

**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY**
**Amador Tuolumne Community Action Agency  
 BOARD OF DIRECTORS MEETING**

Friday, December 13, 2024 | 10:30 A.M.

**LOCATIONS**

 Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 +1 (209) 223-1485

 Host, Joseph Bors, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 +1 (209) 533-1397

**AGENDA**

1. **CALL TO ORDER:**
2. **ROLL CALL:**

ATCAA Board of Directors				
	<i>Frank Axe, Board Chairperson</i>			Amador - PUB
	<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR
	<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB
Amador			Tuolumne	
	Jeff Brown	PUB	Ryan Campbell	PUB
	Lynn Morgan	PRI	Jaron Brandon	PUB
	Vacant	PRI	Andy Merrill	PUB
	Vacant	PRI	Diane Bennett	PRI
	Susan Conn	LIR	Andréa-Victoria Lisbon	PRI
	Mary Pulskamp	LIR	Jennifer Grenland	LIR-HSPC
	Antoinette Del Rio	LIR	Cathy Parker	LIR
Calaveras				
	Sabrina Smith	LIR		

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Service Secretary
	Sophia Kaufman, Communications Coordinator
	Pat Porto, Family Resource Director
	Marie Mennell, Lifeline Coordinator
	Denise Cloward, Housing Director
	Marcia Williams, Early Childhood Services Director
	Alicia Hanks, Energy and Water Conservation Director

	Robert White, Prevention Program Director
	Miko Daniels, Food Bank Director
	Cheri Cunningham, Human Resources Director
	Karen Foreman, Tax Program Manager

**Others Present:**

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
4. **CONSENT CALENDAR:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
  - 4.1. Approval of minutes from **Friday, October 11, 2024**, meetings (**Org Std. 2.3**) Pg. 4 (**ACTION ITEM**)
  - 4.2. ATCAA – CDE CSPP Continued Funding Application (CFA), Fiscal Year (FY) 2025-26 Pg. 10 (**ACTION ITEM**)
  - 4.3. Change in Scope request – Enrollment Conversion/Reduction for EHS Pg. 13 (**ACTION ITEM**)
  - 4.4. Review and approve Mental Health Consultant Policy Pg. 14 (**ACTION ITEM**)
  - 4.5. Request for approval of Computer Use Personnel Policy 7.5 Pg. 16 (**ACTION ITEM**)
  - 4.6. Request for Approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2024 Pg. 20 (**ACTION ITEM**)
  - 4.7. Request for Approval of revised Selection Criteria for Head Start and Early Head Start Pg. 21 (**ACTION ITEM**)
  - 4.8. Request for Approval of revised Eligibility Policy Pg. 22 (**ACTION ITEM**)
  - 4.9. Request for Approval of revised ATCAA Head Start Policy Council By-Laws Pg. 29 (**ACTION ITEM**)
5. **BOARD MEMBER APPOINTMENTS:**
  - 5.1. Consideration of accepting of Diane Bennett; ATCR member replacement of Lloyd Schnieder - Vice President (*Verbal*) (**ACTION ITEM**)
6. **CSBG REPORT:**
  - 6.1. Attended CALCAPA Annual Conference in Monterey in November (*Verbal*)
7. **EXECUTIVE DIRECTOR REPORT:**
  - 7.1. ATCAA Staff Family Event scheduled for **Saturday, January 11, 2025** at the Game Room in Sonora (*Verbal*)
  - 7.2. ATCAA 2025 Health Benefits Negotiated at a 1% Cost Savings (*Verbal*)
8. **HEAD START REPORT:**
  - 8.1. Head Start Monthly Statistical Report for Month of October 2024 Pg. 43
  - 8.2. Policy Council Minutes of **December 06, 2024**, meeting Pg. 44
9. **NEW BUSINESS:**
  - 9.1. Approval of Nominating Committee’s “*Slate of Candidates*” for Officers in 2025 (**ACTION ITEM**)
  - 9.2. Review and Approval of COLA for all Non-ECS employees effective **January 01, 2025** Pg. 48 (**ACTION ITEM**)
10. **OTHER BUSINESS: CLOSED SESSION** Public Employee Performance Evaluation and Executive Director Contract (*Authority: Government Code Section 54957*)
  - 10.1. Approval of Public Employee Performance Evaluation and Renewal Executive Director Contract of Joe Bors (*After CLOSED Session*) (**ACTION ITEM**)
11. **COMMITTEE REPORTS:**

- 11.1. Finance Committee: Verbal Report of **Friday, October 11, 2024**, meeting
  - 11.1.1. Banking Change Update (**Org Std. 8.7**) (*Verbal*)
  - 11.1.2. Financial Reports (**Org Std. 8.7**) (*Verbal*)
    - 10.1.2.1. Administrative Reports Pg. 51
    - 10.1.2.2. HS/EHS Reports Pg. 54
    - 10.1.2.3. Program Fiscal Reports Pg. 59
    - 10.1.2.4. Agency Financial Reports Pg. 60
    - 10.1.2.5. Fiscal Officer Narrative Pg. 63
- 11.2. Executive Committee: No report out, **CLOSED** Session: **October 18, 2024**, meeting
- 11.3. Internal Affairs Committee: No report, committee has not met
- 11.4. Nominating Committee: No report, committee has not met
- 11.5. Early/Head Start Policy Council: Verbal Report of **December 06, 2024**, meeting

**12. MISCELLANEOUS INFORMATIONAL UPDATES:**

- 12.1. CDE Management Bulletin 24-09 on Continued Funding Application (*CFA*), Fiscal Year (*FY*) 2025-26 Pg. 66
- 12.2. CDE Management Bulletin 24-07 on Preschool/Transitional Kindergarten Learning Foundations Pg. 69
- 12.3. CDE Management Bulletin 24-08 on Data Collection for California State Preschool Programs Operated by a Local Educational Agency Pg. 72
- 12.4. ACF Office of Head Start Information Memorandum on Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs (*ACF-OHS-IM-24-03*) Pg. 79
- 12.5. Office of Head Start Program Instruction on Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming (*ACF-OHS-PI-24-05*) Pg. 84
- 12.6. Office of Head Start Information Memorandum on Administration for Children and Families of Health and Human Services (*ACF-OHS-IM-24-04*) Pg. 88

**13. PROGRAM PRESENTATIONS/UPDATES: (*Org Std. 5.9*)**

- 13.1. Family Services, Pat Porto (*Slide Only*) Pg. 97
- 13.2. Lifeline, Marie Mennell (*Slide Only*) Pg. 99
- 13.3. Energy Department, Alicia Hanks (*Slide Only*) Pg. 101
- 13.4. Prevention, Robert White (*Slide Only*) Pg. 103
- 13.5. Communications, Kristy Moore (*Slide Only*) Pg. 105
- 13.6. Food Bank, Miko Daniels (*Slide Only*) Pg. 107
- 13.7. Early Childhood Services, Marcia Williams (*Slide Only*) Pg. 109
- 13.8. Housing, Denise Cloward (*Slide Only*) Pg. 111
- 13.9. Tax Assistance, Karen Foreman (*Slide Only*) Pg. 113
- 13.10. Human Resources, Cheri Cunningham (*Slide Only*) Pg. 115

- 14. **NEXT BOARD MEETING:** Discussion and approval of next meeting proposed for **Friday, February 14, 2025**, at the ATCAA Jackson and Sonora Service Center

**15. ADJOURNMENT:**

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.



## MINUTES OF THE BOARD OF DIRECTORS – MEETING

REGULAR MEETING, OCTOBER 11, 2024, 10:30 A.M.

ATCAA, Sonora Service Center, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370, +1 (209) 533-1397

ATCAA, Jackson Service Center, 10590 Hwy 88, Jackson, CA 95642, +1 (209) 223-1485

1. **CALL TO ORDER:** The meeting was called to order at **10:33 A.M.**

2. **ROLL CALL:**

**PRESENT:** Frank Axe, PUB (*Amador*) – Board Chairperson; Joni Drake, LIR (*Amador*) – Vice-Chair; Claire Gunselman, PUB (*Amador*) – Board Treasurer; Jeff Brown, PUB (*Amador*) – District 5 Supervisor; Jaron E. Brandon, PUB (*Tuolumne*) – District 5 Supervisor; Andy Merrill, PUB (*Tuolumne*) – City Council Member; Susan Conn, LIR (*Amador*); Mary Pulskamp, LIR (*Amador*); Jennifer Grenland, LIR-HSPC (*Tuolumne*); Antoinette Del Rio, LIR (*Amador*); Cathy Parker, LIR (*Tuolumne*); Joseph Bors, ATCAA Executive Director; Bruce Giudici, ATCAA Fiscal Officer; Janessa Stone, ATCAA Board Secretary; Denise Howard, ATCAA Housing Director; Marcia Williams, ATCAA ECS Director; Alicia Hanks, ATCAA Energy & Water Conservation Director; Miko Daniels, ATCAA Food Bank Director; David Goldemberg, PUB (*Tuolumne*) – Supervisor District 1, Alternate for Supervisor Ryan Cambell; Serena Orman-Ochs, PRI (*Tuolumne*) – Alternate for Andréa-Victoria Lisbon.

**ABSENT:** Ryan Campbell, PUB (*Tuolumne*) – District 2 Supervisor; Lynn Morgan, PRI (*Amador*); Diane Bennett, PRI (*Tuolumne*); Andréa-Victoria Lisbon, PRI (*Tuolumne*); Sabrina Smith, LIR (*Calaveras*).

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Frank Axe, Chairperson, announced the item.

Vice-Chair, Joni Drake, announced Breast Cancer awareness month, Domestic Violence Awareness Prevention month, and Indigenous awareness day.

4. **CONSENT CALENDAR:**

a. **Approval of Minutes:** Axe announced the item from *August 09<sup>th</sup>, 2024. (Org Std. 2.3)*

b. **Adoption of Resolution 2024-01 approving agreement with CSPP, Contract Vendor Number 2400, and delegating authority to sign to Executive Director:** Axe announced the item.

ATCAA Executive Director, Joseph Bors, stated the resolutions are for ESG (*Emergency Solutions Grant*) contract renewal that requires a separate resolution annually.

ATCAA ECS Director, Marcia Williams interjected not only for ESG, but also CSPP (*California State Preschool Program*) that needs an annual resolution.

Axe asked to motion all items under the Consent Calendar.

c. **Adoption of Resolution 2024-02 approving updated Competitive Emergency Shelter agreement with HCD, Contract 23-ESG-18030:** Axe announced the item.

d. **Adoption of Resolution 2024-03 approving updated Non-Competitive Rapid Rehousing**

**agreement with HCD, Contract 23-ESG-18060:** Axe announced the item.

**MOTION:** Approve all items under the Consent Calendar.

**RESULT:** Approved  
**MOVER:** Supervisor Merrill  
**SECONDER:** Supervisor Brandon  
**AYES:** 12-0, 1 abstained  
**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

5. **BOARD MEMBER APPOINTMENTS: (Org Std. 5.1)**

- a. **Consideration of Accepting Appointment of Jennifer Grenland:** Axe announced the item.

Williams highlighted Jennifer Grenland’s background working with ATCAA.

- b. **Consideration of Accepting Resignation of Paster Mark Smith and Carol Rush:** Axe announced the item.

Bors stated there are now two vacancies on the board of directors and would like Tuolumne member recommendations to fill either a private or low-income representative spot to keep a balance between Amador and Tuolumne board members.

**MOTION:** Approve all items under the Board Member Appointments.

**RESULT:** Approved  
**MOVER:** Council Member Merrill  
**SECONDER:** LIR Parker  
**AYES:** 13-0  
**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

6. **OLD BUSINESS:**

- a. **Consideration and Approval of Revised Travel Policy:** Axe announced the item.

Bors mentioned this item was introduced at the last board meeting in August. It was approved, and only the language was changed to clarify the usage of personal vehicles for a second board approval.

**MOTION:** Approve all items under Old Business: a.

**RESULT:** Approved  
**MOVER:** LIR Conn  
**SECONDER:** Supervisor Brown  
**AYES:** 13-0  
**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

- b. **Presentation of Head Start FA-2 Audit Finding Closure Status and Consideration and Approval of Revised Accounting Standards and Practices:** Axe announced the item.

- c. **Presentation of Board Member Head Start Training:** Axe announced the item.

Williams discussed the highlights of the training and praised the board members attending the

Governance training.

Brown stated the training was three parts, overall was interesting, and ended in a Pass/Fail.

Williams continued to discuss the action item of equipment purchases.

Axe questioned the text in red.

Giudici read the new changes written in red. Policy language and due dates within ATCAA have been changed due to audit requests.

Williams added there might be in-person monitoring in the future and would like any board members to volunteer for an interview.

Merrill volunteered.

**MOTION:** Approve all items under Old Business: b. and c.

**RESULT:** Approved

**MOVER:** Supervisor Brandon

**SECONDER:** Supervisor Brown

**AYES:** 13-0

**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

## 7. NEW BUSINESS:

- a. **Introduction of New Program Directors; Miko Daniels (*Food Bank*) and Alicia Hanks (*Energy*):** Axe announced the item.

Bors introduced Miko Daniels, ATCAA's new Food Bank Director, and Alicia Hanks, ATCAA's new Energy and Water Conservation Director.

Daniels and Hanks gave a summary of their backgrounds.

Bors reminded the board that the ECS Director position is still being advertised due to Marcia Williams standing as the ECS Director after Nancy Miner's resignation.

- b. **Consideration and Approval of Policy for Signing Bonus and Referral Bonus related to Fiscal Officer Recruitment:** Axe announced the item.

Drake stated she would like more information regarding the incentive.

LIR Cathy Parker questioned the purpose of the signing bonus.

Bors answered that it could help retain a new Fiscal Officer long term due to the qualifications a Fiscal Officer requires to be hired. ATCAA has an interested Fiscal Officer for hire in process.

Parker stated she is very supportive of signing bonuses and sees the incentive as positive.

Council member, Andy Merrill, noted he supports Bors' approach in an incentive. Compared to other incentives this is a good move.

**MOTION:** Approve all items under New Business.

**RESULT:** Approved

**MOVER:** Council Member Merrill

**SECONDER:** LIR Grenland

**AYES:** 11-2

**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

- c. **Consideration appointing members to the Nominating Committee:** Axe announced the item.

Bors recited the ATCAA Bylaws about what a Nominating Committee does and why we need to appoint board members.

Bors continued— due to Frank Axe, ATCAA’s current Chairperson, and Joni Drake, ATCAA’s current Vice-Chair, stepping down from their titles the next year, at least three board members need to be appointed as the Nominating Committee to coordinate the voting in December.

Supervisor Brandon questioned the definition of a Nominating Committee. Due to the Public representatives with Amador and Tuolumne county turn over in January, considering changing the bylaws to move the Nominations beginning of next year.

Axe mentioned if this can be tabled at the next meeting because he will not step down until the beginning of next year.

Bors stated from the ATCAA Bylaws, a Nominating Committee contains at least three board members who have served the board for at least a year. They are required to gather a slate of candidates for officers, which are current board members with ATCAA and have served for a year or more. ATCAA only needs to appoint a nominating committee at the moment.

Bandon stated this can be appointed as an Ad-Hoc committee bypassing the bylaws due to timeframe and amending the bylaws with better verbiage and implementing a shorter timeframe.

Since change in bylaws was not considered, Axe as Chairperson, Drake as Vice-Chair, and Merrill volunteered to be a member of the nominating committee.

Bors stated at the next regular board meeting, the nominating committee will bring a slate of candidates of which can be voted then, or the following regular meeting in February 2025.

- d. **Presentation of Health Benefits survey results:** Axe announced the item.

Bors explained the results of the health benefits. Nothing to report out.

**MOTION:** Approve all items under New Business.

**RESULT:** Approved

**MOVER:** Supervisor Brandon

**SECONDER:** Council Member Merrill

**AYES:** 11-2

**ABSENT:** Supervisor Campbell, PRI Morgan, PRI Bennett, LIR Lisbon, LIR Smith

8. **COMMITTEE REPORTS:** (*Org Std. 8.7*)

- a. **Finance Committee Verbal Report:** Axe announced the item.

Bors interjected in speaking about the CLOSED Session.

Axe requested to table the CLOSED Session due to unclarified timeline.

Brandon asked for a step-by-step process of how the 360-Review is supposed to be considered.

Bors answered Brandon with reciting the timeline and process that has been followed within the last four years.

Axe ended the conversation with an Executive committee meeting arrangement before the December board meeting.

*(Treasurer, Claire Gunselman, steps into the room at 11:50 A.M.)* ATCAA Fiscal Officer, Bruce Giudici, summarized the fiscal reports, which are continuing with changes and the reports are steady.

Axe questioned the high carryovers.

Giudici answered, yes, but we projected it would be negative. Giudici continued to explain the fiscal reports from the Finance committee meeting.

Supervisor Brandon interjected Giudici to explain the fiscal reports more densely in order for him and the board to better understand.

- b. **Executive Committee:** Met August 30, 2024; No report out, **CLOSED** Session: September 27, 2024
- c. **Nominating Committee:** No report, committee has not met.
- d. **Early/Head Start Policy Council:** Verbal report of October 04, 2024, meeting

9. **CSBG REPORT:** Nothing to report.

10. **EXECUTIVE DIRECTOR REPORT:**

- a. **Presentation of Succession Plan Update:** Axe announced this item.

Bors explained one of three roles: a CSBG Coordinator, working with Janessa Stone, ATCAA's new CSBG Coordinator and Board Secretary, closely with timely reporting between CSD and ATCAA will help succession; a Fiscal Officer with fiscal authority; and Program Directors who report solely on their designated programs. With weekly meetings between Bors and each important role, helps with the growth of ATCAA. The Succession Plan is still in process for growth.

11. **MISCELLSNEOUS/INFORMATIONAL UPDATES:** Nothing to report.

12. **PROGRAM PRESENTATIONS/UPDATES:** *(Org Std. 5.9)*

- a. **Housing, Denise Cloward report:** Axe announced this item.

ATCAA's Housing Director, Denise Cloward, breaks down housing updates. ESG will no longer be a competitive process. Receiving allocation, which HCD will create a formula.

Axe asked why the budgets are lower.



Cloward answered the challenge is finding the gap funding due to the difference between competitive and non-competitive rapid rehousing.

Brandon asked for clarification regarding rapid court side being short term verses long term,

Cloward answered that one side being interim housing and the other can be transitional, et cetera.

Brandon interjected that sites cannot be transitional and will only be 6 months for both facilities due to a prior discussion on this topic with the board.

b. **ECS, Marcia Williams report:** Axe announced this item.

Williams spoke briefly on ECS updates. She highlighted the approved Blue Zones Worksite and invited the board to the Blue Zone plaque honoring in Sonora *October 28, 2024*, 8:30 A.M. to 9:30 A.M. Williams gave the board a handout of Head Start policy changes and rules regarding staff wellness and employee engagement.

13. **FUTURE BOARD MEETING:** *Friday, December 13, 2024.*

14. **ADJOURNMENT:** Chairperson Axe adjourned the meeting at *12:55 P.M.*

**APPROVED:**

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**Frank Axe**  
ATCAA Chairperson

**ATTEST:**

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**Janessa Stone**  
ATCAA Board Secretary

**RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION**

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency’s current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2025–26. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2025–26 contract documents.

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RESOLUTION

BE IT RESOLVED that the Governing Board of  
Amador Tuolumne Community Action Agency

authorizes that the person/s listed below, is/are authorized to sign the FY 2025–26 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S
Joseph Bors	Executive Director

PASSED AND ADOPTED THIS 13th day of December (month year), by the Governing Board of Amador Tuolumne Community Action Agency of Amador/Tuolumne County, in the State of California.

I, Janessa Store, Clerk of the Governing Board of ATCAA, of Amador/Tuolumne County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

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(Clerk's Signature)

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(Date)



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**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY**

**RESOLUTION NO: 2024-01**

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023-2024 FUNDING YEAR OF THE STATE ESG PROGRAM, BALANCE OF STATE ALLOCATION NOFA.

**AUTHORIZING RESOLUTION**

**SIGNATORY AUTHORITY FOR EXECUTIVE DIRECTOR TO SIGN CHILD DEVELOPMENT CONTRACT DOCUMENTS. CSPP CONTRACT VENDOR NUMBER 2400**

Amador Tuolumne Community Action Agency, (ATCAA)

A quorum of the Board of Directors of Amador-Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, hereby consent to, adopt and ratify the following resolution:

**WHEREAS** Joseph Bors is the Executive Director of ATCAA.

**WHEREAS** the Governing Board of Amador-Tuolumne Community Action Agency routinely authorizes Joseph Bors, Executive Director, to enter into contracts on their behalf.

**BE IT RESOLVED THAT:**

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing childcare and development services and to authorize the designated personnel to sign contract documents.

Further, the Governing Board authorizes the Executive Director, Joseph Bors, to enter into local agreement and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

**PASSED AND ADOPTED** 11th day of October, 2024, by the Governing Board of Amador-Tuolumne Community Action Agency. I, Janessa Stone, of Amador County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.




**PASSED AND ADOPTED** at a regular meeting of the Amador Tuolumne Community Action Agency (ATCAA) this *11th day of October, 2024* by the following vote:

AYES: 12                      ABSTENTIONS: 4  
NAYS: 0                         ABSENT: 0



Signature of Approving Officer  
Frank Axe, Board Chair



Signature of Approving Officer  
Joni Drake, Board Vice-Chair



ATTEST: \_\_\_\_\_  
Janessa Stone, Board Secretary

**AUTHORIZED SIGNATURE**

Joseph Bors, Executive Director, ATCAA

DocuSigned by:

*Joe Bors*

10/11/2024 | 2:01 PM PDT

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## 2025/2026 ATCAA Early Head Start Proposed Program Approach CHANGE

Centers and Classes (Amador & Tuolumne)	2025-26 Enrollment Without Enrollment Conversion/Reduction	2025-26 Enrollment Showing Enrollment Reduction	Days of Operation (no change)	Program Option (no change)	Hours of Operation (no change)
Center Based	32 toddlers	<b>40 toddlers</b>	224	5 Days/week Year-Round	6.17 hours/day
Home Base	40 infants, toddlers & pregnant women	<b>20 infants, toddlers &amp; pregnant women</b>	46 weeks	1.5-hour home visits/ week and 22 socializations/ year	
<b>Totals</b>	<b>72</b>	<b>60</b>			

Early Head Start Enrollment Data CURRENT				Early Head Start Enrollment PROPOSED		
Month	Actual Enrollment	Funded Enrollment	Difference (# of children)	With Enrollment Reduction	difference	Funded Enrollment Percent
November 2024	56	72	16	60	4	93%
October 2024	55	72	17	60	5	92%
September 2024	54	72	18	60	6	90%
August 2024	59	72	13	60	1	98%
July 2024	57	72	15	60	3	95%
June 2024	57	72	15	60	3	95%
May 2024	56	72	16	60	4	93%
April 2024	59	72	13	60	1	98%
March 2024	59	72	13	60	1	98%
February 2024	57	72	15	60	3	95%
January 2024	61	87	26	60	-1	102%
December 2023	56	87	31	60	4	93%
November 2023	61	87	26	60	-1	102%
October 2023	57	87	30	60	3	95%
September 2023	63	87	24	60	-3	105%
August 2023	63	87	24	60	-3	105%
July 2023	68	87	19	60	-8	113%
June 2023	69	87	18	60	-9	115%

During this time we had 3-4 more classrooms open

APPROVED BY THE ATCAA BOARD AT ITS REGULAR MEETING ON DEC. 13, 2024

Frank Axe, ATCAA Board President, Signature and date



**Early Childhood Services**

Early Head Start ❖ Head Start ❖ California State Preschool

Mental Health Professional Consultation Policy and Procedure	Effective Date: 10/1/2024 Board Approved: Policy Council Approved:	Relates to: CFR #: 1302.45(a)(2)&(b), 1302.91(e)(8)(ii), § 1302.33
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**SUBJECT:** Mental Health Professional Consultation Services

**PERFORMANCE OBJECTIVE(S):**

The Mental Health Manager will secure ongoing mental health consultation services and examine the approach to mental health consultation annually to determine if it meets the program's needs.

The Mental Health Manager will ensure mental health consultation services are available at a frequency of at least once a month

We will also use other licensed mental health professionals or behavioral health support specialists certified and trained in their profession or recognized by their Tribal governments, such as peer specialists, community health workers, *Promotores*, traditional practitioners, or behavioral health aides, to ensure mental health supports are available on at least a monthly basis. We will ensure their regular coordination and consultation with mental health consultants when appropriate.

The Mental Health Manager facilitates multidisciplinary coordination and collaboration between mental health and other relevant program services, including education, disability, family engagement, and health services.

**OPERATIONAL PROCEDURES:**

The Mental Health Consultant will provide support for teachers and parents that may include:

- Individual counseling sessions for parents;
- Classroom observations;
- Individual child observations;
- Support in implementing strategies to identify and support children with mental and social and emotional concerns, which may include behavior plans;
- Supporting teachers to improve classroom management and teacher practices;

## Mental Health Consultant Policy and Procedure - Continued

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- Assistance in creating physical and cultural environments that promote positive mental health and social and emotional functioning;
- Group and individual staff consultation to support their issues and concerns about mental health;
- Parent support and education to understand mental health and access mental health interventions, if needed;
- Referrals to appropriate community support services and resources;
- Support the implementation of the Head Start Standard 1302.17 to limit suspension and prohibit expulsion.

The Mental Health Consultant may also provide individual counseling sessions for ATCAA Head Start staff who request it. Up to three sessions per program year will be free to all staff who request it.

The Mental Health Manager will review the services provided by consultants with other service area managers to ensure successful collaboration and that the services provided are appropriate and effective. Consultants will be on a contract basis and their services can be extended or discontinued as needed.



# AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

## 7.5 Computer Use Policy

(Board – 04/11/14, PC – 04/04/14, Effective – 07/01/14)

***The following policies govern employee use of all Information Systems and Technology, including computers, internet services, email, telephones, and all other data storage and processing systems.***

### **Agency Property**

Agency Information Technology property is to be used to facilitate the business of the Agency. These properties include, but are not limited to:

- *All Information Technology equipment*, including Agency computers, laptops, netbooks, tablets, e-readers, printers, copiers, telephones, cell phones, USB flash drives, cameras, monitors, routers, hubs, modems and similar equipment .
- *All software and firmware* installed on Agency computers, and all Agency software purchased, contracted, or authorized by the Agency for use on the internet or in the Cloud (SAAS or other). This includes Agency websites, intranets, Google Groups, as well as Facebook, Twitter and other social media accounts.
- *All Information Technology services*, including internet, broadband, WIFI, LAN, VPN, WLAN, telephone lines, cellular service, Bluetooth, and similar services.
- *Any data* collected, created, entered, and/or downloaded on Agency computers. This data is the exclusive property of the Agency and may not be copied, re-used, shared or transmitted to any outside party or used in any other way, for purposes not directly related to the business of the Agency.
- Limited Personal Use of these resources is allowed as noted below in “Personal Use.”

### **Improper Use**

Employees are strictly prohibited from the improper use of any Agency Information Technology resource. “Improper use” includes but is not limited to:

- Transmitting, retrieving, downloading, or storing discriminatory messages or images that are offensive, derogatory, defamatory, off-color, sexual in content or otherwise inappropriate in a business environment.
- Making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party.
- Transmitting, retrieving, downloading, or storing images or material that would violate state or federal law against discrimination or harassment based on race, religion, color, sex, national origin, citizenship status, age, handicap, disability, sexual orientation, or any other status protected under federal, state and local





## AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

- laws. This does not pertain to the data exchanged to meet contract requirements.
- Sending or receiving copyrighted materials without prior authorization.
  - Use of resources for commercial financial gain, personal business opportunities, or personal advertising.
  - Gambling, monitoring sports scores, or playing electronic games not directly related to the business of the Agency.
  - Using ATCAA Information Technology resources - including email - for personal purposes during work hours outside of rest and meal periods.

### **Proper Use of ATCAA email**

Employees are expected to maintain a professional email presence at all times, and all email correspondence must adhere to ATCAA policies, including ATCAA's Confidentiality Policy.

### **Improper Use of ATCAA email**

Improper use of ATCAA email includes:

- Using an ATCAA email account for personal purposes.
- Using a personally/privately owned email account for ATCAA business.
- Configuring an outside non-ATCAA email service (such as gmail) to forward its email to an ATCAA email account, without previous authorization from the Information & Technology Department.
- Configuring an outside non-ATCAA email service to receive ATCAA email, without previous authorization from the Information & Technology Department.

### **Monitoring and Privacy**

Employees have NO expectation of privacy as it relates to Agency Information Technology property listed above. The Agency **may** inspect all website and email activity on any Agency computer to ensure compliance with these policies. This information may be accessed by the Agency at any time without prior notice. Any access of this kind will be performed with the approval of the Executive Director or designee, except for purposes of technical repair, support or improvement.

Supervisors may access an employee's computer or voicemail for the purpose of doing business during the employee's absence.

Employees must provide all passwords and access codes created for Agency devices to the Information & Technology Department. Changing passwords or creating new passwords without notifying the Information & Technology Department is strictly prohibited.

### **System Integrity, Privately Owned Devices**

Since media may contain viruses or other harmful malware, no personally/privately owned computer or portable media device shall be connected directly to any portion of the Agency's networks or devices without first (1) obtaining specific authorization from



## AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

the Information & Technology Department or one of the employees designated by the Information & Technology Department, and (2) scanning the data for viruses using Agency protocols. "Portable media" includes, but is not limited to:

- Computers, laptops, tablets, or netbooks;
- iPhones and other Smart Phones, Blackberrys, PDA's, or cell phones;
- USB Drives, Flash/Memory drives or other external drives;
- SD cards, micro SD cards, XD cards, memory sticks, compact flash cards, or other memory cards.

Any employee who willfully introduces a virus into the Agency's system via use of personal software or data may be deemed guilty of gross negligence and/or willful misconduct and may be held criminally and civilly responsible, including cost of repairs and lost productivity.

### **Personal Use**

Employees may make use of ATCAA Information Technology resources for personal purposes outside their working hours, such as rest breaks and meal periods, and after or before working hours. Personal use of copiers, printers and facsimile machines requires employees to complete the Personal Use log. Employees are reminded, notwithstanding permission obtained under this policy, that there is no expectation of privacy of such data while using Agency Information Technology resources. The Improper Use policies of ATCAA resources (as outlined above) continues to apply at all times. Personal use may consist of:

- Internet browsing
- Personal email
- Copiers and printers
- Online games or social media sites

### **Termination**

Upon termination of employment, employees are prohibited from removing, transferring or modifying any software or data from any Agency Information Technology property.

### **Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Agency's computer system by unauthorized use may additionally be liable for the costs of repair or equipment replacement resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or civil money damages or penalties.



## AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

### **ECS Internet Safety**

*(Board – xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)*

Per the Children's Internet Protection Act (CIPA), Head Start/Early Head Start classrooms will use internet filtering for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. ATCAA will also educate students and teachers on ethical use and internet safety Regarding appropriate online behavior, including interacting with other individuals.



