



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
AGENDA
February 12th, 2021 | 10:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/87402405364?pwd=RVl3KzJJMmNWUkpMSjdsUVhnNkV5UT09>

Meeting ID: 874 0240 5364

Password: 021221

Phone Number: +1 669 900 6833 US (San Jose)

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA 2021 Board of Directors					
Lynn Morgan,	A PRI		Board Chairperson		
Walt Kruse,	T LIR		Board Vice-Chair		
			Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB		Kathleen Haff	PUB	
Jeff Brown	PUB		Daniel Anaiah Kirk	PUB	
Joni Drake	LIR		Lloyd Schneider	PRI	
Mary Pulskamp	LIR		Colette Such	PUB	
Linda Rianda	PUB		Serafina Thomas	HSPC	
Susan Ross	PRI		VACANT	LIR	
Jim Wilmarth	PRI				

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Katelyn Peterson	Secretary to the Board	
Pat Porto	Family Resource Services Director	
Tonya Kraft	Lifeline Program Coordinator	
Kristy Moore	Communications Manager	
Patrick Kane	MCHN & CSBG CARES Program Manager	

Others Present:

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
5. **BOARD TRAINING**
 - 5.1. Board of Director Position Description. Pg. 5
 - 5.2. Board of Director versus Executive Director Roles. Pg. 6
 - 5.3. New Member Orientation, to be completed via Zoom before next Board Meeting.
 - 5.3.1. Board Orientation Checklist. Pg. 7

New members include Colette Such, Serafina Thomas, Daniel Anaiah Kirk, and Kathleen Haff.
6. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
 - 6.1. Board Minutes 12/11/2020 Pg. 8
7. **COMMITTEE REPORTS:**
 - 7.1. Finance Committee: Verbal Report of 2/11 Meeting
 - 7.1.1. Approval of Financial Reports (*Org Std 8.7*)
 1. Administrative Budget to Actual Pg. 16
 2. CSBG Budget to Actual Pg. 18
 3. ATCAA Balance Sheet Pg. 19
 4. ATCAA Revenue and Expenditure Report Pg. 20
 5. ATCAA Cash Flow-Overview Pg. 21
 6. ATCAA Cash Flow-Housing Pg. 22
 7. ATCAA Cash Flow-Food Bank Pg. 23
 8. ATCAA Cash Flow-Energy Pg. 24
 9. Housing Support Account - Tuolumne Properties and Varley Place Pg. 25
 10. Fiscal Officer Narrative - 12/2020 Pg. 26
 - 7.1.2. Approval of new Interim Secretary-Treasurer until December Election.
 - 7.2. Nominating Committee: Has not met (pending Low Income Candidates).
 - 7.3. Internal Affairs Committee: Has not met.
 - 7.4. Early/Head Start Policy Council: Verbal Report of 2/5 meeting.
 - 7.4.1. Health & Safety Screener Letter. Pg. 29
 - 7.4.2. Head Start Governance, Leadership & Oversight Capacity Screener Letter. Pg. 30
 - 7.4.3. Selection Criteria for Head Start and Early Head Start (Request for Approval). Pg. 31
 - 7.4.4. Annual Recruitment Plan & Service Area (Request for Approval). Pg. 32
 - 7.5. Executive Committee: Has not met.

8. NEW BUSINESS:

- 8.1. ATCAA Annual forms. Pg. 33
 - 8.1.1. AB1234 Ethics Training.
 - 8.1.2. Form 700, due April 1st. Handout.
 - 8.1.3. Conflict of Interest. Due February 19st. Handout.
- 8.2. Board Vacancy - Tuolumne Low Income Representative
- 8.3. Board Committee Equality – 2021 Board Committee Assignments Pg. 34
 - 8.3.1. Fill vacancies for Nominating Committee (Attempt to have equal sector representation on each committee)

9. OLD BUSINESS:

- 9.1. Board Survey & Assessment Results. Handout.

10. DISCUSSION:

- 10.1. Adjusting Board Meeting Start Time During COVID-19 Pandemic
 - 10.1.1. Request of Member Kirk

11. CSBG REPORT:

- 11.1. Community Needs Assessment, Strategic Plan, and Community Action Plan

12. EXECUTIVE DIRECTOR REPORT:

- 12.1. Opening Service Centers

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

- 13.1. Family Resource Services, Pat Porto (Verbal Report) Pg. 36
 - Drug Free Community
- 13.2. Lifeline, Tonya Kraft (Verbal Report) Pg. 38
- 13.3. Communications, Kristy Moore (Verbal Report) Pg. 40
 - 40th Anniversary Planning
 - CalEITC, Tax, and COVID-19 Outreach
- 13.4. MCHN & CSBG CARES Program, Patrick Kane (Verbal Report) Pg. 42
 - MCHN Kickoff & CSBG CARES
- 13.5. Housing, Denise Cloward (Slide Only) Pg. 44
- 13.6. Food Bank, Joe Tobin (Slide Only) Pg. 46
- 13.7. Energy, Craig Case (Slide Only) Pg. 48
- 13.8. Prevention Programs/YES Partnership, Bob White (Slide Only) Pg. 50
- 13.9. Early Childhood Services, Nancy Miner (Slide Only) Pg. 52

14. ITEMS FOR FUTURE AGENDAS:

- 14.1. Risk Assessment
- 14.2. ROMA Training

15. INFORMATIONAL:

- 15.1. 2021 ATCAA Board Roster by Sector/County. Pg. 53
- 15.2. Head Start Policy Council Minutes 12/4/2020. Pg. 54

- 15.3. ACF Program Instruction on Interim Final Rule of Flexibility for Head Start Designation Renewals in Certain Emergencies (ACH-PI-HS-20-07. Pg. 58
- 15.4. Management Bulletin 20-19a on Updated Guidance on Family Fees for Fiscal Year 2020-21. Pg. 60
- 15.5. CDE Management Bulletin 20-20 on Non-COVID-19 Emergency Closure Requests for Fiscal Year 2020-2021. Pg. 70
- 15.6. CDE Management Bulletin 21-01 on Updated Guidance Regarding Coordination of California Resource and Referral Programs and Local Planning Councils in Support of Families During the COVID-19 Pandemic. Pg. 74
- 15.7. CDE Management Bulletin 21-02 on Guidance on Implementation of Program Quality Requirements during the COVID-19 Pandemic. Pg. 79

16. FUTURE BOARD MEETINGS:

April 9th, 2021

17. ADJOURNMENT:

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

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

ATCAA BOARD OF DIRECTORS POSITION DESCRIPTION

The ATCAA Board of Directors has many important responsibilities. In addition to the list of duties in the ATCAA Bylaws, here is additional information regarding the Board member position.

1. The governing board acts as a body, not as individuals, and its members are bound by the duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.
 - Care: Act in good faith using a degree of diligence, care, and skill.
 - Loyalty: Faithfulness to the CAA and its mission, the Board and avoid conflicts of interest
 - Obedience: obey the law, bylaws, contracts, board decisions, etc.
2. Follow the Governing Regulations: Code of Conduct, Confidentiality and Conflict of Interest Policies
3. Follow the current ATCAA Whistleblowers Policy
4. Attend regularly scheduled Board and Committee meetings and be prepared to participate.
5. Fully participate in the development, planning, implementation, and evaluation of CAA's CSBG program
 - Contribute to the agency Strategic Plan and Work plan
 - Boards are encouraged to help the agency identify possible ways to strengthen agency operations and to identify broad goals and specific results it expects to achieve through its work among low-income individuals, families and communities being served.
6. Become familiar with core agency information, such as the agency's bylaws, articles of incorporation, sources of funding, agency goals and programs, Federal and State CSBG statutes.
 - The Board is a critical stakeholder in assuring adherence to the CSBG Organizational Standards.
 - Periodically review bylaws and personnel policies.
 - Additional policies may be created and you will be asked to review and approve.
 - Boards should request, and be provided with, information concerning actual changes or improvements that have occurred among clients and community as a result of agency assistance.
 - Provide feedback on program yearly outcomes.
5. Participate in the Performance Evaluation of the Executive Director annually as required by the Organizational Standards.
6. Assist Executive Director and Board Chair in identifying and recruiting other Board members to ensure a diverse Board that represents the communities.
 - a. The Organizational Standards require that Board Members receive an orientation and regular training.
7. Serve as an active, ongoing member of at least one Committee.
8. Participate in the annual Board of Directors self-review process.
9. Participate in at least one Fundraiser and/or Staff/Volunteer recognition event annually
10. Inform others about ATCAA
11. Get to know other Board members

Board of Directors v Executive Director Roles within the CAA

Role of the Board of Directors

In general terms, the board of directors provides oversight and guidance to the executive director and the nonprofit's other staff members. The board ensures that the organization stays aligned with its mission and values in addition to complying with all federal and state laws.

Specifically, the board of directors has oversight over the following areas:

(1) Legal Oversight.

The board ensures that it is operating in accordance with its mission and the purpose for which it was granted tax-exempt status.

As safeguards of the public trust, board members are responsible for protecting the organization's assets.

The board ensures legal and ethical integrity and maintains accountability.

(2) Management Oversight.

The board is responsible for ensuring that the nonprofit corporation is being run well.

The board selects the executive director and decides his/her role.

The board supports the executive director and assesses his/her performance.

The board has the power to hire and remove the executive director.

(3) Financial Oversight.

The board provides proper financial oversight, including setting and approving an annual budget.

The board ensures there are financial resources. Many board members are involved in making sure the nonprofit has the money it needs. This may include making personal donations, organizing fundraising events, or other fundraising activities.

(4) Program Oversight.

The board ensures that programs are in place to further the mission and goals of the organization.

Role of the Executive Director

While the board's role is to oversee, many times the board will hire a key staff person to execute those policies, programs, and initiatives. This person is often called the executive director. The executive director is more involved than the board in the day-to-day operations of the organization.

(1) Staff Management.

The executive director hires, supervises, and motivates the staff of the nonprofit.

(2) Development and Management of Policies and Programs.

The executive director works with the staff to develop policies to guide the organization and programs to fulfill its charitable purpose.

(3) Staff Liaison to the Board of Directors.

The executive director must also keep the board informed of what the organization is doing. The executive director attends board meetings and maintains open lines of communication with the board of directors.

Shared Responsibilities

A nonprofit's board of directors and executive director should also work together on broader projects that are important to the well-being of the organization:

(1) Strategic Plan.

The board and executive director work together to create a strategic plan to guide the organization.

(2) Fundraising Plan.

The board and executive director develop a fundraising plan to ensure that the organization has the resources needed to fulfill the strategic plan.

(3) Evaluation of the Organization.

The board and executive director implement periodic evaluations of the organization to ensure that the nonprofit remains true to its mission and is effective.



Amador-Tuolumne Community Action Agency Board Orientation Checklist (to be used with Board Manual)

- ATCAA Vision and Mission Statement
- Brief History of Community Action
 - Community Action Commonly Used Acronyms
- What is CSBG?
 - Organizational Standards for Public CAA
- What is ROMA?
- Formation of ATCAA and ATCR
 - Share about *JPA*
 - *Board Bylaws* – review key points
- Board Position Description
- Board v Executive Director Roles within the CAA
- ATCAA Board Structure, Procedures and Policies
 - *Process for filling a Board Vacancy*
 - Board Committees
 - ❖ *Board of Directors Roster*
 - ❖ *Committee Assignments Roster*
 - *Finance Committee Member- review of fiscal materials and current lease and property spreadsheet*
 - Board Meetings
 - ❖ *Board Meeting Calendar*
 - ❖ Public Hearing Procedure-*Rosenburg's Rules of Order*
 - Governing Regulations
 - ❖ *Fair Political Practices Commission (FPPC) Conflict of Interest Code with Appendix*
 - ❖ *ATCAA Code of Conduct and Conflict of Interest Policy (sign and return original document)*
 - ❖ *Form 700 (complete and return original document)*
 - ❖ *FPPC Ethics Training (complete biennially and return signed certificate)*
 - ❖ Board Actions/Resolutions
- Shared Decision-Making and Head Start Standards
- Agency Policies and Procedures
 - Whistleblower Policy
- *ATCAA Program Overview*
- *ATCAA Organizational Chart/Structure*
- *ATCAA Strategic Plan*
- *ATCAA Agency-Wide Financial Audit*
- *ATCAA Board Packet review- use most recent or upcoming*



**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
MINUTES – to be approved 2/12/2021
December 11th 2020 | 10:30 a.m.**

Zoom Video Conference

URL: <https://us02web.zoom.us/j/81100613386?pwd=FnhsVWw4bDduZW5nU2dJNWk4bVZrQ3>

Meeting ID: 811 0061 3386

Password: 121120

Phone Number: +1 669 900 6833 US (San Jose)

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

The meeting was Called to Order at 10:34am by Chair Lynn Morgan.

2. ROLL CALL:

ATCAA 2020 Board of Directors					
Lynn Morgan,	A PRI	P	Board Chairperson		
Walt Kruse,	T LIR	P	Board Vice-Chair		
Karl Rodefer,	T PUB	P	Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB	P	Ryan Campbell	PUB	P
Jeff Brown	PUB	P		HSPC	
Joni Drake	LIR	P	Dana Reel	LIR	P
Mary Pulskamp	LIR	A	Lloyd Schneider	PRI	P
Linda Rianda	PUB	A	Colette Such	PUB	P
Susan Ross	PRI	P			
Jim Wilmarth	PRI	P			

ATCAA Staff		
Joseph Bors	Executive Director	P
Bruce Giudici	Fiscal Officer	P
Rachel Leach	CSBG Coordinator	P
Katelyn Peterson	Secretary to the Board	P
Denise Cloward	Housing Director	P
Joseph Tobin	Food Bank Director	P
Craig Case	Energy Director	P
Robert White	Prevention Program Director	P
Nancy Miner	Early Childhood Services Director	P

ATCAA Board of Directors Minutes 12/11/2020 12

Others Present: Serafina Thomas, potential Board Member, Peter Dubin and Robert Izabal, Auditors from Izabal, Bernaciak & Company, Pat Porto, ATCAA Family Resource Services Director.

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
Member Rodefer moved and Schneider seconded the Approval of the Agenda. MPU by roll call vote.
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
Member Schneider informed the Board that he is having issues with his atcaa.org email system. His emails keep disappearing. Executive Director Joseph Bors invited IT to help assist with figuring it out.
Executive Director Joseph Bors informed the Board that two Board members will be leaving and wanted to recognize them. Karl Rodefer has been on the Board for 8 years and Dana Reel has been on the Board for 13 years. Bors presented framed certificates thanking them for their years of Visionary Guidance, Exceptional Leadership and Unconditional Commitment serving as a Member of the Amador Tuolumne Community Action Agency's Board of Directors. Their compassion and dedication to ATCAA's Vision and Mission have helped make our community stronger. Once presented, Board members gave thanks to both Rodefer and Reel.
5. **NEW BOARD MEMBER APPOINTMENT:** Consideration to appoint Serafina Thomas. (Org. Std. 5.2).
 5.1. Serafina Thomas will represent the Head Start Policy Council in the Low-Income Sector, replacing Robin Gallegos whose term ended October 2020.
Member Schneider moved and Ross seconded the Appointment of Serafina Thomas to the ATCAA Board. MPU by roll call vote. Member Thomas is a voting member for the remainder of the meeting.
6. **ANNUAL AUDIT PRESENTATION:**
 6.1. Presentation of Audit completed by Izabal, Bernaciak & Company (Org. Std. 8.1, 8.2, 8.3, and 8.4). Handout.
Robert Izabal and Peter Dubin presented the ATCAA Audit for Fiscal Year Ending 6/30/2020. Izabal was happy to report that there were no instances of non-compliance and no findings which will extend ATCAA's low risk grantee status. Because of COVID-19, Izabal informed the Board that not everyone has their audit completed, ATCAA should consider themselves lucky for having theirs done.

ATCAA Board of Directors Minutes 12/11/2020 13

Member Axe moved and Schneider seconded the Approval of the ATCAA Audit Fiscal Year Ending 6/30/2020. MPU by roll call vote.

Fiscal Officer Bruce Giudici thanked his fiscal staff for making the Audit easy.

- 7. CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

7.1. Board Minutes 10/9/2020 Pg. 4

Member Schneider moved and Rodefer seconded the Approval of the Consent Agenda. Motion passes. Members Reel, Ross, Such, and Thomas abstained.

8. COMMITTEE REPORTS:

8.1. Finance Committee: Verbal Report of 12/11 Meeting

8.1.1. Approval of Financial Reports (*Org Std 8.7*)

1. Administrative Budget to Actual Pg. 12
2. CSBG Budget to Actual Pg. 14
3. ATCAA Balance Sheet Pg. 15
4. ATCAA Revenue and Expenditure Report Pg. 16
5. ATCAA Cash Flow-Overview Pg. 17
6. ATCAA Cash Flow-Housing Pg. 18
7. ATCAA Cash Flow-Food Bank Pg. 19
8. ATCAA Cash Flow-Energy Pg. 20
9. Housing Support Account - Tuolumne Properties and Varley Place Pg. 21
10. Fiscal Officer Narrative- 12/2020 Pg. 22

Member Rodefer informed the Board that at the meeting the Committee was presented a detailed overview of ATCAA's finances. Despite COVID-19, ATCAA is in good financial shape. There are no problems not being dealt with. There was no action taken, it was just an informational meeting. Executive Director Bors provided more detail saying ATCAA is behind in revenue and expenses since the Weatherization Department is closed. Only \$15,000 behind schedule. The Housing Support funds are still in debt, however the plan to get back to black is ahead of schedule. Carter St. debt was \$50,000 when Bors took over, it is now \$10,000 and Varley Place was \$150,000 in debt and today it is \$99,000. Bors also informed the Board that a new grant has been acquired to create a Medi-Cal Health Navigator, which will help sign up ATCAA customers for Medi-Cal if they need it.

8.2. Nominating Committee: Has not met

8.3. Internal Affairs Committee: Has not met.

8.4. Early/Head Start Policy Council: Verbal Report of 11/6 and 12/4 meeting.

Early Childhood Services Director Nancy Miner reported out that in December's meeting they elected a new slate and Serafina Thomas volunteered to be on the ATCAA Board as she brings a wealth of knowledge. Thomas will be reporting out at the next Board meeting.

8.4.1. Head Start/Early Head Start 2020 NSF Waiver. Pg. 25

Miner is asking for this waiver as with COVID-19 it is very difficult for volunteers to participate along with the low enrollment in the State Preschool program. Miner is hopeful for next year.
Member Kruse moved and Axe seconded the Approval of the 2020 NSF Waiver. MPU by roll call vote.

8.4.2. Head Start/Early Head Start 2020 No Cost Extension. Pg. 26

Miner is asking for this extension because they were unable to spend because of the closures and COVID-19. They were also unable to complete big projects as no one would bid. They have been spending funds on things like individual supplies and nap dividers along with providing mental health services and more staff time cleaning/sanitizing.
Member Rodefer moved and Reel seconded the Approval of the Head Start/Early Head Start 2020 No Cost Extension. MPU by roll call vote.

8.5. Executive Committee: Verbal Report of 10/19, 10/29, and 11/6 meetings.

Chair Morgan informed the Board that the Committee has met 3 times to discuss the complaint they received just before the October Board meeting. They have drafted a letter with advice from legal counsel as a response to send to the complainant that reads: "The Board appreciates you bringing your concern to the ATCAA Board. After reading your complaint and hearing your thoughts and concerns at an ATCAA Executive Committee meeting, as well as follow up meetings with key ATCAA personnel, the Executive Committee has recommended the following to the ATCAA Board. 1. That a policy or procedural change is implemented that requires the Director of Early Childhood Services to report annually to the ATCAA Board, the completion of Personal Rights, Child Abuse and Unusual Incident training and reporting requirements. 2. All appropriate actions have been taken in regard to employee training and performance goals relating to your concerns. No other action is recommended. 3. A review was conducted by the Head Start program and Community Care Licensing yielding corrective actions which have subsequently been closed to the satisfaction of reviewing agencies. No other action is recommended." This was an Executive Committee action and was done in Closed Session. Morgan said the complainant may not like the letter and might see back in the future. Morgan ended the report saying she is happy with how Bors handled the issue in the organization in a sensitive manner.

9. NEW BUSINESS:

9.1. Resolution 2020-11 Tuolumne Public Power Agency (TPPA) JPA Amendments. Pg. 27
Bors informed the Board that ATCAA sits as Member Agency on the TPPA Board. This Resolution changes the Joint Powers Agreement (JPA) that would allow all members of the community to join, not just Non-Profit or Government Agencies. With the new JPA, it These changes will have no impact on ATCAA. This change is almost exclusively for their Tribal members who are currently only allowed to be Tier 2 members (and pay a slightly higher rate). The intention is to make all members equal but if they have any meters that bring a profit (like a casino, hotel, etc.) those accounts will be Tier 2 and will be the first to lose TPPA rates if collective members ever start to go over our power allocation. According to Member Rodefer, who also sits on their Board of Directors, they have excess electricity from the New Melones Dam.
Member Axe moved and Ross seconded the Approval of Resolution 2020-11 Tuolumne Public Power Agency (TPPA) JPA Amendments. MPU by roll call vote.

ATCAA Board of Directors Minutes 12/11/2020 15

10. CSBG REPORT:**10.1. Board Survey and Board Self-Assessment Results.**

Bors apologized to the Board that his presentation was not ready. He will present the Board Survey and Board Self-Assessment Results at the February 12, 2021 meeting.

