

COMMUNITY ACTION AGENCY BOARD
OFFICERS:

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

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1st Vice Chair

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Assistant Secretary

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Policy Council Chair

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At-Large Member

DR. CATHIA DARLING
At-Large Member

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Former Chairperson

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Janie F. Centeno
Tiffany B. Crapp
Dorothy Johnson
Gloria Joseph
Marissa Lindsey
Dr. Melissa Noya
Leah Shadle
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: March 1st, 2022

SUBJECT: Meeting Notice

The Community Action Agency Joint Finance and Executive Committee Meeting will be held on Monday, March 7, 2022 at 4:00 PM. Please see details below:

**CAA JOINT FINANCE AND EXECUTIVE
COMMITTEE MEETING**

Monday, March 7, 2022 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,
March 4, 2022.**

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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DIRECTOR:

Sonia J. Grice

**** Deceased**

**COMMUNITY ACTION AGENCY
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING
MONDAY, MARCH 7th, 2022 @ 4:00 P.M.**

AGENDA

CALL TO ORDER

INSPIRATIONAL MESSAGE

CAA MISSION STATEMENT

ROLL CALL/INTRODUCTIONS

1. CHAIRPERSON'S COMMENTS

CAA Board Updates:

- Ms. Elaine Adderly has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
- Mr. Luis DeRosa has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
- Ms. Carol A. Gardner has been removed from the CAA Board due to 2020 financial disclosure non-compliance, effective 1/24/2022.
- Ms. Kelly Valle has resigned from the CAA Board, effective 2/11/2022.

A. Adoption of the Agenda

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

Minutes – February 7th, 2022

[pgs.4-11]

2. REASONABLE OPPORTUNITY TO BE HEARD

3. COMMITTEE REPORTS / ACTION ITEMS

A. Committee Reports

1. Head Start/ Early Head Start Policy Council Chairperson's Report for January 2022

*Recommendation: Approval to Accept: [pgs.12-13]

a. Lens on Science Extension Grant [pgs.14-15]

b. American Rescue Plan Act 2021 Incentive [pgs.16-18]

4. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES – INFORMATIONAL

A. Divisional Updates/Content Area Reports [pgs.19-58]

1. Elderly and Disability Services [pg.--]

2. Energy, Facilities & Transportation [pgs.20-21]

3. Family and Community Services [pg.--]

4. Psychological Services [pgs.22-23]

5. Violence Prevention and Intervention [pg.--]

6. Greater Miami Service Corps [pg.--]

7. Rehabilitative Services [pg.--]

8. Head Start Content Area Report December 2021 [pgs.24-48]

9. COVID-19 Cases: Report ending December 31, 2021 [pgs.49-50]

10. ACF-PI-HS-22-01 Final Rule on flexibility for Head Start Designation Renewals in Certain Emergencies [pgs.51-54]

11. ACF-IM-HS-22-01 Head Start Transportation Services and Vehicle During the COVID-19 Pandemic [pgs.55-58]

**COMMUNITY ACTION AGENCY BOARD
OFFICERS:**

5. OTHER/NEW BUSINESS

6. ANNOUNCEMENTS

7. ADJOURNMENT

Next CAA Executive Committee Meeting:

Monday, April 4th, 2022

4:00 P.M.

Next CAA Board Meeting

Monday, March 14th, 2022

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, February 7, 2021 @ 4:00 P.M.

Attendance – Board Members					
Dr. Joyce Price, Chair	P	Regina Grace	P	Derrick Williams	P
Natalie Robinson-Bruner	A	Dr. Michael G. Fresco, Sr.	P	Alvin W. Roberts	P
Twaquilla Eatman	P	Marjorie York	P	Dr. Cathia Darling	EX
Dr. William Zubkoff	EX				
* (7) Committee Members. Quorum was established with (7) Committee members physically present for the meeting.					
P = Present (7)		E = Excused (2)		A = Absent (1)	
Attendance – Staff/Visitors					
Sonia J. Grice CAHSD Department Director	Matias Buchhalter, Staff		Alton V. Sears, Staff		
Brenda Williams, HS/EHS Fiscal Administrator	Rick Signori, CAHSD Fiscal Director		Letah Parrish, FSCD Assistant Director		
Dr. Maria “Maite” Riestra HS/EHS Director	Thomas M. Yaro, Visitor				
Eight (8) staff/visitors in attendance					
CALL TO ORDER			ACTION NEEDED/TAKEN		
Call to Order Inspirational Message CAA Mission Statement	Ms. Regina Grace called the CAA Joint Finance and Executive Committee meeting to order at approximately 4:18 P.M. Mr. Derrick Williams provided the inspirational message, and Ms. Twaquilla Eatman recited the mission statement.		N/A		
I. CHAIRPERSON COMMENTS			ACTION NEEDED/TAKEN		
A. Adoption of the Agenda	Ms. Grace asked for a motion for the adoption of the agenda which was moved by Mr. Alvin W. Roberts and seconded by Ms. Marjorie York. Motion passed unanimously.		N/A		
B. Recommendation: Approval to accept the Joint Finance and Executive Committee	Dr. Price asked for a motion to approve and accept the December 6, 2021 Joint Finance and Executive Committee Meeting Minutes which was moved by Dr. Price, and		N/A		

Meeting Minutes – December 6, 2021	seconded by Dr. Michael Fresco. Motion passed unanimously.	
II. REASONABLE OPPORTUNITY TO BE HEARD		
• No requests were received.		
III. ACTION ITEMS		ACTION NEEDED/TAKEN
1. Head Start/ Early Head Start Policy Council Chairperson’s Reports for November – December 2021.	<p>At Ms. Grace request, Dr. Maria “Maite” Riestra, Head Start/Early Head Start Director, presented the Head Start/ Early Head Start Policy Council Chairperson’s Reports for November and December 2021.</p> <p>The Head Start Policy Council met on December 4, 2021 to review, discuss, and approve the following items:</p> <ul style="list-style-type: none"> • Planning and Budget Report ending September 30, 2021: PY 2020-2021 <ul style="list-style-type: none"> o HS/EHS o EHS-CCP o Combination Expansion • Planning and Budget Reports for August-September 2021: PY 2021-2022 <ul style="list-style-type: none"> o HS/EHS o EHS-CCP o Combination Expansion • 2022-2023 ERSEA Plan • 2022-2023 Selection Criteria <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> • COVID-19 Cases: Report: October 2 <p>The Head Start Policy Council met on January 6, 2021 to review, discuss, and approve the following items:</p> <p>Head Start/Early Head Start COVID-19 Vaccination Policy</p> <p>New Hire:</p> <ul style="list-style-type: none"> o Accountant 2 – Marlayna Kellam <p>Planning and Budget Report ending October 31, 2021 PY: 2020-2021</p> <ul style="list-style-type: none"> o EHS-CCP o Combination Expansion <p>Planning and Budget Reports for October 31, 2021: PY 2021-2022</p> <ul style="list-style-type: none"> o HS/EHS o EHS-CCP o Combination Expansion <p>Planning and Budget Reports for November 30, 2021: PY 2021-2022</p> <ul style="list-style-type: none"> o HS/EHS o EHS-CCP o Combination Expansion <p>COVID-19 Grants</p> <p>The following items were presented as information only:</p> <ul style="list-style-type: none"> o COVID-19 Cases: Report ending November 30, 2021 	N/A

	<p>o Updated COVID-19 Transmissions Chart</p> <p>o Content Area Report: November 2021</p> <p>CAAB member representative in the Policy Council</p> <ul style="list-style-type: none"> • Head Start Policy Council is asking for a Board member to be a part of the 2021-2022 Head Start Policy Council. The Full Board meets in person the first Thursday of every month at 6:30 PM in the first-floor Training Room at OTV-N. <p>Ms. Grace asked for a motion to approve and accept the Head Start/ Early Head Start Policy Council Chairperson's Reports for November and December 2021 which was moved by Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.</p>	
<p>*Recommendation: Approval to Accept:</p> <p>a. HS/EHS Report ending September 30, 2021 PY: 2020-2021</p>	<p>At Ms. Grace's request, Ms. Brenda Williams, Head Start/Early Head Start Fiscal Administrator, presented the HS/EHS Report ending September 30, 2021 PY: 2020-2021. The financial report for the Head Start/Early Head Start program through July 30, 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 \$63,357,842. Outstanding Invoices are in process. The current funds utilization rate is 95.91%.</p> <p>Dr. Fresco posed a question to staff in regards to the attached report under subsection "Others" under item 12h. and 15h. and if these costs were COVID-19 related, as the variance of the items exceeds 200%. Staff responded that yes, the items were COVID-19 related, as in Personal Protective Equipment supplies for staff and the large costs are related to the increased cost of goods.</p> <p>Ms. Grace asked for a motion to approve and accept HS/EHS Report ending September 30, 2021 PY: 2020-2021 which was moved by Dr. Fresco and seconded by Dr. Price. Motion passed unanimously.</p>	N/A
<p>b. HS/EHS Report ending August - December 2021 PY: 2021-2022</p>	<p>At Ms. Grace's request, Ms. Williams presented the HS/EHS Report ending August -December 2021 PY: 2021-2022. The financial report for the Head Start/Early Head Start program through December 31, 2021, pertains to the 5th month of the 12th month contract year. This includes the budgeted amount of \$65,907,918 Which includes cola of \$784,768</p>	N/A

	<p>and actual adjusted Expenditures of \$16,267,556. Outstanding invoices Are in process of \$1,669,911.37. The current funds utilization rate is 27.22%. Funding source: federal PY: 2021-22 Budget period: July 31, 2021, to July 30, 2022 Closeout period: august 1, 2022, to October 30, 2022.</p> <p>On page 27 of the meeting package, Dr. Fresco posed a question in regards to the attached report under subsection “Others” item 17h. Dr. Fresco asks for the item to be itemized for future reports as to provide clarity, and to provide a report.</p> <p>Ms. Grace asked for a motion to approve and accept the HS/EHS Report ending August - December 2021 PY: 2021-2022 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</p>	
<p>c. EHS-CCP Report for September – October 2021 PY: 2020-2021</p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Report for September – October 2021 PY: 2020-2021. The financial report for the Childcare Partnership Program through July 30, 2021, pertains to the 12th 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 \$3,476,011. The current funds utilization rate is 100%. Funding source: federal PY: 2020-21 Budget period: August 1, 2020, to July 30, 2021 Closeout period: August 1, 2021, to October 30, 2021.</p> <p>On page 33 of the meeting package, Dr. Fresco indicated to the committee of the variance on the attached report of item 4f. under the section “Contractual” of the over 600% variance.</p> <p>Ms. Grace asked for a motion to approve and accept the EHS-CCP Report for September – October 2021 PY: 2020-2021 which was moved by Dr. Fresco, and seconded by Dr. Price. Motion passed unanimously.</p>	<p>N/A</p>
<p>d. EHS-CCP Report for September – October PY: 2020-2021</p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Report for September – October PY: 2020-2021. The financial report for the Combination-Expansion Early Head Start-Child Care Partnership program through July 31, 2021, pertains to the 17th month of the 17th, month contract year. This includes the budgeted amount of \$12,809,076 which</p>	<p>N/A</p>

	<p>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 \$12,364,505 approximately. The current funds utilization rate is 96.5%.</p> <p>Dr. Fresco indicated to the committee on page 36 of the meeting package of the variance levels above 200% on the attached report. This includes an item under “Supplies” in Child and Family services supplies of a variance level of 418%. Additionally, under “Others” item 4h, and item 15h. show variances of 322% and 215%, respectfully.</p> <p>Ms. Grace asked for a motion to approve and accept EHS-CCP Report for September – October PY: 2020-2021 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.</p>	
<p>e. EHS-CCP Report for August – December 2021 PY: 2021-2022</p>	<p>At Ms. Grace’s request, Ms. Williams, presented the e. EHS-CCP Report for August – December 2021 PY: 2021-2022. The financial report for the Childcare Partnership Program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the budgeted amount of \$3,517,496 which includes COLA of \$41,485. There are actual adjusted expenditures of \$1,254,256. Invoice in process \$68,352.69. The current funds utilization rate is 37.60%.</p> <p>On page 39 of the meeting package, Dr. Fresco indicated to the committee of a variance exceeding 200%. Within the attached report, you may find under “Supplies” the item Child and Family Service Supplies a variance level of 453%.</p> <p>Ms. Grace asked for a motion to approve and accept the COVID-19 Cases: Report Ending August 31, 2021 which was moved Dr. Zubkoff, and seconded by Dr. Darling. Motion passed unanimously.</p>	<p>N/A</p>
<p>f. EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022</p>	<p>At Ms. Grace’s request, Ms. Williams presented the EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022. The financial report for the Expansion Early Head Start Childcare Partnership program through December 31, 2021, pertains to the 5th month of the 12th, month contract year. This includes the Budgeted amount of \$8,419,502 which includes COLA of \$99,185. There are actual adjusted expenditures of \$2,104,488. Invoices</p>	<p>N/A</p>

	in process of \$79,928.04. The current funds utilization rate is 25.94%. Ms. Grace asked for a motion to approve and accept the EHS-CCP Expansion Report for August – December 2021 PY: 2021-2022 which was moved Mr. Roberts, and seconded by Ms. York. Motion passed unanimously.	
g. Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01	At Ms. Grace’s request, Ms. Williams presented the g. Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01. The Financial report for the Covid-19 grants this includes the budgeted amount of \$11,302,897 which Includes the CRRSA grant of \$2,271,715 and ARP grant of \$9,031,182 and actual expenditures of \$422,209.56 Approximately. The current funds utilization rate is .037%. Ms. Grace asked for a motion to approve and accept the Covid-19 grants: Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) and the American Rescue Plan (ARP) 04he000544-01; and the Coronavirus Response and Relief Supplemental Appropriations act (CRRSA) American Rescue plan (ARP) 04he000544-01 which was moved Dr. Fresco, and seconded by Mr. Williams. Motion passed unanimously.	
h. 2022-2023 ERSEA Plan	At Ms. Grace’s request, Dr. Riestra presented the 2022-2023 ERSEA Plan. The 2022-2023 ERSEA Plan outlines the process designed to actively inform all families with eligible children within the recruitment area of availability of program services, and encourage and assist them in applying for admission to the program. Ms. Grace asked for motion to approve and accept the 2022-2023 ERSEA Plan which was moved by Mr. Roberts, and seconded by Dr. Price. Motion passed unanimously.	
i. 2022-2023 Selection Criteria	At Ms. Grace’s request, Dr. Riestra presented the 2022-2023 Selection Criteria. The 2022-2023 Recruitment and Selection Plan outlines the process and strategies the program will implement to recruit children for the 2022-2023 program year. The selection criteria consist of points based on family income, child's age, disability, other factors (homelessness, foster care), and parental status (family size and foster/legal guardian),	

	followed by discussion. Ms. Grace asked for motion to approve and accept the 2022-2023 Selection Criteria which was moved by Mr. Williams, and seconded by Ms. Eatman. Motion passed unanimously.	
j. COVID-19 Cases: Report ending October 31, 2021, and November 30, 2021	At Ms. Grace's request, Dr. Riestra presented the COVID-19 Cases: Report ending October 31, 2021, and November 30, 2021. During November 2021, there were a total of 8 cases of positive COVID-19 which consisted of 6 students and 2 staff members. This item was presented as informational only, and thus the committee acknowledged the report as such.	
k. Head Start/Early Head Start COVID-19 Vaccination Policy	At Ms. Grace's request, Dr. Riestra presented the Head Start/Early Head Start COVID-19 Vaccination Policy. The program is requesting approval of the Head Start/Early Head Start COVID-19 Vaccination Policy (the Policy) to be implemented and enforced upon a determination of its lawfulness by the courts. The Policy was developed to meet the revised Head Start Performance Standards which mandates universal masking and vaccination for grant recipient staff, certain contractors, and volunteers, as required through the Interim Final Rule on Vaccine and Mask Requirements. The State of Florida, along with 24 other states, has successfully filed an injunction blocking the implementation and enforcement of said mandate. The lawfulness of the mandate is to be determined by the courts. Therefore, the implementation and enforcement of these policies and procedures will be delayed until the final ruling on the merits of the states' case. Ms. Grace asked for motion to approve and accept the Head Start/Early Head Start COVID-19 Vaccination Policy which was moved by Mr. Roberts, and seconded by Dr. Price. Motion passed unanimously.	
l. Updated COVID-19 Transmissions Chart	At Ms. Grace's request, Dr. Riestra presented the Updated COVID-19 Transmissions Chart. Due to a high rise in COVID-19 cases across the county, policy guidelines have been changed back to Substantial/High to limit the transmission of COVID-19. This item was presented as informational only, and thus the committee acknowledged the report as such.	

