

**COMMUNITY ACTION AGENCY BOARD
OFFICERS:**

701 NW 1st COURT, SUITE 1000
MIAMI, FLORIDA 33136
(786) 469-4600 /FAX: (786) 469-4703

DR. JOYCE PRICE
Chairperson

REGINA GRACE
1st Vice Chair

DERRICK WILLIAMS
2ND Vice Chair

VACANT
3rd Vice Chair

VACANT
Secretary

NATALIE ROBINSON-BRUNER
Assistant Secretary

DR. MICHAEL G. FRESCO, SR.
Treasurer

ALVIN W. ROBERTS
Parliamentarian

TWAQUILLA EATMAN
Policy Council Chair

MARJORIE YORK
At-Large Member

DR. CATHIA DARLING
At-Large Member

DR. WILLIAM ZUBKOFF
Former Chairperson

MEMBERS:

Elaine Adderly
Horacio Aguirre
Deena Albelto
Countess Balogun
Elizabeth Berenguer
Dr. Santarvis Brown
Janie F. Centeno
Tiffany B. Crapp
Luis DeRosa
Dorothy Johnson
Gloria Joseph
Marissa Lindsey
Dr. Melissa Noya
Leah Shadle
Kelly Valle
Larry Williams

EMERITUS MEMBERS:


**James Fayson
**Rev. Wilfred McKenzie
**Lillie Williams

DEPARTMENT DIRECTOR:
Sonia J. Grice

** Deceased

MEMORANDUM

**TO: CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**

FROM: Sonia J. Grice Department Director 

DATE: November 29th, 2021

SUBJECT: Meeting Notice

The Community Action Agency Joint Finance and Executive Committee Meeting will be held on Monday, December 6th, 2021 at 4:00 PM. Please see details below:

**CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**

Monday, December 6th, 2021 at 4:00 PM

701 NW 1st Court

1st Floor Front Training Room

Miami, Florida, 33136

***If transportation assistance is needed kindly contact Matias
Buchhalter at (305) 310-4653 by close of business on Friday,
December 3rd, 2021.**

Your attendance and participation are essential. Thank you for your continued support and commitment. If you have any questions, please contact Matias Buchhalter at (305) 310-4653.

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****James Fayson**
****Rev. Wilfred McKenzie**
****Lillie Williams**

DIRECTOR:

Sonia J. Grice

**** Deceased**

**COMMUNITY ACTION AGENCY
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING
MONDAY, DECEMBER 6th, 2021 @ 4:00 P.M.**

AMENDED AGENDA

CALL TO ORDER

INSPIRATIONAL MESSAGE

CAA MISSION STATEMENT

ROLL CALL/INTRODUCTIONS

1. CHAIRPERSON'S COMMENTS

- Mr. Alexander Chenault resigned from the CAA Board, effective 11-3-2021.
- Ms. Charlotte Cassel resigned from the CAA Board, effective 11-4-2021.

A. Adoption of the Agenda

B. Recommendation: Approval to Accept the Joint Finance and Executive Committee Meeting

Minutes – November 1, 2021

[pgs.4-7]

2. REASONABLE OPPORTUNITY TO BE HEARD

3. COMMITTEE REPORTS / ACTION ITEMS

A. Committee Reports

1. CAHSD Financial Statements for the period April 2021 through September 2021

[Handout]

2. Head Start/ Early Head Start Policy Council Chairperson's Report for October 2021

*Recommendation: Approval to Accept:

[pg.8]

a. 2021-2022 Policy Council By-Laws

[pgs.9-23]

b. 2021-2022 Parent Activity Fund Guidelines

[pgs.24-30]

c. The 2021-2022 Disability Services Area Policies and Procedures

[pgs.31-53]

d. The Family and Community Engagement Policies and Procedures

[pgs.54-72]

e. COVID-19 Cases - September 2021

[pgs.73-74]

f. CSBG 2021 CAP Plan

[Add on]

4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL

A. Divisional Updates/Content Area Reports

[pgs.75-77]

1. Elderly and Disability Services

[pg.--]

2. Energy, Facilities & Transportation

[pgs.76-77]

3. Family and Community Services

[pg.--]

4. Psychological Services

[pg.--]

5. Violence Prevention and Intervention

[pg.--]

6. Greater Miami Service Corps

[pg.--]

7. Rehabilitative Services

[pg.--]

5. OTHER/NEW BUSINESS

6. ANNOUNCEMENTS

7. ADJOURNMENT

Next CAA Executive Committee Meeting:

Monday, January 3, 2022

4:00 P.M.

Next CAA Board Meeting

Monday, December 13, 2021

4:00 P.M.

Community Action Agency (CAA) Board Decorum

Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the CAA Board and its committees or Community Advisory Committees, shall be barred from further appearance before said Board and committees by the presiding officer, unless permission to continue or again address the CAA Board and its committees or Community Advisory Committees is granted by the majority vote of the members present. No clapping, applauding, heckling, or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in CAA Board and committee meetings or Community Advisory Committee meetings. Persons exiting meetings shall do so quietly. Talking on cell phones is not permitted in CAA Board and committee meetings or Community Advisory Committee meetings.

Ringers must be set to silent mode to avoid disruption.



Community Action and Human Services (CAHSD) Board

CAA EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES

Meeting Date: MONDAY, November 1, 2021 @ 4:00 P.M.

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	EX	Derrick Williams	P
Natalie Robinson-Bruner, via Zoom.	P	Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	EX
Twaquilla Eatman	P	Marjorie York	P	Dr. Cathia Darling	P
Dr. William Zubkoff	P				
* (8) Committee Members. Quorum was established with (7) Committee members physically present for the meeting.					
P = Present (8)		E = Excused (2)		A = Absent (0)	
Attendance – Staff/Visitors					
Sal Najarro, CAHSD Assistant Director	Matias Buchhalter, Staff		Alton V. Sears, Staff		
Dr. Maria “Maite” Riestra, HS/EHS Director	Jessica Mejia, Staff		Cassandra Alexander, Staff		
Mr. Charles Brown, HR Chief	Brenda Williams, HS/EHS Fiscal Administrator				
Eight (8) staff/visitors in attendance					
CALL TO ORDER			ACTION NEEDED/TAKEN		
Call to Order Inspirational Message CAA Mission Statement	Chairwoman, Dr. Joyce Price, called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:06 P.M. Mr. Derrick Williams provided the inspirational message, and Dr. Cathia Darling recited the mission statement.		N/A		
I. CHAIRPERSON COMMENTS			ACTION NEEDED/TAKEN		
A. Adoption of the Agenda	Dr. Price asked for a motion for the adoption of the agenda which was moved by Mr. Williams, and seconded by Ms. Marjorie York. Motion passed unanimously.		N/A		
B. Recommendation: Approval to accept the Joint Finance and Executive Committee Meeting Minutes – October 4, 2021	Dr. Price asked for a motion to approve and accept the October 4, 2021 Joint Finance and Executive Committee Meeting Minutes which was moved by Dr. William Zubkoff, and seconded by Ms. York. Motion passed unanimously.		N/A		

II. REASONABLE OPPORTUNITY TO BE HEARD		
<ul style="list-style-type: none"> No requests were received. 		
III. ACTION ITEMS		ACTION NEEDED/TAKEN
A. Committee Reports 1. Head Start/ Early Head Start Policy Council Chairperson's Reports for September 2021	At Dr. Price request, Ms. Eatman, Head Start Policy Council Chair, presented the Head Start/ Early Head Start Policy Council Chairperson's Reports for June through August 2021. Dr. Price asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for September 2021 which was moved by Mr. Williams, and seconded by Dr. Price. Motion passed unanimously.	N/A
*Recommendation: Approval to Accept: a. HS/EHS Financial Statement ending August 31, 2021 PY: 2020-21	At Dr. Price's request, Ms. Brenda Williams, HS/EHS Fiscal Administrator, presented the Head Start/Early Head Start Financial statement for August 2021. The financial report for the Head Start/Early Head Start program through July 31, 2021, pertains to the 12th month of the 12th month contract year. This includes the budgeted amount of \$66,060,042 which includes COLA & quality improvement of \$3,066,864 and one-time supplemental of \$936,892 and actual adjusted expenditures of \$58,487,166. Outstanding invoices in process of approximately \$1,911,654. The current funds utilization rate is 91.4%. Dr. Price asked for a motion to approve and accept the Head Start/Early Head Start Financial statement for August 2021 which was moved by Dr. Michael G. Fresco, Sr., and seconded by Ms. York. Motion passed unanimously.	N/A
b. EHS-CCP Financial Statement ending August 31, 2021 PY: 2020-21	At Dr. Price's request, Ms. Williams, presented the Early Head Start- Child Care Partnership Financial statement for August 2021. The financial report for the Childcare Partnership Program through July 30, 2021, pertains to the 12 th Month of the 12th, month contract year. This includes the budgeted amount of \$3,476,011 which includes COLA and quality improvement of \$152,792 and actual adjusted expenditures of \$3,232,177 and invoices in process of approximately \$40,706. The current funds utilization rate is 93%. Dr. Price asked for a motion to approve and accept the Early Head Start- Child Care Partnership Financial statement for August 2021 which was moved by Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.	N/A
c. EHS-CCP Expansion Financial Statement ending August 31, 2021 PY: 2020-21	At Dr. Price's request, Ms. Williams, presented the Early Head Start- Child Care Partnership Expansion Financial statement for August 2021. The financial report for the Combination	N/A

	-Expansion Early Head Start-Child Care Partnership Program through July 30, 2021, pertains to the 17th month of the 17th, month Contract year. This includes the budgeted amount of \$12,809,076 which includes the COLA and quality improvement of \$357,407, carryover of \$1,021,895 and five-month budget Extension of \$3,466,818. Actual expenditures of \$12,188,398 and invoices in process of approximately \$124,422. The current funds utilization rate is 96.1%. Dr. Price asked for a motion to approve and accept the Early Head Start- Child Care Partnership Expansion Financial statement for August 2021 which was moved by Dr. Fresco, and seconded by Dr. Zubkoff. Motion passed unanimously.	
d. Relocation of St. Albans	At Dr. Price's request, Dr. Maria "Maite" Riestra, HS/EHS Director, presented the Relocation of St. Albans. St. Albans Coconut Grove is transferring 20 Head Start slots to their Allapattah center. Ninety (90) slots will remain at the Coconut Grove location. Dr. Grace asked for a motion to approve and accept the Relocation of St. Albans which was moved by Mr. Williams, and seconded by Dr. Fresco. Motion passed unanimously.	N/A
e. 2021-2022 Policy Council Executive Board	At Dr. Price's request, Dr. Riestra, presented the 2021-2022 Policy Council Executive Board. The 2021-2022 Policy Council representatives were seated and elected officers for the new school year. <ul style="list-style-type: none"> • Twaquilla Eatman, YWCA, Chairperson • Kenya White, O'Farrill, Vice-Chairperson • Massiell Flores, Easterseals, Secretary • Tammie Jackson, KidCo, Assistant Secretary • Kimberly Mendez, United Way, Treasurer • Angela Medina, Paradise, Parliamentarian Dr. Price asked for a motion to approve and accept the 2021-2022 Policy Council Executive Board which was moved by Dr. Zubkoff, and seconded by Dr. Fresco. Motion passed unanimously.	N/A
f. COVID-19 Cases: Report Ending August 31, 2021	At Dr. Price's request, Dr. Riestra, presented the COVID-19 Cases: Report Ending August 31, 2021. In the month of August, there were a confirmed total of nine COVID-19 cases across all the Head Start centers which included 5 students and 4 staff members. Dr. Price asked for a motion to approve and accept the COVID-19 Cases: Report Ending August 31, 2021 which was moved Dr. Zubkoff, and	N/A

	seconded by Dr. Darling. Motion passed unanimously.	
g. Landow and MDCPS	At Dr. Price's request, Dr. Riestra, presented the Landow and MDCPS as an informational report. Allegations of staff misconduct were reported to the Department of Children and Families at Landow Yeshiva and MDCPS Chapman South.	N/A
IV. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL		
• N/A		
V. OTHER NEWS/BUSINESS		
• N/A		
VI. ANNOUNCEMENTS		
• N/A		
VII. ADJOURNMENT		
Adjournment	Dr. Price asked for a motion to adjourn the meeting which was moved by Dr. Zubkoff and seconded by Mr. Williams. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 4:53 P.M.	N/A
NEXT MEETING DATE	Monday, December 6, 2021 4:00 P.M.	N/A

Dr. Joyce Price, CAA Board Chair

Date



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 4, 2021

AGENDA ITEM NUMBER: 3A2

AGENDA ITEM SUBJECT: Policy Council Chairperson Report

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY: This report is provided to the CAA Board as a verbal report.

The Head Start Policy Council met on November 4, 2021 to review, discuss, and approve the following items:

- Planning and Budget Reports ending July 31, 2021: PY 2020-2021
 - HS/EHS
 - EHS-CCP
 - Combination Expansion
- 2021-2022 Policy Council Bylaws
- 2021-2022 Parent Activity Fund Guidelines
- Policies and Procedures
 - Disabilities
 - Family And Community Engagement

The following items were presented as information only:

- Community Representative: Demetria Spencer, Family Services Counselor
- COVID-19 Cases: Report ending September 30, 2021

FUNDING SOURCE: U.S. Department of Health and Human Services



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 4, 2021

AGENDA ITEM NUMBER: 3A2a

AGENDA ITEM SUBJECT: 2021-2022 Policy Council By-Laws

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL – This item was approved by the Head Start/Early Head Start Policy Council on November 4, 2021, and is being submitted to the CAA Executive Committee for approval and ratification by the CAA Board.

BACKGROUND/SUMMARY:

The 2021-2022 Policy Council By-Laws details how parents and the community participate in a process of making decisions about the nature and operation of the Miami-Dade Head Start program.

FUNDING SOURCE:

U.S. Department of Health and Human Services

2021-2022 Policy Council By-Laws Recommended changes:

Location	Old	New	Justification
Article III Section 2 (2)	Head Start shall have thirty (30) voting parent members. Parents shall be elected by their delegate agency and EHS-CCP process.	Twenty-seven (27) voting parent members. Parents shall be elected by their delegate agency and EHS-CCP election process.	Funded enrollment for MDCPS, EHS-CCP and FCAA reduced their funded enrollment for the 2021-2022 program year, eliminating additional voters.
Article VIII Section 3	The members shall be notified by mail at least five (5) calendar days before the regular meeting.	The members shall be notified by mail or e-mail at least five (5) calendar days before the regular meeting.	Includes preferred method of tracked communication.