11. EXECUTIVE DIRECTOR REPORT:**11.1. ATCAA Employee Health Benefits 2021 (Allowed under Personnel Policy 5.1)**

Bors thanked the Board for approving Personnel Policy 5.1 in October which allows the Executive Director to have limited power to approve the Employee Health Benefits without having to get Board approval. By allowing this, Bors, with assistance from Giudici, was able to make the decisions regarding employee benefits. The decisions changed all five options that ATCAA offers: medical, dental, vision, life, and accidental death or dismemberment insurance. United Healthcare was chosen for medical, and Sun Life was chosen for the rest. With United Healthcare, ATCAA was offered a large group rate which has a total premium savings of around \$6,000 a month, average of \$120 per employee that is going to the employee. ATCAA also is now paying 90% of employee premiums (was 85%) and 83.5% for dependents (was 75%). For Sun Life, there is no increase in costs and no lost coverage. Bors is doing this to retain employees and entice new staff to consider working at ATCAA.

11.2. New Energy & Water Conservation Director

Bors told the Board that he has hired back Craig Case for the Energy & Water Conservation Director position, replacing Astrid Torres.

12. PROGRAM PRESENTATIONS: (Org Std. 5.9)**12.1. Housing, Denise Cloward (Verbal Report), Pg. 29****Contracts/Amendments**

ESG-CV Round 1 awarded \$548,800

ESG-CV Round 2 Submitted \$ 1,710,000.00

Sutter Amador Hospital \$ 50,000 Non Congregate Room key extension

All 6 HHAP Round 1 contracts out to all 4 Counties

Accomplishments

ESG-CV Round 2 submitted in ECIVIS, pending

MLJT MOU –Coordinated Entry Systems

Smart Money Financial Literacy Classes online, offered in High School

CACFP Audit, complete, no findings from Department of Education

In Progress

Point in Time Count- Observation Survey, sheltered count, waivers submitted to HUD Due to COVID

All COVID- HHAP-HEAP Reporting due 12-31-2020 (HMIS, Fiscal, Program responses due)

HHAP Round 2, Due 1-23-2021

Christmas at shelters, donations, adopt a family, collecting wish lists

ATCAA Board of Directors Minutes - 12/11/2020-16

12.2. Food Bank, Joseph Tobin (Verbal Report), Pg. 31

Contracts/Amendments

Entered into a contract with Gold Electric, Inc for the Emergency Backup Generator Project. (\$52K)

Began a partnership with PG&E, to distribute Emergency Food Boxes during PSPS Events. (\$40 box of food)

Entered into a contract to purchase Refrigerated Box Truck through Interstate Truck Center (\$140K)

TEFAP MOU# 015-MOU-00151 received an additional \$240,995 in CRF funding.

Accomplishments

Had another successful audit with Feeding America.

Completed all 14 partner agency site audits.

Successful Thanksgiving Holiday Food Basket distribution; served over 300 families in 1 day!

Purchased new racking, equipment, and food for warehouse with CRF received through the CDSS. (\$114K)

Designed new Indoor Walk-In Freezer to suit our needs (30'x18'x10'); held pre-bid meeting; received bids.

In Progress

Working on awarding and completing contract for Walk-In Freezer Project. (\$242K)

Hiring new Food Bank Operations Coordinator.

Refining 2021 Holiday Food Basket procedures; from sign-up, to distribution.

Building 2020 Christmas Holiday Food Baskets and prepping for distribution day (Monday, December 23rd)

Continuing Christmas Holiday Food Basket Signups (through Wednesday, December 16th)

Building 2021 Program Schedules (2021 Calendar)

12.3. Energy, Craig Case (Verbal Report). Pg. 33

Contracts/Amendments

2020 LIHEAP, ends 12/31/21. ~34% remains.

2021 LIHEAP ends 6/30/22, Funding = \$1,199,807

LIHEAP CARES, ends 4/31/21. ~\$168K remains.

DOE WAP, ends 12/31/2020.

Disgorgement Contract (\$\$ from FERC v Barclay's bank), ends 12/31/20.

PG&E LIEE, annual, ~\$30K

All water grants are now essentially spent out.

Accomplishments

The Utility Assistance team has enjoyed the lion's share of funding during the pandemic, so more clients are receiving more \$\$ for electricity and propane.

The WX team just finished two of the first jobs since March, using the Emergency Heating and Cooling Services provision of the 2020 LIHEAP contract.

We just took delivery of a Ford work van that we've been trying to purchase for almost 3 years!

ATCAA Board of Directors Minutes 12/11/2020 17

In Progress

Reduced weatherization activity resumed 11/30/20.
Program monitoring by CSD is about to commence.
Craig is catching up fast.

12.4. Prevention Programs/YES Partnership, Bob White (Verbal Report). Pg. 35

Contracts/Amendments***Accomplishments***

The YES Partnership launched their new website. The site can be viewed at www.yespartnership.net.
The Friday Night Live programs received MIGS (Member in Good Standing) recognition from the California Friday Night Live Partnership after a thorough peer-review process.
The YES Partnership and the Tuolumne County Sheriff's Department celebrated the 10th anniversary of the RX Take Back Day program in Tuolumne County on October 24. To date there has been 6,602 pounds of prescription drugs collected for proper disposal.
The LivingWorks Start online suicide prevention training was launched on September 10th.

In Progress

The annual YES Partnership Holiday Luncheon will change format this year to include a virtual auction and drive-thru lunch. The virtual auction launched on the YES Partnership on December 1st. The drive-thru lunch will be held on December 12th.
The YES Partnership established a Cannabis Education Committee.
LivingWorks Faith online suicide prevention training for the faith community.

12.5. Early Childhood Services, Nancy Miner (Verbal Report). Pg. 37

Contracts/Amendments

We are requesting a no-cost extension to be able to spend out \$250,000 of the 2020 Head Start /Early Head Start Base Grant and \$140,000 of CARES funding during 2021.
A 2020 Head Start/Early Head Start Non-federal Share Waiver for \$440,00 will be submitted this month.
The 2021-22 California State Preschool Program Continued Funding Application was submitted to CDE on 10/26/20.

Accomplishments

We completed a Child and Adult Care Food Program (CACFP) review with no findings.
Staff completed active supervision training and the first part of the Teaching Pyramid training to promote children's social/emotional development.
Mental Health Consultants and coaches for teaching staff can now observe classrooms virtually to provide services.
Developmental screenings and assessments are being completed for all children whether receiving in-person or distance learning services.

In Progress

Flooding damage to flooring, walls and cupboards at Jamestown Head Start, due to a broken pipe, is almost repaired.

The electrical project to add lighting to the parking lot at Blue Bell is ongoing.
Enrollment numbers for Head Start, Early Head Start and CSPP are gradually improving.
Community partners, including Pat Porto, are providing virtual educational opportunities for parents and staff about health, safety, parenting, and mental health topics. These sessions are also recorded for on-demand viewing.
Comprehensive training and professional development plans for all ECS positions and staff are in development.
Training on children's personal rights, reporting unusual incidents, and self-care is scheduled for all staff on 1/4/21.

- 12.6. Family Resource Services, Pat Porto (Slide Only). Pg. 39
- 12.7. Lifeline, Tonya Kraft (Slide Only). Pg. 41
- 12.8. Communications, Kristy Moore (Slide Only). Pg. 43
- 12.9. Central Sierra Connect, Patrick Kane (Slide Only). Pg. 44

13. ITEMS FOR FUTURE AGENDAS:

- 13.1. Strategic Plan
- 13.2. Board Survey and Board Self-Assessment Results (Item 10.1)

14. INFORMATIONAL:

- 14.1. 2021 ATCAA Board Meeting Dates. Pg. 45
- 14.2. CDE Management Bulletin 20-19 on Guidance on Family Fees for Fiscal Year (FY) 2020-21. Pg. 46
- 14.3. CDE Management Bulletin 20-20 on Non-COVID-19 Emergency Closure Requests for Fiscal Year 2020-21. Pg. 54
- 14.4. ACF Information Memorandum on FY 2021 Monitoring Process. Pg. 58
- 14.5. ACF Program Instruction on Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships (ACF-PI-HS-20-06). Pg. 61
- 14.6. Head Start Policy Council October 2020 Minutes. Pg. 64
- 14.7. Head Start Policy Council November 2020 Minutes. Pg. 69

15. FUTURE BOARD MEETINGS:

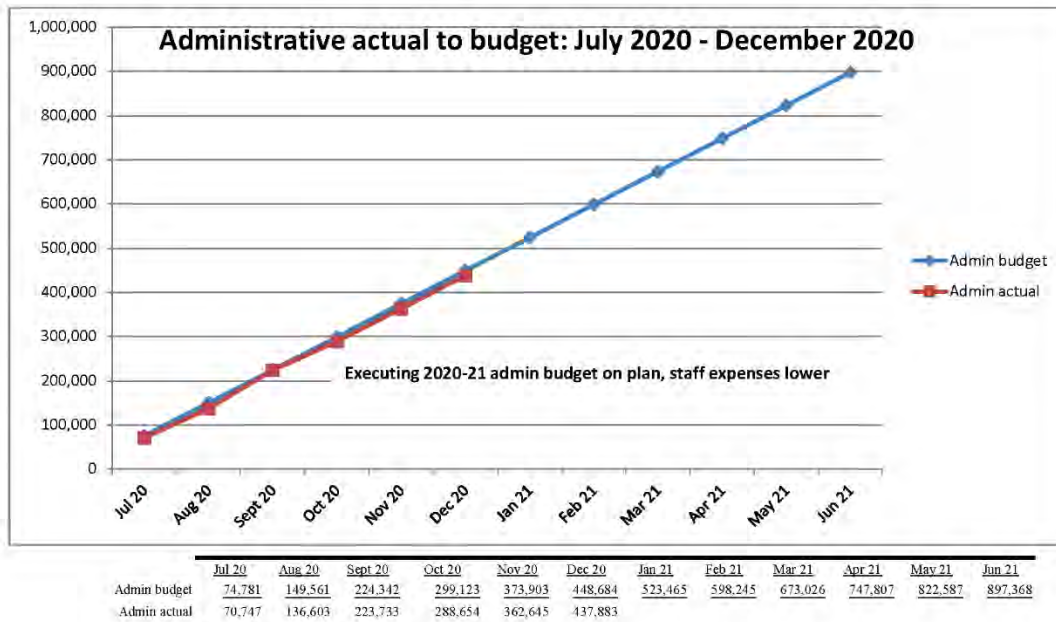
February 12th, 2021

16. ADJOURNMENT:

The meeting was adjourned at 12:47pm by Chairperson Lynn Morgan.

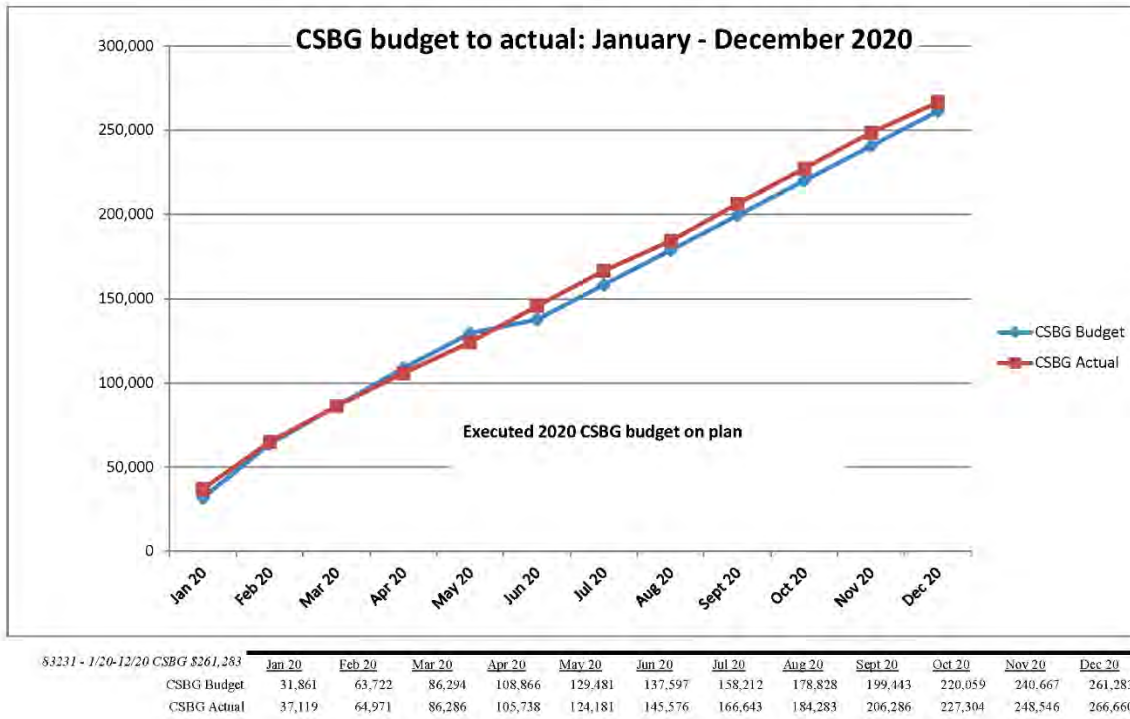
LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590, State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

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



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
2020-21 Administrative Actual to budget report: July 2020 - December 2020

	20-21 Budget Funds 91471 & 91481	July 2020- December 2020 Unaudited	% Budget received	Amount Budget Remaining	Forecast to complete	Cost at completion	Forecast budget variance
REVENUE			50%				
Amador & Tuolumne Counties	\$49,000	\$24,502	50%	\$24,498	\$24,500	\$49,002	\$2
Private Revenue-Non Fed	0	0		0	0	0	0
Contractual Admin. Revenues:							
2020 CSBG (Jan20-Jun20)	70,000	68,577	98%	1,423	0	68,577	-1,423
2021 CSBG (Jan21-Jun21)	75,000	0	0%	75,000	75,000	75,000	0
Contractual Admin. Revenue	703,368	334,768	48%	368,600	323,218	657,986	-45,382
Total Cash Revenue	\$897,368	\$427,847	48%	\$469,521	\$422,718	\$850,565	-\$46,803
DIRECT EXPENSE			% Budget spent				
Personnel Expense							
Total Salaries & Wages	\$440,923	\$212,587	48%	\$228,336	\$212,587	\$425,174	-\$15,749
Total Fringe Benefits	180,895	83,636	46%	97,259	83,636	167,272	-13,623
Total Personnel Expense	\$621,818	\$296,223	48%	\$325,595	\$296,223	\$592,446	-\$29,372
Non-personnel Expense							
Total Travel (Out-of-Area)	\$1,200	\$0	0%	\$1,200	\$1,200	\$1,200	\$0
Total Supplies	8,300	1,986	24%	6,314	1,986	3,972	-4,328
Total Contractual	164,200	94,923	58%	69,277	65,919	160,842	-3,358
Total Other (Equipment Expense)	9,600	10,737	112%	-1,137	6,122	16,859	7,259
Total Other (General Personnel Costs)	4,400	52	1%	4,348	1,000	1,052	-3,348
Total Other (General Operating Costs)	34,050	10,024	29%	24,026	15,024	25,048	-9,002
Total Other (Space/Occupancy Costs)	51,130	23,936	47%	27,194	23,936	47,872	-3,258
Total Other (Special Departmental Co:	0	0	0%	0	0	0	0
Total Non-personnel Expense	\$272,880	\$141,658	52%	\$131,222	\$115,187	\$256,845	-\$16,035
TOTAL DIRECT EXPENSE	\$894,698	\$437,881	49%	\$456,817	\$411,410	\$849,291	-\$45,407
BOARD of DIRECTORS EXPENSE							
Non-personnel Expense							
Total Contractual	\$0	\$0	0	\$0	\$0	\$0	\$0
Total Supplies	\$100	90	0	10	90	180	80
Total Other (General Personnel)	\$350	116	0	234	116	232	-118
Total Other (General Operating)	2,220	431		1,789	431	862	-1,358
TOTAL BOARD of DIRECTORS EXPENSE	\$2,670	\$637	24%	\$2,033	\$637	\$1,274	-\$1,396
TOTAL ADMIN EXPENSE	\$897,368	\$438,518	49%	\$458,850	\$412,047	\$850,565	-\$46,803
	2020-21 Budget	July 2020- December 2020 Unaudited		Variance to budget	Next 6 months	Year end projection	Variance to budget
Revenue over/under Expenditures							
Total Revenue	\$897,368	\$427,847		-\$469,521	\$422,718	\$850,565	-\$46,803
Less Total Expenditures	897,368	438,518		458,850	412,047	850,565	46,803
Current Year Revenue over/under Expendi	\$0	-\$10,671		-\$10,671	\$10,671	\$0	\$0
Carryover from prior years	226,214	226,214				226,214	
Year end revenue over/under expenditures	\$226,214	\$215,543				\$226,214	



Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative

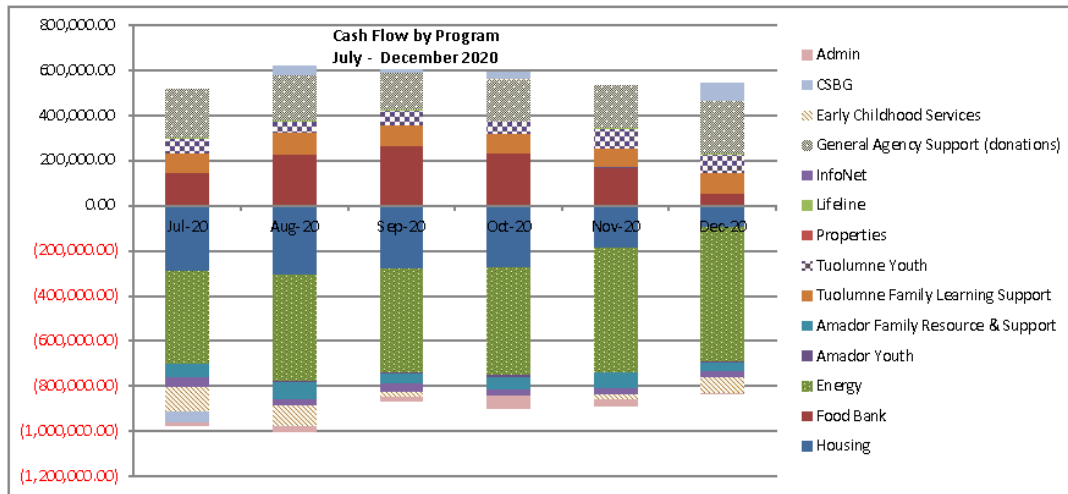
	UNAUDITED <u>December 31, 2020</u>		UNAUDITED <u>June 30, 2020</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	2,476,007		2,931,455	
Prepaid Deposits & Expenses	318,727		285,644	
Accounts Receivable	1,638,076.8		1,195,731	
Weatherization Materials Inventory	139,328		141,369	
Construction In Progress				
Structures & Improvements		6,977,797		6,977,797
Vehicles & Equipment		1,131,710		1,131,710
Land		460,999		460,999
Accumulated Depreciation		-3,794,635		-3,794,635
Total Assets	<u>4,572,139</u>	<u>4,775,870</u>	<u>4,554,198</u>	<u>4,775,870</u>
Liabilities				
Accounts Payable	276,257		534,706	
Refundable Deposits	14,664		15,264	
Salaries & Benefits Payable	79,888		34,608	
Accrued Paid Time Off	183,418		173,712	
Notes Payable	0	334,647	0	342,485
Deferred Revenue	<u>3,333,103</u>		<u>3,211,581</u>	
Total Liabilities	<u>3,887,329</u>	<u>334,647</u>	<u>3,969,871</u>	<u>342,485</u>
Net Assets				
Invested in Capital Assets		4,441,224		4,433,386
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	<u>100,000</u>		<u>100,000</u>	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>162,858</u>		<u>153,447</u>	
Total Assigned Fund Balance	<u>202,961</u>		<u>193,550</u>	
Unassigned Fund Balance	<u>381,848.8</u>		<u>290,778</u>	
Total Net Assets	<u>684,809</u>	<u>4,441,224</u>	<u>584,328</u>	<u>4,433,386</u>
	<u>4,572,139</u>	<u>4,775,870</u>	<u>4,554,198</u>	<u>4,775,870</u>

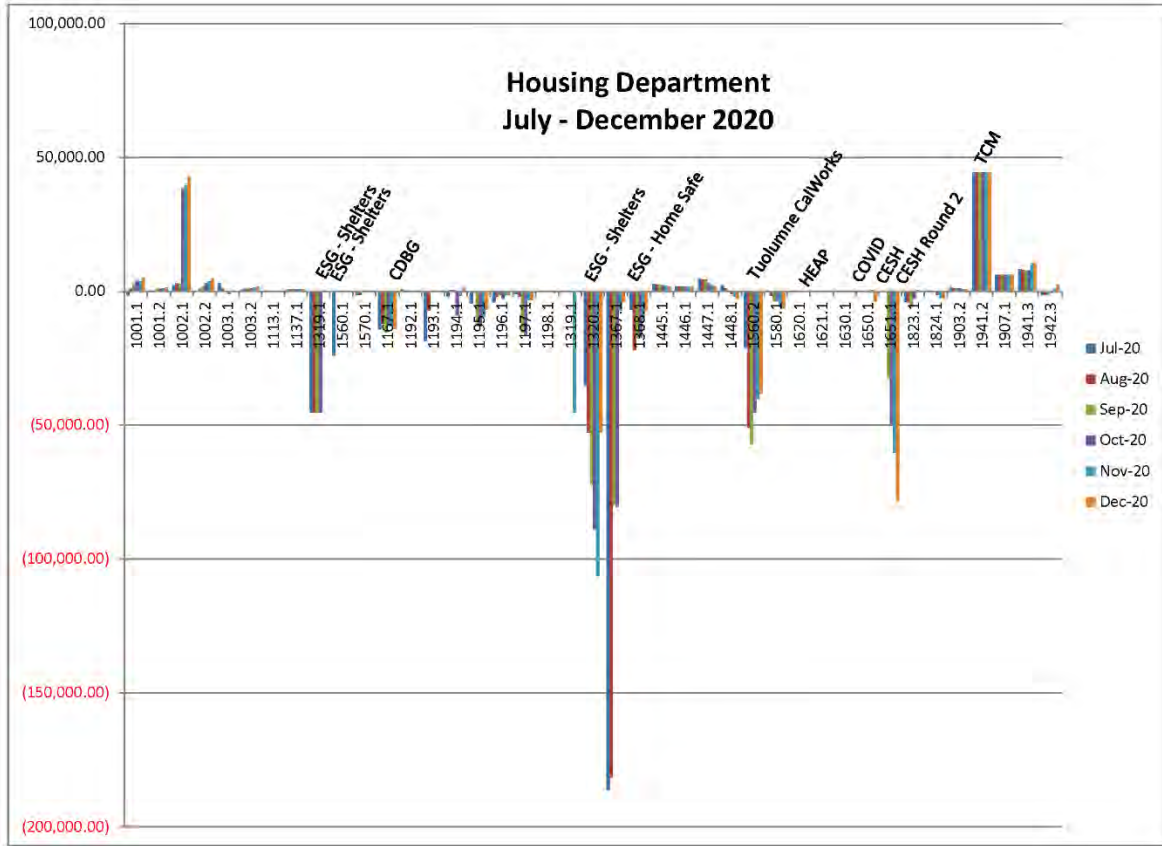
Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement

