



[The Shared Governance Board – PSD \(sbcounty.gov\)](http://sbcounty.gov)

San Bernardino County Head Start Shared Governance Board Meeting Agenda for March 19

JOE BACA, JR., CHAIR
Fifth District Supervisor
San Bernardino County Board of Supervisors

TED ALEJANDRE, VICE-CHAIR
County Superintendent
San Bernardino County Superintendent of Schools

JANKI PATEL
ACTING DIRECTOR
SBC Public Health

JOSH DUGAS
ACTING DIRECTOR
SBC Behavioral Health

ASHLEY BROOKSHER
CHILDREN'S NETWORK OFFICER
SBC Children's Network

EVA SOTO
HEAD START POLICY COUNCIL CHAIR
Community Representative
SGB Representative

DIANA BANDERAS
HEAD START POLICY COUNCIL MEMBER
Community Representative
SGB Representative

CLARA WILSHIRE
HEAD START POLICY COUNCIL MEMBER
Community Representative
SGB Representative

TIME: 2 to 4 p.m.
LOCATION: SBC Preschool Services Administration
662 S. Tippecanoe Avenue

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours' notice. Please call PSD at 909-383-2078 to request the service. PSD will accept public comments in person, or in advance of the meeting by email to Sharmaine.Robinson@psd.sbcounty.gov, comments will be distributed to the SGB and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. To ensure timely submission, please submit your comments by noon on Wednesday, March 18.

- | | |
|--|--------------------------------|
| 1. CALL TO ORDER | Supervisor Joe Baca Jr., Chair |
| 2. WELCOME/INTRODUCTIONS | Supervisor Joe Baca Jr., Chair |
| 3. PUBLIC COMMENT | Supervisor Joe Baca Jr., Chair |
| 4. PRESENTATION OF THE AGENDA
Notice of minor revisions to agenda items, items removed or continued. | Shar Robinson, Secretary |

5. EXECUTIVE REPORTS/PROGRAM UPDATES

- 5.1 Receive Program Updates (Oral Report) Arlene Molina, Director
- 5.2 Receive PSD 2025-26 Monthly Reports and Updates
 - 5.2.1 Enrollment Sean Segal, Program Manager
 - 5.2.2 Attendance Sean Segal, Program Manager
 - 5.2.3 Facilities Dina Bunch, Administrative Supervisor II
 - 5.2.4 Program Information Report Rodney Barrios, Program Manager
 - 5.2.5 Finance -Budget to Actual Madeline Tsang, Administrative Manager

6. SGB TRAININGS/OVERVIEWS

- 6.1 Overview of Preschool Services Facilities Dina Bunch, Administrative Supervisor II

7. CONSENT ITEMS

- 7.1 Approve SGB Minutes – Jan. 22 Supervisor Joe Baca Jr., Chair

8. DISCUSSION ITEMS

- 8.1 Approve 2026 Head Start Grant Continuation Application Year 2 of 5 Supervisor Joe Baca Jr., Chair
Arlene Molina, Director
- 8.2 Approve ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance - Selection Criteria Policy Sean Segal, Program Manager

9. INFORMATIONAL ITEMS

- 9.1 Next Shared Governance Board Meeting – May 21 Supervisor Joe Baca Jr., Chair

10. EXECUTIVE COMMENT

Supervisor Joe Baca Jr., Chair

11. ADJOURNMENT

Supervisor Joe Baca Jr., Chair



**Preschool Services Enrollment Report
January 2026**

Head Start Sites	HS Funded Slots	Enrolled	Vacancies < 30 Days	Total Vacancies	% Enrolled
Adelanto	61	65	0	-4	107%
Apple Valley	62	60	2	2	97%
Arrowhead Grove	32	32	0	0	100%
Baker FLC	32	32	0	0	100%
Barstow Main	16	16	0	0	100%
CA-Colton Bloomington JUSD	32	32	0	0	100%
CA-Colton San Salvador JUSD	80	91	0	-11	114%
CA-Needles USD	30	20	0	10	67%
Chino	42	42	0	0	100%
Cucamonga	43	43	0	0	100%
Del Rosa	32	32	0	0	100%
CA-Easter Seals Montclair	32	32	0	0	100%
CA-Easter Seals Ontario Haven	32	39	0	-7	122%
CA-Easter Seals Ontario Maple	48	39	2	9	81%
CA-Easter Seals Ontario Mills	84	76	1	8	90%
CA-Easter Seals Ontario Phillips	48	48	0	0	100%
Fontana Citrus	48	52	0	-4	108%
Hesperia	48	48	0	0	100%
Highland	32	32	0	0	100%
Las Terrazas	18	18	0	0	100%
Mill CDC	83	91	0	-8	110%
Next Gen Hesperia	55	24	0	31	44%
Ontario Maple	16	20	0	-4	125%
Redlands South	32	32	0	0	100%
Redlands Valencia	14	14	0	0	100%
Rialto Eucalyptus	55	70	0	-15	127%
Rialto Renaissance	64	64	0	0	100%
Rialto Willow	24	24	0	0	100%
Rim of the World	15	15	0	0	100%
San Bernardino Parks & Rec	15	15	0	0	100%
Twentynine Palms	15	18	0	-3	120%
Upland	32	31	1	1	97%
Victorville	46	44	2	2	96%
Victorville Northgate	31	28	3	3	90%
Westminster	28	28	0	0	100%
Whitney Young	32	32	0	0	100%
Yucaipa	31	31	0	0	100%
Yucca Valley	16	18	0	-2	113%
Total	1,456	1,448	11	8	99%

Total Reserved Slots		0	
Total Vacancies 30 Days or Less		11	
End of Month Total Enrollment		1,459	100%



**Preschool Services Enrollment Report
January 2026**

Early Head Start Sites	Funded Slots	Enrolled	Vacancies < 30 Days	Total Vacancies	% Enrolled
DA-Easter Seals Montclair (FD)	32	32	0	0	100%
DA-Easter Seals Ontario Haven	44	39	5	5	89%
DA-Easter Seals Ontario Mills	24	20	4	4	83%
DA-Easter Seals Ontario Phillips	36	36	0	0	100%
Apple Valley EHS	19	22	0	-3	116%
Barstow Main EHS	19	22	0	-3	116%
Chino EHS	28	27	1	1	96%
Del Rosa EHS	8	8	0	0	100%
Fontana Citrus EHS	27	27	0	0	100%
Hesperia EHS (HB)	28	29	0	-1	104%
Mill St (FD)	16	16	0	0	100%
Next Gen Hesperia	18	19	0	-1	106%
Next Gen Victorville	14	0	0	14	0%
Ontario Maple (FD)	24	24	0	0	100%
Redlands South (HB)	21	28	0	-7	133%
Rialto Eucalyptus (FD)	16	24	0	-8	150%
Victorville	16	16	0	0	100%
Whitney Young (FD)	16	16	0	0	100%
Yucaipa EHS (HB)	10	14	0	-4	140%
Yucca Valley EHS	21	23	0	-2	110%
Totals	437	442	10	-5	101%

	Total Reserved Slots	0	
	Total Vacancies 30 Days or Less	10	
	End of Month Total Enrollment	452	103%



**Preschool Services Enrollment Report
January 2026**

Early Head Start - CCP Sites	EHS CCP Funded Slots	Enrolled	Vacancies < 30 Days	Total Vacancies	% Enrolled
Ana Brown	5	5	0	0	100%
Benavides Family	10	10	0	0	100%
Bennett Family	4	4	0	0	100%
Brown (Mayra) Family	6	6	0	0	100%
CA Gonzalez-Gannon FCC	6	4	0	2	67%
CA Lily Bug's CCC 01	3	1	1	2	33%
CA Lily Bug's CCC 02	2	1	0	1	50%
CA Robinson's CCC	5	0	1	5	0%
Campos Family	5	5	0	0	100%
Caring Hearts CDC 01	3	2	0	1	67%
Caring Hearts CDC 02	2	2	0	0	100%
Castellanos Family	6	5	0	1	83%
Contreras Family	6	6	0	0	100%
Flores FCC	4	4	0	0	100%
Fuentes FCC	2	2	0	0	100%
Gore Family	3	2	1	1	67%
Griffin Family	4	4	0	0	100%
Guzman Family	6	6	0	0	100%
Harris Family	0	0	0	0	#DIV/0!
Heartfelt Day Care 01	4	4	0	0	100%
Heartfelt Day Care 02	4	4	0	0	100%
Ivery FCC	6	6	0	0	100%
Jensen FCC	4	4	0	0	100%
Johnson Family	5	4	1	1	80%
Lanre-Orepo Family	12	12	0	0	100%
Matheu Family	6	6	0	0	100%
Oak Tree Learning Center 01	2	2	0	0	100%
Oak Tree Learning Center 02	1	1	0	0	100%
Rodriguez (Cindy) FCC	6	6	0	0	100%
Wade Family	3	3	0	0	100%
Wallace Family	4	4	0	0	100%
Wright Family	7	7	0	0	100%
Totals	146	132	4	14	90%

Total Reserved Slots	0	
Total Vacancies 30 Days of Less	4	
End of Month Total Enrollment	136	93%

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2301 - Average Daily Attendance

Program Term: Head Start 2025-2026 | Preschool Services Department • All Classrooms | Report Dates: 1/01/2026 - 1/31/2026 | Attendance Status: Use Preferences | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Adelanto	796	275	0	17.71 (avg)	45.14	66	68.33%	60.90	74.32%
Apple Valley	777	275	0	17.57 (avg)	44.36	62	71.55%	60.05	73.86%
Arrowhead Grove	365	177	0	17.00 (avg)	21.47	32	67.10%	31.88	67.34%
Baker FLC	484	120	0	19.00 (avg)	25.48	32	79.61%	31.79	80.13%
Barstow	203	101	0	19.00 (avg)	10.69	16	66.78%	16.00	66.78%
CA-Colton Bloomington JUSD	315	37	0	11.00 (avg)	28.63	32	89.49%	32.00	89.49%
CA-Colton San Salvador JUSD	885	132	0	10.29 (avg)	75.30	92	82.56%	85.89	87.02%
CA-Needles USD	278	91	0	19.00 (avg)	14.63	30	48.77%	19.42	75.34%
CA-Next Gen Hesperia	163	27	0	19.00 (avg)	8.58	10	85.79%	10.00	85.79%
CA-Rim Of The World	204	66	0	18.00 (avg)	11.33	15	75.56%	15.00	75.56%
Chino	554	158	0	17.00 (avg)	32.58	42	77.59%	41.88	77.81%
Cucamonga	565	166	0	17.00 (avg)	33.22	43	77.29%	43.00	77.29%
Del Rosa	377	168	0	17.00 (avg)	22.17	32	69.30%	32.06	69.17%
Fontana Citrus	642	208	10	17.67 (avg)	36.36	56	64.72%	48.04	75.53%
Hesperia	659	221	0	18.33 (avg)	35.96	48	74.89%	48.00	74.89%
Highland	398	146	0	17.00 (avg)	23.42	32	73.16%	32.00	73.16%
Las Terrazas	211	90	0	17.00 (avg)	12.42	18	68.95%	17.71	70.10%
Mill CDC	1,121	437	0	18.33 (avg)	61.53	92	67.05%	85.57	71.95%
Ontario Maple	240	68	0	19.00 (avg)	12.64	20	63.16%	16.21	77.92%
Redlands South	363	159	22	17.00 (avg)	21.35	32	66.73%	30.70	69.54%
Redlands-Valencia Grove	226	40	0	19.00 (avg)	11.89	14	84.96%	14.00	84.96%
Rialto Eucalyptus	851	284	34	17.67 (avg)	48.15	85	56.32%	64.10	74.98%
Rialto Renaissance	820	260	6	17.00 (avg)	48.24	64	75.37%	63.52	75.93%
Rialto Willow	322	127	0	19.00 (avg)	16.95	24	70.61%	23.63	71.71%
S.B. Parks & Rec	162	86	0	17.00 (avg)	9.53	16	59.56%	14.59	65.32%
Twenty-Nine Palms	187	94	0	17.00 (avg)	11.00	18	61.11%	16.53	66.55%
Upland	426	117	0	17.00 (avg)	25.06	32	78.31%	31.94	78.45%
Victorville	554	270	0	18.33 (avg)	30.32	46	65.80%	45.00	67.23%
Victorville Northgate	386	124	0	18.00 (avg)	21.25	31	69.05%	28.17	75.69%
Westminster	402	74	0	17.00 (avg)	23.65	28	84.45%	28.00	84.45%
Whitney Young	378	160	0	17.00 (avg)	22.24	32	69.49%	31.65	70.26%
Yucaipa	424	103	0	17.00 (avg)	24.95	31	80.46%	31.00	80.46%
Yucca Valley	226	62	0	17.00 (avg)	13.30	18	73.86%	16.94	78.47%
Preschool Services Department	14,964	4,923	72	17.18 (avg)	883.79	1,241	70.70%	1,167.1	75.25%
Report Totals	14,964	4,923	72	17.18 (avg)	883.79	1,241	70.70%	1,167.1	75.25%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

2301 - Average Daily Attendance

Program Term: EHS 2025-2026 | Preschool Services Department: < No Site > • All Classrooms, Adelanto • All Classrooms, Admin • All Classrooms, Apple Valley • All Classrooms, Apple Valley EHS, < No Classroom >, 30 233 CCTR-FD/EHS-PD, 30 233 EHS-FD/CCTR-FD, 31 233 CCTR-FD/EHS-FD, 31 233 EHS-FD/CCTR-FD, 32 233 CCTR-FD/EHS-FD, 32 233 EHS-FD/CCTR-FD, Arrowhead Grove • All Classrooms, Arrowhead Grove EHS • All Classrooms, Baker FLC • All Classrooms, Barstow • All Classrooms, Barstow EHS, < No...

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Apple Valley EHS	106	46	0	19.00 (avg)	5.58	8	69.74%	8.00	69.74%
Barstow EHS	105	46	0	19.00 (avg)	5.53	8	69.08%	7.95	69.54%
CA-Next Gen Hesperia	68	22	0	19.00 (avg)	3.58	5	71.58%	4.74	75.56%
Chino EHS	218	75	0	19.00 (avg)	11.47	16	71.71%	15.42	74.40%
Del Rosa EHS	100	46	0	19.00 (avg)	5.26	8	65.79%	7.68	68.49%
Fontana Citrus EHS	233	70	0	19.00 (avg)	12.26	16	76.64%	15.95	76.90%
Hesperia EHS	234	70	0	19.00 (avg)	12.31	16	76.97%	16.00	76.97%
Mill CDC EHS	206	95	0	19.00 (avg)	10.85	16	67.76%	15.84	68.44%
Ontario Maple EHS	333	119	0	19.00 (avg)	17.53	24	73.03%	23.79	73.67%
Rialto Eucalyptus EHS	236	100	0	17.00 (avg)	13.42	24	57.84%	18.68	70.24%
Victorville EHS	220	82	0	19.00 (avg)	11.58	16	72.37%	15.89	72.85%
Whitney Young EHS	123	163	0	19.00 (avg)	6.47	16	40.46%	15.05	43.01%
Yucca Valley EHS	108	42	0	19.00 (avg)	5.68	8	71.05%	7.89	72.00%
Preschool Services Department	2,290	976	0	18.74 (avg)	121.52	181	67.53%	172.88	70.12%
Report Totals	2,290	976	0	18.74 (avg)	121.52	181	67.53%	172.88	70.12%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

2301 - Average Daily Attendance

Program Term: EHS CCP 2025-2026 | Preschool Services Department • All Classrooms | Report Dates: 1/01/2026 - 1/31/2026 | Attendance Status: Use Preferences | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: All | Responsible Staff: All | Custom Filter: Not Filtered | Report Type: Summary

Preschool Services Department

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
CA-Gonzales-Gannon FCC	63	4	4	22.00 (avg)	2.86	6	47.73%	3.05	94.03%
CA-Lily Bugs CCC	36	4	6	20.00 (avg)	1.80	5	36.00%	2.00	90.00%
CA-Robinson FCC	0	1	0	7.00 (avg)	0.00	5	0.00%	0.14	0.00%
CCRC- Ana Brown FCC	73	22	0	19.00 (avg)	3.84	5	76.84%	5.00	76.84%
CCRC- Benavides FCC	170	20	0	19.00 (avg)	8.95	10	89.47%	10.00	89.47%
CCRC- Bennett FCC	64	16	4	21.00 (avg)	3.05	4	76.19%	3.81	80.00%
CCRC- Brown (Mayra) FCC	126	5	19	25.00 (avg)	5.04	6	84.00%	5.24	96.18%
CCRC- Campos FCC	97	2	43	29.00 (avg)	3.34	5	66.90%	3.41	97.98%
CCRC- Caring Hearts CDC	39	31	14	24.00 (avg)	1.63	5	32.50%	2.92	55.71%
CCRC- Castellanos FCC	80	15	0	19.00 (avg)	4.21	6	70.18%	5.00	84.21%
CCRC- Contreras FCC	100	20	24	24.00 (avg)	4.17	6	69.44%	5.00	83.33%
CCRC- Flores FCC	50	29	1	20.00 (avg)	2.50	4	62.50%	3.95	63.29%
CCRC- Fuentes FCC	36	0	10	23.00 (avg)	1.57	2	78.26%	1.57	100.00%
CCRC- Gore FCC	46	0	11	24.00 (avg)	1.92	3	63.89%	1.92	100.00%
CCRC- Griffin FCC	54	26	20	25.00 (avg)	2.16	4	54.00%	3.20	67.50%
CCRC- Guzman FCC	90	13	35	23.00 (avg)	3.91	6	65.22%	4.48	87.38%
CCRC- Heartfelt Victorville	134	18	40	24.00 (avg)	5.58	8	69.79%	6.34	88.16%
CCRC- Ivery FCC	88	0	16	20.00 (avg)	4.40	6	73.33%	4.40	100.00%
CCRC- Jensen FCC	75	5	16	24.00 (avg)	3.12	4	78.13%	3.33	93.75%
CCRC- Johnson FCC	76	1	18	20.00 (avg)	3.80	4	95.00%	3.85	98.70%
CCRC- Lanre-Orepo FCC	208	15	5	19.00 (avg)	10.95	12	91.23%	11.74	93.27%
CCRC- Matheu FCC	118	2	0	20.00 (avg)	5.90	7	84.29%	6.00	98.33%
CCRC- Oak Tree Learning Center	34	8	5	20.00 (avg)	1.70	3	56.67%	2.10	80.95%
CCRC- Rodriguez (Cindy) FCC	73	29	66	28.00 (avg)	2.61	6	43.45%	3.64	71.57%
CCRC- Wade FCC	53	10	0	21.00 (avg)	2.52	3	84.13%	3.00	84.13%
CCRC- Wallace FCC	64	9	3	19.00 (avg)	3.37	4	84.21%	3.84	87.67%
CCRC- Wright FCC	119	0	12	21.00 (avg)	5.67	7	80.95%	5.67	100.00%
Preschool Services Department	2,166	305	372	21.60 (avg)	100.57	146	69.53%	114.60	87.66%
Report Totals	2,166	305	372	21.60 (avg)	100.57	146	69.53%	114.60	87.66%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

2301 - Average Daily Attendance

Easterseals So. Calif.

