per response	Annual burden hours
Tracking wages for Head Start staff and staff in local school districts	2,900	5	14,500

V. Regulatory Impact Analysis

A. Need for Regulatory Action

The Performance Standards, established and updated as needed through regulation, are the foundation on which Head Start programs design and deliver high-quality, comprehensive services to children and families. The Performance Standards set forth the requirements that local grant recipients must meet to support the cognitive, social, emotional, and healthy development of children enrolled in the program. In August 2024, ACF published in the **Federal Register** a final rule that revised and updated the Performance Standards.

Most notably, OHS added a series of new requirements in the 2024 final rule related to staff wages and benefits in an attempt to support and stabilize the Head Start workforce. However, these requirements were too prescriptive for all communities that Head Start programs serve according to feedback received from stakeholders. Therefore, this NPRM proposes to remove these wage and benefit requirements from the Performance Standards. Once finalized, these changes will restore more local flexibility to grant recipients and provide them the ability to determine the compensation packages that best meet the unique needs of their workforce. Furthermore, without additional appropriations from Congress, approximately 106,000 funded Head Start slots would need to be cut in order for programs to meet these requirements by the specified deadline. While it is clear that competitive wages and benefits are important for attracting and retaining a qualified Head Start workforce, establishing one-size-fits-all wage and benefit requirements at the expense of reducing access to high-quality program services may not be most beneficial, especially at a time when access to child care is already lacking.¹⁴ Furthermore, both underenrollment and classroom teacher turnover across Head Start programs nationally have decreased since the 2024 final rule. More specifically, underenrollment was approximately 8 percent nationally in

2025, as compared to 13 percent nationally in the 2024 final rule. Similarly, classroom teacher turnover decreased from 19 percent in the 2024 final rule to 17 percent by 2025. As a result, ACF believes rescinding the staff wage and benefit requirements is the best option to restore local flexibility to Head Start service providers, improve access to Head Start program services, and eliminate unnecessary regulatory burden.

B. Transfer Analysis

The Performance Standards as revised through a final rule¹⁵ published in August 2024 include new requirements for Head Start programs to provide competitive wages and benefits for staff to address staff recruitment and retention challenges. Specifically, the 2024 final rule established four interrelated requirements related to staff wages—programs must establish a pay scale for all staff; demonstrate progress to pay parity with public preschool teachers for Head Start education staff; increase the minimum pay for all staff; and demonstrate wage comparability between preschool and infant and toddler education staff. The 2024 final rule also established requirements for staff benefits, including requirements for programs to provide staff with access to health insurance; paid leave; behavioral health benefits; and connections to child care subsidies and public service loan forgiveness. Without additional regulatory action, programs will be required to comply with these requirements by August 2028 (for benefits) and August 2031 (for wages). For the purposes of this analysis, we adopt the assumptions contained in the Regulatory Impact Analysis (RIA) of the 2024 final rule as the baseline scenario. This NPRM proposes to remove the wage and benefit requirements from the Performance Standards due to their excessive fiscal impacts and prescriptiveness. Thus, we report the economic impact of this NPRM as the reversal of the benefits, costs, and transfers of the 2024 final rule.

With the wage and benefit requirements rescinded, programs will no longer have to implement them by the compliance dates described above.

This ultimately results in averting the anticipated expenditures needed to implement the wage and benefit requirements for Head Start staff; or, alternatively, averting the loss of services to children under the requirements of the 2024 final rule. The 2024 final rule RIA estimated that the four wage requirements would cost approximately \$1.2 billion in nominal dollars when fully implemented in 2031. The RIA estimated that the staff benefit requirements would cost approximately \$877 million in nominal dollars in 2031. ACF combines these figures to estimate the total transfers associated with removing these wage and benefit requirements—resulting in the reduction of \$2.1 billion in expenditures.

In order to estimate the number of Head Start slots that will be saved by removing these staff wage and benefit requirements, ACF determined the proportion of FY 2024 funded enrollment that are Head Start Preschool slots (73.7 percent), and Early Head Start slots (26.3 percent), respectively. Next, ACF applied this proportion to the total monetary cost associated with this rule in FY 2024 dollars (\$1.7 billion) and divided the cost that would be borne by the average cost per slot for Head Start Preschool in FY 2024 (\$15,187) and the cost that will be borne in Early Head Start by the average cost per slot for Early Head Start in FY 2024 (\$20,460). ACF uses cost per child because it is the best indicator for the number of slots programs would be able to retain if the staff wages and benefits requirements are removed from the Performance Standards through in this NPRM.