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## AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

October 24, 2024

TOPIC: NFS Waiver Request for Head Start & Early Head Start for FY 2024

Our total NFS required for our HS/EHS FY 2023 Grant is \$974,846. We are requesting a waiver in the amount of \$250,000.

In accordance with guidance in the Head Start Act, specifically Section 640, a waiver can be requested due to “the lack of resources available in the community that may prevent the Head Start agency from providing all of a portion of the non-Federal contribution that may be required under this subsection.”

Consequently, ATCAA respectfully requests a waiver of the NFS in the amount of \$250,000 for the Budget period of January 1, 2024, through December 31, 2024. Through volunteer time and cash match, we can commit to \$724,846 for the total Budget Period.

In 2023 we requested a NFS waiver of \$275,000, so we have shown some improvement in this area from last year.

We have had momentum in our volunteerism in the classrooms. This has started to improve the number of volunteer hours accrued and we hope that we can keep the momentum going.

We will continue to educate staff about the importance of parents volunteering in our program and ways to encourage them to volunteer in different ways both inside and outside of the classroom. However, this year we will not be able to reach our goal of collecting all our Non-Federal Share.

Thank you for considering this request.

Jackie Roberts, Operations & Budget Manager

## ATCAA Early Childhood Services

Early Head Start ❖ Head Start ❖ California State Preschool  
*Developing People – Changing Lives – Building Community*

### Selection Criteria for Head Start and Early Head Start

Selection Criteria Area	Priority Points
Foster parent/ legal guardian/ grandparent/ relative caregiver / teen parent	3
Parent with permanent disabilities	3
One parent family	2
Two parent family	1
Child with certified disability- Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP)	99
Child with suspected disability	3
Low income family- up to 50% of the Federal Poverty Line	9
Low income family- 51% to 75% of the Federal Poverty Line	8
Income eligible family- 76% to 100% of the Federal Poverty Line	7
Over income family- 1% to 50% above the Federal Poverty Line	3
Over income family- 51% to 75% above the Federal Poverty Line	2
Over income family- 76% or more above the Federal Poverty Line	0
Child Protective Services Referral or Indian Child Welfare Act Referral	99
Homeless family or Foster Child (categorical eligibility)	99
Pregnant mother applying for the home-based EHS program	9
Referral from other agencies or High Risk Family	4
Child of current staff member	2
Dual language learner	3
Full-time (30+ hours/week) working, seeking work, school/training	3
Part-time (less than 30 hours/week) working, seeking work, school/training	2
Public Assistance (TANF, SNAP/CalFresh, SSI)	3
Returnee* or transfer student <small>(*Children previously dropped from the program due to attendance issues do not receive priority points.)</small>	99
Child 4 years old by September 1 <sup>st</sup> for the 2024/25 school year	<b>9</b>
Child 0-3 years old by September 1 <sup>st</sup> for the 2024/25 school year	5

Changes are in yellow

## ATCAA Head Start/Early Head Start Eligibility Procedures

Policy: ERSEA	Effective Date: 11/2/16	HSPPS 1302.12
Revision Date: 10/21/2024	Policy Council Approval Date: Nov. 1, 2024 Board Approval Date:	

**SUBJECT:** Eligibility criteria and the application and eligibility determination process for Head Start, Early Head Start and California State Preschool Programs

**PERFORMANCE OBJECTIVE:** To support the application process for families with eligible children and pregnant women while ensuring compliance with state and federal eligibility regulations pertaining to Head Start, Early Head Start and California State Preschool (CSPP) Programs.

ATCAA Early Childhood Services (ECS) operates Head Start, Early Head Start and CSPP programs. Due to different state and federal funding requirements, there are distinct eligibility criteria that must be followed for each program. To ensure compliance with California Department of Education (CDE) and Head Start regulations, ATCAA ECS will maintain a two-part application and eligibility determination process for Head Start or Early Head Start eligible families who wish to enroll in a program that provides state-funded services.

All children entering centers providing Head Start, Early Head Start and CSPP services must also have complete immunizations in accordance with State of California Community Care Licensing requirements. (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075)

**OPERATIONAL PROCEDURE:**

**Eligibility Requirements**

**Age eligibility:**

- In accordance with Head Start regulations pertaining to age requirements, families wishing to enroll in Head Start or Early Head Start programs must present a birth certificate, or other official documentation, to verify each child’s age unless it creates a barrier for a family to enroll their child. If a family cannot present documentation to verify their child’s age, Family Advocates, Home Visitors or designated staff will assist parents in obtaining the documentation.
  - Children enrolling in Head Start programs must be at least three years old, or three years old by the age-eligible date for public schools in Amador and Tuolumne counties.
  - Children may not enroll in Head Start programs if they are age eligible for compulsory enrollment in public schools.
  - Children enrolling in Early Head Start programs must be zero to three years old.
  - There are no age requirements for pregnant women who wish to participate in the Early Head Start program serving pregnant mothers.
- In accordance with CDE regulations pertaining to age requirements, families wishing to enroll in CSPP programs must present a birth certificate, or other official documentation, to verify each child’s age.
  - Children enrolling in CSPP programs must be at least three or four years old on or before December 1<sup>st</sup> of the fiscal year they are being served in. Parents may apply to enroll a four-year-old child in CSPP whose fifth birthday occurs after September 1<sup>st</sup> of the fiscal year they are being served. Children who have their third birthday on or after December 2<sup>nd</sup> of the fiscal year, may be enrolled in CSPP on or after their third birthday.

## ATCAA Head Start/Early Head Start Eligibility Procedures

- Family Advocates, Home Visitors or designated staff will screen all eligibility applications and accompanying documentation to verify that each child is age eligible to receive services.

### Income or Categorical Eligibility:

- For Early Head Start or Head Start, a child or pregnant woman is income eligible if the family's income is equal to or below the poverty level, or in absence of child care the family would be potentially eligible for public assistance.
  - To verify income eligibility, families must submit documentation of their gross family income such as tax forms (1040 or W2), TANF documentation, pay stubs, unemployment or disability compensation, statements from employers, foster care reimbursement, Social Security payments (SSI, SSDI or SSA), child support statements or other documentation used as proof of their income status.
    - If a family reports no income, staff may accept a signed and dated self-declaration to that effect and must describe efforts made to verify the family's income and explain how the family's total income was calculated.
    - Staff may seek information from third parties who have first-hand knowledge about a family's eligibility, if the family gives consent (Use an "Authorization to Request or Disclose Information" form).
- For Early Head Start or Head Start programs, a family is categorically eligible if the child or pregnant woman is homeless, the child is in foster care, or the family receives public assistance such as Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) or Supplemental Nutrition Assistance Program (SNAP).
  - To verify categorical eligibility based on foster care, a family may submit a court order or other legal or government issued document
  - or a written statement from a government child welfare official demonstrating the child is in foster care.
  - To verify categorical eligibility based on experiencing homelessness, a family may submit a written statement from a homeless services provider, school personnel, or other services agency attesting that the child or pregnant woman is experiencing homelessness or any other documentation that indicates homelessness, including documentation from a public or private agency, a self-declaration, information gathered on application forms or notes from an interview with staff to establish homelessness.
  - Staff must describe their efforts to verify the accuracy of the information provided to determine homelessness and state whether the family is categorically eligible.
  - If a family cannot provide a document to prove the child or pregnant woman is experiencing homelessness, staff may accept a signed and dated self-declaration to that effect and must describe in a written statement the child or pregnant woman's living circumstances and efforts made to verify that the child or pregnant woman is experiencing homelessness.
  - Staff may seek information from third parties who have first-hand knowledge about a family experiencing homelessness if the family gives consent (Use an "Authorization to Request or Disclose Information" form).
  - To verify categorical eligibility based on receiving public assistance, a family must submit documentation from a state, local, or tribal public assistance agency confirming the family's receipt of TANF, SSI or SNAP benefits. This documentation may include a notice of approval, documentation of eligibility or benefits, or, for SNAP, an Electronic Benefit Transfer card with a SNAP ID number.
- For CSPP programs, eligibility is based on the family experiencing homelessness, being income eligible, being a current cash aid recipient, having children identified as at risk of abuse, neglect, or exploitation, or receiving child protective services. Staff must follow CDE regulations when verifying CSPP eligibility.
- When a child's residence alternates between the homes of separated or divorced parents, eligibility should be determined separately for each household in which the child is residing from Monday through Friday.
  - If a family's eligibility for services is based on experiencing homelessness, the parent(s) needs to present one of the following:
    - A written referral from an emergency shelter or other legal, medical or social service agency.

## ATCAA Head Start/Early Head Start Eligibility Procedures

- A written declaration, including an “under penalty of perjury” statement, declaring the family is homeless and a statement describing the family’s current living situation.
- If a family’s eligibility for services is based on having children who are recipients of child protective services or being at risk of abuse, neglect or exploitation, the parent(s) needs to submit a written referral from a legal, medical, social service agency or emergency shelter, dated within six months immediately preceding the date of the application for services, that includes:
  - A statement from the local county welfare department, child protective services unit, certifying that the child is receiving Child Protective Services (CPS) and that child care and development services are a necessary component of the CPS service plan, **or** a statement by a legally qualified professional that the child is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
  - The statement must also include the probable duration of the CPS service plan or at risk situation and the name, address, phone number and signature of the legally qualified person making the referral.
- If a family’s eligibility for services is based on currently receiving TANF/cash aid, the parent(s) needs to submit one of the following for the month preceding certification:
  - A Notice of Action (NOA) from Social Services that states the family’s cash aid amount (not the family’s CalFresh amount).
  - A Verification of Benefits, or other documentation of cash aid.
- If a family’s eligibility for services based on their income, the parent(s) needs to submit documentation from all countable income sources, for all individuals counted in the family size.
- If the parent is employed, one of the following must be submitted for the month preceding certification:
  - Pay stubs
  - A signed and dated letter from the parent’s employer that indicates the rate of pay, how often the parent is paid and how many hours are worked in a pay period.
  - Other records of wages issued by the parent’s employer.
- Employed parents will be asked to sign a release to contact their employer(s).
- If the employer(s) refuses or fails to provide requested information/documentation, or if the request would adversely affect the parent’s employment, other means of income verification will be utilized such as a list of clients and amounts paid, tax returns, estimated tax statements, or other income records with a self-certification of income.
- If parents are **self-employed**, they must complete a Self-Employment Verification form and submit as many of the following types of documentation as necessary to determine the amount of income earned from self-employment for the month preceding the certification:
  - An independently drafted letter from the source of the income
  - A copy of their most recent signed and completed tax return with a statement of current estimated income for tax purposes.
  - Other business records, such as ledgers, receipts, business bank statements or business logs
- If the family has other income sources, the parent(s) must submit current documentation for all that apply. This includes, but is not limited to:
  - Social Security benefits
  - Retirement benefits/pensions
  - Child support and/or alimony
  - Unemployment benefits
  - Workers’ Compensation benefits
  - Short term disability benefits
  - Foster care benefits
  - Dividends
  - Income from estates/trusts, inheritance



## ATCAA Head Start/Early Head Start Eligibility Procedures

- Rent for a room in the family's residence
- Allowances for housing/cars provided as part of compensation
- Insurance or court settlements for lost wages or punitive damages
- Net proceeds from the sale of real property, stock or inherited property
- Other enterprise for gain.
- If parents do not receive any income, they must complete a self-declaration stating under penalty of perjury that they have not received any income for the past 30 days.
- Gross amounts will be used when calculating families' income levels and determining eligibility for services.
- **Adjustment for Excessive Housing Costs**
  - If a family spends more than 30% of their total gross income on housing costs, their total gross annual income can be reduced by the amount spent on housing costs that exceed 30% of their income.
    - Housing costs are a family's total annual applicable housing expenses, which may include
      - Rent or Mortgage payments
      - Homeowner's or renters' insurance
      - Utilities (e.g. electricity, gas, water, sewer, trash)
      - Interest and taxes related to housing
    - Families must submit current utility bills (electricity, gas, water, sewer, trash), bank statements, rental agreement, monthly mortgage statement, and other relevant documentation to calculate a family's housing costs to determine eligibility.
- For CSPP, family size includes the parents and children for whom the parents are responsible who comprise the household in which the child receiving services is living.
  - When a child and his/her siblings are living in a family that does not include their biological or adoptive parent, "family" is the child and related siblings.
  - Parents applying for CSPP services need to provide the names of the parents and the names, gender and birth dates of all children identified in the family. This information is documented on the Confidential Application for Child Care and Development Services (CD 9600).
  - Parents need to provide proof of residency in the state of California and supporting documentation regarding the number of children and parents in the family. The supporting documentation for the number of children shall be at least one of the following: birth certificate, child custody court order, adoption documents, foster care placement records, school or medical records, county welfare department records or other reliable documentation indicating the relationship of the child to the parent.
  - When parents indicate on the CD 9600 that they are single parents/caretakers, the parents need to check the box in Section I of the CD 9600, initial in Section V that they self-certify their single parent status under penalty of perjury and sign the application.

### Eligibility Duration

- If a child is determined eligible and participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year, except when the program chooses not to enroll a child due to compelling reasons for the child not to remain in Head Start.
- Children enrolled in CSPP programs must have their eligibility re-determined within 50 calendar days following the last day of the 12-month certification period, which started with the day staff signed and authorized the last application for services (9600).
  - Certification for California State Preschool Programs may occur within 120 days of the program's start date for the next school year.
- Children enrolled in Early Head Start programs remain eligible while they are participating in the program.

## ATCAA Head Start/Early Head Start Eligibility Procedures

- If parents wish to enroll a child in Head Start who has been previously enrolled in Early Head Start, the program will ensure that the child receives Head Start services if possible.
- If a child moves from an Early Head Start program to a Head Start program, staff must verify the family's eligibility again.

### Immunization requirements

- The State of California sets immunization requirements for children entering child care or school.
  - Immunization records do not have to be submitted when a family applies for services; however they are required for enrollment.
    - If a family is homeless according to the McKinney-Vento Homeless Assistance Act, a child may enroll in Early Head Start or Head Start without immunization or other medical records. In these cases, Family Advocates, Home Visitors or designated staff will assist parents in obtaining the necessary documentation. (A child may not enter a center-based program until California immunization requirements are met.)

### Eligibility Intake and Processing Steps

- When a family applies for services, a Family Advocate, Home Visitor, or designated staff will conduct an in-person interview to create an eligibility determination record for each child or pregnant woman wishing to enroll in Early Head Start or Head Start.
  - If an in-person interview is not possible, staff may create an eligibility determination record by talking to the family over the telephone.
    - Staff must note on the Eligibility Checklist why an in-person interview was not possible.
- If a family whose preferred language is not English walks in or calls an ECS site, an appropriate interpreter will be asked to assist the family.
  - If an interpreter is not available, the name and phone number of the family will be recorded on a Family Contact form and an appropriate interpreter will be contacted to follow-up with the family.
  - If an eligibility application is turned in, the appropriate interpreter will be notified to follow up with the family within 5 days.
- During in-person interviews, Family Advocates, Home Visitors, or designated staff will collect all eligibility intake information and the documentation needed to determine eligibility for services.
  - For Head Start and Early Head Start, this information includes: a complete eligibility application; documentation of family income or categorical eligibility; and the child's birth certificate or another official document verifying the child's name and age. (CSPP programs require additional documentation.)
    - If a family is experiencing homelessness according to the McKinney-Vento Homeless Assistance Act, or it is a barrier to enrollment in Early Head Start or Head Start programs, a family does not have to provide a birth certificate or other documentation to verify their child's age. If a family cannot present documentation to verify their child's age, Family Advocates, Home Visitors, or designated staff will assist parents in obtaining the documentation.
  - Pregnant women do not have to submit a birth certificate when applying for Early Head Start services.
  - If an in-person interview is not possible, and staff conduct a telephone interview with the family, staff will assist the family in completing an eligibility application and obtaining the necessary documentation to determine eligibility for program services.
  - Staff will verify that all eligibility applications and required documentation are complete prior to submission for processing.
  - If necessary, an "Authorization to Request or Disclose Information" form will be utilized to facilitate procurement of the required documentation.

## ATCAA Head Start/Early Head Start Eligibility Procedures

- Prior to submitting completed eligibility applications and accompanying documentation for processing:
  - Family Advocates, Home Visitors or designated staff will let each family know their application and supporting documentation are being processed to determine eligibility for program services.
  - Family Advocates, Home Visitors or designated staff will complete, sign, date and attach Eligibility Checklists to the front of eligibility determination records.
- Family Advocates, Home Visitors or designated staff will send or give completed eligibility applications and accompanying documentation to the appropriate eligibility staff member for processing.
- Once a week, completed eligibility determination records will be reviewed by verifying the age of children applying for services, and the income or categorical eligibility of their families.
  - When income or categorical eligibility is determined for each applicant, eligibility staff will sign an Early Head Start/Head Start Eligibility Verification form to certify that each family's income or categorical eligibility and family size were determined according to Head Start regulations.
  - Eligibility staff will also complete an Eligibility Points Worksheet as part of each child or pregnant woman's eligibility determination record. The appropriate priority point values will be assigned to each child or pregnant woman in accordance with the ATCAA Early Childhood Services Selection Criteria.
- Once a week, the ERSEA Manager, or designee, will review the eligibility determination records to re-verify the ages of children, family size, income calculations, categorical eligibility, and assignment of priority points.
  - The ERSEA Manager or designee will ensure that eligibility determination records include:
    - Copies of any documents, statements, and declarations deemed necessary to verify eligibility.
    - A statement that staff made reasonable efforts to verify information by conducting an in-person or telephone interview, describing efforts made to verify eligibility, and collecting documents required for third party verification.
    - An Early Head Start/Head Start Eligibility Verification form
  - Re-verification will be completed by initialing the Eligibility Checklist, signing the Early Head Start/Head Start Eligibility Verification form and the Eligibility Points worksheet.
  - Families will be notified, by mail or phone call, of their eligibility status.
- When the eligibility determination records are complete and re-verified by the ERSEA Manager, or designee, family and child data will be entered in the computer database.
  - As part of the data entry process, children's names will be placed on the appropriate wait list and ranked according to their assigned priority points.
- Separate eligibility guidelines, as outlined in CDE regulations, will be followed when families apply for CSPP services. Family Advocates will assist families in obtaining the documentation needed to determine eligibility for state-funded programs.
  - As Head Start applications are processed before a family applies for CSPP services, the name and age of the child will be verified as part of the application process for Head Start.
    - If a family cannot provide a birth certificate or other documentation to verify their child's age, the application will be processed for Head Start only until documentation can be obtained to verify the child's age eligibility for CSPP services.
  - A CSPP Eligibility Verification Worksheet, based on family income documentation from the preceding month or documentation verifying alternate eligibility, will be generated by eligibility staff.
    - The documentation used to determine family income eligibility, or establish alternate eligibility, for CSPP programs will be based on Title 5 regulations and CDE guidelines.
    - CSPP income worksheets, and supporting documentation, will be reviewed by two members of the eligibility staff.
  - As part of the application process, family size and residency will be verified for CSPP programs in accordance with Title 5 regulations.
  - A CD 9600 Confidential Application for Child Development Services and Certification of Eligibility will be completed by staff when families apply for CSPP services.
    - The parent(s) must sign and date the CD 9600

## ATCAA Head Start/Early Head Start Eligibility Procedures

- A child will not be authorized to enroll in a CSPP program unless state eligibility criteria are met.
- If a family calls to inquire about their eligibility application, enrollment status or to update information, staff will direct them to the appropriate eligibility staff member or manager.
- If a family is no longer interested in enrolling in the program, has moved out of the area, or is no longer eligible (perhaps due to the child's age), the eligibility application will be abandoned, and applicable information will be archived on the computer database.
  - Abandoned eligibility applications can be re-activated if family circumstances change, and eligibility has been re-established.
- All eligibility determination records, including abandoned ones, will be stored in locked file drawers to ensure confidentiality.
- If a staff member intentionally violates federal and program eligibility determination regulations, and their actions result in the enrollment of a pregnant woman or child not eligible for Early Head Start or Head Start services, immediate disciplinary action, including firing, may be recommended by a supervisor and program manager, and may be taken by the Executive Director.
- If a family member or participant intentionally provides fraudulent information that results in the enrollment of a pregnant woman or child not eligible for Early Head Start or Head Start services, depending on the information, the agency reserves the right to terminate services immediately, or to move the participant/child onto a wait list until an income eligible enrollment space becomes available.
- All staff members making eligibility determinations, the governing board and Policy Council will be trained about applicable federal, state and agency eligibility regulations, policies, and procedures, including the following:
  - Methods for collecting complete and accurate eligibility information from families and third-party sources.
  - Strategies for treating families with dignity and respect and responding to issues of domestic violence, stigma, and privacy.
  - Program actions taken against staff, families or participants who attempt to provide or intentionally provide false information.
- The governing body and Policy Council will be trained about eligibility regulations, policies, and procedures within 180 days of the beginning of their new term.
  - New staff making eligibility determinations will be trained about this information within 90 days of hire.
  - All staff making eligibility determinations will be trained annually about this information with additional training taking place as needed.

## **Amador-Tuolumne Community Action Agency (ATCAA)**

### **Mission Statement**

- ~~• To help individuals in Amador and Tuolumne counties toward self-sufficiency.~~
- ~~• To assist local residents in becoming involved and contributing members of our community.~~
- ~~• To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.~~
- ~~• And, finally, to form partnerships and coalitions within the community to meet these needs.~~

*ATCAA promotes the economic security, self-sufficiency and the well-being of families and individuals by providing for basic human needs through direct assistance and community collaborations with the belief that all people deserve the opportunity to thrive.*

### **PREAMBLE**

The ATCAA Board of Directors has established a Policy Council to ensure maximum parent/guardian participation in the decision-making process of all Head Start components and activities. -This policy council is a Head Start Policy Council but parents/guardians who are part of the program through State Preschool are encouraged to fully participate. -Parents who are part of the State Preschool program may participate as community members if elected by the Policy Council. -For the purposes of this document, Head Start refers to Head Start and Early Head Start.

### **ARTICLE I NAME**

The Council shall be known as the ATCAA Head Start Policy Council.

### **ARTICLE II PURPOSE**

**SECTION 1.** The Policy Council provides and organizes constructive policy guidelines to give purpose and direction to the Head Start, Early Head Start, and State Preschool programs to increase their efficiency and realize their maximum effectiveness.

**SECTION 2.** The Policy Council harmoniously works together in shared leadership with the Early Childhood Services Director, the ATCAA Executive Director, the ATCAA Board of Directors, the professional staff, and other involved parties, for the benefit of the children, the parents, the Head Start, Early Head Start and State Preschool programs, and the community.

**SECTION 3.** Based on these principles, we are determined to do everything in our power, individually, and collectively, as a Council to promote the best interest of the members and staff. We have adopted these bylaws to guide us.

### **ARTICLE III OBJECTIVES/DUTIES OF THE POLICY COUNCIL**

**SECTION 1.** The objective of the Policy Council shall be to assist and advise the Head Start, Early Head Start, and State Preschool Program in overall planning, development, implementation, evaluation, and dissemination of information. The Policy Council shall also work to meet the following objectives:

- A. Ensure parent/guardian participation in the process of making decisions about the nature and operation of the Head Start, Early Head Start and State Preschool Programs.
- B. Hear proposals of any individual, or group, who may want additions to, or changes, in the Head Start, Early Head Start, and State Preschool programs.
- C. Facilitate the delivery of services to children and families from community resources.
- D. Follow the Head Start Act and Standards, which gives the authorizing source for the policymaking/approval function of the Policy Council.

**SECTION 2.** Recognizing the right of each member to be heard without bias, the Policy Council must work in partnership with key management staff and the ATCAA Board of Directors to develop, review, and approve/ disapprove the following policies and procedures:

- A. All funding applications and amendments prior to submission.
- B. Procedures describing how the ATCAA Board and the Policy Council will implement shared decision-making.
- C. Program philosophies and long /short-range program goals and objectives.
- D. Selection of delegate agencies.

- E. Composition of the Policy Council and the procedures by which Policy Council members are chosen.
- F. Criteria for defining recruitment, selection, and enrollment priorities.
- G. Annual ATCAA Head Start, Early Head Start, and State Preschool self-assessment.
- H. ATCAA personnel policies and subsequent changes to those policies (recommend for approval/ disapproval to ATCAA Board only).
- I. Decisions to hire/ terminate the Early Childhood Services Director.

**SECTION 3.** The Policy Council performs the following functions directly:

- A. Serves as a link to the Center Committees, the ATCAA Board of Directors, public and private organizations, and the communities served.
- B. Assists Center Committees in communicating and encouraging participation with parents/guardians enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in programs operated by ATCAA Early Childhood Services.
- C. Assists Center Committees in planning, coordinating, and organizing program activities for parents/guardians with the assistance of staff and ensure that funds set aside from program budgets are used to support those activities.
- D. Assists in recruiting volunteer services from parents/guardians, grandparents community residents, and community organizations, and assists in the mobilization of community resources to meet identified needs.
- E. Establish and maintain procedures for working with the grantee or delegate complaints about the program.

**SECTION 4.** Duties of the Center and Home Base Committees necessary to implement program objectives include:

- A. Initiate suggestions for improvement of program.
- B. Organize family activities.
- C. Assist staff in understanding the specific needs of children and families.
- D. Function as a channel for program complaints and suggestions.
- E. Function as a link to private and public organizations and assisting in mobilization of community resources.

- F. Promote benefits and needs of program in the general community.
- G. Promote complementary programs for target populations.

#### **ARTICLE IV CONFIDENTIALITY/CODE OF CONDUCT**

All members shall observe confidentiality in all personnel matters. Personnel information cannot be shared outside of the meeting. Violation of the confidentiality policy constitutes grounds for immediate removal from the ATCAA Head Start Policy Council. Each Policy Council Member shall read and sign a Code of Conduct statement indicating they will follow the Code of Conduct guidelines when joining the Policy Council.

#### **ARTICLE V MEETINGS**

**SECTION 1.** Regular meetings shall be held once each month during the calendar year, unless holidays make a meeting impractical. ~~The Policy Council Chairperson, or designee in collaboration with the management staff, shall set the date and time of the meetings.~~

**SECTION 2.** The Policy Council Chairperson may call special meetings when the Center/Home Base Committees and/or the Policy Council matters require such action.

**SECTION 3.** The Policy Council shall follow Robert's Rules of Order in all cases applicable and remain consistent with these bylaws. All meetings shall run in accordance with these rules and procedures.

**SECTION 4.** The Policy Council shall operate in accordance with the California Ralph M. Brown Public Meeting Act.

#### **ARTICLE VI MEMBERSHIP**

**SECTION 1. Composition of the Head Start Policy Council**

The Policy Council shall be composed of elected and appointed members. The composition will consist of the following:



- A. One parent/guardian member and one alternate from each Head Start and Early Head Start center, and each Home Base group.
- B. One ATCAA Board representative/liaison per county, if available.
- C. A minimum of two but no more than five community representatives. This may include representatives from public and/or private organizations or former parents. Community representatives are appointed by the group they represent and may be any combination of agencies/former parents, -but will not exceed five (5) members at any one time.
- D. Former regular Policy Council members. Former members are encouraged to continue sharing ideas and insights with the current Policy Council as members of the public.
- E. Fifty-one percent (51%), or more, of the Policy Council shall be made up of current Head Start parents/guardians.

## **SECTION 2. Selection of Members**

- A. Policy Council members shall be elected by the Center or Home Base program they represent. -The Policy Council does not need to vote on members or alternates. Election of Center and Home Base Representatives shall be held within 25 days of program commencement. New parent/guardian members are automatically seated without needing a vote by the Policy Council. New parent/guardian members are encouraged to attend the August and September Policy Council meetings for training purposes.
- B. Community representatives shall be drawn from the local community. -They may come from businesses, public/ private communities, and/or civic/ professional organizations. Community representatives may also include the parents of formerly enrolled children or parents of children enrolled in the State Preschool Program. -Community representatives are seated by a majority vote of the Policy Council.
- C. Elected Policy Council members must be parents, or legal guardians, of children currently enrolled in the Head Start or Early Head Start program. Policy Council members whose children have left the program may no longer serve as Center/Home Base Representatives, except as temporary members during transition periods (summertime) or before new members have been elected, ~~or as community representatives.~~ [Policy Council Members whose children have left the program may rejoin the Policy Council as a Community Representative.](#)
- D. Members may be elected for five (5) one (1)-year terms if he/she meets the requirements of Article SIX, Section 2, C (see above). -The limit of five (5) one (1)-year terms applies to any combination of regular and/or alternate memberships.

- E. Parents/Guardians who have immediate family members working in any ATCAA program may not serve on the Policy Council. -The only exception is a person classified as an occasional Head Start substitute. No ATCAA employee, nor any members of his/ her immediate family, as defined by the ATCAA Personnel Policies, shall serve on the Policy Council in an elected or appointed capacity.
- F. No more than one immediate member of any one family shall serve on the Policy Council at the same time.
- G. The ATCAA Board Chairperson shall appoint the ATCAA Board of Directors Representative/Liaison. This position must be approved by a vote of the Policy Council.
- H. The Policy Council shall vote to elect one member to serve on the ATCAA Board of Directors, and one member to serve as an alternate. The elected member will represent the Policy Council in the low-income sector of The ATCAA Board of Directors.

### **SECTION 3. Selection of Alternates**

- A. A Center Committee from each Head Start and Early Head Start center/Home Base group shall elect one alternate member at the same time the regular members are elected. In the event there is more than one nominee, the vote shall be secret ballot. New parent/guardian alternates are automatically seated without a vote by the Policy Council.
- B. Each Policy Council member shall be responsible for notifying his/her alternate if she/he is unable to attend.
- C. Alternates for Community Representatives shall be appointed by their representative group and seated by a majority vote of the Policy Council. If a Policy Council member is unable to attend, the alternate shall have the same privileges as the Policy Council member for that specific meeting. ~~When possible, the Community Representatives will use as alternates their counterparts from the county they represent. For example, the Local Childcare Planning Council Representative for Amador County would be seated and the representative from Tuolumne County Childcare Planning Council would be the alternate.~~
- D. The ATCAA Board Chairperson shall appoint the ATCAA Board alternate.

#### **SECTION 4. Length of Membership**

- A. The term of membership shall be for one (1) full year beginning at the October meeting through the following year's October meeting. The former year's Policy Council shall not be dissolved until a new Policy Council is seated.
- B. Each year a new Policy Council shall be seated at the October meeting; see Article SEVEN, Sec. 2 C. In order to avoid duplication of representatives from Centers, the outgoing Policy Council will step down before the election of the new officers.
- C. Membership may not exceed five (5) years. Former members are allowed to attend Policy Council meetings as nonmembers.

#### **SECTION 5. Voting Rights**

- A. Each regular Policy Council member shall have one vote and may cast that vote on each matter submitted to the Policy Council requiring a vote. In the absence of the regular member, the alternate member shall have one vote.
- B. A quorum shall consist of forty percent (40%) of the voting membership. During summer months however, (June – September) the quorum shall be 25% of the voting membership.
- C. Proxy voting and absentee ballots are not permitted.