IV. DIRECTOR'S REPORT/DEPARTMENTAL UPDATES - INFORMATIONAL

CAHSD Department Director, Sonia J. Grice:

- Director Grice presented the CAHSD 2022 Forecast to the Committee.

V. OTHER NEWS/BUSINESS

- **N/A**

VI. ANNOUNCEMENTS

Ms. Marjorie York shared the following items to the Committee:

- Black History Month kickoff by the Miami-Dade County Black Affairs Advisory Board.

VII. ADJOURNMENT

Adjournment	Ms. Grace asked for a motion to adjourn the meeting which was moved by Mr. Roberts and seconded by Dr. Fresco. Motion passed unanimously. Ms. Grace adjourned the meeting at approximately 6:09 P.M.	N/A
NEXT MEETING DATE	Monday, March 7, 2022 4:00 P.M.	N/A

Dr. Joyce Price, CAA Board Chair

Date



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 3, 2022

AGENDA ITEM NUMBER:

AGENDA ITEM SUBJECT: January 2022 Policy Council Chairperson's 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 February 3, 2022 to review, discuss, and approve the following items:

Lens on Science Extension Grant

New Hire:

- Accountant 2 – Dharam Paul Nohar
- Administrative Officer 2: Maribel Rocio Ventura-Mola
- Health Coordinator: Britney James

Planning and Budget Reports for December 31, 2021: PY 2021-2022

- HS/EHS
- EHS-CCP
- Combination Expansion

COVID-19 Grants

American Rescue Plan Act 2021 Incentive

The following items were presented as information only:

- COVID-19 Cases: Report ending December 31, 2021
- ACF-PI-HS-22-01 Final Rule on flexibility for Head Start Designation Renewals in Certain Emergencies

- ACF-IM-HS-22-01 Head Start Transportation Services and Vehicle During the COVID-19 Pandemic
- Content Area Report: December 2021



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 22, 2022

AGENDA ITEM NUMBER: 3A1a

AGENDA ITEM SUBJECT: Lens on Science Extension Grant

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

In an effort to have girls more engaged in the science field, The University of Miami, Department of Psychology, focuses to broaden girls’ interest and access to STEM in their early years by developing a science-embedded storybook that will model science language and behaviors for children and teachers. The collaborative approach will ensure that the book is aligned to the interests and types of play that is attractive to young girls and that the specific science phrases and behaviors are comfortable for teachers and fit within their typical classroom contexts. After the storybook is developed, a study will be conducted to learn if sharing the story provokes teachers’ and girls’ use of science language and behaviors when observed in an open-ended play-based context with materials like those featured in the story.

FUNDING SOURCE:

The University of Miami, Department of Psychology, in collaboration with the Miami-Dade County Community Action Agency Head Start/Early Head Start Program, will apply for a grant from the Spencer Foundation.

MIAMI-DADE COUNTY COMMUNITY ACTION AGENCY HEAD START PROGRAM FACT SHEET

Program Title:

Once upon a time...we explored, investigated, and discovered! Co-developing and evaluating science embedded stories for and with young girls served by Head Start.

Description:

Women continue to be underrepresented in STEM fields. One way to broaden girls' interest and access to STEM is to start in the early years. Science in early childhood is a promising lever to narrow the achievement gap between children from under-resourced families and their higher income peers. Science, however, is typically underrepresented in early childhood classrooms. Furthermore, young girls are not typically viewed as scientists and are often not encouraged to pursue science experiences. This proposal seeks to utilize a human-centered design approach with preschool teachers and young girls served by Head Start to co-develop a science-embedded storybook that will model science language and behaviors for children and teachers. This collaborative approach will ensure that the book is aligned to the interests and types of play that is attractive to young girls and that the specific science phrases and behaviors are comfortable for teachers and fit within their typical classroom contexts. After the storybook is developed, we will conduct a study to learn if sharing the story provokes teachers' and girls' use of science language and behaviors when observed in an open-ended play-based context with materials like those featured in the story.

Funding Source:

The University of Miami, Department of Psychology, in collaboration with the Miami-Dade County Community Action Agency Head Start/Early Head Start Program, will apply for a grant from the Spencer Foundation.

Program Year:

December 1, 2022 – May 31, 2024

Participants:

Teachers and small groups of girls will be recruited to participate in co-developing the story (e.g., focus groups, working groups) and evaluating the effectiveness of the story (e.g., researchers will observe teachers sharing the story and a following play-based interaction with a small group of girls).

Benefits:

- Teachers participating in the study will receive a \$50 gift card.
- All girls participating in the study will receive a book.
- This study will help us understand how to effectively embed science into storybooks specifically to support teachers and girls' engagement with science.
- This study will help us understand how to utilize storybooks to improve classroom practices



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 22, 2022

AGENDA ITEM NUMBER: 3A1b

AGENDA ITEM SUBJECT: American Rescue Plan Act 2021 Incentive

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATIONS: APPROVAL

BACKGROUND/SUMMARY:

The American Rescue Plan Act 2021 Incentive allows delegate sub-recipients to incentivize staff with a 3% increase in their salary or a one-time retention bonus of 2% of their annual salary.

FUNDING SOURCE:

U.S. Department of Health and Human Services

DRAFT

Effective: October 1, 2021

A Monetary Incentive for Employees and Staff

American Rescue Plan Act 2021–(ARP or ARPA) states:

Support Head Start Employees

- Planning sessions for staff.
- Staff wellness and mental health support.
- Additional staff.
- Other personnel costs. Offering fringe benefits and expanding sick leave.
- Vaccine supports professional learning and development for staff.

The American Rescue Plan Act 2021 (ARP) has been designed to directly benefit and Support Head Start Employees and staff at your Agency.

The Grantee staff has been given salary increases and work incentive because of the work and struggles to remain fully working and providing front line essential services to children and families as we tolerate and experience the worse global Pandemic of our lifetime.

Your Agency is being instructed to provide a monetary incentive for employees and staff for continued operations during the past two years. Your staff is your greatest asset. The Grantee asks that you complete a policy that provides an increase to all staff effective immediately, for consistency and ease of administration, the same percentage should be granted to all employees. Your policy must include the following:

1. **Temporary Hazard Pay:** Staff will receive a temporary 3% Hazard Pay adjustment to their salaries effective October 1, 2021 and paid retroactively. The Temporary hazard pay must be listed separately from the base pay in the employee's paycheck and titled "Temporary Hazard Pay."
2. **Retention Bonus of either:**
 - a) A onetime Retention Bonus of 2% of annual salary for staff hired prior to October 1, 2021, to be paid upon completion of a minimum of 6 months (180 days) of continuous employment. This bonus is to be paid in the following manner. 1% of total annual salary for staff upon successful completion 3 months (90 days) of continuous employment with the agency and an additional 1% of total annual salary after 6 months (180 days) of continuous employment with the agency. This only applies to staff hired on or after October 1, 2021. If a staff person has worked for more than six (6) months (180 days), then they may receive their onetime Hazard pay of 2% immediately.

OR

- b) Hiring bonus of up to 2% to fill existing vacancies. This bonus is to be paid in the following manner. 1% of total annual salary for staff upon successful completion 3 months (90 days) of continuous employment with the agency and an additional 1% of total annual salary after 6 months (180 days) of continuous employment with the agency. This only applies to staff hired on or after October 1, 2021.

Agencies that have already incorporated versions of staff incentives prior to this policy, must conduct a comparison analysis to determine the equitable distribution of funds to staff. This comparison must be submitted to the fiscal unit to ensure that staff incentives meet the minimum thresholds above.

All incentives are subject to available funding and may be adjusted and/or rescinded based on the funding available.

Agencies must inform staff that these incentives are temporary and not permanent conditions of employment.

These incentives are to be applied in addition to and not in lieu of any other applicable pay increases (i.e. Cost Of Living Adjustments (COLA), merit increases, performance evaluations, etc.).

The Office of Head Start has also issued an ACF Information Memorandum which emphasizes the need to provide continued support to the wellness of all staff. Please view it in its entirety. [ACF-IM-HS-21-05: Supporting the Wellness of All Staff in the Head Start Workforce \(hhs.gov\)](#)

This IM -HS-21-05 states in selected paragraphs how you can perform activities and put plans in place to support and directly benefit Head Start Employees and be compliant with the requirements of the American Rescue Plan Act 2021–(ARP or ARPA).

- Programs must support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health.
- A critical part of promoting staff wellness is ensuring staff are aware of their rights as employees.
- Programs must ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in 45 CFR §1302.47(b)(5).
- Programs are encouraged to foster a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them.
- Programs are encouraged to use one-time ARP and other sources of COVID-19 relief funding to provide incentives to staff to support retention.
- Programs must establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff.

Your Agency should continue to provide the vaccine support and the individual personal benefits to staff which shows that you care about their wellbeing as individuals and that you realize the potentials available to be cultivated and result in staff retention.

For review, edits, and discussions.

Thank You!



COMMUNITY ACTION AGENCY BOARD

DATE: March 7, 2022

AGENDA ITEM NUMBER: 4

AGENDA ITEM SUBJECT: DEPARTMENTAL UPDATES AGENDA ITEM

TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

ENERGY, FACILITIES & TRANSPORTATION DIVISION REPORT FOR FEBRUARY 2022

PSYCHOLOGICAL SERVICES REPORT FOR JANUARY 2022

HEAD START/EARLY HEADSTART CONTENT AREA REPORT FOR DECEMBER 2021

COVID-19 CASES: REPORT ENDING DECEMBER 31, 2021

ACF-PI-HS-22-01 FINAL RULE ON FLEXIBILITY FOR HEAD START DESIGNATION RENEWALS IN CERTAIN EMERGENCIES

ACF-IM-HS-22-01 HEAD START TRANSPORTATION SERVICES AND VEHICLE DURING THE COVID-19 PANDEMIC

FUNDING SOURCE: VARIOUS SOURCES



**Community Action and Human Services Department
February 2022 Board Report**

ENERGY, FACILITIES & TRANSPORTATION DIVISION

The Energy, Facilities, and Transportation Division (EFTD) 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 individual branches within EFTD serve as one cohesive unit to promote, support and sustain overall community partnerships and neighborhood revitalization.

PROGRAM SUMMARY	February 2022	Program YTD
Weatherization Assistance Program Contract Year October 1, 2020 – September 30, 2023 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)	9 (Homes Completed)
Home Beautification Program Contract Year December 1, 2017 – March 31, 2022 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.	0 (Homes Completed)	49 (Homes Completed)
Facilities Maintenance Facilities Maintenance is responsible to maintain department facilities in a manner that reflects the value that Miami-Dade County places on serving all its residents. It is intended to addressing 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, etc.) and singular incidents (dirty filters, failed ballasts, clogged drains, etc.) Upon identifying a deficiency, a service request is submitted to EFTD for proper routing and rectification of the issue.	68 (Service Requests) 65 (Service Requests Completed)	828 (Service Requests) 706 (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.	977 (Trips Completed)	22,407 (Trips Completed)

INACTIVE PROGRAMS	January 2022	Program YTD
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, code violations; and include roof repairs, plumbing and electrical components and exterior paint. Note: Program is pending an extension.	0 (Homes Completed)	19 (Homes Completed)
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.	0 (Homes Completed)	10 (Homes 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)

**Community Action and Human Services Department
Psychological Services
January 2022 Board Report**

The Psychological Services Program addresses the increased need for Mental Health Services in Miami-Dade County. Its mission is identification, assessment, and early intervention to maximize the optimal functioning of clients through the application of evidence-based interventions informed through science. Service delivery is implemented by doctoral level psychology interns and master level students within the field of mental health.

SERVICES	NUMBER OF SESSIONS/SERVICES
Individual Therapy Sessions Children – (Head Start- 6) Adults – (Elderly and Disability 13; Rehab 7; Violence Prevention and Intervention 5; Family and Community Services 0)	31 sessions
Group/Family Therapy Sessions Rehab – 14 Head Start – 0 Elderly and Disability- 1 Violence Prevention and Intervention- 0	15 sessions
Crisis Intervention	0
Case management	3
Consultation	32
Parent and Staff Trainings	9
Assessments, Intakes, Evaluations	4- Intakes 5- Assessments 4- Evaluations
Classroom intervention and strategies	13
Advocacy	0
Therapeutic Activities	0

Higher Education Institution Partnerships- Nova Southeastern University Albizu University- Miami and Puerto Rico campuses Florida International University Ponce Health Sciences University Florida State University	5
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- Service delivery affected by COVID-19; lower numbers of clients attending programs.