These calculations result in \$1.3 billion in transfers attributed to Head Start Preschool slots and \$452 million in transfers attributed to Early Head Start slots (in FY 2024 dollars). When divided by average cost per slot, this results in approximately 84,000 Head Start Preschool slots and 22,000 Early Head Start slots saved. Collectively, the net transfers associated with this proposed rule, if finalized, reflect a retention of approximately 106,000 Head Start slots (number of children served) nationally. In other words, by removing the wage and benefit requirements from the Performance Standards, and in the absence of additional appropriation increases for

¹⁴ Friedman-Krauss, A.H., Barnett, W.S., Hodges, K.S., Garver, K.A., Duer, J., Weisenfeld, G., & Siegel, J. (2025). The State of Preschool 2024: State Preschool Yearbook. New Brunswick, NJ: National Institute for Early Education Research.

¹⁵ See *Supporting the Head Start Workforce and Consistent Quality Programming*, 89 FR 67720 (August 21, 2024).

Head Start, programs will save as many as 106,000 slots that would otherwise have been cut in order to implement these wage and benefit requirements in the future.

Transfers Summary

Table 1 summarizes the quantified transfers with this proposed rule and the present value and annualized values

corresponding to a 3% and 7% discount rate, with all monetary estimates reported in millions of constant 2024 dollars. Table 2 reports the same impacts in nominal dollars.

Table 1. Transfers Associated with the Proposed Rule (Millions of Constant 2024 Dollars)

Year	Wage	Benefit	Total
2026	\$99	\$31	\$130
2027	\$247	\$78	\$325
2028	\$395	\$125	\$520
2029	\$592	\$587	\$1,179
2030	\$789	\$661	\$1,450
2031 ¹	\$987	\$735	\$1,722
2032	\$987	\$735	\$1,722
2033	\$987	\$735	\$1,722
2034	\$987	\$735	\$1,722
Present Value, 3%	\$5,062	\$3,666	\$8,728
Annualized, 3%	\$650	\$471	\$1,121
Present Value, 7%	\$4,029	\$2,893	\$6,922
Annualized, 7%	\$618	\$444	\$1,062

¹ The wage and benefit requirements in the 2024 final rule would be fully implemented by 2031.

Table 2. Transfers Associated with the Proposed Rule (Millions of Nominal Dollars)

Year	Wage	Benefit	Total
2026	\$103	\$33	\$136
2027	\$264	\$84	\$348
2028	\$432	\$138	\$570
2029	\$663	\$666	\$1,329
2030	\$905	\$769	\$1,674
2031 ¹	\$1,157	\$877	\$2,034
2032	\$1,184	\$900	\$2,084
2033	\$1,211	\$924	\$2,135
2034	\$1,239	\$948	\$2,187
Present Value, 3%	\$5,951	\$4,415	\$10,366
Annualized, 3%	\$764	\$567	\$1,331
Present Value, 7%	\$4,718	\$3,472	\$8,189
Annualized, 7%	\$724	\$533	\$1,257

¹ The wage and benefit requirements in the 2024 final rule would be fully implemented by 2031.

C. Non-Quantified Impacts of Certain Elements for the Proposed Rule

In addition to the transfers quantified in this RIA, removing staff wage and benefit requirements will restore local flexibility for individual programs to design services that are responsive to

the individual needs of the communities in which they operate. Many programs continue to face staffing shortages that impact their ability to serve as many children as possible;¹⁶ however, the

¹⁶ National Head Start Association (2025). An Update on Head Start's Ongoing Workforce

changes in this proposed rule, if finalized, provide programs more discretion to determine how to best

Challenges. National Head Start Association. Retrieved from: <https://nhsa.org/wp-content/uploads/2025/08/OngoingWorkforceChallengesJan2025.pdf>.

address staff recruitment and retention challenges based on their local contexts. The rescission of the wage and benefit requirements as proposed in this NPRM will restore needed flexibility and autonomy to local programs so they may determine the best path forward for their program. By proposing to remove several costly requirements related to staff wages and benefits, these changes, if finalized, will alleviate unnecessary regulatory burden placed on Head Start programs.

D. Alternatives to the Proposed Rule

ACF considered and assessed several policy alternatives to the proposed rule. In the analysis below, we model a full rescission of the 2024 final rule, which included the following policies with quantified economic impacts: staff wages, staff benefits, staff breaks, family service worker family assignments,

mental health supports, and preventing and addressing lead exposure, as well as associated administrative costs. Our modeling approach of separately estimating and reporting the costs associated with each of these policies enabled ACF to assess additional policy alternatives, such as rescinding subsets of policies included with the 2024 final rule. As noted in our main analysis, ACF is proposing to rescind a particular subset of those policies, rather than a full rescission. All other policies beyond these from the 2024 final rule were not associated with quantified effects. Table 3 and Table 4 summarize the total expenditures needed to implement the 2024 final rule that would represent reductions in expenditures if the 2024 final rule were rescinded, reporting yearly estimates, and present value and annualized values corresponding to a

3% and 7% discount rate (updated from a 2% discount rate applied in the 2024 final rule RIA) for each of the policies. Collectively, the net reduction in expenditures associated with a full rescission of the 2024 final rule reflects a retention of approximately 96,000 Head Start Preschool slots and 25,000 Early Head Start slots nationally. In other words, by rescinding the 2024 final rule, Head Start programs would retain approximately 121,000 slots that would otherwise have been cut in order to implement these policies. This represents an additional 15,000 slots saved beyond the 106,000 retained by rescinding the staff wage and benefit policies. The tables below, as well as the additional analyses documented in this RIA, enabled ACF to appropriately consider a range of feasible policy alternatives.

