

Part I: Program Governance → Governance
<ul style="list-style-type: none">• Part I. C-5, C6 & C7<ul style="list-style-type: none">○ Added maintaining communications in parent committee (Page 4)○ Added ERSEA in PC responsibilities (Page 5)○ Added School readiness goals data (part K in table) (Page 7)• Part I, C-10-iii & iv<ul style="list-style-type: none">○ Added notification within 30 days for informal resolution (Page 9)○ Changed verbiage for mediation (Page 9)○ Added the Arbitration section (Page 9)
Part I: Program Governance → Communications
<ul style="list-style-type: none">• Part II.B,E<ul style="list-style-type: none">○ Added Internal Communications expectation (Page 11-13)○ Added CSB's E-mail Protocol (Page 16-18)○ Added Social Media Posting guidelines (Page 18,19)
Part 2: Program Operations → ERSEA
<ul style="list-style-type: none">• Part 1-A, G, H, M, AA, DD & HH<ul style="list-style-type: none">○ Updated matrix Maintaining Ongoing Eligibility for CSPP and CCTR and Maintaining Ongoing Need for CSPP and CCTR to align with 24 month eligibility (Page 7)○ Deleted sentence under Documentation of Employment stating "Until such time as the employment patter becomes predictable, need for services shall be updated at least every four months" to align with 24 month eligibility (Page 7)○ Updated the following need criteria to align with 24 month eligibility: Seeking Employment (remains 12 months), Documentation of Training toward Vocation Goals, Documentation of Parental Incapacity, Documentation of Seeking Permanent Housing (Page 8)○ Added Initial Certification definition (Page 11)○ Added Recertification definition (Page 12)○ Updated documentation to be saved in child's electronic file on CLOUDS: clarified age verification and removed Child Care Data Privacy Notice and Consent Form (Page 14)○ Added Site Supervisor responsibility for reviewing the file after the file has been determined eligible and prior to enrollment (Page 15)○ Updated timelines for the waitlist purge procedures (Page 17)○ Added "program year" to clarify the two program year eligibility duration requirement for Head Start (Page 17)○ Updated the threshold for family fee to reflect the current family fee schedule. (Page 17)○ Updated the Emergency Information form number and name (CSB214 Student Emergency Card) (Page 18)○ Updated immunization requirement at program entry to include exception for homeless children (Page 18)○ Updated Hotline Recruitment procedure (Page 18)○ Procedures for maintaining Eligible / Accepted families on Waitlist, assigning children to the purge caseload (Page 19)○ Added state requirement to establish relation to the child (Page 19)○ Deleted purge eligible/accepted list on CLOUDS record of over age children (Page 20)

Community Services Bureau
2019-21 Policies & Procedures
Summary of Changes

- Updated Section 5, parents eligibility period and deleted irrelevant paragraphs (Page 21)
- Deleted Section 7. School Breaks for Parents Training Toward a Vocation Goal to align with 12 month eligibility (Pages 22, 23)
- Added – English Learners, HS diploma & GED to need categories (Page 23)
- Updated certification of eligibility and recertification to include new requirements for the parent’s responsibility to report a change, file updates and 24 month certification guidelines (seeking employment remains 12 months) (Page 23)
- Added new Recertification eligibility criteria for general childcare and full day state preschool (Page 23)
- Added – English Learners, HS diploma & GED to need categories (Page 23)
- Added loss of subsidy policy for EHS-CCP (Page 30)
- Changed the responsible party to CEU Assistant Manager (Page 36)
- Added changes at parents request. Deleted “increase in parent fees” (Page 38)
- Added “written decision shall contain procedure for submitting an appeal to EESD” under Client’s Request for a Hearing and Procedures to align with Title 5 Regulations (Page 40)
- Added either electronic or hard copy maintained at center; added additional authorized signer (Page 40)
- Added June 30th as withdrawal date for CSPP eligible 4 year olds (Page 42)
- Updated form name for the 9400 process to CDNFS 9500 and CDNFS 8501 (Page 50)
- A bullet added under fee assessment in regards to reduction of family fees (Page 52)
- Updated the timeline of fee exceptions from three to twelve months (Page 53)
- Added checks electronically deposited to be locked for 14 days (Page 56)
- Updated Receipts/Banking Procedures to clarify steps for voided receipts (Page 56-57)

