

# MINUTES

## COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, July 13, 2016

**FINAL:** These Minutes were approved at the August 10, 2016 Commission meeting.

The Community Services Commission of the City of La Habra met at La Habra City Hall at 201 E. La Habra Boulevard, La Habra on Wednesday, July 13, 2016 at 6:30 PM.

**COMMISSIONERS PRESENT:** Brown, Casanas, Faith, Felix, Hughes, Praster, and Surich.

**COMMISSIONERS ABSENT:**

**OTHER OFFICIALS PRESENT:** Director of Community Services Sal Failla, Child Development Manager Catherine Villanueva.

**PLEDGE OF ALLEGIANCE:** Commissioner Hughes

**PUBLIC COMMENTS** There were no public comments.

### CONSENT CALENDAR

MOVED by Commissioner Brown, seconded by Commissioner Hughes, and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JUNE 8, 2016.

### CONSIDERATION ITEMS

#### A. HEAD START

The Commission reviewed the Child Development Manager's Monthly Status Report, the Head Start Cost Reimbursement Report, the Monthly Program Report, and the CACFP Report.

The Commission then took the following action;

MOVED by Commissioner Felix, seconded by Commissioner Casanas, and CARRIED 7 – 0, TO APPROVE THE JULY 2016 MONTHLY REPORT.

MOVED by Commissioner Faith, seconded by Commissioner Praster, and CARRIED 7–0, TO APPROVE THE REVISED ERSEA ELIGIBILITY PRIORITY POINTS OF JUNE 15, 2016.

## B. YOUTH COMMITTEE

The Youth Committee interviews were being held and it appeared 11 returning members would be joined an additional 11 new members for the 2016-17 year. The Commission discussed moving the recruitment of committee members to earlier in 2017 to try and have the new committee members in place before the end of the school year.

## C. SPECIAL EVENTS

The Commission reviewed the 4<sup>th</sup> of July Spectacular and the Summer Concerts that been presented to date. They made the following suggestions for staff to consider for the 2017 programs;

- Consolidate the 4<sup>th</sup> of July food vendors into one area.
- The 2017 show will require changes due to not being able to use the La Habra High School stadium. Consider having an admission charge for the event wherever the program is presented.
- Investigate the use of pole banners for the Summer Concerts presented at the Marketplace.
- Add “clip lights” to the booths used for the children’s activities for better visibility.
- Consider using bands with larger followings for 2017.

## **ADMINISTRATIVE MATTERS** – Director Sal Failla

- The Commission will participate in the Corn Festival Parade.
- Invited the Commission and their families to attend the National Night Out program on August 2<sup>nd</sup>.

## **DISCUSSION ANY COMMISSIONER MAY WISH TO PRESENT**

On a motion by Commissioner Faith, seconded by Commissioner Casanas, the Commission unanimously adjourned the meeting at 7:44 P.M. to Wednesday, August 10, 2016 at 6:30 PM.

The Commission meeting will be held at La Habra City Hall, 201 E. La Habra Blvd., La Habra, California.

Respectfully submitted,

Sal Failla, Secretary

**APPROVAL:** This is to certify that these Minutes were approved by the La Habra City Council on November 7, 2016.

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Tamara D. Mason, MMC, City Clerk

**CITY OF LA HABRA  
HEAD START AND EARLY HEAD START PROGRAM  
MONTHLY REPORT  
2015-16 FISCAL SCHOOL YEAR**

*For Consideration for meeting dated July 13, 2016*

**MONTH REPORTING: JUNE 2016**

**Program Information Summary (PIS) Report:**

**Early Head Start: (Attachment 1)**

**Section A: Agency Profile**

Item	Current Month Report	Previous Month Report
<b>Funded Enrollment</b>	30	30
<b>Number Enrolled (Cumulative)</b>		
Number of Children	36	36
Number of Pregnant Moms	0	0
<b>Number in the Waiting list</b>	1	1
<b>Enrollment by Eligibility</b>		
Below 100% Poverty Line	30	30
Categorically Eligible	4	4
Over-Income	2	2

**Section B: Staff and Qualifications**

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff by Position	1	3
With a BA Degree	1	1
With an AA Degree		1
Without a Degree, enrolled with a Waiver		1

**Section C: Child and Family Services**

Item	Current Month Report	Previous Month Report
Number of Children/ Pregnant Women with Health Insurance	35	35
Medical Home	32	32
Number of children up-to-date with well-baby checks	32	32
Number of children who are up-to-date with Immunizations	16	16

Number of children with continuous accessible dental care	32	32
Number of children who are up-to-date with oral health care	16	13
Number of children with an IFSP	2	2

### Family Partnership Agreements

Item	Current Month Report	Previous Month Report
Total Number of FPA's introduced	36	36
Total Number of FPA's completed	30	30
Total Number of FPA's with an established goal	24	24

### **Head Start:** (Attachment 2)

#### Section A: Agency Profile

Item	Current Month Report	Previous Month Report
<b>Funded Enrollment</b>	214	214
<b>Number Enrolled by Age</b>		
2 years old	2	2
3 years Old	99	99
4 Years Old	138	138
<b>Number in the Waiting list</b>	1	2
<b>Enrollment by Eligibility</b>		
Below 100%	190	190
Categorically Eligible: Public Assistance	21	21
Foster Child	6	6
Homeless	2	2
Over-Income	20	20
<b>Average Daily Attendance</b>	78.08%	90.14%