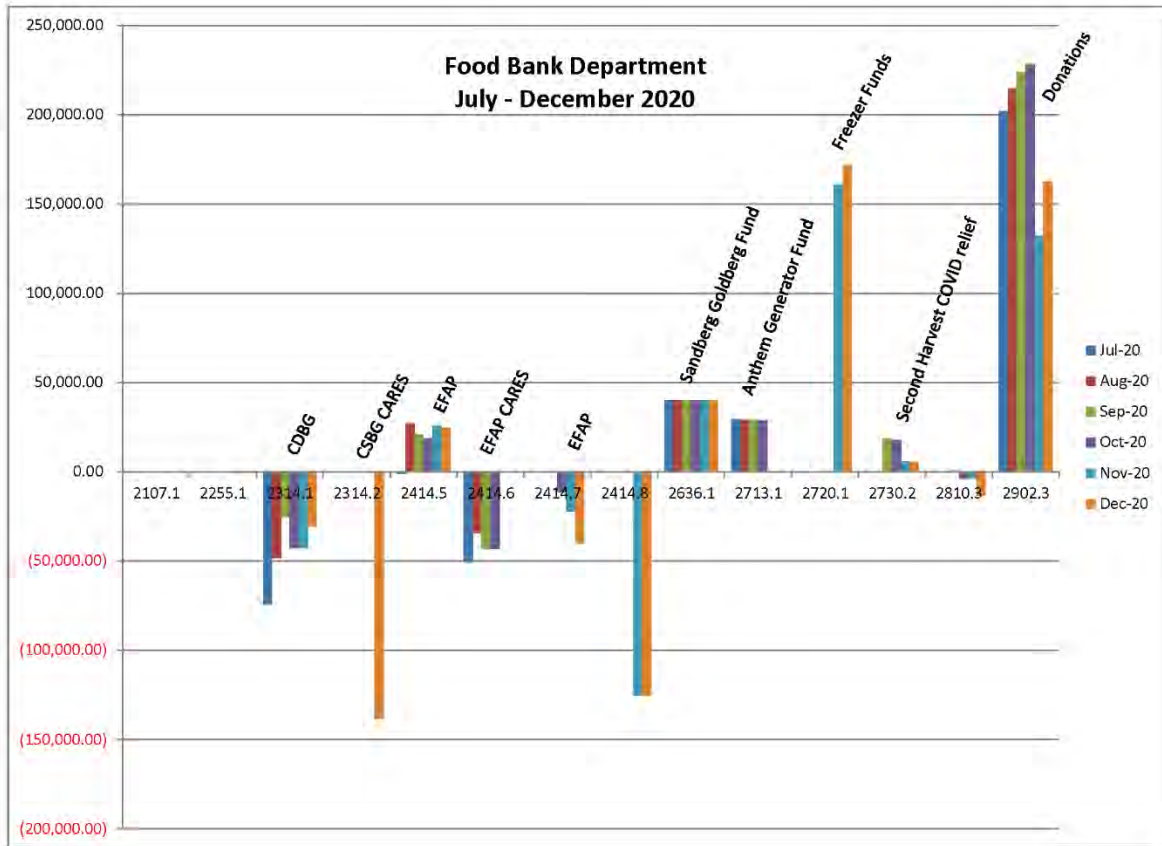
July 1, 2020 - December 31, 2020

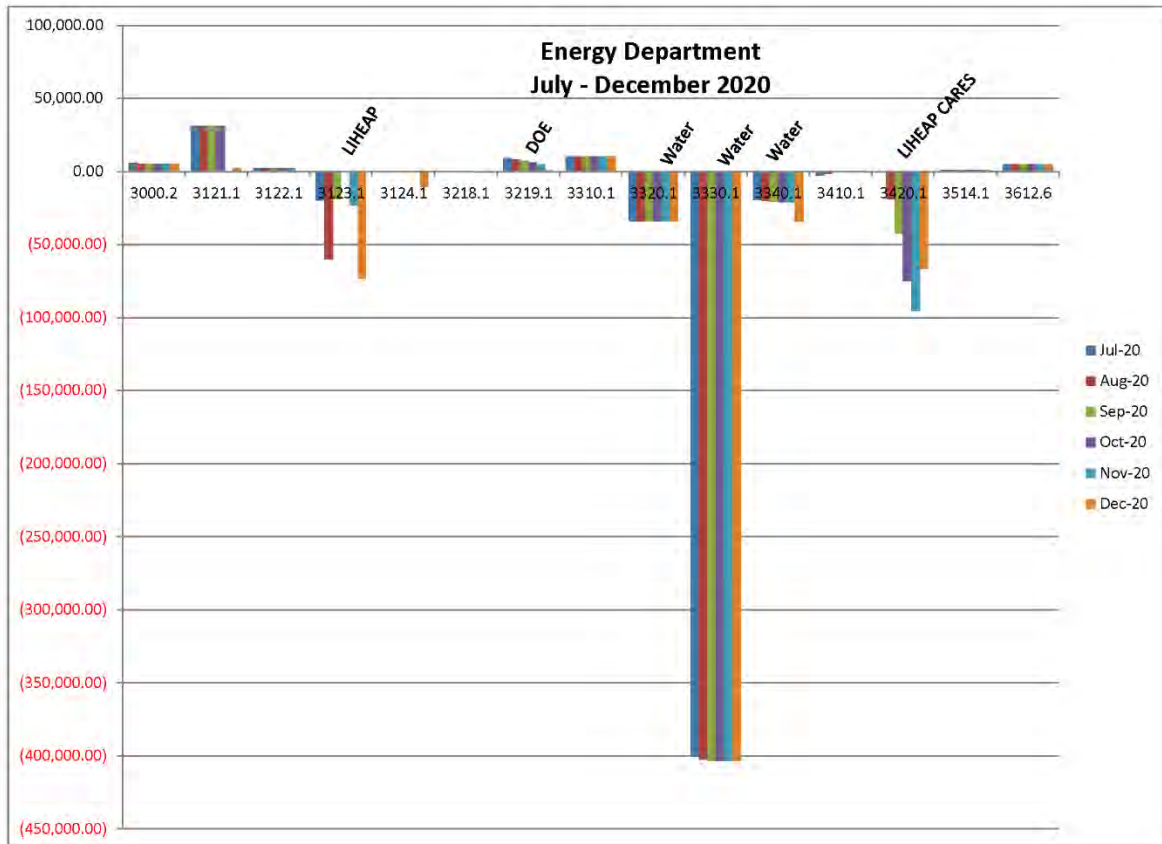
		Actual July 1, 2019 - June 30, 2020	July 1 - Dec 31, 2020 Actual	Month 6 - 50% % of budget received
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,337,704.43	1,796,724.08	54%
State Revenue(Pass-through Fed	4010	2,331,807	1,153,654	49%
State Revenue (Non-Federal)	4011	1,581,276	793,278	50%
Local Govern.Rev.(Pass through	4015	527,631	458,811	87%
Local Govern.Rev.(Non-Federal)	4016	667,405	207,551	31%
Private Revenue-Non Fed	4020	136,299	79,738	59%
Private Rev. (Pass through Fed	4021	32,718	10,708	33%
Community Donations	4030	132,805	51,424	39%
Client Fees	4034	101,260	49,156	49%
Miscellaneous Revenue	4039	195,542	87,000	44%
Interest Revenue	4040	9,620	449	5%
Rental Income	4041	180,486	27,694	15%
Contractual Admin. Revenue	4060	816,600	413,381	51%
Total Cash Revenue		10,051,152	5,129,568	51%
Total Non-cash Revenue		1,945,110	767,706	39%
Total Revenue		11,996,262	5,897,273	49%
Direct Expense				
Personnel Expense				
Total Salaries & Wages		3,736,737	1,862,885	50%
Total Fringe Benefits		1,478,618	719,106	49%
Total Personnel Expense		5,215,355	2,581,991	50%
Non-personnel Expense				
Total Travel (Out-of-Area)		18,864	1,155	6%
Total Major Equipment and Assets		127,372	189,362	149%
Total Supplies		154,205	107,676	70%
Total Contractual		1,305,737	625,952	48%
Total Other (Equipment Expense)		123,688	96,112	78%
Total Other (General Personnel Costs)		86,554	46,403	54%
Total Other (General Operating Costs)		234,868	79,730	34%
Total Other (Space/Occupancy Costs)		599,350	301,003	50%
Total Other (Special Departmental		1,236,875	605,769	49%
Total Non-personnel Expense		3,887,514	2,053,161	53%
Total Direct Expense		9,102,869	4,635,152	51%
Indirect Expense				
Total Indirect Expense		816,603	403,345	49%
Non-cash Expense				
Total Non-cash Expense		1,945,107	767,706	39%
Excess Revenue over Expense		131,683	91,071	
Total Direct & Indirect Expense			5,038,496	
Health fund			9,411	
Program and admin funds			81,660	

Totals By Program	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Housing	(292,116.21)	(307,231.75)	(282,024.62)	(276,425.14)	(189,779.87)	(94,592.36)						
Food Bank	145,267.13	227,860.21	264,761.80	231,692.97	170,863.91	56,868.47						
Energy	(412,043.45)	(473,695.29)	(457,241.82)	(473,085.12)	(549,498.19)	(597,847.47)						
Amador Youth	(277.38)	(2,017.89)	(6,434.74)	(10,419.69)	3,088.54	(2,256.79)						
Amador Family Resource & Support	(58,407.32)	(75,557.46)	(42,697.42)	(58,639.48)	(73,302.94)	(42,744.83)						
Tuolumne Family Learning Support	89,284.14	97,455.35	93,708.36	89,562.25	82,772.16	88,109.44						
Tuolumne Youth	62,114.62	51,191.13	63,262.97	50,299.69	87,776.77	82,514.27						
Properties	168.50	(229.48)	(60.98)	107.52	276.02	444.52						
Lifeline	6,063.67	5,408.48	4,198.04	4,882.41	3,764.64	4,584.63						
InfoNet	(44,801.19)	(29,851.59)	(36,827.76)	(23,517.49)	(26,142.72)	(26,126.63)						
General Agency Support (donations)	209,997.44	198,908.84	164,032.58	182,588.18	182,495.39	231,271.33						
Early Childhood Services	(106,777.26)	(88,609.34)	(21,519.26)	6,272.34	(20,610.53)	(67,391.24)						
CSBG	(46,330.02)	36,388.55	14,385.69	27,168.97	(1,839.57)	79,040.39						
Admin	(10,079.99)	(22,144.01)	(18,163.72)	(54,271.20)	(25,193.12)	(1,855.85)						
Net Receivables	(457,937.12)	(382,124.25)	(260,620.88)	(303,783.79)	(355,329.51)	(289,982.12)	0.00	0.00	0.00	0.00	0.00	0.00



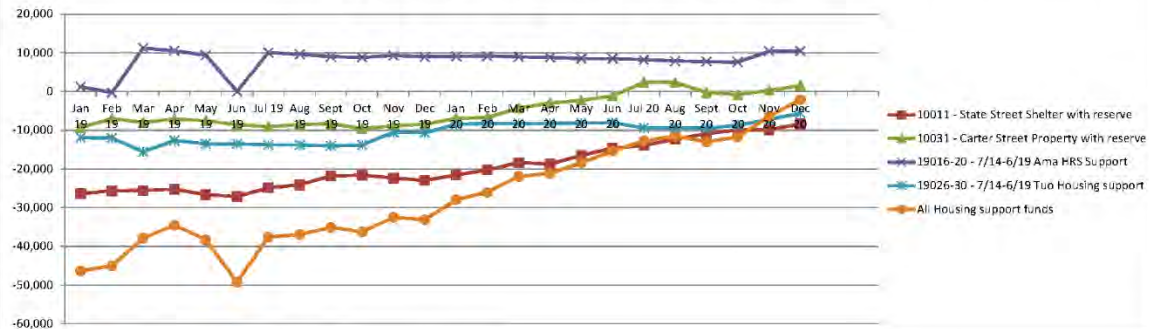






Housing support funds	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20
10011 - State Street Shelter with reserve	-21,555	-20,296	-18,380	-18,765	-16,515	-14,663	-13,947	-12,328	-10,916	-9,880	-9,887	-8,385
10031 - Carter Street Property with reserve	-6,956	-6,700	-4,516	-2,960	-2,298	-1,134	2,383	2,317	-256	-824	260	1,509
10016-20 - 7/14-6/19 Ama HRS Support	9,070	9,161	8,978	8,839	8,513	8,513	8,209	7,913	7,712	7,621	10,395	10,449
10016-30 - 7/14-6/19 Tuu Housing support	-8,489	-8,228	-8,243	-8,251	-8,151	-8,113	-8,423	-9,467	-9,508	-8,637	-7,206	-3,657
All Housing support funds	-27,934	-26,063	-21,891	-21,137	-18,451	-15,397	-12,778	-11,565	-12,968	-11,780	-6,438	-2,082

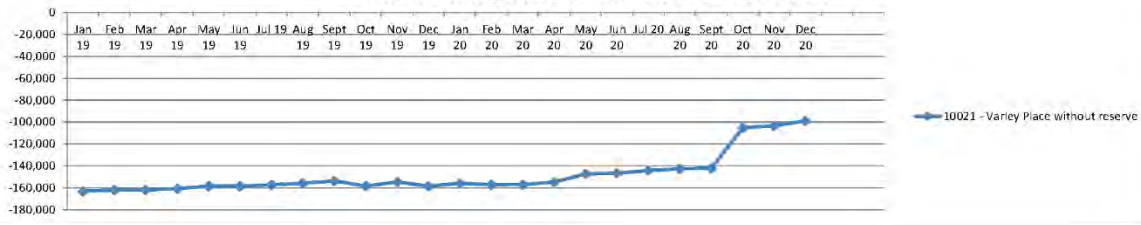
ATCAA Tuolumne rental units - Jan 2019 - Dec 2020



* State Street - unit 10991 and 10993 at \$999 monthly; unit 10998 to \$1,200 in June; past 6 months expense average used
 * Carter Street - Unit A at \$999, B at \$800, C at \$1,100 - past 6 months expense average used
 * Amador support fund - assume expenses will not exceed revenue
 * Tuolumne support fund - assume expenses will not exceed revenue

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20
10021 - Varley Place without reserve	-155,905	-157,224	-156,994	-154,884	-147,272	-146,652	-144,239	-142,667	-142,303	-105,279	-103,452	-98,975

ATCAA Varley Place rental - Jan 2019 - Dec 2020



* Varley Place - all units filled; past 6 months expense average used; refund of \$26,969 property tax bill received in October

Date: 3/2/2021 12:35:24

Page: 1

ATCAA Fiscal Officer Narrative – February 2021 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from HHAP \$1.9 million cash advance. The current Umpqua line of credit has been extended through October 2021 with no fees. We are still responding to the one remaining Targeted Case Management (TCM) audit.

Housing – Denise Cloward Issue: subcontract monitoring

COVID: Housing is fully operational – full time work, generally from home.

Community Dev. Block Grant (CDBG): Tuolumne only – (\$75k over 2 yrs) Housing

Stabilization through 9/21 being billed; new COVID funds in process – up to \$189k.

Emergency Shelter Grants (ESG): New \$200k Shelter contract (1320.1) in process, new rapid rehousing funds running low. New funds applied for will be available in winter.

CalWorks – New Tuolumne contracts running well, **new 2021-2022 \$302k amendment in hand**, Amador picking up.

Continuum of Care: ATCAA as administrator CESH #1, CESH #2, HEAP **(to be complete 6/21)** and COVID-19 funding being spent through CoC county contracts. ESG-COVID **\$547k** funding – Amador assigned to ATCAA, Tuolumne claimed by the County itself; **new ESG-CV2 \$1.7 mil proposal submitted**

HHAP funds (4-county CoC received a lump \$1.9 million) subcontracts are in process of being approved. Tuolumne split ~\$638K between 4 recipients – services and some facility purchases planned.

Varley Place: No vacant units at the moment, VASH funds are being received timely. At full occupancy, this project projects a small net positive result.

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

Carter St/Rose quartz: fully occupied, is now running a small net positive result. **Carter St ceiling cave-in will cost maintenance funds.**

Food bank – Joe Tobin Issues: many capital projects in process, COVID

COVID: Food bank is fully operational – full time from warehouse. Social distancing and PPE protections in place.

Community Dev. Block Grant (CDBG): \$391k contract over 2 years now being billed through Sept 2021. New COVID funds **purchased \$140k truck**; \$40k for generator in process

Emergency Food Assist. Program (EFAP): New \$125k EFAP may be carried over thru 9/2022, **other EFAP funding in process amounts TBD**. This pays for staff to handle free Federal commodities – billed quarterly.

State EFAP: 2020-21 \$43k - 40% has been spent by year end, only pays for CA food.

Freezer project: In process - bid at \$242k paid by many sources: EFAP \$100k, Anthem \$34k, Adventist Health \$20k, Webb Foundation \$54k, Strong Community Foundation \$25k, PG&E \$10k.

PG&E: PSPS food box agreement in Tuolumne, helping to offset food loss – hardly used. Steinberg/Goldberg foundation: \$40k set aside for equipment.

Feeding America: Awarded another \$19k for 2020-21 operation donation, **\$11k for freezer, remainder for food**

Pantries: pays for food on a per pound basis

Donations: Holiday/soliciting letters coming up

ATCAA Fiscal Officer Narrative – February 2021 p2**Energy –Craig Case Issue: timely water billings**

COVID: Some Wx staff have returned to work, outreach/intake mostly working from home, with one person in the office each day

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, new COVID contract received \$400k. New home battery delivery service is being offered, ATCAA Wx team has ordered 50.

DOE: small, slow spending

TCRCD DWR water conservation: all water made up **all** of the line of credit balance

Prop 84 water/DWR water direct: slow paying

Solar contract: Received – not in operation due to COVID

Amador youth – Pat Porto Issue:

COVID: Full time work, from home, therapists still working

Child Abuse Treatment (CHAT): **Program closed** 12/20 - 2021 not funded

IDA: \$16k foster youth continues

United Way Relief Fund for Families: \$20k for 40 Amador families has increased to \$57K for 114 families affected by COVID-19, almost spent out

Learning Links: \$20k remote learning grant mostly spent, extended through 2/21

Tuolumne youth – Bob White Issue:

COVID: Staff severely reduce hours, school is out – will probably be underspent.

Friday Night Live (FNL): spending under budget

Mentoring: spending under budget

Suicide prevention: spending under budget, new contract received and signed by ATCAA

Opioid safety: underspent – new contract got a no-cost extension to fiscal year end

Youth Empowerment Solutions (YES) partnership: Virtual holiday fundraiser in process

Community – various Issue:

COVID: Staff working fewer hours, outreach impacted

Lifeline (Tonya): program adding clients, hard finding/retaining volunteers due to COVID.

Community Services Block Grant (CSBG): Additional \$37k to this year's contract being partly applied to drug free program in Amador. Increased CARES Act \$350k in funding contract received for multiple uses including paid time off for COVID testing, vaccination and quarantining, **expanded \$40k for admin coordination.**

CSBG Earned Income Tax Credit (EITC) (**Kristy**): New contract awarded at \$110k started 10/20 for year end 6/21.

Medi-Cal Health Navigator (**Patrick**): A new **\$150k** contract through Sierra Health Foundation, providing outreach and administrative support to Amador and Calaveras Counties signing up persons to obtain Medi-Cal Health benefits.

ATCAA Fiscal Officer Narrative – February 2021 p3**Early Child Services – Nancy Miner Issue: transition plan for higher enrollment**

COVID: Head Start/State preschool opening slowly.

Head Start/Early Head Start. HS/EHS now opened up services across both counties,
 2020 contract extended through 12/21 – worth about \$440k. New 5 year contract started 1/21

Latino outreach: spending within budget – underspent due to COVID

CACFP: supplements Head Start food costs, underspent due to inability to charge staff costs in COVID times – needs less funding from operations.

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient.

Family Learning Center (FLC): spending in operation. New contract with Tuolumne DSS complete.

Administration – Bruce Giudici Issue:

COVID: AP: fewer invoices = shorter hours, rest of fiscal mostly full time remote work

Admin budget running negative \$11k. Payroll savings (\$10k) doesn't quite offset lower indirect on under earning contracts so far. Amador County cut support by \$5k, CSBG increased by \$5k. Next 6 months projected to offset current deficit.

Health insurance/special projects Issue:

Health fund running ahead (\$9k)

New Health Benefit providers in place: United Health Care, Standard Dental, Sunlife Vision, UNUM. Compared to 2020, Deductibles and Out of Pocket maximums have been reduced by 33% - 50%.