COMMUNITY ACTION AGENCY BOARD

DATE: DECEMBER 31, 2021

AGENDA ITEM NUMBER: 4A8

AGENDA ITEM SUBJECT: December 2021 Head Start Content Area Report

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

The December 2021 Content Area Report includes Head Start, Early Head Start, Early Head Start-Child Care Partnership, and Combination Expansion Early Head Start-Child Care Partnership program information on Education, Disabilities, Enrollment, Family Engagement, Health, Mental Health, and Nutrition.

FUNDING SOURCE:

U.S. Department of Health and Human Services

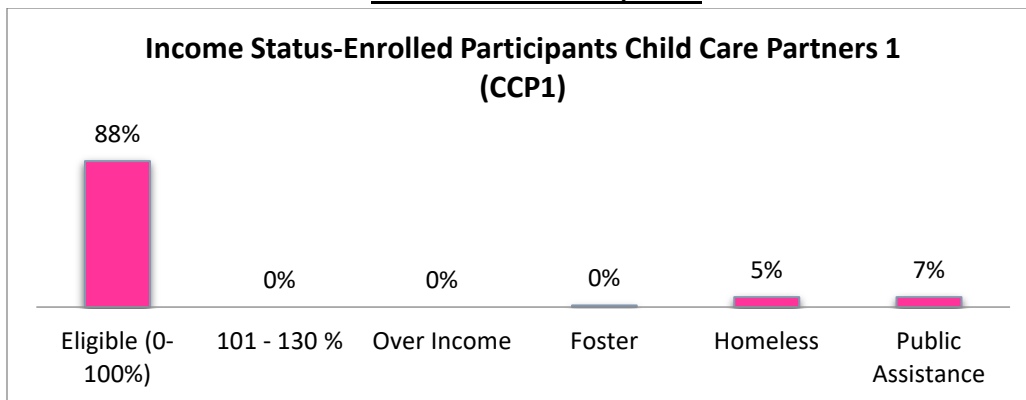
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Child Care Partners 1

Early Head Start Participants

As of December 31, 2021



Child Care Partners 1 Current Enrollment	Current Enrollment %/ Vacant slots 99% 2 of 240 slots vacant
CCP-Cambridge Academy	100% 0 of 24 slots vacant
CCP-Community Outreach Center, Inc.	100% 0 of 16 slots vacant
CCP-Crystal Learning Center, Inc.	97% 1 of 32 slots vacant
CCP-Decroly Learning Child Care Ctr	100% 0 of 48 slots vacant
CCP- Memorial Temple Early Childhood	100% 0 of 24 slots vacant
CCP- Rising Star Academy	100% 0 of 16 slots vacant
CCP- Shining Light Childcare Center	100% 0 of 16 slots vacant
CCP-Universal Academy	100% 0 of 16 slots vacant
St. Alban's Child Enrichment Center	98% 1 of 48 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

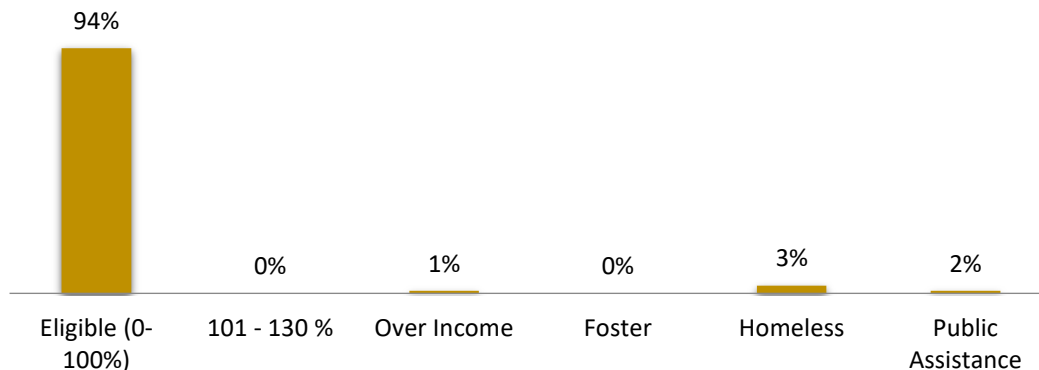
Enrollment:

Eligibility Statuses-Enrolled EHS Expansion Child Care Partners

Participants

As of December 31, 2021

Income Status-Enrolled Participants EHS Expansion Child Care Partners

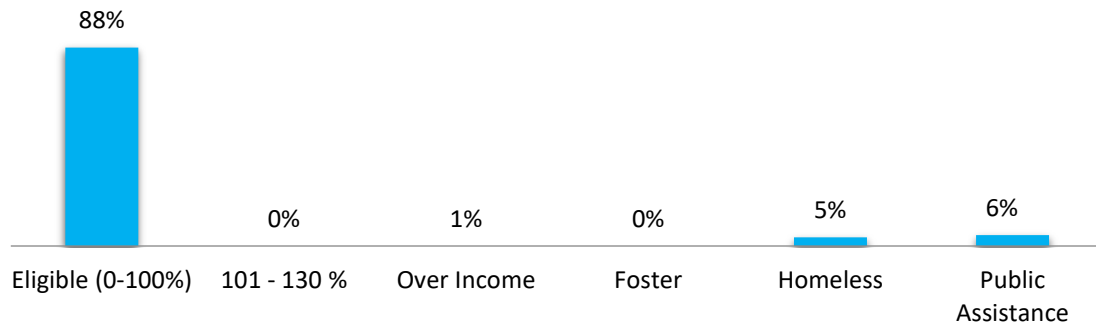


Child Care Partners 2 Current Enrollment	Current Enrollment %/ Vacant slots 99% 3 of 552 slots vacant
Catholic Charities	100% 0 of 120 slots vacant
CCP-Bricks Early Learning Center	100% 0 of 24 slots vacant
CCP-Cambridge Academy	100% 0 of 24 slots vacant
CCP-Decroly Learning Child Care Ctr	100% 0 of 24 slots vacant
CCP-Early Learning Center	100% 0 of 32 slots vacant
Centro Mater	100% 0 of 72 slots vacant
FCAA	100% 0 of 32 slots vacant
Haitian Youth	99% 1 of 80 slots vacant
KIDCO Creative Learning	97% 1 of 32 slots vacant
Ladow	100% 0 of 16 slots vacant
Paradise Christian School, Inc.	100% 0 of 32 slots vacant
Sunflowers Academy	96% 1 of 24 slots vacant
YWCA Of Greater Miami-Dade	100% 0 of 40 slots vacant

ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Income Status-Enrolled Participants Early Head Start



EARLY HEAD START Current Enrollment	Current Enrollment %/ Vacant slots 99% 5 of 446 slots vacant
Centro Mater	100% 0 of 70 slots vacant
Easter Seals	100% 0 of 8 slots vacant
FCAA	100% 0 of 24 slots vacant
Haitian Youth	100% 0 of 32 slots vacant
KIDCO Creative Learning	100% 0 of 32 slots vacant
Landow	100% 0 of 16 slots vacant
Miami Dade County Public Schools	99% 5 of 192 slots vacant
O'Farrill Learning Center	100% 0 of 8 slots vacant
United Way Center Of Excellence	100% 0 of 32 slots vacant
YWCA Of Greater Miami-Dade	100% 0 of 32 slots vacant

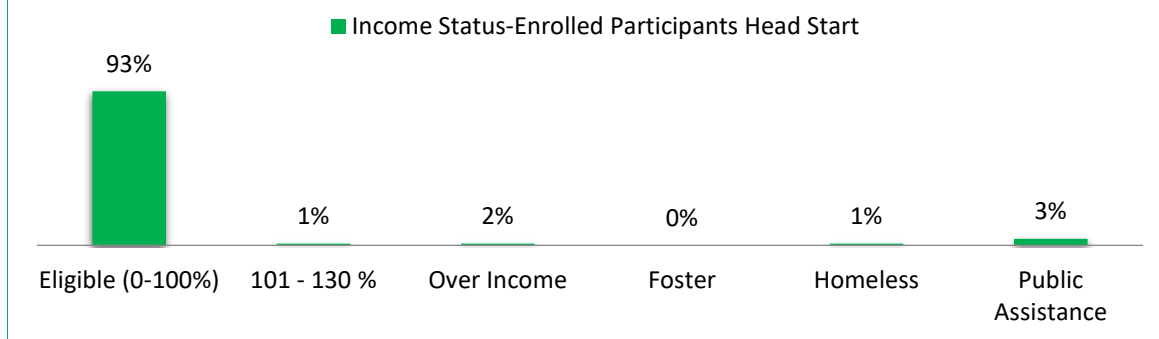
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Enrollment:

Eligibility Statuses-Enrolled Head Start Participants

As of December 31, 2021

Income Status-Enrolled Participants Head Start

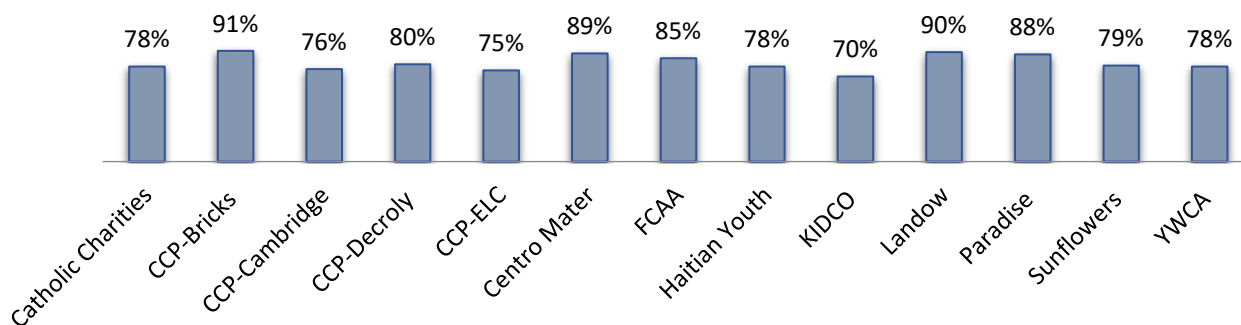


Head Start Agency Current Enrollment	Current Enrollment %/ Vacant slots 89% 711 of 6310 slots vacant
Allapattah	100% 0 of 77 slots vacant
Catholic Charities	86% 180 of 1275 slots vacant
Centro Mater	99% 5 of 526 slots vacant
Easter Seals	75% 118 of 480 slots vacant
FCAA	74% 114 of 432 slots vacant
Haitian Youth	100% 0 of 175 slots vacant
KIDCO Creative Learning	78% 56 of 250 slots vacant
Landow	100% 0 of 80 slots vacant
Le Jardin Community Center, Inc.	97% 16 of 480 slots vacant
Miami Dade County Public Schools	98% 35 of 1535 slots vacant
O'Farrill Learning Center	68% 77 of 242 slots vacant
Our Little Ones	100% 0 of 118 slots vacant
Paradise Christian School, Inc.	76% 44 of 180 slots vacant
St. Alban's Child Enrichment Center	70% 51 of 170 slots vacant
Sunflowers Academy	98% 1 of 40 slots vacant
United Way Center Of Excellence	100% 0 of 30 slots vacant
YWCA Of Greater Miami-Dade	94% 14 of 220 slots vacant

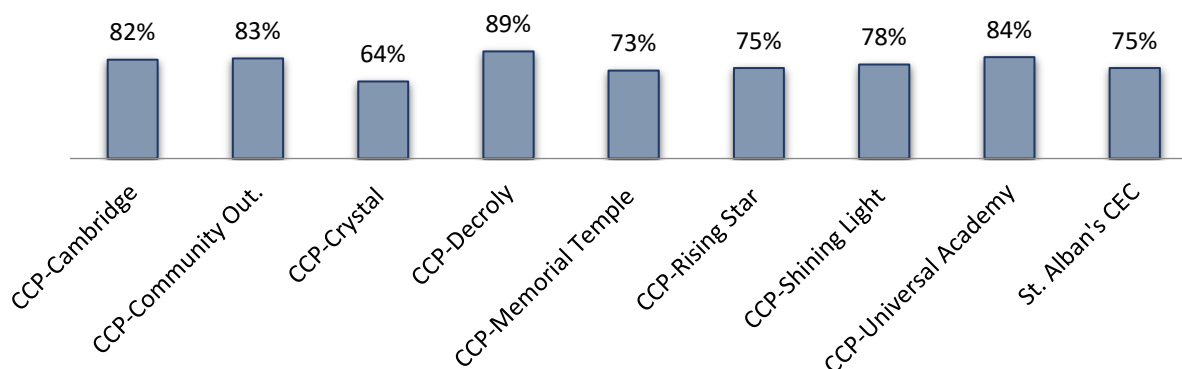
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

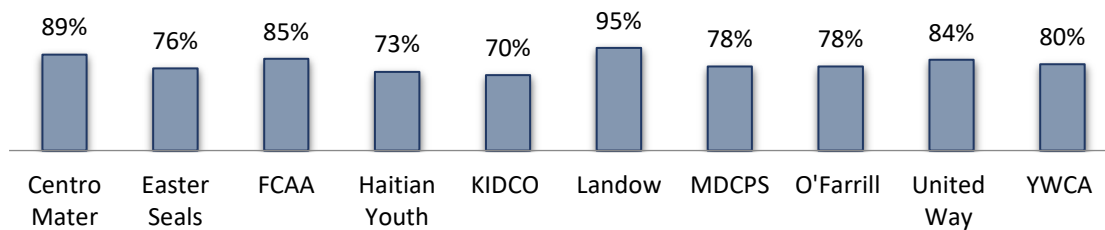
EHS Expansion CCP Average Daily Attendance Overall Total 80% (13 Operating Days)



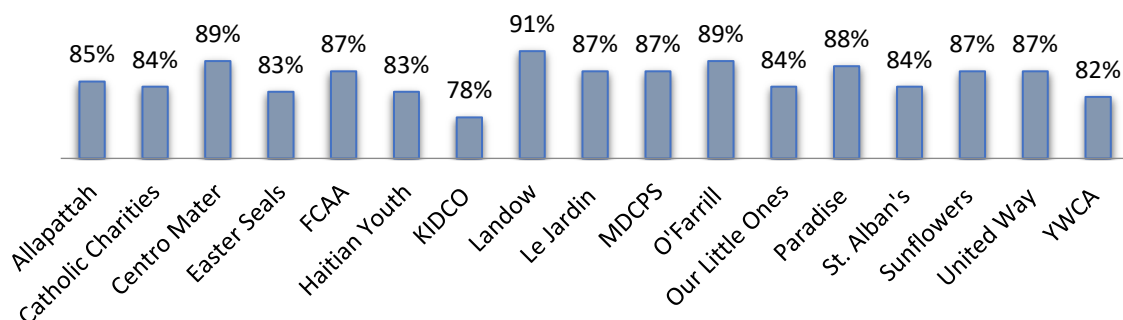
CCP 1 Average Daily Attendance Overall Total 79% (13 Operating Days)



