



**Community Services of Northeast Texas, Inc.**



## CALL TO ASSEMBLY

*Please rise.*

- **Pledge of Allegiance (US)** *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- **Pledge of Allegiance (Texas)** *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- **Community Action Promise** *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*
- **Our Mission** *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*
- **Our Community Services Vision** *To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*
- **Our Head Start Vision** *To provide a system of education and encouragement which results in school-readiness for young children and their families*
- **Invocation**

# Board Meeting

June 27, 2018 @ 12:00 Noon

304 E Houston, Linden, Texas 75563

*Brant Allen, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRT, Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Minutes from 05/30/18 ☺

## 4. Approval of Agenda ☺

## 5. Chairman's Comments and Recognitions

## 6. Training/Presentations

- A. Board Question for the Month – Bernadette Harris
- B. Board Interviews for Community Assessment – Dan Boyd

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required
- B. Personnel – No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – This committee must meet in August
- F. ByLaws – No current report required

**The Chair may make changes to committee rosters and/or develop new committees.**

## 8. Action Items

**A. Seat new board member(s), if any ☺** Full board of 12 (OS 5.1)

### **B. Approve Consent Agenda ☺**

- 1) Community Services Report(OS 5.9)
- 2) Human Resources Report (OS 5.9)
- 3) Head Start Report (OS 5.9)

### **C. Discuss/Approve: Banking Resolutions ☺**

- 1) **Removing Brant Allen from Signature Card and adding another signature**
- 2) **Resolution to close Cigna Health Account #50013912 at Texana Bank**
- 3) **Resolution to close United Health Care Account #50013823 at Texana Bank**
- 4) **Resolution to add account for Veterans Grant at Texana Bank**

**D. Discuss/Approve Head Start Grant#06CH7174/05 – Total Amount \$4,829,115 (\$3,863,292 funds and \$965,823 Non-Federal Share) ☺**

### **E. Discuss/Approve 2018 Strategic Plan (Head Start Section) ☺**

- 1) **Head Start Program goals**
- 2) **2018-2019 School Readiness Goals**
- 3) **2018-2019 Parent Family and Community Engagement Goals**

**F. Discuss/Approve Finance Manual Changes ☒**

**G. Discuss/Approve Accepting the FVA Veteran’s Grant 2018-2019 - \$300,000 ☒**

**H. Name new Board Chair according to ByLaws ☒**  
**Article XIX, Section 4**

**I. Approve plan to replace Poverty Sector Board Member according to ByLaws (OS 5.2) ☒**

**J. Approve plan to replace Private Sector Board Member according to ByLaws ☒**

**9. Staff Reports**

- A. Financial Report .....(OS 8.7).....Shelley Mitchell
- B. Service Department Report and Transportation Report (OS 5.9) .....Tommy Hooper

**10. Executive Director’s Report**

- A. Executive Director Comments

**11. Discussion Items**

- A. Discuss 2017-2018 Final PIR Data (OS 5.9)**
- B. Agency FORM 990 is made available to the Board for review (OS 8.6)**

**12. Audience Comments**

**13. Executive Session**

- A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality
- B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

**14. Required Action from Executive Session**

**15. Adjourn Board Meeting**

☒ Requires Board Vote

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
May 30, 2018 - 12:00 Noon  
304 E Houston, Linden, Texas 75563

**Board Members Present**

Reagan Lee

*Representing Linden-Kildare CISD, Private Sector*

Judge Lynda Munkres

*Morris County Judge, Public Sector*

Lisa Martin

*Democratically selected by Hughes Springs Housing Authority, Poverty Sector*

Dr. Arcolia Jenkins

*Representing Creating Opportunities in Marion County, Private Sector*

Gus Gustafson

*Representing Linden Economic Development Corporation*

Brant Allen, Chairman

*Democratically selected by New Boston Housing Authority, Poverty Sector*

Kimberly Cook

*Representing Woodforest Bank, Private Sector*

Donna Early, Treasurer

*Representing Cass County Judge Becky Wilbanks, Public Sector*

**Board Members Absent**

Brenda Swisher, Secretary

*Representing Cass County Mayor Clarence Burns, Public Sector*

April Bennett

*Democratically selected by Head Start Policy Council, Poverty Sector*

Ross Hyde, Vice-Chairman

*Representing State Representative, Gary VanDeaver, Public Sector*

Stacia Waters

*Democratically selected by Atlanta Property Management, Poverty Sector*

# Board Minutes Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: One

Is Policy Council represented? Yes  No

Is the Policy Council representative low-income?  Yes  No

Is there an attorney on the board?  Yes  No

Is a contract in place for an attorney:  Yes  No

Is there an early child expert on the board?  Yes  No

Is there a finance expert on the board?  Yes  No

Were minutes submitted from advisory groups?  Yes  No

Were minutes submitted from committee meetings? Yes  No

Were any of the following discussed during the meeting?

Recruitment documents  Yes  No

Solicitation materials  Yes  No

Final board membership list  Yes  No

Did a low-income person participate in the development of services?  Yes  No

Did a low-income person participate in the provision of services?  Yes  No

Did a low-income person participate in the needs assessment process? Yes  No

## Organizational Standard 3.5

Did the Board formally accept the Community Assessment?  Yes  No

### CALL TO ORDER

Brant Allen, Chairman called the meeting to order at 12:40 p.m.

Quorum: established by Brant Allen, Chairman, seven of twelve members present

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### MINUTES

Motion: Dr. Arcolia Jenkins moved to approve the April 25, 2018 minutes

Second: Donna Early, Treasurer

All in favor voted aye, none opposed, the motion carried unanimously

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### AGENDA

Motion: Kimberly Cook moved to approve the agenda

Second: Lisa Martin

All in favor voted aye, none opposed, the motion carried unanimously

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### CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chairman recognized Board Member Reagan Lee's service for the past year with a Plaque. Reagan was Valedictorian, and completed 219 community service hours. She introduced Kassie Blum as her recommended replacement.

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## **TRAINING / PRESENTATIONS**

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- A. Daingerfield/Hughes Springs Head Start Video – Video did not work, was unable to view
- B. Training – Berny Harris – Question of the month for Head Start

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – (Chair reminds members the entire board is a member of this committee, also known as the Strategic Planning Committee)
- B Personnel – This committee should meet in July to approve job descriptions, pay scales, etc.
- C Finance – None
- D Executive – This committee meets only when necessary, usually because of succession.
- E Nominating – This committee must meet in August.
- F ByLaws – No Action Yet

**The Chair may make changes to committee rosters/develop new committees.**

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## **Action Items**

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### **A. Seat New Board Member(s)**

Kassie Blum was seated as board member to replace Reagan Lee.

Motion: Reagan Lee

Second: Kimberly Cook

All in favor voted aye, none opposed, the motion carried unanimously

### **B. Approve Consent Agenda**

1. Human Resources Report (Org. Std. 5.9)
2. Service Department Reports (Org. Std. 5.9)
3. Head Start Report (Org. Std. 5.9)
4. Community Services and Nutrition Reports (Org. Std.5.9)

Motion: Dr. Arcolia Jenkins moved to accept the Consent Agenda

Second: Gus Gustafson

When asked, Board stipulated that no further discussion needed on consent items and no item to remove.

All in favor voted aye, none opposed, the motion carried unanimously.

### **C. Discuss/Approve Head Start Cost of Living Allowance (COLA) Grant #06CH7174/04-Total Amount \$121,885 (\$97,508 funds and \$24,377 non-federal share)**

Motion: Gus Gustafson

Second: Kimberly Cook

All in favor voted aye, none opposed, the motion carried unanimously

**D. Discuss/Approve 2018-2019 Calendars**

Motion: Donna Early, Treasurer

Second: Lisa Martin

All in favor voted aye, none opposed, the motion carried unanimously

**E. Discuss/Approve 2018-2019 USDA/CACFP Contract**

Motion: Dr. Arcolia Jenkins

Second: Kimberly Cook

All in favor voted aye, none opposed, the motion carried unanimously

**F. Discuss/Approve 2018-2019 Nutrition Menus**

Motion: Donna Early, Treasurer

Second: Kimberly Cook

All in favor voted aye, none opposed, the motion carried unanimously

**G. Discuss/Approve Updated 2016 Annual Report**

Motion: Dr. Arcolia Jenkins

Second: Gus Gustafson

All in favor voted aye, none opposed, the motion carried unanimously

**H. Discuss/Approve 2018-2019 Campus Operating Manual**

Motion: Donna Early, Treasurer

Second: Lisa Martin

All in favor voted aye, none opposed, the motion carried unanimously

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**STAFF REPORTS**

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A. Financial Report – Prepared and presented by Shelley Mitchell (OS 8.7)

B. Head Start Report – Prepared and presented by Berny Harris (OS 5.9)

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**EXECUTIVE DIRECTOR'S REPORT**

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A. Executive Director Comments – At TACAA Conference was presented with a Certificate of Appreciation as 3<sup>rd</sup> place for the highest numbers of members. CSNT has 42 individual members. Push cards were given to the board members to use and hand out to people in their community. These push cards will motivate individuals to participate in CSNTs Community Assessment of all counties represented. Announced Chairman Brant Allen resigned effective June 27, 2018. Ross Hyde will be elevated to Chairman until the August Nominating Committee meeting to discuss nominations for the New Year.

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**DISCUSSION ITEMS**

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A. 2017-2018 Circle Assessment Wave 3 Data

B. 2017-2018 Frog Street Wave 3 Data

- C. CLASS Spring 2018 Data
- D. 2017-2018 Circle Assessment School Readiness Performance Data
- E. 2017-2018 Frog Street School Readiness Performance Data

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**AUDIENCE COMMENTS**

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Shirley Partridge announced the East Texas Enrichment Center will be starting the sixth Certified Nurse Assistant class, Monday, June 4, 2018. Also, effective June 12, a Hospitality Training course will begin.

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**EXECUTIVE SESSION**

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Board went in Executive Session at 1:44pm, motion made by Kim Cook, and second by Donna Early.

The board discussed with Dan Boyd, Executive Director, his evaluation which was favored. The board voted to approve a three percent salary increase for the Executive Director.

Motion: Kimberly Cook

Second: Lisa Martin

All in favor voted aye, none opposed, the motion carried unanimously

- A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.
- B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

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**ADJOURN**

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Motion made to adjourn the meeting by Gus Gustafson and second by Lisa Martin at 2:12pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2018  
(Board Secretary) (Date)



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**Community Services Block Grant Performance Report**

Subrecipient: Community Services of Northeast Texas, Inc. Address: PO Box 427 LINDEN, TX 75563

Vendor ID: 17512320809 Report Date: May 2018

Contract: 61180002852 Report Type: Monthly

Contract Term: January 1, 2018 - December 31, 2018 CFDA #: 93.569

Contract Amount: \$ 430,132.00

**Module 2. Section B. CSBG Eligible Entity Capacity Building**

2. Hours of Agency Capacity Building (e.g. training, planning, assessment)

	Hours		
	Monthly	Adjusted	Cumulative
a. Hours of Board Members in capacity building activities	7	0	34
b. Hours of Agency Staff in capacity building activities	65	0	249

3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising)

	Hours		
	Monthly	Adjusted	Cumulative
a. Total number of volunteer hours donated to the agency	426	0	3619
1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	422	0	929

4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following

	Number		
	Monthly	Adjusted	Cumulative
a. Number of Nationally Certified ROMA Trainers	0	0	1
b. Number of Nationally Certified ROMA Implementers	0	0	1
c. Number of Certified Community Action Professionals (CCAP)	0	0	1
d. Number of Staff with a child development certification	0	0	23
e. Number of Staff with a family development certification	0	0	16
f. Number of Pathways Reviewers	0	0	0
g. Number of Staff with Home Energy Professional Certifications	0	0	0
1. Number of Energy Auditors	0	0	0
2. Number of Retrofit Installer Technicians	0	0	0
3. Number of Crew Leaders	0	0	0
4. Number of Quality Control Inspectors (QCI)	0	0	0
h. Number of LEED Risk Certified assessors	0	0	0
i. Number of Building Performance Institute (BPI) certified professionals	0	0	0
j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	0	0	0
k. Number of Certified Housing Quality Standards (HQS) Inspectors	0	0	0

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4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following

	Number		
	Monthly	Adjusted	Cumulative
l. Number of American Institute of Certified Planners (AICP)	0	0	0

5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes

	Unduplicated Number of Organizations		
	Monthly	Adjusted	Cumulative
a. Non-Profit	17	0	67
b. Faith Based	11	0	76
c. Local Government	4	0	30
d. State Government	1	0	20
e. Federal Government	0	0	5
f. For-Profit Business or Corporation	0	0	22
g. Consortiums/Collaborations	2	0	25
h. School Districts	10	0	58
i. Institutions of Post-Secondary Education/Training	3	0	19
j. Financial/Banking Institutions	1	0	8
k. Health Service Organizations	4	0	24
l. Statewide Associations or Collaborations	2	0	11

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Report Date: May 2018

Report Type: Monthly

CFDA #: 93.569

**Module 4. Section A. Individual and Family National Performance Indicators (NPIs)**

1. Employment Indicators (FNPI 1)

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a. The number of unemployed youth who obtained employment to gain skills or income.	0	0	0	0	0	0	0	0.00	0.00	
b. The number of unemployed adults who obtained employment (up to a living wage).	0	0	2	10	0	0	1	50.00	10.00	
c. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0	2	5	0	0	1	50.00	20.00	
d. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0	0	1	5	0	0	0	0.00	0.00	
e. The number of unemployed adults who obtained employment (with a living wage or higher).	0	0	0	5	0	0	0	0.00	0.00	
f. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	0	0	3	0	0	0	0.00	0.00	
g. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0	0	0	3	0	0	0	0.00	0.00	
h. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	0	1	5	0	0	0	0.00	0.00	
1. Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	0	0	1	3	0	0	0	0.00	0.00	
2. Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	0	0	3	0	0	0	0.00	0.00	
3. Of the above, the number of employed participants who increased benefits related to employment.	0	0	0	3	0	0	0	0.00	0.00	

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**2. Education and Cognitive Development (FNPI 2)**

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	0	539	535	0	0	539	100.00	100.75	
b. The number of children (0 to 5) who demonstrated skills for school readiness.	0	0	539	535	0	0	539	100.00	100.75	
c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	0	0	539	0	0	0	539	0.00	0.00	
1. Early Childhood Education (ages 0-5)	0	0	539	535	0	0	539	100.00	100.75	
2. 1st grade-8th grade	0	0	0	0	0	0	0	0.00	0.00	
3. 9th grade-12th grade	0	0	0	0	0	0	0	0.00	0.00	
d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	0	0	540	0	0	0	539	0.00	0.00	
1. Early Childhood Education (ages 0-5)	0	0	540	535	0	0	539	99.81	100.75	
2. 1st grade-8th grade	0	0	0	5	0	0	0	0.00	0.00	
3. 9th grade-12th grade	0	0	0	5	0	0	0	0.00	0.00	
e. The number of parents/caregivers who improved their home environments.	0	0	0	0	0	0	0	0.00	0.00	
f. The number of adults who demonstrated improved basic education.	0	0	522	5	0	0	522	100.00	10440.00	
g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	12	0	19	25	12	0	19	100.00	76.00	
h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0	2	20	0	0	0	0.00	0.00	
i. The number of individuals who obtained an Associate's degree.	6	0	7	20	6	0	6	85.71	30.00	

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2. Education and Cognitive Development (FNPI 2)

j.	The number of individuals who obtained a Bachelor's degree.	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
		Monthly	Adjusted	Cumulative	Target		Monthly	Adjusted	Cumulative		
		7	0	8	5		7	0	7	87.50	140.00

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**3. Income and Asset Building (FNPI 3)**

	i. Number of Participants Served in Program(s) (#)			ii.) Target (#)		iii.) Actual Results (#)			iv.) Percentage Achieving Outcome [(III / I) x 100] [%]	v.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a.	164	0	757	34	13	0	254	33.55	747.06	
	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.									
b.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.									
c.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who opened a savings account or IDA.									
d.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who increased their savings.									
e.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who used their savings to purchase an asset.									
	1. Of the above, the number of individuals who purchased a home.									
f.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who improved their credit scores.									
g.	0	0	0	0	0	0	0	0.00	0.00	
	The number of individuals who increased their net worth.									
h.	0	0	2	17	0	0	2	100.00	11.76	
	The number of individuals engaged with the Community Action Agency who report improved financial well-being.									