MIAMI-DADE COUNTY
COMMUNITY ACTION and HUMAN SERVICES



HEAD START/EARLY HEAD START
POLICY COUNCIL BY-LAWS

Policy Council Review and Approval: November 2021

ARTICLE I

NAME OF ORGANIZATION

The name of the organization shall be the Miami-Dade County Head Start/Early Head Start Policy Council.

ARTICLE II

THE OBJECTIVES AND PURPOSES OF THE POLICY COUNCIL

The purpose and objective of the Policy Council is to provide a platform for parents and the community to participate in the process of making decisions about the nature and operation of the Miami-Dade County Community Action and Human Services Department (CAHSD) Head Start/Early Head Start (EHS) program as outlined in 1301.3 of the Head Start Performance Standards. They include the following:

Section 1 Serve as a link to Parent Committees, CAA Advisory Board, Public and Private community organizations, and staff.

Section 2 Ensure that children and families have an opportunity to benefit from a comprehensive, inter-disciplinary broad range of services.

Section 3 Assist Parent Committees in communicating with all enrolled parents to ensure they understand their rights, responsibilities, and opportunities in Head Start/Early Head Start and encourage their participation in the Program.

Section 4 Assist Parent Committees in planning, coordinating, and organizing program activities for parents, with staff assistance; and ensuring funds are set aside from program budgets and used to support parent activities.

Section 5 Assist in recruiting volunteer services from parents, community residents, and community organizations. Assist in the mobilization of community resources to meet identified needs.

Section 6 Ensure 10% of the total enrollment includes children with special needs.

ARTICLE III

STRUCTURE AND COMPOSITION OF MEMBERSHIP

Section 1 The structure of the CAHSD Head Start/Early Head Start Policy Council shall be responsible for the direction of the Head Start program, including program design and operation, and long and short term planning goals and objectives.

Section 2 The Head Start Policy Council shall include:

1) At least 51% are parents of children currently enrolled in either Head Start or Early Head Start programs.

2) Twenty-seven (27) voting parent members. Parents shall be elected by their delegate agency and EHS-CCP election process.

3) Two (2) Community Representatives selected by the Policy Council; two (2) representatives selected by the Board of County Commissioners; and one (1) representative selected by the Community Action Agency Board. These individuals shall represent community agencies and organizations supporting the Head Start/Early Head Start program. The Policy Council may elect parents of children formerly enrolled in the Program as community representatives. Other organizations, groups, and individuals may petition the Policy Council for membership. The Policy Council must elect all Community Representatives.

Section 3 The structure shall further allow for parent representation from each center to serve as two-way communication:

1) Each delegate agency shall elect a Policy Council Representative. Each center representative will meet to determine the agency representative.

2) Delegate agencies shall be entitled to one (1) voting representative, except those centers serving 500 or more children.

3) Centers exceeding 500 children shall be entitled to one additional voting representative per 500 additional children.

4) Delegate agencies with only one (1) voting representative shall be allowed to elect one (1) alternate member.

5) Each EHS-CCP community hub will nominate and elect one (1) parent to serve as the voting Policy Council Representative, and elect one (1) parent to serve as an alternate member.

6) The alternates shall be non-voting representatives and shall vote only in the absence of the voting representative. Voting representatives and alternates are responsible for attending all meetings to represent two-way communication between the Policy Council and Parent Committees.

Section 4 All members must be residents of Miami Dade County at the time of the election and during their tenure on the Policy Council.

Section 5 No staff members or members of their immediate families of the Miami-Dade CAHSD, EHS-CCP, or Delegate Agencies shall serve on the Policy Council. Immediate family is defined as wife, husband, son, daughter, mother, father, sister, brother, grandparents, or relatives by marriage or comparable degree. All Policy Council members must sign an affidavit attesting that they have no family members employed with the CAHSD, EHS-CCP, or any Delegate agency.

Section 6 Parent members elected to the Policy Council shall serve a one (1) year term beginning in October and ending when the new Policy Council is elected. Members may be re-elected, but cannot exceed five (5) years. Any part of a year served is considered a full term even if the term is less than six (6) months.

Section 7 The Community Representatives are elected by the parents to serve on the Policy Council. They shall serve one (1) year term beginning in November and end when the new Policy Council is elected. The representative's term will not exceed five (5) years. Any part of a year served is considered a full term, even if the term is less than six (6) months.

Section 8 It is the expectation of Head Start/Early Head Start Parent Committees, CAA Advisory Board, and Community Representatives to bring information and recommendations to the Policy Council from their respective groups for dissemination. Relating center concerns and relevant issues within the Policy Council's scope, purpose, function, and responsibility must follow protocol at the center level before presenting to the Policy Council.

ARTICLE IV

ELECTIONS, TERM OF OFFICE, AND DUTIES OF OFFICERS

Section 1 Election of officers shall be held yearly at the Policy Council meeting in October. Officers shall consist of a Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer, and Parliamentarian. Only the elected voting representatives are eligible to serve as Policy Council Officers. The Policy Council shall make every effort during the election process to ensure the representation of the different ethnic groups in the Program is represented on the Policy Council.

Voting representatives interested in serving as an officer will campaign before the actual election takes place.

Section 2 Officers shall serve a one (1) year term of office subject to the re-election of four (4) additional terms. Any part of a year served is considered a full term.

Section 3 The officers' duties shall be those who usually apply to the positions identified in "Roberts Rules of Order" and those of the Executive Committee of the Policy Council.

Section 4 By virtue of their position, all Policy Council officers serve as the Executive Committee members. The officers and parent members are expected to attend monthly Policy Council and Executive Committee meetings and serve on the Standing Committees.

OFFICERS:

DUTIES OF CHAIRPERSON: The Chair shall preside at all Policy Council meetings. He/she shall represent the Policy Council on the Community Action Agency Advisory Board and attend its Board and Executive Committee meetings to ensure two-way communication. He/she shall, by virtue of their position, serve as an ex-officio member on all Standing/Sub-committees. He/she shall assist in the recommendation or election of Sub-committee Chairs, temporary or permanent, except for the Executive Committee. He/she shall appoint members of the Policy Council to serve on other committees and boards as needed. The Chair shall not be a voting member when conducting a meeting and shall vote only in the event to break a tie vote.

DUTIES OF VICE-CHAIRPERSON: The Vice-Chair shall preside at Policy Council meetings in the absence of or the inability of the Chair to exercise duties of his/her position. The Vice-Chair shall succeed to the position of the Chair if a vacancy occurs; becoming the Chair of the Policy Council with all rights, privileges, and powers, except to change or modify rules made by the Chair. The Vice-Chair shall preside at the Policy Council Executive Committee meetings and shall be an ex-officio member of all committees. He/she shall perform other duties as instructed by the Chair.

DUTIES OF SECRETARY: The Secretary shall complete roll call for the official membership, record and call for minutes and perform such duties as are incidental of the position or as instructed by the Chair.

DUTIES OF ASSISTANT SECRETARY: The Assistant Secretary shall assist the Secretary with completing roll call, the call for minutes, and performing such duties that are incidental of the position or as instructed by the Secretary.

DUTIES OF TREASURER: The Treasurer shall give the Program's fiscal and financial reports at the Policy Council meetings. He/she shall serve as the Chair for the Planning and Budget Committee. He/she shall perform other duties as are incidental of the position or as instructed by the Chair.

DUTIES OF PARLIAMENTARIAN:

The Parliamentarian shall assist the Chair and other officers in ensuring the proper parliamentary procedures are followed based on "Robert's Rules of Order" in conducting business meetings (i.e., motions, voting, obeying the rules of debate). He/she shall perform other duties as are incidental to the position or instructed by the Chair.

DUTIES OF MEMBERS: All members of the Policy Council are encouraged to attend meetings regularly, arrive on time, actively participate in discussions by reading the agenda and minutes before the meeting, consider all information discussed before voting, report back to the parents he/she represents, and accept and support any final decisions of the Policy Council majority.

ARTICLE V

QUORUM

Section 1 There must always be a quorum present to conduct official business. A quorum shall consist of one-half of the total number of members of the Policy Council plus one for any official action to occur, with the exceptions noted in Article V, sections 2 and 3. To determine if a quorum is met, only filled seats shall be counted

Section 2 During the months of June, July, August, and September, one-third the total number of members plus one shall constitute a quorum when regular or special meetings are required.

Section 3 For all Special Call meetings convened during the months of October through May, one-third the total number of members plus one shall constitute a quorum.

Section 4 Three (3) members shall constitute a quorum for the Executive Committee and all Standing, Ad-hoc, and Sub-Committees of the Policy Council.

ARTICLE VI

VOTING PROCEDURES

Section 1 The Policy Council officers shall be elected by a majority vote of no less than a quorum of members of the Head Start Policy Council.

Section 2 Each member of the Policy Council shall have one (1) vote. There shall be no proxy. A record of all Policy Council members entitled to vote shall be maintained by program staff and made available at any meeting upon request by the members. All Head Start/Early Head Start agencies shall submit representatives and alternates to the Policy Council before the October meeting. Alternates will vote only in the absence of their elected voting representative as prescribed in Article III, Section 3.

The names of voting or alternate representatives not submitted in writing will not participate in the voting process.

Section 3 Election of Officers shall be held early in a new program year following the parent committees' organization in September. The outgoing officers will officially vacate their office before the election of new officers. The outgoing officers will be encouraged to assist in the orientation of the incoming members.

Section 4 Nominations for officers will be made from the floor at the Head Start/Early Head Start Policy Council's first organization meeting.

1. A person can nominate himself or herself
2. A member can be nominated for more than one office
3. A member cannot nominate more than one person for an office until everyone has had the opportunity to make nominations.

Section 5 Only the Voting Representatives shall participate in the election process. All officers shall be elected by "open or blind ballot." The candidate receiving fifty-one 51% percent of the votes cast shall be declared the winner.

1. If a member is elected to two offices, they can choose which office they want. A vote is then taken for the other office.

Section 6 In the rare event of a tie for a particular office, the Policy Council will conduct the following procedures:

1. Re-ballot the relevant member for the particular office that resulted in a tie. The re-balloting will include only voting members who are eligible for the initial election process. In the event of another tie for that particular office, the Policy Council will continue with Step 2;
2. Each candidate will make a short presentation on how he/she will best represent the membership on the Executive Board of the Policy Council. All eligible voting members will re-vote by secret ballot to select the new Officer.

Section 7 Where there is a conflict of interest, a voting member shall state their conflict and abstain from voting.

ARTICLE VII

VACANCIES AND REMOVAL OF MEMBERS

Section 1 Vacancies of the Policy Council shall be replaced by representatives from a delegate agency or EHS-CCP, or category wherein the vacancy occurs. Any representative filling a vacancy does so only for the balance of the Policy Council member being replaced.

Section 2 A representative to the Policy Council shall not serve in a temporary capacity for a period of more than two (2) months to continue holding his/her seat on the Policy Council.

Section 3 Vacancies shall be filled within thirty 30 calendar days of the date that the Policy Council officially declares a seat "vacant."

Section 4 All Policy Council members shall be expected to attend meetings of the Policy Council regularly. Policy Council members missing two (2) regularly scheduled meetings during the program year shall be brought before the Policy Council unless the Chairperson and/or Secretary excuse the absences upon prior notification from the member to the Secretary or Key Management support staff. The member or organization shall be notified by the Secretary or Key Management staff of this action in writing within fifteen 15 days. Excused absences due to illness, absence from the County, or personal hardship shall not constitute a lack of attendance with proper documentation.

However, staff and the Policy Council will determine continued membership on the Policy Council based on the circumstances and approval or disapproval by a majority vote of the Policy Council for specific acts of unbecoming behavior and misconduct of Policy Council membership, such as child abuse, domestic violence, and arrest.

Section 5 The member shall have the right to appeal (in writing) the Policy Council's decision within ten 10 days following notification of dismissal. A majority vote of members present is required at the next Policy Council meeting for reinstatement, provided the membership present constitutes a quorum.

Section 6 Any member of this Policy Council may resign at any time by providing the Policy Council with a written notice indicating the member's intention to resign and the effective date thereof.

ARTICLE VIII

MEETINGS

Section 1 Regular meetings of the Policy Council shall be held on the first Thursday of each month. All meetings shall be held at the Overtown Transit Village North Administration Building. If the date falls on a holiday or recess, the meeting shall be held on the following Thursday or as designated by a majority vote of the members from the previously regularly scheduled meeting or by key management. Meetings are scheduled to begin at 6:30 PM.

Section 2 In the event a public emergency or natural disaster makes the holding of an in-person meeting of the organization unlawful or impossible, the Policy Council may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster; provided that the Policy Council shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to technology tools. Any action that can be taken at an in-person meeting, including by-laws amendments, may also be taken at a virtual meeting held pursuant to this clause. Any action taken at any such virtual meeting shall be subject to ratification at the first regular meeting of the Policy Council held after such virtual meetings. During a virtual meeting, all reasonable technology must be used to authenticate each individual who attends.

Section 3 The members shall be notified by mail or e-mail at least five (5) calendar days before the regular meeting.

Section 4 The Chairperson, Executive Committee, or Key management staff may call a special meeting upon written request or notification.

Section 5 All members shall be notified of any special meetings at least forty-eight (48) hours in advance. This notice shall state the purpose of the meeting and person(s) calling the meeting.

Section 6 The Policy Council meetings shall be conducted in general conformity with "Roberts Rules of Order" except as may otherwise be provided by these by-laws, or as the Policy Council may prescribe.

Section 7 The Policy Council will recess July and August and meet on an "as needed" basis. If the Policy Council cannot reconvene in September, the Executive Committee will transact business to be ratified at the next regular or special called Policy Council meeting.

Section 8 The Policy Council meetings shall be open to the public. The public may attend Policy Council meetings as an observer or placed on the agenda by petitioning the Policy Council (in writing).

ARTICLE IX

MEETING AND TRAVEL REIMBURSEMENT

Section 1 Reimbursements: Per HSPPS 1301.3(e), reimbursement is made to cover the cost of certain expenses that are incurred as a result of attending meetings, training, and activities in the performance of other official duties and

responsibilities in connection with CAHSD, and shall be made to eligible Head Start/Early Head Start parents who are members of the Policy Council in the following manner:

1) A meeting is considered when the proper notification is made, notifying the participants to attend even if there is no quorum expected.

2) Policy Council Representatives, Executive, and Sub-Committee members with income that fall within the HHS poverty guidelines, will be eligible to request reimbursement for reasonable expenses incurred for their participation in Policy Council meetings and activities.