EHS Average Daily Attendance Overall Total 79% (13 Operating Days)



HS Average Daily Attendance Overall Total 86% (13 Operating Days)



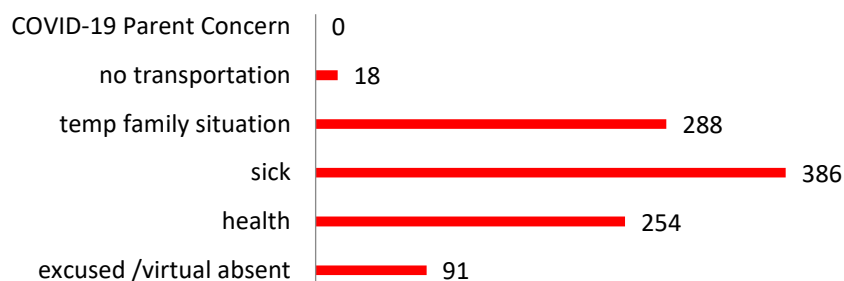
ELIGIBILITY RECRUITMENT SELECTION ENROLLMENT AND ATTENDANCE (ERSEA):

Attendance:

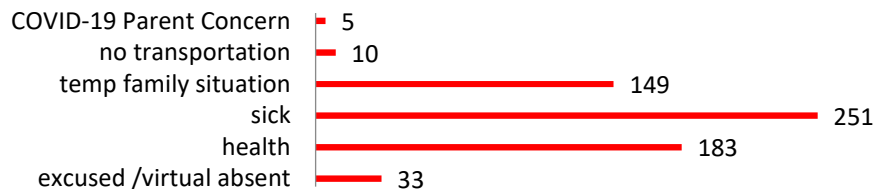
Head Start Reasons of Absence December 2021



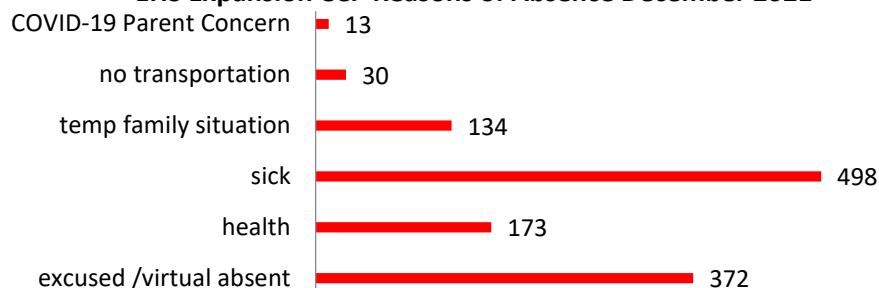
Early Head Start Reasons of Absence December 2021



Child Care Partners 1 Reasons of Absence December 2021



EHS Expansion CCP Reasons of Absence December 2021



Terminology defined:

Covid-19 Parent Concern- Parent concern of Covid 19 exposure

No Transportation - family has transportation problems (car inoperative, no alternate ride)

Temp Family Situation - family related issues or concerns

Sick - related to ill health

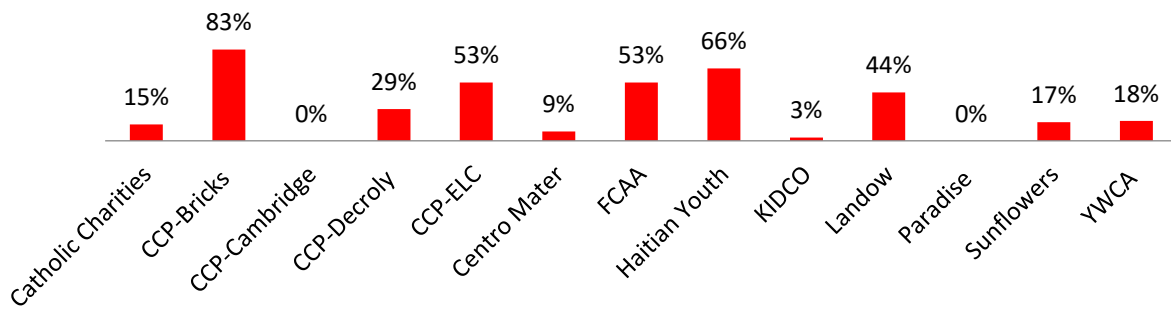
Health - related to expired health documentation, health alerts, and /or medical/dental appointments

Excused - staff is aware of child/family absence

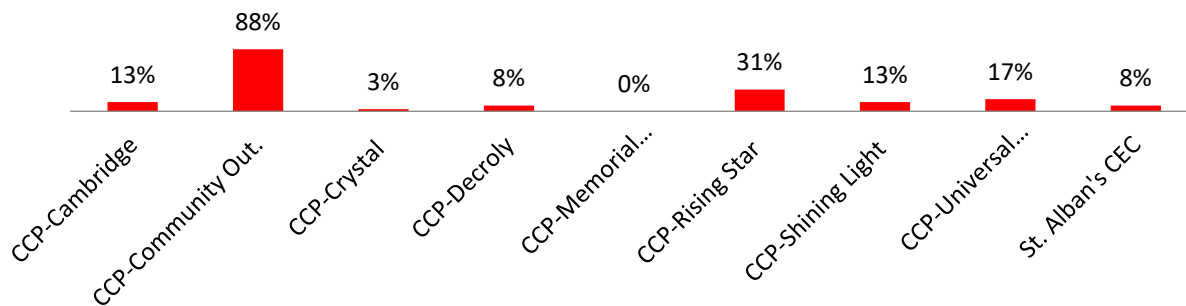
SELECTION

Waitlist Applications for the month ending

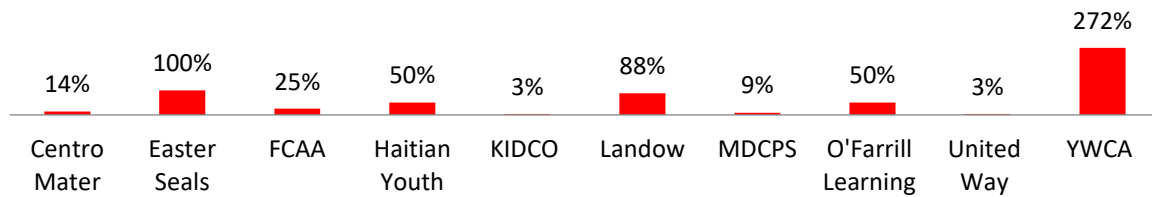
EHS Expansion CCP Wait List Application for the month ending in December 2021



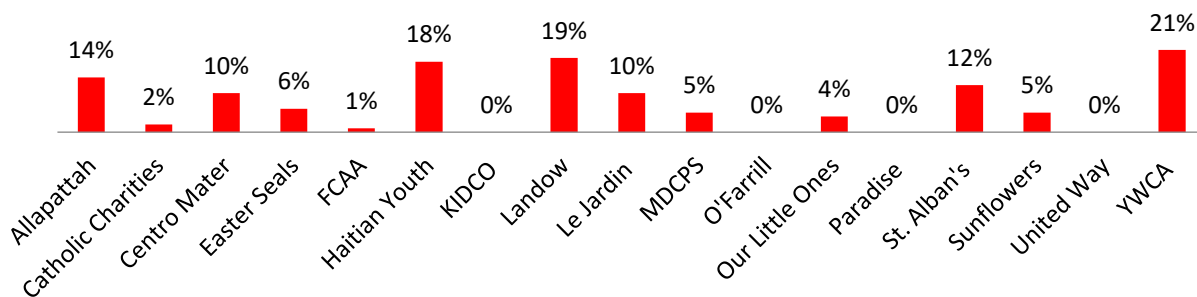
CCP 1 Wait List Application for the month ending in December 2021



EHS Waitlist Applications for the month ending in December 2021



HS Waitlist Applications for the month ending in December 2021

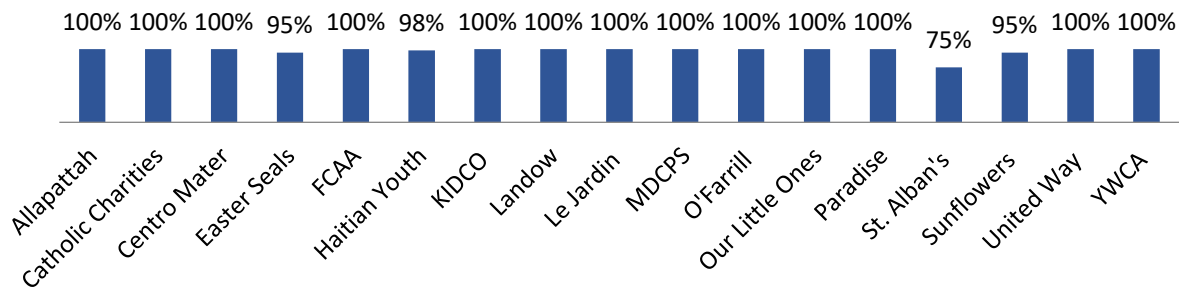


NOTE: Program Term 2020-2021 Applications in the "Term-Waitlist/Waitlist Status"

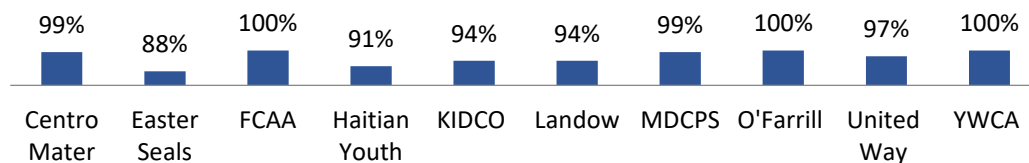
HEALTH SERVICES:

30-Day Screenings:

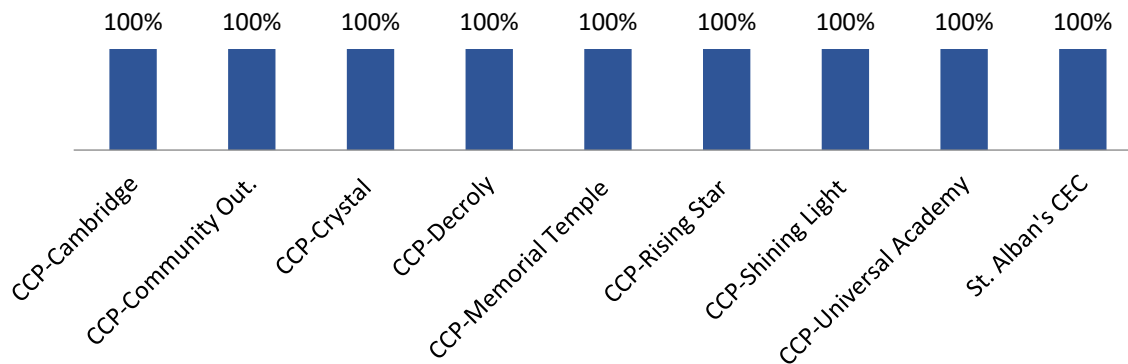
HS 30 Day Requirements 99% Complete*



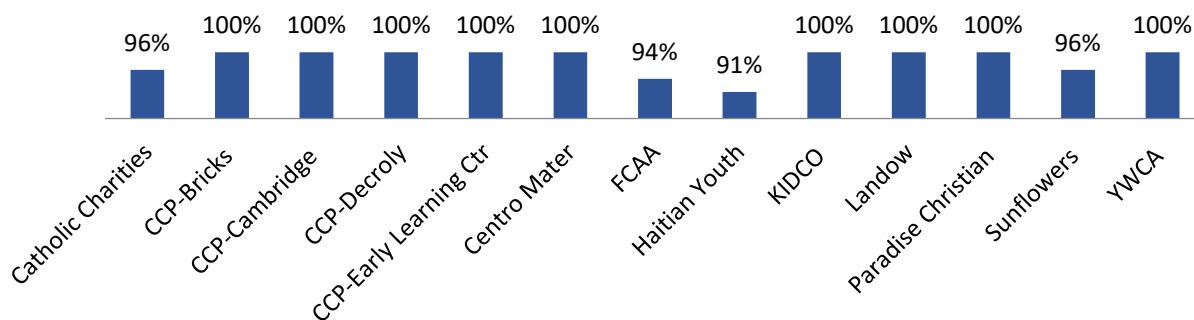
EHS 30 Day Requirements 97% Complete*



CCP 1 -30 Day Requirements 100% Complete*

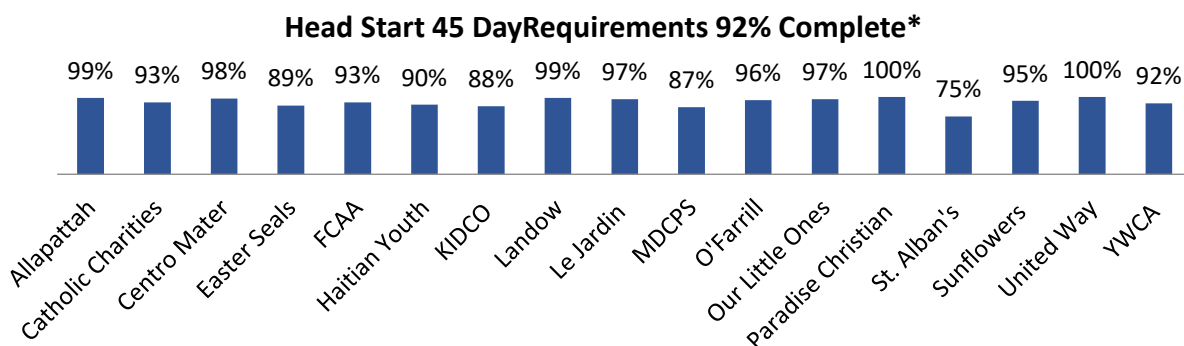
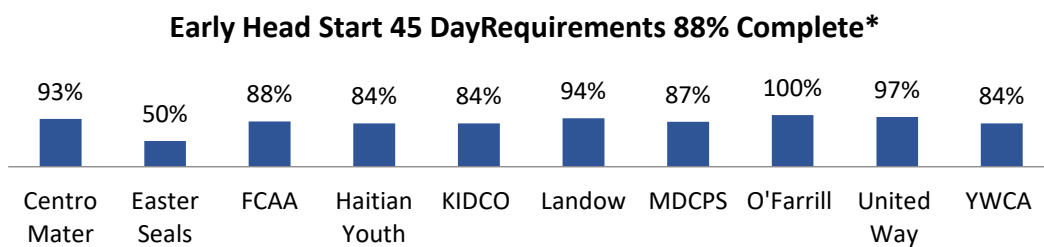
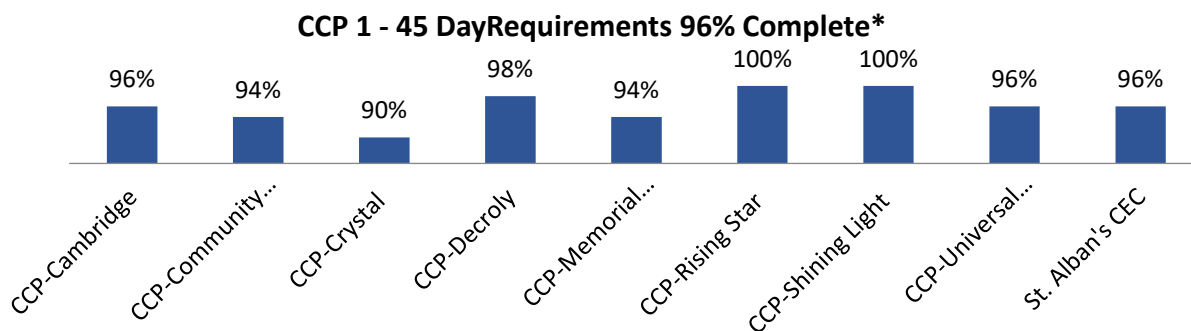
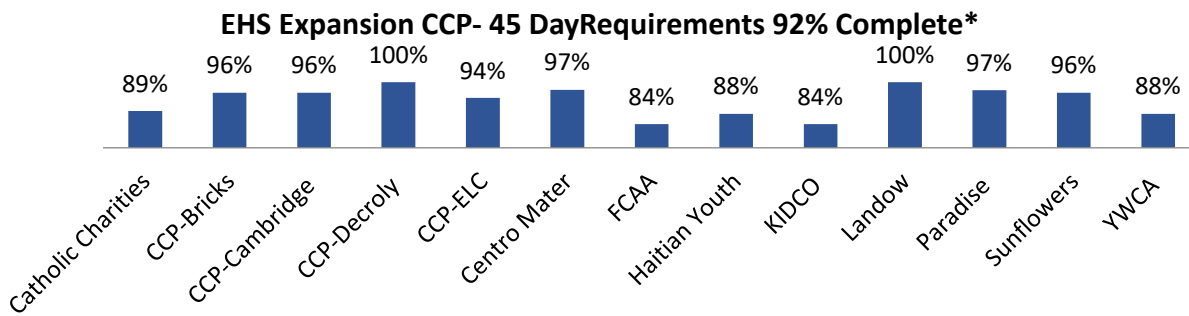


EHS Expansion CCP 30 Day Requirements 98% Complete*



HEALTH SERVICES:

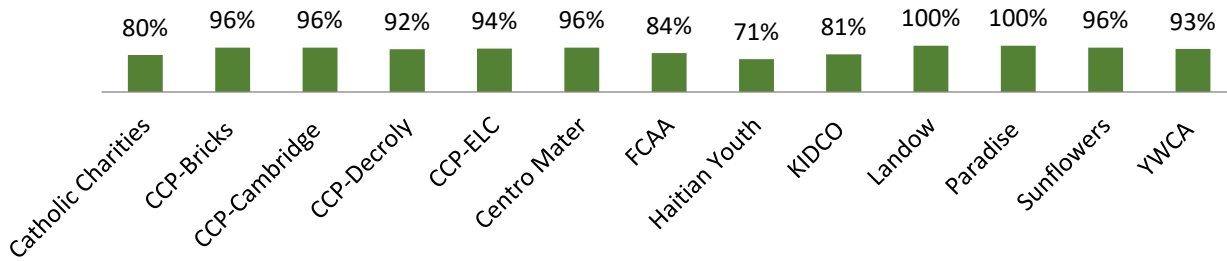
45-Day Screenings:



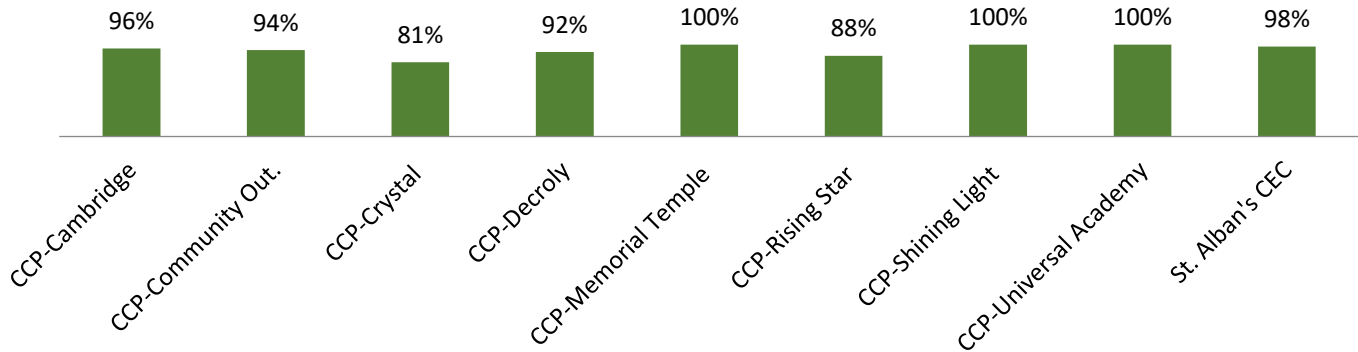
100% of **newly** enrolled children in the Head Start and Early Head Start Program must receive the 45-Day Screenings (Hearing, Vision, Developmental and Behavioral) within 45 calendar days of entry into the program.

HEALTH SERVICES:

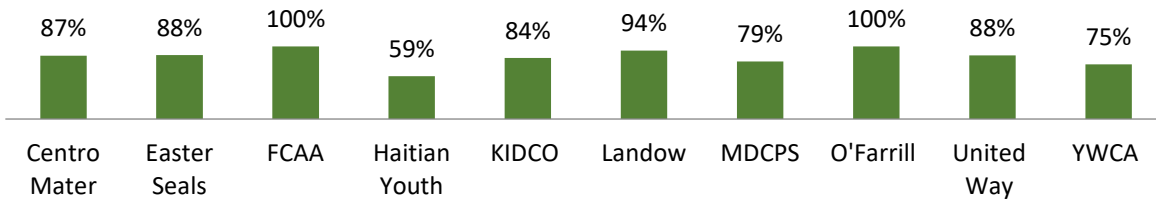
EHS Expansion CCP 90 Day Requirements 87% Complete*



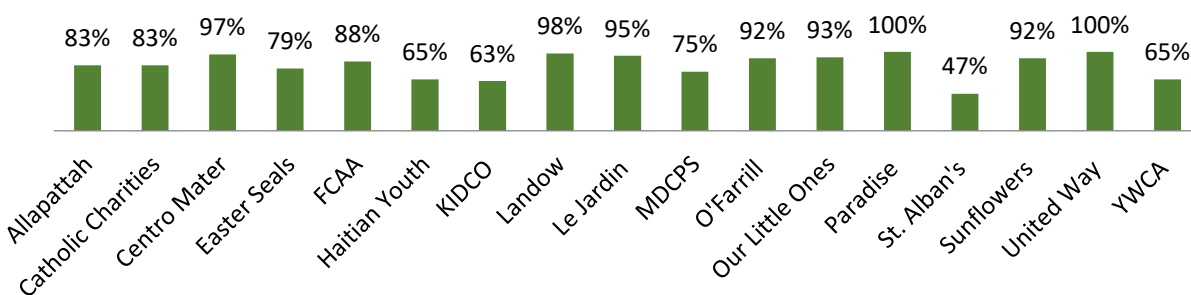
CCP 1 90 Day Requirements 94% Complete*



EHS 90 Day Requirements 82% Complete*



HS 90 Day Requirements 82% Complete*

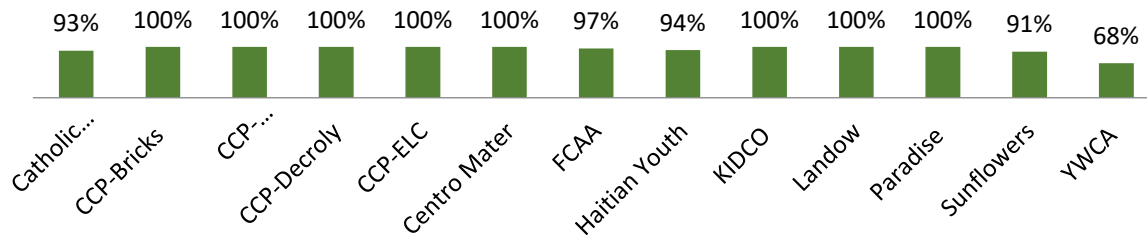


90-Day Health Requirements: 100% of the children must receive all Age Based Health Requirements (well baby check, Developmental/Behavioral screenings, Growth Assessment/Head Circumference, Health History, Hearing, Vision and Oral Health Screening) prior to the last day of the Early Head Start program term. An age equivalent well baby check is completed at various ages for each child from 2 months to 36 months. ***Percentages above reflect the children who has completed 90 day entry based requirements.**

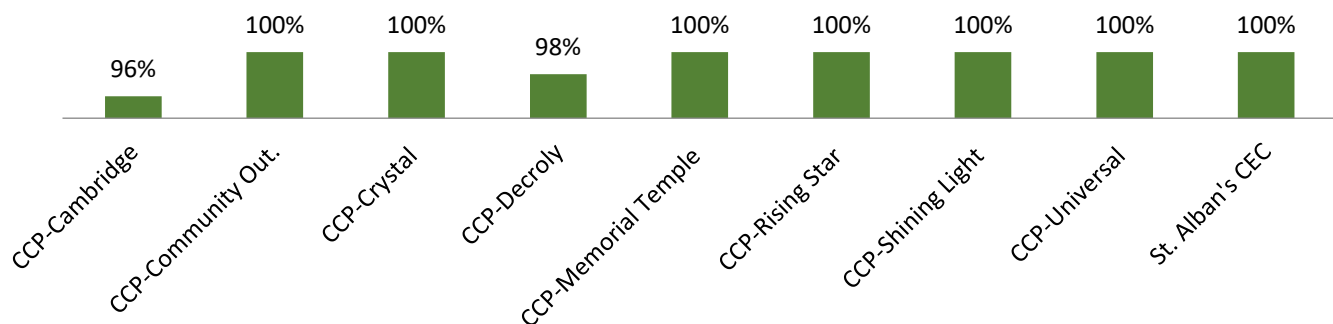
HEALTH SERVICES:

Immunization:

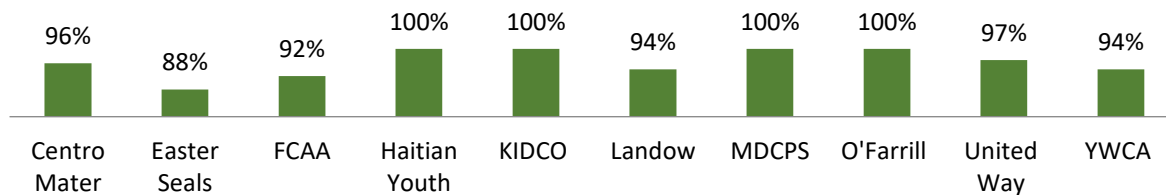
EHS Expansion CCP Immunization 94% Complete or Up-To-Date



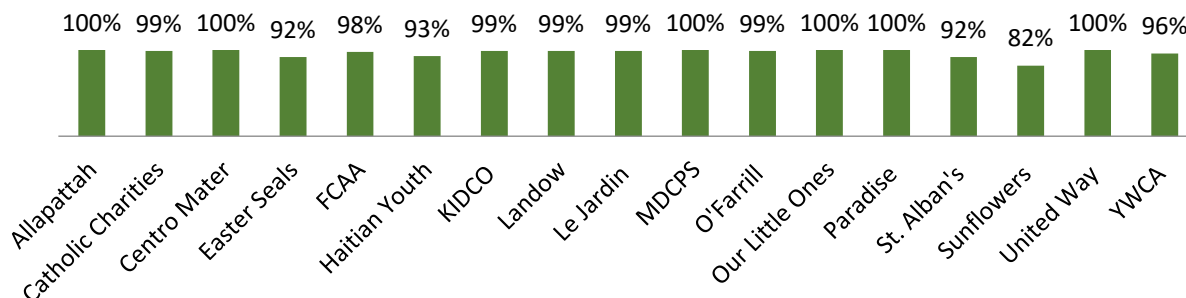
CCP1 Immunization 99% Complete or Up-To-Date