#### Section B: Staff and Qualifications

Item	Supervisors	Teachers	Teacher Assistants
Total Number of Child Development Staff by Position	2	9	8
With a BA Degree	2	6	0
With an AA Degree		3	2
With a CDA Credential	n/a		6

- 2 Teacher and 1 TA vacancy

### Section C: Child and Family Services

Item	Current Month Report	Previous Month Report
Number of Children with Health Insurance	239	237
Medical Home	239	234
Number of children up-to-date with physical exam	233	233
Number of children who are up-to-date with Immunizations	236	233
Number of children with continuous accessible dental care	239	232
Number of children who are up-to-date with oral health care	227	227
Number of children with an IEP	2	26

### Family Partnership Agreements

Item	Current Month Report	Previous Month Report
Total Number of FPA's introduced	237	237
Total Number of FPA's completed	205	204
Total Number of FPA's with an established goal	204	203

#### Monitoring:

- Attached is the internal monitoring for the month of May 2016. **(Attachment 3)**

#### Financial Reports:

- Attached is the Cost Report for May 2016 and the amount requested is **\$137,274.13 (Attachment 4)**
  - Total In-kind to-date is **\$440,140.58 (of \$402,496.00)**
- Attached is the Credit Card Reports for May 2016. **(Attachment 5)**

#### CACFP Reports:

- The total reimbursement for the month of May 2016 is **\$26,362.61 (Attachment 6)**
  - Attached is the Food Revenue and Expenditures analysis thru May 2016. **(Attachment 7)**

#### Information Sharing:

#### Action Items, For Approval:

- ERSEA – Eligibility Priority Points, revised 6/15/16 **(Attachment 8)**

Delegate Agency Data Collection Worksheet										2015						2016							
LA HABRA (EHS) / Section A										JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Reports due by the 5th of each month / Received:										8/3/15	9/3/15	10/5/15	11/4/15	12/3/15	1/5/16	2/3/16	3/4/16	4/4/16	5/3/16	6/2/16			
AGENCY PROFILE										PIR													
Grant	Funded Head Start or Early Head Start Enrollment A.2																						
Grant	ACF Funded Head Start or Early Head Start Enrollment A.2.a										30	30	30	30	30	30	30	30	30	30	30	30	
Grant	Home-based option A.5										30	30	30	30	30	30	30	30	30	30	30	30	
<b>CUMULATIVE ENROLLMENT (by age)</b>										<b>PIR</b>													
9700	Under 1 year A.13.a										7	7	7	9	10	10	11	12	12	12	12	12	
9700	1 year old A.13.b										12	12	12	13	13	13	13	13	13	13	13	13	
9700	2 years old A.13.c										11	11	11	11	11	11	11	11	11	11	11	11	
9700	3 years old A.13.d																						
9700	Cumulative enrollment of pregnant women A.14																						
<b>CUMULATIVE ENROLLMENT (by eligibility)</b>										<b>PIR</b>													
9700	Income below 100% A.16.a										25	25	25	27	28	28	29	30	30	30	30	30	
9700	Public assistance such as TANF, SSI A.16.b										3	3	3	3	3	3	3	3	3	3	3	3	
9700	Status as a foster child A.16.c													1	1	1	1	1	1	1	1	1	
9700	Status as homeless A.16.d																						
9700	Over income A.16.e										2	2	2	2	2	2	2	2	2	2	2	2	
9700	Incomes between 100% and 130% A.16.f																						
9700	Enrolled 2nd Year A.18.a										14	14	14	14	14	14	14	14	14	14	14	14	
9700	Enrolled 3 or more years A.18.b										3	3	3	3	3	3	3	3	3	3	3	3	
9700	Infants and toddlers who dropped and did not re-enroll A.20														4	4	6	6	6	6	6	6	
9700	Infants and toddlers who were enrolled less than 45 days A.20.a																						
9700																							
9700	Pregnant women who dropped and did not re-enroll A.21																						
<b>MONTHLY ENROLLMENT SNAPSHOT</b>																							
2001	Waitlisted										30	4	4	1	1	3	2	1	1	1	1	1	
2001	Total Enrolled										30	30	30	32	31	30	31	30	30	30	30	30	



Delegate Agency Data Collection Worksheet												
2016												
2015												
LA HABRA (EHS) / Section C												
Reports due by the 5th of each month / Received:												
Reports	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	8/3/15	9/3/15	10/5/15	11/4/15	12/3/15	1/5/16	2/3/16	3/4/16	4/4/16	5/3/16	6/2/16	
	CHILD AND FAMILY SERVICES											
	PIR											
9700	30	30	30	30	31	31	31	34	35	35	35	35
9700												
9700	30	30	30	30	30	30	30	31	32	32	32	32
3035	13	16	16	26	28	30	30	32	32	32	32	32
3035			6	6	9	8	14	11	11	13	16	17
9700												
9700												
9700	10	13	11	14	15	15	15	15	16	16	16	16
9700	14	12	10	10	11	11	11	12	12	11	11	11
9700												
9700	30	30	30	30	30	30	30	31	32	32	32	32
9700	13	16	2	2	3	6	7	8	13	13	15	16
9700												
3501	3	5	4	3	4	4	4	3	2	2	2	2
3001	13	30										
3001	13	30	1	2	3	5	5	6	7	7	7	7
9700			13	16	17	17	18	19	19	19	19	19
9700										2	2	2
9700	28	28	28	31	32	32	33	34	34	34	34	34
9700	1	1	1	3	4	4	8	8	8	9	9	9
9700												
9700												
Agy Pref	28	28	30	33	34	34	35	36	36	36	36	36
Agy Pref			2	12	17	17	29	29	29	29	30	30
Agy Pref			2	11	16	17	23	23	24	24	24	24