#### **SECTION 6. Termination of Membership**

- A. **Voluntary Terminations:** Members of the Policy Council may resign at any time, for any reason. This resignation may be submitted to any Early Childhood Services staff member verbally or in writing.
- B. **Involuntary Termination:** Members of the Policy Council who have three (3) unexcused absences from regularly scheduled meetings may have their membership terminated. An excused absence occurs when the member notifies the Early Childhood Services staff before the meeting that he/she is unable to attend. An unexcused absence occurs when no prior notice is given to ECS staff. Any member who becomes a paid ATCAA employee shall be terminated upon their first day of employment, except parents classified as Occasional Substitutes. Any Policy Council member who withdraws his/her child(ren)

from the Head Start/Early Head Start program is automatically removed from the Policy Council. Exceptions (see Article 6 Section 2).

- C. Members of the Policy Council whose conduct is prejudicial to the benefit of the children's, parents'/guardians', and/or community's good order and discipline, shall be terminated by a simple majority vote of Policy Council members in attendance(see Article EIGHT).

#### **SECTION 7. Filling Vacancies**

- A. Terminated Parent Representative positions will be filled by their elected alternate. The Center Committee will elect a new alternate. In the event of more than one nominee, the vote shall be secret ballot.
- B. Terminated Community Representative positions will be filled upon immediate action by the Policy Council.
- C. Terminated Officer positions shall be filled by a newly elected officer by a secret ballot vote of the Policy Council at the next regularly scheduled meeting.

#### **SECTION 8. Duties and Responsibilities of Policy Council Representatives.**

All Policy Council Representatives shall:

- A. Attend, or have an alternate attend, all Policy Council meetings.
- B. Bring written summaries of Center/Home Base activities to Policy Council meetings and provide a brief oral report.
- C. Communicate/Report to the Center Committees on the proceedings of the Policy Council meetings.
- D. Take responsibility for representing the wishes of their Center Committee majority in Policy Council meetings.
- E. Post the minutes of Center Committee and Policy Council meetings, with staff assistance.
- F. ~~Dress must be appropriate and clean. (Remember you are representing children and your Center Committee.)~~
- G. Adhere to strict confidentiality outlined in ATCAA's confidentiality and code of conduct policies.

### **ARTICLE VII**

## OFFICERS

**SECTION 1.** Policy Council officers shall be elected at the December meeting of the Policy Council. The time between the October and December meetings allows members to become familiar with each other as well as the duties required of the officers. Interested members may volunteer to preside over a meeting until the official Policy Council Chairperson is elected.

### A. Chairperson

The Chairperson shall be a current Policy Council Member, as well as:

- i. Preside over all Policy Council meetings as the Directing Officer.
- ii. Authorize/Call special meetings.
- iii. Recognize members, staff, and visitors who wish to speak.
- ~~iv. Make official written communications.~~
- ~~v-iv.~~ iv. Prepare the agenda for the Policy Council meetings, with the assistance of the Early Childhood Services Director and any other interested Policy Council member/s.
- ~~vi-v.~~ v. Represent the Policy Council to all federal, state, and regional organizations.
- ~~vii-vi.~~ vi. Represent the Policy Council as designated.
- ~~viii-vii.~~ vii. ~~Fulfill position as the Chairperson of the Policy Council By Laws Bylaws Committee.~~  
~~He/she shall be Chair of the Policy Council By Laws Committee. Vote as a member on all Policy Council Committees.~~

### B. -Vice Chairperson

The Vice Chairperson shall be a current Policy Council Member, as well as:

- i. Perform all Policy Council Chairperson duties in their absence.
- ii. ~~He/she shall be~~ Fulfill position as Chair ~~Chairperson of the Policy Council Program Committee.~~
- iii. Perform such other duties as designated by the Chairperson of the Policy Council.
- iv. ~~He/she shall be an active member of at least one committee. Vote as a member of at least one (1) committee.~~

### C. Secretary

The Secretary shall be a current Policy Council Member, as well as:

- i. Review the minutes of the Policy Council meetings to ensure accuracy.
- ~~ii. Notify, or cause to be notified, members of meeting dates and times.~~
- ~~iii. Prepare, with the assistance of staff, correspondence concerning the Policy Council, when requested.~~
- ~~iv.ii. He/she shall be Chair of the Policy Council Personnel Committee.~~
- v.iii. In the absence of the chair and vice-Chair, shall perform the duties of the Chair.

D. Treasurer

The Treasurer shall be a current Policy Council Member, as well as:

- ~~i. He/she shall be Chair of the Policy Council Budget Committee.~~
- ii. Act as the Policy Council Chairperson if the Chairperson, Vice Chairperson, and Secretary are absent.

**SECTION 2. Elections**

- A. Only regular members who are present at the time of the election shall be elected as officers. Alternates shall not be elected as officers.
- B. Officers shall be elected at the beginning of the December meeting.
- C. The Chairperson, Vice Chairperson, Treasurer, and Secretary shall be elected by the Policy Council members from the Policy Council Center/Home Base Representatives.
- D. The Policy Council Member elected to serve on the ATCAA Board of Directors will hold the position on the Board and the position on the Policy Council simultaneously.
- E. Officers from both Amador and Tuolumne counties is preferred.
- F. Electing a Policy Council Chairperson with Policy Council experience is desirable.
- G. Secret Ballot voting is required when there is more than one nominee for a given position.
- H. Officer vacancies may be filled by the Policy Council at any regular meeting.
- I. All officers, including the representative of the ATCAA Board of Directors, shall serve for one (1) term, beginning at the December meeting once elected and ending with the October meeting.

**ARTICLE VIII**

## COMMITTEES

### SECTION 1. Standing/Special Committees

Committee Chairpersons and ATCAA staff may call for meetings where issues can be studied, and recommendations formulated for action by the Policy Council in full.

A. ~~Standing Committees are as follows:~~

- ~~▪ Budget Committee~~
- ~~▪ Personnel Committee~~
- ~~▪ Program Committee—Amador, Tuolumne~~
- ~~▪ School Readiness Committee~~
- ~~Health and Safety Committee~~

The only Standing Committee will be Center/Home Base ~~Family~~ Committees

B. Special Committees may be established as needed.

- i. All members of ~~Standing/Special~~ Committees may be appointed by the Chairperson or volunteer.
  - ii. ~~Appointment to Standing Committees may be at the end of the October meeting.~~ Appointment to Special Committees may occur during the establishment of the committee.
  - iii. Committees may include a combination of current parents/guardians of the Policy Council as well as, interested parents/guardians and community representatives; current ~~parents~~ parent/guardians must constitute the majority of persons serving on the committee.
- E. ~~The Chair of the Policy Council may serve as a voting member of each committee. The Early Childhood Services Director, or his/her designee, may be an ex officio member of each committee.~~
- F. ~~Vacancies on Standing Committees may be filled by the Policy Council Chair or by volunteers as needed.~~
- iv. Agendas of ~~Standing and~~ Special committees shall be established and distributed to ensure Center Committee ~~officers~~ members are aware of committee meetings.
  - v. All meetings of ~~Standing and~~ Special Committees shall be open to the public. However, portions dealing with items of a confidential nature will be closed to the public.

- G. ~~The purpose of each Standing and Special Committee is to obtain information, and recommend action to the Policy Council.~~
- C. Action taken by any Standing or Special Committee is not binding upon the Policy Council until approved by the Policy Council in regular or special session. ~~Exceptions may occur when the Policy Council, in regular or special session, gives prior approval to an action to be taken by a committee.~~

## **SECTION 2. — Standing Committee Descriptions**

### **A. ~~Budget Committee~~**

- ~~i. The Budget Committee meets with the Early Childhood Services Director and/or the Operations and Budget Manager to review proposals and budgets, in order to make recommendations to the Policy Council.~~
- ~~ii. The Chair of the Budget Committee shall be the Treasurer of Policy Council.~~
- ~~iii. The Budget Committee shall meet as needed.~~

### **B. ~~Personnel Committee~~**

- ~~i. The Chair of the Personnel Committee shall be the Secretary of Policy Council.~~
- ~~ii. Personnel Committee members may participate in all hiring (, interviewing and making recommendations for approval) of Early/ Head Start staff in accordance with the Head Start regulations and ATCAA Personnel Policies. If insufficient members are available the Policy Council Chair or the Chair of the Personnel Committee or their designee, may appoint alternate members.~~
- ~~iii.i. The Personnel Committee may review any proposed changes to the Personnel Policies and make recommendations to the Policy Council for approval or disapproval. Note that the Policy Council has the authority to make recommendations to the ATCAA Board to approve or disapprove a personnel policy.~~
- ~~iv. The Personnel Committee shall meet as needed.~~

### **C. ~~Program Committee~~**

- ~~i. The Chair of the Program Committee shall be the Vice Chair of Policy Council.~~
- ~~ii. The Program Committee studies program policies and procedures, program operations and budgets.~~
- ~~iii. The Program Committee participates in development of and implementation of the annual self-assessment.~~



- ~~iv. The Program Committee is responsible for developing guidelines, plans and procedures for Early/Head Start/State Preschool parent/guardian involvement.~~
- ~~v. Representatives to the Program Committee may meet separately in their respective counties to consider issues that pertain only to that county.~~
- ~~vi.ii. The Program Committee meets regularly.~~

**Section 2. Center/Home Base Committees**

- i. Center/Home Base Committees are composed of all parents/guardians of children located at the center/ home base program who wish to participate.
- ii. The Center/Home Base Committees are advisory to the Policy Council.
- iii. Each Center/Home Base Committee elects representatives and their alternates to the Policy Council from the parents/guardians of Center/Home Base Programs. In the event there is more than one nominee, a vote shall be taken by secret ballot. The Policy Council representatives of each Center/Home Base group must be active members of the Center/Home Base Committee (attend eighty percent (80%) or more Center/Home Base Committee meetings). Usually, the Center/Home Base Committee Chairperson holds these positions, but this is not mandatory. All parents/guardians of enrolled children are encouraged to attend Policy Council meetings and participate in committee meetings.
- iv. The Center/Home Base Committee provides recommendations to the Policy Council on appropriate matters dealing with program components.
- v. Lead Center Teachers, Home Base Teachers, and Family Advocates will be staff to the Committees.

**ARTICLE IX**

**PARENT/~~COMMUNITY-GUARDIAN~~ COMPLAINT PROCEDURE**

**SECTION 1.** Parent/~~Community-Guardian~~ complaints relating to Early Childhood Services Programs, except those regarding ATCAA employees, are to be directed in writing to the Center/Home Base Committee Chairperson of the Center/Home Base group in question and the Early Childhood Services Director prior to the regular Center/Home Base Committee meeting. The parents/guardians at the Center/Home Base Committee meeting will hear the complaint and the recommendations of the Early Childhood Services Director. An attempt to resolve the problem will occur within thirty (30) days of receiving the complaint. Any complaint regarding ATCAA employees shall go through the ATCAA chain-of-command and will not be discussed at any public meeting to ensure confidentiality.

**SECTION 2.** All parent/~~community~~guardian-complaints not resolved at the Center/Home Base Committee level shall be brought in writing to the Policy Council Chairperson and the Early Childhood Services Director by the individual/group concerned at the next regular Policy Council meeting. IMPORTANT NOTE: This does not apply to complaints that mention other parents, children, or staff by name. ~~Examples-~~An example of a ~~community-~~community- complaint might be there's- not enough vegetables being served, program operation hours, etc.

**SECTION 3.** The Policy Council will hear the complaint, the recommendations of the Early Childhood Services Director, and the input of the Center Committee. The Policy Council will then try to resolve the problem.

**SECTION 4.** In the event the Policy Council is unable to resolve the problem, the issue will be forwarded to the Executive Director and managed through the ATCAA Community Complaint Procedure.

**SECTION 5.** It is not the function of the Policy Council to hear complaints about staff or complaints from staff.

## ARTICLE X AMENDMENTS

The ATCAA Policy Council has the power to adopt and amend its own ~~by laws~~bylaws with a simple majority vote of the Policy Council members(subject to government code, Health and Human Services (HHS) funding guidelines, and ATCAA policies that are not in conflict with specific existing power vested in the Policy Council by HHS regulations). Revisions to the Policy Council bylaws will also go to the ATCAA Board of Directors for review and approval.

**ATCAA MONTHLY STATISTICAL REPORT**  
**Early Head Start/Head Start/California State Preschool**

For the month of: October 2024	Head Start	Early Head Start	State Preschool	October 2023 Inkind					October 2024 Inkind																
	Blue Bell EHS	Blue Bell	lone EHS	lone	Jackson EHS	Jackson	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base	Blue Bell Head Start = 39.72	lone Head Start = 18.5 hours	Jackson Head Start = 20.5 hours	Jamestown Head Start = 7.5 hours	Soulsbyville Head Start = 63.7 hours	Summerville Head Start = 12.07 hours	Blue Bell Early Head Start = 0 hours	lone Early Head Start = 0.5 hours	Jackson Early Head Start = 2.75 hours	Jamestown Early Head Start = 0 hours	Home Base = 0 hours			
Funded Enrollment	100	72	85																						
Cumulative Enrollment	102	65	90																						
Number of Children with IEP/IFSP	15	10	13																						
Children Enrolled <45 days	4	10																							
Left the Program	4	16																							
Pregnant Women Served	N/A	1																							
Dual Language Learners	15	10																							
Children with Medical Home	99	45																							
Children with Dental Home	96	39																							
Families w/out Medical Insurance	5	7																							
Actual Enrollment	8	16	8	15	8	16	6	16	16	16	16	6	16	16	16	16	16	16	16	16	16	16	16	26	
Attendance %	66%	86%	77%	86%	80%	90%	90%	80%	90%	90%	90%	90%	89%	89%	89%	89%	89%	89%	89%	89%	89%	89%	89%	89%	
# on Wait List Income Eligible	0	3	2	3	7	8	4	7	8	8	4	4	7	7	7	7	7	7	7	7	7	7	7	2	
# on Wait List Over Income	2	0	4	5	4	6	0	4	6	6	0	0	4	5	5	5	5	5	5	5	5	5	5	3	
% of Children with all Health Screenings w/in 45 days	100%	100%	88%	100%	100%	88%	100%	100%	88%	88%	100%	100%	94%	94%	100%	100%	100%	100%	100%	100%	100%	100%	100%	68%	
% of Children with complete immunizations	75%	88%	75%	94%	88%	94%	83%	88%	94%	94%	83%	88%	88%	88%	100%	100%	100%	100%	100%	100%	100%	100%	100%	44%	
% of Children with Physicals Complete	88%	75%	88%	100%	88%	75%	100%	88%	75%	75%	100%	100%	88%	88%	88%	88%	88%	88%	88%	88%	88%	88%	88%	92%	
% Dental Screenings	50%	88%	88%	93%	88%	94%	100%	88%	94%	94%	100%	100%	94%	94%	100%	100%	100%	100%	100%	100%	100%	100%	100%	46%	
# Children needing Dental Treatment	0	2	1	2	1	4	0	1	4	4	0	0	6	2	2	2	2	2	2	2	2	2	2	4	
Of these, # receiving treatment	0	1	1	1	0	0	0	0	0	0	0	0	5	2	2	2	2	2	2	2	2	2	2	1	
Meals Served:																									
Breakfast	110	305	131	283	141	294	146	238	317	250															
Lunch	106	290	127	282	144	312	141	190	323	249															
Snack	48	152	107	224	0	229	0	102	180	199															

Note: Children Enrolled in State Preschool are also enrolled in Head Start. Not all Head Start children are enrolled in State Preschool.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY  
**Policy Council Regular Meeting**

November 1, 2024  
9:30 a.m.

**Policy Council Agenda**

**Marcia Williams is inviting you to a scheduled Zoom meeting.**

**Topic: ATCAA Policy Council**

**Time: Nov 1, 2024 09:30 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/8736336335?omn=86141251710>**

**Meeting ID: 873 633 6335**

**Policy Council Minutes**

- 1.0 **CALL TO ORDER:** Jennifer Grenland called the November 1, 2024 Policy Council Meeting to order at 9:35 a.m.
  
- 2.0 **ROLL CALL**  
**Policy Council Members:** Jennifer Grenland (BB HS), Elizabeth Cavallero (BB HS), Megan Buchanan (IO EHS), Bryanna Lamb (IO HS), Roxanne Mogge (JK HS), Markki Poston (JT EHS), Vincent Smith (SB HS), Kamakani Tiwanak (SV HS), Selina Flores (Columbia College), Christian Tucker (Amador Public Health)  
**ATCAA Staff Members:** Joseph Bors (ATCAA Executive Director), Marcia Williams (ECS Director), Kelley Kirschten (Family Services Manager), Cambria Wright (ERSEA Manager), Marta Hunt (ECS Secretary)  
**Guests:** Eloisa Reyes (BB HS)
  
- 3.0 **SEATING OF NEW MEMBERS**
  - 3.1 Seating of New Parent Members: Roxanne Mogge was automatically seated as Policy Council representative of Jackson Head Start.
  
  - 3.2 Deletion of Memberships (action item): Jacqueline Thomsen resigned as the Home Base Policy Council representative. **Megan Buchanan moved to approve the resignation and Kamakani Tiwanak seconded. Vote was taken by roll call. MPU.**
  
  - 3.3 Addition of Memberships (action item): None.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY  
Policy Council Regular Meeting

**4.0 APPROVAL OF AGENDA AS MAILED**

4.1 Request for approval of the November 1, 2024 Policy Council Agenda (action item): **Selina Flores moved to approve the November 1, 2024 Policy Council Agenda and Elizabeth Cavallero seconded. Vote was taken by roll call. MPU.**

**5.0 CONSENT AGENDA**

5.1 Request for approval of the October 4, 2024 Policy Council Minutes (action item): Selina Flores pointed out that Christian Tucker's name was spelled incorrectly. Requested approval of the revised minutes with the correct spelling. **Bryanna Lamb moved to approve the revised October 4, 2024 Policy Council Minutes and Kamakani Tiwanak seconded. Vote was taken by roll call. MPU.**

**6.0 PUBLIC COMMENT**

The public may speak on any item not on the printed agenda. The Council may take no action. Please limit comments to a maximum of five minutes:

Kelley Kirschten announced the Fall Flavors event is taking place on November 19, 2024 in Tuolumne. Christian Tucker announced that Amador Public Health has a new car seat technician and that they will be visiting Lone Head Start on November 4<sup>th</sup> to check car seats.

**7.0 NEW BUSINESS**

7.1 Request for approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2024 (action item): Marcia Williams let the council know that we will not be able to meet our required amount of the Non-Federal Share and asked the council to approve filing for a waiver. **Selina Flores moved to approve the Non-Federal Share Waiver and Kamakani Tiwanak seconded. Vote was taken by roll call. MPU.**

7.2 Request for approval of revised ATCAA Head Start Policy Council By-Laws (action item): Marcia Williams reviewed the revisions made on the ATCAA Head Start Policy Council By-Laws pointing out that several committees have not been practiced since 2019 and suggested having one committee that would meet when there is business to discuss. Also discussed the revisions to the officer duties and the corrections to the ATCAA Mission Statement. Selina Flores pointed out that vice was spelled incorrectly. Requested approval of revised By-Laws with correct spelling. **Selina Flores moved to approve the revised ATCAA Head Start Policy Council By-Laws and Megan Buchanan seconded. Vote was taken by roll call. MPU.**

## AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY

### Policy Council Regular Meeting

- 7.3 Request for approval of revised ATCAA Accounting Policies (action item): Marcia Williams discussed the revised ATCAA Accounting Policies highlighting that the Accounting Department had not added equipment that was purchased to the inventory before the Federal Review and that the Fiscal Officer will be responsible for monitoring equipment. Inventory will be kept up to date by the appropriate designee and reviewed annually by the ATCAA Fiscal Officer. **Vincent Smith moved to approve the revised ATCAA Accounting Policies and Selina Flores seconded. Vote was taken by roll call. MPU.**
- 7.4 Request for approval of revised Selection Criteria for Head Start and Early Head Start (action item): Cambria Wright presented the current Selection Criteria along with the revisions made according to the new Head Start Performance Standards. **Bryanna Lamb moved to approve the revised Selection Criteria for Head Start and Early Head Start and Elizabeth Cavallero seconded. Vote was taken by roll call. MPU.**
- 7.5 Request for approval of revised Eligibility Policy (action item): Cambria Wright presented the revised Eligibility Policy and let the Council know that families that spend more than 30% of their income on housing costs are eligible to have their annual income reduced by that amount, which would result in more families being income eligible for the program. **Vincent Smith moved to approve the revised Eligibility Policy and Kamakani Tiwanak seconded. Vote was taken by roll call. MPU.**

## 8.0 REPORTS

- 8.1 Center and Home Base verbal reports for October 2024: Center and Home Base reports highlighting the activities of October 2024 were presented by Kamakani Tiwanak (SV HS), Roxanne Mogge (JK HS), Vincent Smith (SB HS), Megan Buchanan (IO EHS), Bryanna Lamb (IO HS), Jennifer Grenland (BB HS), and Markki Poston (JT EHS).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for September 2024: Marcia Williams presented the September 2024 Monthly Statistical & Attendance Reports highlighting Family Demographics.
- 8.3 Budget & Credit Card Reports through September 2024
- 2024 Head Start 8131.1
  - 2024 Early Head Start 8131.2
  - 2024 In Kind (8131.1 & 8131.2)
  - 2023 – 2024 CACFP 8227.1 & 8227.2
  - 2024 – 2025 CA State Preschool 8295.1
  - Credit Card Reports September 2024

Marcia Williams presented the Budget & Credit Card Reports through September 2024.

**AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY**  
**Policy Council Regular Meeting**

**9.0 DIRECTOR REPORTS**

- 9.1 Council Officers: Marcia Williams discussed the Policy Council Officer positions and their duties with the council.
  
- 9.2 PIR Head Start & Early Head Start 2023 – 2024: Marcia Williams presented the 2023/24 PIR highlighting Enrollment, Health & Dental, Disabilities, and Family Services.

**10.0 POLICY COUNCIL MEMBER REPORTS**

Christian Tucker shared that Ana Shrode with the Tooth Fairy Program visited the Head Start Centers in Amador County and that all of the screenings went well. Jennifer Grenland mentioned that the sign at Blue Bell needs to be replaced, and Marcia Williams let her know that we are working on it.

**11.0 INFORMATIONAL ITEMS ONLY (These are Informational Items ONLY and ARE NOT DISCUSSED at the Meeting. However, you are encouraged to READ this material)**

- 11.1 OHS Information Memorandum on Facilities, Depreciation and Real Property

11.2 NEXT PC MEETING:

December 6, 2024 PC Meeting  
9:30 a.m.  
Via ZOOM

- 12.0 **ADJOURNMENT:** November 1, 2024 Policy Council Meeting was adjourned at 11:14 a.m.

## 2025 Non-ECS 10% COLA Cost Estimate

Default Department	110%	pay+10%	accrued leave 8%	Fica 1.45%	Retire 7.5%	workers comp	Total fringe	Total increase
<b>Administration Total</b>	89,843.19	7,187.46	1,302.73	6,738.24	289.58	15,518.00	<b>105,361.18</b>	
<b>Community Services Total</b>	6,999.44	559.96	101.49	524.96	27.92	1,214.32	<b>8,213.76</b>	
<b>Energy Total</b>	59,631.81	4,770.55	864.66	4,472.39	2,477.76	12,585.35	<b>72,217.17</b>	
<b>Food Total</b>	27,045.25	2,163.62	392.16	2,028.39	1,389.62	5,973.79	<b>33,019.04</b>	
<b>Housing Total</b>	45,447.88	3,635.83	658.99	3,408.59	653.89	8,357.31	<b>53,805.18</b>	
<b>Youth &amp; Family Total</b>	19,925.88	1,594.07	288.93	1,494.44	154.27	3,531.71	<b>23,457.59</b>	
<b>FNL Prevention Total</b>	6,152.00	492.16	89.20	461.40	27.22	1,069.99	<b>7,221.99</b>	
<b>Grand Total</b>	255,045.44	20,403.64	3,698.16	19,128.41	5,020.26	48,250.46	<b>303,295.90</b>	



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY  
Listing of Revised Salary Ranges  
Effective 11/1/22 (10 Cola, E&F 5%, C to A)  
for non-Early Childhood Services Positions

Range	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
NonECS	5%	5%	5%	5%	5%	5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
125	15.07	15.82	16.61	17.44	18.31	19.23	19.71	20.20	20.71	21.23	21.76	22.30	22.86	23.43	24.01
126	15.44	16.22	17.03	17.88	18.77	19.71	20.20	20.71	21.23	21.76	22.30	22.86	23.43	24.01	24.61
127	15.83	16.62	17.45	18.32	19.24	20.20	20.71	21.23	21.76	22.30	22.86	23.43	24.01	24.61	25.23
128	16.22	17.04	17.89	18.78	19.72	20.71	21.23	21.76	22.30	22.86	23.43	24.01	24.61	25.23	25.86
129	16.63	17.46	18.34	19.25	20.21	21.23	21.76	22.30	22.86	23.43	24.01	24.61	25.23	25.86	26.51
130	17.05	17.90	18.79	19.73	20.72	21.76	22.30	22.86	23.43	24.01	24.61	25.23	25.86	26.51	27.17
131	17.47	18.35	19.26	20.23	21.24	22.30	22.86	23.43	24.01	24.61	25.23	25.86	26.51	27.17	27.85
132	17.91	18.80	19.75	20.73	21.77	22.86	23.43	24.01	24.61	25.23	25.86	26.51	27.17	27.85	28.55
133	18.36	19.27	20.24	21.25	22.31	23.43	24.01	24.61	25.23	25.86	26.51	27.17	27.85	28.55	29.26
134	18.82	19.76	20.74	21.78	22.87	24.01	24.61	25.23	25.86	26.51	27.17	27.85	28.55	29.26	29.99
135	19.29	20.25	21.26	22.33	23.44	24.61	25.23	25.86	26.51	27.17	27.85	28.55	29.26	29.99	30.74
136	19.77	20.76	21.79	22.88	24.03	25.23	25.86	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51
137	20.26	21.28	22.34	23.46	24.63	25.86	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30
138	20.77	21.81	22.90	24.04	25.25	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10
139	21.29	22.35	23.47	24.64	25.88	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93
140	21.82	22.91	24.06	25.26	26.52	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78
141	22.37	23.48	24.66	25.89	27.19	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78	35.65
142	22.93	24.07	25.28	26.54	27.87	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78	35.65	36.54
143	23.50	24.67	25.91	27.20	28.56	29.99	30.74	31.51	32.30	33.10	33.93	34.78	35.65	36.54	37.45
144	24.09	25.29	26.55	27.88	29.28	30.74	31.51	32.30	33.10	33.93	34.78	35.65	36.54	37.45	38.39
145	24.69	25.92	27.22	28.58	30.01	31.51	32.30	33.10	33.93	34.78	35.65	36.54	37.45	38.39	39.35
146	25.31	26.57	27.90	29.29	30.76	32.30	33.10	33.93	34.78	35.65	36.54	37.45	38.39	39.35	40.33
147	25.94	27.23	28.60	30.03	31.53	33.10	33.93	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34
148	26.59	27.92	29.31	30.78	32.32	33.93	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.38
149	27.25	28.61	30.04	31.55	33.12	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.38	43.44
150	27.93	29.33	30.80	32.34	33.95	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.38	43.44	44.52
151	28.63	30.06	31.57	33.14	34.80	36.54	37.45	38.39	39.35	40.33	41.34	42.38	43.44	44.52	45.63
152	29.35	30.81	32.35	33.97	35.67	37.45	38.39	39.35	40.33	41.34	42.38	43.44	44.52	45.63	46.78
153	30.08	31.58	33.16	34.82	36.56	38.39	39.35	40.33	41.34	42.38	43.44	44.52	45.63	46.78	47.94
154	30.83	32.37	33.99	35.69	37.48	39.35	40.33	41.34	42.38	43.44	44.52	45.63	46.78	47.94	49.14
155	31.60	33.18	34.84	36.58	38.41	40.33	41.34	42.38	43.44	44.52	45.63	46.78	47.94	49.14	50.37
156	32.39	34.01	35.71	37.50	39.37	41.34	42.38	43.44	44.52	45.63	46.78	47.94	49.14	50.37	51.63
157	33.20	34.86	36.61	38.44	40.36	42.38	43.44	44.52	45.63	46.78	47.94	49.14	50.37	51.63	52.92
158	34.03	35.73	37.52	39.40	41.37	43.44	44.52	45.63	46.78	47.94	49.14	50.37	51.63	52.92	54.25
159	34.88	36.63	38.46	40.38	42.40	44.52	45.63	46.78	47.94	49.14	50.37	51.63	52.92	54.25	55.60
160	35.76	37.54	39.42	41.39	43.46	45.63	46.78	47.94	49.14	50.37	51.63	52.92	54.25	55.60	56.99
161	36.65	38.48	40.41	42.43	44.55	46.78	47.94	49.14	50.37	51.63	52.92	54.25	55.60	56.99	58.42
162	37.57	39.44	41.42	43.49	45.66	47.94	49.14	50.37	51.63	52.92	54.25	55.60	56.99	58.42	59.88
163	38.51	40.43	42.45	44.57	46.80	49.14	50.37	51.63	52.92	54.25	55.60	56.99	58.42	59.88	61.37
164	39.47	41.44	43.51	45.69	47.97	50.37	51.63	52.92	54.25	55.60	56.99	58.42	59.88	61.37	62.91
165	40.45	42.48	44.60	46.83	49.17	51.63	52.92	54.25	55.60	56.99	58.42	59.88	61.37	62.91	64.48
166	41.47	43.54	45.72	48.00	50.40	52.92	54.25	55.60	56.99	58.42	59.88	61.37	62.91	64.48	66.09
167	42.50	44.63	46.86	49.20	51.66	54.25	55.60	56.99	58.42	59.88	61.37	62.91	64.48	66.09	67.74
168	43.57	45.74	48.03	50.43	52.95	55.60	56.99	58.42	59.88	61.37	62.91	64.48	66.09	67.74	69.44
169	44.65	46.89	49.23	51.69	54.28	56.99	58.42	59.88	61.37	62.91	64.48	66.09	67.74	69.44	71.17
170	45.77	48.06	50.46	52.99	55.63	58.42	59.88	61.37	62.91	64.48	66.09	67.74	69.44	71.17	72.95

**AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY**  
**Listing of Revised Salary Ranges**  
**Effective 1/1/25 (10% Cola) DRAFT**  
**for non-Early Childhood Services Positions**