Early Head Start Immunization 97% Complete or Up-To-Date

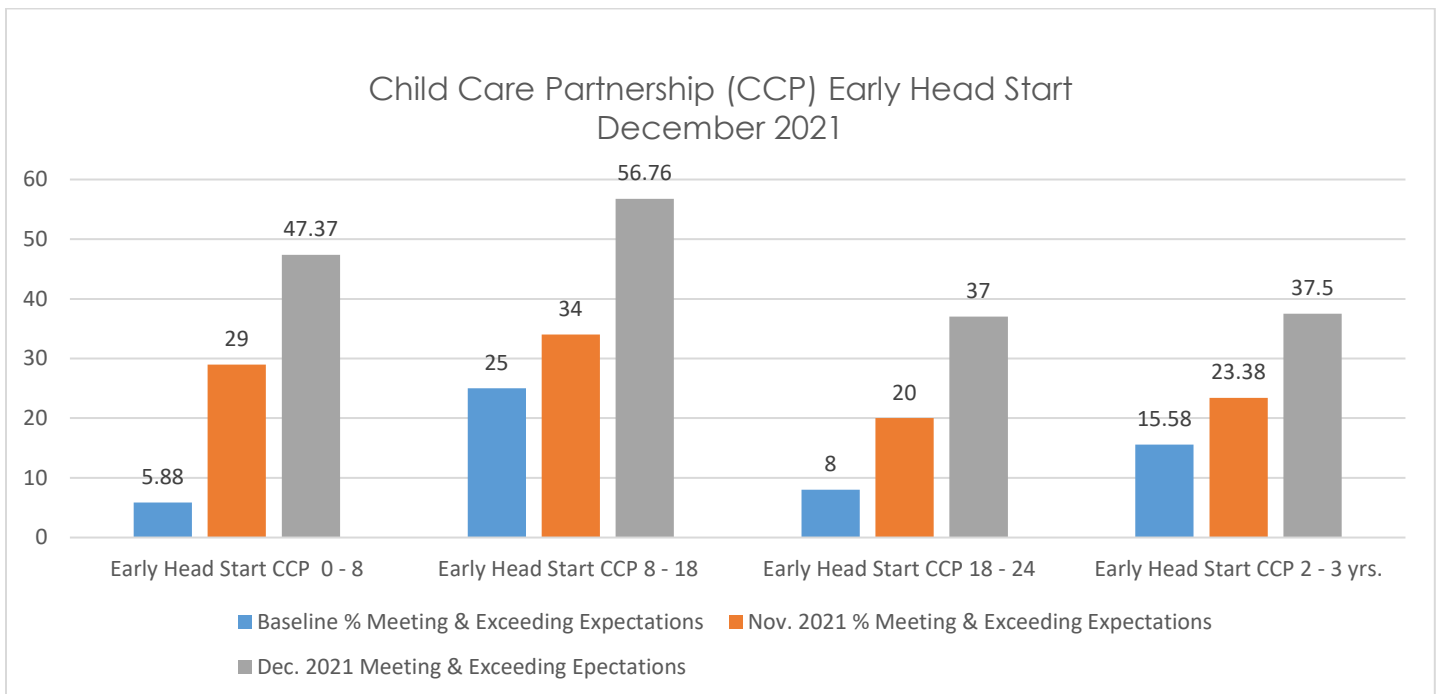
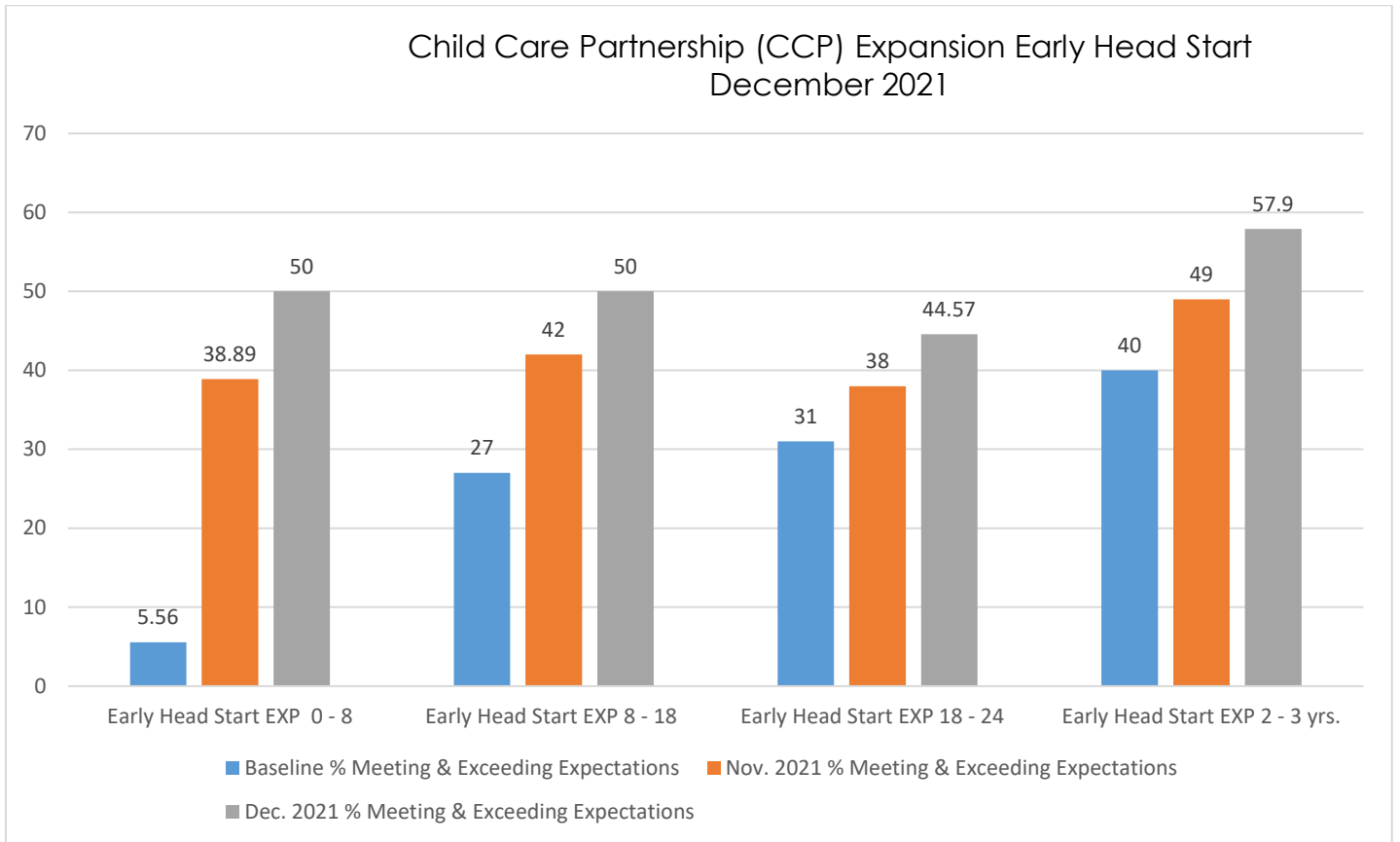


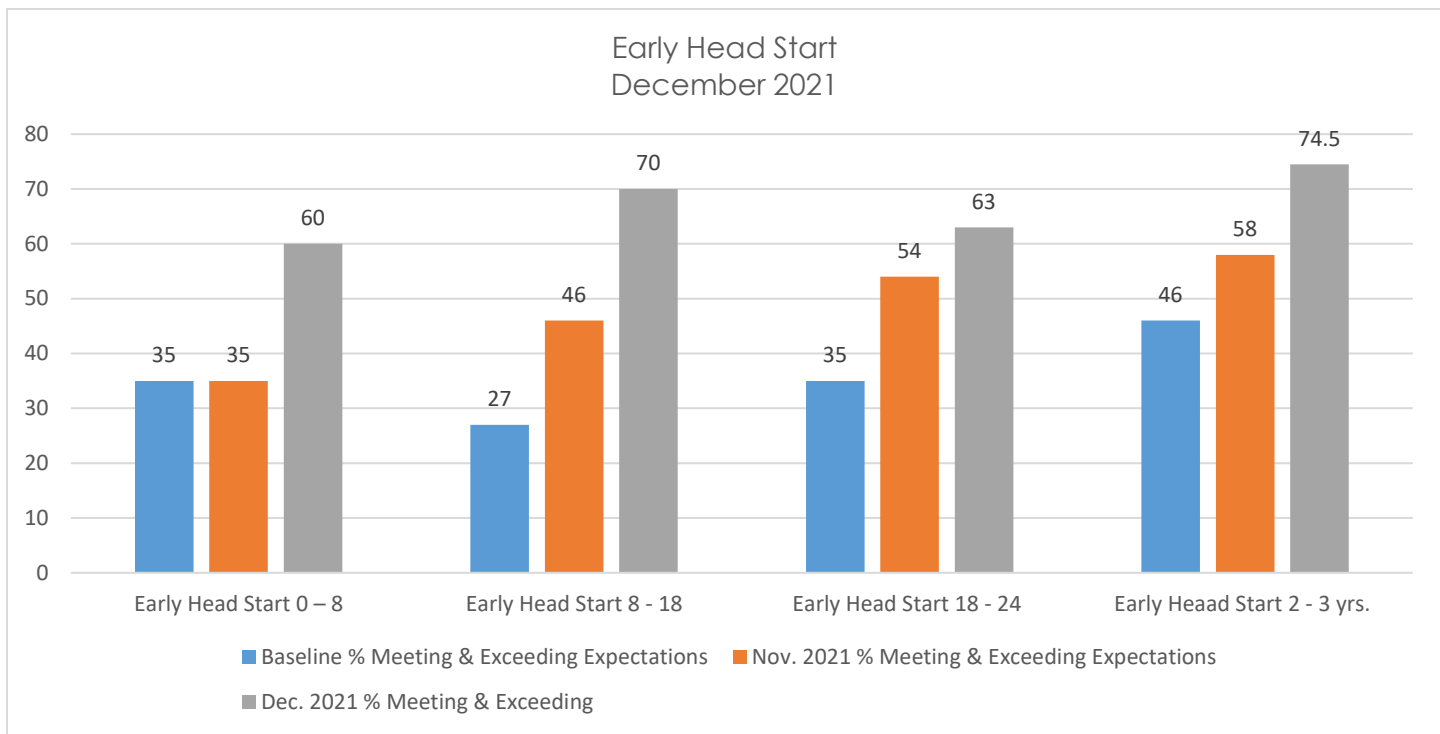
Head Start Immunization 98% Complete or Up-To-Date



NOTE: 100% of all children must have a “complete” or “up-to-date” immunizations status within 90 calendar days of entry into the program.

Miami – Dade County Head Start/Early Head Start Child Outcomes Report – School Readiness Data 1st Period Data Analysis





Child Mental Health and Social and Emotional Well Being Board and Policy Council Report December 2021

The focus for the month included ensuring that the multidisciplinary consultation team meetings were conducted to develop, review and assess the status of the initial DECA and ASQ Intervention plans and related recommendations in preparation for the **DECA and ASQ mid assessment process** scheduled to take place in January. The Team members, in collaboration with parents, made **recommendations** regarding plan progress, completion, and closing with continued monitoring or further clinical assessment and individualized planning, including the development of a Functional Behavior Assessment and Positive Behavior Support Plan and facilitation of referrals. These sessions also included an emphasis on collaborative efforts which prevent preschool suspension and expulsion. Efforts were increased to ensure that licensed professionals engage parents and consistently utilize community resources and referrals to include timely follow up on continued concerns who were unresponsive to initial plans.

Other activities included preparation and participation the Federal Review planning process and the **Risk Assessment** meetings. The child mental health Focus **Area 2** training and planning session was conducted on December 8th. Additionally, there were six **(6)** service area risk assessment reports were researched, prepared and provided in preparation for management meetings which were held with each sub-recipient agency.

In continuation of meeting the five year goal of a Pyramid classroom in each agency/center The **Pre-K-Preschool ePyramid Model** for Positive Behavior Individualized Support (**PBIS**) online train the trainer certification series for **Module3: Intensive Individualized Interventions** was conducted. The **Modules 1-3** makeup session was also facilitated for participants who may have missed a session. The **Infant and Toddler ePyramid Model** for Positive Behavior Individualized Support (**PBIS**) virtual **orientation** for the upcoming train the trainer certification series beginning in January. These trainings assists in building program capacity for evidenced based practices which **promote** positive behavior and **prevent** and **address** challenging behavior.

Onsite early childhood mental health training, technical assistance and monitoring sessions continued during the month. This included conducting recipient/delegate-partner Head Start, Early Head Start and Early Head Start Expansion agency technical assistance sessions and co-consultation with a focus on meeting service area objectives. Guidance was provided to ensure that mental health professionals reviewed and provided guidance during screening results process in collaboration with team members and the related follow up intervention planning consultation with teachers and parents, offer of two referrals during the first staff parent consultation, initiation of the **Safety Planning protocols** in consultation with teachers for children with aggressive, challenging behavior and submission of a current community partnership agreement. The importance of entering all documentation and attachments in ChildPlus was also stressed. At the conclusion of each session, a summary status report was prepared and provided to each agency reflecting strengths and areas which required **follow up** and a **7 day data review** was conducted to ensure that corrections have been completed. Feedback was also solicited concerning the implementation of social and emotional teaching strategies in all classrooms. There is a continued emphasis to assist and provide teachers, children and parents with resources and supports early in the program year.

Follow up requirements continued with social services team member to identify attendance concerns which may be impacted by parents' mental health status and the prevention of pre-school suspension and expulsion for children and families who may be **most at risk**. Additional guidance was also provided regarding increased efforts with family engagement staff to address potential concerns and provide support to all interested parents as early as possible, particularly in response the impact of the COVID 19 pandemic. Additional service area activities follow:

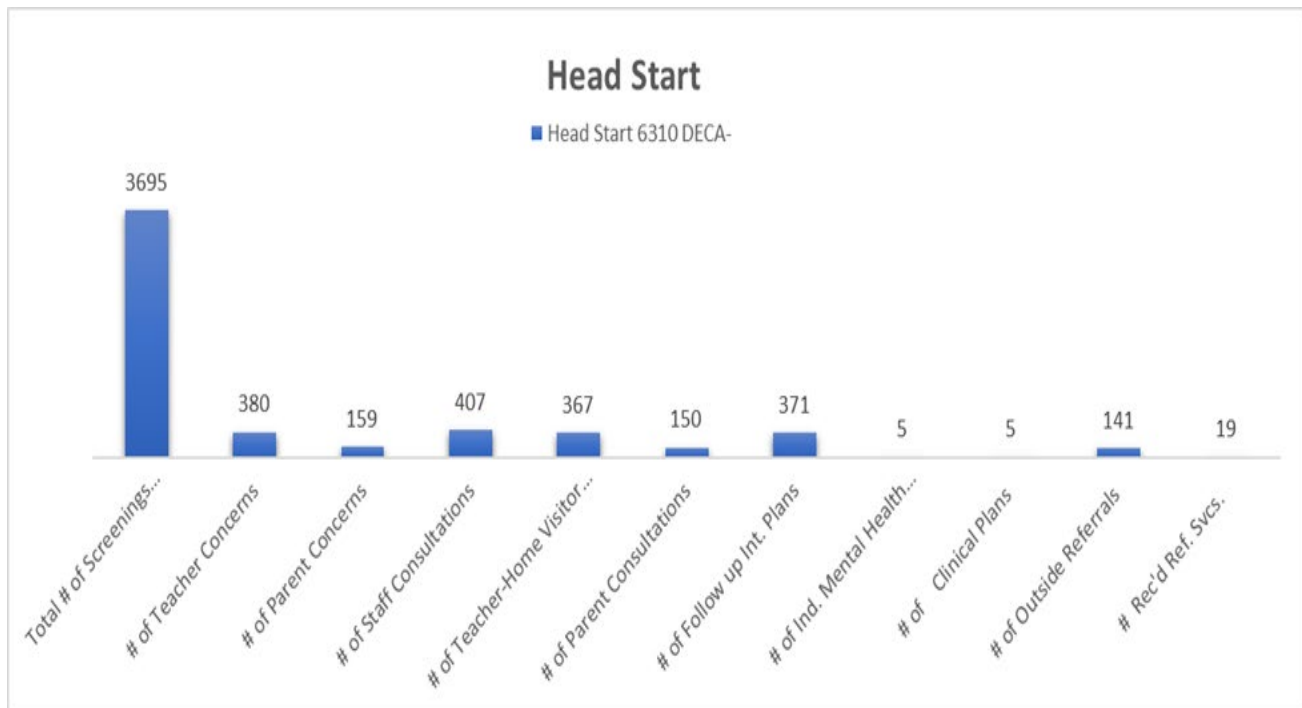
<input checked="" type="checkbox"/> Pre- Assessment DECA/ ASQ 45 Day Req.	<input checked="" type="checkbox"/> Mid Assessment DECA/ASQ/Consults/Plans/Ref	<input checked="" type="checkbox"/> Post Assessments FU DECA/ASQ/Consults/Plan/Ref	<input checked="" type="checkbox"/> Clinical Assessment for children non-responsive to Initial Plans
<input checked="" type="checkbox"/> 90 Day Cons.-Ind. Planning Req.	<input checked="" type="checkbox"/> Safety Plans	<input checked="" type="checkbox"/> 3015 MDT Review w-MHC FU Process	<input checked="" type="checkbox"/> Delegate LMHP Contracts
<input checked="" type="checkbox"/> Agency Monthly Reports Rev.	<input checked="" type="checkbox"/> Self-Assessment	<input checked="" type="checkbox"/> Quarterly Trainings, ChildPlus Training, Pyramid Training	<input checked="" type="checkbox"/> Delegate Risk Assessments
<input checked="" type="checkbox"/> Community Part. Agreements FU	<input checked="" type="checkbox"/> Federal Review Preparation-Grant Planning	<input type="checkbox"/> FUIP Summer Plan Prevention Cons.-Plans Ret. C	<input checked="" type="checkbox"/> Program Information Report (PIR)