2015

SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10/5/15	11/4/15	12/3/15	1/5/16	2/3/16	3/4/16	4/4/16	5/3/16	6/2/16	

Delegate Agency Data Collection Worksheet  
LA HABRA (HS) / Section A  
Reports due by the 5th of each month / Received:

Reports	AGENCY PROFILE	PIR	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Grant	Funded Head Start or Early Head Start Enrollment	A.2										
Grant	ACF Funded Head Start or Early Head Start Enrollment	A.2.a	214	214	214	214	214	214	214	214	214	214
Grant	Center-based program - 5 days per week	A.3										
Grant	Full-day enrollment (6 hours or more per day)	A.3.a										
Grant	Part-working-day enrollment (not less than 10 hrs/day)	A.3.a.1										
Grant	Of these, the number available for the full-calendar-year	A.3.a.1.a										
Grant	Part-day enrollment (less than 6 hours per day)	A.3.b	214	214	214	214	214	214	214	214	214	214
Grant	Of those children reported in 3.b, those in double sessions	A.3.b.1										
Grant	Center-based program - 4 days per week	A.4										
Grant	Full-day enrollment (6 hours or more per day)	A.4.a										
Grant	Part-day enrollment (less than 6 hours per day)	A.4.b										
Grant	Of those children reported in 4.b, those in double sessions	A.4.b.1										
Grant	Home-based option	A.5										
Grant	Total number of classes operated	A.12	11	11	11	11	11	11	11	11	11	11
Grant	Of these, the number of double session classes	A.12.a										
Reports	<b>CUMULATIVE ENROLLMENT (by age)</b>	<b>PIR</b>										
9700	2 years old	A.13.c							2	2	2	2
9700	3 years old	A.13.d	85	86	87	90	92	97	99	99	99	99
9700	4 years old	A.13.e	132	136	136	136	136	137	138	138	138	138
9700	5 years and older	A.13.f										
Reports	<b>CUMULATIVE ENROLLMENT (by eligibility criteria)</b>	<b>PIR</b>										
9700	Income below 100%	A.16.a	173	177	179	181	183	187	190	190	190	190
9700	Public assistance such as TANF, SSI	A.16.b	22	21	20	21	21	21	21	21	21	21
9700	Status as a foster child	A.16.c	4	5	5	5	5	5	6	6	6	6
9700	Status as homeless	A.16.d	1	2	2	2	2	2	2	2	2	2
9700	Over income	A.16.e	11	11	11	11	11	13	14	14	14	14
9700	Incomes between 100% and 130%	A.16.f	6	6	6	6	6	6	6	6	6	6
9700	Enrolled 2nd Year	A.18.a	62	62	62	62	62	62	62	62	62	62
9700	Enrolled 3 or more years	A.18.b	1	1	1	1	1	1	1	1	1	1
9700	Dropped and did not re-enroll	A.19	4	9	11	13	19	23	25	25	27	27
9700	In class less than 45 days	A.19.a	3	8	8	8	8	8	8	8	8	8
Reports	<b>MONTHLY ENROLLMENT SNAPSHOT</b>											
2001	Waitlisted		2	6	7	9	7	2	2	2	2	2
2001	Total Enrolled		220	218	214	215	215	216	217	214	214	20
2301	Average Daily Attendance (ADA)		92.32%	88.37%	87.74%	87.18%	82.65%	86.16%	86.13%	89.11%	90.14%	78.08%

Delegate Agency Data Collection Worksheet

LA HABRA (HS) / Section B

Reports due by the 5th of each month / Received:

CHILD DEVELOPMENT STAFF QUALIFICATIONS  
 (1)=Teachers / (2)=Asst. Teachers / (3)=Supervisors

2016

2015

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10/5/15	11/4/15	12/3/15	1/5/16	2/3/16	3/4/16	4/4/16	5/3/16	6/2/16		
(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)	(1) (2) (3)
10 9 2	10 9 2	10 9 2	10 9 2	11 9 2	10 8 2	10 8 2	9 8 2	9 8 2	8 2	8 2
<b>MASTER DEGREE</b>										
Early childhood education B.5.a.1										
Any field and coursework equivalent B.5.a.2										
<b>BACCALAUREATE DEGREE</b>										
Early childhood education B.5.b.1										
Any field and coursework equivalent B.5.b.2										
Any field and admitted into Teach for America program B.5.b.3										
<b>ASSOCIATE DEGREE</b>										
Early childhood education B.5.c.1										
Any field and coursework equivalent B.5.c.2										
Of those in B.5.c.1 and B.5.c.2										
those enrolled in a BA or MA										
<b>CDA CREDENTIAL</b>										
Child Development Associate (CDA) credential B.5.d.1										
Of those with CDA, those enrolled in a AA, BA or MA										
<b>NO QUALIFICATIONS</b>										
Who do not have qualifications as listed above B.5.e										
of those in B.5.e, those enrolled in										
a BA in ECE or any field and coursework equivalent B.5.e.1										
an AA in ECE or related field and coursework equivalent B.5.e.2										
any type of Child Development Associate (CDA) credential B.5.e.3										
<b>WITH WAIVER</b>										
Number of center-based option classes B.6										
Of those in B.5, those in which one teacher has the following B.7										