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-Maple CDC	444	130	0	16.00 (avg)	26.81	51	54.01%	34.90	77.35%
ESSC-Montclair CDC	532	76	0	19.00 (avg)	28.00	32	87.50%	32.00	87.50%
ESSC-Ontario CDC (Haven)	526	98	0	19.00 (avg)	27.69	40	69.21%	32.84	84.29%
ESSC-Phillips North CDC	819	83	0	19.00 (avg)	43.11	48	89.80%	47.48	90.80%
Easterseals So. Calif.	2,321	387	0	18.10 (avg)	125.61	171	74.82%	147.22	85.71%
Report Totals	2,321	387	0	18.10 (avg)	125.61	171	74.82%	147.22	85.71%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
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4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

2301 - Average Daily Attendance

Program Term: EHS 2025-2026 | Easterseals So. Calif. • All Classrooms | Report Dates: 1/01/2026 - 1/31/2026 | Attendance Status: Use Preferences | Enrollment Status: All | Flag/Group: Not Filtered | Program Option: <no program option>, Center-based, Family Child Care Home, Locally Designed Option, Standard Double Session, Standard Full Day, Standard Single Session, Variable Attendance Double Session, Variable Attendance Full Day, Variable Attendance Single Session | Responsible Staff: All ...

Easterseals So. Calif.

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
ESSC-Montclair CDC	494	92	0	19.00 (avg)	26.00	32	81.25%	30.85	84.30%
ESSC-Ontario CDC (Haven)	579	130	0	19.00 (avg)	30.48	44	69.26%	37.31	81.66%
ESSC-Phillips North CDC	372	56	0	19.00 (avg)	19.58	24	81.58%	22.52	86.92%
ESSC-Phillips South CDC	172	29	0	19.00 (avg)	9.06	12	75.44%	10.58	85.57%
Easterseals So. Calif.	1,617	307	0	19.00 (avg)	85.12	112	75.99%	101.26	84.04%
Report Totals	1,617	307	0	19.00 (avg)	85.12	112	75.99%	101.26	84.04%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE), Virtual(V), Late Pickup(LP), Tardy and Late Pickup(TLP)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U), Best Interest Day(B)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N), ()

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PSD Facilities Project Status Updates

January 2026

A. Work Order Status



B. Maintenance Projects

1. Ontario Maple

* Prepared rooms and painted cabinets for Flexhibit Project.

C. CIP-Projects Status

Project	Descriptive Scope of Work	Estimated Cost	Status	1303 Applications Status
Admin Renovations	Renovate for admin spaces and addition of child development center plus supporting spaces.	\$ 2,209,118	Kick off meeting with PFMD. Next Steps: Scope walk with furniture vendor.	Approved.
Arrowhead Grove Expansion	Lease facility adjacent to current site area with tenant improvement for (2) EHS classrooms and (1) playground.	\$ 1,737,314	Awaiting NOA. Next steps: PSD to hire architect. HS contracts to administer RFP for contractor.	Approvable, submitted
Whitney Young Lease Expansion	Expand interior leased area with tenant improvement for (2) EHS classrooms and (1) playground.	\$ 2,030,000	Awaiting NOA. Next steps: PSD to hire architect. HS contracts to administer RFP for contractor.	Approvable, submitted
Mill Center Playground Improvements	Replace existing playground surface with Pour & Play and turf. Install (3) shade structures. Paint new bike path. Add fencing.	\$ 459,313	Joint scope meeting with contractor. Next steps: Duration schedule, start construction	N/A
Del Rosa Site Tenant Improvements	Tenant improvements for (4) classrooms and (2) children's restrooms.	\$ 507,600	Construction monitoring; Next Steps: Track construction progress to completion in coordination with RESD.	Approved.
Yucca Valley Roof Replacement	Replace existing built-up roofing system with TPO roofing system.	\$ 329,229	Completed.	N/A
Rialto Eucalyptus Shade Structure Upgrade	Replace (1) shade structure with new.	\$ 275,108	Pre-construction. Next steps: Delivery of Shade Structure; Construction to start Feb 2026	N/A
Crestline Shade Structure	Replace shade structure damaged by storm.	\$ 67,039	Product at manufacturer. Next steps: Awaiting product delivery and start date.	N/A
Whitney Young Shade Structure Addition	Add shade structure at existing playground.	\$ 286,498	Joint scope meeting with contractor. Next steps: Duration schedule, start construction	N/A

PSD County Signage/Branding	Refresh all PSD sites with updated County signage and branding	TBD	Informal RFP's for each site. Next steps: Vendor Selection	N/A
Victorville Relocation	Property search for larger facility and relocate existing site to new location	TBD	Property search by RESD. Next steps: Complete CIP after a new location is selected.	0%
Yucaipa Relocation	Relocate existing site to new location	TBD	Property search by RESD. Next steps: Complete CIP after a new location is selected.	0%
Chino Relocation	Relocate existing site to new location	TBD	Property search by RESD. Next steps: Complete CIP after a new location is selected.	0%
Ontario Westminster Shade Structure	Add shade structure at existing playground.	\$ 291,022	Pre-construction. Next steps: Delivery of Shade Structure; Construction to start Feb 2026	N/A
Apple Valley Playground Improvements	Remove and replace with new: (2) shade structures; playground surface, turf, sidewalk	\$ 471,058	Joint scope meeting with contractor. Next steps: Duration schedule, start construction.	N/A
Adelanto Playground Improvements	Relocate playground equipment, install turf and rubberized play surface.	\$ 296,394	Pre-construction. Next steps: Delivery of Shade Structure; Construction to start Feb 2026.	N/A
Fontana Citrus Playground Improvements	Install (2) shade structures and turf play surface.	\$ 556,192	Pre-construction. Next steps: Delivery of Shade Structure; Construction to start Feb 2026	N/A
Ontario Maple Playground Improvements	Install (2) shade structures and rubberized play surface.	\$ 295,972	Joint scope meeting with contractor. Next steps: Duration schedule, start construction.	N/A

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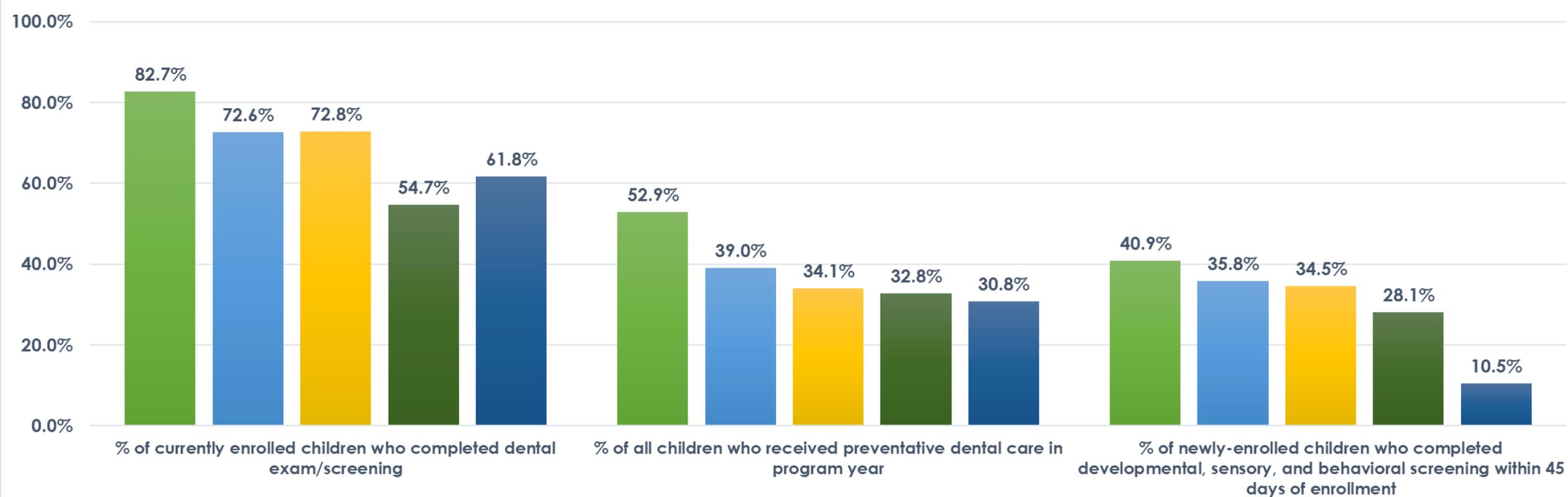
Preschool Services

Program Information Report for Policy Council

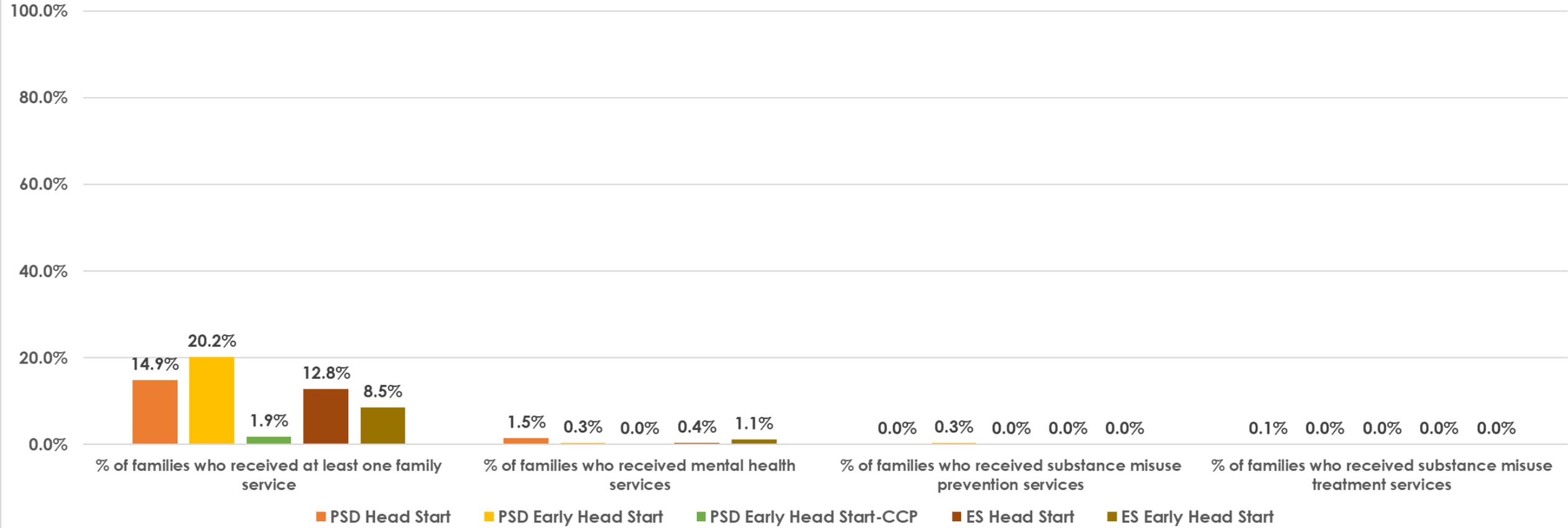
February 2026

All data below collected from ChildPlus database on February 5, 2026.

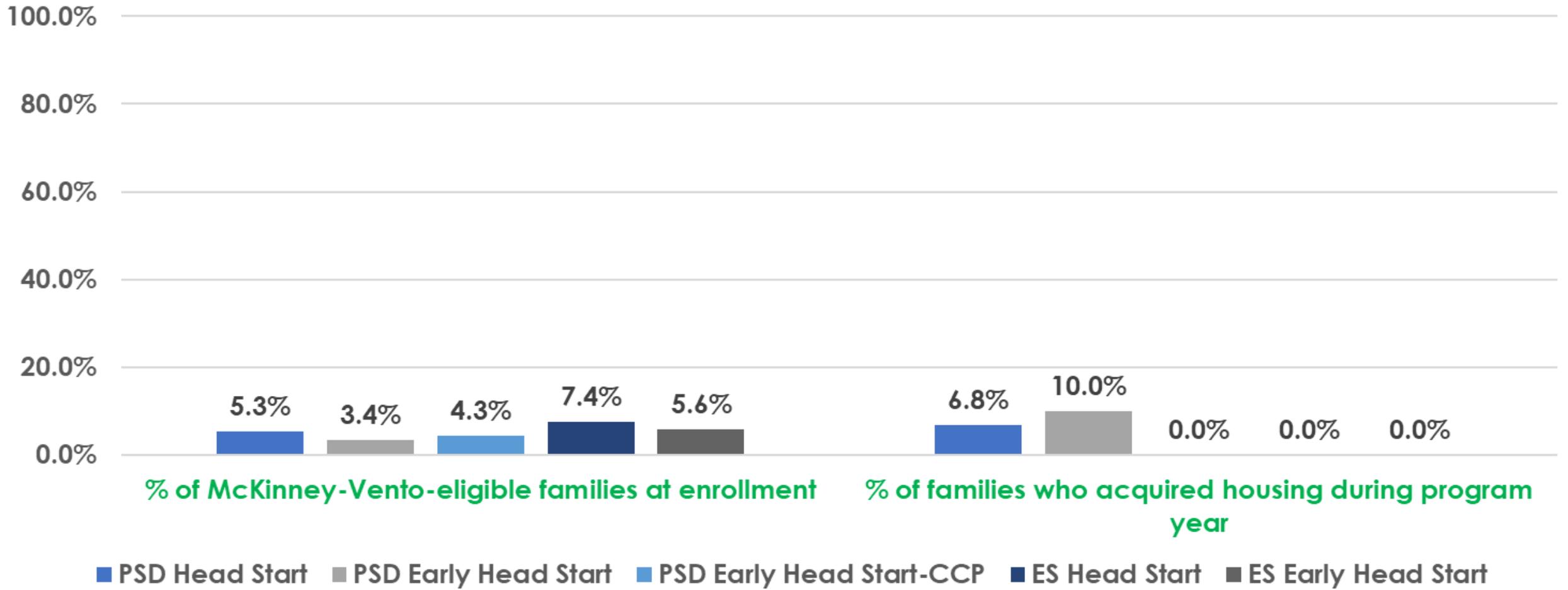
Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental, Sensory and Behavioral Concerns



Family Services



Homelessness Services



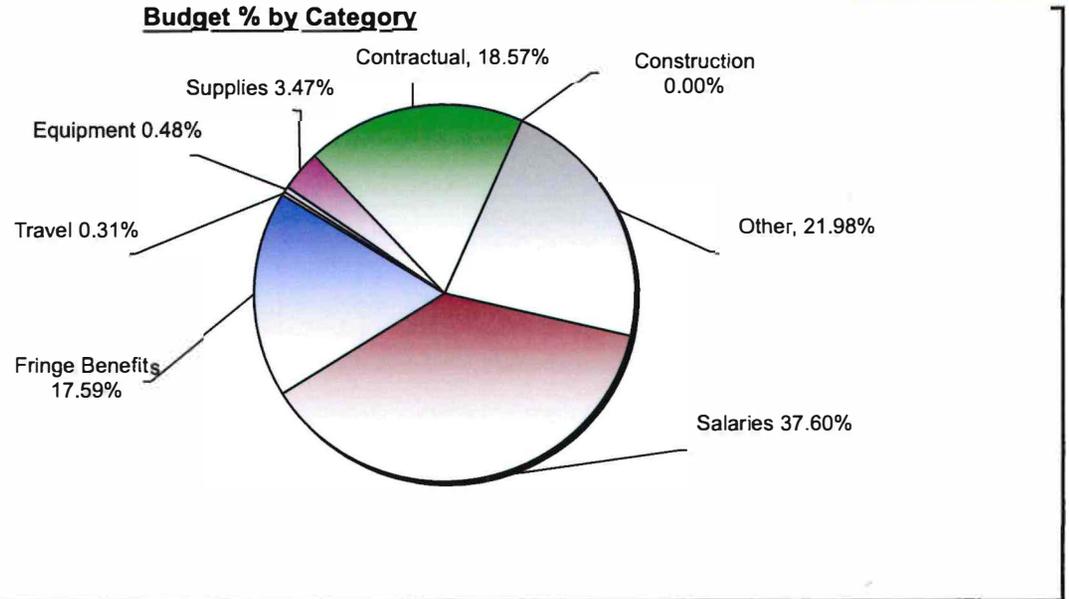
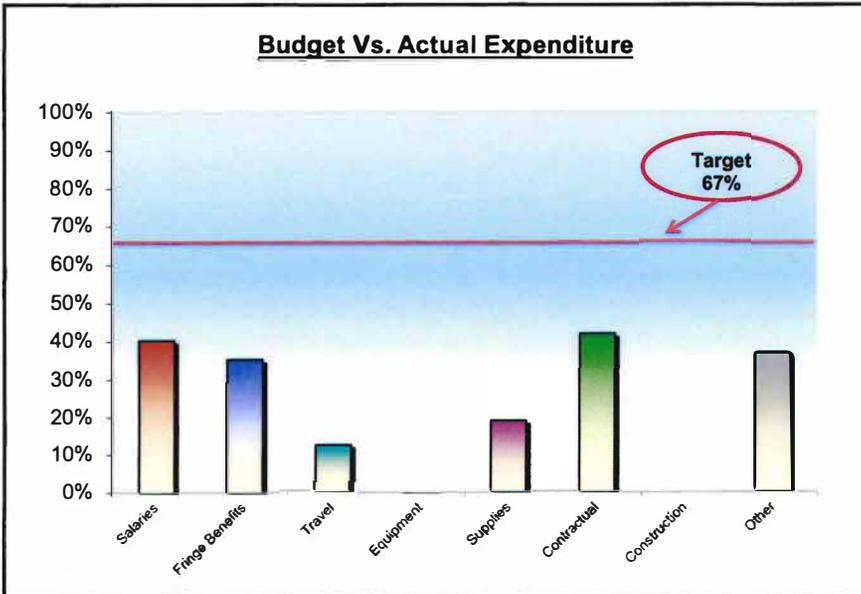
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County of San Bernardino Preschool Services Budget-To-Actual and Projected Expenditure Report FY 2025 - 26 As of February 28, 2026

