



Camilla Rand, M.S.
Director



March 10, 2016

Maureen Burns-Vermette
Head Start Program Specialist
Administrative for Children and Families, Region IX
90 7th Street, Ninth Floor
San Francisco, CA 94103-6710

Dear Ms. Burns-Vermette:

This letter is to request approval for a change in scope to reallocate two (2) of our Early Head Start slots from CSB's directly operated centers to a partner Home Based program. We are reducing group size for two of our 12-18 month old classrooms from seven to six in order to increase usable classroom space at our directly operated centers. We have a community need for more EHS home visiting slots, particularly in East County where there has been a huge population growth as people move out of Richmond and into East County. Our Home Based Partner has requested additional Early Head Start slots to serve the overwhelming community need. The move of these two (2) slots to the partner Early Head Start Home Based program will ensure that the federal grant dollars are used efficiently and effectively to provide quality home visiting services to the families in the community that can benefit from additional Early Head Start services.

There will be no disruption of services to enrolled children and families. If approved, the change of scope will be implemented July 1, 2016, during peak transition time when EHS children transitions to preschool programs. By implementing the change at this natural transition time, we can ensure no child loses care.

We would like to request for a change in scope for the centers and classrooms below.

Move from directly operated:

- 1 slot from Balboa Children's Center located in Richmond – A2 Infant Room
- 1 slot from GMC Children's Center located in Concord – 7B Infant Room

Move to EHS Partner:

- 2 slots to Aspiranet Home Based Program located in Antioch

We will be presenting a request for approval of this change in scope to the Policy Council on March 16, 2016 and to the Board of Supervisors at the next available Board meeting.

As Early Head Start program providers, we remain cognizant of our obligations to remain fully enrolled at our centers. Thank you for your consideration in allowing CSB to continue to effectively work with our local childcare partners. If you need additional information or have any questions, please feel free to contact me at (925) 681-6338.



Best Regards,

Katharine Mason, Division Manager