\* a MA or BA in ECE or any field and coursework equivalent  
 \*\* a BA and has been admitted into Teach for America program  
 \*\*\* an AA in ECE or related field and coursework equivalent

Reports		2016											
		2015						2016					
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
9700	With health insurance	215	221	222	225	227	232	237	237	237	237	237	239
9700	With ongoing source of care (Medical Home)	208	221	221	225	227	229	232	234	234	234	234	239
3035	Completed Physical Exams / Well Baby Checks	191	212	214	217	221	224	228	233	233	233	233	233
3035	Expired Physical Exams / Well Baby Checks	6	2	8	3	17	29	30	29	32	32	32	41
9700	Needing medical treatment	3	6	9	11	14	15	18	23	25	25	27	27
9700	Escalating medical treatment		5	8	8	10	10	13	16	17	17	19	19
9700	Completed growth assessment (HS Only)	177	210	213	216	219	225	228	233	233	233	233	233
9700	Overweight (HS only)	26	32	33	33	34	37	38	38	38	38	38	38
9700	Obese (HS only)	43	47	45	46	47	48	48	49	49	49	49	49
9700	Up-to-date on immunizations	212	218	218	221	224	228	234	233	233	233	233	236
9700	Immunizations as up-to-date as possible	1	1	1	1	2	2	2	2	2	2	2	2
9700	Immunization exemptions					0	0	0	1	1	1	1	1
9700	Ongoing source of dental care (Dental Home)	209	220	220	223	225	227	230	232	232	232	232	239
3035	Completed professional dental exam (HS only)	182	194	202	209	215	219	221	225	227	227	227	227
3035	Expired professional dental exam (HS only)	11	13	12	8	6	8	12	18	24	24	24	32
9700	Completed dental exam since last PIR reported (HS only)	181	193	201	208	214	218	220	224	226	226	226	226
9700	Need dental treatment (HS only)	21	32	37	44	46	47	52	54	55	55	55	56
9700	Received dental treatment (HS only)	2	6	13	22	28	29	32	33	33	33	33	33
3501	valid and active IEP for the reporting month	23	24	23	24	24	25	26	26	26	26	26	2
9700	DIAGNOSIS: Health impairment												
9700	DIAGNOSIS: Emotional/behavioral disorder												
9700	DIAGNOSIS: Speech or language impairments	20	20	20	21	21	22	25	25	25	25	25	25
9700	DIAGNOSIS: Intellectual disabilities												
9700	DIAGNOSIS: Hearing impairment, including deafness		1	1	1	1	1	1	1	1	1	1	1
9700	DIAGNOSIS: Orthopedic impairment												
9700	DIAGNOSIS: Visual impairment, including blindness												
9700	DIAGNOSIS: Learning disabilities												
9700	DIAGNOSIS: Autism	3	3	3	3	3	3	3	3	3	3	3	3
9700	DIAGNOSIS: Traumatic brain injury												
9700	DIAGNOSIS: Non-categorical/developmental delay												
9700	DIAGNOSIS: Multiple disabilities												
9700	DIAGNOSIS: Deaf-blind												
3001	Newly enrolled with vision screenings completed after 45 days (HS only)		9	10	10	10	11	12	12	12	12	12	12
3001	Newly enrolled with hearing screenings completed after 45 days (HS only)		12	14	14	14	15	16	16	16	16	16	16
3001	Newly enrolled with dev. and behavioral screenings completed after 45 days					0	0	0	0	0	0	0	0
3001	Newly enrolled children with all screenings completed after 45 days		15	17	17	17	18	19	19	19	19	19	19
9700	Number of newly enrolled children	148	153	154	157	159	165	170	170	170	170	170	170
9700	Newly enrolled children completing screenings within 45 days	11	45	46	48	50	55	104	109	109	109	140	140
9700	Total number of families	205	210	211	214	216	222	227	227	227	227	227	227
9700	Families that received at least one family service	1	4	5	12	56	56	56	59	59	59	64	64
9700	Families experiencing homelessness	1	3	3	3	4	4	4	4	4	4	4	3
9700	Children experiencing homelessness	1	3	3	3	4	4	4	4	4	4	4	3
9700	Homeless acquiring housing		1	1	2	3	3	3	3	3	3	3	3
Agy Pref	FPA introduced	214	220	222	225	226	231	237	237	237	237	237	237
Agy Pref	FPA completed	12	83	105	181	197	197	199	201	204	204	205	205
Agy Pref	FPA with established pool	9	71	98	173	188	192	194	201	203	203	204	204