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(I)
	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditures	Total Expenditures (B) + (D)	Budget Balance (C) - (D)	Budget Transfer		Budget Balance II (F) + (G)	Budget vs. Actual Exp.% (B) / (A)
							Transfer-In (i)	Transfer-out (ii)		
Expenditures										
A Salaries	24,825,146	9,990,083	14,835,063	11,835,062	21,825,146	3,000,000	-	(3,000,000)	0	40.2%
B Fringe Benefits	11,617,350	4,096,276	7,521,074	3,521,074	7,617,350	4,000,000	-	(4,000,000)	(0)	35.3%
C Travel	207,180	26,489	180,691	180,691	207,180	-	-	-	-	12.8%
D Equipment	319,087	(14,223)	333,310	183,310	169,087	150,000	-	(150,000)	(0)	-4.5%
E Supplies	2,288,344	427,548	1,860,796	1,410,796	1,838,344	450,000	-	(450,000)	0	18.7%
F Contractual	12,261,831	5,149,861	7,111,970	12,811,970	17,961,831	(5,700,000)	5,700,000	-	0	42.0%
G Construction	-	56,255	(56,255)	3,043,746	3,100,000	(3,100,000)	3,100,000	-	(0)	0.0%
H Other	14,513,731	5,303,049	9,210,682	8,010,682	13,313,731	1,200,000	-	(1,200,000)	-	36.5%
Total Direct Costs	66,032,669	25,035,338	40,997,331	40,997,331	66,032,669	-	8,800,000	(8,800,000)	0	37.9%
Percentage (%) Analysis	100.0%	37.9%	62.1%	62.1%	100.0%	0.0%	13.3%	-13.3%	0.0%	28.75%



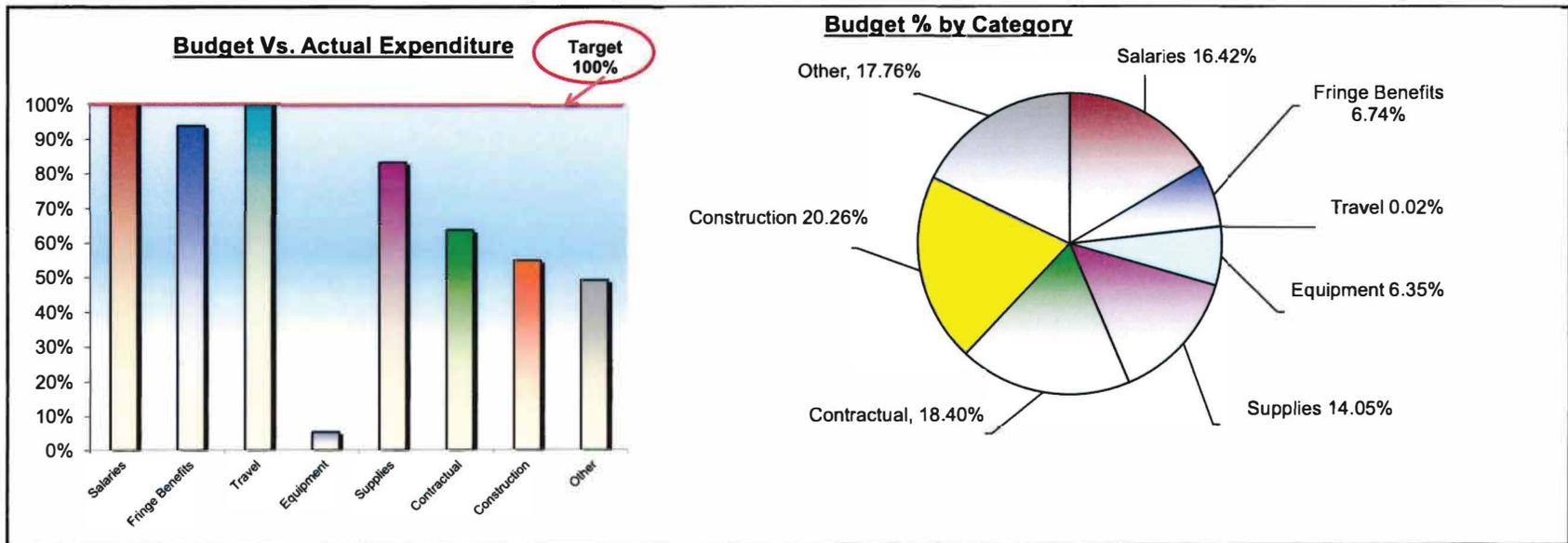
Note: Year to date actual expenditures as of February 28, 2026 (SAP 3-03-26)



County of San Bernardino Preschool Services Budget-To-Actual and Projected Expenditure Report FY 2024-25 As of February 28, 2026

Combined

Budget Categories	(A)	(B)	(C)	(D)	(E)		Budget Balance (A) - (D) + (E)	(F)
	Modified Budget	Year-To-Date Actual	Obligations	Total YTD + OBL (B) + (C)	Budget Transfer			Budget vs. Actual Exp. % (B) / (A)
					Transfer-In (i)	Transfer-out (ii)		
Expenditures								
A Salaries	18,421,625	19,156,251		19,156,251	734,626	-	-	104.0%
B Fringe Benefits	7,562,390	7,087,735		7,087,735	-	(474,655)	-	93.7%
C Travel	26,634	30,456		30,456	3,822	-	-	114.3%
D Equipment	7,119,882	385,714	6,576,078	6,961,792	-	(158,090)	-	5.4%
E Supplies	15,758,608	13,117,194	4,318,087	17,435,280	1,676,672	-	-	83.2%
F Contractual	20,645,844	13,152,461	9,587,400	22,739,861	2,094,017	-	-	63.7%
G Construction	22,730,014	12,473,850	5,544,371	18,018,221	-	(4,711,793)	-	54.9%
H Other	19,923,318	9,801,557	10,957,162	20,758,719	835,401	-	-	49.2%
Total Direct Costs	112,188,316	75,205,218	36,983,098	112,188,316	5,344,538	(5,344,538)	-	67.0%
Percentage (%) Analysis	100.0%	67.0%		100.0%	4.8%	-4.8%	0.0%	32.97%



Note: Year to date actual expenditures as of February 28, 2026 (SAP 3-4-26)



Preschool Services

Head Start and Early Head Start Facilities and Learning Environment

Annual Training - Facilities

Presentation to Shared Governance Board

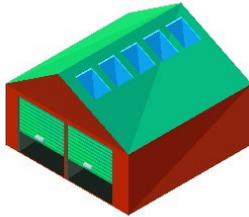
Dina Bunch

Administrative Supervisor II

March 2026



Maintenance Team



Warehouse Team



Custodial Team



Capital Projects Team

- Maintenance Team – Monitors safe learning environments; performs minor building, playground and equipment repairs; and maintenance projects.
- Warehouse Team – Manages inventory and supply orders; oversees receiving, pickup and delivery; coordinates surplus; and supports moves.
- Custodial Team – Maintains clean learning environments.
- Capital Projects Team – Prepares 1303 applications and CIP submissions; oversees tenant improvements and construction monitoring; manages lease renewals; and conducts site assessments.

- 33 facilities total
- 24 leased facilities
- 9 owned Facilities
- Serves 2,106 students
- 30 sites with classrooms
- 8 sites with County-owned classrooms (including leased land with modulares)

San Bernardino County-Owned Facilities

Baker

Barstow

Brookside

Butler (warehouse)

Cucamonga *

L&M (warehouse)

Mill Center

Ontario Maple

Yucca Valley

Whitney Young *

Rancho New Admin and Child Development Center

*County-owned modulares on leased land

Facilities Leased by PSD

29 Palms

Las Terrazas

Westminster

Adelanto

Northgate

Whitney Young

Apple Valley

Parks & Rec

Willow

Arrowhead Grove

Rancho Cucamonga

Yucaipa

Chino

Redlands Valencia

Crestline

Rialto Eucalyptus

Del Rosa

Rialto Renaissance

Fontana Citrus

South Redlands

Hesperia

Upland

Highland

Victorville

- Purchase
- Lease
- Tenant Improvements (leased facilities)
- Renovations (County-owned facilities)

- Scope/Need Identification – Must be based on community assessment
- Project Request – Present the project to the Policy Council and Shared Governance Board.
- CIP Submission – Submit the project to the county through the Capital Improvement Program.
- 1303 Application Submission – Submit the 1303 application, including the 25-item checklist, for major renovations exceeding \$349,000 in accordance with the federal process.
- Design Phase
- Construction Phase
- Move-In Phase
- Licensing Classrooms
- Grand Opening

- The home of PSD Facilities is the Logistics and Maintenance (aka L&M) building on Hallmark Parkway.
- Twenty-four percent of our sites have county-owned classrooms.
- The approximate time to complete a capital project from concept to completion is two to three years.
- A1303 application is required for a major renovation valued over \$349,000.





Preschool Services

Thank you

Preschool Services Department Administration

**Arlene Molina
Director**

Head Start Shared Governance Board Jan. 22, 2026

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District – Shared Governance Board Chair
2. Josh Dugas, Acting Director - San Bernardino County Department of Behavioral Health – Shared Governance Board Vice Chair
3. Ashley Brooksher, Children’s Network Officer – San Bernardino County Children’s Network
4. Janki Patel, Acting Director – San Bernardino County Department of Public Health
5. Eva Soto, Policy Council Chair, SGB Representative – Community Representative
6. Diana Banderas, Policy Council Vice Chair, SGB Representative – Community Representative
7. Clara Wilshire, Policy Council SGB Representative – Community Representative

Absent:

8. Ted Alejandre, County Superintendent – San Bernardino County Superintendent of Schools



Head Start Shared Governance Board Meeting Minutes

DATE: Jan. 22, 2026
PLACE: Preschool Services
662 S. Tippecanoe Ave.

1. & 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting began at 2 p.m.

San Bernardino County (SBC) Board of Supervisors (BOS) Fifth District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone. The newly elected SGB member, Clara Wilshire, Community Representative, introduced herself.

3. Public Comment

There was one public comment by Rommel L. Fuller, Teamsters Local 1932.

Rommel thanked the SGB and commented on trying to work together with Arlene and Mrs. Hendrickson, HRO, and has built a better relationship and trust on both sides. He wanted to share concerns he had already shared with them. He understands that PSD will request to move funds and understands this process, but PSD staff have concerns about this happening more often and they are wondering where the teaching staff will be hired. Rommel has visited the sites and was informed that cohort students are not resolving issues of attendance, staff shortages, or staff traveling to remote sites to cover for long periods of time, causing hardships for staff. He added that janitors, clerks, and generalists are covering teachers in classrooms for breaks. Teacher's aides and food service workers and cohort students have been covering for teaching staff in classrooms. Managers are not monitoring sites often enough. Rommel added that he really wants the program to be successful and appreciates the work he, Arlene and Ellen are doing. He wants to continue to grow and requests that these challenges be looked into. He thanked all for their time.

Supervisor Baca, Jr., thanked Rommel for sharing his concerns. He has visited the sites and has seen the challenges, especially in the remote areas and PSD will continue to do all we can to provide the best service we can for our kids and families.

4. Presentation of the Agenda

The following changes to the agenda were reported:

- Item 8.2.2 – Head Start Grant Budget Adjustment 2024-25
 - Page 51 – under item 5 – Construction should be Victorville and Yucaipa sites
 - Page 52 – added shade structures and playground equipment

5. Executive Reports/Program Updates

5.1 Program Updates

Arlene Molina shared the following PSD program updates.

Stem Centers

The Stem Centers by the vendor, Flexhibit, should be completed at the Mill and Ontario sites by May. We are targeting June for a ribbon-cutting event.

New PSD Supplemental Nutrition Program

PSD is building a new Supplemental Nutrition Program to be funded with the No Cost Extension funds/One-Time Project funding. PSD will collaborate with San Bernardino Community Action Partnership (CAP) as a vendor to distribute CAP food products to PSD families. PSD is purchasing refrigerators, freezers and refrigerated vehicles for use to distribute those food products to PSD families once a month. As a companion program, PSD's registered dietitian is creating low-cost high-quality nutritional value scratch-cooking recipes for PSD families aligning with the U.S. Department of Health and Human Services Make America Healthy Again initiatives.

1303 Update

The Office of Head Start updating PSD that the 1303 Housing Authority Collaborative Projects, Arrowhead Grove and Whitney Young, Expansion into Infant Services are almost approved. The PSD Facilities team will work with Housing Authority and Real Estate to get these projects completed by September.

2025-26 PSD Self-Assessment

Arlene notified the SGB that they may be receiving surveys from PSD's consultant related to the annual PSD self-assessment.

5.2 County Performance Measures 2025-26 - Quarter 2

LaTrenda Terrell, Deputy Director, presented the Q2 report as follows:

GOAL	25-26 Target	Quarter 1	Quarter 2
1. Promote school readiness. 2. Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from the cradle to career." 3. Support the Vision2Read Initiative. 4. Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment and reduce this count by 55% by June 30, 2026.	55%	N/A	N/A
1. Promote school readiness.			

<p>2. Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from the cradle to career."</p> <p>3. Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social-emotional skills on the first quarter's assessment and reduce this count by 30% by June 30, 2026.</p>	30%	N/A	N/A
<p>1. Increase enrollment opportunities for foster children.</p> <p>2. Enhance the referral process of enrollment with Children and Family Services.</p>	204	124	136
<p>1. Identify in excess of healthy body mass index (BMI) and/or over healthy BMI children ages 2-5 years in an effort to promote a healthy lifestyle.</p> <p>2. Promote nutrition education programs for parents at each school site.</p> <p>3. Ensure that children receive both nutrition curriculum and physical activity daily within the classroom schedule.</p> <p>4. Decrease the number of children who are identified as in excess of healthy BMI or over healthy BMI from the higher level of BMI classification to the next lower level by children's height and weight.</p>	60%	N/A	52%

5.3 PSD 2025-26 Reports and Updates

Sean Segal, Program Manager, provided the Enrollment Reports as follows.

5.3.1 Enrollment Report – Dec. 2025

Sean Segal, PSD ERSEA Program Manager, presented the following Enrollment Reports:

- Head Start (HS) 94%
- Early Head Start (EHS) 94%
- Early Head Start - Child Care Partnership (CCP) 90%

The Next Gen Victorville site has delayed in opening due to a new law regarding sprinkler systems in infant classrooms. There are children currently receiving home visitation services.

5.3.2 Attendance Report – 2301 Average Daily Attendance – Dec. 2025

Sean presented the following average daily attendance. Sean explained the difference in attendance reporting this year. PSD is now reporting all absences, including unexcused absences.

- Head Start 71.60%
- Early Head Start 59.73%
- EHS-CCP 78.11%
- Easter Seals HS 85.40%
- Easter Seals EHS 79.79%

Eva Sota, PC Chair, inquired about makeup days for attendance. Sean replied that we are filling the year as much as possible with the 233-day schedule. Supervisor Baca, Jr., inquired about the comparison of attendance from year to year. Sean will review last year's numbers.

Arlene added that PSD had a breakout of Hand, Foot and Mouth Disease at five centers in multiple classrooms, which impacted attendance significantly in December. Attendance is also affected when siblings are out during holiday breaks.

5.3.3 Facilities Report – Dec. 2025

Dina Bunch, PSD Supervising Administrative Supervisor II, presented the Facilities Report and highlighted the following:

- Work Order Status
- Maintenance Projects Completed
- CIP Projects Status

5.3.4 - Program Information Report – As of Jan. 8

Rodney Barrios, PSD Program Manager, presented the following program information reports:

- Dental Exams/Screenings, Dental Preventative Care, and 45-Day Screenings for Developmental Sensory and Behavioral Concerns
- Family Services
- Homeless Services

Supervisor Baca, Jr., inquired about the trends of families referred for homelessness services. Rodney noticed a very slight decrease since last year.

5.3.5 – Finance Budget-to-Actual and Projected Expenditure Reports for the Combined Head Start/Early Head Start/Early Head Start-Child Care Partnership

Madeline Tsang, PSD Administrative Manager, provided the following Budget-to-Actual as of Dec. 31, 2025.

Combined HS/EHS FY 2025-26	Budget/Balance	Percentage Analysis
Budget	\$66,032,669	
Projected Budget Balance	\$8,800,000	13.3%
Combined HS/EHS FY 2024-25	Budget/Balance	Percentage Analysis
Budget	\$112,188,316	
Projected Budget Balance	\$5,344,538	4.8%

6. SGB Trainings/Overviews

6.1 Annual Overview of Parent, Family, and Community Engagement

LaShawn Love-French, Program Manager, presented the annual overview of the Parent Family Community Engagement (PFCE) and highlighted the following:

- PFCE Framework used primarily in early childhood education programs
- PFCE Supports Family Outcomes
- Family Engagement Process

- Support Provided to Families
- Programs Offered
- Collaborate, Engage, Repeat

7. Consent Items

The following consent items were approved.

7.1 SGB Minutes – Oct. 23, 2025

7.2 SGB Delegate Appointment – Behavioral Health

APPROVED

Motion/Second: Josh Dugas/Janki Patel

AYES: Supervisor Baca, Jr., Josh Dugas, Ashley Brooksher, Janki Patel

ABSENT: Superintendent Alejandre

ABSTAIN: None

8. Discussion Items

8.1 Vice-Chair Election – 2026

Josh Dugas was nominated as SGB Vice Chair.

APPROVED

Motion/Second: Ashley Brooksher/Janki Patel

AYES: Supervisor Baca Jr., Josh Dugas, Ashley Brooksher, Janki Patel

ABSENT: Superintendent Alejandre

ABSTAIN: None

8.2 APPROVAL OF PSD Head Start and Early Head Start Grant Budget Adjustments

8.2.1 FY 2025-26 Budget Transfer Request

Madeline Tsang, Administrative Manager, presented the budget adjustment request needed to utilize savings from various projects to areas needed to improve the safety and well-being of the enrolled preschool children and families. The request does not change the total funding in the amount of \$66,032,669 as it is budget line-item adjustments only.