Range	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
NonECS	5%	5%	5%	5%	5%	5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
125	16.57	17.40	18.27	19.19	20.14	21.15	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42
126	16.99	17.84	18.73	19.67	20.65	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.08
127	17.41	18.28	19.20	20.16	21.16	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.08	27.75
128	17.85	18.74	19.68	20.66	21.69	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.08	27.75	28.45
129	18.29	19.21	20.17	21.18	22.24	23.35	23.93	24.53	25.14	25.77	26.42	27.08	27.75	28.45	29.16
130	18.75	19.69	20.67	21.71	22.79	23.93	24.53	25.14	25.77	26.42	27.08	27.75	28.45	29.16	29.89
131	19.22	20.18	21.19	22.25	23.36	24.53	25.14	25.77	26.42	27.08	27.75	28.45	29.16	29.89	30.63
132	19.70	20.69	21.72	22.81	23.95	25.14	25.77	26.42	27.08	27.75	28.45	29.16	29.89	30.63	31.40
133	20.19	21.20	22.26	23.38	24.54	25.77	26.42	27.08	27.75	28.45	29.16	29.89	30.63	31.40	32.19
134	20.70	21.73	22.82	23.96	25.16	26.42	27.08	27.75	28.45	29.16	29.89	30.63	31.40	32.19	32.99
135	21.22	22.28	23.39	24.56	25.79	27.08	27.75	28.45	29.16	29.89	30.63	31.40	32.19	32.99	33.81
136	21.75	22.83	23.97	25.17	26.43	27.75	28.45	29.16	29.89	30.63	31.40	32.19	32.99	33.81	34.66
137	22.29	23.40	24.57	25.80	27.09	28.45	29.16	29.89	30.63	31.40	32.19	32.99	33.81	34.66	35.53
138	22.85	23.99	25.19	26.45	27.77	29.16	29.89	30.63	31.40	32.19	32.99	33.81	34.66	35.53	36.41
139	23.42	24.59	25.82	27.11	28.46	29.89	30.63	31.40	32.19	32.99	33.81	34.66	35.53	36.41	37.33
140	24.00	25.20	26.46	27.79	29.18	30.63	31.40	32.19	32.99	33.81	34.66	35.53	36.41	37.33	38.26
141	24.60	25.83	27.12	28.48	29.90	31.40	32.19	32.99	33.81	34.66	35.53	36.41	37.33	38.26	39.21
142	25.22	26.48	27.80	29.19	30.65	32.19	32.99	33.81	34.66	35.53	36.41	37.33	38.26	39.21	40.19
143	25.85	27.14	28.50	29.92	31.42	32.99	33.81	34.66	35.53	36.41	37.33	38.26	39.21	40.19	41.20
144	26.49	27.82	29.21	30.67	32.20	33.81	34.66	35.53	36.41	37.33	38.26	39.21	40.19	41.20	42.23
145	27.16	28.51	29.94	31.44	33.01	34.66	35.53	36.41	37.33	38.26	39.21	40.19	41.20	42.23	43.29
146	27.84	29.23	30.69	32.22	33.83	35.53	36.41	37.33	38.26	39.21	40.19	41.20	42.23	43.29	44.37
147	28.53	29.96	31.46	33.03	34.68	36.41	37.33	38.26	39.21	40.19	41.20	42.23	43.29	44.37	45.48
148	29.25	30.71	32.24	33.85	35.55	37.33	38.26	39.21	40.19	41.20	42.23	43.29	44.37	45.48	46.61
149	29.98	31.48	33.05	34.70	36.44	38.26	39.21	40.19	41.20	42.23	43.29	44.37	45.48	46.61	47.78
150	30.73	32.26	33.88	35.57	37.35	39.21	40.19	41.20	42.23	43.29	44.37	45.48	46.61	47.78	48.97
151	31.49	33.07	34.72	36.46	38.28	40.19	41.20	42.23	43.29	44.37	45.48	46.61	47.78	48.97	50.20
152	32.28	33.90	35.59	37.37	39.24	41.20	42.23	43.29	44.37	45.48	46.61	47.78	48.97	50.20	51.45
153	33.09	34.74	36.48	38.30	40.22	42.23	43.29	44.37	45.48	46.61	47.78	48.97	50.20	51.45	52.74
154	33.92	35.61	37.39	39.26	41.22	43.29	44.37	45.48	46.61	47.78	48.97	50.20	51.45	52.74	54.06
155	34.76	36.50	38.33	40.24	42.25	44.37	45.48	46.61	47.78	48.97	50.20	51.45	52.74	54.06	55.41
156	35.63	37.41	39.28	41.25	43.31	45.48	46.61	47.78	48.97	50.20	51.45	52.74	54.06	55.41	56.79
157	36.52	38.35	40.27	42.28	44.39	46.61	47.78	48.97	50.20	51.45	52.74	54.06	55.41	56.79	58.21
158	37.44	39.31	41.27	43.34	45.50	47.78	48.97	50.20	51.45	52.74	54.06	55.41	56.79	58.21	59.67
159	38.37	40.29	42.31	44.42	46.64	48.97	50.20	51.45	52.74	54.06	55.41	56.79	58.21	59.67	61.16
160	39.33	41.30	43.36	45.53	47.81	50.20	51.45	52.74	54.06	55.41	56.79	58.21	59.67	61.16	62.69
161	40.31	42.33	44.45	46.67	49.00	51.45	52.74	54.06	55.41	56.79	58.21	59.67	61.16	62.69	64.26
162	41.32	43.39	45.56	47.84	50.23	52.74	54.06	55.41	56.79	58.21	59.67	61.16	62.69	64.26	65.86
163	42.36	44.47	46.70	49.03	51.48	54.06	55.41	56.79	58.21	59.67	61.16	62.69	64.26	65.86	67.51
164	43.41	45.59	47.86	50.26	52.77	55.41	56.79	58.21	59.67	61.16	62.69	64.26	65.86	67.51	69.20
165	44.50	46.72	49.06	51.51	54.09	56.79	58.21	59.67	61.16	62.69	64.26	65.86	67.51	69.20	70.93
166	45.61	47.89	50.29	52.80	55.44	58.21	59.67	61.16	62.69	64.26	65.86	67.51	69.20	70.93	72.70
167	46.75	49.09	51.54	54.12	56.83	59.67	61.16	62.69	64.26	65.86	67.51	69.20	70.93	72.70	74.52
168	47.92	50.32	52.83	55.48	58.25	61.16	62.69	64.26	65.86	67.51	69.20	70.93	72.70	74.52	76.38
169	49.12	51.58	54.15	56.86	59.71	62.69	64.26	65.86	67.51	69.20	70.93	72.70	74.52	76.38	78.29
170	50.35	52.86	55.51	58.28	61.20	64.26	65.86	67.51	69.20	70.93	72.70	74.52	76.38	78.29	80.25

**Amador-Tuolumne Community Action Agency**

**Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2024 - October 31, 2024**

<b>Beginning Balance 7/1/2024</b>	296,076.79
<b>Draws</b>	
<b>Interest</b>	
Qtr ending 9/30/24 Interest Earned @ 4.71%	3,511.16
<b>Deposits</b>	-
<b>Ending Balance as of 10/31/24</b>	<b>299,587.95</b>

Per Board Direction, LAIF will contain:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)												
75% of the prior fiscal year Accrued Leave Payable balance	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="right">\$191,733</td> <td></td> </tr> <tr> <td align="right">x 75%</td> <td></td> </tr> <tr> <td align="right">-----</td> <td></td> </tr> <tr> <td align="right">\$143,800</td> <td></td> </tr> <tr> <td align="right">-----</td> <td></td> </tr> <tr> <td align="right">\$243,800</td> <td></td> </tr> </table>	\$191,733		x 75%		-----		\$143,800		-----		\$243,800		
\$191,733														
x 75%														
-----														
\$143,800														
-----														
\$243,800														

A portion of these funds may be used to assist with cash flow needs only to cover allowable expenses included in grants and contracts awaiting reimbursement. In no event will the balance be less than:

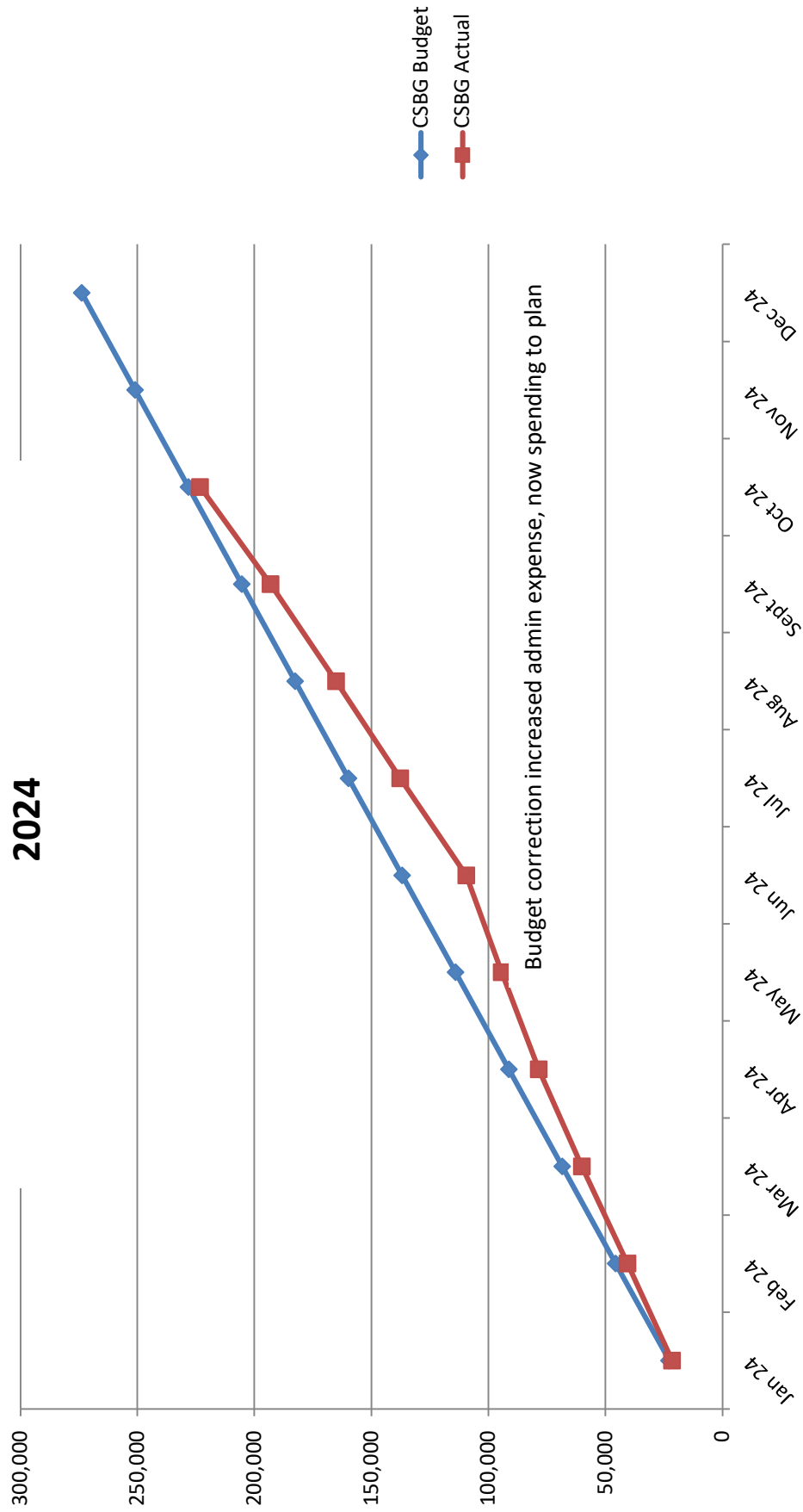
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)												
50% of the prior fiscal year Accrued Leave Payable balance	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="right">\$191,733</td> <td></td> </tr> <tr> <td align="right">x 50%</td> <td></td> </tr> <tr> <td align="right">-----</td> <td></td> </tr> <tr> <td align="right">\$95,866</td> <td></td> </tr> <tr> <td align="right">-----</td> <td></td> </tr> <tr> <td align="right">\$195,866</td> <td></td> </tr> </table>	\$191,733		x 50%		-----		\$95,866		-----		\$195,866		
\$191,733														
x 50%														
-----														
\$95,866														
-----														
\$195,866														

The Fiscal Officer may approve withdrawals of funds for outstanding Accounts Receivables. Documentation will be kept for the administrative file. The Board Chair, Board Secretary-Treasurer, and the Executive Director will be notified by email within 5 working days of all activity in the LAIF account. (Calculated minimum balance reflects FYE 2024 Accrued Leave Payable balance)

**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY**  
**Administrative Budget to Actual Report: July 2024-October 2024**

	24-25 Budget Funds 91471 & 91481	July - October 2024 Unaudited	% of Budget Received	Amount of Budget Remaining
<b>REVENUE</b>			<b>33%</b>	
Amador & Tuolumne Counties	4016	\$49,000	\$16,332	\$32,668
Carryover Revenue		0	\$0	\$0
<b>Contractual Admin. Revenues:</b>				
2024 CSBG (Jul 24-Dec24)		78,000	\$26,000	\$52,000
2025 CSBG (Jan25-Jun25)		78,000	\$0	\$78,000
Contractual Admin. Revenue	4060	996,780	\$332,615.18	\$664,165
<b>Total Cash Revenue</b>		<b>\$1,201,780</b>	<b>\$374,947</b>	<b>\$826,833</b>
<b>DIRECT EXPENSE</b>			<b>% of Budget Spent</b>	
<b>Personnel Expense</b>				
Total Salaries & Wages		\$629,250	\$207,148	\$422,102
Total Fringe Benefits		\$224,712	\$73,520	\$151,193
Total Personnel Expense		\$853,962	\$280,668	\$573,294
<b>Non-Personnel Expense</b>				
Total Travel (Out-of-Area)		\$425	\$1,426	-\$1,000
Total Supplies		\$14,420	\$5,657	\$8,764
Total Contractual		\$200,873	\$38,778	\$162,095
Total Other (Equipment Expense)		\$8,574	\$2,962	\$5,612
Total Other (General Personnel Costs)		\$6,244	\$1,472	\$4,771
Total Other (General Operating Costs)		\$39,002	\$15,857	\$23,146
Total Other (Space/Occupancy Costs)		\$67,927	\$22,615	\$45,311
Total Non-personnel Expense		\$337,464	\$88,766	\$248,699
<b>TOTAL DIRECT EXPENSE</b>		<b>\$1,191,427</b>	<b>\$369,433</b>	<b>\$821,993</b>
<b>BOARD OF DIRECTORS EXPENSE</b>				
<b>Non-Personnel Expense</b>				
Total Supplies		\$21	\$73	-\$52
Total Other (General Personnel)		\$213	\$0	\$213
Total Other (General Operating)		\$10,119	\$3,741	\$6,378
<b>TOTAL BOARD of DIRECTORS EXPENSE</b>		<b>\$10,354</b>	<b>\$3,814</b>	<b>\$6,539</b>
<b>TOTAL ADMIN EXPENSE</b>		<b>\$1,201,780</b>	<b>\$373,248</b>	<b>\$828,532</b>
		<b>July - October 2024 Unaudited</b>		<b>Variance to Budget</b>
Revenue Over/Under Expenditures				
Total Revenue		\$1,201,780	\$374,947	-\$826,833
Less Total Expenditures		-\$1,201,780	-\$373,248	-\$828,532
Current Year Revenue Over/Under Expenditure		\$0	\$1,699	\$1,699
Carryover From Prior Years		\$318,186	\$254,015.61	\$0
Year End Revenue Over/Under Expenditures		\$318,186	\$255,715	\$255,715
Unaudited prior year net result				-64,170

# CSBG Budget to Actual: January - October 2024



	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24
CSBG Budget	22,817	45,633	68,450	91,267	114,083	136,900	159,717	182,533	205,350	228,167	250,983	273,800
CSBG Actual	21,547	40,597	59,994	78,514	94,270	109,389	137,672	165,070	193,107	223,176		



**HEAD START BUDGET AND EXPENDITURE REPORT - 2024**  
8131.1

Period Covering: 01-01-2024 through 10-31-2024

Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$21,860	\$17,990	\$3,870	17%	18%
<b>Budget Category</b>	<b>Program Operations Budget</b>	<b>Actual YTD Expenditures</b>	<b>Budget Remaining</b>	<b>Budget Period Remaining</b>	<b>Budget Amount Left</b>
Personnel	\$1,309,468	\$1,014,768	\$294,700	17%	23%
Fringe Benefits	567,969	377,717	190,252	17%	33%
Travel	3,861	32	3,829	17%	99%
Equipment	120,000	164,523	-44,523	17%	-37%
Supplies	94,740	25,866	68,874	17%	73%
Contractual	29,751	14,780	14,971	17%	50%
Other	234,113	217,654	16,459	17%	7%
<b>Total Direct Charges</b>	<b>\$2,359,902</b>	<b>\$1,815,341</b>	<b>\$544,561</b>	<b>17%</b>	<b>23%</b>
Encumbered		0			
Indirect Charges	279,844	168,545	111,299	17%	40%
<b>Total</b>	<b>\$2,639,746</b>	<b>\$1,983,886</b>	<b>\$655,860</b>	<b>17%</b>	<b>25%</b>
Total to be charged from CACFP			\$655,860		
Total to be charged from CSPP		\$0	\$655,860		
<b>Total Including Other Revenue</b>	<b>\$2,639,846</b>	<b>\$1,983,886</b>	<b>\$655,960</b>	<b>17%</b>	<b>25%</b>



**EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2024**  
8131.2

Period Covering: 01-01-2024 through 10-31-2024

Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$31,634	\$31,854	-\$220	17%	-1%
<b>Budget Category</b>	<b>Program Operations Budget</b>	<b>Actual YTD Expenditures</b>	<b>Budget Remaining</b>	<b>Budget Period Remaining</b>	<b>Budget Amount Left</b>
Personnel	\$835,694	\$772,997	\$62,697	17%	8%
Fringe Benefits	422,612	326,922	95,690	17%	23%
Travel	1,000	0	1,000	17%	100%
Equipment	70,000	9,400	60,600	17%	87%
Supplies	74,582	35,531	39,051	17%	52%
Contractual	25,565	17,722	7,843	17%	31%
Other	167,248	145,661	21,587	17%	13%
<b>Total Direct Charges</b>	<b>\$1,596,701</b>	<b>\$1,308,233</b>	<b>\$288,468</b>	<b>17%</b>	<b>18%</b>
Encumbered		0			
Indirect Charges	167,766	131,932	35,834	17%	21%
<b>Total</b>	<b>\$1,764,467</b>	<b>\$1,440,165</b>	<b>\$324,302</b>	<b>17%</b>	<b>18%</b>
Total to be charged from CACFP		\$0	\$324,302		
<b>Total Including Other Revenue</b>	<b>\$1,764,938</b>	<b>\$1,440,165</b>	<b>\$324,773</b>	<b>17%</b>	<b>18%</b>



**HEAD START & EARLY HEAD START IN-KIND MATCH - 2024**  
8131.1 & 8131.2

Period Covering: 01-01-2024 through 10-31-2024

In-Kind Match	Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Non-cash match		\$60,000			
Cash match		722,584			
<b>Total</b>	<b>\$974,846</b>	<b>\$782,584</b>	<b>\$192,262</b>	<b>17%</b>	<b>20%</b>



**HEAD START & EARLY HEAD START IN-KIND MATCH - 2024**  
8131.1 & 8131.2

Period Covering: 01-01-2024 through 10-31-2024

Volunteer Hours By Center	TOTAL HOURS	
	October 2024	2024
Blue Bell Head Start	39.72	175.63
Ione Head Start	18.50	185.96
Jackson Head Start	20.50	80.60
Jamestown Head Start	7.50	62.98
Soulsbyville Head Start	63.70	369.71
Summerville Head Start	12.07	89.65
Blue Bell Early Head Start	0.00	9.41
Ione Early Head Start	0.50	52.26
Jackson Early Head Start	2.75	26.50
Jamestown Early Head Start	0.00	43.50
Home Base	0.00	1.00



**Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2024/2025**

**8228.1 & 8228.2**

Period Covering: 10-01-2024 through 10-31-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$22,000	\$2,467	\$19,533	92%	89%
Fringe Benefits	10,000	841	9,159	92%	92%
Food	85,647	13,093	72,554	92%	85%
<b>Total Direct Charges</b>	<b>\$117,647</b>	<b>\$16,400</b>	<b>\$101,247</b>	92%	86%
Indirect Charges	12,353	1,673	10,680	92%	86%
<b>Total Charged</b>	<b>\$130,000</b>	<b>\$18,073</b>	<b>\$111,927</b>	92%	86%
Total To Be Charged to HS/EHS					
<b>Adjusted Total</b>	<b>\$130,000</b>	<b>\$18,073</b>	<b>\$111,927</b>	92%	86%



**CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT**

**8295.1**

Period Covering: 07-01-2024 through 10-31-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$447,473	\$140,492	\$306,981	67%	69%
Fringe Benefits	\$152,500	51,752	100,748	67%	66%
Travel	0	0		67%	
Supplies	20,000	6,257	13,743	67%	69%
Contractual	0	0		67%	
Other	16,155	1,380	14,774	67%	91%
<b>Total Direct Charges</b>	<b>\$636,128</b>	<b>\$199,882</b>	<b>\$436,246</b>	67%	69%
Indirect Charges	50,890	19,988	30,902	67%	61%
<b>Total Charged</b>	<b>\$687,018</b>	<b>\$219,870</b>	<b>\$467,148</b>	67%	68%
Charged To CSPP Rate Increase Below		\$0			
<b>Adjusted Total</b>	<b>\$687,018</b>	<b>\$219,870</b>	<b>\$467,148</b>	67%	68%
Tuolumne CSPP QRIS	\$43,350	\$36,852	\$6,498		
Amador CSPP QRIS	\$8,000	\$4,257	\$3,743		
CSPP Rate Increase	\$296,689	\$93,318	\$203,371		



**TUOLUMNE HOME VISITING PROGRAM**

**8168.3**

Period Covering: 10-01-2024 through 10-31-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$39,329	\$0	\$39,329	0%	100%
Travel (Fuel)	1,000	0	1,000	0%	100%
Supplies	0	0	0	0%	
Other	0	0	0	0%	
<b>Total Direct Charges</b>	<b>\$40,329</b>	<b>\$0</b>	<b>\$40,329</b>	0%	100%
Indirect Charges	4,114	0	4,114	0%	100%
<b>Total</b>	<b>\$44,443</b>	<b>\$0</b>	<b>\$44,443</b>	0%	100%

**EARLY CHILDHOOD SERVICES (ECS) USAGE OF AGENCY'S CREDIT CARDS**

**BILLING PERIOD: OCTOBER, 2024  
AMERICAN EXPRESS PURCHASES**

DATE	VENDOR	PURPOSE	AMOUNT
10/25/2024	COMCAST 8155 60 078 0537299 10550 7TH ST JT EHS 9/11-10/10		118.48
10/25/2024	FAXAGE.COM INV#022409-146438 9/1-9/30		7.95
10/25/2024	PO 10939 RETURNED MAGAZINE FILE HOLDER JT HS		-8.86
10/25/2024	PO 11821 WALMART REFUND DAMAGED GLUE ECS SV HS		-13.45
10/25/2024	PO 12100 AMAZON CUPS/TONER/BINDER ECS		162.05
10/25/2024	PO 12302 PRINTER ECS JK EHS		195.74
10/25/2024	PO 12304 WALMART PULL UPS/VINERAG ECS JK EHS		75.63
10/25/2024	PO 12305 AMAZON DOOR MAT/TAPE/SWIFFER ECS		79.72
10/25/2024	PO 12311 AMAZON HOUSEHOLD/OFFICE/CLASSROOM ECS JK EHS		214.2
10/25/2024	PO 12315 AMAZON VACUUM/MARKERS/TAPE/LABELS ECS JK HS		238.17
10/25/2024	PO 12321 WALMART BATTERIES ECS		24.97
10/25/2024	PO 12324 AMAZON TP HOLDER/SUPP/SPEAKER/DOTS ECS		84.75
10/25/2024	PO 12326 WALMART MUFFIN PANS/WIPES ECS SB/JK EHS		35.72
10/25/2024	PO 12328 WALMART DIAPERS/WIPES ECS JT EHS		105.95
10/25/2024	PO 12331 AMAZON GLASSES CASE/SWIFFER/CHARGER/PAPER/CUPS ECS		55
10/25/2024	PO 12332 WALMART PLAYDOUGH SUPPLIES ECS HB		15.18
10/25/2024	PO 12335 AMAZON CUPS/LAUNDRY SOAP/GLOVES ECS JT		124.38
10/25/2024	PO 12336 CLASSROOM ITEMS ECS		248.01
10/25/2024	PO 12339 AMAZON CLASSROOM ITEMS ECS SV HS		219.9
10/25/2024	PO 12343 WALMART DIAPERS ECS BB		37.37
10/25/2024	PO 12345 AMAZON GLOVES/FLOOR CLEANER/TONER ECS		110.58
10/25/2024	PO 12347 AMAZON HV SUPPLIES ECS HB		241.25
10/25/2024	PO 12357 HEALTH & SAFETY TRAINING ECS		100
10/25/2024	PO 12451 AMAZON FILTERS/PARCH PAPER/BROOMS/GLOVES ECS		97.11
10/25/2024	PO 12456 AMAZON CUPCAKE LINERS/IPAD CASE/CLASSROOM ECS		145.97
10/30/2024	MS365 BUS LIC 9/10-10/9/24		140.51
10/30/2024	PO 12312 WALMART HOULSHOLD SUPP/DIAPERS/WIPES ECS IO EHS		78.61
10/30/2024	PO 12455 AAP ONLIN SUBS ECS		467.23
10/31/2024	COMCAST BUSINESS ACC 906631488 INV 222168322 OCT JK ECS		109.95
10/31/2024	DNS FILTER CUST ID DNS 2724 INV 588847		75
10/31/2024	FAXAGE.COM INVOICE 202410-146438 10/1-10/31/24		7.95
10/31/2024	PO 12312 REFUND FILTERS SENT BACK ECS IO EHS		-23.02
10/31/2024	PO 12345 CHILDFORMS/FUNTIMBERS PLYGRND BRDRS ECS IO EHS		575.75
10/31/2024	PO 12350 AMAZON HS/EHS CLASSRM / PROG SUPPLIES ECS BB		164.57
10/31/2024	PO 12459 AMAZON CLASROOM/ HOUSEHOLD SUPPLIES ECS JT HS		244.44
10/31/2024	PO 12462 AMAZON BINS FRO RECRUITMNT/ CUPS/GLOVES ECS		110.11
10/31/2024	PO 12463 AMAZON TOOTHBRUSHNG CUPS/ KITCHEN SUPP/ ECS		186.6
10/31/2024	PO 12464 WALMART CLASSROOM ITEMS ECS JT HS		93.21
10/31/2024	PO 12468 AMAZON TOOTHPASTE ECS		44.11
10/31/2024	PO 12476 AMAZON PENNCIL/ PWR STRIP/SCRN PROT/GLOVES ECS		249.27
			<u>5,240.06</u>

**CHEVRON FUEL CARDS**

DATE	PURPOSE	AMOUNT
BILLING PERIOD 09/01-30/24	FUEL	\$ 1,320.90
BILLING PERIOD 09/01-30/24	CAR WASH	-
		<u>1,320.90</u>

**LOWE'S CARDS**

DATE	PURPOSE	AMOUNT
10/9/2024	PO 12317 SINK FAUCET ECS JK HS	25.08
10/9/2024	PO 12352 JT HS MAINTENANCE ECS	36.01
10/9/2024	PO 12353 TP HOLDER ECS IO HS	6.65
10/17/2024	PO 12356 CURTAIN ROD & BLK OUT CURT ECS JK HS	24.55
10/24/2024	PO 12359 IO EHS MAINTENANCE ECS	2.54
10/24/2024	PO 12363 SOIL BB HS ECS	8.21
10/24/2024	PO 12364 BLINDS-SB/EROSION CONTROL-SB ECS	128.78
10/30/2024	PO 12369 CURTAIN RODS & PLEXIGLASS JT EHS	161.47
10/31/2024	PO 12372 PULLEYS FOR JK HS CLASS PROJ ECS	14.23
10/31/2024	PO 12373 LIGHT BULBS JT EHS ECS	18.49
10/31/2024	PO 12376 BALLAST/FILTERS/BULBS/VENT/BLIND JT EHS BB/SB HS	113.43

539.44



SAVEMART CARDS		AMOUNT
DATE	PURPOSE	
10/9/2024	PO 11892 SOY MILK ECS SB SH	10.98
10/9/2024	PO 12096 SNACKS FOR PARENT MEETING ECS JT	29.98
10/9/2024	PO 12307 FOOD FOR SOCIAL ECS HB	22.97
10/9/2024	PO 12308 PUMPKINS ECS JT EHS	43.42
10/9/2024	PO 12322 PUMPKINS ECS JT HS	24.57
10/17/2024	PO 11884 RAW FOOD WEEK 2 ECS IO HS/EHS	445.19
10/17/2024	PO 11885 RAW FOOD WEEK 2 ECS JK HS	314.04
10/17/2024	PO 11886 RAW FOOD WEEK 2 ECS JK EHS	247.97
10/17/2024	PO 11887 RAW FOOD WEEK 2 ECS JT HS	418.14
10/17/2024	PO 11888 RAW FOOD WEEK 2 ECS JT EHS	316.21
10/17/2024	PO 11889 RAW FOOD WEEK 2 ECS BB HS/EHS	561.63
10/17/2024	PO 11893 RAW FOOD WEEK 3/ GELATIN FOR CLASS PROJ ECS JK HS	389.45
10/17/2024	PO 11894 RAW FOOD WEEK 3 ECS IO HS/EHS	418.02
10/17/2024	PO 11895 RAW FOOD WEEK 3 ECS JK EHS	262.49
10/17/2024	PO 11896 RAW FOOD WEEK 3 ECS JT HS	378.6
10/17/2024	PO 11897 RAW FOOD WEEK 3 ECS JT EHS	259.9
10/17/2024	PO 11898 RAW FOOD WEEK 3 ECS BB HS/EHS	537.75
10/17/2024	PO 11899 RAW FOOD WEEK 3 ECS SB HS	335.92
10/17/2024	PO 12301 ITEMS FOR PARENT MTG ECS	33.58
10/17/2024	PO 12310 PUMPKINS ECS JK HS	10.49
10/17/2024	PO 12316 PUMPKINS ECS BB HS	25.14
10/17/2024	PO 12319 SNACK FOR PARENT MTG ECS IO	28.94
10/17/2024	PO 12340 FOOD FOR PARENT MEETING ECS SB HS	17.6
10/17/2024	PO 12401 BEANS ECS SB HS	6
10/24/2024	PO 12402 RAW FOOD WEEK 1 ECS IO HS/EHS	495.65
10/24/2024	PO 12406 RAW FOOD WEEK 1 ECS JT EHS	245.8
10/24/2024	PO 12338 FOOD PROJECT ECS JK HS	30.84
10/24/2024	PO 12403 RAW FOOD WEEK 1 ECS JK HS	425.28
10/24/2024	PO 12408 RAW FOOD WEEK 1 ECS SB HS	369.41
10/24/2024	PO 12461 FOOD FOR PARENT MEETING ECS SB HS	42.14
10/30/2024	PO 12410 RAW FOOD WEEK 2 / SUGAR ECS IO HS EHS	386.62
10/30/2024	PO 12404 RAW FOOD WK#1 ECS JK EHS	234.97
10/30/2024	PO 12405 RAW FOOD WK #1 ECS JT HS	350.23
10/30/2024	PO 12407 RAW FOOD WEEK 1 ECS BB HS EHS	532.91
10/30/2024	PO 12414 RAW FOOD WEEK 2 ECS JT EHS	346.94
10/30/2024	PO 12415 RAW FOOD WK 2/CLASSRM SUPP ECS BB HS EHS	566.75
10/30/2024	PO 12416 RAW FOOD WEEK 2 ECS SB HS	480.37
10/30/2024	PO 12470 FOOD FOR SOCIAL ECS	55.78
10/31/2024	BORAX PURCHASED 5/21 W/O PERMISSION, RETURNED 5/22 SB HS	8.78
10/31/2024	PO 12323 SNACK FOR PARENT MEETING ECS JK HS	28.89
10/31/2024	PO 12337 FOOD FOR PARENT MEETING ECS SV HS	50
10/31/2024	PO 12411 RAW FOOD WEEK 2 / CLASSROOM ECS JK HS	477.43
10/31/2024	PO 12412 RAW FOOD WEEK 2 ECS JK EHS	217.21
10/31/2024	PO 12413 RAW FOOD WEEK 2 ECS JT HS	405.44
10/31/2024	PO 12418 RAW FOOD WEEK 3 ECS IO HS/EHS	442.73
10/31/2024	PO 12419 RAW FOOD WEEK 3 / MILK ECS JK HS	302.06
10/31/2024	PO 12420 RAW FOOD WEEK 3 ECS JK EHS	253.06
10/31/2024	PO 12421 RAW FOOD WEEK 3 ECS JT HS	184.72
10/31/2024	PO 12422 RAW FOOD WEEK 3 ECS JT EHS	137.21
10/31/2024	PO 12423 RAW FOOD WEEK 3 ECS BB HS/EHS	547.23
10/31/2024	PO 12424 RAW FOOD WEEK 3 / PARCHMENT PAPER ECS SB HS	268.6
10/31/2024	PO 12467 FOOD PROJECT ECS IO HS	8.91