## INTERNAL MONITORING REPORT

REPORTING MONTH: MAY, 2016

### Planning

- ✓ Progress in being made in CLASS scores, especially in the area of emotional support, which increased. The domain of Instructional Support continues to be a concern. Program Specialist and Lead Teacher continue to work with the teaching staff in providing feedback on ways to increase scores.
  - Two teachers were assigned to attend the CLASS training to become reliable raters for the CLASS.
    - Both are now certified as reliable raters
- ✓ Teachers completed the 3<sup>rd</sup> DRDP Assessment.
  - Process for data entry began and the analysis report should be completed by July.
- ✓ The 2<sup>nd</sup> home-visit for the teachers in the head start was completed in the month of May.
- ✓ The Family Service Advocates completed the 2<sup>nd</sup> assessment of the FPA (Family Partnership Agreement).
  - Social Worker II continues to provide feedback to the FSA regarding the indicators/ rating the families where further clarification was needed and continues to monitor staff progress.
- ✓ Classes ended for the Head Start part-day program on May 26, 2016.
  - Transition Day occurred smoothly for the children. Each child received their certificate of participation in the program and a transitional packet.

### Communication

Meetings Scheduled/Attended:

- ✓ Parent meetings were conducted in the month of May; the focus of the meeting was teacher appreciation week; environment health and safety results; May is bicycle month; mental health awareness day, transition day, and home-visits.
- ✓ Socialization activities for EHS occurred on 5/13/16 and 5/27/16, as planned.
- ✓ Social Worker II met with staff from *Friends of Children* to discuss referral process and networking.

### Record-Keeping and Reporting:

- ✓ Ran *Child Plus* reports to complete the Program Information Summary and was submitted to OCHS for the month of May.
  - Concerns that were identified were low waitlist. The need for recruitment was identified, FSA's to recruit.
  - Physicals that are expired or will be expiring. A List of children whose physicals are expired or expiring was given to the FSAs to follow-up with parents.
  - EHS, below the 10% for disabilities enrollment

**City of La Habra**  
**Child Development Division**

- ✓ Lesson plans were reviewed to ensure activities were implemented and are connected to the Individual Development Plan of each child.
  - Observations of children need to be recorded immediately (documentation for assessments).
  - Lead Teacher met with individual staff where concerns were identified.
- ✓ Rate of completion record was completed for the EHS home-educators and submitted to OCHS.
- ✓ Reviewed FPA for completion and if these were filed, as required. Some of the FPA did not have the indicators marked and some were missing notes on ChildPlus.
  - This was discussed with the FSA, as appropriate.

**Ongoing Monitoring:**

- ✓ EHS Supervisor reviewed files and identified some inconsistencies with Child Plus and file.
  - EHS DRDP Assessments were reviewed for completion.
- ✓ HS lead teacher continues to review education files, lesson plans and individualization plan. Identified some observations and individualizations did not have dates. Some lesson plans missing measures. These were discussed with the teaching staff to correct. Follow-up was conducted to ensure items were corrected and completed.
- ✓ Classroom observation was conducted which focused on CLASS and Education observations.
  - Items that was identified as a concern was discussed with the teachers.
  - Lead Teacher and Program Specialist continue to work with the teachers to increase CLASS scores.
    - Emotional Support rating at CLASS scores were higher than last school year.
- ✓ Tracking sheets were utilized to ensure all requirements are completed within the timelines.

**Enrollment:**

- ✓ Both programs are fully enrolled but recruitment is needed.
  - Recruitment for the 2016-17 school year began.
    - As applications are submitted, Social Worker II is working on ensuring application is complete and ranked.
  - EHS application were verified and ranked for enrollment for the 2016-17 school year (first day of the program is July 1).

**Facilities, Materials, and Supplies:**

- ✓ At the Lambert site – cleaning supplies are being left out by the cleaning crew, floors are not cleaned and trash not taken out of all the trash cans. This concern was reported to the Senior Building Maintenance worker.

**City of La Habra**  
**Child Development Division**

**Identified Strengths:**

- ✓ The program received positive feedback from parents. They were happy with the program. A number of parents thanked the staff for the hard work they did for their child throughout the school year and appreciative of the support the FSAs provided to them.
- ✓ Most of the staff worked collaboratively to set-up and clean-up for the transition activities both at Portola Park and at the respective sites.
  - Parks and Rec Department were very helpful by providing the materials needed to make the event a success.
  - Parents were also involved in the event – they assisted in supervising the children and others, as needed.

**Identified Concern:**

- ✓ Staff vacancies wherein there are no applications received.