The details are shown in the tables below by program, CAN number, and budget categories:

Head Start (CAN# G094122)

						New Request
GABI Code	Budget Categories	Budget Amount	YTD Expenditure	Projections	Available Funds	Request for Budget Adjustments
A	Salaries	16,834,913.00	6,110,136.40	8,174,777	2,550,000.00	(2,550,000.00)
B	Fringe Benefits	7,882,155.00	2,525,194.75	3,156,960	2,200,000.00	(2,200,000.00)
C	Travel	100,033.00	18,885.70	81,147	0	0
D	Equipment	237,421.00	(20,517.15)	175,438	82,500.00	(82,500.00)
E	Supplies	1,735,118.00	317,090.57	1,170,527	247,500.00	(247,500.00)
F	Contractual	6,890,792.00	2,045,019.79	8,880,772	(4,035,000.00)	4,035,000.00
G	Construction	-	-	1,705,000	(1,705,000.00)	1,705,000.00
H	Other	9,105,068.00	2,992,691.38	5,452,377	660,000.00	(660,000.00)
Total Costs		42,785,500	13,988,501	28,796,999	0	0

Early Head Start (CAN# G094122)

						New Request
GABI Code	Budget Categories	Budget Amount	YTD Expenditure	Projections	Available Funds	Request for Budget Adjustments
A	Salaries	7,990,233.00	1,460,608.58	6,079,624.42	450,000.00	(450,000)
B	Fringe Benefits	3,735,195.00	605,671.69	1,329,523.31	1,800,000.00	(1,800,000)
C	Travel	107,147.00	4,656.04	102,490.96	0	0
D	Equipment	81,666.00	0.00	14,166.00	67,500.00	(67,500)
E	Supplies	553,226.00	168,325.82	182,400.18	202,500.00	(202,500)
F	Contractual	5,371,039.00	1,075,194.78	5,960,844.22	(1,665,000.00)	1,665,000
G	Construction	0.00	0.00	1,395,000.00	(1,395,000.00)	1,395,000
H	Other	5,408,663.00	1,255,059.11	3,613,603.89	540,000.00	(540,000)
Total Costs		23,247,169	4,569,516	18,677,653	0	0

Summary

						New Request
GABI Code	Budget Categories	Budget Amount	YTD Expenditure	Projections	Available Funds	Request for Budget Adjustments
A	Salaries	24,825,146	7,570,745	14,254,401	3,000,000	(3,000,000)
B	Fringe Benefits	11,617,350	3,130,866	4,486,484	4,000,000	(4,000,000)
C	Travel	207,180	23,542	183,638	0	0

PSD is requesting the following budget adjustments to align expenditures with the approved budget and to utilize savings from the Salary and Benefit Budget due to unfilled positions for the areas of improvement needed on eligible Head Start children. The table below illustrates the areas that need additional funds for program compliance, better quality of education, and nutrition for enrolled children. This budget adjustment also addresses the space needs for preschool relocations in some geographic areas for enhancing child/staff safety, better and bigger space for classrooms, playground, etc. The projects that require additional funds are as follows:

GABI Code	Budget Categories	Project Descriptions	Additional Funds Required
F	Contractual	Increase Consulting Contract to improve education and compliance:	140,000
		Teaching Strategy and Training	250,000
		Health Consultant especially for Mental Health Development (Nursing Contracts)	180,000
		Fast Forward Training for Site Supervisors and Managers	400,000
		Parents meetings, apprenticeships and community engagement, etc.	150,000
		Fatherhood engagement	100,000
		Nutrition Program for enrolled children and families at estimated weekly costs of \$150 per family for 1000 families over 10 weeks	1,500,000
		Other contract cost increases for transportation, food, and services due to inflation factors	2,980,000
		Sub-total	5,700,000
G	Construction	Yucaipa, Upland and Chino Preschool Site Relocations	1,300,000
		Victorville Preschool Building Purchase	1,800,000
		Sub-total	3,100,000

This Budget Transfer Request is necessary for maintaining appropriate grant budget/expenditure requirements. The projects included in the budget transfer are for improving the safety and well-being of staff, families and enrolled children, and for utilizing the funds efficiently and effectively while fulfilling the mission and delivering essential preschool services.

In addition, PSD will comply with both County and Head Start procurement requirements when conducting purchases for goods and services. The required 1303 applications for major renovation, construction, and building purchases will be communicated with grant specialists on a regular basis, and the application will be submitted to the Office of Head Start for approval.

This Budget Transfer Request was presented and approved by the Policy Council at its meeting on Jan. 20.

Supervisor Baca, Jr., inquired about the transfers. Arlene explained that due to the delays of the 1303 process, PSD decided it was best to move some of the funds to meet the 2024/25 obligation deadlines. Many of the items are one-time items. The Office of Head Start recommended PSD submit these requests early due to the 1303 approval process delays all programs are experiencing.

Diana Banderas, PC/SGB Representative, requested that management also look into the slow process of finding a facility for Yucaipa Head Start, the issue with limited parking at the current Yucaipa Head Start site, and over-crowding during pickup and drop off. The parents must park in areas that require them to cross busy streets. Arlene replied that management will work with Real Estate Services for immediate solutions while we are looking for another facility.

APPROVED

Motion/Second: Ashley Brooksher/Josh Dugas
 AYES: Supervisor Baca, Jr., Josh Dugas, Ashley Brooksher, Janki Patel
 ABSENT: Superintendent Alejandro
 ABSTAIN: None

8.2.2 FY 2024-25 Budget Transfer Request

Madeline Tsang, Administrative Manager, presented the budget adjustment to reflect the current cost of the approved projects and to replace canceled projects with new items necessary to complete the grant projects. This budget transfer request does not change the total amount of \$112,188,316 in funding because the adjustments apply only to budget line-items. The details are shown in the tables below by program, CAN number, and budget categories:

**Headstart
(CAN# G094122)**

**New
Request**

GABI Code	Budget Categories	Budget Amount	Prior Year Budget Adjustment	New Budget	YTD Expenditure	Accruals / Obligations	Available Funds	Request for Budget Adjustments
A	Salaries	10,012,407.00	5,745,865.00	15,758,272.00	16,492,898.00	0	(734,626.00)	734,626.00
B	Fringe Benefits	4,241,882.00	2,178,675.00	6,420,557.00	5,945,902.00	0	474,655.00	(474,655.00)
C	Travel	165,222.00	(148,480.00)	16,742.00	19,348.00	0	(2,606.00)	2,606.00
D	Equipment	4,965,204.00	1,254,678.00	6,219,882.00	385,714.00	4,284,135.00	1,550,033.00	(1,550,033.00)
E	Supplies	4,101,379.00	6,890,371.00	10,991,750.00	6,905,834.00	5,384,141.00	(1,298,225.00)	1,298,225.00
F	Contractual	7,740,089.00	3,489,303.00	11,229,392.00	7,076,480.00	6,246,929.00	(2,094,017.00)	2,094,017.00
G	Construction	28,227,242.00	(14,850,501.00)	13,376,741.00	6,860,618.00	4,001,749.00	2,514,374.00	(2,514,374.00)
H	Other	17,673,796.00	(4,559,911.00)	13,113,885.00	6,517,206.00	7,006,267.00	(409,588.00)	409,588.00
Total Costs		77,127,221	0	77,127,221	50,204,000	26,923,221	0	0

**Early Headstart
(CAN# G094122)**

**New
Request**

GABI Code	Budget Categories	Budget Amount	Prior Year Budget Adjustment	New Budget	YTD Expenditure	Accruals / Obligations	Available Funds	Request for Budget Adjustments
A	Salaries	12,556,214.00	(9,892,861.00)	2,663,353.00	2,663,353.00	0.00	0	
B	Fringe Benefits	5,874,457.00	(4,732,624.00)	1,141,833.00	1,141,833.00	0.00	0	
C	Travel	153,385.00	(143,493.00)	9,892.00	11,108.00	0.00	(1,216)	1,216
D	Equipment	862,048.00	37,952.00	900,000.00	0.00	2,291,943.00	(1,391,943)	1,391,943
E	Supplies	1,293,570.00	3,473,288.00	4,766,858.00	2,284,826.00	2,860,479.00	(378,447)	378,447
F	Contractual	7,433,764.00	1,982,688.00	9,416,452.00	6,074,861.00	3,341,591.00	0	0
G	Construction	0.00	9,353,273.00	9,353,273.00	5,613,233.00	1,542,622.00	2,197,418	(2,197,418)
H	Other	6,887,657.00	(78,223.00)	6,809,434.00	3,116,431.00	4,118,815.00	(425,812)	425,812
Total Costs		35,061,095	0	35,061,095	20,905,645	14,155,450	0	0

Summary

**New
Request**

Budget Justification:

PSD is requesting the following budget adjustments to align actual expenditures with the budget, and to replace canceled projects with new items to utilize funds in the areas needed. Justifications below outline the project details in specific budget categories:

- 1) Salaries and Benefits: PSD would like to move \$734,626 from Fringe Benefits of \$474,655 plus \$259,971 from the Construction budget to cover the compensation for staff retention purposes.
- 2) Travel: PSD needs to move \$3,822 from the Construction budget to cover additional travel costs.
- 3) Supplies: PSD reviewed all the No-Cost Extension budget and determined that some line-item expenditures in the Equipment budget are below \$10,000. These items need to be moved from Equipment to Supply budget category; In addition, the replacement of school furniture and program supplies has become more expensive due to tariffs requiring additional funds. The amount of such increases is about \$1,676,672, and the funds will be reallocated from Construction (\$1,518,582) and Equipment (\$158,090) budgets to Supplies.
- 4) Contractual: The contractors of preschool services, especially on Early Head Start service providers, need approximately a total of \$5 million in funds for facility maintenance projects and minor classroom/playground improvements. There were savings on the Contractual budget; therefore, PSD is requesting \$2,094,017 in additional funds to cover the expenditures. We will utilize savings from canceled construction projects to fund the additional costs.
- 5) Construction: The two Child Development Center relocation projects (Victorville and Yucaipa preschool relocations) will be moved from PY 24/25 to PY 26/27 program year to allow sufficient time for the County Real Estate Services Department to find appropriate buildings for preschool. In addition, PSD needs more time to complete 1303 applications as required by the Office of Head Start. The cancelations will free up \$4,711,794 in funding other replacement projects in the budget categories of Supplies, Contractual and Other.
- 6) Other: Additional costs are required for security enhancements for all preschool sites. There are savings from approved projects in the other budget category; therefore, PSD only needs additional funds of \$835,401 for the project (total security project costs approximately \$1,685,538).

After the approval of the above budget adjustments, the projects remaining in the obligations are shown as follows:

GABI Code	Location	Project Descriptions	Obligations
D	3 Preschool Sites	Full Scope STEM Centers w/ 6 installed Science Exhibits per school site (3 @ Unit Cost of \$1,500,000)-prior remaining vendor payments only	3,108,274
D	30 Preschool Sites	1 Van for Mobile Literacy to enhance literacy program	70,000
D	All Sites	4 Refrigerator Trucks for the Nutrition Program at \$90,000 each	360,000
D	Maintenance Truck	2 Maintenance Trucks at \$75,000 to replace old trucks	150,000
D	Adelanto - PMD	Playground Equipment	294,516
D	Apple Valley - PMD	Playground Equipment	297,163
D	Fontana Citrus - PMD	Playground Equipment	205,375
D	Fontana Citrus - PMD	Shade Structure	349,000
D	Mill - PMD	Playground Equipment	109,257
D	Mill - PMD	Shade Structure (Up to 3)	349,000
D	Ontario Maple - PMD	Playground (2 Shade + Playground Equipment)	295,149
D	Rialto Eucalyptus - PMD	Shade Structure	273,317
D	Westminster - PMD	Playground Equipment	289,442
D	Whitney Young - PMD	Playground Equipment	280,587
D	New Admin Building and Sites	2-4 Switches or network equipment at \$10,000 to \$15,000 each	60,000
D	All Sites	3 Walk-in Freezers at \$15,000 each, 4 Freezers at \$10,000 each for Sites	85,000
		Sub-Total	6,576,078
E	30 Preschool Sites	Kitchen Supplies, Furniture & Supplies for Sensory Rooms	1,955,000
E	30 Preschool Sites	Athletic Equipment for Children	250,000
E	30 Preschool Sites	New & Replacement of Furniture /Supplies Needed for HS & EHS Classrooms Due to Program Option Changes	3,959,158
E	Rancho Cucamonga	CDC & Admin Office Relocation (Furniture, IT and staff supplies)	530,500
E	All Sites	Prior Year Undelivered Supply Orders	1,549,962
		Sub-Total	8,244,620
F	DA/CA/CCRC and other service contracts	Minor Facility Improvement Projects for up to 30 sites to improve air quality, health, classroom conditions, playground, etc. These funds allow service contractors to purchase up to 10 shade structures and 10 playground equipment for Head Start children at contractor's school sites	4,339,427

This Budget Transfer Request is necessary for maintaining appropriate grant budget/expenditure requirements. The projects included in the budget are to improve the safety and well-being of staff, families, and enrolled children, and for utilizing the funds efficiently and effectively while fulfilling the mission and delivering essential preschool services.

In addition, PSD will comply with both County and Head Start procurement requirements when conducting purchases for goods and services. The required 1303 applications for major renovations have been or will be submitted to the Office of Head Start for approval.

This Budget Transfer Request will be presented to the Policy Council for approval at its meeting on Jan. 20, and to the Shared Governance Board for approval at its meeting on Jan. 22.

Supervisor Baca, Jr., asked about the project's timeline, ensuring all items are completed, and if PSD needs any support from the SGB. Arlene replied that all projects do need to be obligated this year. PSD is working closely with Real Estate Services and Project Management Facilities to make sure we are on track with monthly meetings. Most of the projects have already been approved by the Office of Head Start. Moving forward, the projects will involve working with HS Contracts on Requests for Proposals. PSD will keep the board updated and will reach out if assistance is needed.

APPROVED

Motion/Second: Josh Dugas/Janki Patel

AYES: Supervisor Baca, Jr., Josh Dugas, Ashley Brooksher, Janki Patel

ABSENT: Superintendent Alejandre

ABSTAIN: None

8.3 APPROVAL OF PSD 2024-25 ANNUAL REPORT

Arlene Molina, PSD Director, presented the 2024-25 PSD Annual Report and highlighted the following:

- 2024-25 –over 2,200 children served
- Collaborations and partnerships:
 - Department of Behavioral Health
 - Department of Public Health
 - Children and Family Services
 - Transitional Assistance
 - San Bernardino County Superintendent of Schools
 - San Bernardino County Unified School Districts
 - Community Action Partnership
 - San Bernardino Community College District
 - University of California, Riverside
 - Cal Baptist University
 - Loma Linda University
 - Housing Authority
 - First 5 San Bernardino
 - Azusa Pacific University
 - Barstow Community College
 - San Joaquin Valley College
 - Department of Child Support Services
 - Geri Smiles Mobile Dental
 - Victory Community Support
 - Walden Family Services
- 138 Student interns completed practicums
- 10% of current staff members were once parents in our program
- Teacher Aide Cohort Program – Apprenticeship Program 2024-25 was our first year of the program – 24 students completed the program, 14 were hired by PSD, and 13 are still employed. There were two others hired in the community: Apple Valley School District and Inland Regional Center. Those numbers increased in our cohort this year.
- Early Intervention program in partnership with Behavioral Health contributed to PSD's success in hitting our County Performance Measures goals in areas of Social Emotional Development for Toddlers.
- Teacher Pyramid Implementation – designed to support social and emotional development
- Spotlights on parents and staff

- Funding Sources

APPROVED

Motion/Second: Ashley Brooksher/Josh Dugas

AYES: Supervisor Baca, Jr., Josh Dugas, Ashley Brooksher, Janki Patel

ABSENT: Superintendent Alejandro

ABSTAIN: None

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for March 19.

10. Executive Comments

Eva Sota, PC Chair, shared that she and Diana are very excited to attend the National Head Start Winter Leadership Conference with PSD staff next week in DC and they will represent PSD well. They look forward to reporting back in March.

11. Adjournment

The meeting adjourned at 3:17 P.M.

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Preschool Services Department Head Start Baseline Grant Application April 1, 2026





INTRODUCTION

On behalf of the County Board of Supervisors, the Shared Governance Board, the Policy Council, and the hundreds of children and families represented, the Preschool Services Department (PSD) is pleased to submit this non-competitive baseline application, year two of five to serve 2,039 children throughout San Bernardino County: 583 Early Head Start (EHS) and 1,456 Head Start Preschool (HSP). Through this grant continuation application, PSD is requesting \$42,305,574 in Head Start Preschool (HSP), \$22,973,156 in Early Head Start (EHS) program operation funds, and \$479,926 in HSP Training/Technical Assistance and \$274,013 in EHS Training/Technical Assistance funds.

The following sections of the budget and budget narratives reflect the continuation of financial support that is necessary to maintain the HS and EHS program operations and training:

SECTION I. HEAD START PRESCHOOL BUDGET AND BUDGET NARRATIVE

1. Explain the costs by object and class budget categories

PSD's detailed budget outlines the intended use of program operations, training and technical assistance (TTA) funds by budget categories. The proposed budget supports all program operations, goals, objectives and all required comprehensive HS and EHS services to eligible children and families in a cost-effective manner.

PSD has budgeted its HS and EHS funding across the following cost categories: personnel, fringe benefits, travel, equipment, supplies, contractual, and other. These costs are either directly charged or appropriately allocated among various programs



based on benefits received. The related line-item budget tables demonstrate that funds are appropriately allocated to support all comprehensive services.

PSD is budgeting a total of \$66,032,669 in HS and EHS federal funding with a total of \$16,508,167 non-federal match (25% of federal funds). The administrative costs included in this total budget are below 15%. There are no indirect costs associated with the total budget. Table 01 outlines the amount for all required budget categories:

Table 01 Summary of Funding Request

GABI Code	Description	HS Operation	EHS Operations	Total Operations	HS TTA	EHS TTA	Total TTA	Funding Request
A	Personnel	\$16,597,920	\$7,880,854	\$24,478,774	\$22,159	\$11,932	\$34,091	\$24,512,865
B	Fringe Benefits	\$7,521,724	\$3,486,694	\$11,008,418	\$24,080	\$12,966	\$37,046	\$11,045,464
C	Travel	\$84,606	\$58,794	\$143,400	\$36,002	\$19,385	\$55,387	\$198,787
D	Equipment	\$282,000	\$128,000	\$410,000			\$0	\$410,000
E	Supplies	\$1,179,362	\$780,693	\$1,960,055			\$0	\$1,960,055
F	Contractual	\$8,535,419	\$6,685,017	\$15,220,436	\$92,312	\$49,707	\$142,019	\$15,362,455
G	Facilities /Construction	-	-	-	-	-	-	-
H	Other	\$8,104,543	\$3,953,104	\$12,057,647	\$305,373	\$180,023	\$485,396	\$12,543,043
Total		\$42,305,574	\$22,973,156	\$65,278,730	\$479,926	\$274,013	\$753,939	\$66,032,669

The line-item budget is separated by the Operations Budget, Training and Technical Assistance (TTA) Budget, as shown in the table above.

