



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

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To: Contra Costa County Board of Supervisors

Date: 1/08/2020

cc: Kathy Gallagher, EHSD Director

From: Camilla Rand, Community Services Bureau Director

Subject: 2019 Federal Head Start Review Corrective Action  
Plan (Grant #09CH010862)

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Please accept the Community Services Bureau corrective action plan and response to the monitoring review conducted on 9/26/2019 by the Administration for Children and Families (ACF). Based on the information gathered during the review, two areas were found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements as a result of an incident at Community Services' childcare partner, the YMCA. Attached please find CSB's program improvement plan for your attention and approval.

Thank you for your consideration in approving this corrective action plan.