Spending on yellow bldg. needed - \$90k available



AMADOR SERVICE CENTER
10590 Hwy 88, Jackson, CA 95642
Phone 209.223.1425 · Fax 209.223.4178

TUOLUMNE SERVICE CENTER
427 N Hwy 49, Suite 305, Sonora, CA 95370
Phone 209.533.1397 · Fax 209.533.1034

EARLY CHILDHOOD SERVICES - Head Start, Early Head Start, CA State Preschool, Family Learning & Promotores

ATCAA.org

Jackie Roberts
ATCAA Head Start
ECS Operations & Budget Manager

RE: 2021 Head Start & Early Head Start Health and Safety Screener

As part of both ongoing monitoring for Health & Safety and part of our new 5-year grant requirement, a Health & Safety Screener has been completed at all of our Head Start and Early Head Start sites.

The Screener covers health/safety factors, equipment and materials, policies and procedures, active supervision, and human resources. The transportation section of the screener was not completed as we do not provide transportation in our program.

Site Supervisors did a very thorough job, and I addressed any questions that came up during their monitoring. All sites did very well, and small issues will be immediately addressed.

Sincerely,

Jackie Roberts

Jackie Roberts
ATCAA
ECS Operations & Budget Manager



AMADOR SERVICE CENTER
10590 Hwy 88, Jackson, CA 95642
Phone 209.223.1425 · Fax 209.223.4178

TUOLUMNE SERVICE CENTER
427 N Hwy 49, Suite 305, Sonora, CA 95370
Phone 209.533.1397 · Fax 209.533.1034

EARLY CHILDHOOD SERVICES - Head Start, Early Head Start, CA State Preschool, Family Learning & Promotores

ATCAA.org

Nancy Miner
ATCAA Early Childhood Services
Program Director

RE: 2021 Head Start Governance, Leadership and Oversight Capacity Screener

As part of our new 5-year grant requirements, a Governance, Leadership and Oversight Capacity Screener has been completed for our Head Start and Early Head Start programs by Joe Bors, ATCAA Executive Director, Lynn Morgan, ATCAA Board of Directors Chairperson, Nancy Miner, Head Start Program Director, and Tiffany Clardy, Policy Council Vice Chairperson.

The Screener included 49 measures that covered the following elements:

- Conflict of interest and composition of the governing body and Policy Council.
- Parent Committees and meetings at the Head Start/Early Head Start site level.
- Advisory committees established by the governing body for effective governance and program improvement.
- Training and technical assistance for the governing body and Policy Council to ensure understanding of received information related to program oversight.
- Responsibilities of the governing body involving fiscal, personnel, and programmatic oversight.
- Fiscal audits, monitoring, and program self-assessment.
- Parent engagement at the site level to meet the needs of enrolled children and families.
- Development of a Head Start annual report that includes required enrollment, medical, dental, family engagement, school readiness, community, and review/audit information.
- Reports and data received by the governing body including monthly reports, information about program goals, and Program Information Reports.
- Policy Council and governing body approval of funding applications and amendments, budgets, Policy Council Bylaws, personnel policies and procedures, family engagement activities, and recruitment, selection and enrollment priorities.
- Communication between the parent committees and Policy Council.
- Procedures to resolve disputes between the governing body and Policy Council.

The results of the review indicate that ATCAA has practices or procedures currently in place that meet the required criteria of all measures in the Governance, Leadership and Oversight Capacity Screener.

Sincerely

Nancy Miner

Nancy Miner
ATCAA ECS Program Director

ATCAA Early Childhood Services

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

Selection Criteria for Head Start and Early Head Start

Selection Criteria Area	Priority Points
Foster parent/ legal guardian/ grandparent/ relative caregiver / teen parent	3
Parent with permanent disabilities	3
One parent family	2
Two parent family	1
Child with certified disability- Individualize Family Service Plan (IFSP) or Individualized Education Program (IEP)	99
Child with suspected disability	3
Low income family- up to 50% of the Federal Poverty Line	9
Low income family- 51% to 75% of the Federal Poverty Line	8
Income eligible family- 76% to 100% of the Federal Poverty Line	7
Over income family- 1% to 50% above the Federal Poverty Line	3
Over income family- 51% to 75% above the Federal Poverty Line	2
Over income family- 76% or more above the Federal Poverty Line	0
Child Protective Services Referral or Indian Child Welfare Act Referral	99
Homeless family or Foster Child (categorical eligibility)	88
Pregnant mother applying for the home-based EHS program	9
Referral from other agencies	4
High risk family/child or English language learner	3
Full-time (30+ hours/week) working, seeking work, school/training	3
Part-time (less than 30 hours/week) working, seeking work, school/training	2
Returnee* or transfer student (*Children previously dropped from the program due to attendance issues do not receive priority points.)	99
Child 4 years old by September 1 st for the 2020/21 school year	9
Child 0-3 years old by September 1 st for the 2020/21 school year	5

2021 Recruitment Plan for ATCAA Head Start and Early Head Start

Recruitment will take place throughout the program year to ensure the selection and enrollment of as many income and categorically eligible children and families as possible. ATCAA Early Childhood Services staff will intensively recruit Head Start and Early Head Start eligible children and pregnant women six months before the beginning of program year and continue recruitment activities throughout the year to maintain an active waitlist.

ATCAA Head Start and Early Head Start staff will utilize the following recruitment strategies to encourage pregnant women and families with eligible children to apply:

1. Advertising on the radio and in local family-based publications.
2. Disseminating information about ATCAA Head Start and Early Head Start programs online.
3. Posting program information and applications on the ATCAA website.
4. Hanging recruitment flyers in strategic locations (with owner permission).
5. Including recruitment flyers in community outreach packets and elementary school take-home packets.
6. Contacting and collaborating with local agencies' staff members to encourage referrals to Early Head Start and Head Start (especially Child Protective Services, foster care agencies, homeless shelters and special education providers).
7. Participating in community events that appeal to families with young children.
8. Collaborating with other ATCAA programs, such as the Family Learning Center, to conduct outreach.
9. Visiting sites providing community services to families, such as WIC, local schools, and the library, to recruit.
10. Presenting information about Head Start and Early Head Start to different agencies, community groups, and schools.
11. Assigning recruitment areas to Family Advocates and Home Visitors.
12. Placing Recruitment Binders at each site for staff to use.
13. Encouraging Early Head Start and Head Start parents to recruit family members and friends.
14. Maintaining Family Contact Forms and Recruitment Logs so staff can follow up with interested parents.
15. Helping families complete applications and obtain necessary documentation as part of an in-person or telephone interview process (In accordance with Eligibility Procedures).
16. Training all staff members about recruitment.
17. Documenting and tracking staff recruitment efforts to determine recruitment trends and needs

ATCAA Head Start and Early Head Start staff will ensure that at least 10 percent of the total enrollment opportunities are made available to children with disabilities by:

1. Encouraging parents whose children have disabilities, or suspected disabilities, to apply for services.
2. Actively recruiting children with disabilities by collaborating with Valley Mountain Regional Center (VMRC), the special education departments of the Amador and Tuolumne Offices of Education and staff of the Amador and Tuolumne Special Education Local Plan Areas (SELPA).

Service Area and Recruitment Area:

ATCAA serves residents in two non-contiguous rural counties, Amador and Tuolumne, which comprise our service area. Based on Community Assessment data, our unique geographic area, and population concentrations, the ATCAA Head Start and Early Head Start recruitment area is limited to the west side of the summit of the Sierra Nevada Mountains in Amador and Tuolumne Counties.



		AB 1234 Ethics Training	Form 700	Conflict of Interest
		Due:	4/1/2021	2/19/2021
Frank	Axe	12/1/2021		
Jeff	Brown	11/1/2022	Done	
Joni	Drake	12/1/2022		
Kathleen	Haff	11/1/2022		
Anaiah	Kirk			
Walt	Kruse	12/1/2021		
Lynn	Morgan	1/1/2023		
Mary	Pulskamp	6/1/2022		
Linda	Rianda	12/1/2021		
Susan	Ross	5/1/2022		
Lloyd	Schneider	12/1/2022		
Colette	Such	8/1/2022		
Serafina	Thomas			
Jim	Wilmarth	12/1/2021		

List updated: 2/5/2021



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

A Public Agency Dedicated to Providing Critical Human Services since 1981

AMADOR SERVICE CENTER
10590 Highway 88, Jackson, CA. 95642
Phone: 209-223-1485 / Fax: 209-223-4178

“People Helping People”
www.ATCAA.org

TUOLUMNE SERVICE CENTER
427 N. Highway 49 #305
Phone: 209-533-1397 / Fax: 209-533-1394

Committee Assignments 2021

EXECUTIVE COMMITTEE:

Lynn Morgan, Board Chairperson – Chairperson of Committee: Private Sector, Amador County

Walt Kruse, Board Vice Chairperson – Low Income Sector, Tuolumne County

_____, Board Secretary/Treasurer

Jeff Brown – Public Sector, Amador County

Joni Drake – Low Income Representative, Amador County

Lloyd Schneider – Private Sector, Tuolumne County

FINANCE COMMITTEE:

_____, Board Secretary/Treasurer – Chairperson of Committee:

Frank Axe – Public Sector, Amador County

Kathleen Haff – Public Sector, Tuolumne County

Lynn Morgan – Private Sector, Amador County

Linda Rianda – Public Sector, Amador County

Jim Wilmarth – Private Sector, Amador County

INTERNAL AFFAIRS COMMITTEE:

Walt Kruse, Board Vice-Chairperson – Chairperson of Committee: Low Income Sector, Tuolumne County

Daniel Anaiah Kirk – Public Sector, Tuolumne County

Mary Pulskamp – Low Income Sector, Amador County

Susan Ross – Private Sector, Amador County

Lloyd Schneider – Private Sector, Tuolumne County

Colette Such – Public Sector, Tuolumne County

VACANT – Low Income Sector, Tuolumne County

REPRESENTATIVE (s) TO HEAD START POLICY COUNCIL:

Lynn Morgan – Private Sector, Amador County

Serafina Thomas – Low Income Sector, Amador/Tuolumne County

NOMINATING COMMITTEE:

Frank Axe – Public Sector, Amador County

Linda Rianda – Public Sector, Amador County

VACANT

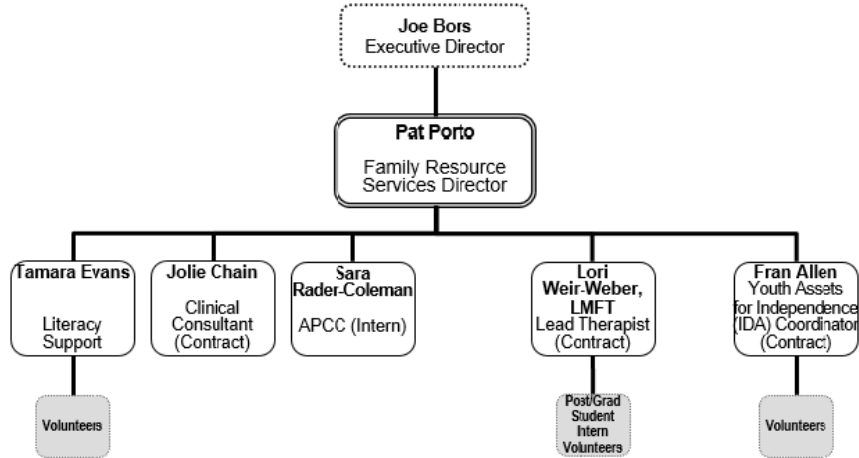
VACANT



Amador Tuolumne Community Action Agency Organizational Chart – February 2021

Family Resource Services

- Child Abuse Prevention & Education
- Therapeutic Counseling
- Youth Assets for Independence (IDA)
- Literacy Support





FAMILY RESOURCE SERVICES

Pat Porto

Programs

- **IDA:** The 2021 MOU has been completed. The total contract amount is \$16,500, and ATCAA has received the first payment of \$8,250.
- **Youth Substance Use Coalition:** This newly formed coalition aspires to address the affects this issue has on every layer of our community.
- **Parent's Place:** This parent support program continues this school year.
- **Learning By Links:** A limited, literacy support program for ACUSD students enrolled in the Extended Learning Program (ELP). It is funded by the Sierra Health Foundation. This program ends Dec. 31, 2020.
- **JAIL CLASS:** Suspension of Parenting & Life Skills Education classes continues, indefinitely.

Accomplishments

- **IDA:** Our request of United Way to rollover unspent 2019-2020 funds into our 2021 budget was granted. Also, this program was designated by our Executive Director, to receive a portion of 2021 donations made to ATCAA.
- **Learning By Links:** In January the LBL team delivered gift boxes to each ELP school site. The boxes were filled with STEM kits, projects, activity books, art supplies, and handheld sensory items and the teachers were overjoyed. Katelyn Peterson, LBL Assistant, developed a productive relationship with the teachers and students. The teachers described how engaged the students were with the activities and STEM items they earned. Engagement with learning was the stated goal of our grant, so we were very satisfied with that information. Also, the Sierra Health Foundation granted our request to extend our grant period so we could spend out the grant balance. New end date is February 26, 2021.
- **Youth Substance Use Coalition:** We have hosted two meetings to date, in December and January, with approximately 12-14 community representatives attending. Bob White was our guest speaker in January and shared the history and function of the YES Partnership in Tuolumne County, and how an understanding of that coalition may assist the development of ours in Amador County.

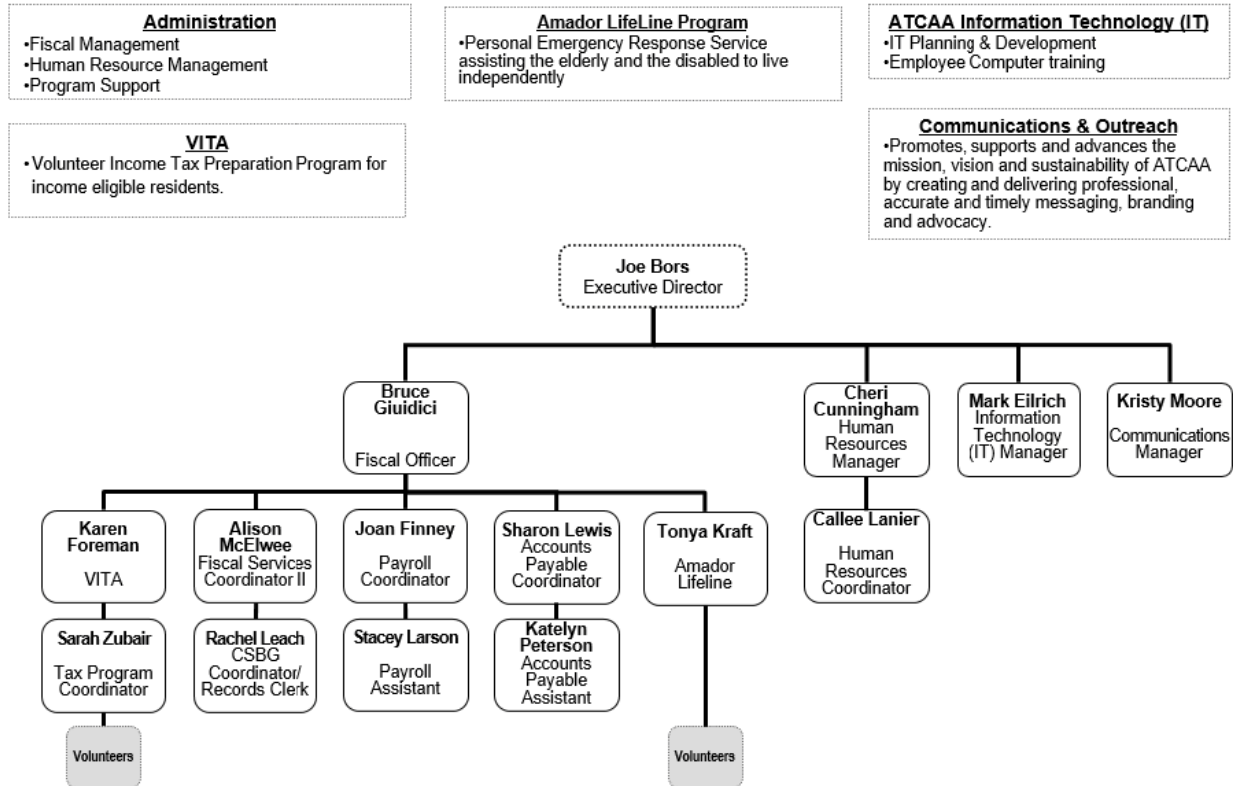
In Progress

- **IDA:** The IDA Coordinator, Fran Allen, will begin exploring the possibly of a golf tournament for the Fall of 2021. This event was originally planned for Summer 2020 but was cancelled due to the pandemic.
- **Youth Substance Use Coalition:** We continue to expand the list of community representatives to invite to this coalition and engage them in leadership roles as we develop the foundation for our coalition.
- **Parent's Place:** I continue to record videos on topics that parents have expressed an interest in. They are posted to OneDrive and shared with parents and ECS staff. A handout accompanies the video. Kelvin Yee developed a method to calculate data about video views which helps satisfy ECS grant reporting needs.
- **Learning By Links:** The LBL Coordinator, Tamara Evans, learned of extremely limited activity resources available to the ELP program. Knowing that and the positive response to the STEM gift boxes, the LBL team decided to purchase additional STEM learning items, to continue supporting the student's excitement about learning and experimenting.

Continuing outreach to serve more youth and their families



Amador Tuolumne Community Action Agency Organizational Chart – February 2021





Lifeline
Tonya Kraft

Contracts/Amendments

- The Sutter Health Investment Grant Award, given to us to continue our low-income client group, expired on December 31, 2021. The 18 month grant allowed us to continue providing Lifeline services to our most vulnerable population of elderly and/or chronically ill clients.
- Sutter Health has recently opened applications for a new grant, so I will be applying for additional services for our low-income population.

Accomplishments

- Covid-19 has affected the Amador Lifeline program, both in discouraging new clients who haven't been comfortable with our installers coming into their home, and with our current volunteers who asked to go on furlough while the pandemic continued. We have accomplished continuing services despite being down in available installers/technicians, and being sure that all of our current clients are provided necessary service.

In Progress

- I have been attempting to get my installers and myself, vaccinated for Covid-19, but am having difficulty in being accepted as a facility group needing vaccinations with the county's administration of vaccines. They have 'invited' other agencies, but not Amador Lifeline. Fortunately, two of my installers have gotten the vaccine on their own, but I still have 2 more and myself to be vaccinated. One of my installers is ready to return once he is fully vaccinated.

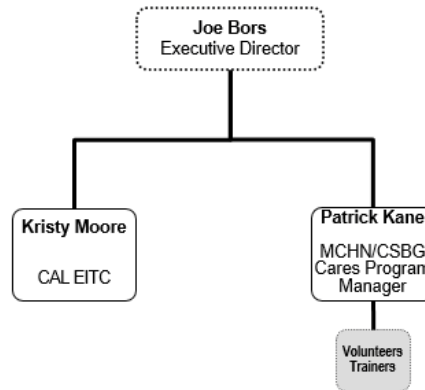


Amador Tuolumne Community Action Agency Organizational Chart – February 2021

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

MCHN (Med-Cal Health Navigator)
•Provides outreach to Amador and Calaveras,
enrolling new and returning applicants for Medi-
Cal Health Services.

CSBG CARES Program
•Developing and implementing new and
augmented programs for CSBG program. (Water
and Transportation Vouchers, Eviction
assistance, Head Start and Lifeline assistance,
etc.)





COMMUNICATIONS & OUTREACH

Kristy Moore

Contracts/Amendments

NEW – COVID Education & Outreach Grant \$50,000 | 3/1/2021 - 7/30/2021.

State-funded/statewide campaign. ATCAA chosen because of our participation in California's Complete Count. Educate Amador & Tuolumne county residents about continued COVID safety practices and vaccine concerns.

California Earned Income Tax Credit – Education & Outreach Grant \$110,000 | 10/1-6/30.

Available to households earning more than \$1 and less than \$30,000. In 2020, residents of Amador and Tuolumne who need it most received back over 1.4 MILLION. Studies show these dollars are primarily spent locally.

Free Tax Prep – Coordinator, Karen Foreman – Funded by CalEITC and CSBG

Our VITA (Volunteer Income Tax Assistance) Program is running during COVID with virtual in-person assistance and drop-off appointments. Free for those who qualify. Refer to our website for info.

Outreach Strategies

Organic and promoted (paid) social media, earned and paid media, website, e-mail, direct mail, digital and printed materials, banners, lawn signs, virtual events, sharing with community partners, pre-printed messaging on school materials and food delivery bags, utilizing trusted messenger and local influencers, geo-targeted Google ads and new this year: text and phone campaigns.

Learn, Follow, Share..... ATCAA.org

f t i @ATCAASince1981

Defining and implementing our "New-Normal" outreach strategies.



COMMUNICATIONS & OUTREACH

Kristy Moore

ATCAA's 40th Anniversary – Born June 12, 1981

- Due to COVID, a year-long list of activities is in the works, commencing in June. A planning team is forming, and you will receive a full update in April. Board members are welcome and encouraged to be a part of this planning. Contact me at kmoore@atcaa.org | 209-283-4130

40th ANNIVERSARY

NEW Donor Campaign Software

- After purchasing and using the One Cause virtual event software in December and using it successfully for our first virtual event, the YES Partnership Luncheon, we chose to add another component. This software will allow us to let donors easily designate the program(s) they wish to support on our website as well as allow us to run virtual donor campaigns professionally and with ease.
- **First 2021 Campaign:** Our agency-wide virtual **PAY IT FORWARD** campaign will kick-off when our federal administration approves another stimulus payment to Americans. We'll encourage those who are not suffering financially to give to those who need it most through support of our designated programs. Details are in the works. If no stimulus is passed, we'll change the message and run a similar campaign this Spring.

Exploring more efficient ways to reach and serve our community.