The **Operations Budget** is as follows:

- A. Personnel: Personnel are budgeted at \$24,478,774 to fund 536.16 full-time equivalents (FTE) positions that provide HS and EHS services to 2,039 children (1,456 HSP and 583 EHS) and their families. Personnel costs include Child Health and Development services, Family and Community Partnerships services, Program Design and Management services, and other related services. Table 02 presents personnel costs based on the general staffing structure designed to support the needs outlined in this application (Sections I and II).



Table 02 Allocation of Personnel Costs

GABI Code	HS # of FTEs	EHS # of FTEs	Total FTEs	Description	HS Costs	EHS Costs	Total Costs
A01	19.95	9.45	29.40	Program Managers / Supervisors	\$998,320	\$472,888	\$1,471,208
A02	104.31	49.41	153.72	Teachers/Infant Toddler Teachers	\$4,447,504	\$2,106,713	\$6,554,217
A04	2.00	10.00	12.00	Home Visitors	\$73,359	\$366,797	\$440,156
A05	76.38	36.18	112.56	Teacher Aides & Other Education Personnel	\$2,604,529	\$1,233,724	\$3,838,253
A06	1.71	.81	2.52	Health/Mental Health Services Personnel	\$82,726	\$39,186	\$121,912
A07	4.85	1.35	6.20	Disabilities Services Personnel	\$363,267	\$104,816	\$468,083
A08	20.71	.81	21.52	Nutrition Services Personnel	\$741,717	\$48,748	\$790,465
A10	16.53	7.83	24.36	Program Managers & Content Area Experts	\$1,306,259	\$662,098	\$1,968,357
A11	35.34	16.74	52.08	Other Family & Community Partnerships Personnel	\$1,559,467	\$738,695	\$2,298,162
A12	1.14	0.54	1.68	Executive Director/Other Supervisor of HS Director	\$201,719	\$97,257	\$298,976
A13	1.71	.81	2.52	Head Start/Early Head Start Director	\$262,160	\$125,651	\$387,811
A14	0.57	0.27	0.84	Managers	\$79,298	\$38,233	\$117,531
A15	6.27	2.97	9.24	Staff Development	\$433,714	\$205,443	\$639,157
A16	26.79	12.69	39.48	Clerical Personnel	\$1,021,035	\$484,686	\$1,505,721
A17	10.83	5.13	15.96	Fiscal Personnel	\$724,522	\$350,104	\$1,074,626
A18	7.98	3.78	11.76	Other Program Design Personnel	\$600,565	\$284,478	\$885,043
A19	27.36	12.96	40.32	Maintenance Personnel	\$1,097,759	\$521,337	\$1,619,096
Total	364.43	171.73	536.16		\$16,597,920	\$ 7,880,854	\$ 24,478,774

The combined FTE position count is 536.16 in PY 2026-27. The total amount of \$24,478,774 represents 81% of the estimated staff salary costs, with an attrition factor of 19% to reflect the current staff turnover rate due to retirement and nationwide labor market shortages. Table 03 shows the personnel costs decreased by a net of \$312,281 from the previous program year. There is a proposed \$698,383 decrease in the federal share for personnel from an increase of blended funding with state preschool for the CSPP and CCTR funding sources. The personnel amount includes a \$382,389 increase attributed to pay rate increases for classified staff and an additional \$3,713 of the supplemental pay. The table below compares personnel costs between PY 25/26 and PY 26/27.



Table 03 Variances in Year-to-Year Personnel Costs

GABI Code	PY 25-26 HS	PY 25-26 EHS	PY 26-27 HS	PY 26-27 EHS	Combined Variance	% Change	Explanation
A01	1,008,100	477,521	998,320	472,888	(14,413)	-0.97%	Increased cost-share ratio with State Programs
A02	4,719,507	2,235,556	4,447,504	2,106,713	(400,846)	-5.76%	Increased cost-share ratio with State Programs
A04	72,818	364,092	73,359	366,797	3,246	0.74%	Increased supplemental pay
A05	2,765,288	1,309,873	2,604,529	1,233,724	(236,908)	-5.81%	Increased cost-share ratio with State Programs
A06	82,409	39,036	82,726	39,186	467	0.38%	Increased supplemental pay
A07	301,687	129,102	363,267	104,816	37,294	8.66%	Step increases for classified staff
A08	743,569	50,785	741,717	48,748	(3,889)	-0.49%	Increased cost-share ratio with State Programs
A10	1,311,848	621,402	1,306,259	662,098	35,107	1.82%	Step increases for classified staff
A11	1,561,988	739,889	1,559,467	738,695	(3,715)	-0.16%	Increased cost-share ratio with State Programs
A12	174,901	82,848	201,719	97,257	41,227	16.00%	Step increases for classified staff
A13	249,409	118,141	262,160	125,651	20,261	5.51%	Step increases for classified staff
A14	74,293	35,191	79,298	38,233	8,047	7.35%	Step increases for classified staff
A15	356,271	168,760	433,714	205,443	114,126	21.74%	Step increases for classified staff
A16	993,081	470,407	1,021,035	484,686	42,233	2.89%	Step increases for classified staff
A17	704,455	333,689	724,522	350,104	36,482	3.51%	Step increases for classified staff
A18	568,257	269,174	600,565	284,478	47,612	5.69%	Step increases for classified staff
A19	1,124,873	532,835	1,097,759	521,337	(38,612)	-2.33%	Increased cost-share ratio with State Programs
Total	\$16,812,754	\$7,978,301	\$16,597,920	\$7,880,854	(\$312,281)	(1.26%)	

B. Fringe Benefits: Fringe benefits (approximately 45% of the budgeted salary amount)



totaling \$11,008,418 include employee retirement, health and dental insurance premiums, life insurance, long-and short-term disability insurance, unemployment insurance benefits, Workers' Compensation insurance, and other fringe benefits. All Fringe Benefits are based on approved bargaining unit terms for exempt, classified, and contract staff. The total benefit costs shown in the table below (Table 04) represent 81% of the estimated benefit costs with a built-in staff attrition rate (19%).

Table 04 Allocation and Description of Fringe Benefits

GABI Codes	Description	HS	EHS	Total	%
B01	Short & Long- Term Disability (1.07%)	\$268,319	\$126,268	\$394,587	16.61%
	Social Security (FICA) (1.45%)	\$360,690	\$169,737	\$530,427	22.33%
	Unemployment Insurance (4.13%)	\$237,961	\$111,982	\$349,943	14.73%
	Worker's Compensation (4.62%)	\$748,255	\$352,120	\$1,100,375	46.33%
	B01 Subtotal	\$1,615,225	\$760,107	\$2,375,332	
B02	Health/Dental/Life Insurance	\$2,143,306	\$1,008,614	\$3,151,920	36.51%
B03	Retirement	\$3,422,755	\$1,557,767	\$4,980,522	57.69%
B04	Other Fringe	\$340,438	\$160,206	\$500,644	5.80%
	B02-04 Sub-total	\$5,906,499	\$2,726,587	\$8,833,086	
	Grand Total	\$7,521,724	\$3,486,694	\$11,008,418	100%

The table below indicates the overall benefits that will be decreased by \$571,886 (4.94%) in PY 2026-27 from PY 2025-2026, which offsets the partial costs of staff annual wage increases with blended state fundings. The net decrease is primarily due to a reduction in the employer retirement contribution rate as more new hires are at lower retirement rate. An increase of \$1,927 covers the increases in Short-and-Long-Term Disability, Social Security (FICA), Unemployment Insurance, and Workers' Compensation for contract employees. The increase of \$180,788 applies to health, dental, and life insurance. The decrease of \$746,694 is due to lower retirement contributions.



Additionally, there is a \$7,907 decrease in other fringe benefits. These cost increases or decreases are in accordance with the employee Memorandum of Understanding. All employees are provided with vision care, dental, and life insurance. Table 05 provides a comparison of the benefits costs between PY 2025-26 and PY 2026-27:

Table 05 Variances in Year-to-Year Fringe Benefits

GABI Code	PY 25-26 HS	PY 25-26 EHS	PY 26-27 HS	PY 26-27 EHS	Combined Variance	%	Explanation
B01	1,610,595	762,810	1,615,225	760,107	1,927	0.08%	No significant changes
B02	2,016,106	955,026	2,143,306	1,008,614	180,788	6.08%	Cost increases due to higher MPS employer contribution
B03	3,886,289	1,840,927	3,422,755	1,557,767	(746,694)	(13.04%)	Employer retirement % contribution decreased in 26/27
B04	345,085	163,466	340,438	160,206	(7,907)	(1.55%)	Fringe benefits decreased
Total	\$7,858,075	\$3,722,229	\$7,521,724	\$3,486,694	(\$571,886)	(4.94%)	

C. Travel: The travel category is used to budget out-of-town air travel, hotel charges, meals, and other travel-related costs (Table 06). The Head Start budgeted amount is \$84,606 (the previous PY was \$58,502). The PY 2026-2027 budget increase is primarily due to additional in-person and out of state trainings; 59% of total costs is allocated to HS while 41% is allocated to EHS.

Table 06 Travel Budget - Head Start

GABI CODE	Item Description	HS Total
C01	Hotels 10 people X \$425 X 5 Days X 4 events X 59%	50,150



C01	Airfare 10 people X \$400 X 4 events X 59%	9,440
C01	Meals 10 people X \$92 X 5 Days X 4 events X 59%	10,856
C01	Car Rental \$1,000 X 4 events X 59%	2,360
C01	Other 10 people X \$100 X 5 Days X 4 events X 59%	11,800
Total		\$84,606

D. Equipment: PSD is requesting approval to purchase equipment for Head Start in the total amount of \$282,000 (Table 07). This represents the total cost of planned equipment needs for the 2026-27 budget period. The request includes shade structures and playground equipment for preschool sites, five HVAC units, and four network switches along with related network equipment. All estimated expenses are listed below, with per-unit costs including tax, shipping, and installation.

Table 07 Equipment Budget - Head Start

GABI CODE	Equipment	Item Description	HS Total
D02	Shade Structure or Playground Equipment	1 Shade structures (\$80,000) and 1 playground equipment (\$40,000) needed for preschool sites.	120,000
D02	HVAC	HVAC (up to 5 units at approximately \$12,400 each) is needed at preschool sites.	62,000
D04	Data Switch and Network Equipment	4 Network switches at \$15,000 each, and 2 network equipment at \$20,000 each	100,000
Total			\$282,000

E. Supplies: PSD purchases supplies in sufficient quantities to support its HS program operations (Table 08). Essential supplies are used for the classroom, program, office,



general maintenance, health, emergency, printing, and other purposes. Supplies for the HS program are budgeted for \$1,179,362. The agency allocates costs to all programs based on the benefits received by each program; therefore, the supplies budget in the table below represents only the proportional costs of the Head Start program.

Table 08 Supplies Budget - Head Start

GABI CODE	Item Description	HS Total
E01	Office Supplies: Consumable materials that include paper, pencils, pens, binders, toners, and file folders. Computer hardware and software, printers, and office furniture are also included in this category.	
E01	Computer Software (Adobe Professional Licenses, Trend Micro Licenses, Office 365 Licenses, Info Mapping Licenses, MS EA Licensing)	71,754
E01	Computer Hardware (Monitors, Scanners, Printers, Computers)	58,013
E01	Small tools & instruments, inventoriable and non-inventoriable supplies for 31 PSD sites	56,000
E01	General office supplies for 31 PSD sites (paper, pencils, pens, binders, toners, and file folders)	96,167
E01	Training Center Materials	16,148
E01 Total		\$298,082
E02	Child & Family Services and Supplies: Supplies include consumable classroom materials, classroom furniture, rugs, books, transition kits, medical supplies, dental supplies, and disability supplies.	
E02	Consumable classroom materials, furniture, and rugs for 31 PSD sites	225,000
E02	Parents Engagement Meeting Supplies	20,000
E02	Supplies for children with special needs	25,000
E02	Program Supplies for 31 PSD sites (books, transition kits, and medical, dental & disability supplies)	119,000
E02 Total		\$389,000
E03	Food Service Supplies: Special diet meals purchased for children in the classroom and for parent meetings.	
E03	Food (Parent Meetings)	13,457
E03	Food (Special Diet Meals)	24,640
E03	Food Preparation Supplies	19,739
E03	Other Support and Care Supplies	35,000
E03 Total		\$92,836
E04	Other Supplies: Janitorial & Maintenance supplies needed to clean and maintain 31 PSD sites	
E04	Health Supplies such as First Aid Kits, stress balls, etc., for 31 PSD sites	74,000
E04	Emergency Supplies	68,444



GABI CODE	Item Description	HS Total
E04	General Services & Supplies such as Clorox wipes, disinfectant sprays (etc.)	85,000
E04	General Maintenance Supplies for 31 PSD Sites	170,000
E04	Staff Uniform & Misc.	2,000
E04 Total		\$399,444
HS Total		\$1,179,362

F. Contractual: The contractual budget of \$8,535,419 includes funding for 5 contract partner agencies providing HS services to approximately 466 children. This budget reflects a net increase of \$1,736,940 from prior year (PY 26/27, \$8,535,419 less PY 25/26, \$6,798,480), which includes a cost increase of \$9,644,466 for a new preschool contract partner (A New Beginnings Foster Family Agency). This also includes an increase to the food contract of \$550,450 due to adding a new food program. PSD will provide a weekly family dinner night where families will receive a fresh, healthy, balanced meal at a PSD site along with nutrition education. Furthermore, additional funds of \$573,278 are allocated for PSD’s Electronic Keeping System (Child Plus), family resource referrals, and services for DRDP portfolio management, analytical reporting modules, consultants for self-assessment, class assessment, and specialized/professional services. There is a \$351,254 cost savings (this is mainly due to various facility renovations and teaching staffing shortages that delay class opening) from transportation, custodial and counseling services that offset the partial cost increases. Table 09 below breaks down the costs required to maintain current and additional services in each area as follows:



Table 1 Contractual Services Budget - Head Start

GABI CODE	Contractor	Item Description	HS Total
F01	Administrative Services	Costs include the Electronic Record Keeping System (Child Plus), DRDP portfolio management, Analytical Reporting Modules, and an online NFS application.	220,133
F01	Other Contractual Professional & Specialist Services	Contracts that provide vital specialized consulting services for the programs, such as Class Assessment and Scoring System (CLASS), Self-Assessment, guidance, resources, and training for the HS, EHS, and EHS-CCP programs	698,123
F03	Food Services: Freshlunches Inc. dba Unity Meals	Provide meals to enrolled children for family-style dining, costs not reimbursed by the Child and Adult Care Food Program (CACFP).	1,178,450
F04	Child Transportation Services: First Student, Inc.	Bus services are provided for children at various preschool sites.	269,500
F06	Other Contractual General Services	Contracts that provide custodial services, landscaping, printing service for 31 sites and other administrative contracts.	242,549
F07	Contract Partners to Provide HS Services	Contract Partners: Easter Seals of Southern California (\$2,978,393), Colton Unified School District (\$1,264,677), Needles Unified School District (\$474,172), A New Beginnings Foster Family Agency (\$960,500), & Rim of The World Unified School District (Non-Financial)	5,677,742
F08	Other Contractual	Consultant contracts to provide counseling and consultation services at the counselor's office, in-home visits, and at various PSD sites throughout the County of San Bernardino.	248,922
Total			\$8,535,419

G. Construction: There are no construction projects planned with operating for the 2026-2027 program year.



H. Other: The “other” budget category for HS is projected at \$8,104,543. Table 10 below includes utility costs (such as gas, electricity, internet, and telephone costs), building and child liability insurance, maintenance of the building, vehicle repairs, professional services, temporary help services, parent services, accounting and auditing services, advertising, staff development, and other services. Costs are either charged directly or allocated among benefiting programs. A decrease in the other budget category of \$700,681 is primarily due to an increase in cost-sharing with the state preschool programs, especially in the areas of internal services charges, IT network costs, and travel. Below is the line-item budget for this category:

Table 10 Other Budget - Head Start

GABI CODE	Item Description	HS Total
H01	Depreciation/Use Allowance	
H01	Use Allowance for Baker FLC	27,547
H01 Total		\$27,547
H02	Rent	
H02	Rent for 27-31 sites (Office, Classroom, etc.)	1,769,958
H02	Rental payment for the use of the building (annual Pre-Service, In-Service Conferences, etc.)	94,527
H02	Rent for modular at sites	25,470
H02	Rent for machinery used for site maintenance	25,350
H02 Total		\$1,915,305
H04	Utilities/Telephone	
H04	Utilities (electricity, gas, water, etc.)	678,886
H04	Telephone, Internet	294,407
H04	Baker FLC - Utilities	35,000
H04 Total		\$1,008,293
H05	Building & Child Liability Insurance	
H05	General Liability Insurance	811,072
H05	Vehicle Liability Insurance	92,128



GABI CODE	Item Description	HS Total
H05	Property & Other Insurance	42,194
H05 Total		\$945,394
H06	Building Maintenance/Repair & Other Occupancy	
H06	Facility Management (IS)	250,250
H06	Repairs and maintenance of classrooms, playgrounds, and warehouses	130,000
H06	Exterminator & security lights and other services for 31 sites	114,200
H06	Rubber flooring, tough cleaning and maintenance	50,000
H06	Network projects and IT maintenance for 10 school sites	196,175
H06	Pour N' Play for 2-3 sites	45,500
H06	1 fence is needed at an existing site	91,000
H06 Total		\$877,125
H08	Local Travel	
H08	Staff reimbursement for mileage associated with the use of their personal vehicle	40,431
H08 Total		\$40,431
H12	Substitutes (If not paid benefits)	
H12	Temporary Help	626,741
H12 Total		\$626,741
H13	Parent Services	
H13	Parent Policy Council	48,750
H13 Total		\$48,750
H14	Accounting & Legal Services	
H14	Single Audit	32,890
H14	County Counsel (Legal Services)	48,750
H14 Total		\$81,640
H15	Publications/Advertising/Printing	
H15	Publication	8,808
H15	Courier & Printing	19,500
H15	Advertising	74,750
H15 Total		\$103,058
H16	Training or Staff Development	
H16	Registration for Conference/Training/Seminar	167,865