Part 2: Program Operations → Education & Child Development Program Services

- Part III-Subpart 1-C,H &G
 - Changed dates in the parent/teacher conference section to reflect new due dates/timeframes, added sharing kindergarten readiness information with families (Page 61)
 - Assessment-Added work samples; added child portfolio information (Page 63)
 - Updated Kindergarten transition section to reflect HSPPS and other ways CSB supports the transition (Creative Curriculum/Second Step) (Page 64)
- Subpart 2-A, B, G, I
 - Child Development and Education Approach-added head Start Outcomes Early Learning Framework (Page 65)
 - Classrooms-Added Creative Curriculum; added section specifically for Infant and Toddler environments (Page 66)
 - Classroom Transitions-Added maintaining caregiver groups during transitions, when possible (Page 68)
 - Updated Project Approach mandate, added information on Creative Curriculum Studies (Page 69)
 - Added hourly head counts to be added in CLOUDS (Page 71)
 - Updated home visit section to reflect mid-year home visit (Page 75)
 - Parent Involvement into Curriculum-added section on parent input into the weekly lesson plans/curriculum (Page 75)

Community Services Bureau
2019-21 Policies & Procedures
Summary of Changes

- Adults Signing Their Child In or out...-Revised section to align with updated procedures regarding parents being in an impaired physical condition (Page 80)
- Field Trip Policy Procedures-Added information regarding child safety seats and seat belts; updated procedure (Page 82)
- Part IV-Subpart 1-E ,G & H
 - Deleted a few paragraphs in Referral section (Page 103)
 - Added protocol in mental health recommendation's (Pages 106-109)
 - Updated staff information (Page 110)
 - Added self-reflection tool guidance (Page 115)
 - Added information regarding expelling and suspending children (Page 115)
 - Added parent involvement in creating the plan (Page 116)
 - Changed verbiage "Family Partnership Agreement" to "Strength Building Family Partnership Agreement" (Pages 119, 120, 121 etc.)
- Part IV-Subpart II-B, C
 - Added schedule family meeting before child starts program if food allergy is life threatening (Page 129)
 - Added notify nutrition office when children who need modified meals have left the program (Page 129)
 - Added teaching staff must check latest meal modification daily (Page 129)
 - Added Comp Services Assistant Manager must write family meeting notes in CLOUDS (Page 129)
 - Added nutrition clerk is responsible for verifying current enrollment rosters in CLOUDS are correct (Page 131)
 - Added Site Supervisor to check enrollment roster is current (Page 131)
- Part IV-Subpart III-C, CC
 - Added caffeinated drinks including teas will not be served (Page 165)
 - Added complying with CSB Licensing requirements for Volunteer's (Page 181)
 - Added CSB partners: Families CAN, CCC Health Services and deleted Healthy Families and Cooking matters (Page 188)
- Part V- Subpart I-B:
 - The initial SB-FPA is completed within 60 days of family enrollment; the second one is a follow-up of the initial SB-FPA and is completed 30 days prior to the end of their program year. (Page 190)
 -
- Part VIII-E
 - Added recognition of staff efforts and that expenditures directly relate to and support health & wellness (Page 205)

Part 2: Program Operations → Human Resources Management

- Part VIII-D, E, F, G, X, Z, AA, EE, FF & HH
 - Added employees must obtain finger clearance without or with exemption approved by Community Care Licensing (Page 213)
 - Added when a candidate needs to apply for exemption, CSB's Personnel works with the candidate to complete the required documentation (Page 213)

Community Services Bureau
2019-21 Policies & Procedures
Summary of Changes

- Added that the DOJ letter or Exemption notification is kept in the candidate's Personnel File (Page 213)
- Added self-reflection as strategy for assessing staff needs (Page 221)
- Added Parent participation in staff recruitment/screening (Page 221)
- Added guidance for conducting 2nd interview (Page 223)
- Added language about excessive absenteeism and handling of absenteeism (Page 233,234)
- Added Photo Consent Policy (Page 237)
- Added Probationary Protocol in Probationary Period section (Page 238,239)
- Added Performance Evaluation Appeal Letter will be attached to the Performance Review and kept in the employee's Personnel File (Page 242)
- Added ECE Work Study Program description (Page 249, 250)
- Updated the New Employee Orientation (Page 252)
- Added Appeal Procedures for Current and Prospective Delegate Agencies (Page 253-261)