The members shall not be a federal employee, an employee of CAHSD, or a Delegate Agency. Reasonable expenses incurred shall be considered for paid babysitting, paid transportation, and purchasing gasoline. The meeting reimbursement is limited to \$25.00 per meeting, but shall not exceed fifty dollars \$50.00 in any given month. Reimbursements are limited to two (2) meetings per month, regardless of whether meetings are for the same or different policy-making bodies. Reimbursement is limited to only the voting and non-voting representatives (alternates) serving on the Policy Council and Sub-Committees of the Policy Council. To ensure parents are eligible to receive reimbursement, the Program will verify the family status and income eligibility for all Policy Council representatives requesting reimbursement.

Per Miami-Dade County policies and procedures, parents requesting reimbursement shall complete the W-9 Request for Tax Identification Number and Certification from the Department of the Treasury Internal Revenue Services. Upon review, this form shall be submitted to CAHSD Fiscal and filed with the County. Transportation shall remain available only for those members not *requesting reimbursement for expenses incurred for participating in meetings* and activities. Childcare is not available at meetings.

3) Parents attending out-of-town meetings, conferences, and training can request reimbursement for childcare expenses in an amount not to exceed \$25.00 per day. Reimbursement requests must be presented by the traveler in writing and accompanied by a receipt. The Program will follow the County reimbursement policy.

Other expenses, such as calls made on a private telephone, will not be allowed as a reimbursement expense. The Head Start/Early Head Start Program will make available to parents who are members of the Policy Council the use of telephones in the office as needed to transact official Head Start duties.

ARTICLE X

COMMITTEES

Section 1 The following Standing Committees shall exist:

Executive Committee: Policy Council officers and Chairpersons of all Standing Committees shall comprise the Executive Committee. The Executive Committee will be authorized to transact the Policy Council business between the full Policy Council meetings. In emergencies, items approved will be subject to ratification at the next regularly scheduled Policy Council meeting.

Subsection 1: The Executive Committee must represent a proportion of the Policy Council's composition and may recommend additional Committee members as needed to ensure representation (Reference Article IV, Section 1). The Executive Committee shall provide input into the Policy Council agenda items.

Subsection 2: In the event the Policy Council cannot convene, the Executive Committee shall transact the Policy Council's business to be ratified at the next regular or special Policy Council meeting.

Subsection 3: The Executive Committee shall assist the Policy Council in planning and make recommendations to the Policy Council. The Executive Committee shall assist the Policy Council Chairperson in making recommendations for the Sub-Committee Chair's election. The Standing or Sub-Committees shall meet monthly or as frequently as deemed necessary by the Chairperson, its members, and key management. The Head Start Management team and other key staff assist the Executive Committee.

Planning and Budget Sub-Committee: Policy Council representatives and alternates shall comprise sub-committee membership. Responsibilities include reviewing, approving, or disapproving financial reports, budgets, program recommendations, and work with staff on the Grant Application Process. The Planning and Budget Committee will help determine services at the centers, new delegate agencies, and areas where the Program will operate. The Planning and Budget Committee will help determine program priorities. The HS/EHS Fiscal Unit will assist the Planning and Budget Committee.

Screening Committee: Policy Council representatives and alternates shall comprise sub-committee membership. Responsibilities include reviewing applications and interviewing recommended applicants who apply for any position within the Head Start/Early Head Start Program. The Screening Committee will be responsible for making recommendations regarding personnel decisions, including screening and approving or disapproving new hires, promotions, and disciplinary actions, including staff termination. Terminations will consist of a list of employee(s) to be terminated and a statement regarding reason(s) for employment termination.

The elected Screening Committee Chairperson must be a voting representative on the Policy Council. The Head Start Human Resources Unit will assist the Screening Committee. The following screening format will be utilized:

A. Interviews

1. The interviewing process for Head Start positions will include a multi-cultural screening panel comprised of male and female staff from Head Start/Early Head Start and other CAHSD Divisions. Parent volunteers will be encouraged to participate in the screening process. Ideally, the parent will be a voting member or alternate voter on the Policy Council. Parent volunteers from the centers may serve if Policy Council members are not available.

B. Selection

1. The Head Start/Early Head Start Director will review the interviewing process results and the panel's recommendations. The Head Start Director may interview those being recommended and approve or disapprove of recommendations to fill positions.

2. After the approval/disapproval of the Head Start/Early Head Start Director, it may go to the CAHSD Director for approval.

a) If approved, a job offer is made by the Program.

b) If not approved, the Head Start/Early Head Start Director will decide the resolution.

3. The Screening Committee will review the results of recommendation(s) from the Head Start/Early Head Start Director.

a) If approved, the Screening Committee will forward the recommendation(s) to the Executive Committee for approval.

b) If not approved by the Screening Committee, the recommendation(s) would go back to the Head Start/Early Head Start Director for the resolution.

4. The Executive Committee of the Policy Council will receive the recommendation in writing.

b) If approved, the Executive Committee will take the recommendation before the Policy Council for approval.

c) If not approved by the Executive Committee, the recommendation will go back to the Head Start/Early Head Start Director for resolution.

5. After approval by the Executive Committee, the recommendation will be presented to the Policy Council at its next regularly scheduled meeting for final approval.

a) If a quorum is not present, the Executive Committee will refer the recommendation to the next regular meeting or a special meeting will be called for final approval.

b) If not approved, it goes back to the Head Start/Early Head Start Director for resolution.

C. Resolution Alternatives

1) Begin the process again and select alternate candidates from Interviews.

2) Interview additional candidates and begin the process again.

3) Request to re-advertise.

Parent School Readiness Taskforce: Policy Council representatives and alternates shall comprise sub-committee membership. Responsibilities include providing advice and guidance on child screenings, assessments, curriculum, and teacher practices. The elected Parent School Readiness Chairperson must be a voting representative of the Policy Council. The Education Unit will assist the Parent School Readiness Committee.

Section 2 Ad Hoc Committees:

The Policy Council Chairperson shall create such Ad Hoc Committees as deemed necessary to promote the Policy Council's objectives. Ad Hoc Committees such as Evaluation Committee or Community Complaint Committee may be established to set up communication lines between parents and the community and assist in the self-assessment of the agency's Head Start/Early Head Start Program. Such Committees shall be terminated upon completion of their assigned tasks. The Policy Council Chairperson shall be an ex-officio member of all Committees except for the Nominating Committee, if such a Committee is established, at any point in time.

Section 3 Advisory Committees:

With the assistance of the Executive Committee and Key Management, the Policy Council Chairperson shall appoint members to represent the Policy Council on the program Health Services and School Readiness Advisory Committees. These Advisory Committees will address program issues and help to promote linkages to existing community resources.

These committees include a broad range of professionals, experts, parent volunteers, and staff. The member(s) appointed will serve as two-way communication between the Policy Council and Advisory Committees.

Section 4 Each alternate or non-voting representative shall be allowed to serve on at least one Policy Council Sub-Committee (Planning and Budget, Screening, and School Readiness Committees).

ARTICLE XI

POLICY COUNCIL REPRESENTATION AND TRAINING

Section 1 The Policy Council Chairperson sits on the CAA Board and Executive Committee representing the Policy Council.

Section 2 The Policy Council will attempt to develop through training, a core group of parents with skills, particularly leadership. The purpose of such actions is to provide opportunities for skill development and participation in community-related activities.

ARTICLE XII

TRAVEL

To be considered for travel, a voting representative must be actively participating in the Policy Council. Selection of travel will be according to the following system:

Representatives:

1. Chairperson
2. Vice-Chairperson/Executive Committee Chairperson
3. Secretary
4. Treasurer/Planning & Budget Committee Chairperson
5. Screening Committee Chairperson
6. Parliamentarian
7. Assistant Secretary

If any of the above cannot travel, alternates shall be selected at the discretion of the Head Start/Early Head Start Director. Additionally, parents for all in-state and other travel is at the discretion of the Head Start/Early Head Start Director. Policy Council members traveling must submit, within three (3) days of their return, receipts for overnight lodging, travel, registration, and a written report shared at the next regularly scheduled Policy Council meeting.

ARTICLE XIII

AWARDS

Awards on behalf of the Policy Council to the community, parents, and members will be made in consultation with agency staff.

ARTICLE XIV

AMENDMENTS

Section 1 The Policy Council shall be guided by these by-laws for its business and carry out the Policy Council's purpose.

Section 2 These by-laws may be adopted, amended, or repealed at any meeting of the Policy Council by a two-thirds $\frac{2}{3}$ vote of the members present, provided a quorum exists.

Section 3 Notice of all proposed amendments shall be mailed to each member at least five (5) days before the meeting, where such modifications are considered for adoption.

ARTICLE XV

INTERNAL DISPUTE RESOLUTION

The Policy Council will adhere to the Program's Internal Dispute and Impasse Procedures between the governing body and Policy Council. Impasse Procedures shall be in effect until the Secretary of Health and Human Services (HHS) issues a uniformed procedure to all Head Start Programs for resolving internal disputes.

ARTICLE XVI

PARENT AND COMMUNITY COMPLAINT PROCEDURES

The Policy Council will adhere to the Parent and Community Complaint Procedures. Parents and Non-Parents receiving services by Head Start/Early Head Start shall be provided with the opportunity to file a complaint or appeal relative decisions and actions that affects them or certain situations.

ARTICLE XVII

RULES OF ORDER

The rules contained in "Robert's Rules of Order" shall govern the Policy Council in all cases to which they apply and in which they are not inconsistent by the By-laws of the Policy Council.

ARTICLE XVIII

APPLICABILITY

Nothing in these By-Laws may be constructed or applied in a manner to contravene applicable local, state, or federal funding source policies or laws.

ARTICLE XIX

APPROVAL OR DISAPPROVAL RESPONSIBILITIES

The Policy Council must approve and submit to the governing body decisions about each of the following activities according to section 642(c)(2)(D) of the Head Start Act:

- a. Activities to support the active involvement of parents in supporting program operations
- b. Program recruitment, selection criteria, and enrollment priorities.

- c. Applications for funding and amendments to applications for funding for the program
- d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities
- e. By-Laws for the operation of the Policy Council
- f. Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors and volunteers, and criteria for the employment and dismissal of program staff.
- g. Develop procedures for how members of the Policy Council will be elected.
- h. Recommendations on the selection of delegate agencies and the service areas for such agencies.



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 4, 2021

AGENDA ITEM NUMBER: 3A2b

AGENDA ITEM SUBJECT: 2021-2022 Parent Activity Fund Guidelines

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL - This item was approved by the Head Start/Early Head Start Policy Council on November 4, 2021, and is being submitted to the CAA Executive Committee for approval and ratification by the CAA Board.

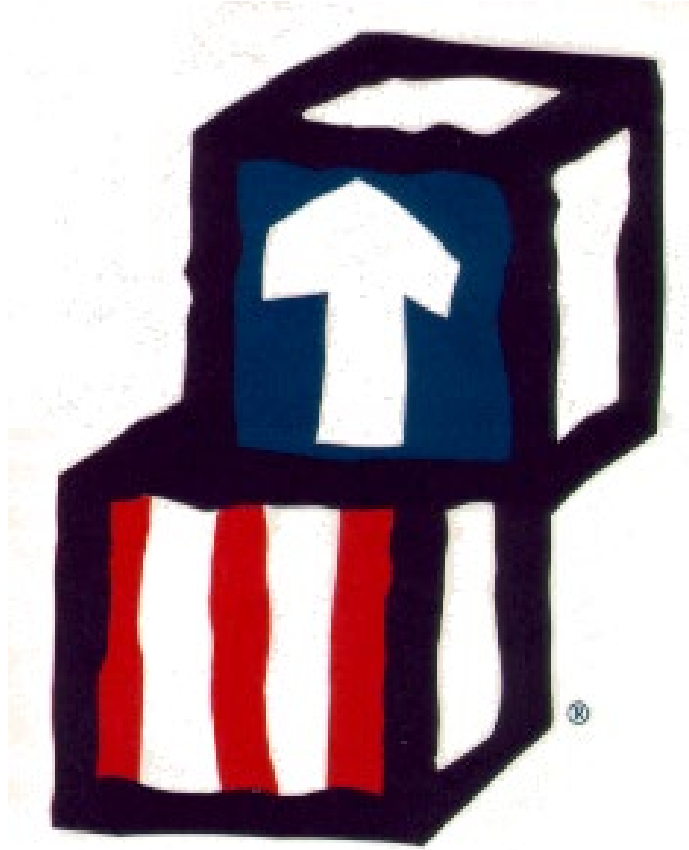
BACKGROUND/SUMMARY:

The 2021-2022 Parent Activity Fund Guidelines outline the purpose, procedures, eligible activities and application to apply for the Parent Activity Fund. Centers are allotted \$7.00 per child for parents to plan an educational activity for parents only.

FUNDING SOURCE:

U.S. Department of Health and Human Services

MIAMI-DADE CAHSD HEAD START/EARLY HEAD START PROGRAM



2021 - 2022 PARENT ACTIVITY FUND GUIDELINES

Policy Council Approval: October 2021

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PARENT ACTIVITY FUND PURPOSE:

The Parent Activity Fund is money set aside to provide parents with opportunities and experiences in planning, developing and implementing activities that is initiated by them and for them. These funds are disbursed to each Head Start and Early Head Start center to be utilized anytime during the program year for parent educational activities.

PROCEDURES FOR DISBURSEMENT OF FUNDS:

The Policy Council assisted in developing guidelines for the proper disbursement of \$7.00 per child enrolled in Head Start and Early Head Start centers. The Policy Council shall annually review and approve the method by which to disperse funds to each center. According to policies, the Policy Council shall disperse funds to each Parent Committee utilizing a pro-rate shared method, or shall be given the opportunity to decide upon an alternate method.

APPLICABLE ACTIVITIES:

Funds shall be used for the purposes defined by the guidelines to defray cost for parent activities.

ELIGIBLE ACTIVITIES:

Parent Activity Fund activities must be educational. Activities solely for entertainment purposes are prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, and social activities, ceremonial and incidental costs relating there to, meals, lodging, rentals, transportation and gratuities. However, the Parent Activity Fund can be used for expenses where entertainment may play an incidental part in the activity. Therefore, programs should always couple entertainment expense with project-related activities. The program shall ensure that the funds are used for educational related activities.

EXAMPLES OF ELIGIBLE ACTIVITIES INCLUDE:

- ❖ Identifying a speaker to present at a Parent Committee meeting and paying his or her fee.
- ❖ Including parents on a field trip to the zoo and paying their entrance fee.
- ❖ Paying the registration fee and expenses for a Parent of the Year to attend a state Head Start Association conference.
- ❖ Purchasing ingredients for a cooking class for parents on low-budget nutritious meals
- ❖ Including a family photo evening when the school photographer comes to take children's photo and using the parent activity dollars to pay some or a portion of the additional cost for the family portraits.

