



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: August 6, 2019

Subject: APPROVAL of Family Handbooks for County-funded Children's Centers

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Department director, or designee, to submit two family handbooks outlining early care and education services provided by county-funded centers, as required by California Department of Education, for fiscal years 2019-2020 and 2020-2021.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

California Department of Education Title 5 Section 18271 requires that entities receiving funding for Child Care and Development Services for General Child Care, State Preschool and Alternative Payment programs provide written information to families enrolling into the program. The handbooks outline admission policies and procedures on eligibility requirements, priorities, conditions for participation, parent rights to appeal and a complaint process. The handbooks must also outline the program philosophy, goals and objectives, and must be approved by the governing body. Two handbooks are submitted for Board of Supervisor's approval – one for Alternative Payment program and the other for the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/06/2019** ☒ 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 6, 2019

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

By: Stephanie Mello, Deputy

Contact: CSB, (925) 681-6333

cc: Nelly Ige

Community Services Bureaus' directly operated centers.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County will not be in compliance with California Department of Education Title 5 Section 18271.

CHILDREN'S IMPACT STATEMENT:

The Employment and 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

Alternative Payment Family Handbook
CSB Family Handbook