Part 2: Program Operations → Child Health and Safety

- Part IV-Subpart III- U
 - Updated Emergency Protocols (Pages 143, 144, 145)

Part 3: Alternative Payment Program

- Part I-A-F
 - Added Provider Packet for items to bring at intake appointment (Page 3)
 - Deleted time sensitive documents to align with 24 month eligibility (Page 4)
 - Updated income eligibility at ~~initial certification and at recertification~~ (strikethrough items was updated last year, however, this will no longer apply effective 07/01/19) to reflect 85% of State Median Income (Page 4)
 - Updated Family Fees to align with Management Bulletin 17-11 (Page 4)
 - Updated procedures when transferring from Stage 1 to Stage 2 to align with 24 month eligibility (Page 6)
 - Deleted probable duration for incapacitation (Page 8)
 - Updated timeline of requirement for participant to provide most recent grades to align with 24 month eligibility (Page 8)
 - Deleted sixty working days from Actively Seeking Employment to align with 12 month eligibility (Page 10)
 - Updated Seeking Permanent Housing to align with 12 month eligibility (Page 10)
 - Updated Family Fee procedures to align with Management Bulletin 17-11 and 24 month eligibility (Page 11)
 - Updated recertification to align with ~~12~~ 24 month eligibility (Page 12)
 - Updated Reporting Changes to align with ~~12~~ 24 month eligibility (Pages 12,13, 14)
- Part II-A-E
 - Updated Definition of Broadly Consistent to align with ~~12~~ 24 month eligibility (Page 18)
 - Deleted Absence Policies as Alternative Payment Program is not required to track absences (Pages 18,19)
 - Updated Reduction in Reimbursements to align with ~~12~~ 24 month eligibility (Pages 19, 20)
 - Updated Denial of Reimbursement to align with ~~12~~ 24 month eligibility and broadly consistent definition (Page 20)

Community Services Bureau
2019-21 Policies & Procedures
Summary of Changes

- Deleted Updated and changed from Limited Term Service Leave to Temporary Suspension of Services to align with 12 24 month eligibility (Page 21)
- Replaced “terminated” to “dis-enrolled” (Pages 22, 23, 24,32)
- Part III-A-J
 - Added an exception clause for CAPP families to providers that include religious instruction or worship (Page 26)
 - Updated minimum number of children for In Home Licensed Exempt Providers (Page 28)
 - Updated Regional Market Rate to reflect current regional market rate survey (Page 29)
- Part IV-A-E
 - Updated EESD to ELCD to reflect CDE’s updated name (Page 36)

Part 4: Low Income Home Energy Assistance Program

- Part B.4
 - Added REAL ID Card as acceptable verification (Page 4)
 - Revised language on California Driver’s Licenses and identification cards with “Federal Limits Apply” for applicants that are ineligible to apply (Page 5)
- Part B.6
 - Added photo identification and completion of Account Holder Authorization and Consent Form (CSD 081) when name on the utility account is different from the name of on the application (Page 6)
- Part B. 9
 - Added Account Holder Authorization and Consent Form (CSD 081) (Page 8)
- Part G.1
 - Updated number of files to be reviewed each month (Page 14)

Part 5: Financial & Administrative Requirements → Business Systems

- Part I-C
 - Under reimbursement-changed ASA III to authorized CSB Manager (Page 2)
 - Added reimbursement for community partners attending conferences (Page 2)
- Part II-C.3i
 - Updated revalidation procedures (page 13)
- Part II-C.3ii
 - Updated Education Monitoring to reflect Curriculum Fidelity (Page 14)
- Part IV-B, D &E
 - Added County property should be used for official business only (Page 29)
 - Added County equipment should be used for official business only (Page 31)
 - Added County vehicle usage only for official business (Page 37)