Educational field trips must be planned for normal working hours and are limited to Dade County. (See eligible activities/training list enclosed)

EXAMPLE OF NON-ELIGIBLE ACTIVITIES:

Parent Social Event (Dance)

Activities or Field Trips for Children

Activities at social venues (bowling alley, amusement centers, restaurants)

PARENT COMMITTEE RESPONSIBILITIES:

Provide the opportunity for parents to share in the decision making for the utilization of the Parent Activity Fund. Each Parent Committee shall discuss guidelines and appropriate activities, complete application, and implement the activity anytime during the program year. This funding will not roll over to the next program year. The application must be completed to include signatures of the chairperson, secretary, and center administrator, activity description, date of activity and cost. The activity must be approved by the Parent Committee and documented in the parent meeting minutes. The application must be submitted to the Grantee Family and Community Engagement Coordinator, along with parent meeting minutes and attendance sheets for Parent Committee approval verification. The request must be received at least four weeks prior to the activity. Parent Committees are bound by the same restrictions as the Policy Council/Committee for approval.

FINANCIAL REPORTING:

Monthly reporting shall be provided regarding the disbursement of Parent Activity Funds at the Parent Committee and/or Policy Council/Committee meetings on an as needed basis. This reporting shall be provided in writing.

ACCOUNTABILITY:

Both parents and staff have the responsibility for accurate record keeping of the Parent Activity Fund. Parent Committees may elect a Treasurer to maintain records of the Parent Activity Fund expenditures. Parents are provided with information regarding the utilization of this parent only funding.

MODIFICATION TO PLAN:

All modifications to the established Parent Activity Fund Guidelines must be submitted in writing and must receive the approval of the Policy Council. Any parent may petition the Policy Council for modification.

ANNUAL REVIEW:

There shall be an Annual Review of the Parent Activity Fund Guidelines. The Policy Council will work closely with key management to review and make recommendations to the Parent Activity Fund Guidelines. The format of this review shall be determined by the Policy Council.

PARENT ACTIVITY FUND RECOMMENDED

TRAININGS, WORKSHOPS, SEMINARS and FIELD TRIPS

Seminars, Trainings and Workshops:

First Aid/ CPR Training
Water Safety
Nutrition (Planning menus and how to read food labels)
Drug / Alcohol Abuse / Domestic Violence Workshops
Stages of Development / Parent Skill Building
Managing Self Esteem / Fitness
Family Literacy: Reading, Writing and Word Usage
Accessing Community Resources / Visit Library for Library Card
Money Management / Budgeting / Field Trip to Grocery Store
Transitioning In / Out
Bridging Cultural Diversity
Make and Take
Civil Rights Restoration
F.P.L. (Energy conservation and learn to read your meter)
Resume Writing Seminar
Couponing

Field Trips:

Miami Seaquarium
Jungle Island
Vizcaya Gardens
Pelican Harbor Seabird Station
Frost Museum of Science
Miami Children's Museum
Little Farm
Monkey Jungle Inc.
Fairchild Tropical Botanical Gardens
Actor's Playhouse
HistoryMiami
Gold Coast Railroad Museum
Gator Park
Miccosukee Indian Village
Perez Art Museum
Zoo Miami



MIAMI-DADE COUNTY COMMUNITY ACTION & HUMAN SERVICES
HEAD START / EARLY HEAD START



PARENT ACTIVITY FUND APPLICATION

2021 - 2022

CENTER NAME: _____

Address: _____

PARENT COMMITTEE OFFICERS:

Chairperson: _____ Secretary: _____

Vice-Chairperson: _____ Assistant Secretary (Optional): _____

Treasurer (Optional): _____

PLAN ACTIVITY: _____

DATE / TIME OF ACTIVITY: _____ / _____ COST OF ACTIVITY: _____
(Date) (Time)

SITE OF ACTIVITY (Include address if it is difference from the center): _____

NUMBER OF PARTICIPANTS: _____ FUNDING ALLOCATION: _____

REQUEST MUST BE RECEIVED FOUR (4) WEEKS IN ADVANCE

(Parent Committee Chairperson)

(Date)

(Parent Committee Secretary)

(Date)

(Center Administrator)

(Date)

FOR OFFICE USE ONLY

Grantee Program Governance Coordinator: _____ FINANCE: _____

APPROVED: _____ DISAPPROVED: _____



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 4, 2021

AGENDA ITEM NUMBER: 3A2c

AGENDA ITEM SUBJECT: THE 2021-2022 DISABILITY SERVICES AREA POLICIES AND PROCEDURES

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL - This item was approved by the Head Start/Early Head Start Policy Council on November 4, 2021, and is being submitted to the CAA Executive Committee for approval and ratification by the CAA Board. 1

BACKGROUND/SUMMARY:

The 2021-2022 Disability services area Policies and Procedures makes changes to the revision dates, follow-up MDT/ follow up Intervention Plan Meeting from every 4-6 weeks to every 6-8 weeks, and additional report.

FUNDING SOURCE:

U.S. Department of Health and Human Services

Disability Services Area Policies and Procedures Summary of Changes

2021-2022

Page 13, 14, and 23- Revision date- from July 20, 2021 to July 30, 2021

- c. Page 13- c. changed Follow Up MDT/Follow-up Intervention Plan Meetings (every 4-6 weeks) to (every 6-8 weeks)

Page 23. Item a. added 9717

1302

SUBPART F:

ADDITIONAL SERVICES

FOR

CHILDREN WITH DISABILITIES

SUBJECT: Full participation in program services and activities	NUMBER: DIS-001
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE: July 22, 2020	ATTACHMENT(S): MDT/FUIP meeting /CAHSD staffing notes/eligibility determination form

AUTHORITY: Office of Head Start (OHS), Administration of Children and Families (ACF)

45CFR, Part 84, Nondiscrimination on the Basis of Handicap, 42 U.S.C. 12101, 29 U.S.C. 794

REGULATION REFERENCE:

Head Start Performance Standards – Full Participation in Program Services and Activities 45 CFR Subpart F 1302.60

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, delegate agencies and early child care partners, as applicable, to ensure all individuals with disabilities are protected from discrimination under and provided with all services and program modifications required by section 504 of the Rehabilitation Act (29 U.S.C. 794), the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and their implementing regulations. Miami Dade County Community Action Agency Head Start and Early Head Start ensures that the individualized needs of children with disabilities including but not limited to those who are not eligible for services under IDEA and their families receive all program services in the least restrictive environment and that they fully participate in all program activities.

PROCEDURES:

1. The delegate agency and/or child care partner disability service area personnel in collaboration with the center administrative staff will ensure that new staff receive Americans with Disabilities Act training as part of their new staff orientation and/or within 90 days from the date of hires. All other staff are required to participate in ADA training annually.
2. Delegate agency and/or Child Care Partner organization service area personnel within Head Start-Early Head Start are involved in the integration of children with disabilities and their families, as well as building a culture of inclusion for children enrolled in the program.
3. Provision is made for children with disabilities and/or qualifying IDEA LEA part B individualized Education Plan (IEP) or IDEA LEA Part C Individualized Family Service Plan (IFSP) source documentation to be included in the full range of activities and services normally provided to all program and provisions for any modifications necessary to meet the special needs of children with disabilities.
4. Modifications and accommodations are made in the learning environment, throughout the daily routine activities, for children identified with developmental concerns and/or diagnosed with a disability under IDEA.
5. The program will ensure that placement of children will not be denied on the basis of a disability or its severity when the parents wish to enroll the child, The child meets the Head Start/Early Head Start age and income eligibility requirement, and Head Start is deemed the least restrictive environment according to the IEP/IFSP and evaluation results.

SUBJECT: Full participation in program services and activities	NUMBER: DIS-001
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 2
REVISION DATE: July 22, 2020	ATTACHMENT(S): MDT/FUIP meeting /CAHSD staffing notes/eligibility determination form

6. Delegate agency and/or Child Care Partner organization service area personnel in collaboration with Grantee disability specialists will participate in eligibility determination meetings to ensure the appropriate placement (in the least restrictive environment) of children who meet the eligibility criteria under IDEA.

Procedures Cont'd

7. Delegate agency and/or Child Care Partner service area personnel will follow-up with the families to provide supportive services as recommended on the IEP/IFSP and for children who may not have qualified or were found ineligible for services under IDEA.
8. Delegate agency and/or Child Care Partner organization service area personnel will document efforts and support provided to children, families and staff in ChildPlus using the appropriate documentation forms. When needed, the Grantee Disabilities Coordinator and Grantee Disabilities Specialists will ensure appropriate program support is provided to all delegate and partner agency personnel via ongoing of training, technical assistance and related activities to ensure full participation children eligible for services under IDEA.
9. In the event of an emergency, such as a natural disaster or pandemic, services will be provided via various platforms including virtually to the extent possible. Assistance will also be available via telephone, desktop reviews as appropriate.

SUBJECT: Additional Services for Children with Disabilities	NUMBER: DIS-002
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 3
REVISION DATE: July 22, 2020	ATTACHMENT(S): Referrals, 45 day Screenings, Multidisciplinary and Follow-Up Intervention Plan Meetings

AUTHORITY:

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

REGULATION REFERENCE:

Subpart F— Additional Services for Children with Disabilities 45 CFR 1302.61(a), (b), (c)

POLICY: It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, delegate and early child care child care partners to ensure that parents, teachers and other service area

multidisciplinary team (MDT) members to include Disability Coordinators, Mental Health Consultants, Health and Nutrition, Family and Community Engagement and other personnel collaborate and develop individual goals, objectives and strategies for each child based on results of screenings, parent and teacher observations, child assessments and IDEA source documentation which will support each child's pattern of development.

PROCEDURES:

When a developmental concern is identified or suspected through screening, classroom observation, teacher or parent concern, developmental information included on the physical exam or application and or evaluation reports (obtained prior to enrollment), the follow-up procedures below will be utilized and documented in ChildPlus:

- (1) **Prior to enrollment-** If a concern is identified during the application process, social service personnel will initiate an internal referral. Upon receipt of the internal referral from the social service area personnel, the delegate agency and/or child care partner organization disability service area personnel will collaborate with the social service area personnel to schedule and conduct a Multi-Disciplinary Team (MDT) meeting with the family to discuss concerns identified during the application process.
- a Concerns will be reviewed with the family. The meeting will focus on supports based on the child's strengths, needs, available services, referral to community agencies, and follow-up support needed to assist the child with transitioning into the HS/EHS Program as well as identify adaptation and accommodations that may be needed in the learning environment..
 - b Screenings and assessments may be conducted during this time to ensure early intervention services are rendered to children with concerns. (Although the child is not enrolled – we may provide this service to children in the community)
 - c Referrals to Part B (Local Education Agency) or Part C (Local Early Steps) may also be initiated during this time.

SUBJECT: Additional Services for Children with Disabilities	NUMBER: DIS-002
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 3
REVISION DATE: July 22, 2020	ATTACHMENT(S): Referrals, 45 day Screenings, Multidisciplinary and Follow-Up Intervention Plan Meetings

Procedures Cont'd

During the First 45 Days of enrollment/program year- The delegate agency and/or child care partner organization disability service area personnel will monitor the screening and assessments conducted by the teaching team (in collaboration with parents) review ChildPlus Health Requirement report #3015 to identify children who demonstrated concerns on developmental screenings (ASQ-3, ASQ-SE, Acuscreen, PLS-5, Vision and Hearing). A report will be generated no later than the 46th day of enrollment in the program.

- d A MDT with services area staff (also known as ChildPlus 3015 MDT) will be scheduled and conducted within 2 weeks of the completion of screenings (or after the 46th day) to discuss any concerns identified in the CP 3015 Report. In collaboration with all team members the delegate agency and/or child care partner organization disability services area personnel will also discuss the recommendations, and next steps to support the child and family for children identified with concerns. The delegate agency and/or child care

SUBJECT: Additional Services for Children with Disabilities	NUMBER: DIS-002
EFFECTIVE DATE: August 10, 2017	PAGE: 3 of 3
REVISION DATE: July 22, 2020	ATTACHMENT(S): Referrals, 45 day Screenings, Multidisciplinary and Follow-Up Intervention Plan Meetings

e partner disability service area personnel will collaborate with the team to develop a Follow-up Intervention Plan based on the knowledge acquired about the child's strength and needs.

f The Follow-up Intervention Plan meeting will be scheduled and conducted with the family within 2-4 weeks following the 3015 MDT or within 90 days of the child's enrollment in the program. Other services area staff may also be invited when available.

g The FUIP meeting will be scheduled with the parent/guardian to discuss screening results, concerns from the education team, parent concerns, and recommendations from the MDT and other pertinent information. The delegate agency and/or child care partner disability service area personnel will discuss early intervention service options available and in collaboration with the parent identify the best early interventions service options for their child including referral to the Part B or Part C agency responsible for services under IDEA or private/community early intervention agencies.

i Parents must have opportunities to provide input in the planning process,

ii And when required, parents/guardians must have opportunities to sign consents for referral to conduct further screening, evaluation, eligibility for Part C/B agency responsible for services under IDEA

iii *Due to emergencies or circumstances where parents or other team members are unable to participate in person, FUIP meetings can be conducted virtually and signatures acquired electronically. The person conducting the FUIP meeting must sign acknowledging that the meeting was conducted with the parent/guardian via telephone, or virtual/video conference call).*

(2) **Follow-up and Implementation of the FUIP:** The FUIP will be utilized to identify strategies used for children with identified concerns on developmental screenings and/or assessments and may be waiting eligibility determination.

a The delegate agency and/or child care partner disability service area personnel in collaboration with the education team will continue follow-up on the child's progress in the learning environment by ensuring teachers have support with providing high quality early education and child development services that promote cognitive and social emotional development.

b Teachers will foster an environment that promotes responsive and effective teacher-child interactions throughout the daily routine, including socialization within the home-based options. The program must promote a secure parent-child relationship and help parents provide high quality early learning experiences virtually or in person.

c The delegate agency and/or childcare partner disability service area personnel will continue follow-up with the child identified with developmental concerns until the condition has been resolved through intervention and/or the child demonstrated mastery in all areas of concern and no longer needs the additional supportive services.

SUBJECT: Additional Services for Children with Disabilities	NUMBER: DIS-003
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 5
REVISION DATE: July 22, 2020	ATTACHMENT(S): Referral to Part B/C Agency Responsible for Under IDEA

AUTHORITY:

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

REGULATION REFERENCE:

Subpart F– Additional Services for Children with Disabilities 45 CFR 1302.62 (a), (b)

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, delegate and early child care partners to ensure that parents/guardians are dully educated on the steps involved in the referral to part C and or B agencies that are responsible for services under IDEA, they are supported in selecting the most optimal option for early intervention services for their child, and they also have support with becoming advocates for services that meet their children’s needs and understanding their child’s disability.