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**4. Housing (FNPI 4)**

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a. The number of households experiencing homelessness who obtained safe temporary shelter.	4	0	9	5	4	0	9	100.00	180.00	
b. The number of households who obtained safe and affordable housing.	4	0	10	30	4	0	7	70.00	23.33	
c. The number of households who maintained safe and affordable housing for 90 days.	4	0	9	30	4	0	6	66.67	20.00	
d. The number of households who maintained safe and affordable housing for 180 days.	0	0	3	30	0	0	0	0.00	0.00	
e. The number of households who avoided eviction.	0	0	7	5	0	0	7	100.00	140.00	
f. The number of households who avoided foreclosure.	0	0	0	0	0	0	0	0.00	0.00	
g. The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0	0	0	0	0	0	0	0.00	0.00	
h. The number of households with improved energy efficiency and/or energy burden reduction in their homes.	123	0	276	50	123	0	276	100.00	552.00	

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5. Health and Social/Behavioral Development (FNPI 5)

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative		
a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	523	535	0	0	523	100.00	97.76
b. The number of individuals who demonstrated improved physical health and well-being.	0	0	6	50	0	0	6	100.00	12.00
c. The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	19	25	0	0	19	100.00	76.00
d. The number of individuals who improved skills related to the adult role of parents/caregivers.	0	0	524	510	0	0	522	99.62	102.35
e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	150	0	0	0	0.00	0.00
f. The number of seniors (65+) who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
g. The number of individuals with disabilities who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
h. The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0	0	0	0.00	0.00
i. The number of individuals with no recidivating event for six months.	0	0	0	0	0	0	0	0.00	0.00
1. Youth (ages 14-17)	0	0	0	0	0	0	0	0.00	0.00
2. Adults (ages 18+)	0	0	0	0	0	0	0	0.00	0.00



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
**Community Services Block Grant Performance Report**

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427  
 LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61180002852

Contract Term: January 1, 2018 - December 31, 2018

Contract Amount: \$ 430,132.00

Report Date: May 2018

Report Type: Monthly

CFDA #: 93.569

**6. Civic Engagement and Community Involvement Indicators (FNPI 6)**

	I. Number of Participants Served in Program(s) (#)			II.) Target (#)		III.) Actual Results (#)			IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]
	Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative			
a. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	0	0	11	15	0	0	11	100.00	73.33	
1. Of the above, the number of Community Action program participants who improved their leadership skills.	0	0	11	15	0	0	11	100.00	73.33	
2. Of the above, the number of Community Action program participants who improved their social networks.	0	0	11	15	0	0	11	100.00	73.33	
3. Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0	11	15	0	0	11	100.00	73.33	

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**  
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Contract Term: January 1, 2018 - December 31, 2018

Contract Amount: \$ 430,132.00

Report Date: May 2018

Report Type: Monthly

CFDA #: 93.569

**7. Outcomes Across Multiple Domains (FNPI 7)**

a.	I. Number of Participants Served in Program(s) (#)	II.) Target (#)		III.) Actual Results (#)		IV.) Percentage Achieving Outcome [(III / I) x 100] [%]	V.) Performance Target Accuracy [(III / II) x 100] [%]			
		Monthly	Adjusted	Cumulative	Target			Monthly	Adjusted	Cumulative
	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	496	0	1884	550	496	0	1511	80.20	274.73







# 2018 County Service Report

Delta County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ -	\$ 1,207.00	\$ 1,539.00	\$ 1,343.00	\$ 2,058.00								\$ 6,147.00
Total Individuals Served by CSBG TOP and CEAP	0	3	9	7	17								0
Non CSBG and CEAP Total \$	\$ 1,002.29	\$ 316.26	\$ 765.79	\$ 427.74	\$ -								\$ 2,512.08
Total Individuals Served by Non CSBG TOP and CEAP	4	2	4	3	0								0
Donated Goods	0	0	0	0	0								0
Total Individuals Served by TBRA	0	0	0	0	0								0
Total Individuals Served	4	5	13	10	17	0	0	0	0	0	0	0	49

Hopkins County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ -	\$ 8,057.00	\$ 11,828.00	\$ 7,037.00	\$ 11,346.00								\$ 38,268.00
Total Individuals Served by CSBG TOP and CEAP	0	20	70	25	150								0
Non CSBG and CEAP Total \$	\$ 520.53	\$ 2,709.79	\$ 576.58	\$ 1,468.23	\$ -								\$ 5,275.13
Total Individuals Served by Non CSBG TOP and CEAP	4	7	4	7	0								0
Donated Goods	0	0	0	0	0								0
Total Individuals Served by TBRA	0	0	0	0	0								0
Total Individuals Served	4	27	74	32	150	0	0	0	0	0	0	0	287

Rains County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ -	\$ 2,429.00	\$ 4,403.00	\$ 917.00	\$ 439.00								\$ 8,188.00
Total Individuals Served by CSBG TOP and CEAP	0	6	16	3	6								0
Non CSBG and CEAP Total \$	\$ 169.37	\$ 140.78	\$ -	\$ -	\$ -								\$ 310.15
Total Individuals Served by Non CSBG TOP and CEAP	1	1	0	0	0								0
Donated Goods	0	0	0	0	0								0
Total Individuals Served by TBRA	0	0	0	0	0								0
Total Individuals Served	1	7	16	3	6	0	0	0	0	0	0	0	33
<b>All Counties Total</b>	<b>131</b>	<b>464</b>	<b>1216</b>	<b>1152</b>	<b>1346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4309</b>

**NOTE:**

CSBG: Community Service Block Grant  
 TOP: Transitioning Out of Poverty  
 CEAP: Comprehensive Energy Assistance Program  
 TBRA: Temporary Based Rental Assistance Program



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 127 as of 6/11/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	113	100	2	11	No change
CSBG/CEAP	14	12	2	0	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	445.25	145.50	590.75	Unfilled Positions 4
Pay Period 4/15/18 to 4/28/18				
Hours worked by Subs 316.50				
<b>CSBG/CEAP Staff</b>	77.75	38.75	116.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Head Start Staff</b>	320.25	213.50	533.75	Unfilled Positions 4
Pay Period 4/28/18 to 5/12/18				
Hours worked by Subs 286.00				
<b>CSBG/CEAP Staff</b>	42.25	15.75	58.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Total Hours Absent Both Pay Periods</b>	885.50	413.50		

<b>LWOP Savings</b>	\$ 5,375.50	\$ 13.00	413.50	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$ 4,910.38	\$ 8.15	602.5	\$8.15 average hourly sub rate
<b>Savings for both periods</b>	\$ 465.13			

Change in Potential Liability with Leave Earned and Used \$ 3,653.65

# CSNT Head Start Monthly Report

Program Year 04 2018

06CH7174/04

2018

CSNT HS Report  
Revised 2/21/17

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	529						
# additional students (partnerships)	11	12	12	13	14	13						
% with Special Needs	8%	8%	8%	10%	11%	11%						
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%	95%						
Enrollment (w/additional students)	90%	90%	91%	93%	95%	92%						
Present/ Absent	474/53	473/55	479/49	490/39	500/30	489/40						
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$941,446 **\$98,871** \$842,575 11% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$842,575</b>	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034	\$ 132,051						

## Admin Expenditures (including non-federal share)

*Should not be above 15%												
<b>13%</b>	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334	\$ 321,876						

## Meals/Reimbursements

\$79,771	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16	20	19						
# of meals served	4,868	5,768	7,266	6,014	7,659	6,721						
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ 14,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411	198	350	437						
# Classrooms Observed	54	42	64	77	61	46						
Incomes Verified	0	7	3	0	3	221						
# Parents Interviewed	5	5	5	5	5	5						
# of Staff interviewed	5	4	3	9	16	32						
# Bus Routes Observed	1	1	2	1	1	1						
# Staff Files Reviewed	15	8	0	0	0	8						
# Community Contacts	15	30	40	50	53	53						
# of Findings Corrected	25	55	37	23	23	55						

## Annual Detailed Monitoring Findings

Date: **Week of 2/13/2017** Completed

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	11	11	12	12	12	13						
# findings corrected	11	11	1	1	2	4						
# findings remaining	0	0	11	11	10	9						

## Program Updates

Campus Summer Maintenance Activities Completed Completing Continuation Grant Application  
 Preparing for 2018-2019 School Year  
 PI - HS - 04-18 Full Enrollment and a Safety Notice on Preparing for Mudslides and Landslides



# **Head Start Continuation Grant**

## **Grant #06CH7174/05**

### **Detailed Justification**

The PY05 Continuation Grant Application requests a total of \$3,817,654 in federal funding along with \$45,638 for Training and Technical Assistance. A total of \$965,823 of Non Federal Share will be collected as part of this Grant Application. Total Grant Application is for a total of \$4,829,115.

### **Budget Categories**

Attached is a copy of the Budget Justification Narrative and several reports from the Head Start Enterprise System.

## Budget Justification Narrative

### Continuation Grant #06CH7174/05

#### Section II: Budget and Budget Justification Narrative

##### Section II – 1. Detailed Budget Narrative

**Personnel (\$2,474,981):** CSNT Head Start employs an estimated 102 employees that implement the Head Start Program at nine campuses located in four rural Northeast Texas Counties. Among these employees are 17 teachers, 26 Teacher Assistants, 8 Campus Directors, 17 Family Service Workers, 5 nutrition staff (4 reimbursed through CACFP), 6 custodians, 1 CDL Bus Driver, and an estimated 25 administrative employees. Of the 25 administrative employees, 14 are allocated through other programs. No employee meets or exceeds the \$187,000 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Base Salary Scale and the Employee Compensation Cap)

**Fringe Benefits (\$618,745):** The estimated amount that will be paid for fringe benefits is based on 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2019 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	2.33%	11.58%	0.08%	1.35%	1.97%	0.04%
<b>FICA</b>	<b>UIC</b>	<b>Health</b>	<b>Life</b>	<b>Vis/Dent</b>	<b>W/C</b>	<b>Other</b>

**Travel (T/TA \$12,150):** Listed below is the estimated cost that may be associated with out-of-town travel for T/TA training purposes. This amount is based on travel from prior years and in

no way guarantees that these training conferences or seminars will be available for the five year grant project. (See Attachment 6: Training/Technical Assistance Training Plan)

State and/or Regional Training (Family and Community Engagement)

Lodging	3 nights @ \$125 X 2 staff = \$750.00
Per Diem	\$71.00 X 3 days X 2 staff = \$426.00
<u>Gas/Fuel</u>	<u>\$111.00</u>
Estimated Total	\$1,287.00

Office of Head Start Training (Systems Management)

Lodging	3 nights @ \$125 X 4 staff = \$ 750.00 (Share rooms)
Per Diem	\$99.00 X 3 days X 4 staff = \$1,188.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,049.00

State and/or Regional Training (Health and Safety)

Lodging	3 nights @ \$125 X 5 staff = \$1,125.00
Per Diem	\$99.00 X 2 days X 5 staff = \$1,485.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,721.00

State and/or Regional (Early Childhood Education)

Lodging	6 nights @ \$125 X 6 staff = \$2,250 (Share rooms)
Per Diem	\$99.00 X 6 days X 6 staff = \$3,564.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$5,925.00

Local/Regional Seminars (Human Resources)

<u>Gas/Fuel</u>	<u>\$168.00</u>
Estimated Total	\$168.00

**Equipment (\$51,751):** Items listed in this line-item are considered equipment. (Vehicle Purchase) – (\$30,000) CSNT Head Start will purchase one new truck to be located at the Maintenance Building. This vehicle will be used by Support Services staff to provide maintenance to all Head Start locations on a daily basis.

(Vehicle Purchase) – (\$21,751) CSNT Head Start will purchase one new SUV to be located at the Head Start Management Building. This vehicle will be used by Head Start Management staff to provide services to all Head Start locations on a daily basis. (See Appendix 5: Vehicle Cost Analysis)

**Supplies (\$143,036) general budget (\$764 TTA):** Supplies listed in this item are used for the operation of the Head Start Program. They are consumable goods that will include all classroom supplies, curriculum, all paper products used in the campuses, playground supplies, nutritional supplies not covered by USDA, supplies used by the Family Service Workers for family engagement and community partnerships, and all office supplies including computers, screens, keyboards, tablets, etc. used in the operation of the program. This also includes office supplies used for training and professional development activities.

**Contractual: (\$18,005):** Contractual expenses will be provided for a Lead Teacher position at the Bloomberg Primary Campus. CSNT Head Start will contract with the local school district in Bloomberg, Texas to provide Head Start teaching services for the school day. The local school district will provide a certified teacher that will follow all State and Federal guidelines and regulations including the HSPPS.

**Other: (\$511,135):** Listed below are the line-item categories that will be used by CSNT Head Start and a brief explanation of the expenditure:

Rent (\$109,500): CSNT Head Start leases a total of six sites for Head Start Campuses, one administrative office, one management building, two maintenance buildings, and one finance office. (See Appendix 6: Appraisal of Properties) for a breakdown of the lease payments and the in-kind attached to each location. The in-kind amounts are based on the last appraisal that was completed on/or around 7/30/2017.

Utilities/Telephone (\$127,215): This is the estimated amount that CSNT Head Start will pay for utilities, phones and internet services for the Head Start Program. CSNT Head Start has cut costs in this area over the years through partnerships with school districts. School districts assume some of the costs associated with utilities and technology costs including phone and internet usage when the Head Start services are delivered at the School District.

Insurance (\$35,000): This is the amount that CSNT Head Start will pay for building and liability insurance. This amount includes liability insurance at the Campuses and at the Administrative Offices. With the purchases of new vehicles over the past few years, the cost of insurance has had a slight increase.

Building Maintenance/Repair (\$45,000): This is the amount that will be used for the repair/maintenance of the 13 buildings/9 playgrounds that CSNT Head Start occupies throughout the program year. This cost includes general repairs to plumbing, A/C, heating units, flooring, windows, doors, etc. and updating current safety measures at each location. This will increase safety at these locations.

Local Travel (\$58,000): This line-item will be used to pay for travel costs associated with the transportation of children and staff within the service area. This figure also covers the costs of maintaining buses and Head Start vehicles for staff travel. When looking at the gas price trends of the past few months, this is an estimate of the travel costs for the next grant year. The

increase in the amount is attributable to the estimated fuel cost over the next year. A transportation waiver has been requested to begin August 1<sup>st</sup> with the 2017-2018 school year.

Nutrition Services (\$15,500): This line-item will be used for Nutrition expenses not covered by the USDA/CACFP/School Lunch Program. CSNT Head Start classrooms that are located in partnership with ISD classrooms are covered under the National School Lunch Program. Children receive their daily nutritional needs through the School Lunch Program with breakfast and lunch. At these locations, CSNT Head Start offers children a packaged snack at the end of the school.

Child Services Consultants (\$25,000): This line-item will be used for Nutrition, Mental Health and Health Consultants. This amount is based on actual expenditures in past grant years. It also assists children that are receiving services for behavioral issues not covered by insurance. Once again, CSNT Head Start is working closely with LEAs and local providers in the service area to find cost effective ways to provide services.

Volunteers (\$5,000): The money allotted to this line-item will be used for the expenses associated with volunteers including the cost of fingerprints for all regular or frequent (more than two times in a month) volunteers at an estimated cost of \$50.00 each.

Substitutes (\$49,920): Substitutes are considered temporary employees through CSNT Head Start and are not paid benefits. They are an integral part of the classroom and fill a need when regular classroom staff must be out of the classroom. The slight decrease is based on an estimated amount of sub usage during the school year.

Parent Services (\$5,000): This amount is for all parent related expenses including parent travel to and from Policy Council Meetings, Parent Meetings, Self-Assessment Meetings, trainings, etc.

Accounting & Legal Services (\$35,000): In this line-item are the expenses associated with all legal and accounting services given to the Head Start Program. This amount is estimated from last year's expenses.

Publications/Advertising/Printing (\$5,000 general budget) (\$1,000 T/TA): This amount includes the cost associated with printing Campus Operating Manuals, Parent Handbooks, and training materials. Also included in this line-item are the expenses for newspaper job listings, recruitment ads, and any publishing that may be required during the program year.

Training & Staff Development (\$31,724 T/TA): This amount includes the cost associated with staff development and training. This amount includes fees charged by consultants and the Texas Education Service Center. Staff certifications, licenses, and college courses are also paid from this line-item. (See Training and Technical Assistance Plan downloaded into the HSES under Documents).



## Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

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### Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$2,474,983	\$12,150	\$275,000
Fringe Benefits	\$618,745	\$0	\$71,500
Travel	\$0	\$0	\$0
Equipment	\$51,751	\$0	\$0
Supplies	\$143,036	\$0	\$3,495
Contractual	\$18,005	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$511,134	\$33,488	\$615,828
<b>Total Direct Charges</b>	<b>\$3,817,654</b>	<b>\$45,638</b>	<b>\$965,823</b>
Indirect Charges	\$0	\$0	\$0
<b>Total</b>	<b>\$3,817,654</b>	<b>\$45,638</b>	<b>\$965,823</b>

*Note: This report only includes values specified in the Budget tab.*





## Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

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### Other Funding

#### Other Funding Source

<i>Other Funding</i>	<i>Head Start</i>
<b>Federal Funding</b>	
1. Federal Child Care and Development Fund (CCDF)	\$0
2. Child and Adult Care Food Program (CACFP) Funds	\$178,367
3. Other Federal Funding	\$0
<b>State Funding</b>	
4. State Preschool Programs	\$0
5. Other State Funding	\$0
<b>Local Government Funding</b>	
6. School District Funding	\$0
7. Other Local Government Funding	\$0
<b>Other Funding</b>	
8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other	\$0
<b>Total</b>	<b>\$178,367</b>



# Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

## Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>
<b>Total Enrollment</b>	<b>516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>516</b>

## Program Schedules

### Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-000-1	516	29	no	6.5	5	175	2	0.5



# Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

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## Head Start - Application Summary Items

This report uses values from the Budget, Program Schedule and Other Funding tab. This report does not include any values from the SF424A that were not pre-populated from the Budget tab.

### 1. Administrative Costs:

The maximum allowable expenditure for administrative costs is 15% of the total budget.

	<i>Amount</i>
Total Admin Cost	\$626,994.32
Total Budget	\$4,829,115.00
Admin as a % of Total Budget	12.98%

### 2. Non-Federal Share:

For most grantees, a minimum of 20% of the total budget must be non-federal share:

	<i>Amount</i>
Total Non-Federal Costs	\$965,823.00
Total Budget	\$4,829,115.00
Non-Federal Share as a % of Total Budget	20.00%

### 3. Average Class Size:

Average class size for CB Program Schedules that involve double sessions should be between 13 and 20.

Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions	0.00
Center-Based AND Combination Non-double Sessions	17.79
All Center-Based AND Combination Sessions	17.79

### 4. Cost Per Child and Hours of Service Per Child:

The following table shows information about costs and hours of service for this agency:

	<i>Amount</i>
Total Hours of Service Per Child	1,138.50
Overall Cost Per Child Per Hour	\$8.22

## 5. Federal Personnel and Fringe Costs:

	<i>Amount</i>
Federal Personnel Cost	\$2,487,133.00
Federal Fringe Cost	\$618,745.00
Total Federal Budget	\$3,863,292.00
Federal Personnel Cost as a % of Total Federal Budget	64.38%
Federal Fringe Cost as a % of Total Federal Budget	16.02%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget	80.39%

\*In general, Personnel costs should account for 60% to 80% of the federal budget.

## 6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of Personnel, there may be an inaccurate entry in Personnel:

	<i>Amount</i>
Total Fringe Cost	\$690,245.00
Total Personnel Cost	\$2,762,133.00
Total Fringe Cost as % of Total Personnel Cost	24.99%

## 7. Fringe Benefits:

The following shows if this agency pays for health / dental / life and/or retirement benefits:

Health / Dental / Life	Yes
Retirement	No

## 8. Out-of-Town Staff Travel:

Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:

	<i>Amount</i>
Out-of-Town Staff Travel Cost	\$0.00
Out-of-Town Staff Travel Cost Per Child	\$0.00

## 9. Case Loads:

For Home Visitors, case loads are typically between 8 and 10:

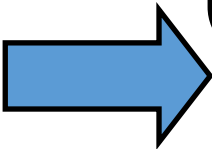
Home Visitor Case Load	0.00
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## 10. Child and Adult Care Food Program (CACFP) Funds:

	<i>Amount</i>
CACFP Funding	\$178,367.00
CACFP Funding as a percentage of Total Federal Budget	4.62%

# Comprehensive Services

<p><b>Program Goal 1</b> : To increase public awareness of the Head Start Program and the services offered.</p>	90%
<p>Objective: 1. Create positive awareness of the Head Start services offered by CSNT Head Start. 2. Staff will attend Community meetings throughout the service area.</p>	
<p>Outcome: 1. Serve all eligible children and families in Bowie, Camp, Cass and Morris. 2. Utilize all Community Resources.</p>	



Challenges:

1. 3-yr-old enrollment numbers 2018-2019
2. Parents utilizing community resources

Plan of Action:

1. Updated ISD MOUs in (2) locations to serve 3-yr-olds
2. FSW Staff will create new informal Agreements with community resources (i.e., bank, real estate agents, attorneys, private business)

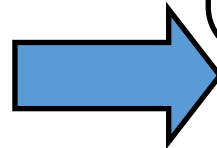
Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Parent Teacher Conferences, Home Activities, Home Visits, Parent Meetings, Newsletters, Assessments, Parent Teacher Interactions, Communication with Staff, Public Programs</b>	Teachers, Family Service Workers, Campus Directors, Education Team	May 2019	Supplies—\$1,500.00	Survey, In-Kind Forms, Parent Teacher Forms, Home Visits, Child Plus Reports/Forms, Newsletters
<b>Parent, Family and Community Engagement/ERSEA: Communication, Collaboration Meetings, Brochures, Radio/Newspaper, Facebook</b>	All Staff, Current/Former Parents	Daily	State and Federal Resources	Child Plus Reports, Surveys,
<b>Health Services: MOU's, 90 Day deadlines, 45 Day deadlines, Community Coalition, Parent Letter, Health Newsletter, Safety Recalls, Health Services Advisory</b>	Health Services Team	Monthly	Supplies—\$1,500.00	Child Plus, Monitoring— File checks, Meeting Minutes
<b>Program Design and Management: Social Media (Facebook), Public Service, Collaboration, Child Plus</b>	Executive Director	2018-2019 School Year	N/A	Websites, Newspaper Clippings, Meeting Agendas

School Readiness Goal: 1-7

PFCE Goal: 1—7

# Comprehensive Services

<p><b>Program Goal 2 :</b> To create innovative ways for each Campus to maintain 10% Disability.</p>	95%
<p>Objective: 1. Communicate with School District to recruit children with disabilities. 2. Communicate with ECI Program on ways to reach more disability children. 3. Communicate with Region 6 T&amp;TA Staff on ways to serve more disability children.</p>	
<p>Outcome: 1, 2 and 3. Maintain 10% Disability</p>	



Challenges:

1. The time it takes for LEAs to process HS referrals - Reaching 10% earlier in the school year
2. Child Plus System tracking disability enrollment throughout the school year and not just currently enrolled students

Plan of Action:

1. Continue to meet w/LEAs to discuss ways to decrease referral time frames
2. Contact Child Plus to work on updating the system to track disability enrollment throughout the school year

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking
<b>Education: Campus School Readiness Meetings, ESI/Questionnaire, Ages and Stages</b>	School Readiness Team, Teachers, Parents, Family Service Workers	45 Day after child's first day	Supplies—\$1,500.00	ESI Screeners, Child Plus Reports, Internal Data Reports
<b>Parent, Family and Community Engagement/ERSEA: Campus Intervention Meetings, Response to Intervention Meetings, ISD Partnerships, ARD Meetings, Communication. Recruitment, Selection Criteria, Flyers/Poster</b>	Parents, Staff, Independent School District Staff	2018-2019 School Year	Supplies—\$500.00	Child Plus, Meeting Minutes, Copies of Flyers
<b>Health Services: Monitor Physicals for Areas of concern, Ages and Stages, Health History, Vision and Hearing Screen, Health Implementation Meeting, Mental Health Posters</b>	FSW, Health Services Team	Monthly	N/A	Child Plus Reports On-going Monitoring of Child Files, Posters
<b>Program Design and Management: Partnerships with ISD's, School Readiness Meeting, Staff Trainings, Conference Call with the Regional Office</b>	Head Start Director	Monthly	N/A	Child Plus Report 3501, Meeting Agenda

School Readiness Goal: 1-7

PFCE Goal: 5 & 6

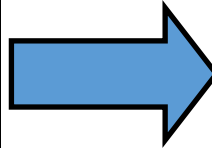
# Comprehensive Services

**Program Goal 3 :** To align professional development for staff with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.

90%

**Objective:** 1. Custodial staff will obtain CDL's. 2. Strengthen training for teachers working with children with disabilities. 3. Provide opportunities for staff to obtain professional training in their respective fields/professions. 4. Family Service Workers will receive training on SMART Goals and building relationships with families.

**Outcome:** 1. The custodian's will have the ability to drive the larger buses by obtaining CDL's. 2. Staff will increase their knowledge in specific areas of disability through Special Education Trainings. 3. Staff Professional Development goals will be met. 4. Head Start families will achieve their goals.



### Challenges:

1. Custodial staff's interest in obtaining a CDL
2. None at this time
3. Supervisors tracking/monitoring success rate of staff goals
4. Success rate of parents achieving goals

### Plan of Action:

1. Discuss advantages of staff obtaining a CDL
2. None at this time
3. Train Supervisors on tracking/monitoring staff goals
4. Train FSWs on building relationships with HS families

### Program Activities that support BOTH goals AND objectives:

### Who:

### By when:

### Financial Support:

### DATA Tools or Methods for Tracking Progress:

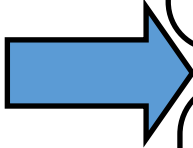
Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Safety Meeting, Pre-Service Training, Professional Development, CLASS Recertification</b>	Education Implementation Team	At least monthly	Supplies—\$1,500.00	Child Plus Reports, CLASS Re-Certification's
<b>Parent, Family and Community Engagement/ERSEA: Family Partnership Profile, Surveys, Child Plus, Community Resources, Region 6 T&amp;TA</b>	Family Service Staff	Monthly	Child Plus—\$8,500.00	Child Plus System, On-going Monitoring
<b>Health Services: Pre-Service Training, Safe Environments, CPR First Aid, Safety Training, Safe and Healthy Practices, Safe Environments Monitoring, Med Administration Training, Child Abuse</b>	Health Services Team	Monthly	Supplies—\$3,500.00	Child Plus, HR File Monitor, Safe Environments Tool
<b>Program Design and Management: Professional Development Plans, Pre-Service Training, T&amp;TA Plan</b>	HR Director, HS Director, Finance Director	Monthly	Supplies—\$3,500.00	Child Plus, HR Online, Data Reports

# School Readiness

**Program Goal 4 :** To provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework. 75%

**Objective:** 1. Children will increase skill levels in Literacy and Math. 2. Continue to implement strategies designed to ensure healthy lifestyles. 3. Continue to strengthen Practice Based Coaching. 4. Focus on strengthening CLASS Domains.

**Outcome:** 1. Children will meet the school readiness goals in Literacy and Math. 2. Children and families will make healthier choices through nutrition education. 3. Teaching staff will receive one on one time from the Practice Based Coach. 4. Agency CLASS scores will increase by 1/2 point for the Fall Assessment and increase by 1 point for Spring Assessment.



- Challenges:**
1. 3-yr-olds ability to complete timed assessment
  2. Parents willingness to change eating habits at home
  3. Teachers willingness to accept/implement assistance from PBC
  4. New Teacher score lower than veteran teachers on CLASS Observation

- Plan of Action:**
1. Education Specialist will mentor teachers on how to utilize CIRCLE Reports when individualizing with students
  2. Parents will receive nutrition training on healthy eating habits
  3. Performance-Based Monitoring will be used to assess PBC success
  4. Continue training Teachers on CLASS strategies by Ed Team

**Program Activities that support BOTH goals AND objectives:      Who:      By when:      Financial Support:      DATA Tools or Methods for Tracking Progress:**

<b>Education: Circle Assessment, Mastery Skills, Curriculum, Nugget Newsletter, Nutritional Experiments, Nibbets Newsletter, Pre-Service Training, CLASS Support in the Classroom</b>	Education Team, Health Team	Monthly	Supplies—\$1600.00	Child Plus Reports, Assessment Reports, Monitoring Reports
<b>Parent, Family and Community Engagement/ERSEA: Parent Meetings, Home Visits, Parent Curriculum</b>	FSW, Campus Directors, Teachers and Parents	Monthly	N/A	Child Plus Reports, On-going monitoring, surveys, Conscious Discipline Parent Curriculum
<b>Health Services: Monitor Ages Appropriate Tools, Safe Environments, Health Newsletters, Mental Health &amp; Physical Newsletter, Nutrition Nuggets</b>	Health Team	Monthly	Supplies—\$200.00	Child Plus Reports, On-going Monitoring
<b>Program Design and Management: School Readiness Meetings, Education Implementation Team, CLASS Observation Tool, Classroom Assessment Tool</b>	Education Team, Teachers and Campus Directors	Annually	CLASS Costs—\$1,500.00	CLASS Reports, Data Reports for Classroom(3x a year) Sign-in Sheets



# Health and Safety

**Program Goal 5 :** To create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start program.

75%

**Objective:** 1. Strengthen relationships with Health and Dental providers. 2. Strengthen Partnerships with Department of Health and Human Services. 3. Strengthen community collaborations to facilitate parent/family trainings. 4. Strengthen communication between Head Start and ISD Staff.

**Outcome:** 1. Health and Dental Providers will have an understanding of Head Start Regulations through interagency meetings. 2. At least 98% of the students will maintain insurance coverage. 3. At least 30 % of parents will attend monthly parent meetings. 4. Head Start and ISD staff will communicate effectively when an area of concern arises through joint staff meetings.

**Challenges:**

1. Providers do not understand the requirements of Texas Health Steps
2. Parents do not maintain health insurance
3. Parents lack of motivation to attend parents meetings/activities
4. ISD/Head Start staff maintaining on-going communication



**Plan of Action:**

1. State Health Department communicates w/HS on Texas Health Step requirements
2. Health Team Meetings will focus on data (track insurance coverage)
3. FSWs will create new agreements with community resources
4. HS/ISD staff will work together to implement services to students

**Program Activities that support BOTH goals AND objectives:      Who:      By when:      Financial Support:      DATA Tools or Methods for Tracking**

<b>Education: Cavity free Kids, Mobile Dentist, Brush Teeth Daily, Transition Packets, School Readiness meetings</b>	Education Team, Teachers, Health Team	2018-2019 School Year	Supplies—\$1750.00	Lesson Plan Monitoring, Child Plus Reports, Sign-in sheets
<b>Parent, Family and Community Engagement/ERSEA: Community Partner Program with HHSC, Community Resources with CSNT, Parent Meetings</b>	FSW	2018-2019 School Year	N/A	Community Partner Program Data, Child Plus Reports
<b>Health Services: Dental Clinics, MOU’s, Meetings with Providers, Coalition Membership, Health Advisory Committee Meeting, Staff Involvement at Community Meetings, Community Involvement</b>	Health Team	Monthly	Supplies—\$1000.00	Copies of Agreements, Meeting Minutes, Child Plus Reports, Sign-in Sheets
<b>Program Design and Management: MOU’s Contracts– Providers, Partnership Meetings with ISD’s, Community Resources</b>	Education Team, HS Director, Health Team	2018-2019 School Year	N/A	Sign-In Sheets, Documents, Contracts, MOU’s

School Readiness Goal: 3, 4, 5 &6

PFCE Goal: 1, 2, 3, 6 & 7

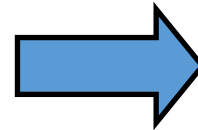
## Management Systems/Program Governance

**Program Goal 6:** To manage the CSNT Head Start program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.

95%

**Objective:** 1. Monitor Campus Based Budgets 2. Financial objectives listed in the Strategic Plan will be discussed with the Financial Director and Executive Director. 3. Obtain Retirement Match for Head Start Staff. 4. Update the financial policies and procedures to reflect Part 2 CFR 200 and Part 45 CFR 75

**Outcome:** 1. Campus Directors will gain an understanding of costs associated with operating the Program by monitoring their budgets. 2. Financial Objectives will be met. 3. Boost employee morale. 4. Compliance with new regulations.



### Challenges:

1. Campus Director's understanding of the Head Start Budget and how it operates
2. None at this time
3. Finding ways to boost employee morale and stay within regulations
4. None at this time

### Plan of Action:

1. Provide budget training with Campus Directors during CD Meetings
2. None at this time
3. Meet with HR Director to find ways to boost employee morale
4. None at this time

**Program Activities that support BOTH goals AND objectives:**

**Who:**

**By when:**

**Financial Support:**

**DATA Tools or Methods for Tracking Progress:**

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Curriculum Head Start Early Learning Outcomes Framework, Coordinate with ISD Staff, School Readiness Meetings, Parent Meetings</b>	Education Team	Monthly	Supplies—\$6,000.00	On- going Monitoring, Child Plus Reports, sign-in sheets, Agendas
<b>Parent, Family and Community Engagement/ERSEA: Policy Council Meeting, Agency Website, Facebook</b>	Management Staff	2018-2019 School Year	N/A	Meeting minutes, Sign-in sheets, Fiscal Documents
<b>Health Services: Management and Budget Meetings, Community Programs</b>	Management Staff	Monthly	Supplies—\$500.00	Meeting Minutes, Sign-in sheets, Agendas
<b>Program Design and Management: Finance Manual/Procedures, Finance Meetings, Board/Policy council Meetings, Audits</b>	Finance Director, Executive Director, HS Director	Monthly	Supplies—\$14,000.00	Documents, Agendas, MIP Reporting, Audits, Sign-in Sheets

School Readiness Goal: 1-7

PFCE Goal: 1-6

Revised 6/4/18

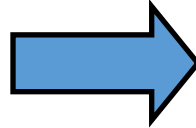
## Management Systems/Program Governance

**Program Goal 7:** To improve management systems with the full utilization of state-of-the-art technology for the Head Start program.

75%

**Objective:** 1. Full utilization of Child Assessment System. 2. Create user friendly data reports for parents and staff. 3. Update the phone system to integrate technology.

**Outcome:** 1. There will be reliable data to analyze from the Child Assessment system. 2. Staff and parents will be able to read data reports through Pre/Post Surveys. 3. Communication will be more efficient.



### Challenges:

1. One person is trained to assess Program CIRCLE Assessment Reports
2. New electronic devices are not installed in a timely manner
3. None at this time

### Plan of Action:

1. Utilize additional staff to be trained on accessing CIRCLE Program Reports; i.e. Education Team, HS Director and HS Program Manager
2. Self-Assessment Program Improvement Plan has been implemented for this area
3. None at this time

### Program Activities that support BOTH goals AND objectives:

### Who:

### By when:

### Financial Support:

### DATA Tools or Methods for Tracking Progress:

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Computers, iPad, Hatch Tablets, MP3 Players, Online Curriculum, Circle Assessment, Child Plus</b>	Education Team, Teachers, Campus Directors, Management	2018-2019 School Year	\$8,500.00—Child Plus \$2800.00—MIP \$3,000—Computer Updates	Ongoing Monitoring, Child Plus Reports
<b>Parent, Family and Community Engagement/ERSEA: Facebook, Child Plus Online Application</b>	Management, FSW	Weekly	\$8,500.00—Child Plus \$2800.00—MIP	Child Plus Application
<b>Health Services: Facebook, Child Plus Reports, Monitoring Data</b>	Health Team	Monthly	\$8,500.00—Child Plus \$2800.00—MIP	Child Plus Data Reports, Monitoring Reports, Spreadsheets
<b>Program Design and Management: Circle Assessment, Frog Street Assessment, Child Plus, MIP, cliengage website</b>	IT Specialist, Education Specialist, Program Manager, Family Service Specialist, Finance Director	3 times a year	\$8,500.00—Child Plus \$2800.00—MIP	Data Reports, Child Plus Reports, MIP Reporting

School Readiness Goal: 1-7

PFCE Goal: 1-7

Revised 6/4/18

## Management Systems/Program Governance

**Program Goal 8:** To serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community.

90%

**Objective:** 1. Increase Head Start volunteer participation. 2. New Governing Board and Policy Council Members will receive orientation.