**MCHN & CSBG CARES MANAGER**
Patrick Kane**Contracts/Amendments**

- Sierra Health Foundation Medi-Cal Health Navigator grant - \$150,000 awarded to assist clients in Amador and Calaveras counties with determining eligibility for Medi-Cal through December 2021.
- CSBG CARES funding - \$172,358 to provide water and transportation vouchers, eviction and foreclosure assistance, and direct bill payment for Head Start/Early Head Start families.

Accomplishments

- Implemented Medi-Cal determination training for outreach staff.

In Progress

- Working with county health departments to streamline our Medi-Cal determination program.
- Reaching out to regional partners to publicize Medi-Cal determination program.
- Developing eligibility criteria for CARES assistance programs.
- Partnering with county transit agencies to develop transportation voucher program.

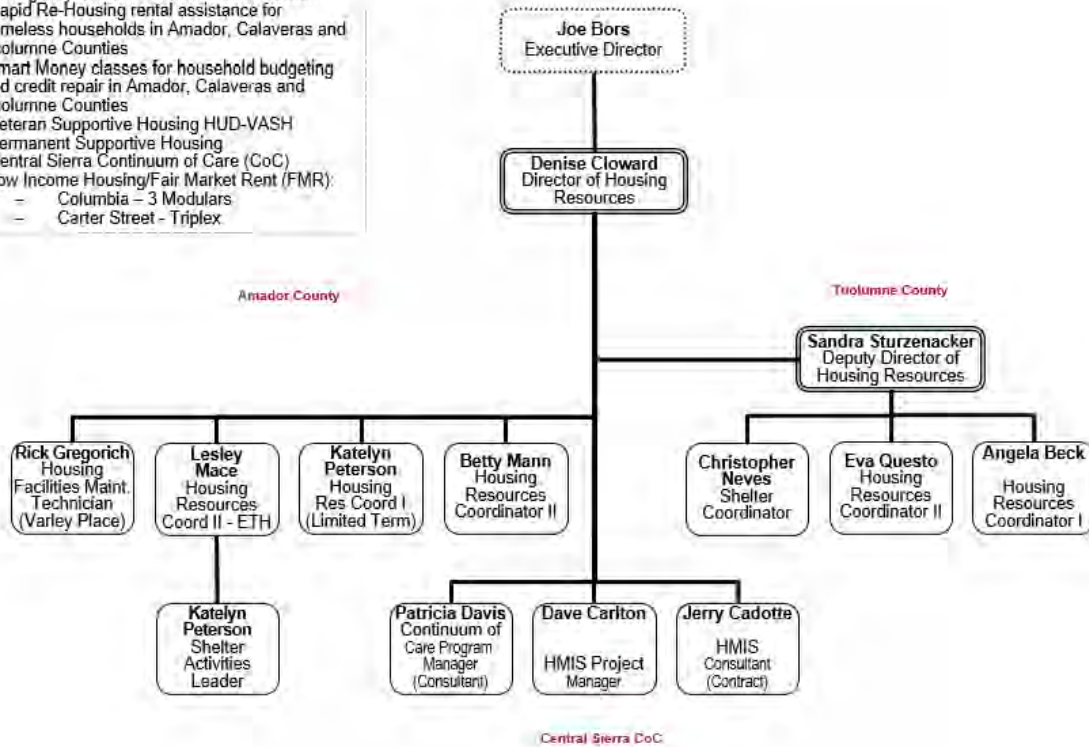
Expanding and enriching our partnerships in the region!



Amador Tuolumne Community Action Agency Organizational Chart – February 2021

Housing Resources

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





HOUSING
Denise Cloward

Contracts/Amendments

- EFSP- Amador, Tuolumne Direct and Set Aside –A \$44,000/\$60,000 T
- HHAPR 2 Submitted 1-23-2021.(4 County wide) \$700,487
- CDBG CV- Written Standards
- CoC New planning grant awarded

Accomplishments

- ESG-CV Round 2 submitted in ECIVIS 1.7 Million
- Completed ESG CV contracts – R1 AND 2 Ready for mail out
- New CoC Subcommittee work completed in many areas across region

In Progress

- Carter Street- New roof bids, storm damage.
- COC Registration 2021
- Revisions to centralsierracoc.org website
- Multiple staff trainings due in CDBG-ESG-State rental assistance program

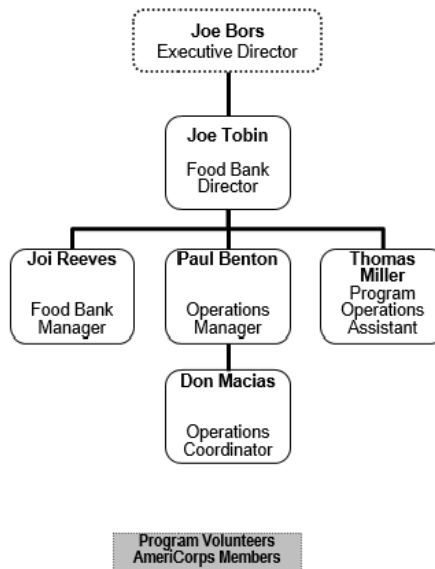
ATCAA Working in both A/T on Homeless Task Force Boards and in Amador w Jackson PD to create strong partnerships and new service provider connections. State to assist w Tiny Cabin presentation to City of Jackson.



Amador Tuolumne Community Action Agency Organizational Chart – February 2021

Tuolumne Food Program

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





FOOD BANK
Joe Tobin

Contracts/Amendments

- Entered into a contract with Champion Industrial Inc. For the Walk-In Freezer Project (\$243K)
- Working on a contract with Golden State Renewable Energy For Tesla Backup Batteries (2)
- Entered into a contract with CalFoods Logistics; Replaced California Emergency Foodlink (EFAP)

Accomplishments

- Hired new Food Bank Operations Coordinator w/ 10+ years of experience in inventory mgmt.
- Purchased a 2021 International 26' Refrigerated Box Truck – Applied ATCAA's logo (6'x10')
- Approved Final Design for Walk-In Freezer Project
- Repaired Fence around property to increase security
- Purchased 14 portable generators for our Partner Agencies (Pantries) Electric start!

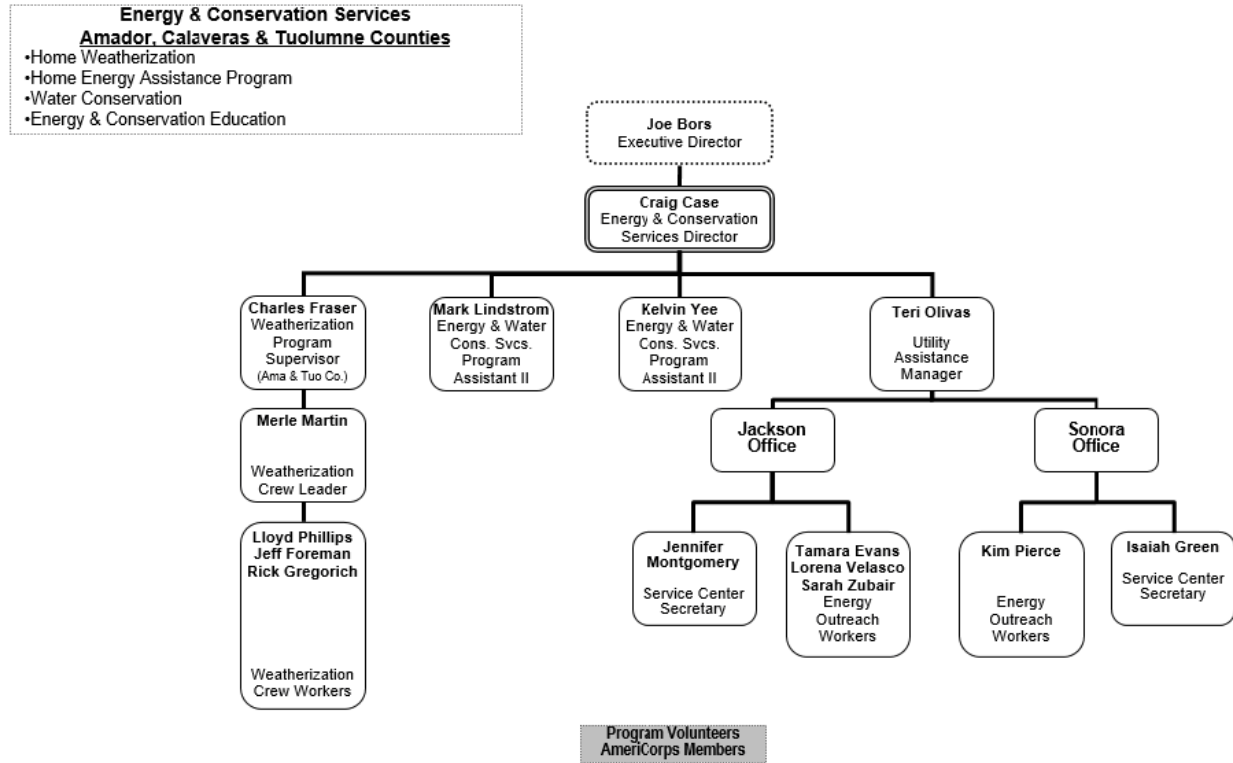
In Progress

- Installing additional plug for 20' Freezer Container (Champion Industrial is donating this)
- Purchasing 8 Camera Security System with Black Oak Casino Donation
- Looking to purchase additional food using MLFP donations (\$20K), as well as Tax-Checkoff (\$5K), Cal-Foods (\$25K), CDBG (\$50K), and Second Harvest Round 2 COVID Relief funds (\$5K)
- Purchasing new Electric Pallet Jack, and 3 Manual Pallet Jacks for warehouse
- Re-formatting Farmers Markets Program (on hold currently due to lack of availability)

Working TOGETHER to help support our community!



Amador Tuolumne Community Action Agency Organizational Chart – February 2021





ENERGY & WATER CONSERVATION

Craig Case

Contracts/Amendments

- Our DOE WAP contract is now expired and applications for 2021 DOE WAP will come from CSD soon.
- CARES contract extended to 9/30/2021.
- 2020 LIHEAP contract extended to 12/31/2021.
- 2021 LIHEAP contract extended to 6/30/2022

Accomplishments

- WX crew is now back in the field working homes.
- UA team has completed the 2020 LIHEAP distributions and progressed to the 2021 Contract.
- WX crew is now distributing solar batteries under a new partnership with PG&E.



In Progress

- We lost valuable WX crew member Jeremy Llewellyn, but have found an excellent candidate under the open hire process and hope to be able to bring him onboard this month.

WX Restarted – Solar Batteries – Looking Forward to ATCAA's 40th Year!



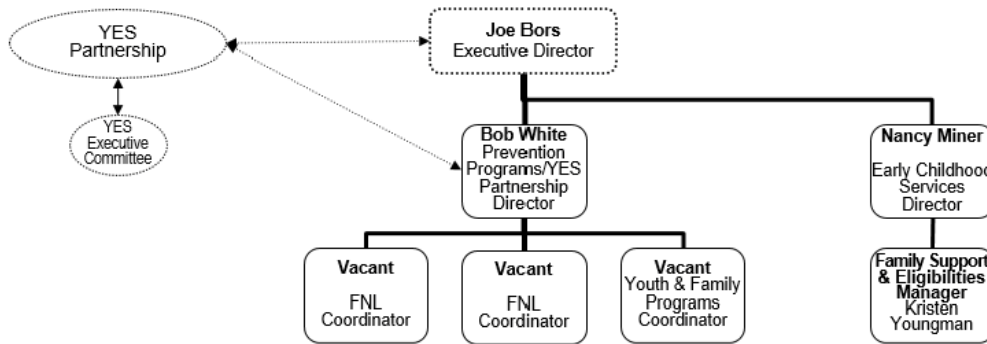
Amador Tuolumne Community Action Agency Organizational Chart – February 2021

Tuolumne Prevention Programs

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

Tuolumne Family Learning Center

- GED Preparation/ESL Instruction
- Parenting and Family Literacy
- Job Readiness
- Home Visiting/Transportation/Translation
- Case Management
- Mental Health and Health Education and Support
- Promotores de Salud – Latino Family Outreach



Program Volunteers
AmeriCorps Members

Program Volunteers
AmeriCorps Members



PREVENTION PROGRAMS/YES PARTNERSHIP

Bob White

Contracts/Amendments

- Received a \$10,000 donation from Mel Kirk for Cannabis Education and Prevention.

Accomplishments

- 63 community members have enrolled in and completed the LivingWorks Start online suicide prevention training.
- The YES Partnership launched the Cannabis Education Committee.
- Assisted Adventist Health Sonora apply for the ACEs Aware Trauma-Informed Network of Care Planning and Implementation Grant.

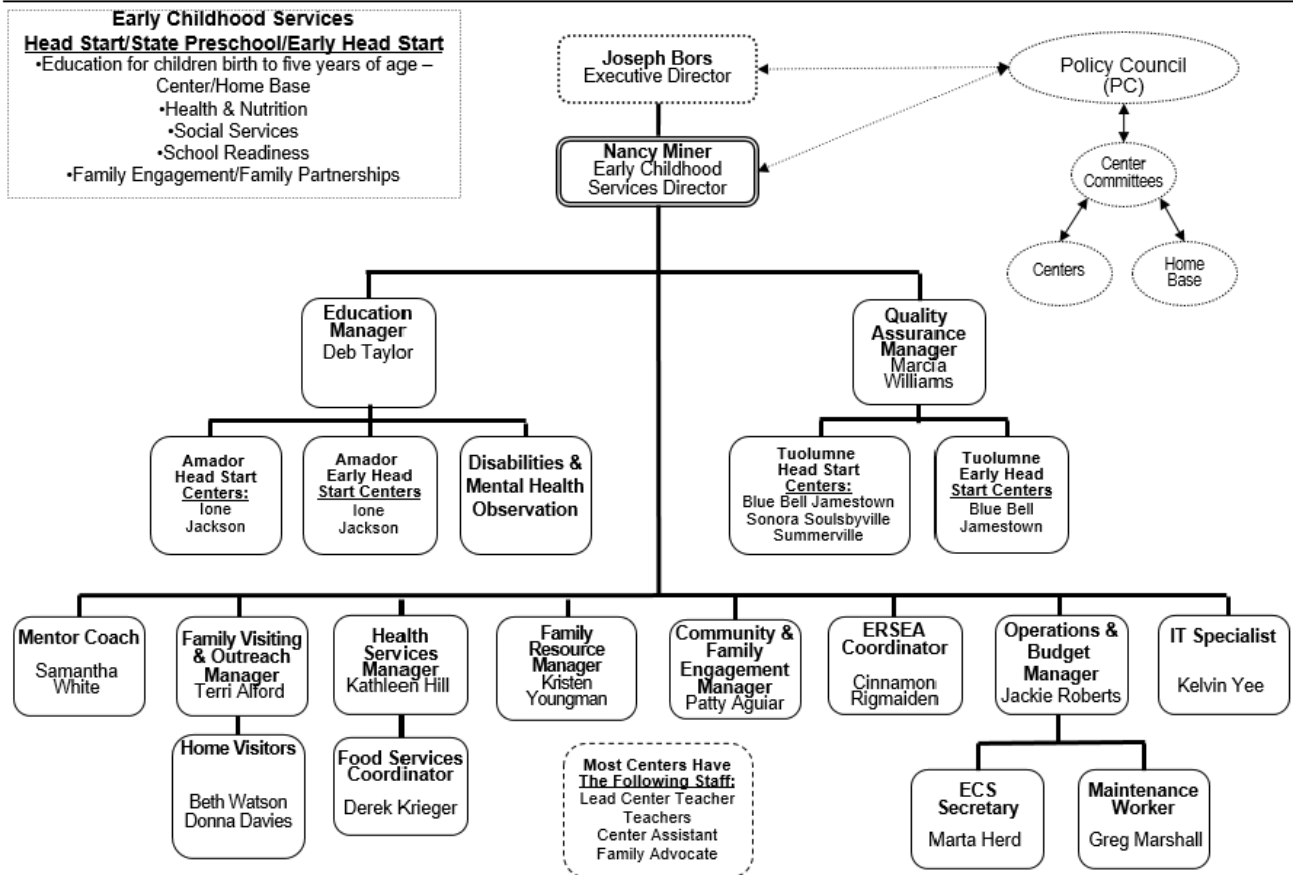
In Progress

- Preparing to launch the LivingWorks Faith online suicide prevention training for the faith community.
- The EPIC (Empower Peers, Inspire the Community) Youth Coalition is planning the first Youth Leadership Summit.
- Planning a Youth Mental Health First Aid training. The training will be presented in the new virtual format.

Because You Matter



Amador Tuolumne Community Action Agency Organizational Chart – February 2021





EARLY CHILDHOOD SERVICES

Nancy Miner

Contracts/Amendments

- 2021-22 Agreement with Tuolumne Dept of Social Services in place for Family Learning Center to provide job readiness and support services for CalWORKs clients.
- PSA with Head Start consultant, Cris Cochran, developed to provide training on the Head Start Focus Area One Federal Review Monitoring Protocol, and to train the new Health Services Manager.

Accomplishments

- Initial 2020-21 ECS parent satisfaction and needs survey completed using Survey Monkey.
- Health and Safety Screener and Governance Screener completed within the 75-day time frame required by Head Start for new grants.
- New ERSEA Coordinator hired.
- New child, parent and staff mental health services tracking systems in place.
- Staff completed 4,439 hours of professional growth training in 2020.

In Progress

- Twenty-nine staff have received their first COVID vaccine. The remaining thirty-eight staff have circumstances that preclude them from receiving the vaccine or they declined it.
- Interviewing for new Health Services Manager.
- Monitoring and file reviews are being conducted for all sites.
- Child and classroom observations are being done virtually with Mental Health Consultants.
- Teaching Pyramid module 1a and 1b training completed for all staff. Module 2 scheduled for March.
- Policy Council training on different ECS service areas is underway and will continue through May.

Developing People, Changing Lives, Building Communities



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

A Public Agency Dedicated to Providing Critical Human Services since 1981

AMADOR SERVICE CENTER
10590 Highway 88, Jackson, CA. 95642
Phone: 209-223-1485 / Fax: 209-223-4178

"People Helping People"
www.ATCAA.org

TUOLUMNE SERVICE CENTER
427 N. Highway 49 #305
Phone: 209-533-1397 / Fax: 209-533-1394

2021 Board of Directors Roster by Sector/County

Chair – Lynn Morgan
Vice Chair – Walt Kruse
Secretary-Treasurer - _____

The make-up of the ATCAA Board of Directors reflects both community leaders and representatives of the low-income community to assure that a wide range of community needs and views are presented. Election of Officers is held every other year. The board has no less than 15 members and no more than 18 members. All board members serve on various committees as well.

ATCAA Board Meetings

ATCAA Board of Directors meetings are held on the second Friday of every other month beginning with the month of February, alternating between Jackson and Sonora or held at both Service Centers via video conference.

Director Name	Member Since	Representing	County
PRIVATE SECTOR MEMBERS			
Lynn Morgan	2016	Amador Senior Foundation	Amador
Susan Ross	2019	Amador School Board	Amador
Lloyd Schneider	2012	Schneider Learning Services	Tuolumne
Jim Wilmarth	2019	Umpqua Bank	Amador
PUBLIC SECTOR MEMBERS			
Frank Axe	2017	Supervisor, Amador County	Amador
Jeff Brown	2019	Supervisor, Amador County	Amador
Kathleen Haff	2021	Supervisor, Tuolumne County	Tuolumne
Daniel Anaiah Kirk	2021	Supervisor, Tuolumne County	Tuolumne
Linda Rianda	2016	Council Member, City of Sutter Creek	Amador
Colette Such	2020	Council Member, City of Sonora	Tuolumne
LOW INCOME REPRESENTATIVE MEMBERS			
Joni Drake	2016	California Tribal TANF Partnership	Amador
Walt Kruse	2017	Community Member	Tuolumne
Mary Pulskamp	2019	Community Member	Amador
Serafina Thomas	2021	Head Start Policy Council Representative	Amador/Tuolumne
VACANT	----	-----	-----

Do you have the passion and desire to help your community? Interested in volunteering on a board of other capacity? Call ATCAA's Executive Director Joseph Bors at one of our service centers' numbers above to set up a time to learn more about opportunities within ATCAA.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

December 4, 2020

VIA ZOOM:

10:00 a.m.

Jackie Roberts (ATCAA Head Start, CA) is inviting you to a scheduled Zoom meeting.

Topic: December 4, 2020 Policy Council Meeting
 Time: Dec 4, 2020 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85281429805?pwd=LzFWeHhiWlVGbGZ6d3U5TWJVVXpwUT09>

Meeting ID: 852 8142 9805

Passcode: 533540

MINUTES

1.0 CALL TO ORDER: The December 4, 2020 Policy Council Meeting was called to order at 10:07 by Tiffany Clardy.

2.0 ROLL CALL:

PC Members: Lynn Morgan (ATCAA Board), Nina Machado (Amador First 5), Tiffany Clardy (SB HS), Leeco Thach (JT EHS), Jessica Liedtke (BB EHS), Serafina Thomas (Tuol. HB), Shawn Ball (SV HS), Angie Ford (IO HS Alt.), Alicia Talamante (SO HS), Danielle Smithwick (IO HS)

ATCAA Staff: Nancy Miner (ECS Director), Jackie Roberts (ECS Operations & Budget Manager), Marta Herd (ECS Secretary), Jessica Holden (Site Supervisor), Angie Gisi-Auld (Family Advocate), Katelyn Peterson (ATCAA Board Secretary)

A quorum was established.