PRODCEURE:

1. Delegate and Child Care Partnership agency disability staff in collaboration with social services and education staff will ensure parents receive support with understanding the benefits of early intervention services. These supports will be provided throughout the eligibility determination process

a. Parents will receive ongoing support from the delegate agency and/or child care partner disability service area personnel in collaboration with the education staff, social service team with:

- a. Understanding the benefits of early intervention services, especially services accessed between 0 – 5 years of age.
- b. Understanding the process of determining eligibility and how early intervention services can assist their child with later school success.
- c. Understand that the HS/EHS staff (that knows the child best) will identify sensitive and caring ways to communicate with the child at his/her level of development.
- d. Understanding, identifying and receiving services in the least restrictive environment.

2. **Parents refusing services:** The delegate agency and/or childcare partner disability service area personnel will continue the follow-up intervention process.

1. Collaborate with the education staff and provide support to the teaching team as intervention continues in the learning environment.
2. Follow-up with the parents on referral to outside providers for additional support until the concern has been resolved and/or it is no longer a concern.

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Procedures cont'd

(3) **Children ineligible for ESE services under IDEA:** After an eligibility staffing meeting, the delegate agency and/or child care partner organization disability service area personnel will schedule and conduct a MDT meeting for children found ineligible for ESE services under IDEA (Did Not Qualify-DNQ) from the Part C/B agency (Local Early Steps/ LEA-MDCPS) to determine additional supportive services the child and family can benefit from and provide a referral to outside service providers as necessary.

(4) A MDT will be scheduled and conducted to include the service team members and parents/guardians. During this meeting a FUIP will be developed with the parent focusing on the area of concern. Parents will receive a copy of the follow up intervention plan with recommendations documented on the Follow-Up Intervention plan form. The meeting will be documented in ChildPlus including an attachment of the completed and signed documents.

(5) The delegate agency and/or childcare partner organization disability service area personnel will continue follow-up with the child identified with developmental concerns until the condition has been resolved through intervention and/or the child demonstrated mastery in all areas of concern and no longer needs the additional supportive services.

(6) Teachers will foster an environment that promotes responsive and effective teacher-child interactions throughout the daily routine, including socialization within the home-based options. . The program must promote a secure parent-child relationship and help parents provide high quality early learning experiences virtually or in person.

(7) All programs must implement a research-based curriculum, and screening and assessment procedures that support individualization and growth in the areas of development described in the Head Start Early Head Start Child Outcomes Framework.

Additional services for children with disabilities. Programs must ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA, are being met and all children have access to and can fully participate in the full range of activities and services. Programs must provide any necessary modifications to the environment, multiple and varied formats for instruction, and individualized accommodations and supports as necessary to support the full participation of children with disabilities. Programs must ensure all individuals with disabilities are protected from discrimination under and provided with all services and program modifications required by section 504 of the Rehabilitation Act (29 U.S.C. 794), the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and their implementing regulations.

(a) *Services during IDEA eligibility determination.* While the local agency responsible for implementing IDEA determines a child's eligibility, a program must provide individualized services and supports, to the maximum extent possible, to meet the child's needs. Such additional supports may be available through a child's health insurance or it may be appropriate or required to provide the needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in section 705(9)(b) of the Rehabilitation Act. When such supports are not available through alternate means, pending the evaluation results and eligibility determination, a program must individualize program services based on available information such as parent input and child observation and assessment data and may use program funds for these purposes.

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Procedures Cont'd

available through a child's health insurance or it may be appropriate or required to provide the needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in section 705(9)(b) of the Rehabilitation Act. When such supports are not available through alternate means, pending the evaluation results and eligibility determination, a program must individualize program services based on available information such as parent input and child observation and assessment data and may use program funds for these purposes.

(b) *Additional services for children with an IFSP or IEP.* To ensure the individual needs of children eligible for services under IDEA are met, a program must:

(1) Work closely with the local agency responsible for implementing IDEA, the family, and other service partners, as appropriate, to ensure:

- (i) Services for a child with disabilities will be planned and delivered as required by their IFSP or IEP, as appropriate;
 - a The delegate agency and/or child care partner organization disability service area personnel will follow-up with the family on the recommended ESE program to arrange for service delivery.
 - b Encourage the parent as their child's first teacher and advocate to register the child in the recommended ESE program and/or consultative ESE services; Coordinate Speech/Language therapy with Speech/Language therapists when the child is enrolled in the program.
 - c Arrange for CASHD transportation for children eligible for 30-60 minutes walk-in services.
 - d Encourage parents to become advocates for their child by:
 - i reviewing and understanding screenings, assessments and evaluation results,
 - ii providing feedback/input in their child's learning,
 - iii giving consent for services,
 - iv Attending parent meetings or meetings to discuss child well-being and or services,
 - v visiting classrooms, volunteering at the school, and participating in events that support their child,
 - vi consulting with Infant Toddler Developmental Specialist (ITDS or other early interventionist about services and child progress
 - e *Document all supportive services in ChildPlus disability module, and attached documents as available.*

(ii) Children are working towards the goals in their IFSP or IEP;

(iii) Elements of the IFSP or IEP that the program cannot implement are implemented by other appropriate agencies, related service providers and specialists;

(iv) IFSPs and IEPs are being reviewed and revised, as required by IDEA ; and,

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(v) Services are provided in a child’s regular Early Head Start or Head Start classroom or family child care home to the greatest extent possible.

(2) Plan and implement the transition services described in performance standards 1302 Section G, including at a minimum:

(i) For children with an IFSP who are transitioning out of Early Head Start, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure appropriate steps are undertaken in a timely and appropriate manner to determine the child’s eligibility for services under Part B of IDEA; and,

(ii) For children with an IEP who are transitioning out of Head Start to kindergarten, collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure steps are undertaken in a timely and appropriate manner to support the child and family as they transition to a new setting.

a The delegate agency and/or child care partner organization disability service area personnel in collaboration with the social service team, education will schedule a transition plan meeting with the family to discuss transition to Head Start for EHS children, and to Kindergarten for HS children at least six months prior to the child’s entering such program. During the meeting, parent will be provided information about their child’s progress, needs, outcomes, and also reminded to follow-up with the Local Agency for their exit BDI evaluation, eligibility transition meeting from Part C to Part B of IDEA, other supportive services, referrals, and selection of program for the following school year.

b At least, monthly thereafter prior to the transition, the disability coordinator with follow-up with the parent to document progress with the local agency

c The delegate agency and/or child care partner organization disability service area personnel will assist the parent with follow-up with the local agency as needed, attend the meeting with the parent, and document supportive efforts and services in ChildPlus.

Learning Outcomes Framework: Ages Birth to Five and support family engagement in children’s learning and development.

(3) A program must deliver developmentally, culturally, and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts. To deliver such high-quality early education and child development services, a center-based or family child care program must implement, at a minimum, the elements contained in HSPPS 1302.31 through 1302.34, and a home-based program must implement, at a minimum, the elements in HSPPS 1302.33 and 1302.35.

(4) A center-based and family child care program must ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children’s skill growth aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities.

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PROCEDURES: (cont'd)

(5) Center-based and family child care programs must implement developmentally appropriate research-based early childhood curricula, including additional curricular enhancements, as appropriate that:

- (a) Are based on scientifically valid research and have standardized training procedures and curriculum materials to support implementation;
- (b) Are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five and, as appropriate, state early learning and development standards; and are sufficiently content-rich to promote measurable progress toward development and learning outlined in the Framework; and,
- (c) Have an organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progressions and how children learn.

(6) A program that chooses to make significant adaptations to a curriculum or a curriculum enhancement described in HSPPS 1302.32 paragraph (a)(1) to better meet the needs of one or more specific populations must use an external early childhood education curriculum or content area expert to develop such significant adaptations. A program must assess whether the adaptation adequately facilitates progress toward meeting school readiness goals, consistent with the process described in HSPPS 1302.102(b) and (c). Programs are encouraged to partner with outside evaluators in assessing such adaptations.

Procedural Aspects to inform and guide Individualization and Follow up Intervention Planning

1. The delegate and/or partner agency teacher, in coordination with the assistant teacher and the Disabilities Coordinators, Mental Health Consultants and other MDT members will be responsible for accessing and reviewing each file completely.
2. The teachers, Disabilities Coordinators, Mental Health Consultants, and other MDT members in collaboration with parents will discuss the screening and assessment process and the goals, objectives, and strategies to support the child's development during their Head Start/Early Head Start experience.
3. Goals, objectives and strategies are to be developed by discussing observations from teachers and parents, Disabilities Coordinators, Mental Health Consultants, MDT, screening results (including medical, dental, developmental, sensory, and behavioral, the Head Start Preschool Key Developmental Indicators (KDIs), and Creative Curriculum goals. Goals, objectives, and strategies on the Follow-up Intervention plan should be comprehensive and respond to each child's individual characteristics, strengths and needs.
(Source document: Follow-up intervention plan-DISABILITIES/MH Forms)
4. Teachers, Disabilities Coordinators, Mental Health Consultants, and the MDT will use the Galileo Individual Development Profile to determine Follow-up Intervention plan goals, objectives, and strategies in conjunction with the parent. These goals will then be the base for individualized activities until an Individualized Education Plan (IEP) or an Individualized Family Services Plan (IFSP) is written by the local IDEA Part B /Part C provider. The child's progress will be shared with the parent. The parent, teacher,

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PROCEDURES: (cont'd)

5. Disabilities Coordinator, Metal Health Consultant, and MDT are to review and sign the Follow-up Intervention Plan in the designated area of concern during each formal parent contact.
6. Delegate and partner agency teachers will use the Anecdotal note log to document all activities implemented towards completion of individual goals, objectives, strategies and IEP/IFSP goals, if applicable.
7. Documentation of individual goals and activities to support those goals is to be documented on the Anecdotal Note Log and Galileo Notes (online). (Copy referenced in Child's record)
8. Documentation and Follow-Up Intervention Planning will be reviewed by the delegate and/or partner agency Education Services Managers, teachers, Disabilities Coordinators, Mental Health Consultants, MDT, and parents at least every six weeks until child meets IDEA LEA eligibility criteria for ESE services, ITDS services and/or related services, child no longer has a concern due to success documented with intervention or condition has been resolved through additional supportive services.
9. CAHSD's Disabilities Coordinator and Grantee Disabilities Specialists will inform, support, and ensure appropriate program assistance and continuous program compliance oversight is provided to all delegate and partner agency personnel via ongoing provision of training, technical assistance and related activities consistent with the HSPPS, program goals/objectives and school readiness best practices for all children/families.

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REVISION DATE: July 30, 2021	ATTACHMENT(S): None

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

AUTHORITY:

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

REGULATION REFERENCE:

Subpart F— Additional Services for Children with Disabilities 45 CFR 1302.61(a), (b), (c)

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, to conduct multidisciplinary team meetings with all outside agency staff providing services within the center setting for Head Start and Early Head Start children prior to and throughout the duration of service provision. The

multidisciplinary team will include, parents, teachers, pertinent service area coordinators, curriculum specialists, center directors and outside agency therapists or service provider staff.

PROCEDURE

1. Once staff is informed that outside services will be provided to children in the center setting, a multidisciplinary team meeting will be scheduled by the center director, disability coordinator or assigned staff prior to the first therapy session.
 - a. Meeting participants will include but are limited to:
 - i. Parents/Caregivers
 - ii. Teachers
 - iii. Therapist (Outside Agency)
 - iv. Therapist supervisor or assigned staff (Outside Agency)
 - v. Center Director
 - vi. Disability Coordinator
 - vii. Mental Health Consultant and or Coordinator
 - viii. Curriculum Specialist and Education Manager
 - ix. Health Coordinator
 - x. Family Engagement/ Social Service Staff
 - xi. Nutrition Coordinator
 - b. **Initial meeting** objectives (to be held prior to first therapy session) will include:
 - i. Reviewing needs, goals, and objectives for the child from both agencies
 1. Follow-up Intervention Plan
 2. Galileo Class Observation Record or other pertinent assessment reports
 3. Goals, objectives from Referral Agency
 - ii. Identifying areas of overlap between both plans/goals
 - iii. Identifying how goals and objectives will be met by both agencies collaboratively
 - iv. Review of Head Start/Early Head Start expectations (i.e. intrinsic motivational strategies vs external rewards to motivate positive behavior).
 - v. Duration of time the therapists/support staff person will be in the classroom.
 - vi. Plan to support the child's full participation in group/class activities.
 - vii. Schedule ongoing communication with teacher and center directors (at a minimum weekly). Share schedule with all MDT members.
 1. Teachers and Center Directors will inform Curriculum Specialist, Mental Health Consultants/Coordinators, Disabilities Coordinators, Social Service Staff and or Administrative staff immediately if challenges occur prior to the Follow-Up Intervention Plan Meeting.
 2. An MDT meeting will be scheduled by the Disabilities Coordinator, Curriculum Specialist/Education Manager or Mental Health Consultant/Coordinator to address and resolve challenges.
 - c. **Follow Up MDT/Follow-up Intervention Plan Meetings** (every 6-8 weeks)
 - i. Send invite/communication informing/reminding outside therapists/support staff of MDT-FUIP Meeting.
 - ii. Review child progress using assessment data and observations documented on plans
 - iii. Revise plans as determined necessary by team members (including outside therapist/support staff).
 - iv. Identify successes and concerns.
 - v. Make a plan to address concerns.
 - vi. Confirm date and time of next MDT-FUIP Meeting.

SUBJECT: Additional Services for Parents-Grantee	NUMBER: DIS-003
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE: July 22, 2020	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Part 1302 Subpart F, Additional Services for Children with Disabilities

45 CFR 1302.62 (a)

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program to ensure that additional services are available for parents of all children with disabilities. Services will also be available for parents of children eligible for services under IDEA.

PROCEDURES:

1. It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program that the Disabilities Services Coordinator and/or corresponding delegate or partner agency Disabilities Services Coordinator, will work with parents, staff, and other agencies to ensure appropriate services are provided for children with disabilities and/or identified children with special developmental needs and update agency policies and procedures and/or related service plans, as necessary.
2. The delegate and early child care child care partners will collaborate with parents of children with disabilities, including but not limited to children eligible for services under IDEA, to ensure the needs of their children are being met, including providing support to help parents become advocates for services that meet their children's needs and information and skills to help parents understand their child's disability and how to best support the child's development.
3. The delegate and early child care child care partners will assist parents to access services and resources for their family, including securing adaptive equipment and devices and supports available through a child's health insurance or other entities, creating linkages to family support programs, and helping parents establish eligibility for additional support programs, as needed and practicable.