GABI CODE	Item Description	HS Total
H16	IT New Horizons Training	6,435
H16 Total		\$174,300
H17	Other	
H17	Admission Fees	4,589
H17	COWCAP, excluding HR UNI	421,740
H17	Data Processing	390,650
H17	Certification/License Fees	66,300
H17	Human Resources Administrative Costs	462,150
H17	Human Services Administrative Costs	198,135
H17	Interpreter Fees	4,238
H17	Medical Expenses, Emergency Kit	101,075
H17	Memberships and Subscriptions	37,505
H17	Operating Transfers Out (Needs Assessment)	61,750
H17	Other Charges, Transfers Out (Security Services and other)	72,435
H17	Presort, Packaging, Shredding	20,033
H17	Real Estate Services	7,868
H17	Services and Supplies (Emergency Fuel)	1,138
H17	ISF County Charges	25,409
H17	Tuition Reimbursement	7,890
H17	PERC Training (T&TA)	184,785
H17	ISD network and IT service charges	182,469
H17	Bank charges and other misc. items	5,801
H17 Total		\$2,255,959
HS Total		\$8,104,543

2. Training and technical assistance funds

Training and Technical Assistance (T&TA) funding for HS is budgeted for \$479,926. Training to enrich staff knowledge is identified and benefit enrolled families being served in center-based and home-based programs. The cost breakdown in Table 11 of the T &TA training is as follows:



Table 11 T&TA Budget - Head Start

GABI CODE	Training	Item Description	HS Total
A01	Training and Staff Development	Salaries for in house Training	22,159
B01	Training or Staff Development	Benefits for in house Training	24,080
C01	Staff Out of Town Travel	Costs of hotel, meals, air travel, and other travel associated with Training & Staff Development.	36,002
C01	Training or Staff Development	Director's Training Conferences	1,908
C01	Training or Staff Development	NHSA Fall & Winter Leadership Institute. NHSA Parent Family Community Engagement. CHSA Annual Conferences & CHSA Policy & Leadership Training	3,621
F08	Contract Agency Costs	Child Care Resource Center (CCRC) Training & Staff Development Costs	92,312
H02	Rent	Rental payment for use of building for annual Pre-Service Conference and PC orientation room rental	77,284
H13	Parent/Family Services Training	Conferences, Trainings, Committees	2,763
H16	Training or Staff Development	Training for Supervision and Management for Professional Growth. Efficiently Managing Eligibility and Need	10,753
H16	Training or Staff Development	2023 Fall Technical Assistance Conference	779
H16	Training or Staff Development	CLASS Training – Instructional Support. Federal Funding Academy.	4,718
H16	Training or Staff Development	Children's Network Every Child California	391
H16	Training or Staff Development	Child Plus Scramble	3,756



H16	Training or Staff Development	Region 9 Early Childhood STEM Institute/1000 Days. Region 9 Site Directors Academy.	1,755
H16	Training or Staff Development	Parents as Teachers Curriculum (PAT)	5,298
H16	Training or Staff Development	Zero to Three Teachstone	7,104
H16	Training or Staff Development	Teaching Pyramid Trainings	74,616
H17	PERC Training	Staff Training (NEO, employee onboarding, PII, security training etc.)	96,327
H17	Training or Staff Development	Tuition reimbursement	14,300
Total			\$479,926

The planned use of cost-of-living adjustment (COLA), non-federal match and procurement procedures for the purchase of equipment will be discussed after Section II. The detailed County procurement policies will be submitted in HSES as additional information for review.

SECTION II. EARLY HEAD START BUDGET AND BUDGET NARRATIVE

1. Explain the costs by object and class budget categories

PSD’s detailed budget below outlines the intended use of program operations and training and technical assistance (TTA) funds by budget categories. PSD’s proposed budget supports all program operations, goals, objectives and all required comprehensive HS and EHS services to eligible children and families in a cost-effective manner.



PSD is budgeting a total of \$66,032,669 in HS and EHS federal funding with a total of \$16,508,167 non-federal match (25% of federal funds). The administrative costs included in this total budget are below 15%. There are no indirect costs associated with the total budget. Table 13 below includes the EHS budget totaling \$23,247,169 (\$22,973,156 Operations and \$274,013 TTA) for all required budget categories:

Table 13: Summary of All Funding Request

GABI Code	Description	HS Operation	EHS Operations	Total Operations	HS TTA	EHS TTA	Total TTA	Funding Request
A	Personnel	\$16,597,920	\$7,880,854	\$24,478,774	\$22,159	\$11,932	\$34,091	\$24,512,865
B	Fringe Benefits	\$7,521,724	\$3,486,694	\$11,008,418	\$24,080	\$12,966	\$37,046	\$11,045,464
C	Travel	\$84,606	\$58,794	\$143,400	\$36,002	\$19,385	\$55,387	\$198,787
D	Equipment	\$282,000	\$128,000	\$410,000			\$0	\$410,000
E	Supplies	\$1,179,362	\$780,693	\$1,960,055			\$0	\$1,960,055
F	Contractual	\$8,535,419	\$6,685,017	\$15,220,436	\$92,312	\$49,707	\$142,019	\$15,362,455
G	Facilities /Construction	-	-	-	-	-	-	-
H	Other	\$8,104,543	\$3,953,104	\$12,057,647	\$305,373	\$180,023	\$485,396	\$12,543,043
Total		\$42,305,574	\$22,973,156	\$65,278,730	\$479,926	\$274,013	\$753,939	\$66,032,669

The line-item budget is separated by the Operations Budget and Training and Technical Assistance (TTA) Budget, as shown in the table above. The EHS Operations Budget is as follows:

A. Personnel: Personnel are budgeted at \$24,478,774 to fund 536.16 full-time equivalents (FTE) positions, that provide HS and EHS services to 2039 children (1,456 HS and 583 EHS) and their families. Personnel costs include child health and development services, family and community partnerships services, program design and management services, and other related services. Table 14 presents personnel costs based on the general staffing structure designed to support the needs outlined in this application (Sections I and II).



Table 14 Allocation of Personnel Costs

GABI Code	HS # of FTEs	EHS # of FTEs	Total FTEs	Description	HS Costs	EHS Costs	Total Costs
A01	19.95	9.45	29.40	Program Managers / Supervisors	\$998,320	\$472,888	\$1,471,208
A02	104.31	49.41	153.72	Teachers/Infant Toddler Teachers	\$4,447,504	\$2,106,713	\$6,554,217
A04	2.00	10.00	12.00	Home Visitors	\$73,359	\$366,797	\$440,156
A05	76.38	36.18	112.56	Teacher Aides & Other Education Personnel	\$2,604,529	\$1,233,724	\$3,838,253
A06	1.71	.81	2.52	Health/Mental Health Services Personnel	\$82,726	\$39,186	\$121,912
A07	4.85	1.35	6.20	Disabilities Services Personnel	\$363,267	\$104,816	\$468,083
A08	20.71	.81	21.52	Nutrition Services Personnel	\$741,717	\$48,748	\$790,465
A10	16.53	7.83	24.36	Program Managers & Content Area Experts	\$1,306,259	\$662,098	\$1,968,357
A11	35.34	16.74	52.08	Other Family & Community Partnerships Personnel	\$1,559,467	\$738,695	\$2,298,162
A12	1.14	0.54	1.68	Executive Director/Other Supervisor of HS Director	\$201,719	\$97,257	\$298,976
A13	1.71	.81	2.52	Head Start/Early Head Start Director	\$262,160	\$125,651	\$387,811
A14	0.57	0.27	0.84	Managers	\$79,298	\$38,233	\$117,531
A15	6.27	2.97	9.24	Staff Development	\$433,714	\$205,443	\$639,157
A16	26.79	12.69	39.48	Clerical Personnel	\$1,021,035	\$484,686	\$1,505,721
A17	10.83	5.13	15.96	Fiscal Personnel	\$724,522	\$350,104	\$1,074,626
A18	7.98	3.78	11.76	Other Program Design Personnel	\$600,565	\$284,478	\$885,043
A19	27.36	12.96	40.32	Maintenance Personnel	\$1,097,759	\$521,337	\$1,619,096
Total	364.43	171.73	536.16		\$ 16,597,920	\$ 7,880,854	\$ 24,478,774

The combined FTE position count is 536.16 in PY 2026-27. The total amount of \$24,478,774 represents 81% of the estimated staff salary costs, with an attrition factor of 19% to reflect the current staff turnover rate due to retirement and nationwide labor market shortages.

Table 15 below shows the personnel costs decreased by a net amount of \$312,281 from PY 2025-26. There is a decrease of \$698,383 in the federal cost share, which results



from a higher state preschool cost share for the blended CSPP and CCTR programs. The personnel costs also include a \$382,389 increase attributed to rate increases for classified staff and an additional \$3,713 supplemental pay for eligible staff. The table below compares personnel costs between PY 25/26 and PY 26/27.

Table 15 Variances in Year-to-Year Personnel Costs

GABI Code	PY 25-26 HS	PY 25-26 EHS	PY 26-27 HS	PY 26-27 EHS	Combined Variance	% Change	Explanation
A01	1,008,100	477,521	998,320	472,888	(14,413)	-0.97%	Increased cost-share ratio with State Programs
A02	4,719,507	2,235,556	4,447,504	2,106,713	(400,846)	-5.76%	Increased cost-share ratio with State Programs
A04	72,818	364,092	73,359	366,797	3,246	0.74%	Increased supplemental pay
A05	2,765,288	1,309,873	2,604,529	1,233,724	(236,908)	-5.81%	Increased cost-share ratio with State Programs
A06	82,409	39,036	82,726	39,186	467	0.38%	Increased supplemental pay
A07	301,687	129,102	363,267	104,816	37,294	8.66%	Step increases for classified staff
A08	743,569	50,785	741,717	48,748	(3,889)	-0.49%	Increased cost-share ratio with State Programs
A10	1,311,848	621,402	1,306,259	662,098	35,107	1.82%	Step increases for classified staff
A11	1,561,988	739,889	1,559,467	738,695	(3,715)	-0.16%	Increased cost-share ratio with State Programs
A12	174,901	82,848	201,719	97,257	41,227	16.00%	Step increases for classified staff
A13	249,409	118,141	262,160	125,651	20,261	5.51%	Step increases for classified staff
A14	74,293	35,191	79,298	38,233	8,047	7.35%	Step increases for classified staff
A15	356,271	168,760	433,714	205,443	114,126	21.74%	Step increases for classified staff
A16	993,081	470,407	1,021,035	484,686	42,233	2.89%	Step increases for classified staff
A17	704,455	333,689	724,522	350,104	36,482	3.51%	Step increases for classified staff
A18	568,257	269,174	600,565	284,478	47,612	5.69%	Step increases for classified staff



GABI Code	PY 25-26 HS	PY 25-26 EHS	PY 26-27 HS	PY 26-27 EHS	Combined Variance	% Change	Explanation
A19	1,124,873	532,835	1,097,759	521,337	(38,612)	-2.33%	Increased cost-share ratio with State Programs
Total	\$16,812,754	\$7,978,301	\$16,597,920	\$7,880,854	(\$312,281)	(1.26%)	

B. Fringe Benefits: Fringe benefits totaling \$11,008,418 include employee retirement, health and dental insurance premiums, life insurance, short-and-long-term disability insurance, unemployment insurance benefits, Workers' Compensation insurance, and other fringe benefits. All fringe benefits are based on approved bargaining unit terms for exempt, classified, and contract staff. The total benefit costs shown in Table 16 below represent 81% of the estimated benefit costs with a built-in staff attrition rate (19%).

Table 2 Allocation and Description of Fringe Benefits

GABI Codes	Description	HS	EHS	Total	%
B01	Short & Long- Term Disability (1.07%)	\$268,319	\$126,268	\$394,587	16.61%
	Social Security (FICA) (1.45%)	\$360,690	\$169,737	\$530,427	22.33%
	Unemployment Insurance (4.13%)	\$237,961	\$111,982	\$349,943	14.73%
	Worker's Compensation (4.62%)	\$748,255	\$352,120	\$1,100,375	46.33%
	B01 Subtotal	\$1,615,225	\$760,107	\$2,375,332	
B02	Health/Dental/Life Insurance	\$2,143,306	\$1,008,614	\$3,151,920	36.51%
B03	Retirement	\$3,422,755	\$1,557,767	\$4,980,522	57.69%
B04	Other Fringe	\$340,438	\$160,206	\$500,644	5.80%
	B02-04 Sub-total	\$5,906,499	\$2,726,587	\$8,833,086	
	Grand Total	\$7,521,724	\$3,486,694	\$11,008,418	100%

The table below indicates the overall benefits that will be decreased by \$571,886 (4.94%) in PY 2026-27, which offsets the partial costs of staff annual wage increases. The net decrease is primarily due to a reduction in the employer retirement contribution



rate. An increase of \$1,927 covers the increases in short-and-long-term disability, Social Security (FICA), Unemployment Insurance, and Workers' Compensation for contract employees. The increase of \$180,788 applies to health, dental, and life insurance. The decrease of \$746,694 is due to lower retirement contributions. Additionally, there is a \$7,907 decrease in other fringe benefits. These cost increases are in accordance with the employee Memorandum of Understanding. All employees are provided with vision care, dental, and life insurance. Table 17 provides a comparison of the benefits costs between PY 2025-26 and PY 2026-27:

Table 173 Variances in Year-to-Year Fringe Benefits

GABI Code	FY 24-25 HS	FY25-26 EHS	FY 25-26 HS	FY 25-26 EHS	Combined Variance	%	Explanation
B01	1,610,595	762,810	1,615,225	760,107	1,927	0.08%	No significant changes
B02	2,016,106	955,026	2,143,306	1,008,614	180,788	6.08%	Cost increases due to higher MPS employer contribution
B03	3,886,289	1,840,927	3,422,755	1,557,767	(746,694)	-9.55%	Employer retirement % contribution decreased in 26/27
B04	345,085	163,466	340,438	160,206	(7,907)	-1.55%	Fringe benefits decreased
Total	\$7,858,075	\$3,722,229	\$7,521,724	\$3,486,694	(\$571,886)	(3.21%)	

C. Travel: The travel category is used to budget for out-of-town air travel, hotel charges, meals, and other travel-related costs for Early Head Start. The budgeted amount of \$58,794 decreased by \$25,991 from the previous annual budget. This budget is allocated between HS and EHS (59% HS and 41% EHS) as shown in Table 18:



Table 18 Travel Budget - Early Head Start

GABI CODE	Item Description	EHS Total
C01	Hotels 10 people X \$425 X 5 Days X 4 events X 41%	34,850
C01	Airfare 10 people X \$400 X 4 events X 41%	6,560
C01	Meals 10 people X \$92 X 5 Days X 4 events X 41%	7,544
C01	Car Rental \$1,000 X 4 events X 41%	1,640
C01	Other 10 people X \$100 X 5 Days X 4 events X 41%	8,200
Total		\$58,794

D. Equipment: PSD is requesting approval to purchase equipment for Early Head Start in total amount of \$128,000 (Table 19). The request includes shade structures and playground equipment for preschool sites, three HVAC units, and two network switches along with related network equipment. All estimated expenses are listed below, with costs including taxes, shipping, and installation costs when applicable.

Table 19 Equipment Budget - Early Head Start

GABI CODE	Equipment	Item Description	EHS Total
D02	Shade Structure or Playground Equipment	1 Shade structures (\$30,000) and 1 playground equipment (\$15,000) needed for preschool sites.	45,000
D02	HVAC	HVAC (up to 3 units at approximately \$11,000 each) is needed at preschool sites.	33,000
D04	Data Switch	2 network switches at \$15,000 each, and 1 network equipment at \$20,000	50,000
Total			\$128,000



E. Supplies: PSD purchases supplies in sufficient quantities to support EHS program operations. Essential supplies are used for the classroom, program, office, general maintenance, printing, and other purposes. Supplies for Early Head Start are budgeted at \$780,693. The agency allocates costs to all programs based on the benefits received by each program; therefore, the supplies budget detailed in Table 20 represents only the proportional costs of the Early Head Start program.