**Outcome:** 1. The amount of parents and community members that volunteer will increase by 30%. 2. The Governing Body and Policy Council will be more knowledgeable of roles and responsibilities.



### Challenges:

1. Motivating parents/community members to attend meetings/activities
2. GB/PC Members retaining their knowledge of the HS Program

### Plan of Action:

1. Schedule trainings/meetings that benefit parents and the community
2. GB/PC Members will answer questions at each meeting about their roles and responsibilities

### Program Activities that support BOTH goals AND objectives:

#### Who:

#### By when:

#### Financial Support:

#### DATA Tools or Methods for Tracking Progress:

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Parent Volunteers, Field Trips, Make and Take Activities, Home Activities</b>	Teachers, Family Service Staff	2018-2019 School Year	Supplies—\$2500.00	In-Kind Forms, Sign-in Sheets, Agendas
<b>Parent, Family and Community Engagement/ERSEA: Volunteers, Orientation packets, Flyers, Parent Communication</b>	FSW	2018-2019 School Year	N/A	Surveys, Child Plus Reports, Orientation Packets, Parent Meeting Meetings
<b>Health Services: Child Advocate Training, Parent Letters, Health Advisory Meeting</b>	Health Team	2018-2019 School Year	Meeting Costs—\$1200.00	Agendas, Minutes, Sign-In Sheets, Child Plus Reports
<b>Program Design and Management: Board/Policy Council Meetings, Board/Policy Council Training</b>	Executive Director, HS Director, Program Manager, Executive Assistant	2018-2019 School Year	T&TA—\$2,000	Agendas, Sign in Sheets, Minutes

School Readiness Goal: 1-7

PFCE Goal: 1-7

Revised 6/4/18

## 06CH7174/05 – Program Goals – Progress (Activities & Actions)/Expected Outcomes & Challenges

<b>Program Goal 1: Parent Family, and Community Engagement</b> <b>To increase public awareness of the Head Start Program and the services offered.</b>					
					<b>Financial Objective - \$3,000</b> <b>Progress Percentage – 90%</b>
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. <i>Create positive awareness of the Head Start Services offered by CSNT Head Start</i>	<i>Serve all eligible children and families in Bowie, Camp, Cass and Morris counties.</i>	<i>{progress/outcome}</i>	...	1. The program has 529 children enrolled through partnerships with school districts.	
2. Staff will attend Community meetings throughout the Service area.	Utilize all community resources	...		2. 169 Community Resources were utilized	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>Communication, Collaboration Meetings, Flyers, Newspaper Ads, online application,</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>Enrollment reports from Child Plus for each School Year</li> <li>Monthly Reports collect the number of Community contacts</li> </ul>					
<b>Challenges</b>				1. Three year old enrollment numbers 2018-2019	
				2. Parents utilizing community resources	

**Program Goal 1: Parent Family, and Community Engagement**

**To increase public awareness of the Head Start Program and the services offered.**

**Financial Objective - \$3,000**

**Progress Percentage – 90%**

<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1 {Baseline}</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Plan of Action for Challenges</b>				1. Updated ISD MOUs in (2) locations to serve 3 year olds.	
				2. FSW staff will create new informal agreements with community resources(i.e., bank, real estate agents, attorneys, private business	

**Program Goal 2: - Education/ ERSEA**

**Create innovative ways for each Campus to maintain 10% Disability**

**Financial Objective - \$2,000**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. <i>Communicate with School Districts to recruit children with disabilities.</i>	<i>Serve all eligible children and families in Bowie, Camp, Cass and Morris counties.</i>	{progress/outcome}	...	1. The Program met 10% in the Spring of 2018	
2. Communicate with ECI Program on ways to reach more disability children	Maintain 10% Disability for each program year	...		2. The program met with TISD Special services to increase the communication between ISD and Head start staff on tracking disability children.	
3. Communicate with Region 6 T&TA Staff on ways to serve more disability children				3. The program applied for a waiver and was approved however the 10% has been met.	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>• Campus intervention Meetings, Response to Intervention Meetings, ISD Partnership Communication, ARD Meetings Collaboration Meetings, Flyers, Newspaper Ads, online application</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>• Enrollment reports from Child Plus for each School Year</li> <li>• Monthly Reports collect the number of disability children</li> </ul>					
<b>Challenges</b>				1. The time it takes for LEAs to process HS referrals – Reaching 10% earlier in the school year	

**Program Goal 2: - Education/ ERSEA**

**Create innovative ways for each Campus to maintain 10% Disability**

**Financial Objective - \$2,000**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. Child Plus System tracking disability enrollment throughout the school year and not just currently enrolled students	
				3. Head Start students being assessed prior to the end of the school year	
<b>Plan of Action for Challenges</b>				1. Meet with LEAs to discuss ways to decrease referral time frames	
				2. Contact Child Plus to work on updating the system to track disability enrollment throughout the school year	
				3. Create a plan of action to ensure all documentation is completed timely for the LEA to process as quickly as possible.	



**Program Goal 3: - Education/ Human Resources**

**Align professional development with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.**

**Financial Objective - \$8,500**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Custodial staff will obtain CDL's	The custodians will have the ability to drive the larger buses by obtaining their CDL's	{progress/outcome}	...	1. One out of four custodians have a CDL	
1. Strengthen training for teachers working with disabilities	Staff will increase their knowledge in specific areas of disability through Special Education Trainings	...		2. Staff received training on disabilities.	
2. Provide opportunities for staff to obtain professional training in their respective fields/professions	Staff professional development goals will be met			3. Staff professional development goals are tracked and implemented at Pre-Service Training when necessary.	
3. Family Service workers will receive training on SMART Goals and building relationships with families	Head Start families will achieve their goals			4. 21% of the families have met their goal for 2017-2018 school year.	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>Professional Development Plans, Pre-Service Training, T&amp;TA Plan, Family Partnership Profile, Home Visits, Parent/Staff Communication, Community Resources</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>Professional Development Spreadsheet for Child Plus Data System, Staff Child Plus Training Records, Progress Tracked on Goal Achievement on Professional Development Spreadsheet, Child Plus Family Goals Progress</li> </ul>					
<b>Challenges</b>				1. Custodial staff interest in obtaining their CDL's	

**Program Goal 3: - Education/ Human Resources**

**Align professional development with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.**

**Financial Objective - \$8,500**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. None at this time	
				3. Supervisor's tracking/monitoring success rate of staff goals	
				4. Success rate of parents achieving goals	
<b>Plan of Action for Challenges</b>				1. Discuss advantages of staff obtaining CDL	
				2. None at this time	
				3. Train supervisors on tracking/ monitoring staff goals	
				4. Train FSWs on building relationships with HS families.	

**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Children will increase skill levels in Literacy and Math	1. Children will meet the school readiness goals in Literacy and Math			1. In the Math domain 53% of three-year olds and 72% of the four-year olds have met or exceeded the goal. In Language and Literacy 40% of three-year olds and 57% of the four-year olds have met or exceeded the goal.	
1. Continue to implement strategies designed to ensure healthy lifestyles	2. Children and families will make healthier choices through nutrition education	...		2. Nutrition Nuggets are sent monthly to each parent. Nutrition is a topic presented at Parent Meetings.	
3. Continue to strengthen Practice-Based Coaching	3. Teaching staff will receive one-on-one training from the Practice Based Coach			3. Implemented the Teacher Learning Communities 2017-2018 School Year.	
4. Focus on strengthening CLASS Domains	4. Agency CLASS score will increase by ½ point for the Fall Assessment and increase by 1 point for the Spring Assessment			4. Emotional support increased .40, Classroom Organization increased .60 and Instructional Support increased .19 from 2016-2017 to 2017-2018 school year.	

**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>• Parent Meetings, Circle Assessment, Mastery Checklist, Individualization with the children, Newsletters</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>• Circle Assessment Data, Parent Meeting Training Records, Practice Based Coach Individualization Documentation, Child plus CLASS Assessment Documents</li> </ul>					
<b>Challenges</b>				1. 3- yr.-olds ability to complete timed assessment.	
				2. Parents' willingness to change the diet at home.	
				3. Teachers' willingness to accept/implement assistance from PBC	
				4. New score lower than Veteran teachers on CLASS Observation	
<b>Plan of Action for Challenges</b>				1. Education Specialist will mentor teachers on how to utilize CIRCLE Reports when individualizing with students	

**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. Parents will receive nutrition training on healthy eating habits	
				3. Performance Based Monitoring will be used to assess PBC success	
				4. Teachers will be training on CLASS strategies by ED Team	

**Program Goal 5: - Health and Safety**

**Create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.**

**Financial Objective - \$2,750**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Strengthen relationships with Health and Dental Providers	1. Health and Dental providers will have an understanding of Head Start Regulations through inter-agency meetings			1. State Department of Health is working with Head Start to make sure providers understand what is to be completed as part of the state Health Exam for children.	
2. Strengthen partnerships with HHS and Texas Department of Health	2. At least 98% of the students will maintain insurance coverage			2. 96 % maintained health insurance	
3. Strengthen community collaborations to facilitate parent/family trainings	3. At least 30% of parents will attend monthly parent meetings			3. 28% attended parent meetings	
4. Strengthen communication between Head Start and ISD staff	4. Head Start and ISD staff will communicate effectively when an area of concern arises though joint staff meetings			4. Staff meetings were held to ensure communication	

-Activities or Action Steps to Meet Objective Above:

- Monthly Parent Meetings, Monthly Health implementation Meetings, Provider MOU’s renewed every other year, Child Plus Reports reviewed monthly,

-Data, Tools, or Methods for Tracking Progress Above:

- Parent meeting records, Medical/Dental Provider Contracts and Services, Child Plus Health Insurance Reports, Health implementation meetings held monthly – agendas and sign-in sheets

**Program Goal 5: - Health and Safety**

**Create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.**

**Financial Objective - \$2,750**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
<b>Challenges</b>				1. Providers do not understand the requirement of Texas Health Steps	
				2. Parents do not maintain health insurance	
				3. Parents lack motivation to attend parent meetings/activities	
				4. ISD/Head Start staff maintaining on-going communication	
<b>Plan of Action for Challenges</b>				1. State Health Department Communicates w/HS on Texas Health Step requirements	
				2. Health Team Meetings will focus on data ( track insurance coverage)	
				3. FSWs will create new agreements with community resources	
				4. HS/ISD staff will work together to implement services to students	

**Program Goal 6: - Management Systems/ Program Governance**

To manage the CSNT Head Start Program using sound fiscal policies that adhere to applicable regulations in order

To remain a viable program in the community.

**Financial Objective - \$20,500**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Monitor Campus Based Budgets	1. Campus Directors will gain an understanding of costs associated with operating their Campus by monitoring budgets	{progress/outcome}	...	1. Program Manager updates Campus-based budgets monthly	
2. Financial Objectives listed in the Strategic Plan will be discussed with the Financial Director and Executive Director during monthly finance meetings	2. Financial objectives will be met	...		2. Finance meetings are scheduled twice per month – at least one meeting per month is held on a regular basis	
3. Obtain Retirement Match for Head Start Staff	3. Boost employee morale			3. Executive Director has completed an extensive study on how to implement a retirement match for Agency employees – with the current funding sources this is not allowed	
4. Update the financial policies and procedures to reflect Part 2 CFR 200 and Part 45 CFR	4. Compliance with the new regulations			4. Executive Director and Finance Director have completed 75% of the Finance Manual update	

-Activities or Action Steps to Meet Objective Above:

- Finance Meetings, Campus Director Meetings, Meeting with the Executive Director to update policies

-Data, Tools, or Methods for Tracking Progress Above:

- Meeting minutes
- Monthly Reports collect the number of disability children



**Program Goal 6: - Management Systems/ Program Governance**

To manage the CSNT Head Start Program using sound fiscal policies that adhere to applicable regulations in order

To remain a viable program in the community.

**Financial Objective - \$20,500**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
<b>Challenges</b>				1. Campus Director’s understanding of the Head Start Budget and how it operates	
				2. None at this time	
				3. Finding ways to boost employee morale and stay within regulations	
				4. None at this time	
<b>Plan of Action for Challenges</b>				1. Provide training with the Campus Directors during CD Meetings	
				2. None at this time	
				3. Meet with HR to find ways to boost employee morale	
				4. None at this time	

**Program Goal 7: - Management Systems/ Program Governance**

To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.

**Financial Objective - \$14,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Full utilization of Child Assessment System	1. There will be reliable data to analyze from the Child Assessment system	{progress/outcome}	...	1. The Child Assessment system is being fully utilized	
2. Create user friendly data reports for parents and staff	2. Staff and parents will be able to read data reports through pre/post surveys	...		2. Computers/ copiers/ printers are updated on a regular basis and discussed at Support Services meetings at least twice per year	
3. Update the phone system to integrate technology	3. Communication will be more efficient			3. Technology is constantly being updated – phone system was changed to a VOIP System	
-Activities or Action Steps to Meet Objective Above:					
<ul style="list-style-type: none"> <li>• Support services Bi-Annual Meeting, Training on Child Assessment System</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above:					
<ul style="list-style-type: none"> <li>• Child Assessment Data, Maintenance Action Tickets, Inventory Reports, Support Services Meeting Agenda/Minutes</li> </ul>					
Challenges				1. One person is trained to assess Program Circle Assessment Reports	
				2. New electronic devices are not installed in a timely manner	
				3. None at this time	
Plan of Action for Challenges				1. Utilize additional staff to be trained on accessing CIRCLE	

**Program Goal 7: - Management Systems/ Program Governance**

To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.

**Financial Objective - \$14,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				Program Reports; i.e. Education Team, HS Director and HS Program Manager	
				2. Self-Assessment Program Improvement Plan has been implemented for this area	
				3. None at this time	

**Program Goal 8: - Management Systems/Program Governance**

To serve as partners of change by embracing the aspirations of the Head Start Governing Board, Policy Council, and local community.

**Financial Objective - \$5,700**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Increase Head Start volunteer participation	1. The amount of parents and community members that volunteer will increase by 30%	{progress/outcome}	...	1. 91 %of the parents volunteer	
2. New Governing Board and Policy Council Members will receive orientation	2. The Governing Board and Policy Council will be more knowledgeable of roles and responsibilities	...		2. Governing Board and Policy Council members' are trained on a regular basis. New members are provided an orientation to their roles and responsibilities. They also are given a self-assessment at least annually.	
-Activities or Action Steps to Meet Objective Above:					
<ul style="list-style-type: none"> <li>Governing Board and Policy Council Meetings, Volunteer Hours viewed monthly</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above:					
<ul style="list-style-type: none"> <li>PIR Report, Governing Board and Policy Council Minutes/Agendas, Orientation Documents, Volunteer Forms</li> </ul>					
<b>Challenges</b>				1. Motivating parents/ community members to attend meetings/ activities	
				2. GB/PC Members retaining knowledge of the HS Program	
<b>Plan of Action for Challenges</b>				1. Schedule trainings/meetings that benefit parents and the community	

**Program Goal 8: - Management Systems/Program Governance**

To serve as partners of change by embracing the aspirations of the Head Start Governing Board, Policy Council, and local community.

**Financial Objective - \$5,700**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. GB/PC Members will answer questions at each meeting about their roles and responsibilities	

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-04	2. Issuance Date: 06/05/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled	

## PROGRAM INSTRUCTION

**TO:** All Head Start and Early Head Start Grantees, including Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Full Enrollment Initiative

### INSTRUCTION:

The Office of Head Start (OHS) is committed to preparing America's most vulnerable children to succeed by providing grantees with resources needed to deliver services to children and families in core areas of early learning, health, and family well-being. To achieve this, Head Start programs must provide services to 100 percent of the children they are funded to serve. Section [642\(g\)](#) of the Head Start Act requires each Head Start agency to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

This Program Instruction (PI) reiterates the importance of full enrollment. It also outlines the authority of OHS to designate an agency as Chronically Underenrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

### Enrollment Requirements

All Head Start grantees are required to report monthly enrollment in the Head Start Enterprise System (HSES) by program within each grant ([641A\(h\)\(2\)](#)). Reporting for the previous month is due on the seventh of each month. Grantees can make edits to reported monthly enrollment until a new reporting period opens.

A grantee must maintain its funded enrollment level and fill any vacancy as soon as possible. Grantees may report any slots that were vacant for less than 30 days as enrolled for the month. After 30 days, the slot can no longer be counted as an enrolled slot ([45 CFR § 1302.15\(a\)](#)).

#### *OHS Enrollment Review*

Section [641A\(h\)\(3\)](#) of the Head Start Act requires the Secretary of the U.S. Department of Health and Human Services (HHS) to determine which agencies are operating with an actual enrollment in their Head Start and/or Early Head Start program that is less than the funded enrollment based on not less than four consecutive months of data. The count of consecutive

months underenrolled does not restart after a program has been closed, typically for the summer break, or after the agency begins a new noncompetitive project period. For example, if a program is underenrolled in April and May, closes June–August for summer break, and after opening remains underenrolled in September and October, October would constitute the fourth consecutive month.

Grantees with four or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an Underenrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the Underenrollment Letter is sent.