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PROCEDURES: (cont'd)

Parents of children eligible for services under IDEA

For parents of children eligible for services under IDEA, a program will also help parents:

- (a) Understand the referral, evaluation, and service timelines required under IDEA;

- (b) Actively participate in the eligibility process and IFSP or IEP development process with the local agency responsible for implementing IDEA, including by informing parents of their right to invite the program to participate in all meetings;
- (c) Understand the purposes and results of evaluations and services provided under an IFSP or IEP; and,
- (d) Ensure their children's needs are accurately identified in, and addressed through, the IFSP or IEP.

4. CAHSD's Disabilities Coordinator and Grantee Disabilities Specialists will inform, support, and ensure appropriate program assistance and continuous program compliance oversight is provided to all delegate and partner agency personnel via ongoing provision of training, technical assistance and related activities consistent with the HSPPS, program goals/objectives and school readiness best practices for all children/families.

These procedures will be documented in ChildPlus as well as the completed forms attached in the ChildPlus disability module as needed, and will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Additional Services for Parents-Delegates and Partners	NUMBER: DIS-004
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE: July 22, 2020	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Subpart F, Additional Services for Children with Disabilities

45 CFR 1302.62 (b)

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, delegate agencies and early child care partners to support policies and procedures established to ensure that the disabilities coordinator and/or designated disabilities service area personnel are collaboratively involved with other content area staff and families throughout the full process of developmental assessment and parent engagement for all program children.

PROCEDURES:

(a)

SUBJECT: Additional Services for Parents-Delegates and Partners	NUMBER: DIS-004
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Parents of all children with disabilities.

(1) The delegate and early child care child care partners must collaborate with parents of children with disabilities, including but not limited to children eligible for services under IDEA, to ensure the needs of their children are being met, including support to help parents become advocates for services that meet their children's needs and information and skills to help parents understand their child's disability and how to best support the child's development;

(2) The delegate and early child care child care partners must assist parents to access services and resources for their family, including securing adaptive equipment and devices and supports available through a child's health insurance or other entities, creating linkages to family support programs, and helping parents establish eligibility for additional support programs, as needed and practicable.

(b) For parents of children eligible for services under IDEA, CAHSD will also help parents:

(1) Understand the referral, evaluation, and service timelines required under IDEA;

(2) Actively participate in the eligibility process and IFSP or IEP development process with the local agency responsible for implementing IDEA, including by informing parents of their right to invite the program to participate in all meetings;

(3) Understand the purposes and results of evaluations and services provided under an IFSP or IEP; and,

(4) Ensure their children's needs are accurately identified in, and addressed through, the IFSP or IEP.

These procedures will be documented in ChildPlus as well as the completed forms attached in the ChildPlus disability module, and be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Coordination and Collaboration with the Local Agency Responsible for Implementing IDEA	NUMBER: DIS-005
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 4
REVISION DATE: July 22, 2020	ATTACHMENT(S): Current Collaborative Agreement(s)

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

SUBJECT: Coordination and Collaboration with the Local Agency Responsible for Implementing IDEA	NUMBER: DIS-005
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REVISION DATE: July 22, 2020	ATTACHMENT(S): Current Collaborative Agreement(s)

PROCEDURES: (cont'd)

REGULATION REFERENCE:

Subpart F – Additional Services for Children with Disabilities

45 CFR 1302.53, 1302.63

POLICY:

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program grantee, delegate and early child care child care partners to coordinate and collaborate with the locally

identified IDEA Child-Find-Florida Diagnostic and Learning Resources System (FDLRS) and LEA Miami-Dade County Public Schools (MDCPS) Pre-Kindergarten Diagnostic Team office and Pre-Kindergarten Exceptional Student Education Staffing office Part B providers for preschoolers and the local IDEA Early Steps Part C provider(s) for infants and toddlers through the University of Miami and Nicklaus Children's Hospital Early Steps Programs via working to develop interagency agreements and/or related collaborative interagency procedures to improve service delivery to children eligible or referred for services under IDEA.

PROCEDURES:

1. Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program grantee, delegate and early child care child care partners will establish ongoing collaborative relationships and early child care partnerships with community organizations such as establishing joint agreements, procedures, or contracts and arranging for onsite delivery of services as appropriate, to facilitate access to community services that are responsive to children's and families' needs and family early child care partnership goals, and community needs and resources, as determined by the community assessment.
2. The delegate and early child care child care partners will establish necessary collaborative relationships and early child care partnerships, with community organizations that may include: (a) Health care providers, including child and adult Mental Health Consultants, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, providers of prenatal and postnatal support, and substance abuse treatment providers; (b) Individuals and agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of child care services;
3. The delegate and early child care child care partners will coordinate with the local agency responsible for implementing IDEA to identify children enrolled or who intend to enroll in a program that may be eligible for services under IDEA, including through the process described in §1302.33(a)(3) and through participation in the local agency Child Find efforts.
4. The delegate and early child care child care partners will work to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to children eligible for services under IDEA, including:

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PROCEDURES: (cont'd)

- (a) The referral and evaluation process
- (b) Service coordination

- (c) Promotion of service provision in the least restrictive appropriate community-based setting and reduction in dual enrollment which causes reduced time in a less restrictive setting
- (d) Transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from pre- school to kindergarten.

5. The delegate and early child care child care partners will participate in the development of the IFSP or IEP if requested by the child's parents, and the implementation of the IFSP or IEP. At a minimum, the program will offer:

- (a) To provide relevant information from its screenings, assessments, and observations to the team developing a child's IFSP or IEP; and,
- (b) To participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from a program.

6. The delegate and early child care child care partners will retain a copy of the IEP or IFSP for any child enrolled in Head Start for the time the child is in the program, consistent with the IDEA requirements in 34 CFR parts 300 and 303.

7. CAHSD will be the lead entity in working towards supporting the ongoing collaborative agreement and/or collaborative procedures process with identified local IDEA Part B (FDLRS-Child-Find-MDCPS) and Part C (Early Steps) providers.

Training and resource sharing for program staff, parents, and early child care partners

8. The Child-Find/FDLRS, MDCPS (IDEA Part B provider), University of Miami and Nicklaus Children's Hospital Early Steps (IDEA LEA Part C provider) agencies are invited to attend and participate in the annual in-service training conferences for program personnel. The program also makes available service personnel to provide ongoing training to staff to each of these agencies.

9. The program will forward agendas and/or related reference materials of trainings to IDEA Part B LEA-MDCPS and/or Early Steps Part C staff and other community professionals to invite them to participate in available training resources regarding Head Start program services.

10. The Grantee, delegate and partner agency Disabilities Coordinator and Health/Nutrition Services Coordinator collaborate with local school districts, medical professionals, and community agencies to obtain reciprocal collaboration for training and resource sharing.

11. Parents are notified via delegate and child care partners of appropriate training opportunities through newsletters, e-mails, center notices, and other means.

SUBJECT: Coordination and Collaboration with the Local Agency Responsible for Implementing IDEA	NUMBER: DIS-005
EFFECTIVE DATE: August 10, 2017	PAGE: 4 of 4
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PROCEDURES: (cont'd)

Collaborative Process Aspects

12. CAHSD's Disabilities Services Coordinator, in collaboration with CAHSD's Head Start Special Project Administrator, Director or designee, will assume primary coordination/collaboration duties to develop and

establish collaborative interagency agreements and/or related interagency procedures with identified IDEA Part B / Part C provider organizations as follows:

- (a) A joint meeting will be scheduled to discuss and update agreements on an annual and on an as needed basis by both parties.
- (b) CAHSD's disabilities coordinator, Special Project Administrator or designee will contact the IDEA LEA Part B and IDEA Part C providers each spring and/or as necessary, to coordinate efforts to update the contents of the agreements mutually and collaboratively or agreed upon procedures.
- (c) Informal meetings and phone calls during the remainder of the year will supplement annual agreements or related procedures until the agreements are completed to the satisfaction of the parties.

13. CAHSD's Disabilities Coordinator and Grantee Disabilities Specialists will inform, support, and ensure appropriate program assistance and continuous program compliance oversight is provided to all delegate and partner agency personnel via ongoing provision of training, technical assistance and related activities consistent with the HSPPS, program goals/objectives and school readiness best practices for all children/families.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Disabilities Services – Qualified Personnel, Service Area Goals/Objectives, Utilization of Measurable Data, and Quality Assurance service area support	NUMBER: DIS-006
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 1
REVISION DATE: July 22, 2020	ATTACHMENT(S): Monthly Site Visit Checklist, MDT/FUIP meeting

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Subpart F – Additional Services for Children with Disabilities,

Subpart I – Human Resources Management, Subpart J – Program Management and Quality Improvement

45 CFR 1302.60, 1302.90, 1302.91, 1302.92, 1302.93, 1302.94, 1302.101, 1302.102 and 1303.21 **POLICY:**

It is the policy of Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program, delegate agencies and early child care partners to ensure that qualified personnel meet established staff qualifications and competency requirements in order to effectively support the needs, goals, and objectives of program eligible and/or referred children and their families through utilization of measurable data.

PROCEDURES:

1. CAHSD will ensure that staff responsible for management and oversight of family services, health services, and services to children with disabilities hired after November 7, 2016 have, at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
2. All service area personnel will support identified program goals and objectives, via utilization of existing data sets and ongoing collaboration with the Quality Assurance team members, across all service areas, as appropriate, in order to guide and inform the ongoing and continuous delivery and coordination of high quality school readiness services.
3. CAHSD's Disabilities Coordinator and Grantee Disabilities Specialists will inform, support, and ensure appropriate program assistance and continuous program compliance oversight is provided to all delegate and partner agency personnel via ongoing provision of training, technical assistance and related activities consistent with the HSPPS, program goals/objectives and school readiness best practices for all children/families.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Ongoing Compliance, Oversight, and Correction for Delegate Agencies	NUMBER: DIS-007
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 3
REVISION DATE: July 22, 2020	ATTACHMENT(S): Monthly Site Visit Checklist, MDT meeting, FUIP

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards- 45 CFR Part(s): 1302.102 (b) (1)

Ongoing Compliance, Oversight, and Correction

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program to establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations. The following activities will be implemented, in collaboration with the program's Quality Assurance unit, for the disabilities service area.

PROCEDURES:

CAHSD's disabilities service coordinator and disabilities specialists will ensure that program data relative to the service area is collected and data utilized to inform ongoing compliance, oversight, and correction.

SUBJECT: Ongoing Compliance, Oversight, and Correction for Delegate Agencies	NUMBER: DIS-007
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 3
REVISION DATE: July 30, 2021	ATTACHMENT(S): Monthly Site Visit Checklist, MDT meeting, FUIP

PROCEDURES: (cont'd)

Delegate agency disabilities service personnel, and other designated staff, will receive training and ongoing technical assistance regarding this program aspect and related service area requirements on a monthly, quarterly, and as needed basis. The following activities will be conducted to inform ongoing compliance:

1. The delegate and/or partner agency disabilities coordinator or designee will review data entered in electronically across Galileo, ASQ, DECA and ChildPlus databases and consult with delegate agency service area multi-disciplinary team personnel, to include Mental Health Consultants, curriculum specialists and center director to facilitate the integrity of the data early in the program year and throughout the year as new children are enrolled in the program. Ongoing monitoring system activities for grantee and delegate agency data and services will be conducted in collaboration with the program's monitoring unit. This will include the following:

a. Ensure that the ChildPlus data regarding follow up for children with developmental needs or related concerns is entered in a timely manner following on site visits.

b. Ensure that documentation regarding required staff and trainings which have been conducted is up to date to include the training agenda, training materials, sign in sheets and evaluation forms.

c. Review the related Program Information Report in ChildPlus monthly to ensure that service area requirements are being met and that data entered is accurate based on follow up information entered. The PIR Disabilities Services Report 9710 and 3501 Disabilities Management Report will also be submitted by the 5th of each month. Supplemental ChildPlus Disabilities reports 3524, 3540, 3570, 3521, and 9717 will also be reviewed by grantee and delegate or partner agency disabilities staff to ensure accuracy of data entered and services provided.

2. Review ChildPlus Disabilities reports 9710, 3501, 3524, attachments 2132, notes 2130, and other reports, as needed, to include all services delivered in partnership with families and external agencies, including IDEA provider entities and MDT collaboration across all service areas to further support child's developmental needs. The following aspects also apply to provision of support to delegate and child care partners via grantee disabilities service area personnel:

a. Children with identified concerns. Grantee Disabilities Specialists will follow up with delegate agency staff (i.e. monthly, bi-monthly, or as needed) to ensure that services are delivered and supported in the manner as agreed upon by parents and staff.

- b. Review the Multidisciplinary Team Planning forms, follow up Intervention Plans, IDEA provider referrals, screening data, ChildPlus information and other source documentation, as needed to ensure appropriate service provision to all identified children and families.
- c. Review corresponding site visit checklist documentation, related site visit agenda and service area at a glance documentation, as appropriate, for each agency. Documentation regarding parent and staff education training as outlined in the procedures will also be reviewed during site visits.

SUBJECT: Ongoing Compliance, Oversight, and Correction for Delegate Agencies	NUMBER: DIS-007
EFFECTIVE DATE: August 10, 2017	PAGE: 3 of 3
REVISION DATE: July 22, 2020	ATTACHMENT(S): N/A

3. **PROCEDURES: (cont'd)**
 - d. Review EHS Home Based reports and related source documentation, as appropriate.
 - e. Review of electronic reports will be monitored monthly for each agency. Additional reports which will be reviewed will include the PIR and other Disabilities ChildPlus reports, all services delivered in partnership with families and the MDT, including ChildPlus source documentation to include progress/concerns notes, classroom observations, IEP/IFSP follow up activities, ChildPlus attachments, required training and transportation documentation and all other source documents, as appropriate.
 - f. Grantee Disabilities personnel will also review all delegate and partner agency Disability binders and (electronic resource files) and all documentation contained within said binders during each site visit. (ex: copy of transportation log, training sign-in sheets, resources, referrals, etc.)
2. Make recommendations in collaboration with the program's Quality Assurance unit and Head Start Director regarding actions which will be required to correct quality and compliance issues.
3. CAHSD's Disabilities Coordinator and Grantee Disabilities Specialists will inform, support, and ensure appropriate program assistance and continuous program compliance oversight is provided to all delegate and partner agency personnel via ongoing provision of training, technical assistance and related activities consistent with the HSPPS, program goals/objectives and school readiness best practices for all children/families.