Child Mental Health and Social and Emotional Well Being Service Area Report December 2021	2021-22 Program YR	Total to Date
Preschool Pyramid Model for Positive Behavior Support Train the Trainer Certifications	Module 3 Training Conducted on December 1 st with 11 participants. Modules 1-3 makeup session conducted December 3 rd with 6 participants.	129
Teaching Pyramid Observation Tool Reliability and Coaching Certification Training (<i>Preschool</i>)	Conducted planning process in December.	14
Pyramid Model Preschool Fidelity Classrooms Est. for 2021-22	8	
Infant and Toddler Pyramid Model for Positive Behavior Support - Train the Trainer Certification Series	Virtual Orientation December 13- 14-21 participants registered.	54
Grantee Trainings and Technical Assistance Sessions Provided/ <i>Attended</i>	Trainings: 5 TA: 18-1V Att. 2	
Co-consultations with Agencies for Children with Concerns/Center Visits/Classroom Visits	CC: 60 CV: 18 CIV: 65	
CMH TA Summary Reports, 7 Day Data Review and Corrections -QA Guidance to Agencies	18	

HEAD START-EARLY HEAD START-EARLY HEAD START EXPANSION-EARLY HEAD START CHILD CARE PARTNERS DIRECT SERVICES DATA

HEAD START DECA 45 DAY SCREENING and 90 DAY FOLLOW UP DATA AS OF DECEMBER 31, 2021

	DECA DATA as of 12-31-2021		
AGENCY NAME	PreRating Count	PreRating NEEDS	PreNeeds PCT.%
Allapattah	49	4	0.08
Catholic Charities	641	46	0.07
Centro Mater	347	15	0.04
Easter Seals	265	41	0.15
FCAA	219	38	0.17
Haitian Youth	122	15	0.12
KIDCO Child Care	134	18	0.13
Landow	46	9	0.20
Lejardin Community Center	302	33	0.11
Miami Dade County Public Schools	1001	58	0.06
O'Farrill Learning Center	117	13	0.11
Our Little Ones	81	12	0.15
Paradise Christian School, Inc.	93	22	0.24
St. Albans	70	21	0.31
Sunflowers Academy	34	12	0.35
United Way Center Of Excellence	17	4	0.24
YWCA Of Greater Miami-Dade	157	19	0.12
Consortium Totals:	3695	380	10



EARLY HEAD START-EARLY HEAD START EXPANSION-EARLY HEAD START CHILD CARE PARTNERS DIRECT SERVICES DATA

12-31-2021

Program Totals	446	ASQ SE2	Total # of Screenings Conducted	# of Teacher Concerns	# of Parent Concerns	# of Staff Consultations	# of Teacher-Home Visitor Consultations	# of Parent Consultations	# of Follow up Int. Plans	# of Ind. Mental Health Assessments	# of Clinical Plans	# of Outside Referrals	# Rec'd Ref. Svcs.
EHS w-HB	446	ASQ SE2	282	20		30	21	7	14	0	0	7	0
EHS- CCP1	240	ASQ SE2	144	14		30	1	9	23	0	0	2	0
EHS Expansion w-CCP	552	ASQ SE2	263	11		23	9	12	15	0	0	2	0

EARLY HEAD START ASQ-SE DATA ALL PROGRAM OPTIONS AS OF 12-31-2021

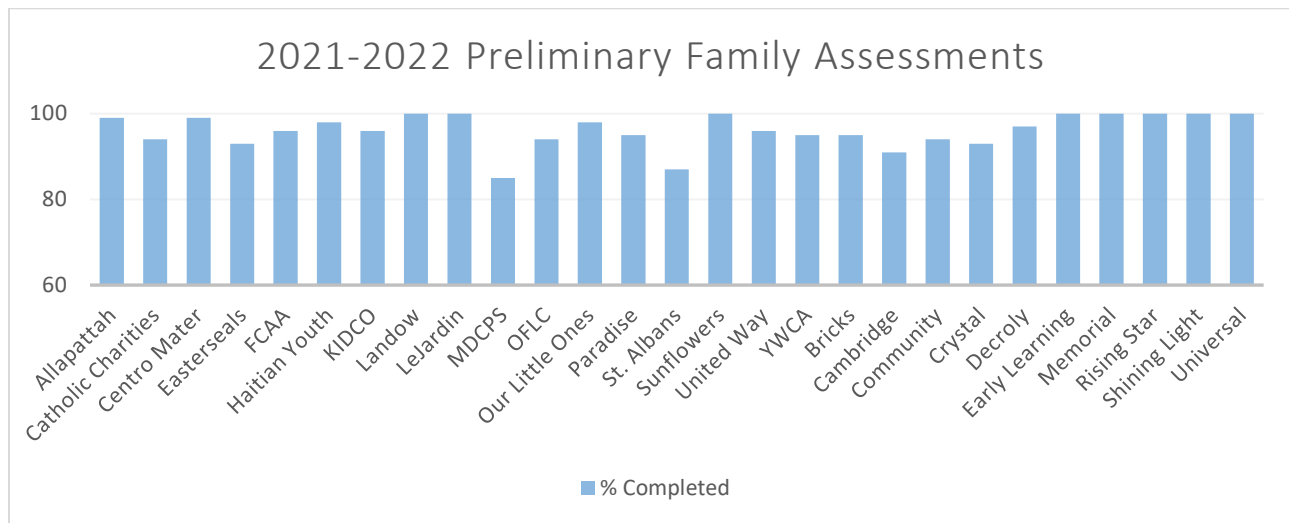
AGENCY NAME	EARLY HEAD START ASQ-SE DATA -ALL PROGRAM OPTIONS 12-31-21		Children Ident
	# Child Profiles	Total Screening Response Rate	ABOVE CUTOFF
Catholic Charities-Centro Hispano EHS (EXP)	34	7 (100%)	0 (0%)
Catholic Charities-Holy Redeemer EHS (EXP)	55	14 (100%)	0 (0%)
Catholic Charities-Lib City Comm Res Ctr EHS (EXP)	62	3 (100%)	0 (0%)
Catholic Charities-Notre Dame EHS (EXP)	18	14 (100%)	0 (0%)
Catholic Charities-Sagrada Familia (EXP)	23	18 (100%)	1 (4%)
Catholic Charities-South Dade EHS (EXP)	57	11 (100%)	0 (0%)
Catholic Charities-South Dade Skills Center EHS (EXP)	60	8 (100%)	0 (0%)
CCP-Bricks Early Learning Center (EXP)	58	17 (100%)	5 (9%)
CCP-Cambridge Academy	132	23 (100%)	1 (1%)
CCP-Cambridge Academy (EXP)	62	12 (100%)	2 (3%)
CCP-Community Outreach Center	29	8 (100%)	1 (3%)
CCP-Crystal Learning Center Inc	204	27 (100%)	0 (0%)
CCP-Decroly Learning Child Care	224	31 (100%)	0 (0%)
CCP-Decroly Learning Childcare Ctr (EXP)	61	13 (100%)	0 (0%)
CCP-Early Childhood Professional Services Inc.	94	0 (0%)	0 (0%)
CCP-Early Learning Center (EXP)	74	22 (100%)	1 (1%)
CCP-Kidz Tyme Learning Academy	33	0 (0%)	0 (0%)
CCP-Memorial Temple Early Childhood	74	19 (100%)	4 (5%)
CCP-Play & Read Academy, Corp	173	0 (0%)	0 (0%)
CCP-Rising Star Academy	73	10 (100%)	1 (1%)
CCP-Room 2 Bloom Academy	44	0 (0%)	0 (0%)
CCP-Room 2 Bloom, LLC	13	0 (0%)	0 (0%)
CCP-Shining Light Childcare Development Center, Inc.	77	13 (100%)	4 (5%)
CCP-St. Alban's Allapattah	107	37 (100%)	7 (7%)
CCP-Universal Academy	25	21 (100%)	2 (8%)
Centro Mater East I EHS	68	14 (100%)	0 (0%)
Centro Mater East I EHS (EXP)	49	4 (100%)	1 (2%)
Centro Mater West Home Based (AND) East I Home Based EXP	255	44 (100%)	2 (1%)
Centro Mater West Home Based/Hia (EXP)	27	0 (0%)	0 (0%)
Centro Mater West I EHS	71	3 (100%)	0 (0%)
Easter Seals Liberty Square EHS	64	10 (100%)	2 (3%)
FCAA DD Simpson EHS - Portables (EXP)	38	8 (100%)	1 (3%)
FCAA Mt. Calvary EHS	127	12 (100%)	0 (0%)
FCAA New Hope EHS (EXP)	52	10 (100%)	0 (0%)
HY-Early Step Learning EHS	112	7 (100%)	1 (1%)
HY-Early Step Learning EHS (EXP)	112	27 (100%)	0 (0%)
HY-Edison Community Resource Ctr (EXP)	76	1 (100%)	0 (0%)
HY-Lillie M. Williams EHS (EXP)	85	2 (100%)	0 (0%)
KIDCO II Creative Learning EHS	56	16 (100%)	1 (2%)
KIDCO IV Creative Learning (EXP)	44	17 (100%)	3 (7%)
KIDCO VI Creative Learning EHS	154	21 (100%)	1 (1%)
KIDCO VII Creative Learning (EXP)	39	12 (100%)	1 (3%)
Landow Yeshiva EHS	84	8 (100%)	0 (0%)
Landow Yeshiva EHS (EXP)	38	16 (100%)	0 (0%)
Lejardin II EHS	135	0 (0%)	0 (0%)
MDCPS-Bethune EHS	534	110 (100%)	13 (2%)
MDCPS-Chapman North-EHS	116	14 (100%)	0 (0%)
MDCPS-Chapman South EHS	173	19 (100%)	0 (0%)
MDCPS-Dr. E L Whigham Elem EHS	52	8 (100%)	0 (0%)
MDCPS-Issac A. Withers EHS	118	19 (100%)	3 (3%)
MDCPS-Leisure City EHS	42	9 (100%)	2 (5%)
OLC-South Miami EHS	53	16 (100%)	1 (2%)
Paradise Christian EHS (EXP)	91	18 (100%)	3 (3%)
Sunflowers Academy #5 EHS (EXP)	58	25 (100%)	1 (2%)
United Way Center for Excellence EHS	64	11 (100%)	1 (2%)
United Way EHS Home Based	32	2 (100%)	0 (0%)
YWCA-Carol Glassman EHS (EXP)	120	20 (100%)	1 (1%)
YWCA-Colonel Zubkoff EHS	81	12 (100%)	1 (1%)
YWCA-Gerry Sweet EHS (EXP)	76	16 (100%)	4 (5%)
YWCA-Intergenerational Center EHS	78	11 (100%)	1 (1%)
	TOTALS: 5240	870 (100%)	73 (1%)
			(ALL CHILDREN
		(ALL CHILDREN SCREENED)	8%

FAMILY & COMMUNITY ENGAGEMENT:

Head Start and Early Head Start parents conducted parent meetings for the month of December. Parent workshops and training were provided in the following topics: Mental Health, Financial Literacy, Child Development Curriculum Overview and The importance of attendance.

The Head Start and Early Head Start program were able to participate in various holiday activities to engage families. Activities such as Santa gift giveaways, Dad take your child to school with Christmas making hats, and holiday food giveaway.

Family assessments continue to be completed with families to identify their strengths and needs. Individual family goals continue to be developed in collaboration with the social services staff. Below are charts detailing the completion status for each delegate agency and child care partner.