### **OHS Authority to Designate Grantee as Chronically Underenrolled**

#### *Achieve and Maintain 97 Percent Funded Enrollment*

If the grantee is meeting at least 97 percent enrollment after the 12-month period has concluded, OHS will continue to evaluate to ensure the grantee maintains at least 97 percent enrollment for six consecutive months. Where the grantee has achieved and maintained at least 97 percent enrollment for six consecutive months following the 12-month period, a Letter of Completion will be sent to the grantee. The Letter of Completion will serve as official notice of successful completion of the underenrollment plan.

#### *Fall Short of 97 Percent Funded Enrollment*

If the grantee is less than 97 percent of funded enrollment after the 12-month period has concluded, OHS has the authority to designate the agency as Chronically Underenrolled and take actions authorized under Section 641A(h)(5). These actions include recapturing, withholding, or reducing the annual funding and funded enrollment. OHS is committed to continuing to support such agencies in achieving and maintaining full enrollment. Any reduction in funding will adjust the funded enrollment to be consistent with the historical, actual enrollment level.

Agencies designated as Chronically Underenrolled will receive a Chronically Underenrolled Designation Letter. The Chronically Underenrolled Designation Letter will inform the grantee of their designation, any subsequent action, and an opportunity to appeal a recapture, withholding, or reduction in funding to the Administration for Children and Families (ACF) within 30 days of delivery of the Chronically Underenrolled Designation Letter.

### **Appeal Process**

Grantees who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to [OHS.Enrollment@acf.hhs.gov](mailto:OHS.Enrollment@acf.hhs.gov). Grantees may request a hearing with the written appeal. Failure to submit an appeal in the manner described in this PI will result in immediate implementation of the reduction in funding described in the Chronically Underenrolled Designation Letter.

If a grantee requests a hearing as part of their appeal, a hearing will be scheduled no later than 60 days following receipt of the written appeal and request for a hearing. The hearing will be by

telephone or web meeting and the grantee may present witness testimony or written witness statements to explain or support evidence previously submitted in the written appeal. Testimony at the hearing should be limited to no more than one hour.

Within 30 days following the date of the hearing, ACF will communicate its decision to the agency in writing and the decision will be immediately implemented. The appeal decision is final.

### **Removing the Chronically Underenrolled Designation**

Agencies designated as Chronically Underenrolled will maintain their designation until successfully demonstrating six consecutive months of enrollment not less than 97 percent of funded enrollment at its new funded enrollment level. When the grantee has achieved six consecutive months of at least 97 percent enrollment, a Chronically Underenrolled Designation Removal Letter will be sent to the grantee. The Designation Removal Letter will serve as official notice that the designation of Chronically Underenrolled has been lifted.

Should the grantee remain designated as Chronically Underenrolled, OHS may further recapture, withhold, or reduce the annual funding and funded enrollment. The agency will again have the opportunity to appeal.

Grantees are asked to review the Enrollment User Guide in HSES to assure accurate reporting.

Please direct any questions regarding this PI to your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start





## NATIONAL CENTER ON Early Childhood Health and Wellness

### Preparing for Landslides and Mudslides

**Landslides** occur when masses of earth, rock, or debris move quickly down a slope. They can accompany heavy rains or follow droughts, earthquakes, or volcanic eruptions. Debris flows, also known as mudslides, are a common type of fast-moving landslide that tend to flow in channels. Mudslides develop when water rapidly accumulates in the ground and results in a surge of water-saturated rock, earth, and debris. They usually start on steep slopes and can be activated by natural disasters like wildfires.

Landslides and mudslides cause health hazards that affect communities across the United States. Rapidly moving water and debris can lead to physical and emotional trauma. Broken electrical, water, gas, and sewage lines may result in injury or illness. Disrupted road and railways can endanger motorists and disrupt transport and access to health care. Find out what your program can do now to prepare for landslides and mudslides and to keep children and families safe.

#### Know Your Risk and Have a Plan

Programs most at risk are located near steep mountains or hills. **Landslides can happen anywhere**, but are more likely to occur in the Appalachian Mountains, the Rocky Mountains, the Pacific Coastal Ranges, and some parts of Alaska and Hawaii. Any area composed of weak or fractured materials resting on a steep slope can and likely will experience landslides.

The recommended response to a mudslide or landslide, if you are able, is to **evacuate to a secondary location**. Whether you work alone or in a center, all staff must know what to do in an evacuation response. Emergency plans are essential. Use this **tip sheet** to identify staff roles and responsibilities that fit the needs of your program and keep everyone safe.

#### Your Community Is There to Help You

An effective emergency plan covers three different phases: Preparedness, Response, and Recovery. While developing your emergency plan, gather community perspectives and recommendations around these efforts. These resources may include, but are not limited to:

- Child care health consultants (CCHCs)
- Child Care Resource and Referral Agencies (CCR&Rs)
- First responders (e.g., fire, health, safety, law enforcement, public works, and emergency medical services)
- State/Territory child care licensing agency
- Mental health consultants
- **Emergency Management Agencies (EMA)**
- Transportation partners (e.g., bus companies)
- Public health department
- **Early Childhood Disaster-Related Resources**

- Send an email to [ohsepr@acf.hhs.gov](mailto:ohsepr@acf.hhs.gov) to locate a Head Start Regional Emergency Management Specialist

## Practice Your Evacuation Plan

Determine the evacuation plan that is right for the children in your program.

- **Infants and toddlers:** Practice using an evacuation crib, a stroller with multiple seats, a wagon, or an infant vest/carrier
- **Preschoolers:** Practice having children line up and follow instructions while using a walking rope (or jump rope)
- **Children with special needs:** Refer to a child's **individual care plan** and **emergency information form** to ensure your evacuation response plan meets the needs of every child in your program. Designate a staff person to help children with special needs evacuate efficiently.
  - For more information, visit [cshcn.org/resources-contacts/emergency-preparedness-for-children-with-special-needs](https://cshcn.org/resources-contacts/emergency-preparedness-for-children-with-special-needs)

Use this [sample evacuation drill](#) to help your program practice.

## Resources

Learn more about landslides and mudslides and how your program can enhance related preparedness, response, and recovery efforts:

- **Landslides and Mudslides:** What landslides are, what causes them, what areas are most at risk, and what you can do to protect yourself
- **Landslide Safety:** How to prepare, respond, and recover from landslides
- **Landslide Preparedness:** Landslide warning signs and areas generally prone to them
- **Landslides and Debris Flow:** How to prepare, respond, and recover from landslides, as well as additional warning signs
- **Emergency Preparedness:** Resources for creating an emergency plan for your program, including the **Head Start Emergency Preparedness Manual: 2015 Edition**

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Approaches to Learning**

**Goal:** *Children will demonstrate initiative and independence.*

*Early Learning Outcomes Framework: Approaches To Learning Domain: Goal P-ATL-10*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.*

**Objective:** 90% of the children will meet or exceed expectations demonstrating an interest in various topics and activities.

### **Implementation Strategies**

- Staff provides manipulatives, toys and other equipment and games that are of interest.
- Staff rotates materials often to create interest.
- Staff model deliberate, strategic engagement in activities.

## **Cognitive Mathematics Development**

**Goal:** *Children will be able to name numbers and sequence count.*

*Early Learning Outcomes Framework: Mathematics Development Domain: Goal P-Math -1*

*Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.4.*

**Objective:** 70% of the 3 year old children will meet or exceed expectations in naming numbers and sequence counting.  
75% of the 4 year old children will meet or exceed expectations in naming numbers and sequence counting.

### **Implementation Strategies**

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Language and Literacy**

**Language Goal: Children will develop strong receptive and expressive language skills.**

*Early Learning Outcomes Framework: Language and Communication Domain: Goal P-LC-7*

*Texas Pre- Kindergarten Guidelines: Language and Communication Domain: Goal II.D.3.*

**Literacy Goal: Children will name letters of the alphabet and produce correct sounds associated with letters.**

*Early Learning Outcomes Framework: Literacy Domain: Goal P-Lit 3*

*Texas Pre- Kindergarten Guidelines: Emerging Literacy/Reading Domain: Goal III.C.1.*

**Objective:** (FS) 75% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.  
90% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

(CA) 45% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.  
60% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

*(FS- Frog Street Assessment Objective/ CA- CIRCLE Assessment Objective)*

### **Implementation Strategies**

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Perceptual, Motor, and Physical Development**

**Goal: Children will demonstrate effective and efficient use of large and small muscles.**

*Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal P-PMP 1*

*Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.*

*Objective:* 100% of the 3 year old children will meet or exceed expectations demonstrating control, strength and coordination of large and small muscles.

100% of the 4 year old children will meet or exceed expectations demonstrating control, strength and coordination of large and small muscles.

### **Implementation Strategies**

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g. by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Social and Emotional Development**

**Goal: Children use basic problem-solving skills to resolve conflicts with other children.**

*Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal P-SE 5*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.5.*

**Objective:** 90% of the 3 year old children will meet or exceed expectations in problem –solving conflicts with occasional reminders or assistance from the teacher.  
90% of the 4 year old children will meet or exceed expectations in problem-solving conflicts with occasional reminders or assistance from the teacher.

### Implementation Strategies

- Staff plans activities with the children that promote connection and self control, including Conscious Discipline strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

## **Parent Goal**

**Goal: Families will work with child/children to complete weekly Home Activities.**

*Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal P-SE 1*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.*

**Objective:** 80% of all parents will work with their child/children to complete Home Activities.

### Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.

# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Family Well-Being:**

**1. Goal:** Parents will complete initial dental exams and six month dental follow-ups.

**Objective:** 80% of parents will complete initial dental exams and six month dental follow-ups.

### **Action Steps:**

1. All parents will receive information, monthly, on parent calendar/newsletter concerning the importance of regular dental exams.
2. Train Family Service workers on importance of regular dental exams.
3. Discuss dental exams with parents at Home Visits.

## **Positive Parent-Child Relations:**

**2. Goal:** Parents will increase parenting skills through parent trainings.

**Objective:** 40% of all parents will participate in parent curriculum activities.

### **Action Steps:**

1. Family Service Staff/Campus Directors will implement parenting curriculum on their campus.
2. Each Campus will have a family event in connection with the parenting curriculum.

## **Families as Lifelong Educators:**

**3. Goal:** Parents will increase education at home.

**Objective:** 80% of all parents will complete home activities with their child.

### **Action Steps:**

1. Family Service Staff will stress the importance of home activities to increase their child's school readiness skills.
2. Parents will receive home activities from the campus on a weekly basis.

# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Families as Learners:**

**4. Goal:** Families will be provided resources for increased understanding in importance of a college education.

**Objective:** 25% of parents will attend college information training.

### **Action Steps:**

1. Family Service staff will give parents information regarding college information.
2. Parent Meeting will contain information on college enrollment, importance of a college education, and area colleges.

## **Family Engagement in Transition:**

**5. Goal:** Parents will learn the importance of attendance on their child's educational future

**Objective:** 97% average daily attendance

### **Action Steps:**

1. Family Service Specialist and/or ISD Partnership Staff will attend parent meetings and stress the importance of attendance.
2. Family Service Staff will contact parents daily when children are absent from the program.

## **Family Connections to Peers and Community:**

**6. Goal:** Increase family engagement to ensure parents have access to community resources

**Objective:** 75% increase in community resource knowledge

### **Action Steps:**

1. Family Service Staff will provide community resources to parents at Home Visits.
2. Parents will receive a user friend Community Resource Guide.
3. Family Service Staff will become knowledgeable of all local community resources.



# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Parents as Advocates and Leaders:**

**7. Goal:** Ensure that each parent's opinions are heard and included in program planning process

**Objective:** 90% of parents will interact with Family Service Worker during Home Visits.

### **Action Steps:**

1. Family Service Staff will stress the importance of participation in Home Visits.
2. Parents will understand the importance of Policy Council and will be encouraged to attend Policy Council meetings even if a non-voting member.



# Office of Head Start - Head Start Services Snapshot

COMMUNITY SERVICES OF NORTHEAST TEXAS, INC. (2017-2018)

This Head Start Services Snapshot summarizes key data on demographics and services for preschool-age children served by this grantee. The data in this Snapshot is a subset of the grantee's annual Program Information Report (PIR) submission to the Office of Head Start. The full set of PIR questions and information to access the whole PIR report can be found at <http://eclkc.ohs.acf.hhs.gov/hslc/mr/pir>. Grantees that run both Head Start and Early Head Start programs report on each program separately.

## General Information

Grantee Name: COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

Grantee Address: 304 E Houston St  
Linden, TX 75563-5600

Grantee Website Address: <http://www.csntexas.org>

Grantee Phone: (903) 756-5596 - 211

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	516	100.0%

## Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	516	100.0%
Home-based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Center-based Part Day (4 days per week)	0	0%
Center-based Full Day (4 days per week, >6 hours per day)	0	0%
Center-based Part Day (5 days per week)	0	0%
Center-based Full Day (5 days per week, >6 hours per day)	516	100.0%
Of the funded enrollment slots in the line above, the number available for a full-working-day (not less than 10 hours per day)	0	
Of the funded enrollment slots in the line above, the number also available for a full-calendar-year	0	

## Total Cumulative Enrollment

Actual number of children and pregnant women served by the program throughout the entire program year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	565	100.0%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0%
2 Years Old	0	0%
3 Years Old	245	43.4%
4 Years Old	320	56.6%
5 Years Old	0	0%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	27	4.8%

## Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	12	2.1%

## Prior Enrollment of Children

Children who were enrolled previously in Early Head Start, Head Start, or some combination for at least half of the time that classes or home visits were in session.

	<i># of children</i>	<i>% of children</i>
Second Year	175	31.0%
Three (or more) Years	0	0%

## EthnicityAndRace

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	1	0.2%	4	0.7%
Asian	0	0%	3	0.5%
Black or African American	3	0.5%	282	49.9%
Native Hawaiian or Pacific Islander	1	0.2%	0	0%
White	25	4.4%	147	26.0%
Biracial or Multi-Racial	11	1.9%	41	7.3%
Other Race	47	8.3%	0	0%
Unspecified Race	0	0%	0	0%

## Primary Language of Family at Home

	# of participants	% of participants
English	511	90.4%
Spanish	47	8.3%
Central American, South American, or Mexican Languages	0	0%
Caribbean Languages	0	0%
Middle Eastern or South Asian Languages	0	0%
East Asian Languages	0	0%
Native North American or Alaska Native Languages	0	0%
Pacific Island Languages	0	0%
European or Slavic Languages	0	0%
African Languages	0	0%
Other Languages	0	0%
Unspecified Languages	7	1.2%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	554	98.1%	556	98.4%
Children with a medical home	562	99.5%	562	99.5%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	555	98.2%	564	99.8%
Children with a dental home	538	95.2%	545	96.5%

## Disabilities Services

	# of children	% of children
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	57	10.1%

## Family Services

	<i># of families</i>		<i>% of families</i>	
Total Number of Families	532		100.0%	
	<i># of families identified need during program year</i>	<i>% of families identified need during program year</i>	<i># of families received services during program year</i>	<i>% of families received services during program year</i>
Families Who Received at Least One Family Service	322	60.5%	462	86.8%

## Specific Services

	<i># of families identified need during program year</i>	<i>% of families identified need during program year</i>	<i># of families received services during program year</i>	<i>% of families received services during program year</i>
Emergency or Crisis Intervention	31	5.8%	32	6.0%
Housing Assistance	15	2.8%	16	3.0%
Mental Health Services	24	4.5%	24	4.5%
English as a Second Language (ESL) Training	21	3.9%	19	3.6%
Adult Education	42	7.9%	67	12.6%
Job Training	20	3.8%	19	3.6%
Substance Abuse Prevention	2	0.4%	0	0%
Substance Abuse Treatment	1	0.2%	2	0.4%
Child Abuse and Neglect Services	34	6.4%	38	7.1%
Domestic Violence Services	7	1.3%	6	1.1%
Child Support Assistance	2	0.4%	1	0.2%
Health Education	231	43.4%	416	78.2%
Assistance to Families of Incarcerated Individuals	2	0.4%	2	0.4%
Parenting Education	228	42.9%	426	80.1%
Relationship or Marriage Education	1	0.2%	4	0.8%
Asset Building services	22	4.1%	90	16.9%



**2017-2018 PIR PERFORMANCE INDICATOR REPORT - HEAD START**

Report based on the 1 program(s) that have started or completed the PIR out of the 1 total Head Start program(s) for this Grantee.

The PIR Performance Indicators highlight annual program PIR data in areas of frequent interest and are not intended to serve as a full summary of programs' performance.

The PIR Performance Indicator Formulas document provides the question numbers used for indicator calculations and is available at <http://eclkc.ohs.acf.hhs.gov/pir>.

Numerators and denominators are included in the report to supply context for percentages.