In the event of an emergency, such as a disaster or a pandemic similar to the occurrence with COVID-19, services will be provided via various virtual platform to the extent possible. Assistance will also be available via telephone, desktop reviews as appropriate

These procedures will be documented in ChildPlus as well as the completed forms attached in the ChildPlus disability module as needed, and will be evaluated as part of the Grantee and Delegate Self-Assessment.



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 4, 2021

AGENDA ITEM NUMBER: 3A2d

AGENDA ITEM SUBJECT: FAMILY AND COMMUNITY ENGAGEMENT
POLICIES AND PROCEDURES

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL – This item was approved by the Head Start/Early Head Start Policy Council on November 4, 2021, and is being submitted to the CAA Executive Committee for approval and ratification by the CAA Board.

BACKGROUND/SUMMARY:

The Family and Community Engagement Policies and Procedures were revised to clarify timelines for completing the family assessment and family goal, online family goal process, consistent terminology, and grammatical errors.

FUNDING SOURCE:

U.S. Department of Health and Human Services

1302

SUBPART E:

FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

Summary of Changes

- Changed the timeframe to complete the family assessment and family partnership agreements from “within the first 45 days of enrollment” to “by the 45th day of enrollment” (FCE-003 and FCE-004)
- Changed the final assessment due date from May 1st to April 15th (FCE-003)
- Revised procedures to complete the online family partnership agreement (FCE-004)
- Changed “Social Services Staff” to “Family Services Staff” for consistency throughout the policies and procedures
- Changed “FPA” to “IFPA” for consistency throughout the policies and procedures
- Changed Family and Community Engagement Coordinator to Family Engagement Coordinator to align with the Miami-Dade County Job Title
- Made grammatical changes throughout the policies and procedures.

SUBJECT: Family Engagement Strategies	NUMBER: FCE-001
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards-Family & Community Engagement Program Services

45 CFR Part(s):1302.50

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure parent and family engagement strategies are integrated into all systems and program services, supporting family well-being, and promoting children’s learning and development.

PROCEDURES:

1. The Family Engagement Coordinator is responsible for ensuring that a family engagement program is implemented. It is the responsibility of all Head Start/Early Head Start staff to assist and encourage family engagement.
2. Family services staff will inform families of engagement and volunteer opportunities. Volunteer opportunities are encouraged based on the family’s strengths, interests, skills, and participation availability. All new and regular volunteers will receive orientation and training. (Regular Volunteers: Regular volunteers are non-employees who assist 10 hours a month in a Head Start or Early Head Start classroom or office.)
3. Family services staff will implement strategies to engage parents in their child’s learning and development and support parent-child relationships.
4. Parent participation is encouraged during home visits, center activities/events, and Parent Committee meetings. Announcements, flyers, and invitations are extended to all family members to promote participation. Parents become members of the Parent Committee at the center where their child is enrolled at the time of enrollment.
5. Parents are invited to all trainings provided by and for staff, community resource providers, and partners.
6. Family services staff will implement activities to promote father engagement.

SUBJECT: Family Engagement	NUMBER: FCE-001
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 2
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

7. The Head Start/Early Head Start Program is open to all enrolled families during the program's operational hours. All staff in their perspective positions (Teachers, Family Services staff, Curriculum Specialists, Service Areas, Administrators, etc.) will maintain a welcoming environment that incorporates the family's unique cultural, ethnic, and linguistic backgrounds.
8. To plan and implement activities consistent with parents' needs and interests, the Family Assessment Questionnaire (FAQ) will assist the family services staff by providing a snapshot of enrolled families' strengths, needs, and interests. Various approaches and methods will be implemented to ensure families' interests and educational needs are addressed. Family engagement activities shall include:
 - a. Parent Committee Meetings, held bi-monthly at a minimum
 - b. Parent Trainings/Activities, held bi-monthly at a minimum
 - c. A parent activity is planned and implemented annually by parents with the assistance of staff
 - d. Parent Leadership Trainings
9. Family Assessments are also used to guide and support the parent committee in developing the annual Parent Training and Activities theme calendar. The parent committee approves the theme calendar in September or October of each program year. Educational topics are based on the Head Start Program Performance Standards and parent interests.
10. Family services staff will encourage parents to pursue career opportunities with the program and with public or private early child care providers. Job vacancies are posted at all centers to inform parents of employment opportunities. Family services staff will refer parents to job readiness and employability skills and invite speakers to parent meetings.
11. Family engagement services are provided in the family's preferred language or through an interpreter.
12. Parents are surveyed each program year. The Family Engagement Coordinator collects information from parents through Parent Satisfaction Surveys twice a year to determine the level of program satisfaction, community reputation, and quality of services. Parents also complete the Parent Volunteer Form for their availability to volunteer in the program.
13. Family services staff will report parent involvement education, activities, and other events in ChildPlus monthly. These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Parent Activities – Child Learning & Development	NUMBER: FCE-002
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards - Family & Community Engagement Program Services

45 CFR Part(s): 1302.51

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure a shared responsibility with parents for children’s learning and development and implement family engagement strategies that foster parental confidence and skills in promoting children’s learning and development. This policy pertains to Family services and Teaching Staff.

PROCEDURES:

1. Center Director/Administrator ensures curriculum overview is provided for families during the parent orientation, parent committee meeting, and parent training early in the program year. Child development and education will be discussed with parents.
2. Curricula planning is offered to parents. It includes parents providing input into the daily lesson plan, serving on the School Readiness Committee, and attending curricula revision meetings and center activities.
3. Family services staff will offer parents the opportunity to participate in a research-based parenting curriculum that builds on parents’ knowledge and allows parents the opportunity to practice parenting skills to promote children’s learning and development.
4. Parents are a primary resource for the classroom, especially for cultural activities. Both parents are encouraged to participate in small group reading to the children, promoting family literacy.
5. Parents will have opportunities to enhance parenting skills through the Parent Committee, training workshops, staff modeling, home/school connection, and home activities. Training will be held early in the program year to introduce parents to the High Scope Curriculum, Creative Curriculum for Infants, Toddlers & Twos, and other educational enhancement programs.

SUBJECT: Parent Activities – Child Learning & Development	NUMBER: FCE-002
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 2
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

6. Family services staff will assist families in accessing the Galileo parent portal to view their child's progress and at-home activities.
7. Parents will be encouraged to share concerns and provide feedback regarding services their child receives during parent-teacher conferences, home visits, and interactive family engagement web-based tools.
8. Family services staff will work with community providers to increase family access to materials, services, and activities essential to family literacy development that promotes parents as the primary teacher and full partner in their children's education.
9. Family services staff will maintain a formal/informal working relationship with GED, family literacy, and adult basic education providers. Referrals will be made to local agencies: Miami Dade County Public Libraries, Project Lead, Miami-Dade County Public Schools, and Adult Basic Literacy Programs for one-on-one tutoring, GED, and ESOL classes, to assist families in eliminating barriers.
10. Family services staff will assist parents as adult learners to recognize and address their own literacy goals. Parents are provided literacy information in accordance with the annual meeting, training, and activities theme calendar.
11. Child development, parent skill-building, and family literacy information are available at centers and classrooms through the parent information board, resource library, and newsletters.
12. Family services staff will provide families with information about the importance of their child's attendance.
13. Family services staff will provide information and resources about the benefits of bilingualism and bi-literacy for dual language learners.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Family Assessment	NUMBER: FCE-003
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 2
REVISION DATE:	ATTACHMENT(S): Family Assessment

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards - Family & Community Engagement Program Services

45 CFR Part(s): 1302.52(b)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure families enrolled in the program are assessed to identify family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family Engagement Framework, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and the local community, and families as advocates and leaders. For these procedures, Family Services staff hereinafter will be interchangeable with Home Visitor.

PROCEDURES:

1. The family services staff will develop relationships with families by applying sensitivity, engaging in conversations to build trust, and collaborating with families in a process that identifies needs, interests, strengths, goals, services, and resources that support family well-being, including safety, health, and economic stability. Staff will be responsible for implementing strategies to engage parents in their children's learning and development and support parent-child relationships, including specific strategies for father engagement.
2. To measure Family Outcomes, as outlined in the Office of Head Start's Parent, Family & Community Engagement (PFCE) Framework, each family will be assessed a minimum of two (2) times per program year.
3. Before initiating the Individualized Family Partnership Agreement (IFPA), all families will complete the Family Assessment Questionnaire. The preliminary assessment will take place during the completion of the part 2 application. Returning families will complete the preliminary assessment by the 45th day of enrollment.
4. The family services staff will review the Family Assessment Questionnaire with families to assess the family's strengths, challenges, services, supports, and measure each family's progress towards the PFCE Family Outcomes. The Family Assessment will be entered in ChildPlus' Family Outcomes

SUBJECT: Family Assessment	NUMBER: FCE-003
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 2
REVISION DATE:	ATTACHMENT(S): Family Assessment

PROCEDURES: (cont'd)

module. Internal and External referrals will be given to families to address needs. Referrals will be documented in ChildPlus.

5. Follow-up on referrals will be documented in ChildPlus and directly on the internal or external referrals (See Follow-up Services).
6. The final assessment for the program year will be completed by April 15th, unless the initial assessment was completed within 60 days of this date.
7. Family Assessments will also be used to guide and support the parent committee in developing the parent's training and activities theme calendar.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Individualized Family Partnerships	NUMBER: FCE-004
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 3
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards -Family & Community Engagement Program Services

45 CFR Part(s): 1302.52(c); 1302.52(d)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure families enrolled in the program are offered individualized family partnership services that collaborate with families to identify interests, needs and aspirations related to the Parent Family Engagement Family Outcomes and to establish and implement an individualized family partnership agreement process that is jointly developed and shared with parents and staff. For these procedures Family services staff, hereinafter will be interchangeable with Home Visitor.

PROCEDURES:

1. Family Services staff will offer every Head Start and Early Head Start family the opportunity to initiate a collaborative individualized Family Partnership Agreement (IFPA) by the 45th day of enrollment. This process is guided by parents and based on their interests and need.

Home-Based Option families will be assessed and the family partnership agreement developed in the comfort of the family's home.

2. Family Services staff will meet with families throughout the program year to develop, implement, and follow up on the Family Partnership Agreement. Goals should focus on an area of immediate need or an area of priority determined by the family.

IFPA for Home-Based Option families must include the above information and any requirements specific to Home-Based.

3. Goal setting will be established jointly with new families and returning families for each program year. The IFPA will be defined in measurable terms to describe the family goal, responsibilities, strategies for achievement, and progress towards the goal. Family Services staff shall follow up with parents promptly, as deemed necessary, depending on the nature of each family's IFPA, the circumstance of the goal, and its timetable for completion.

SUBJECT: Individualized Family Partnerships	NUMBER: FCE-004
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

4. To complete a Family Partnership Agreement:
 - a. Select the Family Services module in ChildPlus
 - b. Select FAMILY PARTNERSHIP AGREEMENT sub-module
 - c. Add FAMILY PARTNERSHIP AGREEMENT
 - d. Identify Family Goal Service Area and Family Engagement Outcome related to the goal
 - e. Enter case note relating to the family's goal
 - f. Develop action steps needed for reaching the family goal, person responsible, and target date to complete the action step
 - g. Obtain required signatures through a signature pad, touch screen, or mouse
 - h. Save as an attachment
 - i. Provide family a copy of the agreement
 - j. Select Events sub-module
 - k. Add Event; Select Family Goal
 - l. Complete "Add Family Goal" with case notes
 - m. "Add Action" to document follow-up in the Event sub-module
 - n. Update the FAMILY PARTNERSHIP AGREEMENT with action steps and goal completion
 - o. If the family changes their goal during the program year, add a new FAMILY PARTNERSHIP AGREEMENT and follow the steps above

5. As part of the family partnership agreement process, family services staff, to the extent possible, will work with families and other agencies to support the accomplishment of goals outlined in preexisting family plans with other community agencies (i.e., TANF, CareerSource, IEP/IFSP) to address family needs, strengths and goals, to avoid duplication of effort.
 - a. The family services staff will utilize the enrollment process to discuss any involvement with other agencies and preexisting plans with the family.
 - b. The family and social service staff will determine the feasibility or need for Head Start and the other agency working together with the family.
 - c. In the event families have a preexisting family plan, the parents will be asked to complete the Consent Form for Confidentiality and Mutual Exchange of Information. The information **must not** be shared with other agencies without the written consent of the parent.

SUBJECT: Individualized Family Partnerships	NUMBER: FCE-004
EFFECTIVE DATE: August 10, 2017	PAGE: 3 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

- d. Social service staff will document all contacts with other agencies concerning preexisting family plans in ChildPlus. Information will be shared with other Head Start staff as appropriate.
6. Group and individual meetings and interactions with parents will occur regularly through training, personal contacts, parent committee, group activities/events, and home visits. Interactions will be respectful of the family's diversity and cultural background.
7. Family Partnership Agreements should be reviewed with families ongoing throughout the program year following the target dates noted on the IFPA.
8. Home-based families will be linked to the nearest Head Start/Early Head Start center and parent committee to participate in parent meetings, training, and activities for the full range of comprehensive services.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Community Resources	NUMBER: FCE-005
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 3
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards - Family & Community Engagement Program Services

45 CFR Part(s): 1302.52(c); 1302.52(d)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure family services staff take into consideration existing family plans with other community agencies and that families are linked to or can access community services and resources directly, or through referrals, services, and resources to address family needs, strengths, and goals. For these procedures family services staff, hereinafter will be interchangeable with Home Visitor.

PROCEDURES:

1. As part of the family partnership process, family services staff, to the extent possible, will work with families and other agencies to support the accomplishment of goals outlined in existing family plans with other community agencies (i.e., TANF, CareerSource, IEP/IFSP) to address family needs, strengths, and goals, to avoid duplication of effort.
 - a. The family services staff will utilize the enrollment process to discuss any involvement with other agencies and existing plans with the family.
 - b. The family and social service staff will determine the feasibility or need for Head Start and the other agency working together with the family.
 - c. In the event families have an existing family plan, and it is feasible for Head Start and the parents to work on the pre-existing plan jointly, parents will be asked to complete the Consent Form for Confidentiality and Mutual Exchange of Information. The Information **must not** be shared with other agencies without the written consent of the parent.
 - d. Family services staff will document all contacts with other agencies concerning existing family plans in ChildPlus. Information will be shared with other Head Start staff as appropriate.
2. Family services staff will maintain the primary role of case manager regarding advocating for families.