3.0 SEATING OF NEW MEMBERS

- 3.1 Seating of New Parent Members: New Parent Members are automatically seated to the Council.
- 3.2 Deletion of Memberships (action item): None.
- 3.3 Addition of Memberships (action item): None.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 3.4 Election of Policy Council Officers
- Chairperson: **Serafina Thomas moved to appoint Jessica Liedtke as Chairperson of Policy Council and Leeco Thach seconded. Vote taken by roll call. Motion passed unanimously (MPU).**
 - Vice Chairperson: **Leeco Thach moved to appoint Tiffany Clardy as Vice Chairperson of Policy Council and Serafina Thomas seconded. Vote taken by roll call. MPU.**
 - Treasurer: **Nina Machado moved to appoint Leeco Thach as Treasurer of Policy Council and Serafina Thomas seconded. Vote taken by roll call. MPU.**
 - Secretary: **Lehte Allen has expressed interest in serving as Secretary of Policy Council but was unable to attend today's meeting. The Council agreed to bring back the appointment of Secretary to the next Policy Council Meeting.**
- 3.5 Election of ATCAA Board Representative and Alternate: Serafina Thomas expressed interest in serving as Policy Council's ATCAA Board Representative. **Leeco Thach moved to appoint Serafina Thomas as ATCAA Board Representative and Danielle Smithwick seconded. Vote taken by roll call. MPU.**
- 4.0 **APPROVAL OF AGENDA AS MAILED**
- 4.1 Request for approval of the December 4, 2020 Policy Council Agenda: **Nina Machado moved to approve the December 4, 2020 Policy Council Agenda and Jessica Liedtke seconded. Vote taken by roll call. MPU.**
- 5.0 **CONSENT AGENDA**
- 5.1 Request for approval of the November 6, 2020 Policy Council Minutes **Leeco Thach moved to approve the December 4, 2020 Consent Agenda and Serafina Thomas seconded. Vote taken by roll call. MPU.**
- 6.0 **PUBLIC COMMENT**
None.
- 7.0 **NEW BUSINESS**
- 7.1 Request for approval of Head Start/Early Head Start 2020 Low-Cost Extension: Jackie Roberts presented the request to extend the 2020 Head Start and Early Head Start grant ending date to December of 2021. We had a cost savings during 2020 due to having sites closed for much of the year and we were also unable to complete projects due to school campuses being closed and contractors being scarce. Operating during COVID comes along with some significant challenges and increased costs and having the funding extended through 2021 will help to

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

cover these additional costs and also give more time to complete the intended projects.

Nina Machado moved to approve the Low-Cost Extension and Serafina Thomas seconded. Vote taken by roll call. MPU.

- 7.2 Consideration to cancel or reschedule the January Policy Council Meeting: Policy Council is normally held on the first Friday of every month. For January 2021, that would be on New Years Day. The Council discussed rescheduling or canceling the January 2021 Policy Council Meeting. The Council came to an agreement to cancel the January Policy Council Meeting for January 2021 and meet next in February 2021.

Leeco Thach moved to cancel the January 2021 Policy Council Meeting and Serafina Thomas seconded. Vote taken by roll call. MPU.

- 7.3 2021 Head Start & Early Head Start Budget Presentation and Training presented by Jackie Roberts, ECS Operations & Budget Manager: Jackie Roberts presented information on the 2021 Head Start and Early Head Start Budget and explained the different categories of the Budget. A power point presentation was viewed by the Council.

8.0 REPORTS

- 8.1 Center and Home Base verbal reports for November 2020: Center and Home Base verbal reports highlighting the activities of November 2020 were presented by Serafina Thomas (Tuol. HB), Tiffany Clardy (SB HS), Leeco Thach (JT EHS), Danielle Smithwick (IO HS), Shawn Ball (SV HS) and Jessica Liedtke (BB EHS).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for October 2020: Nancy Miner presented the October 2020 Monthly Statistical and Attendance Report to the Council. The Council reviewed and discussed the data. The report highlighted coaching information for the 2020 – 2021 school year.

8.3 Budget & Credit Card Reports through October 2020

- Head Start 8127.1
- Early Head Start 8127.2
- In Kind (8127.1 & 8127.2)
- CDE 8291.1
- CACFP 8223.1 & 8232.2
- Credit Card Reports October 2020

Jackie Roberts presented the Budget and Credit Card Reports through October 2020. The request for the low-cost extension will allow for the 2020 Head Start and Early Head Start Budgets to extend into 2021. The Non-Federal Share Waiver will now allow us to be able to meet the reduced Non-Federal Share amount. The Council reviewed and discussed the Budget and Credit Card Reports.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

9.0 DIRECTOR REPORTS

- Program governance: Nancy Miner presented information to the Council on the structure of governance, management, and responsibilities in Head Start.
- Staff training: Nancy Miner updated the Council on staff training including training all of our staff through CSEFEL, Home Base training with Growing Great Kids for a week and we are planning our Winter Staff Training which will include Children's Rights and Civil Rights.
- CACFP Review: We had our CACFP Virtual Review and had no findings.
- Program updates: The water damage at Jamestown Head Start is under repairs and should be done soon. Summerville Head Start is back to distance learning for now. We are working closely with Public Health through COVID. We are in the process of filling our vacant ERSEA Coordinator position. Our 2021 Head Start Application has been submitted and should be approved soon by Head Start. Our Non-Federal Share Waiver and Low-Cost Extension will be presented to the ATCAA Board next Friday. We are working on recruiting for other staff vacancies in order to achieve full staffing in our program.

10.0 POLICY COUNCIL MEMBER REPORTS

Nina Machado reported on the curbside toddler events in Amador County with about 90 kids participating. First 5 also has a Dad & Me event once a month.

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

- 11.1 CDE Management Bulletin 20-20 on Non-COVID-19 Emergency Closure Requests for Fiscal Year 2020-21
- 11.2 ACF Program Instruction on Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start – Child Care Partnerships (ACF-PI-HS-20-06)

12.0 ADJOURNMENT: Shawn Ball moved to adjourn the December 4, 2020 Policy Council Meeting at 11:47 a.m. and Leeco Thach seconded. MPU.

[View the web version](#)[Go to ECLKC](#)

U.S. Department of Health & Human Services & Administration for Children & Families

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	Log No. ACF-PHS-20-07	2. Issuance Date: 12/04/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring	

PROGRAM INSTRUCTION**TO:** Head Start and Early Head Start Grantees and Delegate Agencies**SUBJECT:** Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies**INSTRUCTION:**

The Office of Head Start (OHS) **announced in the Federal Register** an interim final rule (IFR) 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) 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 2020–2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS® observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS® may not capture a representative picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the continuity of services for the vulnerable children and families Head Start serves, OHS

must establish 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 or emergency or PHE.

Effective Date

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR 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 or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

Next Steps

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments to the Federal Register, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start
Attention: Director of Policy and Planning
330 C Street SW, 4th Floor
Washington, DC 20201

All comments will be posted without change to www.regulations.gov, so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://edl.o.hhs.gov/> | 1-866-763-6481 | Contact Us

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe here. You also may modify your ECLKC email subscriptions. Residents who are enrolled through the Head Start Enterprise System (HSES) must be removed from HSES by their program of office. Please do not reply to this email. Contact customer service for additional support.



Home / Specialized Programs / Child Development / Contractor Information

Management Bulletin 20-19a

Management Bulletin 20-19a Updated Guidance on Family Fees for Fiscal Year 2020-21.

Early Learning and Care Division

Subject: Updated Guidance on Family Fees for Fiscal Year (FY) 2020-21

Number: 20-19(a)

Date: December 9, 2020

Expires: June 30, 2021

Authority: The 2020-21 Budget Act (Including Control Section 11.90); Senate Bill (SB) 820 (Chapter 24, Statutes of 2020), Education Omnibus Trailer Bill; and Executive Order (EO) 20/21-129

Attention: Executive Officers and Program Directors of all Early Learning and Care Programs

Purpose

California *Education Code (EC)* sections 8273–8273.3 refers to state requirements to establish a family fee schedule, the assessment of those fees, and the applicable exemptions as set by state budget and federal law.

Specifically, the State is required by law to:

- Establish a fee schedule for families using subsidized child care that is simple and easy to implement for contractors, which is consistent on a monthly basis and based on income, and differentiates between part-time and full-time service needs. No recalculation of a family fee shall occur if attendance varies from enrollment unless a change in need for care is assessed.
- Design the family fee schedule based on the most recent census data available on state median family income in the past 12 months, adjusted for family size, and shall not exceed 10 percent of the family's monthly income. The state is required to submit the adjusted fee schedule to the Department of Finance for verification that it meets all requirements as stipulated by law. Family fees are required by law to be assessed at initial enrollment and reassessed at update of certification or recertification.

The *California Code of Regulations*, Title 5 (5 CCR), sections 18108 through 18116 set forth family fee requirements for all ELC programs.

On September 15, 2020, contractors were reminded via an email to subscribers of the Early Learning and Care Division's (ELCD) distribution list that family fees for all families were waived for July and August 2020, pursuant to the Superintendent's authority provided by *EC* Section 8209. The email also provided directives for contractors to issue a refund or a credit for future services to families that had paid fees for July and/or August 2020, based on the contractor's internal policy for refunds/credits of those fees. Further, this email provided interim guidance on upcoming legislation to waive family fees for the months of September 2020 through June 2021, for families not receiving in-person services due to center closure, COVID-19 related limitations, or choosing to shelter-in-place.

On September 18, 2020, the Governor signed SB 820, which: (1) statutorily waives family fees for all subsidized children in July and August 2020, and provides additional funds to contractors to augment contracts for fees waived; (2) allows families who were disenrolled, either voluntarily or involuntarily, due to delinquent family fees to re-enroll without the need for additional eligibility documentation; (3) waives family fees for September 2020 through June 2021, for families where all children in the family enrolled in care remain at home for ELC distance learning or are sheltering-in-place; and (4) specifies that if additional federal funds are not received, childcare providers will have to absorb those costs.

Updated: On October 19, 2020, the Department of Finance (DOF) sent a letter to the Chair of the Joint Legislative Budget Committee (JLBC), pursuant to Control Section 11.90 of the 2020 Budget Act, requesting that \$110 million from the Federal Coronavirus Relief Fund be used to augment state subsidized childcare contracts, including covering the waived family fees for families not receiving in-person care. The request was approved by the Chair of the JLBC on October 21, 2020. On October 28, 2020, EO 20/21-129 was signed by the Governor to provide for the transfer of federal funds for these purposes. Pursuant to directives from the JLBC and DOF, the California Department of Education (CDE) is authorized to allocate up to \$110 million to augment state subsidized childcare contracts for multiple purposes, including the use of \$30 million to cover the waived family fees. This funding will help reduce the impact to contractors and providers absorbing fees as previously directed in SB 820, and will be used for those purposes until all funding is exhausted.

Policy

All family fees were waived for the months of July and August 2020. Any families disenrolled during this time due to delinquent family fees can be reenrolled without having to provide additional eligibility documentation.

As required by SB 820, family fees are waived from September 1, 2020, to June 30, 2021, for families, when all children in the family enrolled in subsidized ELC programs remain at home: (1) either for distance learning services when the facility is closed, when all currently enrolled children are not able to receive in-person services due to a public health order, or (2) for families sheltering-in-place due to COVID-19.

Directive

Family Fees for July and August 2020

Family fees for all families were waived for July and August 2020. Families should have received a refund, or credit for future services, for July and August fees, depending upon the contractor's internal policy. Families disenrolled by the contractor or who chose to disenroll due to the imposition of family fees for July and August 2020, could be reinstated if funding and space is available without the need for additional eligibility documentation. These families would receive priority and should be enrolled before any families from the agency's eligibility list. Contractors must inform these families of the applicability of family fees, which resumed starting in September 2020, based upon whether their children are receiving in-person services as set forth below. As always, contractors should continue to work with families to ensure retention of certified childcare services. Any change to the certified need must be based upon a request by the parent in accordance with EC section 8263(h).

If contractors do not have available space to reinstate the family's services, the contractor may attempt to transfer enrollment to another contractor who has availability and, if not possible, refer the family to the local Resource and Referral program for additional subsidized childcare options.

Family Fees for September through June 2021

The SB 820 specifies that family fees are waived for the remainder of the year only for families not receiving in-person services or sheltering-in-place (sheltering-in-place is defined as a family choosing not to send their child to care because of COVID-19). The SB 820 states that family fees will be waived for any months from September 1, 2020 to June 30, 2021, for families where all children in the family enrolled in subsidized ELC services remain at home for that month: 1) either for ELC distance learning because of closure of the facility, when all currently enrolled children are not able to receive in-person services due to a public health order, or 2) for families sheltering-in-place due to Covid-19. Unlike the family fee waiver policy for July and August 2020, SB 820 is restrictive and does **not allow the CDE to waive family fees for all families for September 2020 through June 2021.**

Families whose **children** receive in-person services will continue to pay the family fee per the current Notice of Action (NOA) on file. Pursuant to 5 CCR Section 18084.2(a) of the *12-Month Eligibility Implementation Guidance* issued with MB 17-14, families may at any time request a reassessment of family fees based on income or other changes. This information can be used to reduce family fees but cannot be used to make any other changes to a family's service agreement unless requested by the family. For instance:

- Families may voluntarily request a reassessment of the family fees if they are currently paying a full-time fee, but are no longer receiving the same income as previously reported at the time of certification or recertification; or
- Families may voluntarily request a reassessment of the family fee if they are currently paying a full-time fee and using full-time care, but want to reduce their hours of service.

In both of these cases the family fee would be reassessed in order to now determine if the family qualifies for a reduction to a part-time (or zero) fee. Family fees will not be adjusted for absences in instances in which a family is certified for full-time care, and intended, at the time of paying the fee, to use in-person services, but does not attend for all of their certified hours in any given month.

As contractors certify or recertify families during this time, they must continue to calculate the appropriate family fee and indicate such fee on the NOA as typically done. The NOA shall indicate the family fee assessed, as well as indicate if there is any waiver to the family fee as set forth below. School-age families should be assessed a vacation schedule and school schedule for family fees at initial enrollment. The family should pay the vacation schedule while receiving full-time in-person ELC services. When the family transitions to in-person TK-12 services, then the family should pay the fees required during the school schedule.

For direct service contractors, if all of the children in a family **will not** receive in-person services for the month due to a program closure due to COVID-19, all currently enrolled children are not able to receive in-person services due to a public health order, or the family is sheltering in place because of COVID-19, the family fee assessed for that month will be waived. Written documentation should include the effective date(s) of when the family did not receive in-person services and indicate the action taken to refund family fees or credit for future services, if applicable. When the family returns to or begins in-person care, the assessed family fee would begin the first day the family indicates they will return to in-person services and will be calculated as specified in MB 20-13.

The (AP) contractors and direct service contractors who provide services through a Family Child Care Home Education Network (FCCHEN) should require providers to report dates of closure due to COVID-19 or days in which all of the children in the family are not attending care because of COVID-19 on the attendance record and/or invoice. Written documentation should include the effective date(s) of when the family did not receive in-person services and indicate the action taken to refund family fees or credit for future services. When the family returns to or begins in-person care, the assessed family fee would begin the first day the family indicates they will return to in-person services and will be calculated as specified in MB 20-13.

In instances where a direct service contractor or provider must close unexpectedly including a positive COVID-19 case of an employee or provider or are required to limit in person services in response to a local or public health order or guidance, the family should receive a refund or credit for their family fee as specified below:

1. When the family paid a full-time or part-time fee as specified on their NOA and the provider was closed for the entire month due to a written state or local public health order or guidance or needed to limit availability for in-person services due to staffing/group size restrictions, the family fees paid for the month of closure should be refunded or credited (depending on contractor policy). For families no longer enrolled in the program a refund must be issued.
2. When the family paid a full-time fee at the beginning of the month as specified on their NOA, but the provider was unexpectedly closed due to a written state or local public health order or guidance or needed to limit availability for in-person services due to staffing/group size restrictions, the family should be refunded or credited (depending on contractor policy) the difference between the full-time fee and the part-time fee, if the hours of in-person service due to the closure were less than 130 hours. For families no longer enrolled in the program a refund must be issued.

If part-time fees were paid at the beginning of the month and the direct service contractor or provider was closed unexpectedly or suddenly had to limit in person services due to staffing/group size restrictions, as long as some in-person care was provided, the part-time fees would still be applicable.

As a result, contractors will need to determine on a monthly basis whether any credit or refund (depending on contractor policy) is necessary to families based on the amount of in-person services received when the contractor or provider has closed for some period of time or the family has not received in person services due to imposed COVID-19 restrictions on group size or ratios. If a credit is necessary, the credit should be applied to the month following the determination of the refund or credit.

Families on Delinquent Family Fee Plans

For families that have a delinquent family fee plan, contractors should have placed the plan on hold for the months of July and August 2020. Families should not have been terminated due to outstanding fees owed for those months or while repayment plans were on hold. Families disenrolled by the contractor due to delinquent family fees during a period in which family fees are waived can be reinstated. If contractors do not have available space to reinstate the family's services, the contractor may attempt to transfer their enrollment to a contractor with availability and, if unable to do so, refer the family to the local Resource and Referral program for additional subsidized childcare options. Delinquent family fee plans, including outstanding fees for March, resumed in September 2020, for families attending in-person care. Families sheltering-in-place or receiving distance learning services due to COVID-19 must pay outstanding fees or resume payment plans when the family returns to in person care. Family fees waived for July and August 2020, will not be included in the delinquent family fee plan. Families that wish to pay off any outstanding family fee balance during the period in which family fees are waived may do so and such amount shall be credited to their account.

Contractor Reporting and Reimbursement

The Child Development and Nutrition Fiscal Services (CDNFS) attendance and fiscal reports have been revised to allow CDE to collect information on the amount of family fees waived. All contractors will be required to report the amount of family fees collected and the amount of family fees that were assessed but waived, under the circumstances provided in the directive above, beginning with the September 2020, report period, due on October 20, 2020. Reporting fees according to this directive will ensure the CDE is reimbursing contractors accurately.

Contractors will report the amount of family fees collected on the line *Family Fees Collected for Certified Children (September–June)*. Contractors are reminded that family fees reported on the line *Family Fees Collected for Certified Children (September–June)* must be based on the amount of fees the contractor expects to collect in the report month, regardless of when the revenue is actually received. Family fees are in lieu of contract payments and therefore family fees reported on this line will be subtracted from contract reimbursement.

Two (2) new lines have been added to the CDNFS Fiscal Reports entitled, *Waived Family Fees for Certified Children (July and August)* and *Waived Family Fees for Certified Children (September–June)*. For FY 2020–21, all contractors must report the amount of family fees that were assessed, but

waived between July 1, 2020 and August 31, 2020, on the line *Waived Family Fees for Certified Children (July and August)*. Family fees that were assessed, but waived between September 1, 2020 and June 30, 2021, will be reported on the line *Waived Family Fees for Certified Children (September–June)*. Any amount reported on these lines should represent the amount of fees that would have been collected from families if family fees had not been waived.

Contractors who have previously submitted a July and August report through the Child Development Provider Accounting Reporting Information System (CPARIS), and did not include the amount of family fees that were waived, should submit a revision to their previously submitted report.

Contractors who report fiscal information through the Alternative Payment/CalWORKs Online Reporting System may reflect any revisions in the prior period of the September 2020 report.

The SB 820 provides additional funds to cover family fees for July and August. Contractors will receive an augmentation to their contract to cover the family fees waived in July and August 2020.

Pursuant to SB 820, direct service contractors, AP providers, and FCCHEN providers were required to absorb the cost of the waived family fees between September 1, 2020 and June 30, 2021, if additional federal funds were not provided.

The CDE notified contractors that the absorption of the waived family fees for September 2020 through June 2021, was to be implemented as follows:

- Direct service contractors would not receive reimbursement through their contract to cover the cost of the waived family fees, and therefore must have considered the cost of waiving family fees when estimating revenue and expenditures to ensure expenditures do not exceed their total contract amount.
- The AP contractors who collected family fees directly would not have received reimbursement through their contract to cover the cost of the waived family fees and therefore would have adjusted the amount reimbursed to the provider by the amount of family fees that would have been collected if fees were not waived. For example, if a provider typically was reimbursed \$700 and the contractor collected \$50 in family fees directly from the family, the contractor normally reimbursed the provider \$700. However, the reimbursement to the provider would have been \$650 for the months of September 2020 through June 2021.
- The AP providers that typically collected the family fee would have received reimbursement from their AP contractor as usual, but would not have collected the fee from the family. For example, if a provider typically collected \$30 in family fees directly from the family and was reimbursed \$600 from the AP contractor, the provider's total income would have been \$630. For the months of September 2020 through June 2021, the reimbursement to the provider would have continued to be \$600 from the AP contractor, and the provider would no longer have collected \$30 from the family.

Updated: As set forth in EO 20/21-129, the DOF requested, and the JLBC approved, the transfer of \$30 million in federal Coronavirus relief funds which will be used to offset the cost of waived fees for direct service contractors, AP providers, and FCCHEN providers with families enrolled who have family fees waived pursuant to the directive above. The CDE recognizes this allocation of additional funds may not cover the full annual cost, but these funds should significantly mitigate fiscal impact.

Contractors must ensure that the data reported in the new family fee lines are reported accurately to ensure the monthly reimbursement calculation is correct. As a result of this additional funding, between September 2020 through June 2021, reimbursement will be implemented as described below.