Table 3. Reductions in Expenditures of Rescinding the 2024 Final Rule (Millions of Constant 2024 Dollars)

Year	Wage	Benefit	Breaks	Family Services	Mental Health	Lead	Other	Total
2026	\$99	\$31	\$0	\$0	\$61	\$8	\$0	\$199
2027	\$247	\$78	\$64	\$125	\$64	\$5	\$0	\$583
2028	\$395	\$125	\$64	\$125	\$64	\$5	\$0	\$778
2029	\$592	\$587	\$64	\$125	\$64	\$2	\$0	\$1,435
2030	\$789	\$661	\$64	\$125	\$64	\$4	\$0	\$1,708
2031	\$987	\$735	\$64	\$125	\$64	\$3	\$0	\$1,978
2032	\$987	\$735	\$64	\$125	\$64	\$2	\$0	\$1,977
2033	\$987	\$735	\$64	\$125	\$64	\$2	\$0	\$1,977
2034	\$987	\$735	\$64	\$125	\$64	\$3	\$0	\$1,978
Present Value, 3%	\$5,062	\$3,666	\$436	\$852	\$495	\$30	\$0	\$10,544
Annualized, 3%	\$650	\$471	\$56	\$109	\$64	\$4	\$0	\$1,354
Present Value, 7%	\$4,029	\$2,893	\$357	\$698	\$414	\$26	\$0	\$8,419
Annualized, 7%	\$618	\$444	\$55	\$107	\$64	\$4	\$0	\$1,292

Table 4. Reductions in Expenditures of Rescinding the 2024 Final Rule (Millions of Nominal Dollars)

Year	Wage	Benefit	Breaks	Family Services	Mental Health	Lead	Other	Total
2026	\$103	\$33	\$0	\$0	\$64	\$8	\$0	\$208
2027	\$264	\$84	\$69	\$135	\$69	\$5	\$0	\$625
2028	\$432	\$138	\$70	\$138	\$70	\$6	\$0	\$854
2029	\$663	\$666	\$72	\$141	\$72	\$3	\$0	\$1,616
2030	\$905	\$769	\$74	\$144	\$73	\$5	\$0	\$1,970
2031	\$1,157	\$877	\$75	\$147	\$75	\$3	\$0	\$2,335
2032	\$1,184	\$900	\$77	\$151	\$77	\$3	\$0	\$2,391
2033	\$1,211	\$924	\$79	\$154	\$79	\$3	\$0	\$2,449
2034	\$1,239	\$948	\$81	\$158	\$80	\$4	\$0	\$2,509
Present Value, 3%	\$5,951	\$4,415	\$507	\$992	\$567	\$35	\$0	\$12,464
Annualized, 3%	\$764	\$567	\$65	\$127	\$73	\$5	\$0	\$1,601
Present Value, 7%	\$4,718	\$3,472	\$413	\$808	\$472	\$30	\$0	\$9,910
Annualized, 7%	\$724	\$533	\$63	\$124	\$72	\$5	\$0	\$1,521

List of Subjects in 45 CFR Part 1302

Early education, Grant programs, Head Start, Workforce, Wages, Benefits.

For reasons stated in the preamble, ACF proposes to amend 45 CFR part 1302 as follows.

PART 1302—PROGRAM OPERATIONS

■ 1. The authority for part 1302 continues to read as follows:

Authority: 42 U.S.C. 9801 *et seq.*

§ 1302.90 Personnel policies. [Amended]

■ 2. Amend § 1302.90 by removing paragraph (e) and paragraph (f).

Robert F. Kennedy, Jr.,
Secretary, Department of Health and Human Services.

[FR Doc. 2026–09383 Filed 5–11–26; 8:45 am]

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City of Oakland

Administrative Instruction #6805

US Immigration and Customs Enforcement



If ICE enters a City facility or approaches an employee.

- Employees: Contact the Department Person in Charge
- If you are in the field: Contact your supervisor.
- Person in Charge: Contact the Department Director
- Director: Contact City Administrator through Employee Phone line - 510-929-5221
- City Administrator: Contact City Attorney's Office
- Department Rep: Contact ACILEP with information - Alameda County Immigration Legal Education Partnership (510) 241-4011

What you can do :

- information is imperative observe and document what you see,
- Stay calm. Consider your personal safety and the safety of others.
- Do not impede in an investigation.
- Do not respond with physical contact, vulgar language, or false information.

ICE Policy Employee Phone line - 510-929-5221

ACILEP (Alameda County Rapid Response)

510-241-4011