SUBJECT: Community Resources	NUMBER: FCE-005
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

3. Family services staff will be familiar with an array of available community resources and services, and of the quality of such services that address family needs, strengths, and goals.
4. Family services staff will collaborate with families to identify and continually access, directly or through referrals, comprehensive information, services, and resources that address the families' needs and family goals.
5. Family services staff will provide follow-up with families within two weeks of referrals to determine whether the service's kind, quality, and timeliness met the families' expectations, circumstances, and overall satisfaction. Follow-up for crisis/emergency must be within 48 hours. Follow-up will continue thereafter on a monthly or determined basis to support families. Follow-up with the referral agency will take place for internal/external referrals on an as-needed basis.
6. Social service staff will form formal and informal networks and establish and maintain partnerships with local resources and service providers.
7. A current Resource Directory and Resource Library with flyers, brochures, and information will be maintained at each center. At a minimum, the information available should include resources related to:
 - a. Health Care, including child and mental health
 - b. Dental
 - c. Services to children with disabilities and their families
 - d. Emergency or Crisis assistance, including food, clothing, and housing
 - e. Substance Abuse
 - f. Mental Health, including child abuse/neglect, substance abuse, and domestic violence
 - g. Adult Education
 - h. Employment services/job training
 - i. Parenting
 - j. Family Literacy
 - k. Transportation Services
 - l. Prevention Programs
 - m. Maternal Health
 - n. Nutrition
 - o. Prenatal/postnatal support
 - p. Postpartum Care
8. Family services staff will ensure Resource Libraries maintain appropriate, current, and up-to-date flyers, brochures, and resource information at all times.

SUBJECT: Community Resources	NUMBER: FCE-005
EFFECTIVE DATE: August 10, 2017	PAGE: 3 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

9. Family services staff will ensure that each family will receive the Parent Handbook and Resource Guide and be invited to the parent orientation. The parent orientation process will include discussing the overview of services, roles/responsibilities, and center policies and procedures.
10. The Home Visitor will ensure all home-based families participate in the parent orientation process nearest to the home-based families for connecting with center-based families.
11. Services will be provided individually and in group settings.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Follow-up Services	NUMBER: FCE-006
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 1
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards -Family & Community Engagement Program Services

45 CFR Part(s): 1302.52(c); 1302.52(d)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure staff provides follow-up with each family to review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies as necessary.

PROCEDURES:

1. Family services staff must follow up with all documented referrals for services.
2. Family Partnership Agreement – Family services staff will conduct the initial follow-up to the family partnership agreement within the first 30 days to determine the family’s level of satisfaction.
3. Social service staff will maintain all ongoing follow-up efforts for services in ChildPlus.
4. Referrals – Social service staff will follow-up with families within two weeks of internal/external referrals made to determine the family’s level of satisfaction as it relates to:
 - a. The type of service the family received
 - b. The timeliness and met need
 - c. Additional assistance needed
 - d. Other Comments
5. Follow-up for crisis/emergency must be within 48 hours of referral.
6. Follow-up will continue thereafter on a determined basis to support families.
7. All documented referrals will be completed in the referral section of ChildPlus.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Community Partnerships	NUMBER: FCE-007
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 3
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards - Family & Community Engagement Program Services

45 CFR Part(s): 1302.53(a)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services (CAHSD) Head Start/Early Head Start Program to ensure ongoing collaborative relationships and partnerships with community organizations to facilitate access to community services that are responsive to children's and families' needs, family partnership goals, community needs and resources. This policy pertains to Family services staff, Home Visitors, Center Directors/Administrators, and Content Areas Coordinators.

PROCEDURES:

1. The Director, Service Area Coordinators, and Center Directors/Administrators will be responsible for identifying agencies and organizations the program from which the program may benefit with a written agreement to meet the responsive need of children and families. Community Partnership agreements will be designed to be mutually beneficial.
2. Efforts will be made to establish community partnerships from August through July. Each center will establish at least one collaborative relationship, preferably a written agreement. Written agreements can be developed to extend longer than a year. However, all formal or informal agreements will be reviewed by all parties on an annual basis.
3. The Family Engagement Coordinator will provide continuous oversight to ensure Partnership Agreements are mutually carried out and when agreements are due for renewal.
4. Community Partnership Agreements consist of but are not limited to: Correspondences between parties, Letters, Memorandums of Understanding, and Interagency Agreements.
5. Center Directors/Administrators, Family services, and Service Areas staff will develop a network of formal and informal partnerships. They will network with community organizations to promote the access of services for children and families for the following services:
 - Health care providers, including child and
 - mental health professionals
 - Medicaid Managed Care Networks

SUBJECT: Community Partnerships	NUMBER: FCE-007
EFFECTIVE DATE: August 10, 2017	PAGE: 2 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

- Dentists
 - Nutritional Service Providers
 - Providers of prenatal and postnatal support
 - Substance Abuse treatment providers
 - Individuals and agencies that provide services to children with disabilities and their families
 - Family preservation and support
 - Child protective services
 - Elementary schools, state pre-school providers, and other child care services
 - Educational and cultural institutions (libraries, museums) for children and families
 - TANF, workforce development, and training programs
 - Adult or family literacy, adult education, and post-secondary institutions
 - Financial institutions that provide asset-building education
 - Housing assistance agencies and providers of support for the homeless
 - Domestic Violence prevention and support providers
6. Written agreements will be established with community agencies, organizations, or other service providers; however, the program may partner with potential partners who share an interest in responding to the needs of children and families in Head Start without a written partnership agreement. All efforts to establish written agreements will be documented.
 7. The Parent Handbook, with specific information about other agencies and Community Resources, will identify and improve the delivery of community services to families.
 8. Staff will ensure parents are aware of community partner(s) for each center. If appropriate, community partners will be invited to the parent meeting as a guest to provide education or information.
 9. Staff and parents will be asked to serve on task forces or advisory boards at the neighborhood or community level to represent and influence these bodies on behalf of Head Start / Early Head Start children and families. Such boards include CAHSD Advisory Committees, Legal Services, and Community Special Interest Groups.
 10. Center Directors/Administrators and Family services staff will perform community outreach to recruit volunteers, build program awareness and support planning by attending special events and speak to various of groups about the program and projects for children and families in their centers. Volunteer: This is defined as an unpaid person trained to assist in implementing ongoing program activities regularly under the supervision of a staff person in the content areas and support services. Parents who are enrolled in the program will not be considered a community volunteer. The family strengths will be used to determine appropriate volunteers.

SUBJECT: Community Partnerships	NUMBER: FCE-007
EFFECTIVE DATE: August 10, 2017	PAGE: 3 of 3
REVISION DATE:	ATTACHMENT(S): N/A

PROCEDURES: (cont'd)

Community Outreach will include using technology and the media when deemed necessary.

These procedures will be evaluated as part of the Grantee and Delegate Self-Assessment.

SUBJECT: Parent Collaboration in Health, Nutrition, and Mental Health	NUMBER: FCE-008
EFFECTIVE DATE: August 10, 2017	PAGE: 1 of 1
REVISION DATE:	ATTACHMENT(S): N/A

AUTHORITY:

Office of Head Start (OHS), Administration of Children and Families (ACF)

REGULATION REFERENCE:

Head Start Performance Standards- Family Support for Health Nutrition and Mental Health

45 CFR Part(s): 1302.46 (a) (b)

POLICY:

It is the policy of the Miami-Dade County Community Action and Human Services Head Start/Early Head Start Program to collaborate with parents to ensure that education support services are provided. Pertinent information and training will be provided in the areas of health, nutrition, and mental health in an understandable manner.

PROCEDURES:

Head Start and Early Head Start health, nutrition, and mental health staff will ensure that pertinent information and training are available in the areas of health, nutrition, and mental health in an understandable manner.



COMMUNITY ACTION AGENCY BOARD

DATE: NOVEMBER 29, 2021

AGENDA ITEM NUMBER: 3A2e

AGENDA ITEM SUBJECT: COVID-19 CASES – SEPTEMBER 2021

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

During September 2021, there were a total of 25 cases of positive COVID-19 which consisted of 18 students and 7 staff members.

FUNDING SOURCE:

U.S. Department of Health and Human Services

COVID-19 Cases- September 2021			
Location	Students	Staff	Total Number of Cases
Catholic Charities-South Dade	2	N/A	2
Catholic Charities-Good Shepherd	2	N/A	2
Catholic Charities-Notre Dame	N/A	1	1
MDCPS- Phyllis Miller	1	N/A	1
MDCPS- Fienberg Fisher	N/A	1	1
MDCPS- Charles Drew	N/A	1	1
MDCPS- Chapman South	1	N/A	1
MDCPS- Chapman North	4	N/A	4
MDCPS- John G. Dupuis	1	N/A	1
MDCPS- Fienberg Fisher	N/A	1	1
MDCPS- Treasure Island	1	N/A	1
St. Alban's Child Enrichment	2	N/A	2
United Way	1	1	2
Haitian Youth	1	N/A	1
Paradise Christian	1	1	2
O'Farrill Learning Center	1	1	2
Total	18 students	7 staff	25 cases total



COMMUNITY ACTION AGENCY BOARD

DATE: DECEMBER 6, 2021

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: DEPARTMENTAL UPDATES

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: INFORMATIONAL

BACKGROUND/SUMMARY:

ENERGY, FACILITIES, AND TRANSPORTATION REPORT FOR OCTOBER

FUNDING SOURCE: VARIOUS SOURCES



**Community Action and Human Services Department
October 2021 Board Report**

ENERGY, FACILITIES & TRANSPORTATION DIVISION

The Energy, Facilities, and Transportation Division consists of three customer oriented social service branches designed to provide aid through Home Assistance programs, Facility maintenance and Transportation services. Home Assistance programs provide a wide variety of services to income-eligible homeowners residing in Miami-Dade County. Program services include energy conservation, air quality improvements, beautification, rehabilitation, storm mitigation improvements. Facility components serve to primarily maintain and service the various Community Resource Centers, Rehabilitation Facilities and Head-Start Programs administered by the Department in order to prevent or minimize the potential disruption of services arising through unforeseen maintenance issues. Transportation services provide safe and consistent passage of personnel and clientele on a daily basis including special events as requested by the Community. These branches and the Divisions serve as one cohesive unit within the Department to promote, support and sustain overall community partnerships and neighborhood revitalization.

PROGRAM SUMMARY	October 2021	Program YTD
Weatherization Assistance Program Contract Year April 1, 2017 – September 30, 2020 The Weatherization Assistance Program (WAP) is designed to assist homeowners with controlling the air quality in their home. The three major components of air quality consist of: 1) the installation of Energy Recovery Ventilator (ERV), 2) Bathroom Exhaust Fans and 3) Kitchen Exhaust Fan.	1 (Homes Completed)	56 (Homes Completed)
Home Beautification Program Contract Year December 1, 2017 – March 31, 2019 The Home Beautification Program provides eligible homeowners of single-family homes the opportunity to have their homes painted and/or landscaped at no cost. Note: Beautification Program is offered only in Districts 1 and 12. Program was extended to December 31, 2021.	1 (Homes Completed)	49 (Homes Completed)
Single Family Home Rehabilitation (Surtax) Contract Year November 1, 2016 – December 31, 2018 The Home Rehabilitation Program provides rehabilitation, repairs, and upgrades in owner occupied low-to moderate-income single homes. The Single-Family Home Rehabilitation (Surtax) program area includes: Incorporated Miami-Dade County. These improvements are primarily geared to address health and safety issues, code violations; and may include roof repairs, plumbing and electrical components and exterior paint. Note: Program is pending a rule change.	0 (Homes Completed)	19 (Homes Completed)
HOME (County Wide) Contract Year October 01, 2016 – September 30, 2018 The Home Repair Program provides repairs and upgrades in owner occupied low-to moderate-income single homes. The HOME (County Wide) program area includes: Unincorporated Miami-Dade County. These improvements are primarily geared to addressing health and safety issues,	0 (Homes Completed)	19 (Homes Completed)

code violations; and include roof repairs, plumbing and electrical components and exterior paint. Note: Program is pending an extension.		
HOME (Liberty City) Contract Year January 01, 2016 – December 31, 2017 The Home Repair Program provides repairs and upgrades in owner occupied low-to moderate-income single homes. The HOME (Liberty City) program area includes NW 7 th Avenue (East boundary), NW 32 nd Avenue (West boundary), SR112 (South boundary), and NW 79 th Street (North boundary). These improvements are primarily geared to addressing health and safety issues, code violations; and include roof repairs, plumbing and electrical components and exterior paint. Note: Program was extended to March 31, 2019.	0 (Homes Completed)	22 (Homes Completed)
Paint and Hurricane Shutter Program (Surtax) Contract Year June 01, 2014 – May 31, 2016 The Paint and Shuttering Program provides assistance to homeowners of single-family detached homes through the provision and installation of shuttering systems as well as exterior painting services. Note: Program was extended to December 31, 2019.	0 (Homes Completed)	0 (Homes Completed)
Hurricane Shutter Program (General Funds) The Hurricane Shuttering Program provides assistance to homeowners of single-family detached homes through the provision and installation of shuttering systems.	3 (Homes Completed)	10 (Homes Completed)
Facilities Maintenance The Facilities Division is responsible for application of care and maintenance program. The purpose of which is to maintain facilities in a manner that reflects the value that Miami-Dade County places on serving all of its residents. It is intended to address the issues that arise and impact the ability of our centers to service the residents of Miami-Dade County. Facilities are consistently surveyed to anticipate and react to system failures (HVAC, electrical, plumbing, et.) and singular incidents (dirty filters, failed ballasts, clogged drains, etc.). Upon identifying a deficiency, a service request is submitted to the Division for proper routing and ultimately, rectification of the issue.	53 (Service Requests) 49 (Service Requests Completed)	587 (Service Requests) 557 (Service Requests Completed)
Transportation The Transportation Unit provides safe and consistent passage of personnel and clients on a daily basis. Services are provided to Head Start children, the elderly and individuals with disabilities in the community. Medical, dental and therapy visits for Head Start children, including field trips countywide are provided. The elderly and individuals with disabilities are transported to Adult Day Care centers, meal sites, and trips to various venues. Services are also provided for public housing development residents and private community groups.	1,785 (Trips Completed)	20,430 (Trips Completed)
Residential Chore Program The Residential Chore Program provides services to eligible elderly residents by assisting with the heavy cleaning of their homes. This assistance includes cleaning behind refrigerators, cleaning ceiling fans, cleaning cabinets/cupboards, cleaning stoves, carpet cleaning, cleaning windows/blinds, organizing rooms, disposing of unwanted items, yard cleanup and minor household repairs.	0 (Hours Completed)	0 (Hours Completed)