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13,034.94

WALMART CARDS		AMOUNT
DATE	PURPOSE	
10/24/2024	PO 12341 WIPES ECS JK EHS	27.71
10/24/2024	PO 12349 FOOD FOR GROWING TOGETHER/ITEMS ECS IO	195.48
10/31/2024	PO 12471 WIPES ECS IO EHS	26.91

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250.10



Contracts and Amendments Report  
Reporting Months of May 2024 - November 2024

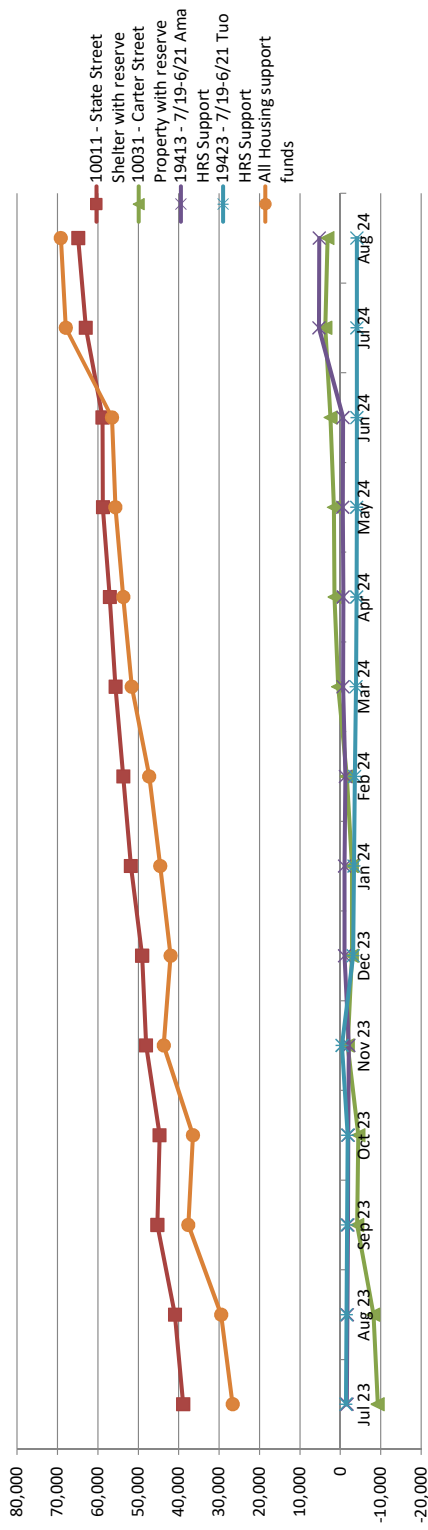
Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
11/24	8360.1	CSBG	California Dept of Community Services & Develop (CSD)	CSBG Discretionary Funds	Continuation	1/1/24-4/30/25	19,000		26,000	19,000
10/24	1374.1	Housing	California Dept of Housing and Community Development	Emergency Solutions Grant (ESG) Program	Continuation	TBA	78,390			
10/24	2419.1	Food	California Dept of Health and Human Services	Commodity Credit Corp Phase 3 Allocation	Continuation	10/1/24-9/30/25	67,519			
10/24	7733.1	Tax Assist.	Dept of Treasury IRS	Volunteer Income Tax Assistance (VITA)	Continuation	10/1/24-9/30/25	60,000			
10/24	8168.1	Youth	Tuolumne County DSS	CallWorks Home Visiting Program Services	Continuation	7/1/24-6/30/25	44,443			
10/24	8295.2	ECS	California Dept of Education	CSPP Cost of Care Plus Rate	Continuation	10/1/24-until spent	31,584			
9/24	1324.1	Housing	California Dept of Housing and Community Development	Emergency Solutions Grant (ESG) Program	Continuation	9/1/24-10/31/25	200,000			
9/24	5421.1	Youth	Department of Health and Human Services	Substance Solutions of Amador Youth Coalition (SSAY)	Continuation	10/1/24-9/30/25	125,000			
8/24	3222.1	Energy	Community Services and Development - CSD	DOE Weatherization Assistance Program	Continuation	6/1/22-6/30/25	52,238			
8/24	8360.1	CSBG	California Dept of Community Services & Develop (CSD)	CSBG Discretionary Funds	Continuation	1/1/24-4/30/25	19,000			
7/24	1560.6	Housing	Tuolumne County DSS	Tuolumne County CalWorks Housing Support Program Services	Continuation	7/1/24-6/30/25	261,537			
7/24	5313.3	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Abuse Prevention	Continuation	7/1/24-6/30/25	75,000			
7/24	5314.4	Youth	Tuolumne County Behavioral Health	Tuo Co Friday Night Live ARPA	Continuation	7/1/24-6/30/25	26,088			
7/24	5526.2	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Suicide Prevention	Continuation	7/1/24-6/30/25	104,225			
7/24	5622.4	Youth	Tuolumne County	AOD Primary Prevention Services	Continuation	7/1/24-6/30/25	25,000			
7/24	5623.4	Youth	Tuolumne County	Tuo Co AOD Prim Prevention ARPA	Continuation	7/1/24-6/30/25	26,784			
7/24	8397.4	CSBG	California Dept of Community Services & Develop (CSD)	CSBG CalEITC	Continuation	7/1/24-6/30/25	220,000			
6/24	3127.2	Energy	Community Services and Development - CSD	SLIHEAP - Supplemental Low Income Home Energy Assistance Program	New	5/1/24-5/31/25	55,470			
5/24	1464.1	Housing	United Way	Amador Co FEMA Phase 41 St Aside	Continuation	10/1/22-12/31/24	5,000			
5/24	1465.1	Housing	United Way	Tuolumne Co FEMA Phase 41 St Aside	Continuation	10/1/22-12/31/24	5,000			
5/24	1779.1	Housing	HUD	Tuolumne Permanent Supportive Housing Combined	Continuation	4/1/24-3/31/25	41,387			
5/24	1780.1	Housing	HUD	Amador Permanent Supportive Housing Combined	Continuation	7/1/23-6/30/24	23,808			
5/24	1781.1	Housing	HUD	Homeless Management Information System (HMIS)	Continuation	7/1/24-6/30/25	50,000			
5/24	1782.1	Housing	HUD	TRC RRR	Continuation	11/1/24-10/31/25	69,032			
5/24	1783.1	Housing	HUD	Continuum of Care Planning	Continuation	7/1/24-6/30/25	21,537			
5/24	2418.1	Food	DSS	EFAP Emergency Food Assistance Program	Amendment	10/1/23-9/30/24	43,781			
5/24	2419.1	Food	DSS	EFAP Emergency Food Assistance Program	Continuation	3/1/24-9/30/24	46,133		145,462	43,781
5/24	7137.1	Lifeline	Sutter Health - Sutter Valley Medical Foundation	Lifeline	New	1/1/24-12/31/24	7,000			
5/24	8295.1	ECS	CA Dept of Education	California State Preschool program	Continuation	7/1/24-6/30/25	687,018			
4/24	8294.4	ECS	CA Dept of Education	California State Preschool program SB 140 One time payment	New	04/1/24-until spent	18,000			
4/24	1462.1	Housing	United Way	Amador FEMA Phase 41 Direct	Continuation	10/1/22-12/31/24	8,208			
4/24	1463.1	Housing	United Way	Tuolumne FEMA Phase 41 Direct	Continuation	10/1/22-12/31/24	11,188			
4/24	1670.1	Housing	Tuolumne County	Encampment Resolution Funding Round 3 Tuo Rapid Rehousing	New	1/1/24-3/31/27	180,000			

Amador Tuolumne Community Action Agency						
Statement of Net Position (Balance Sheet) - Comparative						
	UNAUDITED		UNAUDITED		AUDITED	
	October 31, 2024		June 30, 2024		June 30, 2023	
	Operating	Capital Assets	Operating	Capital Assets	Operating	Capital Assets
<b>Assets</b>						
Cash	3,318,658		3,029,319		2,340,038	
Prepaid Deposits & Expenses	347,769		325,089		226,034	
Accounts Receivable	8,095,289		10,077,976		3,365,407	
Weatherization Materials Inventory	38,327		33,301		80,163	
Construction In Progress						
Structures & Improvements		7,911,182.32		7,968,607.72		7,845,658
Vehicles & Equipment		2,135,469		1,799,529		1,882,235
Land		460,999		460,999		460,999
Accumulated Depreciation		-4,978,123		-4,958,986		-4,854,931
Right of use assets		664,538		664,538		664,538
<b>Total Assets</b>	<b>11,800,044</b>	<b>6,194,065</b>	<b>13,465,685</b>	<b>5,934,687</b>	<b>6,011,642</b>	<b>5,998,499</b>
<b>Liabilities</b>						
Accounts Payable	226,581.96		214,321.23		73,239	
Internal Line of credit	0		0		359,892	
Refundable Deposits	29,739		29,649		19,277	
Salaries & Benefits Payable	290,857		162,937		261,565	
Accrued Paid Time Off	206,326		191,733		197,643	
Notes Payable	0	271,585	0	277,274	0	294,006
Deferred Revenue	10,276,345		12,137,775		4,303,071	
Right of use liabilities		664,538		664,538	6,489	664,538
<b>Total Liabilities</b>	<b>11,029,848</b>	<b>936,123</b>	<b>12,736,415</b>	<b>941,812</b>	<b>5,221,176</b>	<b>958,544</b>
<b>Net Assets</b>						
Invested in Capital Assets		5,257,941.61		4,992,875.84		5,039,956
Committed Fund Balance						
For Contingencies	60,000		60,000		60,000	
For Future Development	40,000		40,000		40,000	
Total Committed Fund Balance	100,000		100,000		100,000	
Assigned Fund Balance						
For Lease Opt-Out	40,103		40,103		40,103	
For Employee Health Insurance	150,374		150,374		150,374	
Total Assigned Fund Balance	190,477		190,477		190,477	
Unassigned Fund Balance	479,718.29		438,793.81		499,988	
<b>Total Net Assets</b>	<b>770,195</b>	<b>5,257,942</b>	<b>729,271</b>	<b>4,992,876</b>	<b>790,465</b>	<b>5,039,956</b>
	11,800,044	6,194,065	13,465,685	5,934,687	6,011,641	5,998,499

Amador Tuolumne Community Action Agency			
Revenue and Expenditure Report / Income Statement			
July 1, 2024 - October 31, 2024			
			Month 4 - 33%
	July 1, 2023 - June 30, 2024 Actual	July 1, 2024 - October 31, 2024 Actual	% variance from prior year
<b>Revenue</b>			
<b>Cash and accrued Revenue</b>			
Direct Federal Revenue	4,342,163	1,640,205	38%
State Revenue(Pass-through Fed	3,058,837	1,078,743	35%
State Revenue (Non-Federal)	2,500,881	757,205	30%
Local Govern.Rev.(Pass through	706,755	241,901	34%
Local Govern.Rev.(Non-Federal)	593,073	266,252	45%
Private Revenue-Non Fed	108,615	40,705	37%
Private Rev. (Pass through Fed	22,817	10,007	44%
Community Donations	126,283	14,657	12%
Client Fees	51,955	26,318	51%
Miscellaneous Revenue	1,191,957	200,349	17%
Interest Revenue	11,028	28,253	256%
Rental Income	277,624	96,126	35%
Vacancies	-22,750	0	
Contractual Admin. Revenue	1,038,961	357,403	34%
Carry-over Revenue (Non Grant)	-135,220	0	
<b>Total Cash Revenue</b>	<b>13,872,978</b>	<b>4,758,122</b>	<b>34%</b>
<b>Non-cash Revenue</b>			
In-Kind Revenue	1,320,724	201,398	15%
Admin.In-Kind Revenue	88,673	25,718	29%
<b>Total Non-cash Revenue</b>	<b>1,409,397</b>	<b>227,116</b>	<b>16%</b>
<b>Total Revenue</b>	<b>15,282,375</b>	<b>4,985,238</b>	<b>33%</b>
<b>Direct Expense</b>			
<b>Personnel Expense</b>			
Total Salaries & Wages	4,840,956	1,666,140	34%
Total Fringe Benefits	2,838,385	774,850	27%
<b>Total Personnel Expense</b>	<b>7,679,341</b>	<b>2,440,990</b>	<b>32%</b>
<b>Non-personnel Expense</b>			
Total Travel (Out-of-Area)	20,254	11,095	55%
Total Major Equipment and Assets	242,821	413,588	170%
Total Supplies	223,447	76,133	34%
Total Contractual	1,649,530	472,319	29%
Total Other (Equipment Expense)	219,189	105,569	48%
Total Other (General Personnel Costs)	132,217	35,187	27%
Total Other (General Operating Costs)	338,339	84,840	25%
Total Other (Space/Occupancy Costs)	751,648	263,967	35%
Total Other (Special Departmental Costs)	1,577,231	434,094	28%
<b>Total Non-personnel Expense</b>	<b>5,154,677</b>	<b>1,896,791</b>	<b>37%</b>
<b>Total Direct Expense</b>	<b>12,834,017</b>	<b>4,337,781</b>	<b>34%</b>
Total Encumbered Costs	0	30,876	0%
<b>Total Indirect Expense</b>	<b>1,038,961</b>	<b>357,403</b>	<b>34%</b>
<b>Total Non-cash Expense</b>	<b>1,409,397</b>	<b>218,253</b>	<b>15%</b>
Excess Revenue over Expense	0	40,925	
<b>Total Direct &amp; Indirect Expense</b>	<b>14,243,414</b>	<b>4,695,184</b>	<b>33%</b>

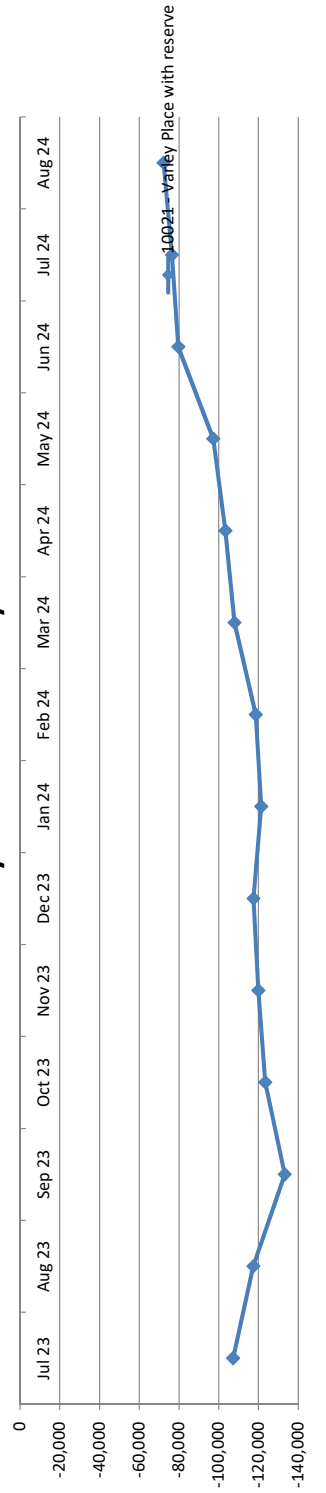
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Total	
<b>Housing support funds</b>																		
10011 - State Street Shelter with reserve	38,888	40,930	45,312	44,721	48,083	49,081	51,853	53,706	55,024	57,046	58,752	58,839	62,985	64,859	66,867	67,655	67,655	
10031 - Carter Street Property with reserve	-9,260	-8,173	-4,177	-4,468	-1,826	-2,864	-2,859	-1,614	544	1,435	1,584	2,414	3,725	3,185	2,284	3,051	3,051	
19413 - 7/19-6/21 Ama HRS Support	-1,624	-1,739	-1,870	-1,983	-2,132	-1,064	-1,242	-645	-620	-733	-620	-651	5,306	5,219	4,665	4,467	4,467	
19423 - 7/19-6/21 Tuo HRS Support	-1,356	-1,523	-1,647	-1,807	-426	-3,160	-3,383	-3,563	-3,899	-4,024	-4,057	-4,081	-4,086	-4,092	-4,096	-4,106	-4,106	
All Housing support funds	26,648	29,495	37,618	36,463	43,699	41,993	44,575	47,287	51,624	53,724	55,659	56,522	67,931	69,172	69,721	71,068	71,068	

### ATCAA Tuolumne Rental Units - July 2023 - October 2024



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Total
<b>10021 - Varley Place with reserve</b>	-107,178	-117,406	-133,220	-123,474	-119,966	-117,481	-121,410	-118,674	-107,982	-103,366	-97,259	-79,670	-76,435	-72,217	-72,043	-63,786	-72,217

### ATCAA Varley Place Rental - July 2023 - October 2024



## ATCAA Fiscal Officer Narrative – December 2024 p1

**Busy with finishing up the audit – adjustments in process.** No change in cash flow, internally borrowing from cash advances (HHAP2 HHAP3 & HHAP4). New bank PNC is in operation – credit card use in process. **Search for Fiscal Officer was successful – hiring Jen Kraskouskas.**

### **Housing – Denise Cloward Issue: subcontract monitoring**

*Housing is fully operational – open hire for maintenance worker*

Community Dev. Block Grant (CDBG): Tuolumne only – CV3 \$176k rapid rehousing funds **have been fully spent. 2024 funding is not available.**

Emergency Shelter Grants (ESG): 2023 round – RR non-competitive and Shelter (\$200k) now spent. New 2024 RR non-competitive and Shelter (\$200k) received 9/24 – no competitive RR.

CalWorks – New Tuolumne 2024-25 contract in process.

Continuum of Care (CoC): ATCAA as administrator CESH2 funding **is almost fully spent** through CoC county contracts. New Policy and Fund Committee now in operation.

CoC HHAP1: 4-county \$1.9 million Round 1 CoC funds **are almost fully spent**, with some budget revisions.

CoC HHAP2: \$700k split between 4 counties, subcontracts in hand, spending almost done.

Coc HHAP3: \$1,907k in state funding secured, \$645k in HHIP (health insurance) funding added, projects in development, half of funding received. Associated HHIP funds adds \$645k in funding

Coc HHAP4: \$1,610k in funding secured, subcontracts being received(Tuolumne Co is in)

Coc HHAP5: \$2,059k in funding secured, subcontract proposals being received

Varley Place: No vacant units at the moment, VASH funds are being received timely.

Monthly rent increases have been approved by State, no impact to residents. At full occupancy, this project projects a small net positive result.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations.

Carter St/State St: Carter Street with one vacancy, is now running a small net positive result.

### **Food bank – Miko Daniels Issue: Contract updates, holiday crush, program manager search**

*Food bank is fully operational – full time from warehouse.*

Community Dev. Block Grant (CDBG).

New CDBG \$475k 2 year started 10/23 in process. Detailed quarterly billings, **Upcoming contract proposal for \$265k is in process with Tuolumne County.**

Emergency Food Assist. Program (EFAP): Spent \$144k contract ending Sept 24 and additional CCC \$45K funds also end Sept 24. This pays for staff and support to handle free Federal commodities – billed quarterly.

CalFoods: 2024-25 \$43k - only pays for CA food – new funding. An additional **\$206k** was granted to be spent by 6/25 – same conditions. **40% needs to be spent by 12/24.**

Capital improvement project: **Budget revision approved** – up to \$900k available over many years. Purchasing new rollup doors, fencing, cooling fans and vehicles in process.

Steinberg/Goldberg foundation: New \$40k received and already spent for 2024.

PG&E food box: **Received \$12K in new funding** for food box reimbursement.

Pantries: pays for food on a per pound basis

Donations: Strong support through the holidays.

## ATCAA Fiscal Officer Narrative – December 2024 p2

### Energy –Alicia Hanks Issue: Staff transition

*Hired two new Wx staff in October, outreach/intake in the office every day and working from home one day per week.*

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding – lower funding for upcoming years, point system implemented resulting in a decrease in the number of households we will be able to assist.

2023 ESLIHEAP: Only propane left in AMA & CAL

2023 LIHEAP ~1.2M budget is spent out. Close out package complete and submitted.

2023-27 BIL DOE initiated ~938k budget through 2027.

2024 LIHEAP: \$1.3M Contract signed funding is now available in CORE

2024-25 Prop-1 Water Conservation TCRCD: \$292K contract from T-Stan IRWM in process

2024 LIHEAP Wx MOA with IMACA – approved by ATCAA Board of Directors, setting up

### Amador youth – Pat Porto Issue: Non-federal match

*Full time work, sometimes from home.*

Drug Free Community coalition initiative: Spending first year of 5 yr contract at \$125k/year started October 2023, new contract received.

Foster Youth: Funds from foster youth and donations combined for future use.

### Tuolumne youth – Bob White Issue:

*Staff is at optimum level*

Friday Night Live (FNL): New ARPA \$26k funds in process – through 6/25.

- FNL SEL \$240K funding carried over beyond 6/24 end date.

Mentoring: New prevention and mentoring \$75k continues through 6/25

Suicide prevention: New \$104k contract received through 6/25

Youth Empowerment Solutions (YES) partnership: Primary prevention \$25k continues through 6/25; \$26k ARPA primary prevention funds secured through 6/25

### Community – various Issue:

*Staff ramping up, outreach increasing*

Lifeline (Marie): Received \$18k 3 year Sutter Health grant to serve low-income population. Lower client levels are hurting revenue – program re-tool underway. Portion of CSBG previously allocated for Pat Porto (youth programs- Amador) have been reallocated to Lifeline in the same amount for the 2024 CSBG application.

Community Services Block Grant (CSBG): Regular 2024 \$273k contract is process.

**Discretionary contract increased to \$26k like last year.**

CSBG EITC (Kristy): New EITC Contract at \$220k year-around contract starting up at half last year's contract. \$50k in IRS VITA funding through 9/24 **completed. New contract for \$60k for 24-25 Federal fiscal year in operation.**



## ATCAA Fiscal Officer Narrative – December 2024 p3

### Early Child Services – Marsha Williams Issue: Monitoring remediation in process

*Head Start/State preschool on summer break through 8/21, Early Head Start continues*

Head Start/Early Head Start. COLA approved without needing to apply – retro to 1/24 – distribution in process. Budget revision applied for and accepted to accommodate carryover

Latino outreach: spending within budget.

CACFP: supplements Head Start food costs, normal subsidy needed.

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient, allowing expenses charged to be billed – change from attendance. Fully spent, now using \$168k cost adjustment funding. New \$687k contract in operation.

### Administration – Issue:

*New staffing, still some remote work*

Admin 23-24 budget ran negative \$64k due to increased audit, legal, and staffing (fiscal officer duplication) costs. This is \$85k less than the Admin budget modification approved to use \$149K of \$318k carryover revenue from previous years. **Running almost break even for the first four months, with increased CSBG allocation.**

ATCAA LOC: ATCAA has no external Line of Credit (LOC). ATCAA's cash balance resulting from contract advances is adequate to support cash flow.

### Health insurance/special projects Issue:

Workers Comp premiums have been reduced by 21% in 2025 from \$125k to \$99k.

Health fund running even. **Insurance premiums (employer paid portion) will remain flat due to ATCAA negotiating success.**

Spending on yellow bldg. needed - \$18k available



Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 24–09

Provides information and guidance on the Continued Funding Application for Fiscal Year 2025–26 for Early Education California State Preschool Program (CSPP) contractors.

### Early Education Division

**Subject:** Continued Funding Application (CFA), Fiscal Year (FY) 2025-26

**Number:** 24-09

**Date:** September 3, 2024

**Expires:** When Rescinded

**Authority:** *California Code of Regulations*, Title 5 (5 CCR) Section 17726

**Attention:** Executive Officers and Program Directors of California State Preschool Programs (CSPP) and Prekindergarten and Family Literacy Support (CPKS) Programs

### Purpose

This Management Bulletin (MB) provides information and guidance to current California Department of Education (CDE), Early Education Division (EED), CSPP and CPKS contractors regarding how to request continued funding for fiscal year (FY) 2025–26 CSPP and CPKS contracts. This MB supersedes the CFA information found in MB 23-09.

### Policy

To be considered for continued funding for FY 2025–26, CSPP and CPKS contractors must complete and submit the FY 2025–26 CFA on or before 5 p.m. on **November 1, 2024**. The FY 2025–26 CFA and associated forms are available on the CDE [CFA web page](#).

By completing and returning the FY 2025–26 CFA, your agency indicates that it wishes to renew its CSPP contract for FY 2025–26, and CPKS contract, as applicable, if your agency currently receives CPKS funding, and accepts all of the terms and conditions of such contract(s), which will be provided to all contractors being renewed for funding no later than June 1, 2025.

CSPP and CPKS contractors who apply for and are approved for continued funding will not need to sign and return a CSPP and/or CPKS contract to provide services for FY 2025–26, as contractors who apply for and are approved for continued funding through the CFA process will be automatically renewed in accordance with all applicable federal and state laws, as well as all contract terms and conditions that will be incorporated into the FY 2025–26 contract.

CSPP and CPKS contractors may subsequently reject the terms of the new contract(s) and opt not to renew their services under the terms of the new contract(s). Contractors that wish to reject the terms of the FY 2025–26 contract(s) must provide written notice that the terms of the contract are rejected by sending an email to [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) on or before June 30, 2025. Such email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2025–26 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2025–26.

**Note: If your agency requires formal board approval to enter into contracts, it is important that your agency seek such approval as soon as possible to ensure timely submission of the CFA. Please review the CFA Overview and Instructions for signature authorization requirements.**

## Implementation Directives

**Applications must be received by the CDE, Early Education Division (EED), on or before 5 p.m., November 1, 2024, regardless of the method of application submission.**

1. Download, complete, and save the CFA and all required supporting documents from the [CFA web page](#).
2. Obtain the authorized representative's signature on all signature pages. The CFA and accompanying documents must be signed by a person who has been delegated the legal authority to sign contractual documents on behalf of the agency. Signatures may be provided using a digital signature program such as AdobeSign or DocuSign, or you may print a paper copy, sign by hand using blue ink, scan, and email to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov).
3. CSPP and CPKS contractors must submit the CFA and supporting documentation by email or physically by US mail. Email submissions of the CFA are encouraged.

### **Option 1: Submit by Email**

Email the completed and signed documents to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include the following message in the body of your email:

"I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name]."

Your application will be incomplete without this email certification.

### **Option 2: Submit Hard Copy by US Mail**

If submitting by US mail, send the completed and signed CFA and all required attachments to the following address:

California Department of Education  
Early Education Division  
Attention: Continued Funding Application 2025–26  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

## Background and Authority

Per *California Code of Regulations*, Title 5 (5 *CCR*) Section 17726(d), "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Early Education Division in accordance with the instructions and timelines specified in the request."

In addition, 5 *CCR* Section 17726(e) states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Early Education Division of the contractor's intent to discontinue services at the end of the current contract period." Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

## Resources

If there are any questions regarding the application process, contact the CFA team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include your agency's name, vendor number, and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation (PQI) office consultant by using the [Consultant Regional Assignments directory](#).

If you have any **fiscal**-related questions regarding the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services fiscal analyst by using the [Fiscal Apportionment Analyst Directory](#).

**Questions: Early Education Division | [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)**

Last Reviewed: Friday, August 23, 2024



Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 24-07

Guidance on the requirements to use the Preschool/Transitional Kindergarten Learning Foundations in California State Preschool Programs.

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### Early Education Division

**Subject:** Preschool/Transitional Kindergarten Learning Foundations

**Number:** 24-07

**Date:** August 2024

**Expires:** Until rescinded or superseded by regulations

**Authority:** California *Education Code* Section 8203.3

**Attention:** Executive Directors and Program Directors of all California State Preschool Programs

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### Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of the requirements to use the Preschool/Transitional Kindergarten Learning Foundations (PTKLF) for children ages three through five in their program.

### Policy

Effective July 1, 2025, CSPP contractors are required to use the PTKLF instead of the Preschool Learning Foundations formerly used to meet the requirements of California *Education Code (EC)* 8203.3(c). Specifically, this MB clarifies that the PTKLF are the “developmental milestones” in the “prekindergarten learning development guidelines” as defined in that section.

### Directives for Implementation

Beginning July 1, 2025, CSPP contractors are required to implement the PTKLF to guide curriculum and lesson planning to support children ages three through five years old. This timeline will provide the opportunity for CSPP contractors to plan for implementation of the PTKLF.

Training will be offered through the California Preschool Instructional Network (CPIN) funded by the federal Child Care and Development Fund Quality Project dollars administered by the California Department of Social Services. Training may also be available through local CSPP Quality Rating

and Improvement System Block grantees.

The California Department of Education (CDE) will also publish high-level pre-recorded presentations on each domain of the PTKLF beginning summer of 2024 and will be available at: <https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>. This web page also includes a description of high-level changes to the PTKLF, such as the addition of a new domain, Approaches to Learning, and other changes.

## Background and Authority

*EC* Section 8203.3(c) states that all programs funded by the CDE pursuant to the Early Education Act (*EC* 8200 et. seq.) are required to use the prekindergarten learning development guidelines.

Following the requirement to use the prekindergarten learning development guidelines developed by the CDE, the California Preschool Learning Foundations were released in 2008 (Volume 1), 2010 (Volume 2), and 2012 (Volume 3).