- Direct service contractors will continue to report the waived family fees on the line *Waived Family Fees for Certified Children (September through June)*. However, CDNFS will not reduce a contractor's reimbursement based on the amount reported on this line. In doing so, contractors will be eligible for reimbursement through the monthly apportionment process. Any amounts due for previous months will be paid in the contractor's next apportionment payment.
- The AP contractors will continue to report the waived family fees on the line *Waived Family Fees for Certified Children (September through June)* for all children enrolled who have had their family fee waived during this time period. However, CDNFS will not reduce a contractor's reimbursement based on the amount reported on this line. In doing so, contractors will be eligible for reimbursement through the monthly apportionment process. Any amounts due for previous months will be paid in the contractor's next apportionment payment.
 - ◊ The AP contractors who collect family fees directly from the family will receive reimbursement through their contract beginning with the January apportionment payment to cover the cost of the family fee waiver until funds are exhausted. For example, if a provider typically is reimbursed \$700 and the contractor typically collects \$50 in family fees directly from the family, the CDE will reimburse the contractor \$700 to cover the cost of the fee that would have otherwise been collected from the family. This payment to the contractor ensures that the provider can be reimbursed for family fees waived.
 - ◊ The AP contractors who require the provider to collect the family fee directly must provide reimbursement to the provider in the amount that they would have otherwise collected from the family. For example, if a provider typically collects \$30 in family fees directly from the family and is reimbursed \$600 from the AP contractor, the provider's total income is \$630. For the months of September 2020 through June 2021, or until funds are exhausted, the provider will receive full reimbursement from the contractor, and will not collect fees directly from the family. The CDE will reimburse the contractor, beginning with the January apportionment payment to cover the cost of the fee that would have otherwise been collected from the family. In this example, the CDE will reimburse the contractor \$630. This payment to the contractor ensures that the provider can be reimbursed for the family fees waived.
 - ◊ Reimbursement to providers for the waived family fees from services provided in December 2020 through June 2021 must be made as contractors are processing monthly attendance records, beginning with the provider payment(s) processed in January 2021.
 - ◊ For September, October, and November, where reimbursement to providers was already reduced due to waived family fees, contractors must provide reimbursement to providers no later than when the provider payment is processed in January 2021. The CDE urges contractors, if possible, to make these payments sooner while not affecting the timeliness of January provider payments for December services.
 - ◊ Contractors who have reported waived family fees in FY 2020–21 for General Child Care (CCTR), California State Preschool (CSPP), Migrant Childcare (CMIG), Family Childcare Homes (CFCC), California Alternative Payment (CAPP), and California Migrant

Alternative Payment (CMAP) contracts can expect a forthcoming contract amendment to increase the maximum reimbursable amount to cover waived family fees.

The CDE will monitor the need and usage of allocations and will issue further guidance if the \$30 million allocation is not sufficient.

Resources

State Guidelines--CDE and ELCD-Specific

The CDE, ELCD has developed a COVID-19 guidance and resource page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>.

To be informed of updated information, please sign up for ELCD's email list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

The CDE has developed a guidebook for the safe reopening of California's public schools, which can be found at <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>.

Social and Physical Distancing Guidance and Healthy Practices for ELC Facilities

All contractors must follow healthy and safe practices and adhere to local and state public health orders in all early learning or childcare settings.

The California Department of Public Health (CDPH) issued public health guidance regarding cohorts/small groups of children in licensed and license exempt childcare settings, and before and after school programs. The CDPH guidance can be accessed at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

The CDE worked collaboratively together with the California Department of Public Health, the California Department of Social Services (CDSS) and the California Division of Occupational Safety and Health (Cal/OSHA) at the California Department of Industrial Relations, to issue joint updated guidance on the following topics:

- Childcare which can be accessed at <https://covid19.ca.gov/pdf/guidance-childcare.pdf>
- Support for working families can be accessed at <https://covid19.ca.gov/pdf/guidance-supportworkingfamilies.pdf>

The CDSS Community Care Licensing Division has developed Provider Information Notices (PINs) to formal communicate important license-related information to CCLD-licensed providers. These PINs can be found on the CDSS web page at <https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notices/child-care>.

For the state's Early Learning and Care playbook for caring for children and getting back to work, visit <https://californiaall.org/home>.

Choosing to Reopen and What it Looks Like to Reopen Facilities

The Center for Disease Control (CDC) has released guidance to assist providers in making the decision to reopen. You can find the Child Care Decision Tree at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Childcare-Decision-Tree.pdf>.

For more information about COVID-19 guidance from the Office of Head Start, including the Collaborating Actively in Meaningful Planning (CAMP) series, please visit their website at <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>.

Other State and Federal Guidelines regarding Child Care and COVID-19

For more information about federal and state guidance and response to COVID-19, please refer to the following:

- The CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>.
- The California Department of Public Health's website at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>.
- The California COVID-19 Response website at <https://covid19.ca.gov/>.

The CDC recently released additional guidance for child care providers in *The Supplemental Guide for Child Care* which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.

Staff Development Resources

Contractors should provide staff development using, but not limited to, the resources located on the CDE, ELCD COVID-19 Guidance web page at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>, as well as the resources below:

- View resources, including eight (8) comprehensive 60-80-minute Health and Safety Modules for Child Care, located on the California Early Childhood Online web page at <https://www.caearlychildhoodonline.org/>.
- Contact your local Quality Counts California to participate in professional communities of practice at <https://qualitycountscalifornia.net/quality-partners/>.
- Contact the Resource and Referral Network for professional development opportunities. Resources are also available at <https://rrnetwork.org/provider-services/provider-support-resources>.
- View professional development resources at the Head Start Early Childhood Knowledge Center web page at <https://eclkc.ohs.acf.hhs.gov/professional-development/article/professional-development-go>.

Contractors should also contact the local R&R agency at <https://www.cde.ca.gov/sp/cd/re/rragencylist.asp> and the local QCC consortia to identify additional resources to meet the needs of children, families, and staff.

Contacting your Program Quality Implementation Office Regional Consultant

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant via the ELCD Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This MB is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *EC* Section 33308.5.

Stephen Propheter, Director
Early Learning and Care Division

Questions: Early Learning and Care Division | 916-322-6223

Last Reviewed: Wednesday, December 9, 2020



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

Management Bulletin 20-20

Early Learning and Care Division

Subject: Non-COVID-19 Emergency Closure Requests for Fiscal Year 2020-21

Number: 20-20

Date: November 2020

Expires: June 30, 2021 or until rescinded

Authority: California *Education Code* Section 8271

Attention: Executive Directors and Program Directors of all Early Learning and Care Programs

Purpose

This Management Bulletin (MB) is to notify and provide guidance to state-subsidized early learning and care contractors about non-COVID-19 emergency closure requests for Fiscal Year (FY) 2020-21.

This MB supersedes and rescinds MB 10-09.

Background

The Education Omnibus Budget Trailer Bill, Senate Bill (SB) 820, added *Education Code (EC)* Section 8209(f) which specifically addresses reimbursement for contracting agencies that close due to a public health order related to COVID-19. However, there still exists the possibility that contracting agencies may be unable to operate for other reasons beyond their control, as set forth in *EC* Section 8271.

The *EC* Section 8271 states that agencies that are unable to operate due to circumstances beyond their control, including but not limited to: fires, floods, or earthquakes; shall not be penalized for incurred program expenses, nor in subsequent annual budget allocations.

The California Department of Education (CDE), Early Learning and Care Division (ELCD) contracts with agencies to deliver early learning and care services in two major delivery modes:

1. Direct Service Contractors - General Child Care and Development Programs (CCTR), California State Preschool Program (CSPP), Family Childcare Home Education Networks (CFCC), Migrant Child Care and Development Programs (CMIG), Severely Disabled Program (CHAN)
2. Alternative Payment Programs – Alternative Payment Program (CAPP), CalWORKS Stage 2 (C2AP), CalWORKS Stage 3 (C3AP) Migrant Alternative Payment (CMAP)

Reimbursement for each of these contracts is determined differently based on the specific contract type, as defined in the California Code of Regulations, *Title 5 (5 CCR)* and the annual Funding Terms and Conditions (FT&Cs).

Specifically, 5 CCR Section 18054(a) requires that CCTR, CSPP, CMIG and CHAN contracts, whether center-based or operated through family child care homes, are reimbursed on the lesser of:

1. The contract's Maximum Reimbursable Amount (MRA)
2. Net reimbursable program costs, or
3. The product of the adjusted child days of enrollment for certified children, times the contract rate per child day of enrollment, times the actual percentage of attendance plus five (5) percent, but in no case to exceed 100 percent of enrollment.

Note: Number 3, above, was removed from FY 20-21 reimbursement calculations pursuant to SB 820 under certain conditions.

Additionally, 5 CCR Section 18055 states that if the contractor fails to operate at least 98 percent of the minimum days of operation (MDO) required in its contract, ceases operation, or the contract is terminated prior to the end of the contract period, the Maximum Reimbursable Amount (MRA) shall be reduced in proportion to the percentage of the contract minimum days of operation that the contractor did not operate.

Annual FT&Cs Section V.(L) requires that CFCC contractors are reimbursed based on the lesser of:

1. The contract's MRA, or
2. The amount earned, which is defined as net reimbursable program costs, of which at least 70 percent must be payments for direct services, not more than thirty 30 percent may be for support services and administrative costs together, and no more than 15 percent may be for administrative costs alone.

Annual FT&Cs Section V.(L) requires that CAPP, CMAP, C2AP, and C3AP contracts are reimbursed on the lesser of:

1. The contract's MRA, or
2. The amount earned, which are reimbursable expenditures of:
 - a. Direct payments to providers, which consist of the rate charged by the provider in accordance with applicable statutory and regulatory provision (not to exceed the Regional Market Rate Ceiling), and which include family fees for certified children and interest earned on advanced contract funds; and
 - b. Actual administrative and support costs related to early learning and care services provided, which combined cannot exceed 17.5 percent of the total contract amount, and no more than 15 percent may be for administrative costs alone.

Pursuant to 5 CCR 18076.2(b)(2) and (d)(3), providers that are reimbursed using the regional market rate (RMR), including family child care home networks operating under a CFCC contract may be reimbursed for up to 10 days without being open for operation. Otherwise, such providers are not to be reimbursed when "not open to provide services."

Senate Bill (SB) 820 added EC Section 8209(f) to specifically address reimbursement for contracting agencies that close in FY 2020-21 due to issues related to COVID-19. However, there still exists the possibility that contracting agencies may be unable to operate for other reasons beyond their control, as set forth in EC Section 8271.

As a reminder, contractors must report non-COVID-19 emergency closures to their Regional Child Care Licensing Office if the contractor is a licensed child care facility under the jurisdiction of Community Care Licensing in accordance with 22 CCR 101212(d).

Policy

Direct service contractors that close all sites/classrooms for a contract due to a non-COVID-19 related emergency, such as fire, flood, earthquake or other non-COVID-19 related emergency, may request a closure credit for any reduction in days of operation due to the non-COVID-19 related emergency.

Alternative payment contractors may work with their assigned ELCD Program Quality Implementation (PQI) Regional consultant to determine if there has been an impact to contract earnings due to a non-COVID-19 emergency event.

Directive

Direct Service Contractors

The CCTR, CSPP, CMIG and CHAN contractors that close all of their sites/classrooms due to a non-COVID-19 emergency must submit a Non-COVID-19 Emergency Closure Request Form, which can be found at <https://www.cde.ca.gov/sp/cd/ci/documents/noncovidreq2021.pdf>, in order to receive credit for any reduced days of operation associated with the emergency closure. If the request is approved, the contractor will receive an approval form indicating a day(s) of operation credit during the non-COVID-19 emergency closure. The contractor must keep the approved form for auditing purposes and report the associated credits on their Child Development and Nutrition Fiscal Services (CDNFS) fiscal and attendance report(s).

A CFCC contractor that experiences a reduction in provider reimbursements due to a non-COVID-19 emergency closure that subsequently results in a demonstrative reduction of administrative and support reimbursement may contact their assigned PQI Regional consultant to determine if there has been an impact to contract earnings due to a non-COVID-19 emergency event.

Note: While SB 820 provided authority for contractors to reimburse Family Child Care Home Education Network (FCCHEN) providers for closures due to a local or state public health order related to COVID-19 specific to early learning and childcare, no such authority exists for reimbursing FCCHEN providers for non-COVID-19 related emergency closures.

Alternative Payment Contractors

Alternative payment programs who believe their administrative and support reimbursement may be affected by the non-COVID emergency closure may contact their assigned PQI Regional consultant to determine if there will be an impact to the year-end contract earnings due to this non-COVID emergency event.

Note: While SB 820 provided authority for contractors to reimburse alternative payment providers for closures due to a local or state public health order related to COVID-19 and specific to early learning and childcare, no such authority exists for reimbursing alternative payment providers for non-COVID-19 related emergency closures.

Resources

The ELCD has developed a COVID-19 guidance and resource page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>.

To be informed of the updated information, please sign up for ELCD's email list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant via the ELCD Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

If you have any fiscal questions about the information in this MB, please contact your assigned Child Development Nutrition and Fiscal Services analyst at <https://www.cde.ca.gov/fg/aa/cd/faad.asp> or by phone at 916-323-6196.

Stephen Propheter, Director
Early Learning and Care Division

Questions: Early Learning and Care Division | 916-322-6223

Last Reviewed: Thursday, November 19, 2020



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

Management Bulletin 21-01

Early Learning and Care Division

Subject: Updated Guidance Regarding Coordination of California Resource and Referral Programs and Local Planning Councils in Support of Families During the COVID-19 Pandemic

Number: 21-01

Date: January 2021

Expires: June 30, 2021, or until rescinded

Authority: *California Education Code*, Sections 8210 through 8216 and Sections 8499 through 8499.7; *California Code of Regulations*, Title 5 (5 CCR) Sections 18240 through 18249; Assembly Bill (AB) 89 (Chapter 7, Statutes of 2020); and Senate Bill (SB) 820 (Chapter 24, Statutes of 2020)

Attention: All Executive and Program Directors of California Resource and Referral and Local Planning Councils

Purpose

The purpose of this Management Bulletin (MB) is to provide updated guidance to California Resource & Referral (R&R) Programs and Local Planning Councils (LPCs) on transitioning families from emergency childcare services into ongoing childcare services. This MB also elevates current requirements for R&R programs and LPCs per the *California Code of Regulations* (5 CCR) and/or *California Education Code* (EC) in light of the coronavirus disease 2019 (COVID-19) pandemic, and provides suggestions for meeting requirements and beyond during the evolving COVID-19 State of Emergency in California.

Background

The *California Education Code* (EC) Sections 8210–8216 require R&R programs to identify the full range of existing child care services provided by public and private agencies, update and maintain a database of child care providers, and provide resources and information to parents looking for child care. Included among the statutory duties required of R&Rs is the duty to disseminate information on current public issues affecting the local and state delivery of child care services and to facilitate communication between child care providers and child-related service providers in the community being served.

The EC Sections 8499–8499.7 require LPCs to serve as a forum to assess, identify, and direct resources to address the child care needs of all families in the community for all types of child care, both subsidized and non-subsidized, through local partnerships, including with Head Start and Early Head Start grantees and all local education agencies.

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of global pandemic disease COVID-19. On March 17, 2020, the Governor signed SB 89 (Chapter 2, Statutes of 2020), which appropriated funds for COVID-19 response. The Governor and the Legislature identified \$50 million of these funds for California Alternative Payment Program (CAPP) contractors for new Emergency Childcare enrollments during Fiscal Year (FY) 2019–20.

On March 19, 2020, April 4, 2020, and April 7, 2020, respectively, the Governor issued Executive Orders (EO) N-33-20, EO N-45-20, and EO N-47-20, that classified which essential worker families would be receiving new Emergency Childcare enrollments within CAPPs.

On April 15, 2020, the California Department of Education (CDE) issued MB 20-07 to provide guidance to R&Rs and LPCs on how to prioritize their work to assist California's essential worker families needing childcare services, and to support childcare providers that remained open during the pandemic. The MB 20-07 expired on June 30, 2020.

On June 29, 2020, the Governor signed Assembly Bill (AB) 89 (Chapter 7, Statutes of 2020), which appropriated \$47,236,000 available, beginning July 1, 2020, for 5,600 CAPP slots to provide continuity of care for families who were previously enrolled in Emergency Childcare. The AB 89 requires that families previously enrolled in Emergency Childcare through CAPP and the California Migrant Alternative Payment Program (CMAP) be given first priority for enrollment into ongoing subsidized childcare through CAPP.

On September 18, 2020, the Governor signed SB 820 (Chapter 110, Statutes of 2020) which includes additional directives to alternative payment programs that they, to the extent possible, work directly with families that received Emergency Childcare services and the local R&R agency, to assist families in accessing ongoing subsidized or nonsubsidized childcare services that meet their need.

During the continued COVID-19 State of Emergency in California, there remains a critical need for R&Rs and LPCs to play a pivotal role, which includes assisting families (who had been enrolled in Emergency Childcare) to find ongoing subsidized or nonsubsidized childcare. Pursuant to SB 820, there are no new enrollments in Emergency Childcare after June 30, 2020. Due to the ongoing pandemic, there is a continued need to: (1) use new tools and flexibility to perform their responsibilities of serving local childcare needs and (2) ensure that critical functions in their communities are maintained based on evolving local and state guidance.

To the extent possible, the CAPP or CMAP contractor that enrolled a child in Emergency Childcare must work directly with families with children enrolled in Emergency Childcare and their local R&R agency to secure ongoing childcare services for those families. The CDE has issued guidance on enrollment and prioritization of services within MB 20-14.

Directive

Requirements for R&Rs

To the extent possible, R&Rs must work directly with families, whose children are enrolled in Emergency Childcare, to assist families in accessing and navigating ongoing subsidized or nonsubsidized childcare services that meet the family's need. This includes efforts to help new families not enrolled in Emergency Childcare to find childcare during the ongoing pandemic.

Considering the current evolving public health emergency, the CDE encourages R&Rs to continue:

1. Expand Data Collection Efforts by:
 - a. **Collecting data on childcare supply from their licensed providers no less than once monthly** to maintain the availability of childcare supply information on capacity and vacancy status in real

- time.
- b. Providing guidance to childcare providers so that they self-report to the local regional Child Care Licensing office any closure, including temporary or ongoing closures.
 - c. **Updating the state Mychildcare.ca.gov as often as possible or as provider data becomes available.**
 - d. **Updating the My Child Care Plan (MCCP) database (or an application programming interface linkage to the MCCP database) as often as possible or as provider data becomes available.**
Any questions related to how to upload data into MCCP should be directed to the California Child Care Resource and Referral Network.
 - i. Licensees whose status does not change between reporting periods would not need to provide updates (although those that close should contact their local regional Child Care Licensing and the local R&R to provide an update). Status shall mean whether the provider is: **(1) active and booked to capacity; (2) Active with vacancy, (3) inactive, but willing to open with technical assistance; or (4) inactive (closed).**
 - ii. Capacity shall mean: total number of children the site is willing/able to serve by **age category (i.e., 0–23 months; 2–5 years; and 6 years and up).**
 - iii. Vacancy shall mean: one (1) or more available spots to provide a family with childcare. **As applicable, vacancies reported by childcare centers should be listed by age category, keeping collected data secure and confidential.**
2. Providing childcare referrals to meet needs of families, ideally within 24 hours of the request.
 3. Remaining operational and making services as accessible as possible to best meet the needs of the local community by having phone lines, email accounts, and/or remote access to the referral database by employees.
 4. Providing resources and childcare referrals to essential workers, Tribal communities, at-risk populations, and providers during the declared State of Emergency related to COVID-19.
 5. Updating local R&R websites to include easy access to resources for families, including <https://www.MyChildCare.ca.gov> and other online resources. The local R&R website must include other relevant local, state, and national resources for families related to this evolving public health emergency and finding childcare in their community.
 6. Conducting community outreach efforts to inform essential workers, Tribal communities, and at-risk populations of available childcare in the local community to assist families with accessing both ongoing subsidized and nonsubsidized childcare services that meet family need (Any new subsidized childcare enrollments after June 30, 2020, must meet eligibility criteria for care set forth in relevant sections of the 5 CCR and EC).
 7. Working above and beyond to collaborate with LPC partners and other community stakeholders as described in program requirements.
 8. Expanding capacity to provide resources as described in the California Resource & Referral (CRRP) Program Funding Terms and Conditions (FT&Cs), in addition to connecting providers with the local Quality Counts California (QCC) consortium resources, as available.
 9. Utilizing California Preventive Health and Safety Practices training hub expertise, and other training resources, posted on the California Early Childhood Online (CECO) to support appropriate preventive health and safety practices during the COVID-19 State of Emergency.
 10. Providing support to Family Friend and Neighbor and cleared TrustLine providers including, safe sleep training, and related technical assistance to provide safe and quality childcare.
 11. Providing prompt TrustLine application assistance and coordinating available local LiveScan vendors and California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) Local Regional offices to support accessibility of LiveScan services. R&Rs should be prepared to utilize CDSS'

new online registration system *Guardian* once it is available for licensees and TrustLine applicants. Any questions about utilizing the *Guardian* system should be directed to TrustLine at 1-800-822-8490.

12. Coordinating emergency supply and referral response for each county unless the county appoints another lead coordination body. The R&Rs and LPCs must inform CDE if any changes are made to key local personnel identified as county contacts, including R&R and LPC coordinators. The lead in each county must be available to: (1) document key data as needed; (2) answer immediate requests for information regarding need; and (3) coordinate with local partners including direct outreach to tribal partners, for effective distribution of supplies and provision of information.
13. Using funding from existing CDE contracts and quality grants with R&Rs to support childcare providers, including tribal childcare partners. During this evolving public health emergency, R&Rs may need to purchase and distribute supplies. Requests for COVID-19 related purchases from CDE contracts and quality grants in FY 2020–21 must be directed to the assigned Regional Early Learning and Care (ELCD) Program Quality Implementation (PQI) Office Consultant.

