



# Contra Costa County

To: Board of Supervisors  
From: Kathy Gallagher, Director  
Date: August 15, 2017

Subject: 2017-2019 Community Services Bureau Policies & Procedures Manual

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## **RECOMMENDATION(S):**

APPROVE the revised 2017-2019 Policies and Procedures for the Head Start program as recommended by the Employment & Human Services Director.

## **FISCAL IMPACT:**

None

## **BACKGROUND:**

Head Start Performance Standard 1302.10 mandates that the Head Start grantee set criteria, based on a community assessment, that define types of children and families who will be given priority for recruitment and selection. It also requires annual approval of written plans for implementing services which is described within the Policies and Procedures manual. This board order accepts the Community Services Bureau Policies and Procedures for the 2017-2019 program years. The document was reviewed and approved by the Head Start Policy Council on May 17, 2017.

## **CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, Department will not be in compliance with Head Start regulations.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **08/15/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor

Candace Andersen, District II  
Supervisor

Diane Burgis, District III  
Supervisor

Karen Mitchoff, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: August 15, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: CSB, (925) 681-6304



## CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

## ATTACHMENTS

Summary of Changes

Table of Contents

Section 1 Governance

Section 2 Operations

Section 3 Alternative Payment

Section 4 LIHEAP

Section 5 Financial and Admin