Table 20 Supplies Budget - Early Head Start

GABI CODE	Item Description	EHS Total
E01	Office Supplies: Consumable materials that include paper, pencils, pens, binders, toners, and file folders. Computer hardware and software, printers, and office furniture are also included in this category.	
E01	Computer Software (Adobe Professional Licenses, Trend Micro Licenses, Office 365 Licenses, Info Mapping Licenses, MS EA Licensing)	38,637
E01	Computer Hardware (Monitors, Scanners, Printers, Computers)	31,380
E01	Small tools & instruments, inventoriable and non-inventoriable supplies for 31 PSD sites	20,000
E01	General office supplies for 31 PSD sites (paper, pencils, pens, binders, toners, and file folders)	51,782
E01	Training Center Materials	8,695
E01 Total		\$150,494
E02	Child & Family Services and Supplies: Supplies include consumable classroom materials, classroom furniture, rugs, books, transition kits, and medical, dental, and disability supplies.	
E02	Consumable classroom materials, furniture, and rugs for 31 PSD sites	175,000
E02	Parents Engagement Meeting Supplies	10,000
E02	Supplies for children with special needs	15,000
E02	Program supplies for 31 PSD sites (books, transition kits and medical, dental & disability supplies)	164,400



GABI CODE	Item Description	EHS Total
E02 Total		\$364,400
E03	Food service supplies: Special diet meals purchased for children in the classroom and for parent meetings.	
E03	Food (Parent Meetings)	7,246
E03	Food (Special Diet Meals)	17,883
E03	Food Preparation Supplies	10,090
E03	Other Support and Care Supplies	17,503
E03 Total		\$52,722
E04	Other supplies: Janitorial & Maintenance supplies needed to clean and maintain for 31 PSD sites	
E04	Health supplies such as First Aid Kits, stress balls, etc. for 31 PSD sites	31,492
E04	Emergency Supplies	36,085
E04	General services & supplies such as: Clorox wipes, disinfectant sprays (etc.)	24,000
E04	General maintenance supplies for 31 PSD Sites	120,000
E04	Staff Uniform	1,500
E04 Total		\$213,077
EHS Total		\$780,693

F. Contractual: The contractual budget is estimated in a total amount of \$6,685,017 for Early Head Start, including funding for contract agencies providing EHS services to approximately 298 children, of which 130 are children in FCC contract partner homes and 16 infants and toddlers are in directly operated FCCs. This EHS Contractual Budget reflects a net increase of \$1,363,685 from prior year (PY 26/27, \$6,685,017 less OT 25/26, \$ 5,321,332), which includes a cost increase of \$881,633 for new preschool contract partners (A New Beginnings Forster Family Agency), and food contract increases of \$156,550. Furthermore, additional funds of \$469,493 are



allocated for PSD’s Electronic Record Keeping System (Child Plus), family resource referrals, and services for DRDP portfolio management, analytical reporting modules, consultants for Self-Assessment, class assessment, and specialized/professional services. There is a \$28,491 cost savings from transportation, custodial and counseling services that offset the partial cost increases. Table 21 below breaks down the costs required to maintain current and additional services in each area as follows:

Table 21 Contractual Services Budget - Early Head Start

GABI CODE	Contractor	Item Description	EHS Total
F01	Administrative Services	Costs include the Electronic Record Keeping System (Child Plus), DRDP portfolio management, Analytical Reporting Modules, and an online NFS application.	94,343
F01	Other Contractual Professional & Specialist Services	Contracts that provide vital specialized consulting services for the programs, Self-Assessment, guidance, resources, and training for the HS and EHS programs	299,195
F03	Food Services: Freshlunches Inc. dba Unity Meals	Meals served to adults so that enrolled children experience family-style dining, costs not reimbursed by the Child and Adult Care Food Program (CACFP)	620,550
F06	Other Contractual General Services	Contracts that provide custodial services, landscaping, printing service for 31 sites and other administrative contracts.	103,950
F07	Contract Partners to provide EHS services	Contract Partners: Easter Seals of Southern California (\$2,201,313), Child Care Resource Center (\$2,244,587), A New Beginnings Foster Family Agency (\$576,198)	5,022,098
F08	Other Contractual	Consultant contracts to provide counseling services and consultation at counselor’s office, in-home visits, and at various PSD sites throughout the county of San Bernardino	106,681
F08	Other Contractual	Child Care Partnership with 4 contracted providers (Lilly Bug's, Robinson Family, Gonzalez-Gannon and James Family	438,200



GABI CODE	Contractor	Item Description	EHS Total
		Child Care) to provide Early Child Care Services (16 Slots)	
Total			\$6,685,017

G. Construction: There is no construction projects planned for this program year.

H. Other: The “Other” budget category for HS is projected at \$3,953,104. Table 22 below includes utility costs (such as gas, electricity, internet, and telephone costs), building and child liability insurance, maintenance of the building, vehicle repairs, professional services, temporary help services, parent services, accounting and auditing services, advertising, staff development, and other services. Costs are either charged directly or allocated among benefiting programs. A net budget decrease of \$1,278,513, which reflects a 15% reduction from prior year, is primarily due to an increase in cost-sharing with the blended state preschool programs especially in the areas of internal services charges, IT network costs, and travel. The table below is the line-item budget for the Other budget category:

Table 22 Other Budget - Early Head Start

GABI CODE	Item Description	EHS Total
H01	Depreciation/Use Allowance	
H01	Use Allowance for Baker FLC	14,833
H01 Total		\$14,833
H02	Rent	
H02	Rent for 27-31 sites (office, classroom, etc.)	693,260
H02	Rental payment for use of building for annual Pre-Service and In-Service Conferences	75,000
H02	Rent for modular at sites	8,330
H02	Rents for machinery used for site maintenance	13,650
H02 Total		\$790,240
H04	Utilities/Telephone	



H04	Utilities (electricity, gas, water, etc.)	319,400
H04	Telephone, Internet	104,681
H04	Baker FLC - Utilities	18,532
H04 Total		\$442,613
H05	General Liability Insurance	290,578
H05	Vehicle Liability Insurance	59,608
H05	Property & Other Insurance	32,720
H05 Total		\$382,906
H06	Building Maintenance/Repair & Other Occupancy	
H06	Facility Management (IS)	135,000
H06	Repairs and maintenance of classrooms, playgrounds and warehouse	109,825
H06	Exterminator & Security lights and Services for 30 sites	63,800
H06	Rubber Flooring, turf cleaning and maintenance	21,500
H06	Network projects and IT maintenance for 10 school sites	29,325
H06	Pour and play for 2-3 sites	24,500
H06	1 fence needed at the new and existing sites	49,000
H06 Total		\$432,950
H08	Local Travel	
H08	To reimburse staff for mileage associated with the use of their personal vehicle.	21,770
H08 Total		\$21,770
H12	Substitutes (If not paid benefits)	
H12	Temporary Help	270,650
H12 Total		\$270,650
H13	Parent Services	
H13	Parent Policy Council	26,250
H13 Total		\$26,250
H14	Accounting & Legal Services	
H14	Single Audit	17,710
H14	County Counsel (Legal Services)	26,250
H14 Total		\$43,960
H15	Publications/Advertising/Printing	
H15	Publication	4,742
H15	Courier & Printing	10,500
H15	Advertising	50,250
H15 Total		\$65,492
H16	Training or Staff Development	
H16	Registration for Conference/Training/Seminar	54,235



H16	IT New Horizons Training	3,465
H16 Total		\$57,700
H17	Other	
H17	Admission Fees	2,471
H17	COWCAP excluding HR UNI	250,000
H17	Data Processing	210,350
H17	Certification/License Fees	45,700
H17	Human Resources Administrative Costs	348,850
H17	Human Services Administrative Costs	160,535
H17	Interpreter Fees	2,282
H17	Medical Expenses, Emergency Kit	54,425
H17	Memberships and Subscriptions	20,195
H17	Operating Transfers Out (Needs Assessment)	33,250
H17	Other Charges Transfers Out (Security Services and other)	39,004
H17	Presort, Packaging, Shredding	10,787
H17	Real Estate Services	4,237
H17	Services and Supplies (Emergency Fuel)	613
H17	ISF County Charges	13,686
H17	Tuition Reimbursement	4,249
H17	PERC T&TA	99,499
H17	ISD Charges	100,107
H17	Bank Charges and Other Misc. Items	3,500
H17 Total		\$1,403,740
EHS Total		\$3,953,104

2. Training and technical assistance funds

Training and Technical Assistance (T&TA) funding for EHS is budgeted for \$274,013 (Table 23). Trainings to enrich staff knowledge are identified and benefit enrolled families being served in center-based, home-based, and family childcare programs. A cost breakdown of T & TA table below is shown as follows:

Table 23 TTA Budget - Early Head Start

GABI CODE	Training	Item Description	EHS Total
-----------	----------	------------------	-----------



A01	Training and Staff Development	Salaries for In-House Training	11,932
B01	Training or Staff Development	Benefits for In-House Training	12,966
C01	Staff Out of Town Travel	Costs of hotel, meals, air travel, and other travel associated with Training & Staff Development.	19,385
C01	Training or Staff Development	Director's Training Conferences	1,027
C01	Training or Staff Development	NHSA Fall & Winter Leadership Institute. NHSA Parent Family Community Engagement. CHSA Annual Conferences & CHSA Policy & Leadership Training	1,950
F08	Contract Agency Costs	Child Care Resource Center (CCRC) Training & Staff Development Costs	49,707
H02	Rent	Rental payment for use of building for annual Pre-Service Conference and PC orientation room rental	41,615
H13	Parent/Family Services Training	Conferences, Trainings, Committees	1,488
H16	Training or Staff Development	Training for Supervision and Management for Professional Growth. Efficiently Managing Eligibility and Need	5,791
H16	Training or Staff Development	2023 Fall Technical Assistance Conference	419
H16	Training or Staff Development	CLASS Training – Instructional Support. Federal Funding Academy.	2,540
H16	Training or Staff Development	Children's Network Every Child California	211
H16	Training or Staff Development	Child Plus Scramble	2,022
H16	Training or Staff Development	Region 9 Early Childhood STEM Institute/1000 Days. Region 9 Site Directors Academy.	945
H16	Training or Staff Development	Parents as Teachers Curriculum (PAT)	18,238



H16	Training or Staff Development	Zero to Three Teachstone	3,825
H16	Training or Staff Development	Teaching Pyramid Trainings	40,384
H17	PERC Training	Staff Training (NEO, employee onboarding, PII, security training etc.)	51,868
H17	Training or Staff Development	Tuition reimbursement	7,700
<i>Total</i>			\$274,013

The processes below apply to both programs as follows:

3. Direct and Indirect Costs

All costs presented in this budget application are program direct costs. There is no indirect cost included in this application. PSD allocates shared costs across all programs based on the benefits received by each program.

4. Plan for cost-of-living adjustments (if awarded)

If the department receives the cost-of-living adjustment, PSD will utilize the funds for additional staff compensation as required by the county and contract agencies' staff compensation increases that are not covered by their contracts. In addition, these funds will cover the inflation on goods and services that are not covered under this proposed funding, such as facility project cost increases, cost of training and consulting contract increases, etc.

5. Non-federal match and valuation methodology

PSD utilizes the following methodology to determine the non-federal share match (NFM) rates used in calculating volunteers, interns, and policy council members'



contributions. Based on the type of activities and volunteers, they are matched to the salary and benefit rate of PSD positions or labor market positions that are deemed equivalent to the services provided. This rate is then calculated by the hours each volunteer provides to the HS and EHS programs. In addition, vendors may offer discounts on the services they provide to the program with non-federal source; therefore, they are considered NFM after PSD staff verification. Other non-federal funded grants /awards/memorandums of understanding with other county departments, state program fundings, and private funds are recognized as NFM based on expenditures/revenues recorded and benefits received by the Head Start programs.

The table below (Table 24) summarizes the NFM as required by the Head Start Program, the total NFM is 25% of the total budget.

Table 24 Summary of Non-Federal Match

GABI Code	Description	Total Federal Budget	Non-Federal Share	Total Program Budget
A	Personnel	\$24,512,865	\$6,321,880	\$30,834,745
B	Fringe Benefits	\$11,045,464	\$2,025,470	\$13,070,934
C	Travel	\$198,787	\$0	\$198,787
D	Equipment	\$410,000	\$0	\$410,000
E	Supplies	\$1,960,055	\$486,355	\$2,446,410
F	Contractual	\$15,362,455	\$4,037,441	\$19,399,896
H	Other	\$12,543,043	\$3,637,021	\$16,180,064
Total		\$66,032,669	\$16,508,167	\$82,540,836

PSD is committed to contributing \$16,508,167 as part of a NFM, constituting 25% of the budgeted federal funding of \$66,032,669. The primary source of this match is derived from the California State Preschool Program (CSPP and CCTR), with many State children benefiting from co-enrollment alongside Head Start children. The details of NFM methodology, funding sources, amount, etc. are uploaded in HSES.



PSD typically meets and exceeds the non-federal share requirements. We are not expected to request a waiver this time.

6. Enrollment Reduction / Conversion

No request for enrollment reduction or conversion is requested this time.

7. Request for equipment purchases

PSD has budgeted a total of \$410,000 (\$282,000 for HS and \$128,000 for EHS) for equipment purchases in this funding application. See equipment section. PSD will follow 2 CFR 200.439, 2 CFR 200.1, obtain prior Head Start approval, follow its cost allocation methodology and comply with County competitive procurement processes before purchasing any equipment with a single cost of \$10,000 or more. Inventory will be tracked based on County and CFR requirements for compliance. The updated County Procurement Policies and Procedures published by the County Purchasing Department will be posted in the Head Start Enterprise System as additional information to support this Continuation Application.

Selection Criteria

Overview

Purpose The purpose of the selection criteria is to comply with funding requirements for age and income-eligible children for Head Start (HS), Early Head Start (EHS), and Early Head Start - Child Care Partnership (EHS-CCP) programs.

Reference The policies and regulations referenced are:

- Head Start Performance Standards: 1302.11- 1302.15, 1302.70
- Head Start Act Section 645A
- California Code of Regulations Title 17, Division 1, Chapter 4. Subchapter 8. Sections 6000-6075
- California Department of Education:
 - Title 5, and
 - Attendance, Fiscal Reporting, and Reimbursement Procedures for Child Development Contracts (Greenbook) page 21.

Policy Overview When selecting an eligible child, the application information is:

- Reviewed
- Weighted
- Ordered for selection

Contents	Topic	See Page
	Selection vs. Eligibility	2
	The Waitlist & Eligibility Points	3
	Selection Priority & Criteria	5
	About Funding	13
	Transitioning and Re-enrollees	15
	ChildPlus Points	18
	Knowledge Check and Revision History	23

Selection vs. Eligibility

Selection vs. eligibility

Eligibility is similar to selection because the same criteria are used, such as the child's age, homelessness status, disability status, or receiving public assistance.

The difference is what the regulations **decide**:

- **Eligibility** decision: Who is eligible to be on the waitlist?
 - **Selection** decision: Who is enrolled first?
-

Example: selection vs eligibility

For this example, we are *only using age regulations*.

Example: Two children apply for EHS-CCP:

- Fred is 12 months old
- Ethel is 24 months old

Eligibility: Only using age regulations for this example.

- Question: Are Fred and Ethel eligible to be on the waitlist?
- Answer: Yes, they are no younger than six weeks and no older than three years.

Selection: Only using age regulations for this example.

- Question: Who is placed higher on the wait list?
 - Answer: Fred is placed higher on the waitlist.
 - Fred, 12-month-old: 125 points
 - Ethel, 24-month-old: 100 points
-

The Waitlist & Eligibility Points



What is a waitlist?

A **Waitlist** is a report in ChildPlus (Report #2025), placing children in priority order for enrollment. A child at the top of the list is a priority for enrollment.

ChildPlus uses the family's situation from the application and the Community Assessment Report to identify criteria that give the family eligibility points.

How eligibility points work

Eligibility Points are points based on selection criterion established by federal and state regulations, and the Community Assessment. ChildPlus calculates eligibility points automatically.

Different situations receive higher or lower eligibility points; the highest total points prioritize the child as first on the waitlist.

Example: eligibility points

Eligibility points establish priority situations; for example, a homeless family receives a large amount of points to prioritize the child to the top of the list.

Example:

The two families below are applying for EHS. This example shows the possible total points based on each family's unique situation.

Family 1: EHS Application	Points	Family 2: EHS Application	Points
Child is 13 months	100	Child is 12 months	125
Single parent/guardian	25	Single parent/guardian	25
Parent in college FT	25	Parent did not finish high school	55
Child has an IEP	199	Child has a potential IEP/IFSP	25
Parent receives TANF	100	Parent receives TANF	100
Total Points	449	Total Points	330

The Child in Family 1 is first on the waitlist with the highest total points of 449.

Continued on next page

The Waitlist & Eligibility Points, Continued



Is number 1 on the waitlist always the first choice?

Is number 1 on the waitlist always the next child enrolled? Yes and No.

Yes: The waitlist assigns vacant slots based on HS Performance Standards. The child at the top of the list is a priority.

Exceptions: The ERSEA Manager may have to make agency-level decisions based on the priority of the child and the capabilities and needs of the sites.

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Selection Priority & Criteria HS/EHS/EHS-CCP



High priority:

The following children have high-priority circumstances in the selection process, due to the higher likelihood that they need additional care and support.

- Homeless children
- Foster Care children
- Children at risk of abuse, neglect, or exploitation, or who are receiving child protective services.

HS Performance Standards 1302.14 (C) and the Community Assessment, support a 3% reservation of enrollment slots for homeless children.

Children with disabilities

At least 10% of funded enrollment slots are given to children with disabilities. This target gives children with Individualized Education Programs (IEPs) and Individualized Family Service Plans (IFSPs) high enrollment priority.

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Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Local priority

Based on the Community Assessment, some local priorities are:

- Parent/guardian who:
 - Has less than 12 years of education
 - Didn't graduate from high school and has no high school diploma
- Single parent households
- Teen parents
- **Preschool Services staff (Parent or Guardian Only)**
- Children with family members who are currently/formerly incarcerated
- Families living in identified partnership housing

Below is a list of all addresses of the identified partnership housing and their associated sites. Families living in identified partnership housing only receive points for the site associated with their address.

Arrowhead Grove	Las Terrazas	Northgate
<u>Olive Meadow</u> 610 E. Olive St., San Bernardino, CA 92410	1176 W. Valley Blvd., Colton, CA 92324	17251 Dante St., Victorville, CA 92394
<u>Crestview Terrace</u> 575 E. Baseline San Bernardino, CA 92410		
Valencia Vista 950 N. Valencia Ave San Bernardino, CA 92410		

Continued on next page

Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Local priority,
Continued

Identified Partnership Housing Continued		
Redlands Valencia	Rialto Willow	Whitney Young
1370 Orange St., Redlands, CA 92374	422 <u>through</u> 482 Cascade Dr., Rialto, CA 92376	1561 <u>through</u> 1698 Alturas St., San Bernardino, CA 92411
1360 Orange St., Redlands, CA 92374	1431 <u>through</u> 1482 Clifford St., Rialto, CA 92376	907 <u>through</u> 1025 Cabrera Ave., San Bernardino, CA 92411
1350 Orange St., Redlands, CA 92374	301 <u>through</u> 371 Winchester Dr., Rialto, CA 92376	1596 <u>through</u> 1684 Concord St., San Bernardino, CA 92411
1340 Orange St., Redlands, CA 92374	1423 <u>through</u> 1471 Vista Ave., Rialto, CA 92376	1711 <u>through</u> 1751 Maple St., San Bernardino, CA 92411
75 Horizon Ave., Redlands, CA 92374	1452 <u>through</u> 1492 Willow Ave., Rialto, CA 92376	907 <u>through</u> 998 Medical Center, San Bernardino, CA 92411
85 Horizon Ave., Redlands, CA 92374	1431 <u>through</u> 1486 Millard St., Rialto, CA 92376	1007 <u>through</u> 1013 N. Tiajuana St., San Bernardino, CA 92411
70 Delaware Ave., Redlands, CA 92374	1497 Lilac Ave., Rialto, CA 92376	1012 <u>through</u> 1020 Ramona St., San Bernardino, CA 92411
80 Delaware Ave., Redlands, CA 92374		1588 <u>through</u> 1717 Temple St., San Bernardino, CA 92411
90 Delaware Ave., Redlands, CA 92374		1715 <u>through</u> 1760 Union St., San Bernardino, CA 92411
150 Delaware Ave., Redlands, CA 92374		1550 <u>through</u> 1696 W. 10 th St., San Bernardino, CA 92411
154 Delaware Ave., Redlands, CA 92374		1554 <u>through</u> 1795 W. 9 th St., San Bernardino, CA 92411
180 Delaware Ave., Redlands, CA 92374		848 <u>through</u> 1012 Wilson St., San Bernardino, CA 92411
184 Delaware Ave., Redlands, CA 92374		

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Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Need

At this time, Head Start is wrapped with the Part-Day state program. The Part-Day state program and Head Start do not require families to verify the need for a full-day program option. Families who request full-day services that are Head Start and wrapped with Part-Day state will be offered the program option that best serves their needs.