NUTRITION

Delegate Sites	Number of HS Operating Days	Number of EHS Operating Days	Breakfast HS	Breakfast EHS	Total # of Breakfast Served	Lunch HS	Lunch EHS	Total # of Lunch Served	Snack HS	Snack EHS	Total # of Snack Served
Allapattah	13		836		836	836		836	836		836
Catholic Charities	13		11530		11530	11632		11632	11207		11207
Centro Mater	13	13	6068	353	6421	6148	353	6501	6072	353	6425
Easter Seals	13	13	3861	80	3941	3874	80	3954	3796	80	3876
Family Christian	13	13	3585	275	3860	3589	275	3864	3168	260	3428
Haitian Youth	13	13	1889	302	2191	1889	302	2191	1888	302	2190
Kidco	13	13	1898	286	2184	1901	285	2186	1846	277	2123
Landow	10	10	714	143	857	719	146	865	655	133	788
LeJardin	13	0	5074	0	5074	5131	0	5131	4304	0	4304
MDCPS	13	13	16717	1841	18558	16726	1843	18569	16727	1843	18570
O'Farrill	13	13	1880	89	1969	1879	89	1968	1871	83	1954
Our Little Ones	13		1273		1273	1314		1314	1222		1222
Paradise Christian	13		1497		1497	1497		1497	1498		1498
St. Alban's	13		1212		1212	1212		1212	1212		1212
Sunflowers	13		438		438	438		438	438		438
United Way	13	13	343	267	610	343	267	610	343	267	610
YWCA	13	13	2095	363	2458	2123	362	2485	2096	347	2443
Total Number			60910	3999	64909	61251	4002	65253	59179	3945	63124

Child Care Food Program Meal Count Worksheet Early Head Start Child Care Partners December 2021

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast	Total # of Lunch Served	Total # of Snack Served
CCP Crystal Learning Center	32	13	257	257	257
CCP Decroly Center	48	13	573	573	573
CCP Memorial Temple	16	13	153	153	153
CCP Comm. Outreach	16	13	173	173	173
CCP Cambridge Academy	24	13	250	251	251
CCP Rising Star Academy	15	13	127	127	127
CCP St. Albans	48	13	428	428	428
CCP Shinning Light Childcare	16	13	164	166	166
CCP Universal Academy	24	13	251	251	251
Total Number			2376	2379	2379

Child Care Partners	Funded Enrollment	Number of Operating Days	Total # of Breakfast Served	Total # of Lunch Served	Total # of Snack Served
Bricks Early Learning Center INC	24	13	282	282	282
Cambridge Academy	24	13	235	235	235
Catholic Charities	120	13	1187	1185	1159
Centro Mater	104	13	189	189	189
Decroly Learning	24	13	253	253	253
Early Learning Center	32	13	289	289	288
FCAA	32	13	358	361	343
Haitian Youth	48	13	304	304	304
Haitian Youth Edison CRC	32	13	502	502	502
KIDCO	32	13	273	270	259
Landow	16	10	152	152	136
Paradise Christian	32	13	351	351	350
Sunflowers	24	13	233	233	233
YWCA	40	13	449	448	442
Total Number			5057	5054	4975

Quality Assurance

The Quality Assurance unit conducted Targeted Monitoring from November 8 to December 9, 2021. Only centers with compliance rates less than 85%, based on the 2020-2021 monitoring results were selected for targeted monitoring. Our focus during this monitoring event was to identify progress and pinpoint where improvement might still be needed, in order to plan targeted technical assistance activities going forward. Agencies were required to submit Corrective Action Plans (CAPs) for any findings. Below are the results comparing the compliance scores between last program year and this year's Targeted Monitoring.

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
Allapattah	ERSEA	75%	90%
	Nutrition	80%	100%
CC Centro Hispano HS	Health	72%	90%
CC Good Shepherd HS	Health	72%	90%
CC Holy Redeemer EHS	Education	66%	90%
CC Liberty City CRC EHS	Education	70%	58%
	ERSEA	82%	63%
	ERSEA	73%	91%
CM East 1 EHS	Mental Health	75%	92%
CM East 1 HS	ERSEA	79%	91%
ES Culmer	Disability	66%	33%
	Mental Health	60%	94%
	FCE	84%	91%
	Health	77%	86%
ES Lib Square HS	Mental Health	76%	88%
	ERSEA	82%	91%
	Health	81%	100%
ES OEBL	Mental Health	55%	94%
	ERSEA	80%	86%
	Nutrition	77%	100%
FCAA DDS Annex HS	Education	78%	80%
	ERSEA	77%	86%
FCAA DDS Portables HS	Disability	80%	81%
	Education	84%	83%
	Mental Health	83%	66%
	ERSEA	72%	90%
	FCE	80%	87%
	Health	81%	86%
FCAA New Hope EHS	Disability	45%	66%
	Mental Health	75%	50%
	Health	82%	100%
HY Early Steps EHS	Education	66%	77%
	Health	83%	87%
HY Early Step HS#2	Education	73%	75%
	Mental Health	66%	64%
	Nutrition	83%	85%
HY Edison EHS	Education	66%	69%

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
	ERSEA	77%	86%
	FCE	63%	75%
HY Lillie M. Williams HS	Education	68%	80%
	Mental Health	72%	55%
	FCE	73%	83%
Landow EHS Expansion	Education	83%	88%
	Disability	45%	75%
	ERSEA	78%	90%
	FCE	68%	85%
Landow HS	Nutrition	80%	100%
Le Jardin 1	Education	84%	88%
	Health	77%	95%
	Nutrition	83%	88%
Le Jardin 2	ERSEA	62%	83%
Le Jardin 3	Disabilities	47%	57%
Le Jardin 5	Nutrition	57%	87%
MDCPS Bethune EHS	Disabilities	68%	75%
	ERSEA	66%	72%
	FCE	50%	50%
	Health	68%	91%
MDCPS CP Meek	Disabilities	12%	33%
	Education	77%	77%
	Health	81%	100%
MDCPS Carol City	Disabilities	37%	33%
	Education	44%	83%
	ERSEA	68%	95%
MDCPS Charles Drew	Disabilities	0%	0%
	Education	73%	78%
	ERSEA	78%	100%
	FCE	70%	81%
	Nutrition	71%	88%
	Health	77%	100%
MDCPS Whigham HS	Disabilities	61%	12%
	Mental Health	53%	46%
	Nutrition	60%	90%
MDCPS GK Edelman	ERSEA	54%	95%
	FCE	41%	85%
	Health	81%	90%
MDCPS Henry Reeves	Nutrition	75%	70%
	Health	81%	90%
MDCPS IAW EHS	Education	68%	94%
	FCE	65%	65%
MDCPS IAW HS	ERSEA	74%	91%
	FCE	72%	77%
	Nutrition	80%	75%

Center	Targeted Area	2020-21 Compliance	2021-22 Compliance
	Health	77%	72%
MDCPS Leisure City HS	Education	61%	54%
	ERSEA	68%	91%
	FCE	80%	69%
	Health	59%	71%
MDCPS Lillie C. Evans	Education	57%	54%
OFLC Arthur Mays	ERSEA	70%	86%
	FCE	76%	100%
OFLC Coral Way	Disability	63%	66%
	Mental Health	52%	71%
OFLC Perrine	ERSEA	65%	86%
	FCE	84%	85%
OFLC South Miami EHS	Disability	66%	44%
	Mental Health	55%	70%
	ERSEA	65%	100%
	FCE	72%	100%
Paradise EHS	FCE	80%	100%
Sunflowers #5 EHS	ERSEA	73%	100%
	FCE	38%	94%
Sunflowers #5 HS	Health	81%	92%
St. Albans Coconut Grove	Disability	40%	100%
	FCE	84%	88%
YWCA Col. Zubkoff EHS	FCE	76%	76%
	Nutrition	83%	92%
YWCA Col. Zubkoff HS	Disability	83%	76%
	Nutrition	80%	80%
YWCA IG EHS	ERSEA	82%	73%



COMMUNITY ACTION AGENCY BOARD

DATE: DECEMBER 2021

AGENDA ITEM NUMBER: 4A9

AGENDA ITEM SUBJECT: COVID-19 CASES – DECEMBER 2021

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

During December 2021, there were a total of 5 cases of positive COVID-19 which consisted of 3 students and 2 staff members.

FUNDING SOURCE:

U.S. Department of Health and Human Services

COVID-19 Cases- December2021

Location	Students	Staff	Total Number of Cases
CCADM- Centro Hispano	1	N/A	1
Rising Star	1	N/A	1
Universal Academy	N/A	1	1
MDCPS Chapman South	1	1	2
Total	3 students	2 staff	5 cases total



COMMUNITY ACTION AGENCY BOARD

DATE: JANUARY 21, 2022

AGENDA ITEM NUMBER: 4A10

AGENDA ITEM SUBJECT: ACF-PI-HS-22-01 FINAL RULE ON FLEXIBILITY FOR HEAD START DESIGNATION RENEWALS IN CERTAIN EMERGENCIES

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

This program instruction from the office of head start establishes parameters by which the OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of data that is normally required.

FUNDING SOURCE:

U.S. Department of Health and Human Services

I. Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-01

[View the Latest COVID-19 Updates from the Office of Head Start](#)

II. Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

ACF-PI-HS-22-01

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-PI-HS-22-01

2. Issuance Date: 01/21/2022

3. Originating Office: Office of Head Start

4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring

A. Program Instruction

To: Head Start and Early Head Start Grant Recipients and Delegate Agencies

Subject: Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

Instruction:

The Office of Head Start (OHS) announced in the [Federal Register](#) a Final Rule that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, [45 CFR §1304.17](#), establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses

the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing [federally declared public health emergency \(PHE\)](#), section 319 of the Public Health Service Act, initially issued on January 31, 2020, and renewed on October 18, 2021, associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2021–2022 program year due to multiple factors that would prevent OHS from obtaining valid and reliable scores. New variables associated with the PHE may create barriers to successfully obtaining CLASS® scores that reflect the classroom environments and the quality of teaching practices. These factors include mask wearing by teachers and children, short-term closing of centers and classrooms, teacher illnesses and absenteeism, staffing issues, reviewer illness, and other health and safety issues. For these reasons, CLASS® may not capture a representative picture of the program’s teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether a grant is subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS is unable to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for Head Start children and families, OHS established a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster, emergency, or PHE.

Effective Date

The new standard described at [45 CFR §1304.17](#) was effective on December 7, 2020, through publication of an Interim Final Rule (IFR). At that time, OHS found good cause to waive the traditional notice and comment process because it would have delayed providing OHS the flexibility to make DRS determinations for certain grants. However, OHS still accepted public comments on the IFR. No changes were made to the regulatory text in this Final Rule based on the public comments that were received.

Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This Final Rule directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies, including PHEs.

Next Steps

Programs are urged to read the [Final Rule](#) in its entirety. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

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

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Program Instruction:

[Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies](#) [PDF, 256KB]

Historical Document



COMMUNITY ACTION AGENCY BOARD

DATE: FEBRUARY 1, 2022

AGENDA ITEM NUMBER: 4A11

AGENDA ITEM SUBJECT: ACF-IM-HS-22-01 HEAD START TRANSPORTATION SERVICES AND VEHICLES DURING THE COVID-19 PANDEMIC

AGENDA ITEM TYPE: INFORMATIONAL

RECOMMENDATIONS: N/A

BACKGROUND/SUMMARY:

The information memorandum regards the transportation of children in school busses and alternate vehicles during the COVID-19 pandemic. The shared strategies for keeping children and staff safe from COVID-19 in vehicles include urging sick staff members to stay home, wearing masks, and keeping hands clean. Improved ventilation, conducting health checks, and distancing children from each other are also suggested in the information memorandum.

FUNDING SOURCE:

U.S. Department of Health and Human Services

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-01	2. Issuance Date: 02/01/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Transportation Services; Vehicles; COVID-19 Pandemic	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

INFORMATION:

School buses and allowable alternate vehicles ([Terms, 45 CFR §1305.2](#)) are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local public health care systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce the transmission of COVID-19 should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Explore strategies below for keeping children and staff safe from COVID-19 in vehicles.

Support Transportation Staff Safety

Encourage these strategies to keep transportation staff and children safe.

1. Require staff members who are sick to stay home, particularly those who have tested positive or are showing COVID-19 [symptoms](#). Sick staff members should not return to work until [the criteria to discontinue home isolation are met](#), in consultation with health care providers and state and local health departments. Staff who have recently had [close contact](#) with a person with COVID-19 should also stay home and monitor their health. The U.S. Centers for Disease Control and Prevention (CDC) has [recommendations sick people should follow](#).

2. Send sick staff home. Send home staff experiencing symptoms during work hours.

3. Wear masks. Make [masks](#) available and ensure their use. The CDC requires the use of masks by passengers over 2 years of age on public transport, including school buses, except for stated exemptions and exclusions. Vehicle operators and bus monitors must wear a mask unless they cannot safely wear one because of a disability as defined by the Americans with Disabilities Act (ADA) or when they are either eating or drinking.

Masks [should not be placed on](#) young children under age 2 or anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Children age 2 and up must wear a mask unless they are either eating or drinking; napping; cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act; or when a child's

health care provider advises an alternative face covering to accommodate the child's special health care needs ([Safety practices, 45 CFR §1302.47](#)).

4. Keep hands clean. Make available and ensure the use of hand hygiene supplies, per CDC recommendations. Proper [hand hygiene](#) is an important infection control measure. Staff and children should wash their hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Supervise children when they use hand sanitizer to prevent ingestion.

- Key times to clean hands include:
- Before, during, and after preparing food or drinks
- Before and after eating or handling food
- After using the toilet
- After coming in contact with bodily fluid
- After blowing your nose, coughing, or sneezing
- After handling garbage
- Additional times to clean hands include:
- Before and after work shifts
- Before and after work breaks
- After touching frequently touched surfaces, such as handrails
- After putting on, touching, or removing masks

Use of Head Start Vehicles to Provide Transportation Services for Children

Encourage these strategies to ensure Head Start vehicles are safe places for transportation staff and children.

1. Follow transportation strategies. As described in the section above, make masks and hand washing supplies available. Encourage their use.

2. Improve ventilation. Keep vehicle windows open as much as is safe and weather and air quality allow.

3. Conduct health checks. Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4 F (38 C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.

4. Distance children from each other. The following suggestions will help reduce the amount of contact that children have with each other when riding in Head Start vehicles:

- Load children into the back of the bus first to reduce contact.
- Position children as far apart as possible with one child per bench. If children are coming from the same home, they may sit together. Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.

5. Help children understand physical distancing. Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that some young children may not understand the need for physical distancing. They rely on adults for their safety and care.

6. Wear gloves. Staff should use gloves if touching surfaces contaminated by body fluids.

Clean Vehicles Between Each Use

Programs should routinely clean vehicles at the end of each day. If a child or adult who rode the bus is reported to have tested positive for or has symptoms of COVID-19, clean and disinfect the bus before using it again.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty.
- For seatbelts and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information around COVID-19 safety precautions, particularly:

- [Early Childhood Education and Child Care Programs](#)
- [Mask Requirement](#)
- [Cleaning Your Facility](#)

Find relevant tips in the U.S. Department of Education [COVID-19 Handbook: Strategies for Safely Reopening Elementary and Secondary Schools](#).

COVID-19 Updates

Programs should make decisions based on current experiences with the staff, children, and families your program. Additionally, check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. Consider using the CDC's [COVID Data Tracker](#). As community conditions continue to change, some programs may need to adjust their program operations and services. Check the [OHS COVID-19 Updates](#) page for more information.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Please stay in touch with your program specialist as you plan and provide program services.

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

/ Dr. Bernadine Futrell /

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