

Community Services Bureau
2016-2018 Policies and Procedures
Summary of Changes

Section 1 - Administration
<p>Part I – Program Governance:</p> <ul style="list-style-type: none"> Updated number of currently enrolled representatives in Policy Council Composition and Formation section from 39 to 43. Term of PC Membership is changed from October - September to from September - August. Added no delegate or child care partner agency staff (or members of their immediate family) may serve on the Policy Council. Change “Parent Involvement” to “Family Engagement”
<p>Part II – Planning:</p> <ul style="list-style-type: none"> No major changes.
<p>Part III – Communications:</p> <ul style="list-style-type: none"> When mandated reporting of child abuse/neglect is made to Child Protected Services (CPS), a report to Community Care Licensing (CCL) shall also be made summarizing the CPS report. All potential violation of child’s rights to be in compliance with Administration of Children & Families (ACF) Information Memorandum (IM) 15-04. After reviewing the facts, if the Bureau Director or designee has determined that an incident may have occurred, the EHSD Director, Bureau Director, or designee will notify the Head Start Regional Office of State Department of Education, Early Education & Support Division in accordance with the reporting requirements as applicable to the funding source of the impacted child(ren) Starting 2016, Policies & Procedures will be revised every 2 years. Any updates between the revisions will be added as an addendum to the Policies & Procedures.
<p>Part IV – Record Keeping and Reporting:</p> <ul style="list-style-type: none"> No major changes.
<p>Part V – Monitoring:</p> <ul style="list-style-type: none"> No major changes
<p>Part VI – Self-Assessment:</p> <ul style="list-style-type: none"> No major changes
<p>Part VII – Program Human Resources Management: (Personnel Policies & Procedures)</p> <ul style="list-style-type: none"> Information County Administrative Bulletins 112.9 and 204.13 regarding training and reimbursement of tuition fees has been added.
<p>Part VIII – Fiscal:</p> <ul style="list-style-type: none"> Added statement about the process for reimbursement of Reduced Days of Operation or Attendance Due to Emergency Conditions
Section 2 - Child Development
<p>Part I – Prevention and Early Intervention:</p> <ul style="list-style-type: none"> Updated immunization policies to read that no exemptions are to be accepted based on personal beliefs beginning January 1, 2016, however Medical Exemptions from a licensed physician will continue to be permitted Updated strategies added to Behavior Management with revised Positive Behavior Action Plan. Revised case management process with enhanced responsibilities for Site Supervisors and Comprehensive Services Staff Updated information on amended Child Abuse and Neglect Reporting Act – Penal Code Section 11164-11174.3 effective January 1, 2016.

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<p>Part II – Services for Children with Disabilities:</p> <ul style="list-style-type: none"> No major changes
<p>Part III – Individualization in the Program:</p> <ul style="list-style-type: none"> Kindergarten Transition registration and meetings information for parents to assist their child in transitioning to kindergarten has been updated. The kindergarten transition meeting will now be conducted between April and June.
<p>Part IV – Curriculum:</p> <ul style="list-style-type: none"> Updated Program for Infants & Toddler Care (PITC Program) to include Cultural Continuity of Care between homes and child care
<p>Part V – Child Nutrition:</p> <ul style="list-style-type: none"> No major changes
<p>Part VI – Child Health and Safety:</p> <ul style="list-style-type: none"> Updated operating procedures including in cases of emergencies when child is to be moved, lead teacher (or designee) to transport documentation for children with health conditions and child’s medications Updated Kitchen Sanitation including all kitchen staff to follow CCC Environmental Health Rules and Regulations for retail food facility Updated CSB Potlucks to ensure all potlucks are in a designated room separate from classrooms so as not to interrupt children’s planned menus; and all enrolled children must be first served the food provided by Child Nutrition Services.
<p>Section 3 - Family and Community Partnerships</p>
<p>Part I – Family Partnership Building</p> <ul style="list-style-type: none"> Assessment and Protocol documentation date changed from April 30th to May 31st
<p>Part II – Parent Engagement</p> <ul style="list-style-type: none"> No major changes
<p>Part III – Community Partnerships</p> <ul style="list-style-type: none"> No major changes
<p>Section 4 - Program Design</p>
<p>Part I – ERSEA</p> <ul style="list-style-type: none"> Updated funding program from Child Development Division to Early Education and Support Division Updated definition of child’s authorized caregiver or legally responsible party and updated categorical eligibility to include Homelessness and Foster Care Updated Attendance Accounting policies
<p>Part II – Staffing Requirements</p> <ul style="list-style-type: none"> No major changes
<p>Part III – Business Systems</p> <ul style="list-style-type: none"> No major changes
<p>Section 5 - Alternative Payment Plan</p>
<p>Part I – Program Overview:</p> <ul style="list-style-type: none"> No major changes
<p>Part II – Alternative Payment Program Parent Policies and Procedures:</p> <ul style="list-style-type: none"> No major changes

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Part III – Provider Participation: <ul style="list-style-type: none">• No major changes
Part IV – Staff Roles and Responsibilities: <ul style="list-style-type: none">• No major changes
Section 6 - Low Income Home Energy Assistance Program
Part I – Introduction: <ul style="list-style-type: none">• No major changes
Part II – LIHEAP Eligibility Guidelines: <ul style="list-style-type: none">• No major changes
Part III – Weatherization Referrals: <ul style="list-style-type: none">• No major changes
Part IV – Receiving and Processing Applications: <ul style="list-style-type: none">• No major changes
Part V – LIHEAP/Fast Track Complaint Procedure: <ul style="list-style-type: none">• No major changes.
Part VI – Appeal Procedure: <ul style="list-style-type: none">• No major changes
Part VII – LIHEAP and DOE Deferrals: <ul style="list-style-type: none">• No major changes
Section 7 - Written Service Plans
<ul style="list-style-type: none">• No major changes