## Monthly Cost Report

May 2016**Head Start Basic Budget**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	889,895.00	78,620.10	848,726.86	41,168.14
FRINGE BENEFITS	309,599.00	25,038.71	268,973.62	40,625.38
TRAVEL	2,426.00	0.00	0.00	2,426.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	27,257.00	502.86	10,589.89	16,667.11
CONTRACTUAL	51,113.00	5,780.84	68,207.30	-17,094.30
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	56,939.00	7,056.37	68,058.36	-11,119.36
INDIRECT COSTS	0.00			0.00
<b>TOTAL</b>	<b>\$1,337,229.00</b>	<b>\$116,998.88</b>	<b>\$1,264,556.03</b>	<b>\$72,672.97</b>

**Head Start T&TA**

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL				
FRINGE BENEFITS				
TRAVEL	7,987.00	0.00	1,974.02	6,012.98
EQUIPMENT *				
SUPPLIES	900.00	0.00	0.00	900.00
CONTRACTUAL				
CONSTRUCTION				
OTHER COSTS	2,650.00	0.00	710.00	1,940.00
INDIRECT COSTS				
<b>Total</b>	<b>\$11,537.00</b>	<b>\$0.00</b>	<b>\$2,684.02</b>	<b>\$8,852.98</b>

### Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	168,965.00	13,545.07	164,989.32	3,975.68
FRINGE BENEFITS	60,120.00	4,644.96	55,091.03	5,028.97
TRAVEL	3,400.00	0.00	0.00	3,400.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	8,586.00	20.87	1,843.51	6,742.49
CONTRACTUAL	9,100.00	316.67	5,399.68	3,700.32
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	4,800.00	1,747.68	6,263.31	-1,463.31
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$254,971.00</b>	<b>\$20,275.25</b>	<b>\$233,586.85</b>	<b>\$21,384.15</b>

### Early Head Start T&TA

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL				
FRINGE BENEFITS				
TRAVEL	5,497.00	0.00	0.00	5,497.00
EQUIPMENT *				
SUPPLIES				
CONTRACTUAL				
CONSTRUCTION				
OTHER COSTS	750.00	0.00	0.00	750.00
INDIRECT COSTS				
<b>Total</b>	<b>\$6,247.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,247.00</b>

### Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
Head Start Basic	334,307.00	60,801.53	359,455.58	-25,148.58
Head Start T&TA	2,884.25	0.00	2,884.25	0.00
EHS Basic	63,743.00	6,686.19	76,239.00	-12,496.00
EHS T&TA	1,561.75	0.00	1,561.75	0.00
<b>Total</b>	<b>\$402,496.00</b>	<b>\$67,487.72</b>	<b>\$440,140.58</b>	<b>-\$37,644.58</b>
<b>Reimbursement Request Total</b>		<b>\$137,274.13</b>		

**City of La Habra  
Child Development Division**

**Credit Card Expenses**

**Month Reporting: May 2016**

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Smart &amp; Final (Non-Food Program)</b>	5/6/2016	Head Start - Food Experience	\$127.12
	5/17/2016	School-Age Event	\$47.94
	5/24/2016	Head Start - Transition Day	\$107.88
<b>Smart &amp; Final (Food Program Items)</b>	5/6/2016	Speciality Milk	\$62.18
	5/6/2016	Fruits	\$14.62
	5/12/2016	Speciality Milk	\$18.97
	5/17/2016	Juice	\$17.75
	5/23/2016	Speciality Milk	\$23.13
<b>Total:</b>			<b>\$419.59</b>

<b>Charge By</b>	<b>Date Charged</b>	<b>Item/ Purpose</b>	<b>Amount</b>
<b>Bank of the West Credit Card (M. Garcia)</b>	5/3/2016	Target: Speciality Milk	\$6.08
	5/18/2016	PlakSmacker: EHS Toothbrushes	\$77.42
<b>Bank of the West Credit Card (A. Morales)</b>	4/29/2016	Lascari's: Staff Training Lunch	\$257.34
	5/5/2016	Oriental Trading: Transition	\$206.31
	5/17/2016	PlakSmacker: Toothbrushes	\$287.86
	5/25/2016	Albertson's: Transition Materials	\$11.36
<b>Bank of the West Credit Card (D. Lim)</b>	4/26/2016	Epromos: Supplies	\$468.00
	5/2/2016	Smart & Final: Provider Night	\$210.10
	5/2/2016	Michael's: Crafts for FCCH	\$176.96
	5/4/2016	Rite Aid: Supplies	\$27.49
<b>Bank of the West Credit Card (A. Marceau)</b>	5/10/2016	Childcare Exchange: Resource	\$207.22
<b>Bank of the West Credit Card (D. Mejico)</b>	4/28/2016	Stater Brothers: Special Diet Food	\$6.19
	5/3/2016	Albertson's: Special Diet Food	\$13.84
	5/4/2016	Smart & Final: Food Experience	\$6.00
	5/4/2016	Smart & Final: Food Experience	\$39.92
	5/12/2016	Stater Brothers: Specialty Milk	\$15.56
	5/13/2016	Dollar Tree: Kitchen Supplies	\$19.53
	5/20/2016	Stater Brothers: Speciality Milk	\$20.68
<b>Total:</b>			<b>\$2,057.86</b>

ATTACHMENT 6

**Child & Adult Care Food Program  
Claim For Reimbursement Summary for May 2016**

04320-CACFP-30-GM-CS  
**CITY OF LA HABRA-CHILD DEV DIVISION**  
 201 E LA HABRA BLVD  
 LA HABRA, CA 90631-5437  
 Vendor #: 218300  
 payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
May 2016	0	06/13/2016	06/13/2016	06/16/2016	Original

**Child Care**

	Free	Reduced	Base	Total
Enrollment Totals	120	41	26	187
Eligibility Percentages	64.17%	21.93%	13.9%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	1,152	1.6600	1,912.32
Reduced	394	1.3600	535.84
Base	249	0.2900	72.21
<b>Total</b>	<b>1,795</b>		<b>2,520.37</b>