**Enrollment - Performance Indicators**

Context		Number	
<i>Cumulative Enrolled Children</i>		565	
2018 #	PIR Performance Indicator	Number	Percentage
101	Percentage (%) of children enrolled for multiple years	175	31%
102	Percentage (%) of children enrolled less than 45 days	8	1.4%
103	Percentage (%) of children and pregnant women (if EHS) who left the program and did not re-enroll	36	6.4%

**Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment) - Performance Indicators**

Context				Number	
<i>Cumulative Enrolled Children</i>				565	
<i>Children Enrolled less than 45 Days</i>				8	1.4%
2018 #	PIR Performance Indicator	Number at Beginning of Enrollment Year	Percentage at Beginning of Enrollment Year	Number at End of Enrollment Year	Percentage at End of Enrollment Year
111	Percentage (%) of children with health insurance	554	98.1%	556	98.4%
112	Percentage (%) of children with a medical home	562	99.5%	562	99.5%
113	Percentage (%) of children with up-to-date immunizations, all possible immunizations to date, or exempt	555	98.2%	564	99.8%
114	Percentage (%) of children with a dental home	538	95.2%	545	96.5%

## Services to All Children (based on Cumulative Enrollment) - Performance Indicators

Context		Number	
<i>Cumulative Enrolled Children</i>		565	
2018 #	PIR Performance Indicator	Number	Percentage
121	Percentage (%) of children with an IFSP or IEP	57	10.1%
122	Percentage (%) of children up-to-date on a schedule of preventive and primary health care per the state's EPSDT schedule at the end of enrollment year	439	77.7%
123	Of the children up-to-date on health screenings, the percentage (%) of children diagnosed with a chronic condition needing medical treatment	--	36 -- 8.2%
124	Of the children diagnosed with a chronic condition needing medical treatment, the percentage (%) of children who received medical treatment	-- --	32 -- -- 88.9%

## Services to Preschool Children (based on Cumulative Enrollment) - Performance Indicators

Context		Number	
<i>Cumulative Enrolled Preschool Children</i>		565	
<i>Cumulative Enrolled Preschool Children with an IEP for one of the Primary Disabilities Reported in the PIR</i>		57	
2018 #	PIR Performance Indicator	Number	Percentage
131	Percentage (%) of preschool children that received special education or related services for one of the primary disabilities reported in the PIR	57	100%
132	Percentage (%) of preschool children completing professional dental exams	487	86.2%
133	Of the preschool children receiving professional dental exams, the percentage (%) of preschool children needing professional dental treatment	--	63 -- 12.9%
134	Of the preschool children needing dental treatment, the percentage (%) of preschool children who received dental treatment	-- --	53 -- -- 84.1%

## Family Services - Performance Indicators

Context		Number	
<i>Total Number of Families</i>		532	
2018 #	PIR Performance Indicator	Number	Percentage
141	Percentage (%) of families who received at least one of the family services reported in the PIR	462	86.8%
Context		Number	
<i>Total Number of Families Experiencing Homelessness that were Served During the Enrollment Year</i>		26	
2018 #	PIR Performance Indicator	Number	Percentage
142 <i>(new)</i>	Percentage (%) of families experiencing homelessness during the enrollment year that acquired housing during the enrollment year	7	26.9%

**Preschool Staff and Classes (Head Start and Migrant/Seasonal preschool staff only) - Performance Indicators**

<b>Context</b>		<b>Number</b>	
<i>Preschool Classroom Teachers</i>		29	
<i>Preschool Classes</i>		29	
<i>Preschool Classroom Assistant Teachers</i>		30	
<b>2018 #</b>	<b>PIR Performance Indicator</b>	<b>Number</b>	<b>Percentage</b>
151	Percentage (%) of preschool classroom teachers that meet the degree/credential requirements of Section 648A.(2)(A) (BA or higher - ECE/related) that will become effective September, 2013	26	89.7%
153	Percentage (%) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program	29	96.7%



## Part C agencies

	# of Part C Agencies
C.62 Number of Part C agencies in the program's service area	2
	# of formal agreements
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	2

## Child welfare agencies

	Yes / No
C.63 Does the program have formal collaboration agreements with child welfare agencies?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	1

## REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	18060638045
Last Update Date	06/06/2018

# Head Start

## Financial Report for the month of June 2018

(May 2018 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2018</i>							
Personnel	\$2,382,989.00	\$183,878.61	\$1,046,805.00	\$1,336,184.00	\$198,582.42	\$1,191,494.50	\$144,689.50
Fringe Benefits	\$613,858.00	\$53,440.25	\$311,267.68	\$302,590.32	\$51,154.83	\$306,929.00	(\$4,338.68)
Travel (4120)	\$22,150.00	\$1,760.09	\$13,817.67	\$8,332.33	\$1,845.83	\$11,075.00	(\$2,742.67)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$28,000.00	\$28,000.00
Supplies	\$144,726.00	\$16,044.13	\$45,050.57	\$99,675.43	\$12,060.50	\$72,363.00	\$27,312.43
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$8,919.00	\$8,919.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$4,886.07	\$11,963.60	\$10,760.40	\$1,893.67	\$11,362.00	(\$601.60)
Other (4122)	\$505,499.00	\$56,711.34	\$292,257.63	\$213,241.37	\$42,124.92	\$252,749.50	(\$39,508.13)
<b>Total</b>	<b>\$3,765,784.00</b>	<b>\$316,720.49</b>	<b>\$1,721,162.15</b>	<b>\$2,044,621.85</b>	<b>\$313,815.33</b>	<b>\$1,882,892.00</b>	<b>\$161,729.85</b>
T&TA	\$44,874.00	\$6,646.16	\$25,781.27	\$19,092.73	\$3,739.50	\$22,437.00	(\$3,344.27)
<b>Total</b>							
USDA Reimbursements through April 2018							\$65,702.17
Estimated USDA Reimbursement for May 2018							\$14,069.08
							<u>\$241,501.10</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual = \$49,000.00

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	24

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$156,907.67	\$13,196.69	\$71,715.09	\$13,075.64	\$78,453.83	\$6,738.74
Per Child	\$7,298.03	\$613.80	\$3,335.59	\$608.17	\$3,649.02	\$313.43

### IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,446.00	\$132,051.39	\$842,576.35	\$98,869.65

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of June 2018

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,113.67	\$ 51,292.31
Administrative Labor	1,168.48	\$ 6,984.36
Food	7,342.59	\$ 60,491.99
Supplies & Equipment	687.94	\$ 3,777.89
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	467.59	\$ 827.59
Total	<u>\$ 15,780.27</u>	<u>\$123,374.14</u>

TDHS REVENUE                      14,069.08      110,137.16 (Income Starts October 2017)

# CSBG 2018

## Financial Report for the month of June 2018

CSBG Current Program (May Expenditures)

% of contract	42%
% of money	62%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly	YTD	(Over)/Under
					Budget	Budget	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2018</i>							
Personnel	\$274,844.56	21,963.47	\$142,790.31	\$132,054.25	\$22,903.71	\$114,518.57	(\$28,271.74) Over
Fringe Benefits	34,082.69	5,224.49	\$40,773.02	(6,690.33)	2,840.22	14,201.12	(26,571.90) Over
Travel*	12,209.75	411.47	\$6,165.13	6,044.62	1,017.48	5,087.40	(1,077.73) Over
Equipment	6,480.00	450.31	\$2,694.56	3,785.44	540.00	2,700.00	5.44 Okay
Supplies	7,600.00	227.12	\$5,801.89	1,798.11	633.33	3,166.67	(2,635.22) Over
Contractual	4,000.00	980.06	\$8,372.00	(4,372.00)	333.33	1,666.67	(6,705.33) Over
Other	85,915.00	5,706.81	\$57,034.84	28,880.16	7,159.58	35,797.92	(21,236.92) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
<b>Total</b>	<b>\$425,132.00</b>	<b>\$34,963.73</b>	<b>\$263,631.75</b>	<b>\$161,500.25</b>	<b>\$35,427.67</b>	<b>\$177,138.33</b>	<b>(\$86,493.42) Over</b>

## Financial Report for the month of June 2018

CEAP Current Program (May Expenditures)

% of contract	42%
% of money	17%

# CEAP 2018

*Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2018*

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget		
						Minimum	Maximum	
Administration*	\$192,666.00	12,813.61	\$36,521.21	\$156,144.79	8%	\$16,055.50	min \$28,645.28	max (\$7,875.93) Over
Household Crisis**	1,079,567.00	23,584.19	\$212,299.70	867,267.30		36,740.93	min 1,079,567.00	max 867,267.30 Okay
Utility Assistance**	1,079,568.00	44,405.75	\$155,109.64	924,458.36		36,740.93	min 1,079,568.00	max 924,458.36 Okay
Program Services	330,930.00	23,537.71	\$58,090.10	272,839.90	16%	27,577.50	min 34,039.96	max (24,050.14) Over
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00	min 1,200.00	max 1,200.00 Okay
<b>Total</b>	<b>\$2,683,931.00</b>	<b>\$104,341.26</b>	<b>\$462,020.65</b>	<b>\$2,221,910.35</b>		<b>\$117,114.87</b>	<b>\$2,223,020.24</b>	<b>\$1,760,999.59</b> Okay

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

**Future Payments \$788,191.59**

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

2.9%

Program Services with Future Payments

4.8%

# CSBG D 2018

**Financial Report for the month of June 2018**

CSBG D Current Program (May Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D February 01, 2018 thru December 31, 2018</i>				
Personnel	\$0.00	0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00
Other	18,154.00	4.15	\$1,945.00	16,209.00
Indirect Costs	0.00	0.00	\$0.00	0.00
<b>Total</b>	<b>\$18,154.00</b>	<b>\$4.15</b>	<b>\$1,945.00</b>	<b>\$16,209.00</b>

# CSBG Special D 2018

## Financial Report for the month of June 2018

CSBG Special D Current Program (May Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D February 01, 2018 thru December 31, 2018</i>				
Personnel	\$0.00	0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00
Other	3,403.00	0.00	\$395.00	3,008.00
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	\$3,403.00	\$0.00	\$395.00	\$3,008.00

## Valley Services Debt Information

Balances as of May 14, 2018	225,333.64
Payments posted from May 15, 2018 thru June 14, 2018	(994.32)
Charges posted in May 15, 2018 thru June 14, 2018	-
Balances as of June 14, 2018	224,339.32
Net Decrease (Increase)	994.32

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -June 2018

#### Capital One Credit Card

Purchases for April 2018		2,968.58
Payment due by 05/30/2018	Pd on 05/23/2018	<u>(2,968.58)</u>
Balance		-

#### Lowe's Credit Card

Purchases for		-
Payment due	Pd on	<u>-</u>
Balance		-

#### Sam's Club Credit Card

Purchases for April and May 2018		81.96
Payment due by 06/02/2018	Pd on 05/16/2018	<u>(36.40)</u>
Balance		45.56 Not ours

#### Line of Credit

Program	CSBGA	CSBG SP D	LOCAL ADMIN		
Highest May 2018 balance	395.00	-	-	-	-
Current balance	-	-	-	-	-
Exp pay off date					

#### In House Line of Credit

Program	CSBG B	ETCOG	CEAP B	UPSHUR RURAL	CSBG D
Highest May 2018 balance	117,000.00	107,021.06	6,500.00	826.20	1,780.00
Current balance	132,040.00	107,021.06	-	826.20	-
Exp pay off date	-	-		6/30/18	

#### Capital One Bank Loans



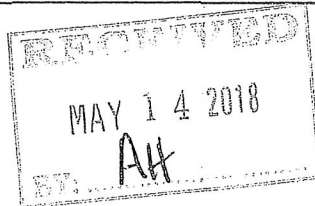
1-2

Summary of Account Activity	
Previous Balance	\$0.00
+ Purchases/Debits	\$81.98
<b>New Balance</b>	<b>\$81.98</b>
Credit Limit	\$5,500.00
Available Credit	\$0.00
Statement Closing Date	05/08/2018
Days in Billing Cycle	30

Payment Information	
New Balance	\$81.98
Total Minimum Payment Due	\$50.00
Payment Due Date	06/02/2018

Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
04/16	04/16	P928000FW01TH5RQB	SAM'S CLUB 008295 TEXARKANA TX	\$36.98
			SAM'S/WAL-MART PURCHASE(S)	
05/02	05/02	P928000GB0144W17Q	SAMS CLUB.COM 006279 BENTONVILLE AR	\$45.00
			Total for COMMUNITY COUNCIL OF CASS	\$81.98

Interest Charge Calculation						
Your Annual Percentage Rate (APR) is the annual interest rate on your account.						
Type of Balance	Expiration Date	ANNUAL PERCENTAGE RATE	Balance Subject to Interest Rate	Interest Charge	Balance Method	
Regular Purchases	N/A	24.40% (v)	\$0.00	\$0.00	2D	
(v) = variable rate						



PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse side for details, Billing Rights and other important information.

MEMBER SERVICE: For Account Information log on to samsclub.com/credit. This account is registered.

See your On-line Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764.

6709 0005 A7H 1 7 8 180508 A PAGE 1 of 3 9280 2000 MP17 01EM6709 3375

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number: 0005000151276

Total Minimum Payment Due	Payment Due Date	New Balance
\$50.00	06/02/2018	\$81.98

Payment Enclosed: Please use blue or black ink.

\$



New address or email? Print changes on back.

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

33795  
0305



Make Payment to: SAM'S CLUB/SYNCHRONY BANK  
P.O. BOX 530981  
ATLANTA, GA 30353-0981



00050000151276 000500000008198



COMMUNITY COUNCIL OF CASS					
ACCOUNT #:	<del>00460020313212410</del>	DATE OF SALE #:	180416	P.O. #:	
INVOICE#:	000166	AUTHORIZATION #:	000883	CLUB #:	8295
REFERENCE #:	P928000FW01TH5RQB	TRANSACTION #:	166	REGISTER #:	7
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
005690280	PEDIASURE VANILLA	1.000	EA	\$36.9800	\$36.98
SUB \$36.98		TAX \$0.00		TOTAL INVOICE	\$36.98
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$36.98

COMMUNITY COUNCIL OF CASS					
ACCOUNT #:	<del>00460020313212410</del>	DATE OF SALE #:	180502	P.O. #:	
INVOICE#:	000000	AUTHORIZATION #:	000907	CLUB #:	6279
REFERENCE #:	P928000GB0144W17Q	TRANSACTION #:	0	REGISTER #:	89
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000112	CORPORATE ITEM	1.000	EA	\$45.0000	\$45.00
SUB \$45.00		TAX \$0.00		TOTAL INVOICE	\$45.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$45.00

1-2

RECEIVED  
MAY 14 2018  
BY: ... AIT .....



Capital One, N.A.  
Corporate Card Statement



CAPITAL ONE CARD SERVICES  
CORPORATE CARD  
PO BOX 60024  
NEW ORLEANS LA 70160-0024

CAPITAL ONE, N.A.  
CORPORATE CARD  
P.O. BOX 60024  
NEW ORLEANS LA 70160-0024

COMMUNITY SERVICES  
CSNT INC  
PO BOX 427  
LINDEN TX 75563-0427

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	05-30-18
MINIMUM PAYMENT	\$2,968.58
NEW BALANCE	\$2,968.58

AMOUNT  
ENCLOSED \$

0071600000037041027623102968580296858

Please tear payment coupon at perforation.

RECEIVED  
MAY 14 2018  
BY: AH

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	05-05-18	PREVIOUS BALANCE	2,762.31
PAYMENT DUE DATE	05-30-18	PURCHASES AND OTHER CHARGES	2,935.44
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	2,762.31-
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	33.14
		OVERLIMIT FEES	.00
		<b>NEW BALANCE</b>	<b>2,968.58</b>
		MINIMUM PAYMENT DUE	2,968.58
		DISPUTED AMOUNT	.00



25201240 - 001149 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	2,968.58	MINIMUM PAYMENT DUE	2,968.58
AVAILABLE CREDIT	7,031.42	PAYMENT DUE DATE	05-30-18

MAY 14 2018

**FINANCE CHARGE SUMMARY**

	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
PURCHASES	\$3,388.46	0.9783%	11.74%	\$33.14
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
<b>ANNUAL PERCENTAGE RATE*</b>				<b>11.74%</b>
Periodic rates may vary				
Number of days in billing cycle:				30

\* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.