Then, Senate Bill 129 (Chapter 69, Statutes of 2021) Section 206 Item 6100-190-0001 appropriated funds to the CDE to update the California Preschool Learning Foundations. Specifically, this language required the CDE to update the Preschool Learning Foundations “to reflect the prekindergarten year prior to kindergarten enrollment, including but not limited to, transitional kindergarten in a school setting...[and] incorporate recent research in the field, such as around dual language learners and supporting inclusion and children with disabilities...”

The updated Preschool Learning Foundations were then re-named the PTKLF, and describe the knowledge, skills, and developmental milestones that most children ages three through five can achieve in a high-quality early education program. It covers the following domains: Approaches to Learning, Mathematics, Language & Literacy, including Foundational Language Development and English Language Development, Social & Emotional Development, Science, History-Social Science, Health, Physical Development, and Visual & Performing Arts.

## Resources

For access to the PTKLF, including a pre-recorded webinar and more information on what has changed from the original version of the Preschool Learning Foundations, visit <https://www.cde.ca.gov/sp/cd/re/psfoundations.asp>.

If you have programmatic questions related to this MB, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have questions related to printing for distribution, please contact CDE Press at [cdepress@cde.ca.gov](mailto:cdepress@cde.ca.gov).

**This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement, and is not prescriptive, pursuant to California *EC* 33308.5.**

**Questions: Early Education Division | 916-322-6233**

Last Reviewed: Thursday, August 1, 2024



Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 24-08

This Management Bulletin Provides Guidance on Data Collection for California State Preschool Programs Operated by a Local Educational Agency.

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### Early Education Division

**Subject:** Data Collection for California State Preschool Programs Operated by a Local Educational Agency

**Number:** 24-08

**Date:** August 2024

**Expires:** Until rescinded or superseded by regulations

**Authority:** Assembly Bill 22 (Chapter 901, Statutes of 2022); California *Education Code* Section 60910; *California Code of Regulations*, Title 5, Section 17822

**Attention:** Executive Directors and Program Directors of Agencies with a California State Preschool Program contract

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### Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors who provide CSPP services through a Local Educational Agency (LEA) regarding required data submission to the California Preschool Data Collection (CAPSDAC) Online Data System. This MB also provides guidance to non-LEA CSPP contractors as to how they may opt to collect the additional CAPSDAC data elements.

### Policy

Pursuant to the requirements of California *Education Code (EC)* Section 60910, effective July 2024, LEA CSPP contractors, as defined below, are required to submit child, classroom, and staff data for all children enrolled in a CSPP as specified in the directive below.

The purpose of this directive is to collect all applicable data elements for LEA CSPP contractors that are collected for children in Transitional Kindergarten (TK), which, in combination with the data already collected through the California Longitudinal Pupil Achievement Data System (CALPADS), will provide longitudinal data for children enrolled in CSPP through grade 12.



For purposes of this MB, “Local educational agency” shall include a county office of education, a school district, or a charter school, as defined in *EC* Section 60900(k). A community college that operates a CSPP is not included in this definition of an LEA for purposes of submitting data to the CAPSDAC, and is not applicable to the guidance in this MB.

## Directives for Implementation

### Reporting CSPP Data

#### LEAs with a CSPP Contract

For LEA CSPP contractors, beginning with data collected for July 2024 and beyond, contractors are required to submit the CAPSDAC Monthly Data Submission for all classroom, staff, and child data. This submission will replace submission into the Preschool Language Information System (PLIS) Report and the CDD-801A Monthly Child Care Population Report within the Child Development Management Information System (CDMIS).

For LEAs, the final report submitted to the CDMIS **for CSPP-enrolled children** will be the June 2024 CDD-801A Report, and the final report submitted to the PLIS will be the 2023–24 Quarter 4 PLIS Report.

**LEA CSPP contractors must continue to utilize the CDMIS to update agency information,** including, but not limited to, the following:

- Site information updates (site name, site supervisor, and site address),
- Family Child Care Home (FCCH) Information,
- Program director information, and executive director information.

LEA CSPP contractors that are approved to serve CSPP-enrolled children in FCCHs through a Family Child Care Home Education Network (FCCHEN) must continue to submit the Subsidized Provider Report (SPR) monthly to the CDMIS.

For LEAs that subcontract with community-based organizations to serve children under the LEA’s CSPP contract, the LEA is responsible for ensuring all data for the subcontracted children are included in every CAPSDAC Monthly Data Submission. These LEAs must ensure a plan is developed to fulfill the CAPSDAC data submission requirements for the entire LEA, which includes subcontractor data.

#### Other Agencies with a CSPP Contract That Are Not LEAs

At this time, non-LEAs are encouraged, but not required, to collect the additional data elements required to be collected in the CAPSDAC. However, at this time, non-LEA reporting practices are unaffected by the CAPSDAC and non-LEA contractors are not required to submit additional information required for LEA contractors to the California Department of Education (CDE).

In the CDMIS, non-LEAs will continue to be responsible for submitting the monthly CDD-801A Report, updating agency information when changes within the agency occur, and submitting the monthly SPR if the non-LEA is approved to serve CSPP-enrolled children in FCCHs through a FCCHEN.

In addition to the CDMIS responsibilities, non-LEAs must continue to submit the quarterly PLIS Report to the PLIS, following the PLIS reporting schedule.

If a non-LEA holds a direct CSPP contract with CDE, and also receives a subcontract from an LEA to offer CSPP, the non-LEA must continue to report children funded with their direct CSPP contract into the CDMIS and PLIS, and work with the LEA they subcontract for to provide information necessary for CAPSDAC reporting.

## California Preschool Data Collection (CAPSDAC) System Overview

Pursuant to the requirements of *EC* Section 60910, effective July 1, 2024, LEA CSPP contractors are required to begin collecting and compiling data elements for classroom, staff, and children for submission to the CAPSDAC. The CAPSDAC is an online data system for data collection from LEA CSPP contractors.

The CAPSDAC Monthly Data Submission must include the data for all children enrolled in CSPP each month, their classrooms, and the staff serving CSPP children. Contractors can find all data elements and their definitions in the CAPSDAC User Manual, Appendix A Data Definitions, available on the CAPSDAC Support web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacusermanual.asp>.

The CAPSDAC Monthly Data Submission is comprised of three sections:

- Classroom
- Staff
- Child records

Agencies may submit their data through either CAPSDAC Manual Input or Edit, or through CAPSDAC Electronic File Transfer.

- **CAPSDAC Manual Input or Edit:** This method allows contractors to manually enter their data about each classroom, staff, and child by completing fields in the CAPSDAC.
  - ◆ Contractors choosing this method of submittal will log on to the CAPSDAC and enter information about each classroom within a specific CSPP site.
  - ◆ Once the classroom record is saved and established within the CAPSDAC, the user will then enter information about the staff, assigning them to each classroom within the site.
  - ◆ After all staff information is complete, the user will enter information about each CSPP child at the site and assign them to each classroom they were enrolled in for CSPP services.
  - ◆ The Manual Input or Edit method enables small CSPP contractors, who have limited number of classrooms, staff, and children, or who do not use a software vendor for data

file generation to input and edit data manually.

- **CAPSDAC Electronic File Transfer:** This method allows contractors to transfer specifically formatted data files to the CAPSDAC via a secure upload process. For detailed instructions, please refer to the CAPSDAC User Manual Appendix B: Creating Electronic Files and Appendix C: Electronic File Format Specifications on the CAPSDAC User Manual and Appendices web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacusermanual.asp>.
  - ✦ When using the electronic file transfer method, three separate files must be uploaded to the system in the following order, starting with the Classroom Records file first, followed by the Staff Records file, and then the Child Records file. The system will generate an error report within five minutes of upload if the file contains errors. This error report will list the first 100 file format or data quality errors contained in the file. If the file contains no errors, the file and its contents will successfully upload to the CAPSDAC and will be displayed on the CAPSDAC Dashboard.
  - ✦ The Electronic File Transfer method is typically used by larger contractors that use a software vendor, or are able to format their data and files in the manner specified for upload.

After successfully submitting the data, whether through the Manual Input or Edit or the Electronic File Transfer, users can download all records from the CAPSDAC into three formatted files: Classroom, Staff, and Child. These files conform to the CAPSDAC file specifications, and therefore, can be reuploaded after modifications for the next month's data submission. **Users can access these data files only for the current data submission and the prior month's data submission; therefore, the CDE recommends utilizing the download records function every month to maintain a record of what data has been submitted to the CAPSDAC.**

## Child and Family Data Elements

Child and family data elements required for complete submission to the CAPSDAC can be found in both the updated Confidential Application for California State Preschool Program Form EED-9600 and the new Confidential Application for the California State Preschool Program EED-9600 Appendix. Both forms are available on the Preschool Services Forms web page at <https://www.cde.ca.gov/sp/cd/ci/cddforms.asp>. Although all required data elements must be collected, contractors are not specifically required to utilize these forms and can instead develop their own document(s) or incorporate CSPP requirements within their current process for collecting child and family information.

The complete list of data elements required in the CAPSDAC Monthly Data Submission can be found in the CAPSDAC User Manual Appendix A: Data Definitions, available on the CAPSDAC Support web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsupportlanding.asp>.

## Timeline for Implementation and Important CAPSDAC Dates

### Receiving Login Credentials

Prior to August 1, 2024, executive directors and program directors of LEAs with an active CSPP contract will receive an email with the CAPSDAC login credentials. These credentials will be distinct from the credentials used for the CDMIS and the PLIS. Once an LEA receives login credentials, the executive and program directors are responsible for creating additional CAPSDAC user accounts for all LEA staff who are identified to have access to the CAPSDAC for data submission purposes.

Following the creation of these initial CAPSDAC Accounts, it is the responsibility of the LEA to create and maintain all CAPSDAC accounts for their LEA. If there are new staff, including new Program or Executive Directors, the active LEAAdmin User for the agency is responsible for creating these new accounts. For staff that should no longer have access to the CAPSDAC, LEAAdmin Users are responsible for updating these account statuses to Inactive. Agencies must maintain at least one active LEAAdmin User at all times.

### Important Dates

Each month, there are several phases for data submission:

- **Official Submission Window:** this is when contractors are able to input the data from the previous month into the CAPSDAC system.
- **Certification Deadline:** this is when contractors must certify the data inputted during the official submission window.
- **Amendment Window:** this is when contractors can adjust data if they realize changes are necessary after the certification deadline.
- **Certification Lock Date:** this is the last day any changes can be made to data submitted during the official submission window and is the last day of the amendment window.

Contractors must upload their CASPDAC Monthly Data Submission during the Official Submission Window and certify the data no later than the Certification Deadline. The Certification Deadline is the 15<sup>th</sup> day of the month, unless it falls on a weekend or state-observed holiday, then the due date will be on the following business day.

After the Certification Deadline, if contractors determine there is a need to amend the data, they can do so during the Amendment Window. The Amendment Window will end on the Certification Lock Date on the last day of every month, even if this falls on a weekend or state-observed holiday. No additional changes can be made after the Certification Lock Date. This means that the contractor must make all amendments and re-certify the data no later than the Certification Lock Date or the contractor will not be able to complete their CAPSDAC Monthly Data Submission. Contractors can find the CAPSAC Monthly Data Submission schedule posted on the CDE web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsubmissionschedule.asp>.

For example, the July 2024 CAPSDAC Monthly Data Submission window will open on August 1, 2024, for LEAs to submit and certify their data for classrooms, staff, and children that are part of an LEA's CSPP. The Certification Deadline for July 2024 data is August 15, 2024. Program Directors and Executive Directors of LEAs that do not certify their July 2024 Monthly Data Submission by this due date will receive a late notification on August 16, 2024. The Amendment Window will be from

August 16–31, 2024 for amending the CAPSDAC Monthly Data Submission to ensure accuracy. The Certification Lock Date for the July 2024 CAPSDAC Monthly Data Submission is August 31, 2024 at 11:59 p.m.; after that time, no further edits or changes to certification can be made.

**Note:** In addition, **LEA CSPP contractors must continue to use the CDMIS on an ongoing basis to maintain and update agency information**, including information on CSPP sites. Agency information in the CDMIS will be used to identify which sites appear and can be selected in the CAPSDAC.

Failure to certify CAPSDAC Monthly Data Submissions prior to the Certification Lock Date may result in CSPP apportionments being withheld pursuant to *California Code of Regulations*, Title 5, Section 17822. If the CDE has reason to believe that CAPSDAC Monthly Data Submissions are consistently certified inaccurately or with falsified data, or if a contractor fails to submit any data for three consecutive months, the CDE may consider placing a contractor's CSPP contract on conditional status until accurate submissions are received.

## Background and Authority

Assembly Bill (AB) 22 (Chapter 901, Statutes of 2022) added *EC* Section 60910, which requires the CDE, by July 1, 2024, to collect the same data for staff in a LEA-based CSPP that is collected from staff in a TK through grade twelve (TK–12) classroom setting.

AB 22 also requires, by July 1, 2024 that CDE collect child data for each child enrolled in a CSPP operated by a LEA, including all applicable data elements that are collected for children in TK pursuant to *EC* Section 48000, which, in combination with the data collected pursuant to *EC* Section 60900, will provide longitudinal data for children enrolled in CSPP programs operated by LEAs through grade 12.

## Resources

The CAPSDAC Support web page can be found on the CDE web page at <https://www.cde.ca.gov/sp/cd/ci/capsdacsupportlanding.asp>.

- This web page contains detailed user manuals and appendices for successful data submission, electronic file templates, submission schedules and important dates related to CAPSDAC submissions, frequently asked questions related to CAPSDAC, slides from CAPSDAC webinars, and a link to this MB.
- Additionally, any changes to CAPSDAC, such as system defect fixes or updates will also be posted on this support web page.

If you have any questions about the contents of this Management Bulletin or need additional information about the CAPSDAC or the CAPSDAC Monthly Data Submission, please email the CAPSDAC Support Team at [capsdac@cde.ca.gov](mailto:capsdac@cde.ca.gov).

If you have programmatic questions related to this Management Bulletin, please contact your assigned Early Education Division (EED), Program Quality Implementation (PQI) office regional consultant. The EED, PQI regional consultant directory web page can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have fiscal questions about the information in this email, please contact your assigned CDE Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst. The fiscal analyst directory can be accessed at the following link: <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

***This Management Bulletin is mandatory only to the extent that it cites a specific statutory or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.***

**Questions: Early Education Division | 916-322-6233**

Last Reviewed: Thursday, August 1, 2024



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	4. Key Words: American Indian and Alaska Native; AIAN; Curriculum; Assessment; Indigenous Knowledge; Cultural Practices; Culture and Language	

**INFORMATION MEMORANDUM**

**TO:** American Indian and Alaska Native Head Start Agencies

**SUBJECT:** Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs

**INFORMATION:**

The Administration for Children and Families (ACF), Office of Head Start (OHS) partners with Tribes and Tribal organizations to administer the Head Start program for children ages birth to 5 and their families. Through nation-to-nation relationships, OHS engages in open discussions with Tribes to understand how to support their Head Start programs. Through this nation-to-nation dialogue, including consultations, listening sessions, and ACF's Tribal Advisory Committee (TAC), Tribal leaders have emphasized the importance of Indigenous Knowledge, language, and culture in designing Head Start programs.

A central purpose of American Indian and Alaska Native (AIAN) Head Start programs is to enhance opportunities for young children and their families to engage in Native cultural activities, and to expand opportunities for exposure to Native languages. Native language and culture cannot be separated from Indigenous Knowledge.

In December 2022, the White House Office of Science and Technology Policy (OSTP) with the White House Council on Environmental Quality (CEQ) released **guidance** to federal agencies on incorporating Indigenous Knowledge into federal research, policy, and decision making. The inclusion of **Indigenous Knowledge** in Head Start programming, including curricula and developmental assessments, is vital to Tribal children, families, and communities. OHS stands in reverence for Tribes as they determine how language, culture, and traditional practices are embedded in AIAN programs. Tribes must determine the curriculum and assessments that will meet the priorities of their communities.

This Information Memorandum identifies how AIAN Head Start programs can meet the requirements of the Head Start Program Performance Standards (the Performance Standards) related to curricula and assessment in ways that center Indigenous Knowledge and Tribal sovereignty.

**Centering Native Language, Culture, and Traditions in AIAN Head Start Programs**

AIAN Head Start programs affirm that **positive identity development grounded in Native culture and language** can serve as a foundation to health and well-being in early childhood and beyond and programs play a key role in supporting Tribal communities' goals for childhood development.

Centering Native language, culture, and traditions in Tribal education programs is critically important to children's development and long-term success. Tribal leaders have emphasized that grounding children in their culture,

language, traditional practices, and land-based learning supports their sense of self and socio-emotional development. Tribal leaders, teachers, and program staff have shared with ACF that passing down cultural inheritance to young children requires time spent outside of the classroom and the support and expertise of elders, cultural teachers, and land specialists. Thus, many Tribes view their Head Start programs as a key strategy in transmitting cultural knowledge and preserving and revitalizing the Native language during the formative years of a child's life.

Tribal leaders have shared with ACF that historical actions taken by the U.S. Government, especially **Indian boarding schools**, disrupted the intergenerational transmission of language, culture, and traditions. ACF has also heard that the continued imposition of western educational models impedes Tribes' ability to immerse young children in land-based and Native language-based learning that is essential to cultural healing and continuity in Tribal communities. Indigenous practitioners emphasize that engagement in cultural practices and traditions in Tribal communities serves as protective factors and healing practices — for young children and adults alike — against the impacts of current manifestations of historical trauma caused by colonization and past harmful U.S. policies. ACF seeks to support Tribes by highlighting flexibilities around curricula and child assessments that support Native language, culture, and healing.

### **Applying Indigenous Knowledge to Meet Head Start Curricula and Child Assessment Requirements**

The Performance Standards outline requirements for using curricula and child assessments in Head Start programs and include flexibility for Native language preservation and revitalization efforts.

Under **45 CFR §1302.36**, AIAN programs may integrate efforts to preserve, revitalize, restore or maintain the Tribal language for children into program services. Such language preservation and revitalization efforts may include full immersion in the Native language for most hours of planned class operations. Per this section, exposure to English in the Head Start program is not required if the child's home language is English and if the program wishes to fully use the Native language.

Specifically, to satisfy the curricula requirements under **45 CFR §1302.32**, the Performance Standards require that center-based and family child care programs implement developmentally appropriate and research-based curricula that are based in scientifically valid research with a standardized training procedure. This guidance affirms that by applying Indigenous Knowledge to developing, adapting, and implementing curricula, AIAN Head Start recipients meet the requirement that curricula are research-based and scientifically valid.

While the regulations do not mandate a particular curriculum, the Performance Standards require that it be sufficiently content-rich to promote measurable progress toward development and learning goals outlined in the **Head Start Early Learning Outcomes Framework (ELOF): Ages Birth to Five**. Tribes have the discretion to determine that the best way to make progress toward ELOF domains is by centering culture and language. The ELOF is designed to allow Tribal early childhood programs to use their community's traditional cultural skills, values, beliefs, language, and lifeways to address the domains or state and Tribal early learning guidelines.

OHS encourages AIAN programs to explore **Making It Work** materials for guidance and inspiration. The **pilot program examples** showcase seven AIAN programs — Cherokee Nation Early Childhood Unit Head Start; Grand Traverse Band of Ottawa and Chippewa Indians Head Start; Inter-Tribal Council of Michigan, Inc., Head Start, Pokagon Band of Potawatomi; Sault Tribe of Chippewa Indians Head Start and Early Head Start; Rincon Band of Luiseño Indians Head Start; Sisseton Wahpeton Oyate of the Lake Traverse Reservation Head Start; and Walatowa Head Start, Pueblo of Jemez — who effectively:

- Implement cultural learning experiences in early childhood settings
- Connect Tribe-specific traditional cultural skills, values, beliefs, and lifeways to school readiness goals
- Create cultural lessons that engage families and communities
- Document children's progress
- Match children's interests and needs to create individualized lesson plans for each child and small groups

The Performance Standards require curricula to have an organized scope and sequence that include plans and materials for developmentally appropriate learning experiences. Programs may design their own curricula or make significant adaptations to curricula with support from an external early education curriculum or content area expert. AIAN grant recipients may use an individual or group that the Tribe has determined to hold subject matter expertise



in Indigenous Knowledge, language, or culture to satisfy the curricula adaptation requirements in 45 CFR § 1302.32(b) for an external early childhood education curriculum or content area expert. While this person or group cannot be a regular staff member of the Head Start program, they may be internal to the Tribal community and could serve as an Indigenous language expert, cultural teacher, or Tribal elder.

This guidance affirms that Tribes should determine which assessment instruments are developmentally, culturally, and linguistically appropriate for children in their communities, as well as the training and qualifications for individuals conducting assessments.

To satisfy the requirements under **45 CFR §1302.33(b)**, AIAN Head Start programs must conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress in outcomes aligned to the goals described in the ELOF. AIAN Head Start agencies may elect to conduct observation-based or direct child assessments and can determine how to operationalize progress toward the goals in the ELOF. Such assessments must result in information that the Tribe or Tribal organization determines is useful for teachers, home visitors, and parents and be conducted with sufficient frequency to allow for individualization within the program year. The Making It Work materials can help AIAN Head Start agencies determine how their assessment tool aligns with curricula that is rich in cultural and language activities.

AIAN Head Start agencies must regularly use relevant findings from the child assessments, along with informal teacher observations and additional information from family and staff, to:

- Determine a child's strengths and needs
- Inform and adjust strategies to better support individualized learning and improve teaching practices in center-based and family child care settings
- Improve home visiting strategies in home-based models

Tribes and Tribal organizations administering the Head Start program have considerable flexibility in determining how to use the information from child assessments to support teaching and learning. This includes using Indigenous knowledge to determine how best to support the child. As a result of the information gathered — if warranted and with direct guidance from a mental health or child development professional and a family's consent — a program must refer the child to the local agency responsible for implementing the Individuals with Disabilities Education Act (IDEA) for a formal evaluation to assess eligibility for services under IDEA. As described in the Performance Standards at **45 CFR §1302.45(a)(4)(i)**, mental health providers may include traditional practitioners recognized by the Tribe.

Assessments must be valid and reliable for the population and purpose for which they will be used, including by being conducted by personnel that the Tribe deems qualified and trained (45 CFR §1302.33(c)). The AIAN Head Start program must determine that the assessment is age, developmentally, culturally, and linguistically appropriate, and appropriate for children with disabilities, as needed. If a program serves a child who speaks a language other than English at home, it is required to use qualified bilingual staff, contractors, or consultants who know and understand the child's language and culture and have sufficient skill level in the home language to accurately administer the assessment and record and understand the child's responses, interactions, and communications.

### **Protecting Indigenous Knowledge in Tribal Communities**

As stated in the OSTP guidance, Indigenous Knowledge is unique to a Tribe or Native community and might be recorded or maintained in a variety of forms, some of which are not accessible to or understood by individuals outside of the Tribal community.

In keeping with this guidance, OHS acknowledges that Tribal leadership and program administrators will be solely responsible for confirming that curricula are scientifically valid based on Indigenous Knowledge, and that age, developmentally, culturally, and linguistically appropriate assessments are conducted by qualified and trained personnel. During monitoring, when determining whether an AIAN Head Start grant recipient has complied with curricula and assessment requirements, OHS will rely on statements from Tribal leaders, elders, governing boards, and Policy Councils.

Tribes have different conventions and traditions related to passing down indigenous Knowledge, culture, and language. This includes norms related to writing down language or sharing with individuals external to the community. Thus, OHS will not require Tribes to share their curriculum, assessments, or evaluations if the Tribe self-certifies that their curriculum and assessment tools are research-based and scientifically valid according to their Tribal definitions of these terms.

### **Funding to Support Indigenous Knowledge in AIAN Programs**

OHS knows that centering Native language, culture, and traditions in AIAN Head Start programs has financial implications and encourages programs to consider various funding mechanisms for support. Recipients can use their base grant funds to support their efforts in this area, such as paying wages for a third person in the classroom who is a fluent speaker or a language teacher but does not have to meet the training and educational requirements for teachers or assistant teachers.

AIAN Head Start recipients can consider the following options:

- Submit a **budget revision or Change in Scope application** to update current funding to better align with program priorities.
- Apply to use **quality improvement funds** for activities consistent with **Sec. 640(a)(5)(A)(i-iii)** of the Head Start Act. For example, AIAN programs can use these funds to:
  - Employ qualified staff to promote the language skills and literacy growth of children
  - Develop or support staff training on adapting curricula or effectively using assessment tools
  - Ensure physical environments are conducive to effective program services that center Native language, culture, and traditions
- Use **training and technical assistance (TTA) funds** in accordance with plans to address needs that are specific to their local program. Examples of TTA include:
  - Providing language teaching training
  - Improving learning environments
  - Developing curricula or using an external evaluator
  - Helping parents support their child's literacy skills at home
- Learn about the **Tribal Colleges and Universities Head Start (TCU-HS) Partnership Program**. Per **Sec. 648(g)** of the Head Start Act, it is intended to support Tribal colleges and universities to implement efforts to strengthen career pathways and degree attainment for Head Start staff, in partnership with AIAN Head Start agencies. TCU-HS funds help to address the employment needs of Tribal Head Start programs while being responsive to the cultures and languages of Native Tribes through a "growing our own" approach.
- Apply for **one-time program improvement funds** if needs cannot be supported by the agency's budget or other resources. One-time funds may be used to support non-recurring expenses such as developing, purchasing, or adapting a curriculum, or commissioning cultural artifacts or materials for lessons. These requests are prioritized and approved based on funding availability. Grant recipients should reach out to their program specialist to discuss a one-time funding request.

In addition to Head Start funds, OHS reminds AIAN programs of other federal funding opportunities to consider. For example, these three programs are facilitated by the **Administration for Native Americans**:

- **Native Language Preservation and Maintenance (P&M) Program**: Provides funding for projects to support assessments of the Native languages in an established community, as well as the planning, designing, restoration, and implementing of Native language curriculum and education projects to support a community's language preservation goals.
- **The Esther Martinez Immersion (EMI) Program**: Formerly called the **Esther Martinez Initiative**, supports the development of self-determining, healthy, culturally and linguistically vibrant, and self-sufficient Native American communities. Grant funding is awarded in accordance with the Esther Martinez Native American Languages Preservation Act of 2006. The initiative provides funding to support up to five-year projects being implemented by Native American Language Nests, Survival Schools that provide at least 500 hours of immersion instruction in a Native language.
- **Social and Economic Development Strategies (SEDS) Program** supports community-based projects that promote social and economic well-being and self-sufficiency for American Indians, Alaska Natives, Native

Hawaiians, and Native American Pacific Islanders. SEDS projects are diverse, and the funding is flexible to support early childhood development, Native arts and culture, families and parents, youth development, and more.

### **Relevant Resources**

#### **Making It Work: Implementing Cultural Learning Experiences in American Indian and Alaska Native Early Learning Settings for Children Ages Birth to 5**

These materials help AIAN programs connect Tribe-specific traditional cultural skills, values, beliefs, and lifeways to school readiness goals; create cultural lessons that engage families and communities; document children's progress using the program's ongoing child assessment process; and match children's interests and needs to create individualized lesson plans for each child and small groups. Making It Work can be used with any curriculum.

#### **Tribal Language Revitalization Report**

This report — based on visits to programs and discussions with Tribal leaders, program staff, and parents — provides information about efforts to revitalize Tribal languages in Head Start programs. It focuses on preparing and developing a revitalization strategy, implementing language learning for children and adult learners, and building community support. Program examples and teaching tips are provided, along with a list of resources.

#### **Implementing a Curriculum with Fidelity: Questions and Answers**

This resource addresses common questions about ways to implement a curriculum with fidelity while being responsive to the cultural and linguistic backgrounds of children and families.

#### **ACF-IM-HS-15-02 Native Language Preservation, Revitalization, Restoration, and Maintenance in Head Start and Early Head Start Programs**

OHS's support for teaching Tribal languages to children in AIAN Head Start programs is clarified and affirmed in this Information Memorandum.

#### **Curriculum Consumer Report**

This tool provides review summaries and ratings of comprehensive infant and toddler, preschool, and home-based curricula to help programs assess relevance to the Performance Standards. The curricula listed in the report have been pre-screened for relevance but are not endorsed by OHS.

#### **Tribal Research Center on Early Childhood Development and Systems (TRC)**

The TRC provides leadership and collaboration to promote excellence in community-based research and evaluation of ACF early childhood and family economic well-being initiatives that serve Tribal communities. Settings include Tribal home visiting programs, early care and education center-based programs, home-based and family child care providers, Head Start Preschool and Early Head Start programs, and Temporary Assistance for Needy Families programs.

#### **Indigenous Early Learning Collaborative (IELC)**

A national institute, IELC serves an intellectual home for Indigenous early learning and development communities of practice. It provides an opportunity to engage, learn, and access material and resources to inform locally designed community-based inquiry, programs, co-learning and evaluation, and strategies for sustaining high-quality early learning opportunities for Native children and families.

#### **Native American Language Resource Center (NALRC)**

NALRC is a virtual hub from the Office of Elementary and Secondary Education that provides access to a wide variety of Native language services and products. It features comprehensive guidance, resources, and best practices for early childhood providers, K–12 schools, institutions of higher education, Tribal agencies, and their authorizing agencies.

OHS looks forward to continued partnership with Tribes to promote Indigenous Knowledge, culture, and language in Head Start programs. Thank you for your work on behalf of Head Start children and families in Tribal nations and communities.

Sincerely,

**The Performance Standards have been updated. Resources may not yet reflect these changes.** </policy/article/performance-standards-information-center>

# Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

## ACF-OHS-PI-24-05

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-OHS-PI-24-05	2. Issuance Date: 08/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

### PROGRAM INSTRUCTION

**TO:** All Head Start Preschool and Early Head Start Grant Recipients

**SUBJECT:** Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

**INSTRUCTION:**

On August 21, 2024, the Administration for Children and Families (ACF) published a final rule in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming <<https://www.federalregister.gov/documents/2024/08/21/2024-18279/supporting-the-head-start-workforce-and-consistent-quality-programming>>. The rule updates the Head Start Program Performance Standards (the Performance Standards) to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families.

The Office of Head Start (OHS) first proposed these changes in a notice of proposed rulemaking (NPRM), published on November 20, 2023. During the NPRM comment period, OHS received approximately 1,300 public comments, including from Head Start programs; national, regional, and state Head Start associations, labor unions; research organizations; individual Head Start staff and families; and members of the U.S. Congress. The final rule takes into consideration and is responsive to the public comments.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wage and benefit requirements, as noted in the Effective and Compliance Dates section of the rule.

## **Workforce**

This rule supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, higher-quality services for enrolled children and families. Previously, the Performance Standards did not include any specific requirements for staff wages or benefits, which has generally led to low compensation for staff and high staff turnover rates for programs.