Requirements for LPCs

Considering the current evolving public health emergency and EC Sections 8499–8499.5, LPCs must continue:

1. Collaborating with other childcare related entities in the community—including subsidized and non-subsidized childcare providers and local R&R programs—to foster partnerships, which can be used to meet local childcare needs.
2. Assessing and identifying local childcare needs in partnership with the local R&Rs, the QCC Consortium, Tribal childcare and other community stakeholders as described in the California Local Planning Council Program Requirements.
3. Serving as a resource and support for the planning of local countywide childcare services.
4. Remaining operational and as accessible as possible by having phone lines, and email accounts that can be accessed remotely by LPC staff to conduct LPC work.
5. Intensify efforts to Direct the community to available resources that encourage best practices and strategies to support children and families in the community.
6. Working collaboratively with the local R&Rs on maintaining a communication and outreach plan in coordination with the CDE contractors, Tribal childcare and other community stakeholders as described in the program requirements.
7. Planning for early learning and care services that meet the needs of the families in the local community during the COVID-19 State of Emergency.
8. Adhering to the CEC, Chapter 2.3, Articles 1 and 2 (Sections 8499 through 8499.7) as they pertain to the requirements of the LPC's role, which would include reporting newly-emerging data about the childcare needs of all families in the community to CDE and CDSS.

Resources

The CDE, ELCD has developed a COVID-19 State of Emergency guidance and resource web page that includes answers to frequently asked questions, all MBs issued to implement pertinent legislation, webinars, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>.

To be informed of updated information, please sign up for ELCD's email distribution list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

For more information about CDSS Community Care Licensing Division Provider Information Notices which provides guidance on social and physical distance, ratio and group sizes, and healthy practices during the COVID-19 State of Emergency, please visit their website at <https://www.cdss.ca.gov/inforesources/community->

care-licensing.

For essential factual information and resources about the extent of early childhood homelessness, in addition to concrete research-based strategies teachers can implement that benefit all of the children in their care, and are essential for young children and their families impacted by homelessness, visit the ELCD Resources webpage for a copy of the *Responsive Early Education for Young Children and Families Experiencing Homelessness* at <https://www.cde.ca.gov/sp/cd/re/cddpublications.asp#other>.

For more information about federal and state guidance and response to COVID-19 State of Emergency, please refer to the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, the California Department of Public Health's website at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx> and the California COVID-19 Response website at <https://COVID19.ca.gov/>.

For more information about COVID-19 State of Emergency guidance from the Office of Head Start, including the Collaborating Actively in Meaningful Planning (CAMP) series, please visit their website at <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/ohs-covid-19-updates>.

For more information about COVID-19 and the Indian Health Services, who are working closely with tribal partners, state, local and public health partners to provide resources and supports during this public health threat, please visit their web page at <https://www.ihs.gov/coronavirus/>.

If you have questions regarding the information in this MB, please contact your assigned ELCD Program Quality Implementation Office Regional Consultant. A list of consultants can be found on the ELCD Regional Consultants Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> by phone at 916-322-6233.

This MB is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to EC 33308.5.

Stephen Prophet, Director
Early Learning and Care Division
Questions: Early Learning and Care Division | 916-322-6223

Questions: Early Learning and Care Division | 916-322-6223

Last Reviewed: Wednesday, January 13, 2021



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

Management Bulletin 21-02

Early Learning and Care Division

Subject: Guidance on Implementation of Program Quality Requirements during the COVID-19 Pandemic

Number: 21-02

Date: January 2021

Expires: June 30, 2021

Authority: California *Education Code (EC)* Sections 8203 and 8261

Attention: Executive Directors and Program Directors of All Early Learning and Care Programs

Purpose

This Management Bulletin (MB) provides guidance and reminders to contractors related to meeting contractual requirements in regards to program quality. In addition, this MB provides contractors with additional guidance regarding the implementation of requirements during the COVID-19 State of Emergency.

Background

The California *Education Code (EC)* Section 8203 requires that the State Superintendent of Public Instruction (SSPI) develop standards and indicators for the implementation of quality programs.

The California *Code of Regulations*, Title 5 (5 CCR) Section 18272 requires contractors to complete a Desired Results Developmental Profile 2015 (DRDP [2015]) for each child who is enrolled in the program at least ten (10) hours per week, within sixty (60) calendar days of enrollment, and at least once every six (6) months.

The 5 CCR Section 18273 requires contractors to provide program activities and services that are age appropriate, meet the developmental needs of each child, meet the cultural and linguistic needs of children and families, and meet the needs of children with special needs, including children with disabilities, and their families.

The 5 CCR Section 18274 requires contractors to develop and implement a staff development program.

The 5 CCR Section 18275 requires contractors to provide parent involvement and education that includes, but is not limited to, sharing information and conducting at least two (2) individual conferences with parents each year.

The 5 CCR Section 18279 sets forth requirements for contractors for submitting Program Self Evaluations (PSE).

The 5 CCR Section 18280 requires contractors to annually distribute the Desired Results Parent Survey, to parents; collect the surveys from the parents; and analyze the results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs.

The 5 CCR Section 18281 requires contractors to complete an environment rating scale that is appropriate for the type of setting and age of children served, to measure program quality.

The EC Section 8261 requires the SSPI to adopt rules and regulations for monitoring and reporting requirements. The 5 CCR Section 18023 requires the California Department of Education (CDE) to complete compliance reviews of contractors. The 5 CCR Section 18279 sets forth requirements for contractors for submitting PSEs.

Policy

Contractors operating any one (1) or more of General Child Care and Development Programs (CCTR), California State Preschool Programs (CSPP), Family Child Care Home Education Network (CFCC), Migrant Child Care and Development Programs (CMIG), California Alternative Payment Programs (CAPP), California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2 (C2AP), CalWORKs Stage 3 (C3AP), California Resource and Referral Programs (CRRP), and/or Severely Disabled Programs (CHAN) must adhere to applicable program quality requirements for children, families, and staff, pursuant to 5 CCR sections 18270.5 through 18281, and to staffing ratios requirements, pursuant to 5 CCR sections 18290 through 18292.

Directive

Program Quality Contractual Requirements

State-subsidized early learning and care (ELC) programs are required to continue to provide quality program components to all currently enrolled children and families in compliance with 5 CCR sections 18273 through 18281 and EC 8203, as directed below.

Some program quality contractual requirements only apply to California Alternative Payment Programs (CAPP), California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2 (C2AP), CalWORKs Stage 3 (C3AP), and California Resource and Referral Programs (CRRP).

Distance learning services may be offered through various methods to maintain the developmental progress of currently enrolled children that are not receiving in-person services. Distance learning services and outreach efforts may include, but are not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms and/or video. Contractors preparing activity packets should ensure the delivery of these packets comply with all social distancing requirements.

Parent Involvement and Education (CCTR, CSPP, CMIG, CHAN, CFCC)

Each contractor shall include in its program a parent involvement and education component that includes the following:

- An orientation for parents that includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures
- At least two (2) individual conferences with the parent(s) per year
- Parent meetings with program staff
- An open-door policy that encourages parents to participate in the daily activities whenever possible

- ❖ Per Title 22 (22 CCR) regulations, parents have the right to access their children at all times; however, temporary measures should be taken to reduce the risk of the spread of COVID-19.
- ❖ Coordination for parents' visit to the classroom could be made in advance and parents must follow safety procedures (i.e. social distancing [6 feet], facial covering, washing hands or sanitizing prior to entry, health check with temperature check). If more restrictive, local public health guidance must be followed.
- A Parent Advisory Committee that advises the contractor on issues related to services to families and children
- Sharing information between staff and parents concerning their child's progress

Parent orientations, individual conferences, parent meetings, and Parent Advisory Committee meetings should be offered in a virtual space in light of COVID-19. To the greatest extent possible, services should be provided in the family's preferred language.

Education Programs (CCTR, CSPP, CMIG, CHAN, CFCC)

Contractors shall include a child development and education program component that includes, but is not limited to, the following:

- The program approach is developmentally, linguistically, and culturally appropriate to the greatest extent possible
- The program is inclusive of children with disabilities
 - ❖ The program and its staff should participate with the parents and Individualized Education Plan/Individualized Family Service Plan (IEP/IFSP) team to support the care and education of a child with disabilities.
 - ❖ The program should work with the IEP/IFSP team to provide appropriate activities and instruction that align with the goals or outcomes set forth in the IEP/IFSP.
- The program encourages respect for the feelings and rights of others and ensures equitable treatment of all children and eliminates bias through practices
- The program supports children's social and emotional development by:
 - ❖ Building trust;
 - ❖ Planning routines and transitions so they can occur in a timely, predictable, and unhurried manner;
 - ❖ Helping children develop emotional security and facility in social relationships.
- The program provides for the development of each child's cognitive and language skills by:
 - ❖ Using various strategies, including experimentation, inquiry, observation, play, and exploration.
 - ❖ Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue.
 - ❖ Promoting interaction and language use among children and between children and adults; and
 - ❖ Supporting emerging literacy and numeracy development.
- The program promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement.
- The program promotes and maintains practices that are healthy and safe.

These components must be provided to all children enrolled and should be delivered in-person or in a distance learning format depending upon whether children are receiving in-person or distance learning services. This includes providing the program and services outlined in a child's IEP/IFSP as applicable. All services provided to enrolled children, whether in person and/or via distance learning, must be individualized and focused on activities that would have meaning and interest to the family and the child.

Staff Development (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Contractors who are currently open or who are physically closed, but funded to be operational, will provide all staff members professional development. Staff Development will comply with 5 CCR Section 18274 and must be documented.

Contractors should provide staff development, or access to professional development through distance learning opportunities for priority topics including, but not limited to, health and safety, child development, supporting resilience and trauma-informed care, implicit bias, effective interactions, and serving children with disabilities.

Contractors should provide staff development using, but not limited to, the resources located on the Early Learning and Care Division (ELCD) COVID-19 Resources web page at <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>, as well as the resources below:

- View additional resources, including eight (8) comprehensive 60–80-minute Health and Safety Modules for Child Care, by visiting the California Early Childhood Online website at <https://www.caeearlychildhoodonline.org/>
- Contact your local Quality Counts California to participate in professional communities of practice by visiting the Quality Counts California website at <https://qualitycountscalifornia.org/quality-partners/>
- Contact your local Resource and Referral (R&R) agency for professional development opportunities. Resources are also available on the R&R website at <https://rnetwork.org/provider-services/provider-support-resources>
- View professional development resources at the Head Start Early Childhood Knowledge Center website at <https://eclkc.ohs.acf.hhs.gov/professional-development/article/professional-development-go>
- Access to resources, inclusive practices, training and supports for working with children and families with disabilities by visiting the California Department of Developmental Services website at <https://www.dds.ca.gov/services/early-start/>

Early learning and care educators play a role in dismantling systemic racism, the following resources may be useful:

- The National Association for the Education of Young Children (NAEYC) Anti Bias Resources web page is located at <https://www.naeyc.org/resources/topics/anti-bias>
- The NAEYC Advancing Equity in Early Childhood Education Position Statement (additional resources in link) web page can be found at <https://www.naeyc.org/resources/position-statements/equity>
- The Center of Excellence for Infant and Early Childhood Mental Health Consultation Resource Equity web page can be found at <https://www.iecmhc.org/resources/equity/>
- The Southern Poverty Law Center's Teaching Tolerance Newsletter Classroom Resource web page is located at <https://www.tolerance.org/classroom-resources>
- The Head Start Early Childhood Learning & Knowledge Center (ECLKC) Children's Responses to Crises and Tragic Events web page can be found at <https://eclkc.ohs.acf.hhs.gov/publication/childrens-responses-crises-tragic-events>
- The Head Start ECLKC Building Resilience to Cope with Stress and Trauma website can be found at <https://eclkc.ohs.acf.hhs.gov/mental-health/article/building-resilience-cope-stress-trauma>
- The American Psychological Association (APA) Talking to kids about discrimination web page can be found at <https://www.apa.org/topics/kids-discrimination>
- For Eight (8) Tips for Talking to Your Child About Racial Injustice visit the Embrace Race web page at <https://www.embracerace.org/resources/young-kids-racial-injustice>

Contractors should also contact the local R&R agency via the CDE R&R Agency List web page at <https://www.cde.ca.gov/sp/cd/re/ragencylist.asp> and the local Quality Counts California (QCC) consortia to identify additional resources to meet the needs of children, families, and staff.

Developmental Profile Requirements (CCTR, CSPP, CMIG, CHAN, CFCC)

The DRDP is required for all direct service programs providing ELC services, whether those services are provided in-person or via distance learning. For Fiscal Year (FY) 2020–21, in light of the difficulties programs and teachers are facing due to the pandemic, ELCD will not be monitoring this year to the 60-day requirement set forth in 5 CCR Section 18272(b) and outlined in MB 15-03. The ELCD will allow contractors up to 90 days from the time of a child's enrollment, to complete the DRDP. In addition, ELCD is allowing all programs to utilize a modified version of the DRDP, the DRDP Modified Essential View, which consists of fewer measures.

The CCTR, CSPP, CFCC, and CMIG contractors are required to submit data in DRDP Online for any rating period for which complete data has been collected. Contractors shall not upload partial data into DRDP Online. Information, resources, and training on the DRDP assessment and DRDP Online can be found on the Desired Results for Children and Families website at <https://www.desiredresults.us/>. Programs had until December 4, 2020, to enter the first assessment into DRDP Online. The system will allow the data for the second assessment to be entered no later than June 1, 2021.

To the best of their ability, programs should be gathering family perspectives about their child's development and behavior. This information provides important and valid data and facilitates partnering to support children's learning and development. If a family has chosen to shelter-in-place and cannot participate in distance learning services, teachers should document attempts to gather data regarding the child's development.

Parent Survey (CCTR, CSPP, CMIG, CHAN, CFCC)

All contractors shall annually distribute the Desired Results Parent Survey, as defined in 5 CCR Section 18270.5(d), to parents, collect the surveys from parents and analyze the results. The contractor shall use the parent survey results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs. The contractor shall use the results and analysis of the parent survey as part of its annual self-evaluation process.

Contractors may deliver and collect surveys in a format that is easily accessible and convenient to families. This may include digital surveys, electronic submissions, and/or mailed hardcopies. To the greatest extent possible, surveys should be provided in the family's preferred language.

Health and Social Services (CCTR, CSPP, CMIG, CHAN, CFCC)

The CCTR, CSPP, CFCC, and CMIG contractors are required to communicate with families about their progress and the family's overall well-being. Contractors must identify, refer, and ensure that the families' health and social services needs are being met. To the greatest extent possible, services should be provided in the family's preferred language.

During this pandemic it is critical to attempt to assess the health and social service needs of all enrolled families on an ongoing basis. For children and families that are receiving distance learning services, contractors must contact each family a minimum of once (1) per week to keep updated on the child and family. Services and outreach efforts must be documented in accordance with 5 CCR sections 18273, 18275, and 18276.

Environment Rating Scales (CCTR, CSPP, CMIG, CHAN, CFCC)

Contractors who operate direct service contract programs and family child care home networks, shall complete an Environment Rating Scale (ERS), as defined in 5 CCR Sections 18270.5 (f), that is appropriate for the type of setting and age of children served to measure program quality (i.e., The Infant/Toddler Environment Rating Scale [ITERS], The Early Childhood Environment Rating Scale [ECERS], The Family Child Care Environment Rating Scale [FCCERS], and The School-Age Care Environment Rating Scale [SACERS]).

1. Every three (3) years as part of the program compliance review

For FY 20–21, ELC programs being reviewed by ELCD will complete a questionnaire to describe how the program/family child care home has adapted their environment to meet health and safety guidelines while providing quality learning experiences for the children in the program. Agencies will submit one (1) for each classroom/provider home that is providing in person services, and has been selected as a part of the Contract Monitoring Review (CMR). The questionnaire will be provided by the assigned Program Quality Implementation Regional Consultant.

2. Annually as part of the self-evaluation process

Contractors may refer to the document *Use of the Environment Rating Scales during Pandemic Conditions*, located on the Environment Rating Scales Institute (ERSI) website at <https://www.ersi.info/>. Contractors are not expected to meet requirements of a five (5) or above on all subscales as the ELCD understands that scores on some subscales may be lower during the pandemic. The ELCD does expect that Personal Care Routines should be at a five (5) or higher as it is critical for health and safety measures to prevent the spread of COVID-19.

Contractors must attempt to complete ERS on classrooms and family childcare homes in a manner that will not increase the health risks to the children and childcare providers. Staff who typically complete ERS assessments on multiple classrooms and/or family childcare homes, should ensure that the children, families, and providers are comfortable with them entering the environment. When entering the environment, the CDE encourages all individuals to take necessary precautions to prevent the spread of COVID-19 (i.e.: wearing masks and other Personal Protective Equipment).

If children, families, and providers are not comfortable with an individual entering the environment or when local health orders restrict individuals outside of the cohort group from entering an environment, the contractor may do the following:

- Complete a virtual assessment in partnership with the family childcare provider or center staff
- Have family childcare providers or center staff complete their own ERS assessment
- Contractor staff should provide training and technical assistance to support the completion of the ERS

For children that are being provided distance learning services, contractors will not complete ERS virtually on a child's home.

Nutrition (CCTR, CSPP, CMIG, CHAN, CFCC)

Each contractor shall include in its program a nutrition component that ensures that the children have nutritious meals and snacks during the time in which they are in the program. The meals and snacks shall be culturally and developmentally appropriate for the children being served and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program (CACFP) or the School Nutrition Programs (SNP).

The CDE encourages programs, who are providing distance learning services, to provide meals and snacks to meet the needs of children impacted by the food and housing crisis brought on by the pandemic. Contractors that are offering distance learning services are encouraged to provide meals and snacks for children enrolled in the program, but are not required to. Meals can be delivered directly to families and/or available for pick-up at the early learning program.

Under a waiver issued by United States Department of Agriculture, child-care programs may provide non-congregate meals and snacks during FY 2020–21 and be reimbursed for those meals and snacks. The Nutrition Service Division (NSD) hosts a recurring townhall every Tuesday at 2:00 p.m. The NSD discusses policy guidance and sharing best practices for operating the CACFP and SNP programs. The townhall is free to join and you can register by following the link to the NSD's Webinar: Tuesdays at 2 p.m. School Nutrition Town Hall web page at <https://www.cde.ca.gov/ls/nu/tuesdaysat2webinar.asp>.

Program Self-Evaluation Process (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Each contractor shall develop and implement an annual plan for its program self-evaluation process.

Pursuant to 5 CCR Section 18279, the annual plan shall include the following:

1. A self-evaluation based on the use of the Federal Program Monitoring (FPM) or Contract Monitoring Review (CMR).
2. An assessment of the program by parents using the Desired Results Parent Survey, as defined in 5 CCR Section 18270.5(d).
3. An assessment of the program by staff and board members as evidenced by written documentation.
4. An analysis of the FPM/CMR findings, including the Desired Results Developmental Profiles, the Environment Rating Scales, and the Desired Results Parent Survey, each of which are defined in 5 CCR Section 18270.5, together with all other self-evaluation findings.
5. A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis in (4) above.
6. Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification are addressed in a timely and effective manner.

The contractor shall use the Agency Self-Evaluation Report, as defined in 5 CCR Section 18270.5, to submit a summary of the findings of the program self-evaluation to the CDE by June 1 of each year.

The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.

The ELCD will be providing additional guidance about the narrative and submission of the Program Self Evaluation in Spring 2021.

Staffing Ratios (CCTR, CSPP, CMIG, CHAN, CFCC)

Contractors shall maintain at least the following minimum ratios in all centers:

- Infant (birth to 18 months old)
 - ⊗ 1:3 adult-child ratio
 - ⊗ 1:18 teacher-child ratio
- Toddler (18 months to 36 months old)
 - ⊗ 1:4 adult-child ratio
 - ⊗ 1:16 teacher-child ratio
- Preschool (36 months to enrollment in kindergarten)
 - ⊗ 1:8 adult-child ratio
 - ⊗ 1:24 teacher-child ratio
- Children enrolled in kindergarten to 13 years old
 - ⊗ 1:14 adult-child ratio
 - ⊗ 1:28 teacher-child ratio

The program may exceed adult-child ratios prescribed by 5 CCR section 18290 by fifteen percent of the total number of children in attendance, for a period of time not to exceed one hundred twenty (120) minutes in any one (1) day.

The ratio for preschool during a scheduled nap period may be a 1:24 teacher-child ratio, provided that the remaining staff necessary to meet the adult-child ratio specified in 5 CCR Section 18290 are immediately available at the center. All napping children shall remain on a cot/mat. If one (1) child gets up, additional staff need to be called in immediately to meet the required adult-child ratio.

Contractors providing distance learning services shall maintain ratios in a virtual environment, when possible.

A qualified teacher is an individual with a permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in an ELC program. This can be any of the following permits:

- Regular Children's Center Instructional Permit
- Limited Children's Center Instructional Permit
- Emergency Children's Center Instructional Permit
- Child Development Master Teacher Permit
- Child Development Teacher Permit
- Child Development Associate Teacher Permit (Note: This permit authorizes the holder to supervise Assistant Permit holders and an aide.)

OR

A current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, and 12 units in Early Childhood Education and/or Child Development or two (2) years' experience in early childhood education or a child care and development program.

Contract Monitoring Reviews (CMR)

The CDE will continue to conduct CMRs however, in light of COVID-19, most reviews will be conducted through virtual means, except as otherwise deemed necessary. The CDE will continue to support contractors, as always, by providing technical assistance, training and updating information.

Resources

The California Department of Education (CDE), Early Learning and Care Division (ELCD) has developed a COVID-19 guidance and resource web page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources which can be found at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>.

To be informed of the updated information, please sign up for Early Learning and Care Division's email distribution list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

The California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) has developed Provider Information Notices (PINs) to formally communicate important license-related information to CCLD-licensed providers. These PINs can be found on the CDSS website at <https://www.cdss.ca.gov/inforesources/community-care-licensing/policy/provider-information-notices/child-care>.

For more information about federal and state guidance and response to COVID-19, please refer to the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, the California Department of Public Health's website at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>, and the California COVID-19 Response website at <https://covid19.ca.gov/>.

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation (PQI) Office Regional Consultant via the CDE Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This MB is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *EC* Section 33308.5.

Stephen Prophet, Director
Early Learning and Care Division

Questions: Early Learning and Care Division | 916-322-6223

Last Reviewed: Tuesday, February 2, 2021