**CORPORATE ACCOUNT ACTIVITY**

COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-xxxx				TOTAL CORPORATE ACTIVITY \$2,729.17 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
04-23	04-23	75528028113395000630016	PAYMENT RECEIVED -- THANK YOU	1,713.39 PY
05-02	05-02	75528028122485000080012	PAYMENT RECEIVED -- THANK YOU	1,048.92 PY
05-04	05-04		PURCHASE *FINANCE CHARGE*	33.14

**INDIVIDUAL CARDHOLDER ACTIVITY**

DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx		CREDITS \$0.00	PURCHASES \$2,935.44	CASH ADV \$0.00	TOTAL ACTIVITY \$2,935.44
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
04-09	04-05	55310208096708768159114	ASTOR CROWNE PLAZA NEW NEW ORLEANS LA 15568216 ARRIVAL: 04-03-18	104.18	
04-09	04-06	55480778097036005644689	HILTON BIRMINGHAM PERI BIRMINGHAM AL 564468 ARRIVAL: 04-06-18	237.36	
04-20	04-18	55432868109200024705566	THE RITZ-CARLTON NEW O NEW ORLEANS LA 211429 ARRIVAL: 04-15-18	697.02	
04-20	04-18	55432868109200024705699	THE RITZ-CARLTON NEW O NEW ORLEANS LA 111429 ARRIVAL: 04-15-18	79.50	
04-20	04-19	55457028110286132000030	COMMUNITY ACTION PARTN 2022657546 DC	595.00	
04-24	04-22	55310208113722484622007	HYATT REGENCY SAN ANTO SAN ANTONIO TX 28543389 ARRIVAL: 04-18-18	1,121.38	
04-26	04-22	55310208115722485435878	HYATT REGENCY SAN ANTO SAN ANTONIO TX 28543389 ARRIVAL: 04-18-18	6.50	
04-30	04-27	55432868117200595864149	GREYHOUND LINES CNP 214-849-8966 TX	94.50	

**Check Register Ending the Month of May 2018**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60218	5/2/2018	AEP-SWEPSCO-EA	1,944.26	Client Assistance
60219	5/2/2018	AMY PERALES	30.96	Mileage
60220	5/2/2018	APRIL BENNETT	34.40	Mileage
60221	5/2/2018	AT&T	49.61	Telephone
60222	5/2/2018	AT&T	409.62	Telephone
60223	5/2/2018	AT&T	506.44	Telephone
60224	5/2/2018	BEN E KEITH CO	3,049.41	Hs Meals
60225	5/2/2018	BLUE CROSS BLUE SHIELD	45,391.47	Emp Insurance
60226	5/2/2018	BOWIE CASS	437.17	Client Assistance
60227	5/2/2018	CAMCO ELEVATOR INC	1,163.50	Bld. Repairs
60228	5/2/2018	CENTERPOINT ENERGY	127.32	Client Assistance
60229	5/2/2018	CENTERPOINT ENERGY ENTEX	45.96	Utility
60230	5/2/2018	CENTRAL TEXAS OPPORTUNITIES, INC.	4,114.00	Budget Planners
60231	5/2/2018	CITY OF HUGHES SPRINGS	277.85	Utility
60232	5/2/2018	CITY OF JEFFERSON WATER	421.37	Utility
60233	5/2/2018	DANIELA SALAZAR CHAVEZ	29.24	Mileage
60234	5/2/2018	FEDERAL EXPRESS	19.40	Postage
60235	5/2/2018	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	28.95	Annual Maint
60236	5/2/2018	KAYE NELMS	103.20	Mileage
60237	5/2/2018	KAYE NELMS PETTY CASH CUSTODIAN	3.25	Petty Cash
60238	5/2/2018	KIMBERLY COLLINS	45.58	Mileage
60239	5/2/2018	KIMBERLY JORDAN	23.22	Mileage
60240	5/2/2018	LINDEN FUEL CENTER	1,270.14	Fuel
60241	5/2/2018	LOLA MCGEE	90.00	Mental Health Assessment
60242	5/2/2018	MARTAVIUS JONES	34.40	Mileage
60243	5/2/2018	MCI	61.47	Telephone
60244	5/2/2018	OFFICE DEPOT	1,085.18	Office Supplies
60245	5/2/2018	PHYNET, INC.	135.00	Tb Test/ Physical
60246	5/2/2018	PRUETT'S FOOD	161.27	HS Meals
60247	5/2/2018	RELIABLE ALARM SERVICE, LLC	30.00	Security Monitoring
60248	5/2/2018	SHELLEY MITCHELL	84.71	Mileage
60249	5/2/2018	SONITROL OF LONGVIEW	55.00	Security Monitoring
60250	5/2/2018	SOUTHWESTERN ELECTRIC POWER	1,696.91	Utility
60251	5/2/2018	STACY GUERRERO	17.63	Mileage
60252	5/2/2018	STAPLES CREDIT PLAN	1,236.99	Office Supplies
60253	5/2/2018	TAMAITHIA SARTOR	22.36	Mileage
60254	5/2/2018	TEXANA CEAP B	1,665.00	Reimbursement
60255	5/2/2018	TEXANA POSTAL ACCOUNT	347.34	Postage
60256	5/2/2018	TEXAS HEALTH & HUMAN SERVICES COMMISSION ACCT RE	14.00	Licensing
60257	5/2/2018	TOSHIBA FINANCIAL SERVICES	536.00	Copier Maint
60258	5/2/2018	TxTag	3.54	Toll Fees
60259	5/2/2018	UNIFORM PLUS	115.00	Client Assistance
60260	5/2/2018	UPSHUR RURAL ELEC. CORP.	1,038.97	Client Assistance
60261	5/2/2018	VANCO SYSTEMS, INC.	647.85	Copier Maint

**Check Register Ending the Month of May 2018**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60262	5/2/2018	WASTE MANAGEMENT OF TEXAS, INC.	273.76	Utility
60263	5/2/2018	WINDSTREAM	300.12	Telephone
60264	5/9/2018	ABERNATHY COMPANY	1,709.00	Cleaning Supplies
60265	5/9/2018	ABILA	807.42	Accounting Software
60267	5/9/2018	AEP-SWEPKO-EA	19,204.30	Client Assistance
60268	5/9/2018	AMBIT ENERGY	302.11	Client Assistance
60269	5/9/2018	AMIGO ENERGY	915.95	Client Assistance
60270	5/9/2018	ATMOS ENERGY	106.75	Client Assistance
60271	5/9/2018	BLOOMBURG WATER SUPPLY	46.39	Utility
60272	5/9/2018	BOUNCE ENERGY	90.39	Client Assistance
60273	5/9/2018	BOWIE CASS	4,726.24	Client Assistance
60274	5/9/2018	BRUCE ANDERSON	475.00	Rental Assistance
60275	5/9/2018	CENTERPOINT ENERGY	3,027.26	Client Assistance
60276	5/9/2018	CENTERPOINT ENERGY ENTEX	79.54	Utility
60277	5/9/2018	CITY OF LINDEN	419.04	Utility
60278	5/9/2018	CITY OF NEW BOSTON	241.13	Utility
60279	5/9/2018	CITY OF PITTSBURG	236.66	Utility
60280	5/9/2018	CRUMP'S IGA	179.51	HS Meals
60281	5/9/2018	DIRECT ENERGY	87.87	Client Assistance
60282	5/9/2018	DISCOUNT SCHOOL SUPPLY	465.56	Classroom Supplies
60283	5/9/2018	DOW CHRYSLER DODGE JEEP	59.65	Veh Repairs
60284	5/9/2018	FARMER ELECTRIC	2,289.98	Client Assistance
60285	5/9/2018	FELICIA WILLIAMS	77.40	Mileage
60286	5/9/2018	FIRST CHOICE POWER	561.09	Client Assistance
60287	5/9/2018	GREEN MOUNTAIN ENERGY	113.43	Client Assistance
60288	5/9/2018	GUARDIAN	7,472.24	Emp Insurance
60289	5/9/2018	INTELLICORP RECORDS, INC.	132.20	Background Check
60290	5/9/2018	JUST ENERGY	575.82	Client Assistance
60291	5/9/2018	LANIER AUTO CENTER	14.00	Veh Repairs
60292	5/9/2018	LORMAN BUSINESS CENTER, INC	300.00	Subscription
60293	5/9/2018	MCADAMS PROPANE COMPANY	270.00	Client Assistance
60294	5/9/2018	MOUNTAIN VALLEY OF TEXARKANA	63.00	Classroom Water
60295	5/9/2018	OFFICE DEPOT	356.63	Office Supplies
60296	5/9/2018	PRICE SERVICE COMPANY, INC.	95.00	Bld. Repairs
60297	5/9/2018	RELIANT ENERGY	1,068.30	Client Assistance
60298	5/9/2018	REPUBLIC SERVICES #070	96.00	Utility
60299	5/9/2018	SHELBY'S SERVICE CENTER & TIRES	56.09	Veh Repairs
60300	5/9/2018	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	168.71	Telephone
60301	5/9/2018	SPARK ENERGY, LLC	137.53	Client Assistance
60302	5/9/2018	STAPLES BUSINESS CREDIT	1,590.57	Supplies
60303	5/9/2018	STREAM	302.90	Client Assistance
60304	5/9/2018	STRUBE PROPANE, INC.	240.00	Client Assistance
60305	5/9/2018	TEXANA POSTAL ACCOUNT	343.27	Postage
60306	5/9/2018	TEXARKANA COLLEGE	0.00	Void Check

**Check Register Ending the Month of May 2018**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60307	5/9/2018	TOMMY KESSLER	406.00	Rental Assistance
60308	5/9/2018	TRICO LUMBER CO.	159.94	Bld. Repairs
60309	5/9/2018	TXU-ASSISTANCE GROUP	3,827.41	Client Assistance
60310	5/9/2018	UPSHUR RURAL ELEC. CORP.	1,012.86	Client Assistance
60311	5/9/2018	WEST STREET HOME AND AUTO	222.91	Repairs
60312	5/9/2018	WOOD CO. ELECTRIC COOP.	944.51	Client Assistance
60313	5/9/2018	XEROX CORPORATION	1,346.44	Copier Maint
60314	5/16/2018	SOUTHWESTERN ELECTRIC POWER	710.51	Utility
60315	5/16/2018	AEP-SWEPKO-EA	267.00	Client Assistance
60316	5/16/2018	AMY PERALES	27.52	Mileage
60317	5/16/2018	BEN E KEITH CO	3,324.59	Hs Meals
60318	5/16/2018	BERTHA ALLEN	451.50	Mileage
60319	5/16/2018	BRENDA DAVIS	408.50	Mileage
60320	5/16/2018	BRUCE ANDERSON	475.00	Rental Assistance
60321	5/16/2018	CENTERPOINT ENERGY ENTEX	123.03	Utility
60322	5/16/2018	CHARLOTTE HALL	27.52	Mileage
60323	5/16/2018	CLAUDIA SALINAS	35.26	Mileage
60324	5/16/2018	CONN AUTO SUPPLY	315.19	Veh Repairs
60325	5/16/2018	D&S PROPERTIES	445.00	Rental Assistance
60326	5/16/2018	ETEX TELEPHONE CORP, INC.	2,281.71	Telephone
60327	5/16/2018	FROG STREET PRESS, LLC	3,500.00	Training
60328	5/16/2018	GREG'S MIRACLE MART	628.17	Fuel
60329	5/16/2018	JARRED GILMORE & PHILLIPS, PA	6,000.00	Audit
60330	5/16/2018	KAYE NELMS PETTY CASH CUSTODIAN	13.20	Petty Cash
60331	5/16/2018	KIM'S CONVENIENCE STORES	124.55	Fuel
60332	5/16/2018	LANIER AUTO CENTER	77.25	Veh Repairs
60333	5/16/2018	LINDEN FUEL CENTER	476.51	Fuel
60334	5/16/2018	MARSHALL NEWS MESSENGER	108.50	Job Posting
60335	5/16/2018	OFFICE DEPOT	15.37	Office Supplies
60336	5/16/2018	PITTSBURG CORNER EXPRESS	255.20	Fuel
60337	5/16/2018	SAM'S CLUB	36.98	Supplies
60338	5/16/2018	SKAGGS TRAVEL STOPS INC.	53.00	Fuel
60339	5/16/2018	SONITROL OF LONGVIEW	55.83	Security Monitoring
60340	5/16/2018	TEXANA LINE OF CREDIT	44.53	Payment
60341	5/16/2018	TEXARKANA ISD CATERING DEPT	1,695.82	Hs Meals
60342	5/16/2018	TOMMY KESSLER	406.00	Rental Assistance
60343	5/16/2018	VERNA HAWKINS	33.54	Mileage
60344	5/16/2018	WINDSTREAM	217.00	Telephone
60345	5/16/2018	XEROX CORPORATION	1,325.87	Copier Maint
60346	5/23/2018	AT&T	111.78	Telephone
60347	5/23/2018	ATLANTA ISD	700.00	Rent
60348	5/23/2018	ATLANTA ISD FOOD SERVICE	247.90	Hs Meals
60349	5/23/2018	BARBARA LARRY, LPC	1,440.00	Mental Health
60350	5/23/2018	CAPITAL ONE N.A.	2,968.58	Travel

**Check Register Ending the Month of May 2018**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60351	5/23/2018	CENTERPOINT ENERGY ENTEX	107.91	Utility
60352	5/23/2018	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Rent
60353	5/23/2018	FIRMIN'S	183.00	Office Supplies
60354	5/23/2018	FIRST BAPTIST CHURCH	150.00	Rent
60355	5/23/2018	FRANK LANIER DBA EAST TEXAS REALTY	200.00	Rent
60356	5/23/2018	FRANK LANIER DBA EAST TEXAS REALTY	325.00	Rent
60357	5/23/2018	G.L. FOSTER	375.00	Rent
60358	5/23/2018	GLENN B. LANIER	240.00	Rent
60359	5/23/2018	HRI dba HUMANA WELLNESS	1,212.82	Emp Insurance
60360	5/23/2018	HUGHES SPRINGS ISD	800.00	Rent
60361	5/23/2018	JIMMIE RAY AYERS	800.00	Rent
60362	5/23/2018	KIMBERLY PARRISH	32.68	Mileage
60363	5/23/2018	KIRBY CERTIFIED SERVICE	429.11	Kitchen Repairs
60364	5/23/2018	LANIER AUTO CENTER	46.15	Veh Repairs
60365	5/23/2018	LOLA MCGEE	500.00	Mental Health
60366	5/23/2018	NEW BENEFITS, LTD.	1,026.00	Emp Insurance
60367	5/23/2018	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	329.00	Rent
60368	5/23/2018	NORTHEAST TEXAS COMMUNITY COLLEGE	700.00	Rent
60369	5/23/2018	OFFICE DEPOT	3,809.74	Office Supplies
60370	5/23/2018	PRICE SERVICE COMPANY, INC.	142.50	Bld. Repairs
60371	5/23/2018	R. MORGAN, LLC	950.00	Rent
60372	5/23/2018	REGION VIII EDUCATION SERVICE CENTER	75.00	Room Rental
60373	5/23/2018	RUSHING PEST CONTROL SERVICES	360.00	Pest Control
60374	5/23/2018	SOUTHWESTERN ELECTRIC POWER	2,033.43	Utility
60375	5/23/2018	SUDDENLINK	320.16	Telephone
60376	5/23/2018	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
60377	5/23/2018	TEXARKANA NEWSPAPER, INC	257.20	Job Posting
60378	5/23/2018	TEXARKANA WATER UTILITIES	62.71	Utility
60379	5/23/2018	TITUS COUNTY CARES, INC.	425.00	Rent
60380	5/23/2018	TRICO LUMBER CO.	265.40	Bld. Repairs
60381	5/23/2018	TURNER DAVID K	1,000.00	Rent
60382	5/23/2018	VALLEY	500.00	Sr. Meals
60383	5/23/2018	VENUS HORNBUCKLE PETTY CASH CUSTODIAN	14.16	Petty Cash
60384	5/23/2018	VERIZON WIRELESS	1,283.88	Cell Phone
60385	5/23/2018	WINDSTREAM	994.28	Telephone
60386	5/23/2018	XEROX CORPORATION	170.52	Copier Maint
60389	5/30/2018	AEP-SWEP/CO-EA	22,652.44	Client Assistance
60390	5/30/2018	AMIGO ENERGY	305.28	Client Assistance
60391	5/30/2018	AT&T	102.00	Telephone
60392	5/30/2018	AT&T	391.17	Telephone
60393	5/30/2018	AT&T	118.37	Telephone
60394	5/30/2018	ATMOS ENERGY	599.13	Client Assistance
60395	5/30/2018	BEN E KEITH CO	4,260.17	Hs Meals
60396	5/30/2018	BOUNCE ENERGY	67.02	Client Assistance



**Check Register Ending the Month of May 2018**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	Description
60398	5/30/2018	BOWIE CASS	5,629.30	Client Assistance
60399	5/30/2018	CENTERPOINT ENERGY	2,386.11	Client Assistance
60400	5/30/2018	CENTERPOINT ENERGY ENTEX	40.58	Utility
60401	5/30/2018	CHAMPION ENERGY SERVICES	100.06	Client Assistance
60402	5/30/2018	CHILDPLUS SOFTWARE	8,678.52	Annual Renewal
60403	5/30/2018	CITY OF LINDEN	447.75	Utility
60404	5/30/2018	DAN BOYD	206.75	Per-Diem
60405	5/30/2018	DAN BOYD	165.75	Per-Diem
60406	5/30/2018	DIRECT ENERGY	708.32	Client Assistance
60407	5/30/2018	ENTRUST ENERGY	166.49	Client Assistance
60408	5/30/2018	FARMER ELECTRIC	784.12	Client Assistance
60409	5/30/2018	FIRST CHOICE POWER	514.32	Client Assistance
60410	5/30/2018	GREEN MOUNTAIN ENERGY	395.96	Client Assistance
60411	5/30/2018	JERRY BERRY PLUMBING	45.57	Bld. Repairs
60412	5/30/2018	JUST ENERGY	581.19	Client Assistance
60413	5/30/2018	LINDEN FUEL CENTER	310.94	Fuel
60414	5/30/2018	MCADAMS PROPANE COMPANY	281.00	Client Assistance
60415	5/30/2018	MOORE PEST CONTROL	180.00	Pest Control
60416	5/30/2018	OFFICE DEPOT	155.09	Office Supplies
60417	5/30/2018	PHYNET, INC.	135.00	Tb Test/ Physical
60418	5/30/2018	RELIABLE ALARM SERVICE, LLC	135.00	Security Monitoring
60419	5/30/2018	RELIANT ENERGY	223.03	Client Assistance
60420	5/30/2018	ROGERS TROPHY & SIGN CO., INC.	72.00	Plaque
60421	5/30/2018	SOUTHWESTERN ELECTRIC POWER	1,709.53	Utility
60422	5/30/2018	SPARK ENERGY, LLC	92.80	Client Assistance
60423	5/30/2018	STAPLES CREDIT PLAN	139.98	Office Supplies
60424	5/30/2018	STAT ENERGY	39.84	Client Assistance
60425	5/30/2018	STREAM	280.41	Client Assistance
60426	5/30/2018	TEXARKANA NEWSPAPER, INC	174.43	Job Posting
60427	5/30/2018	TRIEAGLE ENERGY	443.92	Client Assistance
60428	5/30/2018	TXU-ASSISTANCE GROUP	1,287.20	Client Assistance
60429	5/30/2018	UPSHUR RURAL ELEC. CORP.	1,544.92	Client Assistance
60430	5/30/2018	WASTE MANAGEMENT OF TEXAS, INC.	273.76	Utility
60431	5/30/2018	WILLIE MITCHELL, JR.	1,322.50	Cpr Class
60432	5/30/2018	WINDSTREAM	301.46	Telephone
60433	5/30/2018	WOOD CO. ELECTRIC COOP.	96.40	Client Assistance
		<b>Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT</b>	<b><u>238,803.96</u></b>	
<b>Report Total</b>			<b><u>238,803.96</u></b>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 5/31/2018