The selection for a full-day program option at the beginning of the year will use selection criteria point values to determine placement. Once full-day classes have been filled, Generalists will document part-day families' program preferences in ChildPlus by following the steps below:

Step	Action
1	Click: <ul style="list-style-type: none"> • Enrollment • Edit Enrollment History
2	Add Location Preference
3	Select: <ul style="list-style-type: none"> • Site, and • Classroom <p>May select more than one site and classroom based on program options.</p>
4	Click Enroll

Use the ChildPlus 2025 Enrollment Priority List to determine children eligible for full-day placement. Select the following settings when running the report:

Status	Also include
Accepted/Enrolled	<ul style="list-style-type: none"> • Enrolled participants who have a location preference • Accepted participants who have a location preference
Waitlisted/Drop/Wait	Ineligible Applicants

Continued on next page

Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Location preference

A location preference is a list of sites and classrooms that the parent wants to enroll their child in if their first choice is unavailable. To create a location preference in ChildPlus, follow the table below.

Step	Action
1	Click on Manage Location Preference in the Enrollment section.
2	Add Location Preference .
3	Select Site and Classroom based on program options (may select more than one site and classroom, based on program options).
4	Click Save .

Once a location preference is added, use the ChildPlus 2025 Enrollment Priority Listing report to fill a vacant slot based on the family's location preference.

Definition: Income Eligible

Income Eligible refers to families with income who:

- Have a gross income equal to or below the federal poverty line, or
- Are eligible for CalWORKs, or SSI, or
- In the absence of childcare, are potentially eligible for CalWORKs.

Income selection priority

Income selection priority:

- Low-income participants are enrolled first.
- Over-income enrollment is limited to 10% of total funded enrollment.

Last Priority

Request ERSEA Manager approval before selecting a family with income in the range of 101-130% of the poverty level and if the 10% over income limit is exhausted. These families are last in priority.

Thirty-five percent of enrollment may consist of families with income in this range. Only after all selection priorities and needs of eligible participants are met, can a family in this range be considered for enrollment.

Continued on next page

Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Re-enrollees & transitioning children priority

Children enrolled in the previous year in HS or EHS are a high priority because it is beneficial for children to maintain continuity of enrollment.

Other situations, such as a homeless or Foster Care child, may take priority.

Children in transition classrooms may not remain in that classroom after the end of the program year. All transition classrooms must be empty at the end of the program year.

Age and licensing

The provider selects a license covering certain age limits. Below are the HS age criteria; remember not all providers are licensed for all ages.

Continued on next page

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Selection Priority & Criteria HS/EHS/EHS-CCP, Continued

Age

Use the following table to establish eligibility by age.

Program	Age Eligibility Policy
EHS Center-Based	An infant or toddler 0-36 months old <ul style="list-style-type: none"> • According to Head Start Regulation • Site license may limit ages to children only 18-36 months and not younger
EHS HB	<ul style="list-style-type: none"> • Infants or toddlers 0-36 months old • Pregnant woman of any age • Pregnant teens and teen single mothers are a priority
EHS-CCP	An infant or toddler: <ul style="list-style-type: none"> • 0-36 months old according to Head Start Regulation; however, a site license may limit the ages of the children • Not younger than six weeks • No older than three years (see Transitioning for EHS children over three years)
HS	<p>First priority:</p> <ul style="list-style-type: none"> • Low-income four-year-olds are a priority • A child who turns three by Sept. 1 (eligibility date used by public schools). <p>Last priority: Younger three-year-olds A three-year-old, who turns three after Sept. 1, is a younger child.</p> <p>Younger 3-year-olds are enrolled only if both criteria below are met:</p> <ol style="list-style-type: none"> 1. A high-quality, full-day, publicly funded pre-kindergarten is in the area and 2. There are no other priority children on the waiting list.
Co-Mingled HS and State CSPP	HS co-mingled with California State Preschool Program (CSPP) age criteria is: <ul style="list-style-type: none"> • Three or four years old on or before the cut-off date, which is used to determine eligibility for public school in the local school district, and • Not five years old before the same cut-off date.

About Funding HS/CSPP



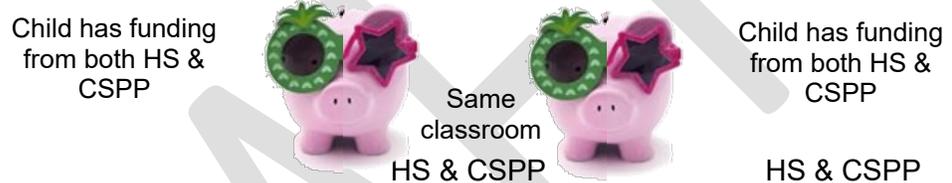
What are Co-Mingled classes?

Co-Mingled classes are classes that have children who receive funding only from Head Start along with children who receive funding only from state CSPP in the same classroom.



What are Dual Enrolled classes?

Dual Enrolled classes are classes with individual children who receive part of their funding from Head Start and part from state CSPP.



Children with Dual Enrolled funding are evaluated for selection with both Head Start regulations and State CSPP regulations.

Dual Enrolled selection criteria

HS and state CSPP selection regulations apply to Dual Enrolled children in the areas of:

- Need,
- Income, **and**
- Age.

These three factors affect selection eligibility points; but to be eligible, the family must meet **all** state criteria.

Dual Enrolled age criteria

The age criteria for Dual Enrolled children is:

- Three or four years old on or before the eligibility cut-off date used for local public school districts, **and**
- Not five years old before the same cut-off date.

Continued on next page

About Funding HS/CSPP, Continued

Need and EHS-CCP

Applications with income for Dual Enrolled classes must meet Federal Guidelines in the Federal Register to be eligible for a state vacancy.

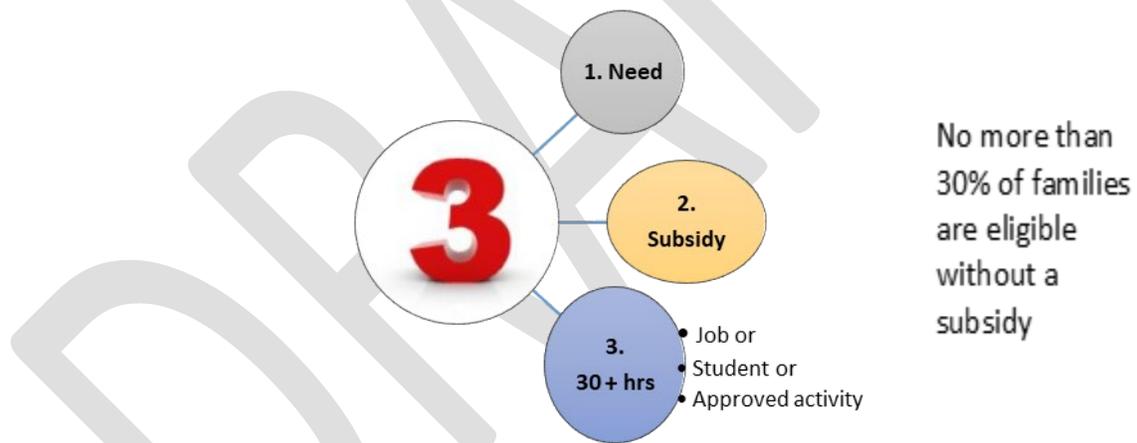
The parent/guardian must meet requirements to enroll a child in EHS-CCP.

About subsidies

Receiving a subsidy is not required; however, due to funding limitations, only 30% of families may enroll in the program without a subsidy.

The parent/guardian:

1. Has a need,
2. Receives a subsidy, and
3. Does one of the following for 30+ hours a week:
 - a) Employed,
 - b) Student, or
 - c) In an approved activity.



Dual Enrolled Income

Applications with income for Dual Enrolled classes must meet Federal Guidelines in the Federal Register to be eligible for a state vacancy.

Transitioning and Re-enrollees

Transitioning children

A **transitioning** child is an enrolled child who is moving to a different program or provider, such as transitioning from EHS to HS. In order to keep transitioning children enrolled, complete the transition process timely starting at 30 months.

Although there are higher priorities, transitioning children are a priority because continuous care in Head Start prepares the child to be school-ready.

When to start transitioning

The transitioning process begins six months before the child turns three, allowing time for the parent/guardian and child to prepare for the next school experience.

Transitioning to Head Start

Complete the following to enroll a child transitioning into the Head Start Program. Transitioning begins six months before the child turns three.

Step	Action						
1	<ul style="list-style-type: none"> • Check the child's age. • Start the transitioning process at 30 months, allowing time to adequately transition the child and family to a new program or provider. 						
2	<p>Refer to the EHS Transition List for a child transitioning into Head Start.</p> <table border="1"> <thead> <tr> <th>If the child is transitioning into HS and out of...</th> <th>Then they are already enrolled, not on the waitlist, and...</th> </tr> </thead> <tbody> <tr> <td>EHS</td> <td>First priority</td> </tr> <tr> <td>EHS-CCP</td> <td>Second priority</td> </tr> </tbody> </table>	If the child is transitioning into HS and out of...	Then they are already enrolled, not on the waitlist, and...	EHS	First priority	EHS-CCP	Second priority
If the child is transitioning into HS and out of...	Then they are already enrolled, not on the waitlist, and...						
EHS	First priority						
EHS-CCP	Second priority						
3	<p>Review the Disability Certification List to ensure there is:</p> <ul style="list-style-type: none"> • A completed HS application and, • Supporting documentation to certify and enroll a child with an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). 						
4	Run the wait list report in ChildPlus for the enrolling site.						
5	Enroll the child with the highest priority ranking (eligibility points).						

Continued on next page

Transitioning and Re-enrollees, Continued

Over three in EHS

See Head Start Performance Standards 1302.70.

EHS children transition into Head Start or another program to maintain continuity of enrollment.

There are instances where a child may not be able to transition right away, i.e., a local program may not have a vacancy for the child.

When a transition is not completed within the six months after a child turns three, contact the ERSEA manager.

Re-enrollee

A **Re-enrollee** (formerly 'repeater') is a child enrolled in the last program year and expected to return the following year.

Re-enrollees are an enrollment priority. HS programs are most effective as continuous care education programs until the child is school-ready.

In order to keep re-enrollees in the program, they are not on the waitlist and are rolled over to the next year.

Rollover

A **Rollover** data transfer is a program used to copy data from the prior year for the following program year, it is completed by the ChildPlus Help Desk.

ChildPlus Points

HS points

The following are the current point allocations in ChildPlus for Head Start:

Automatically Assign Points Based on Income	
Foster	400
Homeless	500
Public Assistance	100
0-25%	100
26-50%	75
51-75%	50
76-99%	25
<u>Number in Family</u>	<u>Maximum Annual Income</u>
1	15,060
2	20,440
3	25,820
4	31,200
5	36,580
6	41,960
7	47,340
8	52,720
9	58,100
10	63,480
11	68,860
12	74,240

Automatically Assign Points Based on Class Age	
0-48 months	50
49-60 months	100
Participant is not eligible if less than 36 months old on the school year cut-off date or at the time of enrollment.	
Participant is not eligible if 60 months or older on the school year cut-off date.	

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ChildPlus Points, Continued

HS points,
Continued

Other Eligibility Criteria	
Family Status	
Two Parent/Guardian	0
Single Parent Guardian	25
Disability Status	
Yes	199
No	25
Transitioning from EHS to Head Start	
Yes	195
No	0
Single Parent/Guardian in FT Education, Training, or Employment	
Yes	25
No	0
Two Parent/Guardian in FT Education, Training, or Employment	
Yes	15
No	0
Parents/Guardians Education Level <Grade 12 (both)	
Yes	55
No	0
Teen Single Parent	
Yes	55
No	0
Preschool Services Staff	
Yes	40
No	0
Incarceration of a Family Member	
Yes	60
No	0
Families from Identified Partnership Housing	
Yes	100
No	0

Continued on next page

ChildPlus Points, Continued

EHS points

The following are the current point allocations in ChildPlus for Early Head Start:

Automatically Assign Points Based on Income	
Foster	400
Homeless	500
Public Assistance	100
0-25%	100
26-50%	75
51-75%	50
76-99%	25
<u>Number in Family</u>	<u>Maximum Annual Income</u>
1	15,060
2	20,440
3	25,820
4	31,200
5	36,580
6	41,960
7	47,340
8	52,720
9	58,100
10	63,480
11	68,860
12	74,240
Automatically Assign Points Based on Class Age	
0-12 months	125
13-24 months	100
25-36 months	100
Participant is not eligible if 36 months or older on the school year cut-off date.	

Continued on next page

ChildPlus Points, Continued

EHS points,
Continued

Other Eligibility Criteria	
Family Status	
Single Parent/Guardian	25
Two Parent/Guardian	0
Disability Concern	
IEP/IFSP	199
Potential IEP/IFSP	25
Pregnancy for EHS	
Single Parent/Guardian	125
Two Parent/Guardian	0
Single Parent/Guardian in FT Education, Training, or Employment	
Yes	25
No	0
Two Parent/Guardian in FT Education, Training, or Employment (both)	
Yes	15
No	0
Parent/Guardian Education Level <Grade 12	
Yes	55
No	0
Teen Single Parent	
Yes	55
No	0
Preschool Services Staff	
Yes	40
No	0
Incarceration of a Family Member	
Yes	60
No	0
Families from Identified Partnership Housing	
Yes	100
No	0

Continued on next page

ChildPlus Points, Continued

**EHS CCP
points**

The following are the current point allocations in ChildPlus for Early Head Start – Child Care Partnership:

Automatically Assign Points Based on Income	
Foster	400
Homeless	500
Public Assistance	100
0-25%	100
26-50%	75
51-75%	50
76-99%	25
<u>Number in Family</u>	<u>Maximum Annual Income</u>
1	15,060
2	20,440
3	25,820
4	31,200
5	36,580
6	41,960
7	47,340
8	52,720
9	58,100
10	63,480
11	68,860
12	74,240
Automatically Assign Points Based on Class Age	
0-12 months	125
13-24 months	100
25-36 months	100
Participant is not eligible if 48 months or older on the school year cut-off date.	

Continued on next page

ChildPlus Points, Continued

EHS CCP
points,
Continued

Other Eligibility Criteria	
Family Status	
Single Parent/Guardian	25
Two Parent/Guardian	0
Disability Concern	
IEP/IFSP	199
Potential IEP/IFSP	25
Pregnancy for EHS	
Yes	125
No	0
Single Parent/Guardian in FT Education, Training, or Employment	
Yes	25
No	0
Two Parent/Guardian in FT Education, Training, or Employment (both)	
Yes	15
No	0
Parent/Guardian Education Level <Grade 12	
Yes	55
No	0
EHS-Child Care Partnership Subsidy	
Receiving subsidy for working 30+ hours	50
Receiving subsidy for training and/or schooling 30+ hours	50
Receiving subsidy for combination working, training, and/or schooling 30+ hours	25
Teen Single Parent	
Yes	55
No	0
Preschool Services Staff	
Yes	40
No	0
Incarceration of Family Member	
Yes	60
No	0

Continued on next page

ChildPlus Points, Continued

CSPP points

The following are the current point allocations in ChildPlus for the California State Preschool Program:

Automatically Assign Points Based on Income	
Foster	0
Homeless	2000
Public Assistance	1000
-%	
Automatically Assign Points Based on Class Age	
Participant is not eligible if less than 36 months on the school year cut-off date or at the time of enrollment.	
Participant is not eligible if 60 months or older on the school year cut-off date.	
<div style="border: 1px solid black; padding: 2px; font-size: small;"> The Income-Ranking table is located in the California Dept. of Education website here: http://www.cde.ca.gov/sp/cd/ci/mb1710 </div>	
Other Eligibility Criteria	
State Income Rating (# in family & Max \$)	
1	1/2-\$65 3-\$72 4-\$83 5-\$96 6-\$110
1	7-\$112 8-\$115 9-\$117 10-\$120 11-\$122 12-\$125
2	1/2-\$130 3-\$145 4-\$166 5-\$193 6-\$220
2	7-\$225 8-\$230 9-\$235 10-\$239 11-\$244 12-\$249
3	1/2-\$196 3-\$217 4-\$249 5-\$289 6-\$329
3	7-\$337 8-\$344 9-\$362 10-\$359 11-\$367 12-\$374
4	1/2-\$261 3-\$290 4-\$333 5-\$386 6-\$439
4	7-\$449 8-\$459 9-\$469 10-\$479 11-\$489 12-\$499
5	1/2-\$326 3-\$362 4-\$416 5-\$482 6-\$549
5	7-\$561 8-\$574 9-\$586 10-\$599 11-\$611 12-\$624
6	1/2-\$391 3-\$435 4-\$499 5-\$579 6-\$659
6	7-\$674 8-\$689 9-\$704 10-\$718 11-\$733 12-\$748
7	1/2-\$456 3-\$507 4-\$582 5-\$675 6-\$768
<div style="border: 1px solid black; padding: 2px; font-size: small;"> It is part of Management Bulletin 17-10 located here: http://www.cde.ca.gov/sp/cd/ci/mb1710 </div>	
Returning State Preschool Program Participant Who Turned Four	
Yes	100
No	0
Child Protective Services (CPS) or At Risk	
Active CPS	3000
At Risk for Abuse/Neglect/Exploitation (No CPS Case)	3000
Not Applicable	0

Knowledge Check and Revision History

Knowledge Check

What are the criteria for eligibility in the HS and EHS programs?
What are co-mingled classes and Dual enrolled classes?
Who receives high priority for the program?

Revision History

04/02/2024 – Selection Criteria, Version 2

- Added local priority for children with family members who are currently/formerly incarcerated
- Families living in identified partnership housing,
- Updated the Federal Poverty Level income tables
- Minor formatting changes

09/29/2022 – Selection Criteria, Version 1

DRAFT