### **Staff Wages**

The updated Performance Standards require programs to provide competitive wages for staff by August 1, 2031. Specifically, the rule will require programs to establish or update a pay scale for all positions. It will also require programs to pay Head Start educators annual salaries that are comparable to public school preschool teachers or 90% of public kindergarten teachers, accounting for responsibilities, qualifications, experience, and work schedule. The updated Performance Standards will also require programs to pay all staff a wage sufficient to cover basic costs of living and to ensure wages are comparable across Head Start Preschool and Early Head Start programs.

The final rule includes a small agency exemption for Head Start agencies with fewer than 200 funded slots. These small agencies must develop a pay scale for all employees and make measurable improvements in wages for staff over time. However, small agencies are not required to pay wages that are comparable to public school preschool teachers (or 90% of public kindergarten teachers), nor are they required to comply with the pay floor policy described above.

The final rule includes flexibility for the Secretary of the Department of Health and Human Services to establish in 2028 a waiver process for most of the rule's wage requirements, if needed, due to low appropriations over the prior four years. The waiver would be for programs that are already meeting quality benchmarks and would otherwise have to reduce enrolled Head Start slots to implement these requirements.

### **Staff Benefits**

By August 1, 2028, the updated Performance Standards will require programs to provide or facilitate access to high-quality affordable health care coverage; offer paid leave; and offer access to short-term, free or minimal-cost behavioral health services for fulltime staff. For part-time staff, programs will be required to facilitate access to high-quality, affordable health care coverage. Programs will also be required to facilitate access to affordable child care and to the Public Service Loan Forgiveness program or other applicable student loan debt relief programs for any eligible staff members.

The final rule also includes flexibility for small agencies with 200 or fewer funded slots. As with wages, these small agencies must still make measurable improvements in benefits for Head Start staff over time.

## **Staff Wellness**

The updated Performance Standards require programs to cultivate a culture of wellness that empowers staff as professionals and supports them to effectively accomplish daily job responsibilities in a high-quality manner. As part of this larger effort to promote the wellness of Head Start staff, by August 1, 2027, programs must provide each staff member with regular breaks during their work shifts that are of adequate length based on hours worked.

## **Mental Health**

In the updated Performance Standards, mental health is integrated more intentionally and consistently across program systems to better support children, families, and staff. Programs are required to take a multidisciplinary approach to foster a program-wide culture of wellness. The Performance Standards also clarify the role and responsibilities of mental health consultants, and allow for behavioral health support specialists to be used in coordination with a mental health consultant. These changes address workforce shortages while maintaining a focus on high-quality, integrated mental health supports.

## **Other Quality Improvements**

The updated Performance Standards enhance and clarify requirements in other topic areas to promote consistent high-quality services and support child well-being. These changes include:

- More reasonable caseloads for family service workers
- Promoting child safety in Head Start programs
- Preventing and addressing lead exposure in the water and paint of Head Start facilities
- Updates to the community assessment process
- Enhanced services for expectant families
- Requirements for programs to identify barriers to program enrollment and attendance, such as lack of transportation

Finally, the changes include some clarifications to promote better transparency and clarity of understanding for recipients.

Members of the Head Start community are urged to take the time to read the final rule in its entirety, including the section-by-section discussion of public comments. OHS will continue to provide direction, guidance, and resources [</policy/article/performance-standards-information-center>](#) that support our shared mission to prepare Head Start children and families for school and beyond.


Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

**See PDF Version of Program Instruction:**

Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming   
</sites/default/files/pi/downloads/acf-ohs-pi-24-05.pdf> (41.24 KB)

*Historical Document*

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-04	2. Issuance Date: 10/21/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Facilities; Depreciation; Real Property	

**INFORMATION MEMORANDUM**

**TO:** Head Start Grant Recipients and Delegate Agencies

**SUBJECT:** Facilities Guidance

**INFORMATION:**

The Office of Head Start (OHS) is committed to the provision of services in high-quality **facilities** with safe indoor and outdoor learning environments. This Information Memorandum (IM) is intended to support recipients in understanding the Head Start application and funding process for facilities activities. OHS is providing this guidance based on the recently revised **Head Start Program Performance Standards** (the Performance Standards) published on August 21, 2024.

This IM supersedes ACF-IM-HS-17-01.

Thank you for your work on behalf of Head Start children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin  
Director  
Office of Head Start

**ATTACHMENT**

Head Start grant funds in approved budgets may be used for the payment of rent under operating leases and for repairs and minor renovations to facilities. The use of grant funds to make payments under a capital lease, as noted in **45 CFR §75.465(c)(5)** and defined by Generally Accepted Accounting Principles (GAAP), must either be limited to the amount that would be allowed if the nonfederal entity purchased the property on the date the lease agreement was executed or, if the recipient will acquire title under capital lease, approved in accordance with 45 CFR §§**1303.44** and **1303.45**.

Other facilities activities using Head Start grant funds, including purchase, construction, and major renovations, require a separate application for funding (45 CFR §§1303.44–45).

The term "Head Start" is used inclusively for Head Start Preschool, Early Head Start, Early Head Start-Child Care Partnerships, Migrant and Seasonal Head Start, and American Indian and Alaska Native programs. Find definitions of other important terms and phrases used throughout this IM and the Performance Standards at **Terms, 45 CFR §1305.2**.

Regulations applicable to **facilities** activities funded by OHS are found primarily at:



- **Facilities, 45 CFR §1303 Subpart E** of the Performance Standards
- **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Health and Human Services (HHS) Awards** (the Uniform Guidance)
- **HHS Grants Policy Statement (GPS)**, including subsequent **revisions or amendments**

Additional guidance is available below and on the [Head Start website](#).

### Availability of Funds

Recipients are required to submit one-time funding applications for facilities activities beyond the scope of those that are part of a program's approved budget. This ensures OHS can fully understand real property needs. However, the availability of these funds is often limited and OHS typically cannot fund all requests for facilities activities.

Requests for facilities funding are subject to funding availability and priorities established by OHS and reflected in notices of funding opportunity.

### Planning

Recipients are encouraged to engage in careful planning to ensure proposed facility activities address identified health and safety issues, reflect the results of a community assessment, and are eligible for funding under **45 CFR §1303.42**. Guidance and other materials to support planning for real property activities are available on the [Head Start website](#).

Recipients may submit a written request for funding under **45 CFR §1303.43** for reasonable fees and costs necessary to submit an application under 45 CFR §§1303.42 and **1303.44**. Once HHS approval is granted to use federal funds for the following and related preliminary activities, the funds are allowable regardless of the outcome of the preliminary eligibility:

- Feasibility studies
- Title commitment or title search
- Cost estimates
- Initial indoor and outdoor environmental testing to ensure suitability of the facility project being considered

It is strongly recommended that recipients discuss facilities projects with their regional program specialist and grants management specialist well before submitting a full application under 45 CFR §§1303.44 and **1303.45**.

### Applications

Recipients may submit an application to the Head Start Enterprise System (HSES) to use Head Start funds to **purchase** or **construct** facilities, and for **major renovation** of facilities owned by the recipient or leased from a third party.

Applications for facilities funding require the use of the **SF-429 Real Property Status Report** with attachment SF-429-B Request to Acquire, Improve, or Furnish. Additional information needed to meet the requirements of 45 CFR §§1303.44 and 1303.45 must accompany the SF-429 and SF-429-B forms.

Note that while a separate supplemental application is needed when requesting additional federal funds, an additional 1303 application is not required for **repairs** or **minor renovations**. However, such activities may require prior written ACF approval if they meet the conditions of 45 CFR §75.308. An example is a kitchen repair that includes the purchase of equipment for which prior written approval is required by 45 CFR §75.308(c)(1)(xi).

### Federal Interests

A **federal interest** in real property is created when a recipient uses Head Start or other federal funds to purchase or construct **real property** or conduct major renovations on leased or owned property. Protection of the federal interest is required by the Performance Standards, **45 CFR §75.323** of the Uniform Guidance, and GPS. The federal interest includes:

- Total project costs paid with federal funds
- Those amounts awarded directly from OHS

- Amounts claimed by the recipient as cost sharing or matching for the project

Following a grant competition, recipients need to be prepared to assume responsibility for facilities with federal interest.

Recipients are required to file a notice of federal interest in the official real property records for the jurisdiction where the real property is or will be located, except modular units ([45 CFR §1303.46\(b\)\(1–3\)](#)). Notices of federal interest for modular units must be posted on the units (45 CFR §1303.46(b)(4); 45 CFR §75.323). The Performance Standards at 45 CFR §§1303.46–49 detail requirements for timing, content, where to file or post notices of federal interest, and instructions for submitting copies of filed or posted notices. A federal interest cannot be defeated by a recipient's failure to file a required notice of federal interest (45 CFR §1303.46(a)).

If a grant recipient receives federal funds to purchase, construct, or renovate a facility on leased property or land, the lease or other occupancy agreement must be ([45 CFR §1303.50](#)):

- At least 30 years for purchase or construction of a facility
- At least 15 years for a major renovation or placement of a modular unit

Lease or occupancy agreements that include the language under 45 CFR §§1303.50 and [1303.47](#) may be recorded in the official real property records for the jurisdiction where the facility is located to serve as a notice of federal interest. Recipients are encouraged to consult their regional grants management specialist and program specialist to assure the lease contains the required terms and conditions.

### Repairs, Minor Renovations, and Major Renovations

Recipients should familiarize themselves with the definitions of these terms in [45 CFR §1305.2](#).

Repairs and minor renovations, as defined, do not result in a federal interest or require the filing of a notice of federal interest. Major renovations require full compliance with [45 CFR §1303 Subpart E](#). While not common, a recipient may engage in a collective group of renovation activities in a single facility — the aggregate value of which exceeds \$350,000, or higher to match any additional increases made to the simplified acquisition threshold — to address a specific part or feature of a facility.

If a recipient intends to spend more than \$350,000 (or higher to match any additional increases made to the simplified acquisition threshold) for a major renovation or a collective group of renovation activities, the recipient must submit to ACF — before starting the proposed repairs — a certification from a licensed, independent architect or engineer. The certification must indicate that the expenditures identified as repairs do not add significant value to the real property to be repaired or extend its useful life. If it is not provided, the activity will be classified as a major renovation and compliance with 45 CFR §1303 Subpart E is required.

Head Start Act [Sec. 644\(g\)\(3\)](#) applies the [Davis-Bacon and Related Acts](#) to contractors and subcontractors engaged in covered Head Start facility construction and renovation activities in excess of \$2,000. Covered Davis-Bacon Act activities are construction, alteration, or repairs including painting or decorating. If more than \$2,000 of Head Start funds are used toward the cost of covered activities, the Davis-Bacon Act applies. Recipients engaging in facilities activities of any type should familiarize themselves with the [requirements](#) of the Davis-Bacon Act to assure compliance.

### Financing, Refinancing, and Pledges of Collateral

Prior ACF approval is required in all circumstances where real property subject to a federal interest is pledged as collateral ([45 CFR §1303.48\(a\)](#)). Such circumstances include mortgages, refinancing of existing facilities debt, and general or “blanket” pledges of collateral. Recipients requesting prior approval to use property subject to a federal interest as collateral must submit [SF-429 Real Property Status Report](#) and attachment SF-429-C Disposition or Encumbrance Request.

The Performance Standards require that loan agreements with third-party lenders for property subject to a federal interest contain language providing ACF with certain rights, as described in [45 CFR §1303.49\(a\)\(1–7\)](#). These include:

- Notice of any borrower default in payment or performance

- An opportunity to cure the default
- The right to direct assignment of the loan to another recipient

Recipients are also required to immediately notify ACF of any default in a loan agreement secured by property subject to a federal interest (45 CFR §1303.49(b)). Recipients who successfully compete for a new service area may be required by OHS to accept facilities or assignment of loans associated with facilities continuing in Head Start use.

Recipients should be aware that loans with short-term maturity dates of less than 15 years (interest-only) will not generally be approved by ACF. A capital lease resulting in acquisition of title to real property requires prior ACF approval. It will only be considered in those rare instances where the recipient acquires title to the property but the cost of title acquisition under the capital lease does not exceed the value of the property at the time the capital lease is or was entered into.

As noted below, absent prior ACF approval of a capital lease, rental costs under leases that are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the nonfederal entity purchased the property on the date the lease agreement was executed. **45 CFR §75.465(c)(5)**.

### Subordination Agreements

A subordination agreement is a legal contract between ACF and a lender that allows the lender to establish first lien status on property already subject to a federal interest. Only ACF can agree to a subordination of the federal interest to the rights of a lender. Common situations where subordination agreements are requested include:

- Use of Head Start funds as a down payment with an accompanying mortgage for the balance of the purchase price
- When property subject to an existing mortgage is refinanced after acquisition

Recipients requesting a subordination agreement from ACF must submit SF-429 Real Property Status Report and attachment SF-429-C.

When the amount of federal funds already contributed to the facility prior to the subordination exceeds the amount to be provided by the lender seeking subordination, **45 CFR §1303.51** requires the recipient to show that funding is not available without subordination of the federal interest. This could be shown, for example, by a letter from the proposed lender stating that it will not fund the proposed loan without subordination of the federal interest.

Recipients are encouraged to consult their regional grants management specialist prior to submitting a subordination request. This will ensure that the proposed subordination agreement includes all required terms and conditions, and that all supporting materials (e.g., an independent appraisal of the current value of property at issue and proposed loan documents) are completed and available to accompany the subordination request.

### Leases

Facility leases are classified for accounting purposes as either operating or capital leases. To determine allowable costs, property subject to a capital lease is treated as though it were owned by the recipient (**45 CFR §75.465(c)(5)**), while the reasonable costs of operating leases are ongoing operating expenses. Capital leases resulting in the acquisition of title by the lessee (recipient) are sometimes referred to as lease-purchase agreements.

Sale and leaseback agreements are treated similarly to capital leases (45 CFR §75.465(c)). If a recipient is party to a less-than-arms-length lease as described in 45 CFR §75.465(c)(1–4), charges against the Head Start award are also limited in accordance with 45 CFR §75.436.

Rental costs under capital leases (except where previously approved in writing by ACF as a purchase), sale and leaseback agreements, and less-than-arms-length lease arrangements are allowable only up to the amount that would be allowed had the recipient owned the leased property. This amount includes expenses such as depreciation, maintenance, taxes (if the recipient is not exempt), and insurance (45 CFR §75.436).

### Depreciation

Recipients may charge their Head Start award for allocable and allowable depreciation of recipient-owned facilities used for Head Start program purposes (**45 CFR §75.436**). Allowable annual depreciation is generally the

acquisition cost of a facility (excluding land) divided by the useful life of the facility as established in the recipient's financial statements.

Depreciation must be adjusted (allocated) to reflect the extent of Head Start usage of the facility. It cannot include any portion of the cost of the facility (acquisition or major renovation) acquired through the use of or claimed as nonfederal match for Head Start funds (45 CFR §75.436(b–d)). For example, if the acquisition cost of a recipient-owned facility, excluding land, is \$800,000 and its useful life is 40 years, allowable annual depreciation is \$20,000 per year if the facility is used 100% for Head Start purposes and no federal funds or nonfederal match have contributed to the acquisition cost of the facility.

*Scenario 1:* If only 60% of the facility is used for Head Start services, the amount of annual allowable depreciation noted above must be reduced to 60% of the otherwise allowable amount, resulting in depreciation of \$12,000.

*Scenario 2:* If 30% of the cost of the facility was paid with Head Start funds, 30% of the amount of annual allowable depreciation noted above must be deducted, leaving 70% of the otherwise allowable amount or \$14,000.

*Scenarios 1 and 2 combined:* If only 60% of the facility is used for Head Start purposes and 30% the cost of the facility was paid with Head Start funds, the amount of annual allowable depreciation noted above must be adjusted for both extent of Head Start use and federal share.

- Step 1: Adjustment for Head Start usage at 60% = \$12,000.
- Step 2: A further 30% reduction of the amount arrived at in Step 1 (70% x \$12,000) produces final allowable depreciation in the amount of \$8,400.

Charges for depreciation must be supported by adequate depreciation and property records, and physical inventories must be taken at least once every two years (45 CFR § 75.436(e)). Allowable amounts of annual depreciation may be charged against the recipient's Head Start award or claimed as nonfederal match if the recipient foregoes the charging of otherwise allowable depreciation.

### Reporting and Recordkeeping

All recipients are required to complete and submit real property status information annually using the **SF-429 Real Property Status Report**, including attachment SF-429-A General Reporting. Additional information must be reported for each piece of property in which a **federal interest** exists, even if the recipient has not filed or posted the required notice of federal interest (**45 CFR §1303.46(a)**).

Recipients must retain records pertinent to the lease, purchase, construction, or renovation of a facility funded in whole or in part with Head Start funds for as long as the recipient owns or occupies the facility, plus three years (**45 CFR §1303.54**). In the circumstances identified in **45 CFR §75.361(a–f)**, record retention may be required for periods in excess of three years.

If a recipient is charging depreciation to its Head Start award, those charges must be supported by adequate property records supporting acquisition cost and useful life, and physical inventories must be taken at least once every two years (45 CFR §75.436(e)).

### Valuation and Matching

The determination of value must be made by an independent real property appraiser certified or licensed in the state where the property is located (**45 CFR §75.306(i)(1)**). The appraiser must be licensed for the type of property appraised, generally commercial real estate. An appraisal more than three years old cannot be used to establish the current value of real property. The appraisal can be conducted on-site or virtually (**45 CFR §1303.44(a)(7)**).

Fair market rental value is the amount that a recipient would have to pay to rent comparable space in the community. The claimed value of donated space must not exceed the fair market rental value of comparable

space, as established by an independent appraisal of comparable space in a privately-owned building in the same locality (45 CFR §75.306(i)(3)).

To establish fair market rental value of donated space from an unrelated party, the required fair market rental value may be established by an appraiser as described above, or by a licensed and independent real estate broker or agent familiar with the rental market in the local community. An appraisal more than three years old cannot be used to establish current fair market rental value of donated space.

If space is donated by a related party, the amount of matching the recipient may claim is limited to the amount that could have been claimed had the recipient been the titleholder of the property. The matching is generally those amounts described in 45 CFR §75.436.

### Disposition

When real property subject to a federal interest is no longer needed for program purposes (**45 CFR §75.318(b)**), recipients must request that ACF provide disposition instructions for the property (45 CFR §75.318(b-c)). Disposition requests are made using **SF-429 Real Property Status Report** and attachment SF-429-C Disposition or Encumbrance Request.

ACF may also instruct a recipient to dispose of real property if the recipient is no longer funded to provide services in the area in which the real property is located. This may occur when a recipient relinquishes its Head Start award, is de-funded by OHS, or does not retain the service area as a result of designation renewal competition.

A recipient may request that real property subject to a federal interest be used in another federally sponsored program offered by the recipient with a purpose similar to Head Start programs (45 CFR §75.318(b)(2)). If use in another program is not possible or not approved, ACF may direct the recipient to undertake one of three disposition options.

1. The recipient may be instructed to retain the property title subject to a federal interest and compensate ACF for the value of the federal interest in the property (45 CFR §75.318(c)(1)).
2. ACF may direct the recipient to sell the property, allocating the proceeds between ACF and the recipient based on their relative interests in the property (45 CFR §75.318(c)(2)).
3. The recipient may be directed to transfer the property title to a third party with compensation for the value of the recipient's share of the property (45 CFR §75.318(c)(3)).

With prior ACF approval, 45 CFR §75.318(c)(1) allows the recipient to use the net proceeds of the sale of property subject to a federal interest to offset the cost of replacement property acquired under the same federal award. Since the option of using sale proceeds to offset the cost of replacement property did not uniformly exist under regulations applicable prior to December 26, 2014, recipients proposing to use sale proceeds to acquire replacement property must formally adopt the Uniform Guidance for all of their existing facilities awards. This requirement is reflected in the recipient's fiscal policies and procedures and approved by their governing body and Policy Council.

Recipients may indicate their use or disposition preference on the disposition request. However, ACF has the discretion to instruct a recipient to engage in another method of disposition which may better suit program needs. If a disposition instruction requires compensation by ACF of a recipient's share in real property, the recipient must provide documentation of the source, amount and any restrictions or condition associated with funding for any claimed recipient share. Costs of purchase, construction, or major renovations to the property previously claimed by the recipient as cost sharing or match to the Head Start award are part of the **federal interest**. Failure to comply with disposition instructions issued by ACF may result in denial of close-out funding or adverse action against the recipient.

To determine the current value of the federal interest and recipient share in connection with disposition of real property, current fair market value must be established by an independent real property appraiser certified or licensed in the state where the property is located (GPS). Once current fair market value is established, the value of the federal interest and recipient equity, and other third-party interest or equity if applicable, are determined by calculating the respective federal, recipient, and any third-party contributions to the property. The resulting percentages are applied to the current fair market value.

All claim amounts included in the calculation of recipient contribution must be adequately documented. They cannot include funds or property subject to a third-party use restriction, reversionary interest, encumbrance, or similar condition. In the event of disposition requiring ACF compensation of recipient share, it is the responsibility of the recipient to produce adequate documentation to establish recipient equity upon receipt of disposition instructions.

If it is necessary to establish federal interest and recipient equity in connection with a disposition, recipients are encouraged to work closely with their regional program specialist and grants management specialist throughout the disposition process.

### Conclusion

Using Head Start funds to purchase, construct, and majorly renovate real property provides an important opportunity for recipients. It's a way to ensure that services to children and families are provided in high-quality facilities that support school readiness and enhance the delivery of those comprehensive services. Real property activities funded by OHS represent significant investments intended to benefit children and families in the local community over extended periods of time.

Although recipients are permitted to hold title to real property acquired or improved with OHS funds, the property is held in trust by the recipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved (**45 CFR §75.323**). Compliance with the requirements of **45 CFR Part 1303 Subpart E** and **45 CFR Part 75** is mandatory to ensure ongoing availability of real property for program use. The requirements also protect the recipient from future risk of audit issues, monitoring findings, and potential disallowance of previously awarded funds.

Recipients considering real property activities covered by the Performance Standards, Uniform Guidance, and Grants Policy Statement are encouraged to consult their program specialist and grants management specialist early in the project development process to ensure compliance with all requirements that apply to real property activities funded by OHS.

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# PROGRAM PRESENTATIONS

For the  
Amador Tuolumne Community  
Action Agency  
Board of Directors  
2024



**Administration**

- Fiscal Management
- Human Resource Management
- Program Support

**Amador Lifeline Program**

- Personal Emergency Response Service assisting the elderly and the disabled to live independently

**ATCAA Information Technology (IT)**

- IT Planning & Development
- Employee Computer training

**VITA**

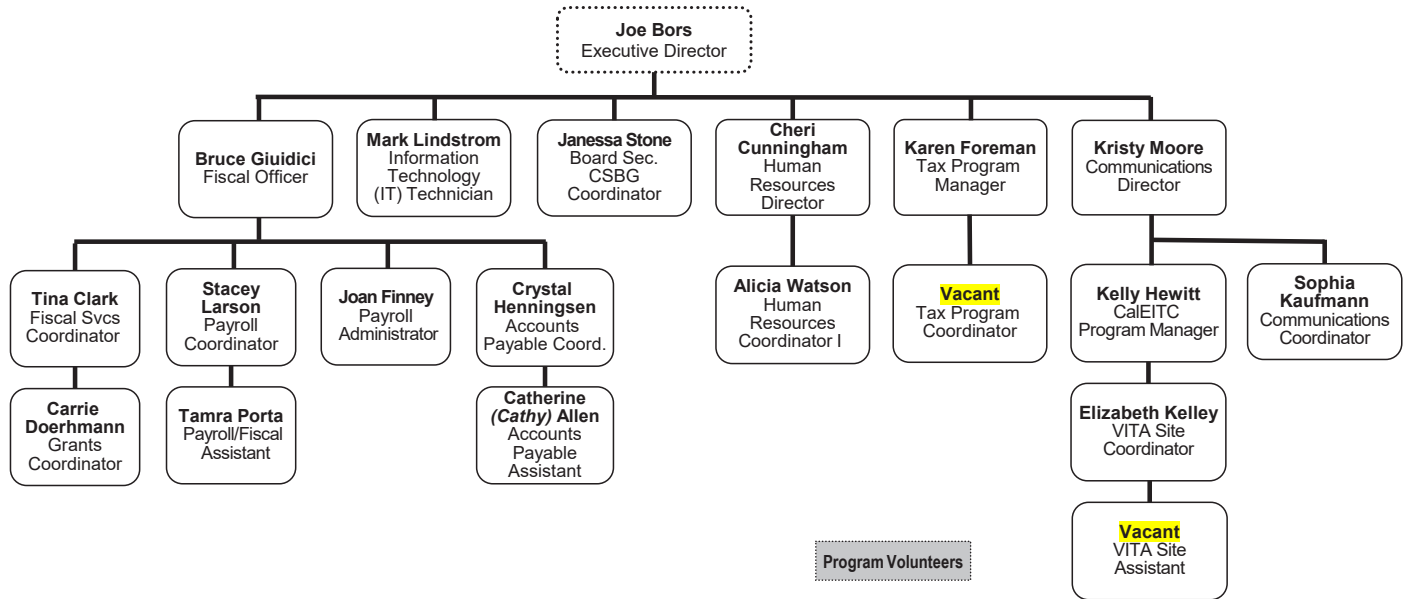
- Volunteer Income Tax Preparation Program for income eligible residents

**CAL EITC**

- Education and Outreach for the California Earned Income Tax Credit proven to be one of the most effective poverty fighting measures in California

**Communications & Outreach**

- Promotes, supports and advances the mission, vision and sustainability of ATCAA by creating and delivering professional, accurate and timely messaging, branding and advocacy





## 11-2024

### Contracts/Amendments:

- Drug Free Communities (DFC) for SSAY Coalition, year 2  
Grant Period: 10-1-2023 to 9-30-2028  
\$125,000 per year
- ECS: Parent's Place, ongoing
- Housing Dept: parenting support for our Homeless Shelters, ongoing

### In Progress:

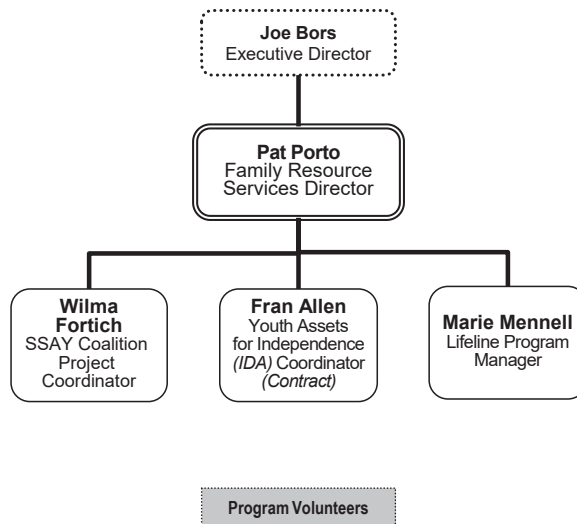
- DFC: Wilma Fortich, SSAY Project Coordinator, continues meeting with school leadership and staff, promoting the Coalition, as well as recruiting students for a youth coalition. Data collection via student surveys regarding marijuana, is ongoing. Monthly meeting attendance remains steady with 8-14 community members monthly, both in-person and Zoom. We continue to receive support from CADCA, the training division of the DFC grant.
- Parent's Place: Due to my medical leave, I did not hold any Parent's Place groups in November. One class is offered monthly for each location, in Ione and Jackson.
- Homeless Shelters: Monthly classes are offered at the Sonora shelters, and both Jackson shelters.
- Outreach work continues. I attend approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information about ATCAA's services, and the SSAY Coalition.

### Accomplishments:

- The SSAY Project Coordinator partnered with AC Public Health, to participate in 3 school campus events, promoting our Coalition. The SSAY Coordinator continues scheduling class presentations at all 3 high schools. ATCAA's Communications Dept. has worked to develop the SSAY Coalition website, Facebook page, and Instagram account. Member committees are being formed to focus on specific goals in our Strategic & Action Plan.
- EHS – HS; due to my medical leave I did not hold any Parent's Place groups in November. They are scheduled to resume in December.
- In November, I met with 7 residents at the Sonora shelter.
- Outreach efforts continue to connect ATCAA with a variety of collaborations and opportunities. The SSAY Project Coordinator has been attending select meetings to network, offer updates and promote the SSAY Coalition.

**Family Resource Services**

- Child Abuse Prevention & Education
- SSAY Coalition
- Youth Assets for Independence (IDA)
- Literacy Support



NOVEMBER 2024

Contracts/Amendments:

- Lifeline ongoing service contract; Sutter Health Investment Grant, 1/3/2022 to 12/31/2024. No changes.

In Progress:

- Sent out Volunteer forms to 1 potential Checker.
- Submitted application for donation from Upcountry Lions. Volunteered to help Upcountry Lions organize a bowl-a-thon to raise funds for Lifeline.

Accomplishments:

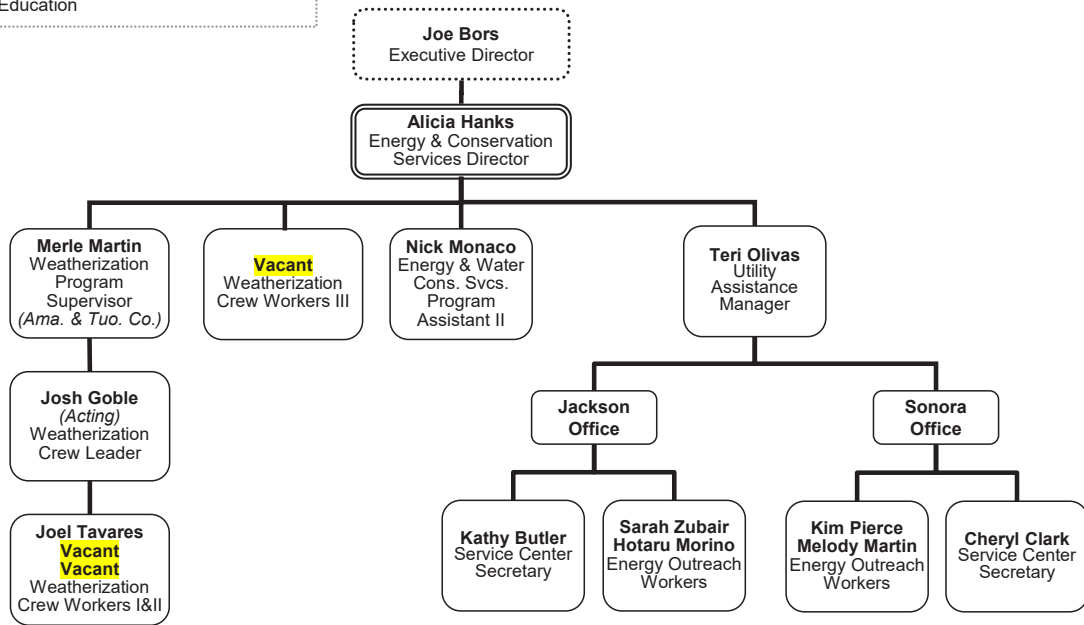
- 23 clients are taking advantage of the prepay for 11 months and get the 12<sup>th</sup> month free option.
- 39 clients are taking advantage of our monthly credit card payments.
- We ran out of Lifeline's Micron units. Ordered 4 more units. These were sold out in 2 weeks; sold 2 in 1 day!
- Attended the Commission on Aging meeting. Presented a brief description of Amador Lifeline. Will be attending future meetings of the Commission on Aging.
- Helped Soroptimists and Jackson Lions judge 6YO entrants in Jackson's Halloween Parade.