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	25,043.11
CASH DONATIONS - LINDEN	0.00
CSBG Checking	5.50
CEAP Checking	1,137.03
Upshur Rural Checking	10,729.38
TLC Checking	694.15
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	1,079.13
SALVATION ARMY CHECKING	591.18
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	505.41
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	5,251.71
NEW DISBURSEMENT CHECKING	11,477.63
TEXANA CSBG A CHECKING	1,500.00
TEXANA CSBG B CHECKING	1.05
TEXANA CSBG DISCRETIONARY CHECKING	4,500.00
TEXANA HEAD START CHECKING	1,513.84
TEXANA CEAP A CHECKING	200.00
TEXANA CEAP B CHECKING	171,522.28
TEXANA CBA UNITED HEALTH CARE CHECKING	200.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	200.00
TEXANA UPSHUR RURAL CHECKING	200.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 5/31/2018

TEXANA TLC CHECKING	10.00
TEXANA LOCAL ADMINISTRATIVE CHECKING	37,576.83
TEXANA PAYROLL CASH ACCOUNT	152,781.72
TEXANA CLIENT FUNDS FOR SSA BENEFITS	200.16
TEXANA TBRA CHECKING	2,025.60
TEXANA POSTAL ACCOUNT CHECKING	485.70
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	6,528.24
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	14,069.08
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	1,801,132.88
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,102,271.32)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,483.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	12,134.66
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>1,170,508.45</u></u>

Liabilities and Net Assets

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	270,028.24
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 5/31/2018

Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	17,298.32
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	62,541.09
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	6,196.78
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	247,766.19
Total Liabilities and Net Assets	<u>1,170,508.45</u>

# Service Department Report

JUNE 28, 2018

## **Service Department**

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Department makeup

8 full time employees

0 temporary employees

5 Head Start employees under temporary supervision.

## **Head Start Transportation**

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Cost per child to transport: 56.01

### **Transportation Costs:**

	<b>Children</b>	<b>Staff</b>		<b>Children</b>	<b>Staff</b>
Vehicle Maintenance cost(Campus)			<b>YTD =</b>	161.28	
Vehicle Maintenance cost (Buses)	142.43		<b>YTD =</b>	3016.09	
Vehicle Maintenance cost (Exec. Office)		136.90	<b>YTD =</b>	662.57	
Vehicle fuel cost (Gas Campus)	552.82	205.34	<b>YTD =</b>	2635.65	734.67
Vehicle fuel cost (Exec. Office)		1000.09	<b>YTD =</b>	3699.30	
Vehicle fuel cost (Diesel)			<b>YTD =</b>	173.84	
Vehicle insurance cost (Buses)	1106.58		<b>YTD =</b>	5532.90	
Vehicle driver cost buses	2454.62		<b>YTD =</b>	12273.1	0
Total transportation cost:	4256.45	1342.33			
Total number transported:	76	134			

# Monthly Vehicle Cost Summary

2018

## By Program

	Fuel	Repairs	
TBRA	17.30	-	
CSBG	335.23	61.05	<u>413.58</u>

## By Location

	Fuel	Repairs	
Jefferson	36.70	-	
Linden	315.83	54.05	

## By Vehicle

#	Fuel	Repairs	Total	Location
801	38.66	-	38.66	Linden
879	90.00	-	90.00	Linden
880	35.00	-	35.00	Linden
881	-	7.00	7.00	Daingerfield
882	-	-	-	Linden
883	-	-	-	Linden
884	134.87	46.15	181.02	Linden
885	17.30	-	17.30	Linden
886	36.70	-	36.70	Jefferson
887	-	7.90	7.90	Linden
			<u>413.58</u>	



2017-2018 HEAD START PROGRAM INFORMATION REPORT  
 06CH7174-000 COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

**A. PROGRAM INFORMATION**

**GENERAL INFORMATION**

Grant Number	06CH7174
Program Number	000
Program Type	Head Start
Program Name	COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Program Address	304 E Houston St Linden TX 75563-5600
Program Phone Number	(903) 756 5596 - 211
Program Fax Number	(903) 756 7294
DUNS Number	613840503
Program Email Address	berny.harris@csntexas.org
Head Start Director Name	Ms. Bernadette Harris
Head Start Director Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

**ENROLLMENT YEAR**

**Enrollment dates**

A.1 Enrollment Year	Date
a. Start Date	08/16/2017
b. End Date	05/31/2018

**FUNDED ENROLLMENT**

**Funded enrollment by funding source**

A.2 Funded Head Start Enrollment	# of children/ pregnant women
a. Head Start Funded Enrollment, as identified on NOA	516
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

**Funded enrollment by program option - children**

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	516
1. Of these, the number available as full-working-day enrollment	0
a. Of these, the number available for the full-calendar-year	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	# of children

a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	0
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of the these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

### Funded enrollment at child care partner

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	0
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	0

## CLASSES

### Classes

	# of classes
A.12 Total number of classes operated	29
a. Of these, the number of double session classes	0

## CUMULATIVE ENROLLMENT

### Children by age

A.13 Children by age:	# of children at enrollment
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	0
d. 3 years old	245
e. 4 years old	320
f. 5 years and older	0

### Total cumulative enrollment

	# of children / pregnant women
A.15 Total cumulative enrollment	565

### Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:	# of children
a. Income below 100% of federal poverty line	372
b. Public assistance such as TANF, SSI	46
c. Status as a foster child - # children only	7
d. Status as homeless	22
e. Over income	47



	<i># of children</i>
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line	71
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Specify:	Selection criteria ensures income eligible children are served first.

### Prior enrollment

	<i># of children</i>
A.18 Enrolled in Head Start or Early Head Start for:	
a. The second year	175
b. Three or more years	0

### Transition and Turnover

	<i># of children</i>
A.19 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	36
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	8
A.19.b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	303

### Child care subsidy

	<i># of children at end of enrollment year</i>
A.24. The number of enrolled children for whom the program received a child care subsidy	0

## Race and Ethnicity

A.25 Race and Ethnicity	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	1	4
b. Asian	0	3
c. Black or African American	3	282
d. Native Hawaiian or other Pacific Islander	1	0
e. White	25	147
f. Biracial/Multi-racial	11	41
g. Other	47	0
1. Explain:	Some Mexican families select other as race. They do not consider themselves any of the other races listed.	
h. Unspecified	0	0

## Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	511
b. Spanish	47
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	0
l. Unspecified	7

## TRANSPORTATION

### Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	Yes
--	-----

	# of children
a. Number of children for whom transportation is provided	85

### Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	9
a. Of these, the number of buses purchased since last year's PIR was reported	0
A.29 Are any of the buses used by the program leased by the program itself?	No

## RECORD KEEPING

### Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
ChildPlus/ChildPlus.net	No	Yes

## B. PROGRAM STAFF & QUALIFICATIONS

### TOTAL STAFF

#### Staff by Type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	113	1
a. Of these, the number who are current or former Head Start or Early Head Start parents	46	0
b. Of these, the number who left since last year's PIR was reported	11	0
1. Of these, the number who were replaced	10	0

### TOTAL VOLUNTEERS

#### Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	499
a. Of these, the number who are current or former Head Start or Early Head Start parents	486

### MANAGEMENT STAFF

#### Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	40
b. Health Services Manager	40
c. Family & Community Partnerships Manager	40
d. Disability Services Manager	40

### CHILD DEVELOPMENT STAFF

#### Child Development Staff Qualifications - Preschool Classroom and Assistant Teachers (HS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.5 Total number of preschool child development staff by position	29	30

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education	1	1
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education	21	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	4	1
3. Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	0	0
Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education	3	1
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	4
Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	1	1

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	18
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	18
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	1

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position:		
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	5
Of the preschool child development staff in B.5.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	1
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	3

	# of classes
B.6 Total number of center-based option classes serving preschool-aged children	29
B.7 Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	29

### Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	0	0

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees or credentials:				
a. An advanced degree in/licensed as:				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following credentials:				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position:				
e. The number who do not have the qualifications listed in B.9.a through B.9.d	0	0	0	0
Of the child development staff in B.9.e above, the number enrolled in:				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0



## NON-SUPERVISORY CHILD DEVELOPMENT STAFF

### Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	34
d. Native Hawaiian or other Pacific Islander	0	0
e. White	4	20
f. Biracial/Multi-racial	0	0
g. Other	1	0
1. Explain: Mexican - does not consider their race as White/Non-White Hispanic		
h. Unspecified	0	0

### Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	3
a. Of these, the number who are proficient in more than one language other than English	0
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	3
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0

## Child development staff - classroom teacher turnover

	# of classroom teachers
B.15 The number of classroom teachers who left your program during the year.	6
B.16 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	2
b. Change in job field	4
c. Other	0
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	2
B.18 Number of classroom teachers hired during the year due to turnover	6

## Child development staff - Home-based visitor turnover

	# of home-based visitors
B.19 The number of home-based visitors who left your program during the year	0
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	0

## FAMILY & COMMUNITY PARTNERSHIPS STAFF

### Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	17	1
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
B.24 Comments on staff shared by Head Start and Early Head Start programs:		

B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:	<i>(1)</i> # of family workers	<i>(2)</i> # of FCP supervisors
a. A related advanced degree	3	1
b. A related baccalaureate degree	10	0
c. A related associate degree	0	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	3	0
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	2	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	0	0

## Education and Child Development Managers/Coordinators - Qualifications

	# of ECD managers/coordinators
B.27 Total number of education & child development managers/coordinators	3
	# of ECD managers/coordinators
Off the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	2
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.27.a through B.27.d	0
Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	

## C. CHILD & FAMILY SERVICES

### HEALTH SERVICES

#### Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	554	556
a. Number enrolled in Medicaid and/or CHIP	509	510
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	41	42
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	4	4
1. Specify	Tri-Care	
C.2. Number of children with no health insurance	11	9

### Medical

#### Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	562	562
C.6 Number of children receiving medical services through the Indian Health Service	1	2
C.7 Number of children receiving medical services through a migrant community health center	0	0

#### Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	108	439
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		36
1. Of these, the number who have received or are receiving medical treatment		32
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		Parents did not keep/make appointment

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	<i># of children</i>
a. Anemia	5
b. Asthma	22
c. Hearing Difficulties	5
d. Vision Problems	13
e. High Lead Levels	2
f. Diabetes	2

### Body Mass Index (BMI) - children (HS and Migrant programs)

C.10 Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	<i># of children at enrollment</i>
a. Underweight (BMI less than 5th percentile for child's age and sex)	40
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	352
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	80
d. Obese (BMI at or above 95th percentile for child's age and sex)	87

### Immunization services - children

	<i>(1) # of children at enrollment</i>	<i>(2) # of children at end of enrollment year</i>
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	537	542
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	14	17
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	4	5

### Dental

#### Dental home - children

	<i>(1) # of children at enrollment</i>	<i>(2) # of children at end of enrollment year</i>
C.17 Number of children with continuous, accessible dental care provided by a dentist	538	545

## Preschool dental services (HS and Migrant programs)

	# of children
C.18 Number of children who received preventive care since last year's PIR was reported	438
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	487
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	63
1. Of these, the number of children who have received or are receiving treatment	53
b. Specify the primary reason that children who needed dental treatment did not receive it:	Parents did not keep/make appointment

## MENTAL HEALTH SERVICES

### Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	9

### Mental health services

	# of children at end of enrollment year
C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	69
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	12
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	42
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	10
c. Number of children for whom the MH professional provided an individual mental health assessment	25
d. Number of children for whom the MH professional facilitated a referral for mental health services	18

### Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	24
a. Of these, the number who received mental health services since last year's PIR was reported	10

## DISABILITIES SERVICES

### Preschool disabilities services (HS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	57
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	30
2. During this enrollment year	27
b. Of these, the number who have not received special education and related services	0

### Preschool primary disabilities (HS and Migrant programs)

C.27 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment (i.e. meeting IDEA definition of 'other health impairments')	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	53	53
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	1	1
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	2	2
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

## EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

### Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	397
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	376
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	24
C.30 The instrument(s) used by the program for developmental screening:	
ASQ- 3 (Ages & Stages Questionnaire)	
ESI-R (Early Screening Inventory Revised - Preschool)	



## Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
Other (Please Specify) - CIRCLE Assessment	No
Other (Please Specify) - Frog Street Pre-K Assessment	No

## Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Frog Street Pre-K	No
Other (Please Specify) - Frog Street Three-year-old	No

b. For family child care services:

c. For home-based services:

## STAFF-CHILD INTERACTION OBSERVATION TOOLS

		<i># of programs</i>
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?		Yes
C.34 If yes, interaction observation tool(s) used by the program:		
	<sup>(1)</sup> <i>Name/title</i>	<sup>(2)</sup> <i>Locally designed</i>
a. Center-based settings	CLASS (Classroom Assessment Scoring System)	No
b. Home-based settings		
c. Family child care settings		

## FAMILY AND COMMUNITY PARTNERSHIPS

### Number of families

	# of families at enrollment
C.35 Total number of families:	532
a. Of these, the number of two-parent families	178
b. Of these, the number of single-parent families	354

C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	# of two-parent families at enrollment
a. Parents (biological, adoptive, stepparents, etc.)	166
b. Grandparents	6
c. Relatives other than grandparents	2
d. Foster parents not including relatives	4
e. Other	0
1. Specify:	

C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	# of single-parent families at enrollment
a. Mother (biological, adoptive, stepmother, etc.)	324
b. Father (biological, adoptive, stepfather, etc.)	13
c. Grandparent	12
d. Relative other than grandparent	3
e. Foster parent not including relative	1
f. Other	1
1. Specify:	Aunt/Uncle were given Educational Power of Attorney

### Employment

C.38 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are employed	41
b. One parent/guardian is employed	106
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	31

C.39 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is employed	208
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	146

C.40 The number of all families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	8
b. At least one parent/guardian is a veteran of the United States military	15

## Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	11	12
C.42 Total number of families receiving Supplemental Security Income (SSI)	60	64
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	209	208
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	320	309

## Job training/school

C.45 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	7
b. One parent/guardian is in job training or school	31
c. Neither parent/guardian is in job training or school	140
C.46 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	46
b. The parent/guardian is not in job training or school	308
C.47 Of the total number of all families, the number in which one or more parent/guardian:	# of families at end of enrollment year
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	16
b. Completed high school or was awarded a GED during this program year	19
c. Completed an associate degree during this program year	6
d. Completed a baccalaureate or advanced degree during this program year	7
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	# of families at end of enrollment year
	39

## Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	145
b. An associate degree, vocational school, or some college	58
c. A high school graduate or GED	243
d. Less than high school graduate	86

## Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	31	32
b. Housing assistance such as subsidies, utilities, repairs, etc.	15	16
c. Mental health services	24	24
d. English as a Second Language (ESL) training	21	19
e. Adult education such as GED programs and college selection	42	67
f. Job training	20	19
g. Substance abuse prevention	2	0
h. Substance abuse treatment	1	2
i. Child abuse and neglect services	34	38
j. Domestic violence services	7	6
k. Child support assistance	2	1
l. Health education	231	416
m. Assistance to families of incarcerated individuals	2	2
n. Parenting education	228	426
o. Relationship/marriage education	1	4
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	22	90
C.51 Of these, the number of families who were counted in at least one of the services listed above	322	462

## Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	163
b. Family goal setting	181
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	205
d. Head Start program governance, such as participation in the Policy Council or policy committees	27
e. Parenting education workshops	70

## Homelessness services

	# of families
C.53 Total number of families experiencing homelessness that were served during the enrollment year	26
	# of children
C.54 Total number of children experiencing homelessness that were served during the enrollment year	27
	# of families
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	7

## Foster care and child welfare

	# of children
C.56 Total number of enrolled children who were in foster care at any point during the program year	12
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	11

## Collaboration Agreements and Community Engagement

### Child care partners

	# of formal agreements
C.58 Total number of formal agreements with Child Care Partners during program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

### Local education agency (LEA)

	# of LEAs
C.59 Number of LEAs in the program's service area	23
	# of formal agreements
C.60 Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	6
b. To coordinate transition services	23

### Public school pre-kindergarten programs

	Yes / No
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	9

# Tenant Based Rental Assistance TBRA

REGIONS	WEST	CENTRAL	EAST
COUNTIES SERVING	Lamar Delta Hopkins Rains	Red River Franklin Titus Camp Morris	Bowie Cass Marion
Contract \$	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Admin \$ of Contract	\$ 7,280.00	\$ 7,280.00	\$ 7,280.00
Total Contract	\$ 207,280.00	\$ 207,280.00	\$ 207,280.00
Rent \$ spent to date on TBRA	\$ -	\$ -	\$10,574.00
Admin \$ spent to date	\$ -	\$ -	\$ 1,723.92
Soft costs \$ spent to date	\$ -	\$ -	\$ -
Total Contract \$ Remaining	\$ 207,280.00	\$ 207,280.00	\$194,982.08
Tenant Future Committed Funds	\$ -	\$ -	\$ 44,441.00
Remaining to Commit	\$ 200,000.00	\$ 200,000.00	\$ 155,559.00
# of Tenants currently receiving Assistance	0	0	3
Contract Months Remaining of 24	15	15	15