



# Monthly Program Update

## Snohomish County Early Head Start

**DATE:** November 26, 2025  
**TO:** Snohomish County Council  
**FROM:** Karen Matson, Human Services Department Division Manager  
**TOPIC:** Early Head Start Governance – October 2025

### REPORT PURPOSE:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> A. Early Head Start Personnel Actions | <input checked="" type="checkbox"/> D. Governing Bodies Communication |
| <input checked="" type="checkbox"/> B. Early Head Start Program Reports   | <input checked="" type="checkbox"/> E. Correspondence                 |
| <input type="checkbox"/> C. Early Head Start Governance                   |   |

#### A. EARLY HEAD START PERSONNEL ACTIONS

Governing body approval required for all personnel actions, to ensure participation of parents in hiring and agency personnel policies are followed.

Position	Screened/ Interview	Reference Checks	SnoCo and Portable Background Check	Hire Letter	Start Date/ HSD Orientation	SnoCo Orientation
Infant Toddler Specialist- (previously temp, hired to permanent position)	10/3/25	10/5/25	10/7/25	10/14/25	11/1/25	6/18/25
Temporary Infant Toddler Specialist	9/22/25	9/24/25	9/26/25	9/26/25	10/13/25	10/23/25

#### Recommendation from Head Start Advisory Committee:

Early Head Start Advisory Committee recommends approval by the County Council, governing body, with no questions or concerns.

#### B. EARLY HEAD START PROGRAM REPORTS AND UPDATES

Governing body must review financial statements and other program reports as part of program and fiscal oversight.

##### Monthly Fiscal Management Report

August, September and October 2025 are attached

##### Monthly Credit Card Usage Report

August, September, and October 2025 attached

##### Program Enrollment and Attendance – Program Year to Date

Early Head Start program enrollment as of October 31, 2025:

- Total enrollment: 95

- Current Enrollment: 85
- % of Over-Income Families (100-130% FPL): 1
- % of Over-Income Families (> 130% FPL): 6
- % of Children with an IFSP: 27%
- Current Waiting List: 10
- % of Completed Home Visits: 79%
- Vacancies over 30 Days: 0

#### **Program Information Report Data**

- Pregnant People: 7
- Children Under 1 Year: 23
- Children 1 – 2 Years: 25
- Children 2 – 3 Years: 31
- Well-Child Exams: 91%
- Dental Screenings: 74%
- Immunizations: 82%

#### **Other Reports: Annual Audit**

2024 Snohomish County Audit <https://snohomishcountywa.gov/Archive.aspx?ADID=7312>

- The Snohomish County 2024 Audits identified no concerns or findings related to the Snohomish County Early Head Start Program

#### **C. EARLY HEAD START GOVERNANCE**

The Governing Body is required to review and approve periodic programmatic reports, processes, and outcomes, including but not limited to Self-Assessment, Eligibility Recruitment Selection Enrollment Attendance (ERSEA), monitoring reports and funding applications, etc., as part of program and fiscal oversight.

No governance actions this period.

#### **D. POLICY COUNCIL & EARLY LEARNING PROGRAM COMMUNICATION and LINKAGES**

Sharing of information strengthens the partnerships of the governing bodies.

#### **Policy Council Information:**

Policy Council representatives work in tandem with the Early Head Start Advisory Committee and with program administration to oversee the Early Head Start program. The Policy Council monthly meeting agenda and minutes are attached.

#### **E. CORRESPONDENCE**

Correspondence shared by the Office of Head Start, Department of Children, Youth and Families.

Snohomish County Early Head Start has received four Information Memoranda (IM) from the Office of Head Start and copies are attached:

- IM Promoting Healthy Eating in Head Start Programs
- IM Expanding Educational Freedom and Opportunities for Families in Head Start Programs
- IM Fiscal Year 2026 Monitoring Process for Head Start Recipients
- IM Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs

Monthly Program Update Snohomish County Early Head Start is submitted for approval or disapproval during the Administrative Session of the Snohomish County Council, the governing body of Snohomish County Early Head Start.