Upcoming Events:

- I contacted Sierra Belles to start organizing the Christmas basket project. 36 baskets are coming in December.
- I was contacted by Sutter Creek Women's Group. 25 baskets are coming in December.
- We have MANY happy volunteers to help distribute the baskets—it's a highlight of their year!

**Energy & Conservation Services**  
**Amador, Calaveras & Tuolumne Counties**

- Home Weatherization
- Home Energy Assistance Program
- Water Conservation
- Energy & Conservation Education



Program Volunteers  
AmeriCorps Members

Contracts/Amendments

- 3126.2 2023 ESLIHEAP for \$926,741 100% Complete
- 3127.1 2024 LIHEAP for \$1,301,536 **61% Complete**
- 3127.2 2024 SLIHEAP for \$49,922 75% Complete
- 3350.1 Prop-1 Water Conservation \$292,000 **16 homes completed to date**
- 3450.1 2023 TSIRWMA Well Testing for \$38,400 **13% Complete**

Accomplishments

- Applied for DOE WAP Grant of \$40,000 – waiting for award
- Hired new Energy Director, Alicia Hanks
- **MOU with CVOC to complete DOE contract services**
- **LIHEAP 2025 contract for \$1,605,913 signed**
- **First assessments in support of IMACA WX program complete**

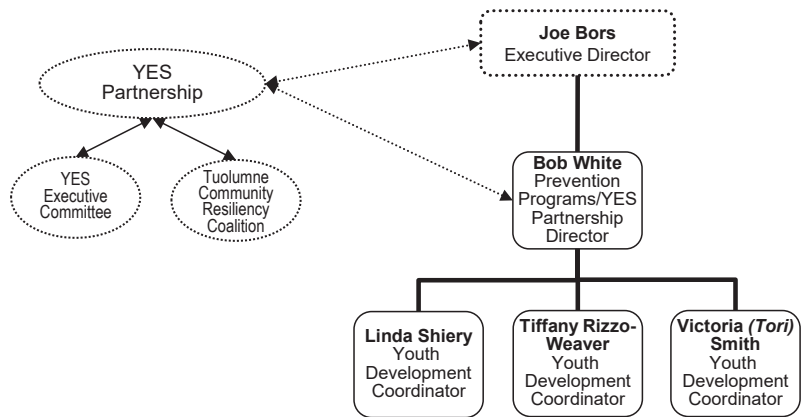
In Progress

- **2025 LIHEAP Contract for \$1,605,931 is in final stages**
- **New WX crew worker in background process-staffing will be complete**
- Looking to procure two new energy vehicles
- Working on logistics of hiring Calaveras part-time Energy Outreach Worker

**WX production at full capacity, All energy programs on plan**

**Tuolumne Prevention Programs**

- Youth Mentoring
- Friday Night Programs
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency



Program Volunteers  
Service Providers

## Contracts/Amendments

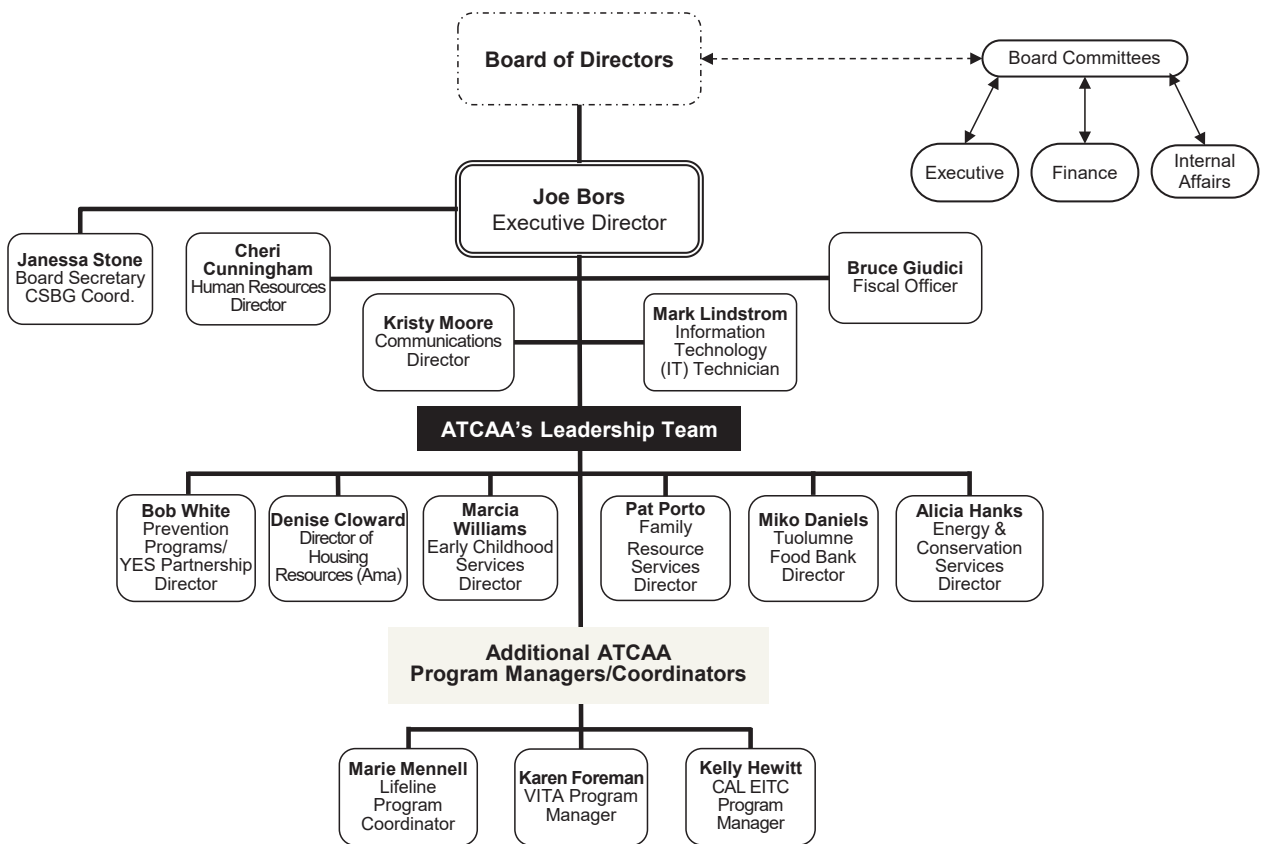
- FY 24/25 \$104,225-Suicide Prevention Program Services
- FY 24/25 \$25,000-Alcohol and Drug Primary Prevention Services
- FY 24/25 \$75,000-Substance Abuse Primary Prevention & Mentoring Services
- FY 24/25 \$26,088-ARPA-Friday Night Live
- FY 24/25 \$26,784-ARPA-Mentoring

## Accomplishments

- Active Friday Night Live chapters at Cassina High School, Gold Rush Charter High School, and Summerville High School.
- Active Friday Night Live Club Live chapters at Gold Rush Charter School, Jamestown Elementary School, and the Tuolumne Band of Me-Wuk Indians Education Department.
- Active Friday Night Live Kids chapters at Gold Rush Charter School and the Tuolumne Band of Me-Wuk Indians Education Department.
- Active Friday Night Live programming at the Groveland, Jamestown, and Tuolumne Youth Centers and the Sonora Library.
- Mental Health First Aid training on November 15. Thirteen ATCAA staff successfully completed the training.
- Red Ribbon Week Poster Contest at local schools ran through November 30.

## In Progress

- ASIST training on January 9-10.
- Mental Health First Aid training on January 24.





## Contracts/Amendments:

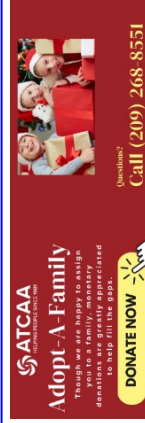
California Earned Income Tax Credit (CalEITC+) Education & Outreach Grant 07/1/2024 - 6/30/2025. \$220,000 Marketing, education, outreach and tax preparation support to rural county low-income residents earning less than \$31,950k annually.

## In Progress:

- Holidays in full swing
- California Earned Income Tax Credit targeting messaging and marketing Campaign development
- Central Sierra Continuum of Care website refresh
- Overall ATCAA program and project support.

**Adopt-A-Family is in full swing. Over 150 signed up to be adopted and we only have a few families left to be matched thanks to local media coverage.**

<https://www.mymotherlode.com/news/local/3456769/atcaa-seeks-adopt-a-family-donors-for-holiday-season.html> and <https://www.uniondemocrat.com/news/article/2e4b0a04-a154-11ef-a207-abae127f4c9d.html>



**Homeless Awareness Month: A Day With The HOST Team**  
Read the full blog post at <https://www.atcaa.org/single-post/a-day-with-the-host-team>



**Module 1 – INTRODUCTION**  
Step 1 - Watch Videos Below

TAX VOLUNTEER- INTRO



**Tax Volunteer Intro Video VITA**  
Welcome to VITA! This video will explore more about your training, ATCAA and what you will be doing ...

**2022 Volunteer Standards of Conduct**  
This slide covers the Volunteer Standards of Conduct for the VITA (Volunteer Income Tax...)

**2023 Intake, Interview & Quality Review**  
This slide helps VITA volunteers prepare for the Intake/Interview and Quality Review exam. B...

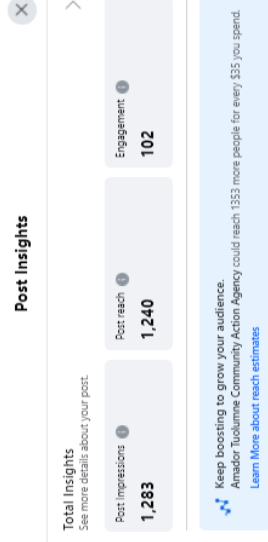
**Step 2 - Read the following IRS publications**

- <https://www.irs.gov/pub/irs-pdf/p66.pdf>
- <https://www.irs.gov/pub/irs-pdf/p5838.pdf>

**Step 3 - Study and Review**

Ask questions. Re-watch and re-read as necessary.

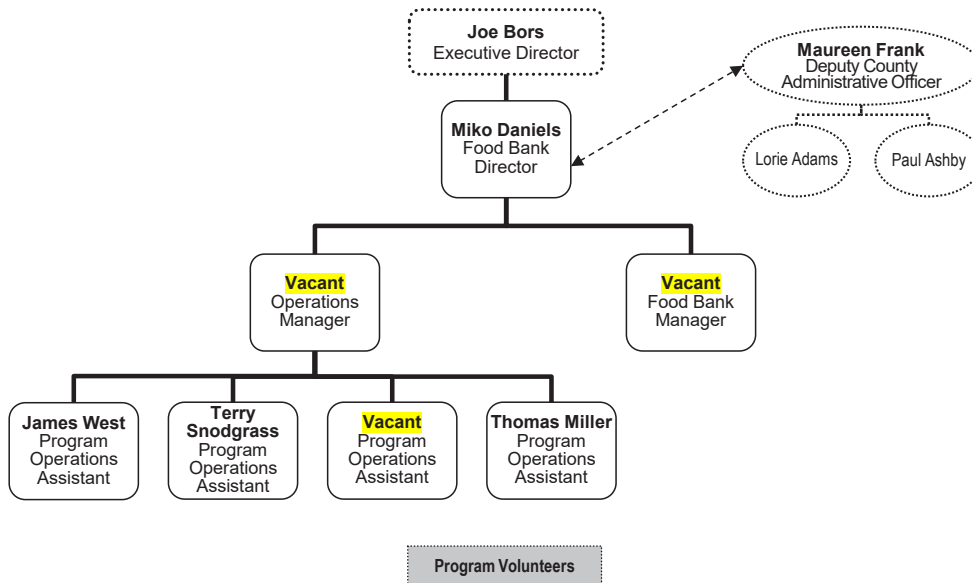
**Working closely with our tax team to develop self paced online volunteer tax preparation training through our website.**



**Continuous messaging and promoting our open positions. In addition to our own social pages, we post to over a dozen regional job boards. Our careers page on our website is always in the top 10 pages visited. This post alone reached over 1200 people.**

**Tuolumne Food Program**

- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program



**Contracts/Amendments:**

- **Capacity Grant** – We have started spending the award monies for the approved purchases – see below. We have two years to fully spend the grant but are scheduled to complete all projects by 6/30/25.

**In Progress:**

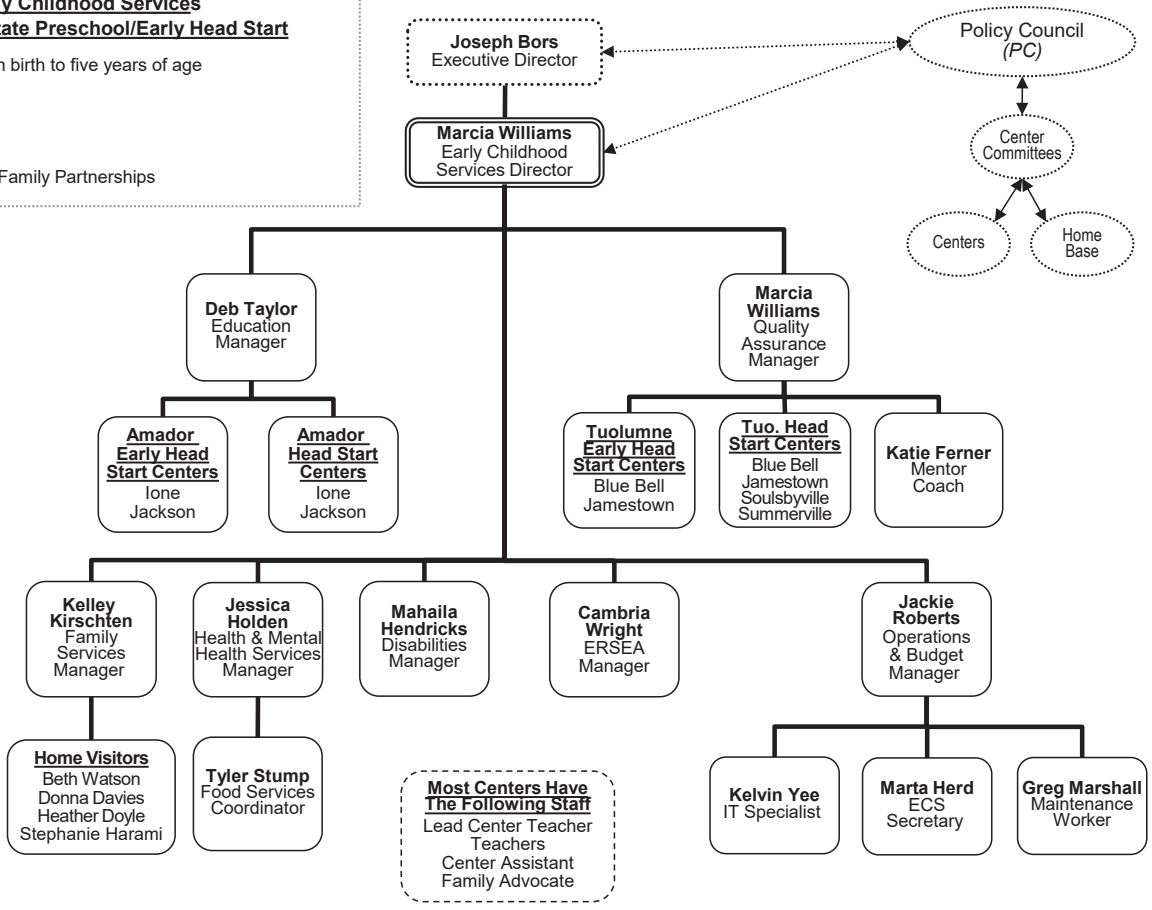
- **Program Manager** – Joi Reeves has resigned from her position as Food Bank Manager II. This position is posted for the second time and accepting applications. Interviewees from the first set of applicants proved unqualified.
- **New Staff** – We are thrilled to have two new Food Bank Team members! Eric Shaffer – Operations Coordinator and Misty Sheridan – Operations Assistant.
- **LPPA** – We recently signed an agreement with the Central California Food Bank to prioritize sourcing food from local and regional farms within 400 miles of the delivery destination, with a focus on meeting the needs of underserved communities. In addition to increasing local food consumption, the LPPA funds will help build and expand economic opportunities for historically underserved and socially disadvantaged producers. Per LPPA guidelines, 80% of the allocation must be spent on food purchases, with the remaining 20% designated for administrative fees, including last-mile costs, transportation, collaborative costs, and other administrative expenses.
- **Capacity Grant** – picking up where the previous Director left off in implementing/installing identified and approved improvements.
- **Bloomerang** – Volunteer Management Software has been purchased and we are learning how to use this for our volunteer program.
- **Link2Feed** – This software system will handle member/customer data, pounds in and out, duplicated and unduplicated serves, demographics, and Inventory Management. Director is in contact with the Link 2 Feed rep and working on getting this started. PO will be given to Joe Bors, Executive Director, to approve this month.
- **Kids Club** – This program has resumed! Only a few schools are prepared at this time so only running at half capacity. We will be distributing food to all schools after the holiday January 1st.
- **Holiday Baskets for Christmas** – The official distribution date for Christmas baskets is December 20. Food Bank staff received amazing feedback on the Thanksgiving distribution from receiving members.
- **Food Recovery** – An agreement between the Food Bank and Chicken Ranch Rancheria for food recovery was signed in October. This simply allows the Food Bank to distribute shelf stable food that would otherwise go to waste. The Rancheria has already picked up a number of items and is proving to be helpful to both.
- **Forklift certification for staff / Food Handling certification for staff** – all team members will have both certifications this year.

**Accomplishments:**

- Our warehouse is full of in-date, more nutrient dense foods. More fresh fruits and vegetables (Farm to Family) are being procured for our members. We are committed to providing nutritious, fresh, and healthy foods in a respectful and dignified environment. We were able to reduce the amount of ‘garbage produce’ that we were contracted to purchase from Second Harvest. This contract ends on 12/31/24; in the future, we will only be purchasing produce through the LPPA program, CAFB Farm to Family program and/or the Woodland Mixing Center (donated and purchased options).

**Early Childhood Services**  
**Head Start/State Preschool/Early Head Start**

- Education for children birth to five years of age
- Center/Home Base
- Health & Nutrition
- Social Services
- School Readiness
- Family Engagement/Family Partnerships



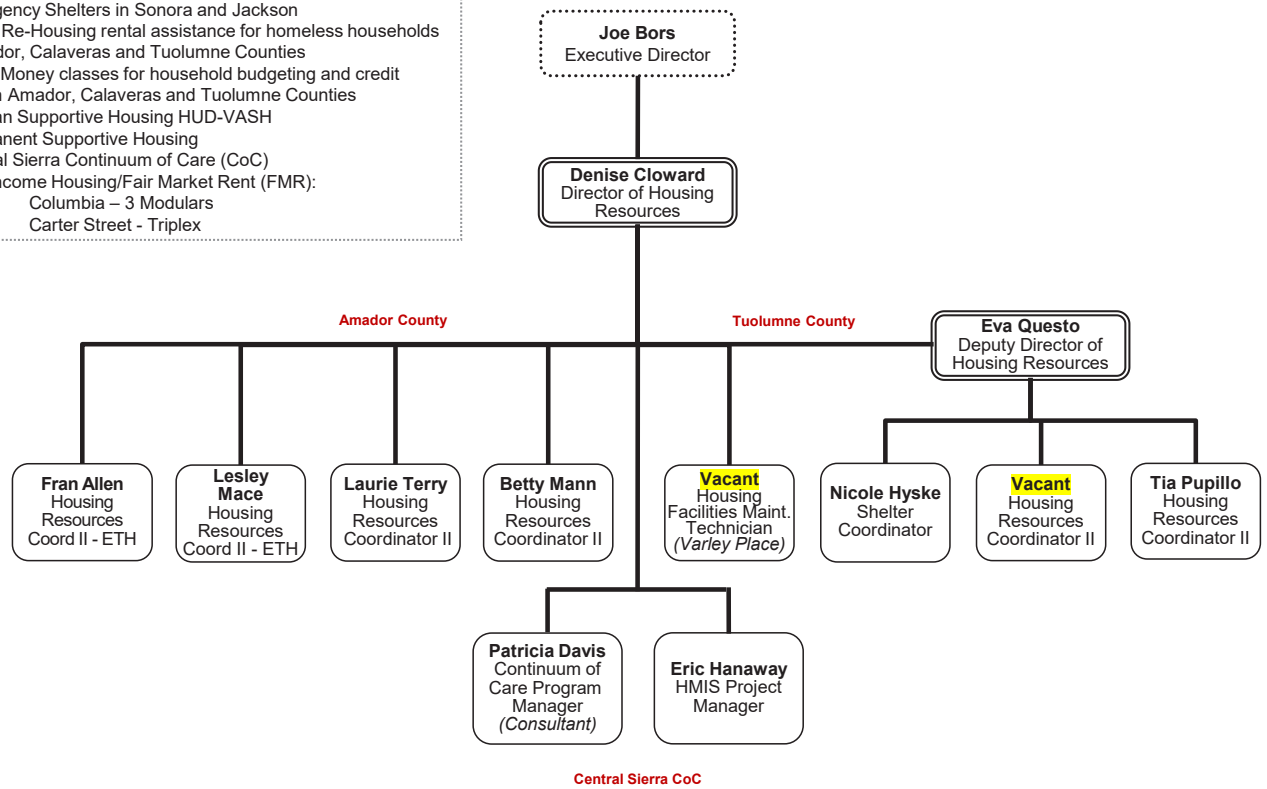
## TEK native culture presentation

TEK Native Culture group gave a presentation to the preschool and toddlers at our lone Center regarding Native American Culture, focusing on the Miwok Culture since they are native to our area. They brought items that the toddlers & preschoolers could interact with. They sang a song & played instruments. They also showed baskets & other various items that were handmade and how they are utilized within the tribe. We want to thank the Shingle Springs Band of Miwok Indians for taking the time to come out and present to our children!



**Housing Resources**

- Emergency Shelters in Sonora and Jackson
- Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
- \$mart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
- Veteran Supportive Housing HUD-VASH
- Permanent Supportive Housing
- Central Sierra Continuum of Care (CoC)
- Low Income Housing/Fair Market Rent (FMR):
  - Columbia – 3 Modulars
  - Carter Street - Triplex



Contracts/Amendments

Anthem/CA Health and Wellness in process fund CoC/HMIS 2 Years  
HHAP R 5 payment 1- HCD awarded in process

Accomplishments

Health Care providers discussion- Coordinated Entry process ATCAA Reimbursement contract

Main Tech back out to open hire

HRC2 Back out to open hire

NSPIRE Training as property owners ( National Standards for the Inspection of Real Estate)

HHAP R 5 contract language updates

HHAP R 5 RFP documents completed

2024 COC regional application submitted 10-27-2024

MCP Health care meeting – Community Support Providers

Signal Service check-Annual Varley Place

Housing tag up quarterly meeting- all ATCAA Housing

HDAP Data review with CDSS

Sierra Wind data review-HDAP Contract

State Project set up call Navigation Center

City of Jackson Manager meeting

ATCAA Team Walk w St Vincent De Paul

HUD SOAR Training

HHAP R 1-4 Monthly reporting

Train w fiscal DARS-ESG-ECIVIS

In Progress:

Give to Get Donations- Street Outreach – ATCAA Energy Dept selected as Agency to receive

Main Tech back out to open hire

HRC2 Back out to open hire

HHAP R 5 contract language updates

2024 COC regional application

HHAP R 3-4 Budget amendments

ATCAA Shelters (3) in both Counties set up to have all residents receive gifts for coming Holidays.

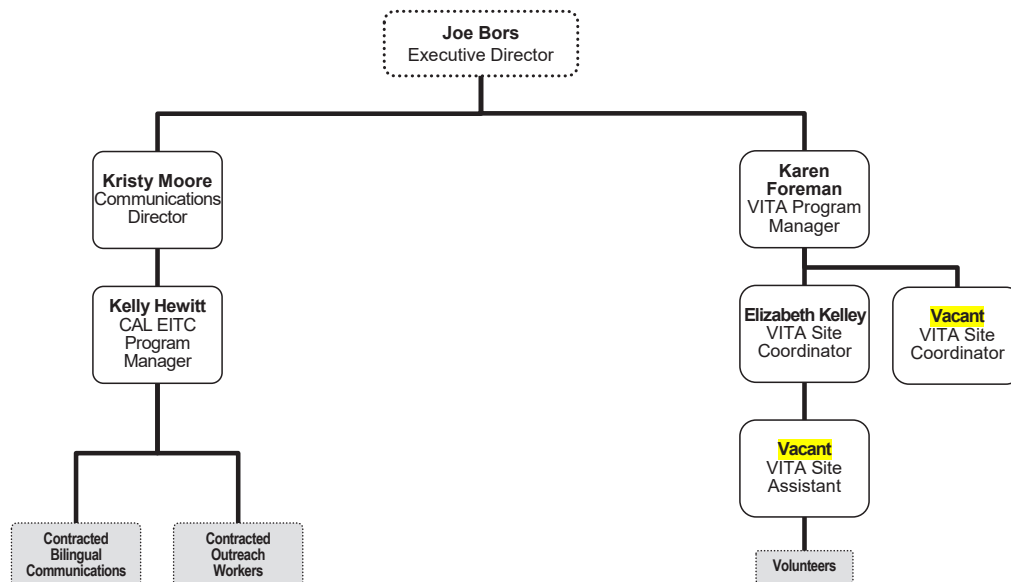


**CAL EITC**

- Education and Outreach (marketing) for the California Earned Income Tax Credit for those earning \$30k or less, proven to be one of the most effective poverty fighting measures in California.

**VITA**

- Volunteer Income Tax Preparation Program for income eligible residents.





**Contracts/Amendments:**

**VITA – Volunteer Income Tax Assistance Grant – an IRS funded grant. 10/1/2024 – 9/30/2025. \$60,000**

Free tax preparation for households earning \$60k or less and within VITA’s scope. Clients choose from virtual, drop-off and in-person tax preparation options along with free self preparation options.

**California Earned Income Tax Credit/CalEITC+ Education, Outreach and Tax Program Support Grant. Funded by the Franchise Tax Board and administered by CSD. 07/1/2024 – 6/30/2025. \$220,000**

A portion of this grant allows for expanded free tax preparation support for low-income residents within California’s rural counties. Funds from this grant have helped us significantly expand our local tax program. Visit ATCAA’s separate website at <https://www.mycaleitc.org/> to learn more.

**In Progress:**

- Continued recruitment and training new volunteers. New volunteer recruitment focus has been at Columbia College however, our volunteers are also recruiting their friends for our program and are currently training 12 tax preparation volunteers and three intake volunteers. This increase in volunteers means we can help more people within the tri county region and beyond.
- We have been asked by United Way and IRS to help prepare tax returns for other rural communities and have committed to helping Mariposa, Inyo and Mono counties before committing to other areas. We are able to do this because we have doubled our volunteers this year.
- We created and implemented hybrid training for new volunteers that includes training videos, practice tax return preparation and in-person practice labs. Training and certification for new volunteers requires a 40-hour commitment before the tax season begins.

**Accomplished:**

- Our tax program was awarded the Community Service award by United Way California Capitol Region for our innovative approach to provide tax preparation services to multiple counties and underserved communities. We currently belong to their VITA coalition and are one of fifteen organizations offering free tax preparation.



**2025 Tax Preparation Sites**

**Sonora Service Center**

*In person, tax drop off and virtual tax preparation services 3 days a week.*

**Jackson Service Center**

*Weekly tax drop-off/pick up services.*

**Jamestown Family Resource Center**

*Weekly tax drop-off/pick up services.*

**Calaveras Health & Human Services**

*Weekly tax drop-off/pick up services.*

**Mobile Ad Hoc Site**

*Pop up drop off/pick up services throughout the tri county area when needed.*





**Organizational Chart – September 2024  
Amador/Tuolumne Joint Powers Agreement**



**INFORMATION & REFERRAL OFFERED AT ALL ATCAA LOCATIONS**

**Administration**

- Fiscal Management
- Human Resource Management
- Program Support

**Amador Lifeline Program**

- Personal Emergency Response Service assisting the elderly and the disabled to live independently

**Communications & Outreach**

- Promotes, supports and advances the mission, vision and sustainability of ATCAA by creating and delivering professional, accurate and timely messaging, branding and advocacy.

**Early Childhood Services (Head Start/State Preschool/Early Head Start)**

- Education for children birth to five years of age – Center/Home Base
- Health & Nutrition
- Social Services
- School Readiness
- Family Engagement/Family Partnerships

**Energy & Conservation Services**

**Amador, Calaveras & Tuolumne Counties**

- Home Weatherization
- Home Energy Assistance Program
- Water Conservation
- Energy & Conservation Education
- Well Water Testing

**Family Resource Services**

- Child Abuse Prevention & Education
- SSAY Coalition
- Youth Assets for Independence (IDA)
- Literacy Support

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**Tuolumne Prevention Programs**

- Youth Mentoring
- Friday Night Live/Club Live
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency

**VITA/CAL EITC**

- Volunteer Income Tax Preparation Program for income eligible residents.
- Education and Outreach (marketing) for the California Earned Income Tax Credit available to those earning 30k or less, proven to be one of the most effective poverty fighting measures in California.

**0 Worker's Comp. Claims in 2023!**

**383 Applications Received in 2023**

**W/C Ex Mod History**

2023/2024	178
2022/2023	179
2021/2022	191
2020/2021	252
2019/2020	239
2018/2019	168
2017/2018	132

**HIRED - 2023**

Admin	4
ECS	10
Energy	2
Food	1
Housing	4
Youth & Family	2
Taxes	1
<b>Total</b>	<b>24</b>

**Medical Leaves 2023**

Pregnancy	4
FMLA/CFRA	10
Misc.	3
<b>Total</b>	<b>17</b>

**SEPARATIONS - 2023**

**INVOLUNTARY**

Performance issues	8
Other	3
<b>Total</b>	<b>11</b>
<b>By Program Area</b>	
Administration	2
Taxes	1
Early Childhood Education	4
Energy	1
Food	1
Housing	2
<b>Total</b>	<b>11</b>

**VOLUNTARY**

Stay at home mom	3
Facing performance issues	5
Different career path	
Medical/Nursing	3
Law Enforcement	1
Agriculture	1
Other	1
Different job	
Took a job with the County	2
Another job in ECE field	1
Retired	3
Medical issues: self or family	3
Moved out of State	1
Decided job wasn't for them	1
Unknown - Personal	1
<b>Total</b>	<b>26</b>

**By Program Area**

Administration	2
Early Childhood Education	15
Energy	2
Food	2
Housing	4
Tuolumne Youth	1
<b>Total</b>	<b>26</b>

*Working behind the scenes to support employees*