<b>AM Snack</b>			
Free	751	0.8400	630.84
Reduced	257	0.4200	107.94
Base	163	0.0700	11.41
<b>Total</b>	<b>1,171</b>		<b>750.19</b>

<b>Lunch</b>			
Free	1,250	3.0700	3,837.50
Reduced	427	2.6700	1,140.09
Base	271	0.2900	78.59
CIL	1,948	0.2375	462.65
<b>Total</b>	<b>1,948</b>		<b>5,518.83</b>

<b>PM Snack</b>			
Free	1,454	0.8400	1,221.36
Reduced	497	0.4200	208.74
Base	315	0.0700	22.05
<b>Total</b>	<b>2,266</b>		<b>1,452.15</b>

**School Age**

	Free	Reduced	Base	Total
Enrollment Totals	85	34	2	121
Eligibility Percentages	70.25%	28.1%	1.65%	100%

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	1,042	1.6600	1,729.72
Reduced	417	1.3600	567.12
Base	24	0.2900	6.96

	<b>Total</b>	<b>1,483</b>		<b>2,303.80</b>
<b>PM Snack</b>				
Free		1,188	0.8400	997.92
Reduced		475	0.4200	199.50
Base		28	0.0700	1.96
	<b>Total</b>	<b>1,691</b>		<b>1,199.38</b>

<b>Head Start</b>
-------------------

Agency Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	2,027	1.6600	3,364.82
Reduced	0	1.3600	0.00
Base	0	0.2900	0.00
	<b>Total</b>		<b>3,364.82</b>
<b>AM Snack</b>			
Free	1,654	0.8400	1,389.36
Reduced	0	0.4200	0.00
Base	0	0.0700	0.00
	<b>Total</b>		<b>1,389.36</b>
<b>Lunch</b>			
Free	1,975	3.0700	6,063.25
Reduced	0	2.6700	0.00
Base	0	0.2900	0.00
CIL	1,975	0.2375	469.06
	<b>Total</b>		<b>6,532.31</b>
<b>PM Snack</b>			
Free	1,585	0.8400	1,331.40
Reduced	0	0.4200	0.00
Base	0	0.0700	0.00
	<b>Total</b>		<b>1,331.40</b>
<b>Claim Reimbursement Total</b>			<b>26,362.61</b>

**State Reimbursements**

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	5,032	\$0.0000	\$0.00
Total Lunches	3,652	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	25,430.90	931.71	0.00	26,362.61
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>25,430.90</b>	<b>931.71</b>	<b>0.00</b>	<b>26,362.61</b>

Created By: cynthlah on: 6/13/2016 4:09:14 PM Modified By: cynthlah on: 6/13/2016 4:13:11 PM

ATTACHMENT 7

CITY OF LA HABRA  
CCFP-CENTERS FOOD ALLOCATION  
FOR THE FISCAL YEAR 2015-16

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (138151)			State-Preschool CSPP (138254)			Head Start (138411)			Total			Revenue Overf/ (Under)
	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	
Jul-15	\$ 4,769.83	\$ 4,996.92	\$ (227.09)	\$ 10,285.44	\$ 10,775.13	\$ (489.69)	\$ -	\$ -	\$ -	\$ 15,055.27	\$ 15,772.05	\$ (716.78)	\$
Aug-15	\$ 6,242.50	\$ 3,998.95	\$ 2,243.55	\$ 9,414.05	\$ 6,030.66	\$ 3,383.39	\$ -	\$ -	\$ -	\$ 15,656.55	\$ 10,029.61	\$ 5,626.94	\$
Sep-15	\$ 4,000.53	\$ 3,030.79	\$ 969.74	\$ 10,182.02	\$ 7,713.89	\$ 2,468.13	\$ 11,490.07	\$ 8,704.88	\$ 2,785.19	\$ 25,672.62	\$ 19,449.56	\$ 6,223.06	\$
Oct-15	\$ 4,159.16	\$ 2,671.24	\$ 1,487.92	\$ 11,006.45	\$ 7,068.95	\$ 3,937.50	\$ 13,404.36	\$ 8,609.01	\$ 4,795.35	\$ 28,569.97	\$ 18,349.20	\$ 10,220.77	\$
Nov-15	\$ 4,254.42	\$ 3,873.87	\$ 380.55	\$ 8,597.60	\$ 7,828.57	\$ 769.03	\$ 9,870.63	\$ 8,987.70	\$ 882.93	\$ 22,722.65	\$ 20,690.14	\$ 2,032.51	\$
Dec-15	\$ 4,939.03	\$ 2,330.73	\$ 2,608.30	\$ 7,427.30	\$ 3,504.93	\$ 3,922.37	\$ 8,825.84	\$ 4,164.91	\$ 4,660.93	\$ 21,192.17	\$ 10,000.57	\$ 11,191.60	\$
Jan-16	\$ 3,656.44	\$ 2,872.83	\$ 783.61	\$ 8,980.30	\$ 7,055.71	\$ 1,924.59	\$ 9,640.10	\$ 7,574.10	\$ 2,066.00	\$ 22,276.84	\$ 17,502.64	\$ 4,774.20	\$
Feb-16	\$ 3,671.75	\$ 2,754.53	\$ 917.22	\$ 9,240.87	\$ 6,932.46	\$ 2,308.41	\$ 12,439.93	\$ 9,332.41	\$ 3,107.52	\$ 25,352.55	\$ 19,019.40	\$ 6,333.15	\$
Mar-16	\$ 5,604.93	\$ 3,743.86	\$ 1,861.07	\$ 10,672.86	\$ 7,129.03	\$ 3,543.83	\$ 12,097.00	\$ 8,080.29	\$ 4,016.71	\$ 28,374.79	\$ 18,953.18	\$ 9,421.61	\$
Apr-16	\$ 3,627.80	\$ 2,139.28	\$ 1,488.52	\$ 10,208.10	\$ 6,039.96	\$ 4,168.14	\$ 12,464.20	\$ 7,380.53	\$ 5,083.67	\$ 26,300.10	\$ 15,559.77	\$ 10,740.33	\$
May-16	\$ 3,503.18	\$ 2,833.71	\$ 669.47	\$ 10,241.54	\$ 8,294.34	\$ 1,957.20	\$ 12,617.89	\$ 10,206.55	\$ 2,411.34	\$ 26,362.61	\$ 21,324.60	\$ 5,038.01	\$
Jun-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$
<b>Total</b>	\$ 48,429.57	\$ 35,246.71	\$ 13,182.86	\$ 106,256.53	\$ 78,363.63	\$ 27,892.90	\$ 102,650.02	\$ 73,040.38	\$ 29,809.64	\$ 257,536.12	\$ 186,650.72	\$ 70,885.40	\$
<b>YTD Cook</b>	\$ -	\$ 19,260.67	\$ (19,260.67)	\$ -	\$ 37,318.42	\$ (37,318.42)	\$ -	\$ 61,566.04	\$ (61,566.04)	\$ -	\$ 118,145.13	\$ (118,145.13)	\$
<b>Adjusted Total</b>	\$ 48,429.57	\$ 54,507.38	\$ (6,077.81)	\$ 106,256.53	\$ 115,682.05	\$ (9,425.52)	\$ 102,650.02	\$ 134,606.42	\$ (31,756.40)	\$ 257,536.12	\$ 304,795.85	\$ (47,259.73)	\$

% of Food expense 73%

74%

71%

72%

## ERSEA PLAN &amp; PROCEDURES | 2016-17

**Eligibility Priority Points**  
**2016-17 Program Year**

	Code	Points
<b>Categorically Eligible (If a family is Categorically Eligible, income does not apply and should not be verified)</b>		
Homeless	HML	300
Foster Child (ie. Foster Group, Foster Home)	FC	300
<b>Income (Please Select ONE Only)</b>		
Low Income 75-100% <del>75-99</del> below poverty guidelines	-25	75
Low Income 50-74% below poverty guidelines	-50	100
Low income 25-49% below poverty guidelines	-75	125
Low Income 0-24% below poverty guidelines	-100	150
<b>Income on Poverty Level</b>	<b>APG</b>	<b>50</b>
Income is between <del>100</del> 101% - 110% above poverty guidelines	APG110	15
Income is between 111% - 120% above poverty guidelines	APG120	10
Income is between 121% - 130% above poverty guidelines	APG130	5
Income is 131% above poverty guidelines	APG	0
<b>Parental Status (Please Select ONE Only)</b>		
Teen Parent	TEP	50
Single Parent Household	SP	60
Two Parent Household	TP	10
Disabled Parent	DP	65
Foster Parent	FP	80
Legal Guardian/ Relative Care (Kinship Care)	LG	55
<b>Disability (Please Select ONE Only)</b>		
Diagnosed with an IFSP (EHS Only)	IFSP	200
Diagnosed with an IEP (HS Only)	IEP	200
Assessment in Process (with Proof of Documentation)	SA	40
Identified Disability of Child during Gestation (EHS Only)	PREN	200
<b>Age at time of Eligibility Determination (Please Select ONE Only)</b>		
<b>Early Head Start</b>		
Pregnant Mothers	PM	100
0-6 months	-6	100
7-12 months	-12	80
13-18 months	-18	70
19-24 months	-24	60
<b>Head Start</b>		
Transitioning EHS Child	EHS-T	200
4 years, 6 months – compulsory school age (54-60 months)	4TX	100
4 years, 0 months – 4 years, 5 months (48-53 months)	4T	80

## ERSEA PLAN & PROCEDURES | 2016-17

3 years, 6 months – 3 years, 11 months (42-47 months)	3TX	70
3 years, 0 months – 3 years, 5 months (36-41 months)	3T	50
<b>Additional Factors</b>		
High Risk Pregnancy ( <b>for EHS only</b> )	HRP	40
Mother in 3 <sup>rd</sup> trimester of pregnancy ( <b>for EHS only</b> )	MTTP	40
Agency Referral (ie. Social Services, Shelter, School District)	LHSD	50
In-Home Care (Social Service Supervision)	INSSA	30
Non-English Speaking Child	NE	30
Special Health/ Mental Health Need (Identified by licensed person)	HN	90
Long-Term Disabled Parent	LTDP	10